

County of Burleigh

221 NORTH 5TH STREET • P.O. BOX 5518 • BISMARCK, NORTH DAKOTA 58506-5518

July 19, 2023

Honorable Commissioners:

The following is the preliminary budget for Burleigh County for calendar year 2024. The document contains the budgets for the General, Special Revenue, and Debt Service Funds.

The budget process is coordinated by the Finance Department under direction of the Budget Committee, County Commissioners, Department Directors, and the Auditor/Treasurer. The Budget Committee consists of Commissioner Munson, Commissioner Matthews, Auditor/Treasurer Splonskowski, and Deputy Finance Director Schulz. Burleigh County uses best practices to prepare the annual budget by using annual revenues for ongoing operational costs and cash reserves/fund balance for one-time expenditures. These methods serve as the keys for a balanced budget.

The County's goal for the 2024 budget is to maintain services at the current level and to remain sustainable in future years while making the adjustments needed to better balance the budget.

The County is continuing to recover from the impacts of COVID-19 and the rapid inflationary period that followed. The County continues to monitor these factors to best address them.

The Budget Committee identified areas of significant need for the 2024 budget. The Budget Committee focused on:

1. Remodel of the Provident Building to consolidate our departments currently within the City/County Building into the Provident Building already owned by the County.
2. Infrastructure needs including:
 - a. Construction of 66th Street SE Railroad Overpass (\$2,801,812 for 2024).
 - b. Replacement of a bridge on 236th St SE and removal of a bridge on 102 Ave SE (\$1,500,000 total cost with Federal Funds covering all but \$150,000).
 - c. Replacement of a bridge on Apple Creek Road one half mile east of 80th Street (\$1,440,000 total cost with Federal Funds covering all but \$144,000).
3. Update the Boiler System within the Courthouse (\$1,130,000 from ARPA funds).
4. Employee retention and recruitment.
5. Addition of a County Administrator within the county to aid in county management related to both past and future growth.
6. Public Health – Discussions between the City and County have resulted in the creation of an independent Health Board that is equally represented by both entities. A proposal from the city of an expense split of 75% City and 25% County will more closely match the split in population for the given areas. This will lead to an increase of about \$285,000 to the County Public Health budget.
7. Address revenues to better match them with ongoing operational costs.

The Budget Committee approved only 4 additional positions (FTEs) requested in the 2024 budget. FTEs that were approved included: Four full-time positions within the Highway Department and a reduction of six temporary employees.

The total 2024 General Fund Expenditure Budget is \$35,594,973, with \$25,750,219 or 72% coming from Salary and Fringe Benefits.

The County used the 2023 true and full property valuation for the 2024 property tax calculations. Property values

increased on average 9.08% from the previous year.

The expenditure Budget for 2024 is \$79,460,469 compared to 2023 at \$71,250,381 for an increase of \$8,210,088. Of the \$8,210,088, \$2,801,812 is a transfer from the Special Road Fund to pay for the construction of 66th St SE Railroad Overpass and \$2,400,000 is also a transfer from the same account. That leaves an actual expense increase of \$3,008,276 or 4.2%. That increase consists of the following:

1. \$2,323,278 for Salary and Fringe Benefits.
2. \$660,000 (1 Mill) for the Highway Department.
3. \$285,246 for Public Health.
4. That leaves an actual decrease outside of numbers 1-3 of \$260,248.

In the 2024 budget, the County Commission will use a collection of \$31,165,518 in property tax revenues, which is an increase of \$8,395,966 from the previous year. New growth amounts to \$511,845 for a net difference of \$7,884,121 on existing parcels.

This equates to an increase on a \$300,000 home inside city limits of \$129.33 and outside of city limits of \$130.28 for an increase of 9.58 and 9.65 mills respectively.

As we have discussed over the last six months, the 2023 budget included a use of \$5,500,000 of reserve funds to be used to balance the budget for ongoing operational costs. This is an unsustainable activity and with our current general fund reserves below 40%, it is recommended that we cannot utilize reserve funds again this year to cover that \$5,500,000 of the \$8,395,966 increase.

Debt service funds are established to collect special assessments annually and make payments on existing debt service. These funds are budgeted based on the annual debt service needed to pay for special assessment bonds using special assessment collections.

The County Commission approved a salary increase of a step and 3% COLA. This was based on data from CPI reports and the Kiplinger Letter. Along with this data, it was identified that recruiting and retention of employees is experiencing some significant hurdles.

The Health Insurance committee recommends an 8% increase in the plan premiums this year with a \$500,000 General Fund Loan payback in 2024.

The County continues to have new construction in both residential and commercial development within the county. This creates opportunities for new growth but, also creates challenges to increase services and provide infrastructure maintenance and improvements. Many estimates were made based on the information available at the time this budget was approved. The County Commission and Budget Committee continue to monitor inflationary impacts on operations to create strategies to offset cost increases while creating minimal impact on the taxpayers as the county continues to grow and expand.

A summary of Expenditures and Revenues for the 2024 General Fund Balance is:

| | |
|--------------|--|
| Revenue: | \$35,094,973 |
| Expenditure: | \$35,594,973 |
| Difference: | (\$500,000) This difference is made up by a \$500,000 loan payback from the Health Insurance Fund to the General Fund. |

Justin Schulz
Deputy Finance Director

Mark Splonskowski
Burleigh County Auditor/Treasurer/Tax

PRELIMINARY BUDGET OF BURLEIGH COUNTY, NORTH DAKOTA
CALENDAR YEAR BEGINNING JANUARY 1, 2024

TO THE HONORABLE BOARD OF COUNTY COMMISSIONERS OF BURLEIGH COUNTY, NORTH DAKOTA

I, Mark Splonskowski, County Auditor, do hereby respectfully submit to the Board of County Commissioners, the Preliminary Budget for the twelve-month period beginning January 1, 2024 and ending December 31, 2024. This budget was studied and examined by the Board of County Commissioners and changes made as deemed necessary. Upon a motion made, seconded and carried, the budget was ordered published after the recommended changes were made.

TO THE TAXPAYERS OF BURLEIGH COUNTY, NORTH DAKOTA

We, the Board of County Commissioners of Burleigh County, North Dakota, hereby give notice that we have examined into the several budget estimates filed by the several officers, institutions or undertakings, supported wholly or in part by Burleigh County, and from such examination in our opinion for the calendar year beginning January 1, 2024 the following amounts are necessary:

| PRELIMINARY BUDGET | | |
|---|----|------------|
| County Board | \$ | 774,048 |
| Juvenile Court | \$ | 300,000 |
| County Auditor/Treasurer | \$ | 821,955 |
| County Tax Equalization | \$ | 513,973 |
| State's Attorney | \$ | 4,940,294 |
| County Recorder | \$ | 458,121 |
| Superintendent of Schools | \$ | 75,000 |
| Public Administrator | \$ | 6,300 |
| Courthouse, Buildings & Grounds | \$ | 534,311 |
| Elections | \$ | 536,000 |
| City/County Building Utilities | \$ | 221,581 |
| Printing, Publishing and Supplies | \$ | 27,000 |
| Telephone and Postage | \$ | 132,500 |
| Technology | \$ | 156,100 |
| Information Technology | \$ | 360,701 |
| Human Resources | \$ | 651,573 |
| Liability and Property Insurance | \$ | 200,000 |
| County Building, Planning and Zoning | \$ | 508,291 |
| County Sheriff | \$ | 8,578,422 |
| County Detention Center | \$ | 11,836,104 |
| Emergency Management | \$ | 353,344 |
| Ambulance Services | \$ | 1,500 |
| Police Youth Bureau | \$ | 93,444 |
| County Nursing | \$ | 580,664 |
| Human Service Zone | \$ | 538,500 |
| Boat Ramps | \$ | 90,230 |
| Kimball Bottoms Boat Ramp | \$ | 34,950 |
| Driscoll, Sibley Park and Mitchell Lake | \$ | 10,300 |
| City Recreation | \$ | 335,000 |
| Advertising | \$ | 91,721 |
| Communications Center | \$ | 897,149 |
| Victim Witness | \$ | 576,397 |
| Abandoned Cemetery | \$ | 9,500 |
| Transfers Out | \$ | 350,000 |
| GENERAL FUND BUDGET | \$ | 35,594,973 |

| | | |
|--|--------------|------------|
| Appropriation for General Government | 35,594,973 | |
| Plus: Delinquent Taxes and Reserve Fund | 14,627,445 | |
| Less: Resources | (27,673,523) | |
| Balance to be levied (33.91 Mills) | | 22,548,895 |
| Appropriation for Unorganized Townships | 1,188,027 | |
| Plus: Delinquent Taxes | 40,675 | |
| Less: Resources | (415,202) | |
| Balance to be levied | | 813,500 |
| Appropriation for County Road & Bridge | 17,604,672 | |
| Plus: Delinquent Taxes | 166,250 | |
| Less: Resources | (14,445,922) | |
| Balance to be levied (5.0 Mills) | | 3,325,000 |
| Appropriation for Highway Tax Distribution | 6,950,000 | |
| Less: Resources | (6,950,000) | |
| Balance to be levied | | - |
| Appropriation for Special Road & Bridge Fund | 5,201,812 | |
| Less: Resources | (5,201,812) | |
| Balance to be levied | | - |
| Appropriation for Job Development | 100,000 | |
| Plus: Delinquent Taxes | 4,526 | |
| Less: Resources | (14,005) | |
| Balance to be levied (.14 Mills) | | 90,521 |
| Appropriation for County Library | 370,000 | |
| Plus: Delinquent Taxes | 16,040 | |
| Less: Resources | (65,237) | |
| Balance to be levied (1.95 Mills) | | 320,803 |
| Appropriation for Special Assessments | 200,000 | |
| Plus: Reserve Funds | 50,000 | |
| Less: Resources | (250,000) | |
| Balance to be levied | | - |
| Appropriation for Senior Citizens | 1,273,175 | |
| Plus: Delinquent Taxes and Reserve Fund | 340,486 | |
| Less: Resources | (1,169,828) | |
| Balance to be levied (.67 Mills) | | 443,833 |
| Appropriation for Detention Commissary | 250,000 | |
| Less: Resources | (250,000) | |
| Balance to be levied | | - |
| Appropriation for 24/7 Sobriety Program | 142,700 | |
| Less: Resources | (142,700) | |
| Balance to be levied | | - |
| Appropriation for Communication Center | 2,420,000 | |
| Less: Resources | (2,420,000) | |
| Balance to be levied | | - |

| | | |
|---|-------------|---------|
| Appropriation for Emergency Fund | 1,468,000 | |
| Less: Resources | (1,468,000) | |
| Balance to be levied | | - |
| Appropriation for Veteran Services | 490,704 | |
| Plus: Delinquent Taxes and Reserve Fund | 145,910 | |
| Less: Resources | (171,928) | |
| Balance to be levied (.70 Mills) | | 464,686 |
| Appropriation for Provident Building | 545,071 | |
| Less: Resources | (545,071) | |
| Balance to be levied | | - |
| Appropriation for Missouri Valley Complex | 98,100 | |
| Less: Resources | (98,100) | |
| Balance to be levied | | - |
| Appropriation for County Agent | 431,610 | |
| Plus: Delinquent Taxes and Reserve Fund | 120,984 | |
| Less: Resources | (290,974) | |
| Balance to be levied (.39 Mills) | | 261,620 |
| Appropriation for Weed Board | 402,174 | |
| Plus: Delinquent Taxes and Reserve Fund | 111,430 | |
| Less: Resources | (295,891) | |
| Balance to be levied (1.32 Mills) | | 217,713 |
| Appropriation for Water Resource District | 1,010,800 | |
| Plus: Delinquent Taxes | 49,026 | |
| Less: Resources | (79,300) | |
| Balance to be levied (1.47 Mills) | | 980,526 |
| Appropriation for County Parks | 8,190 | |
| Plus: Reserve Funds | 531,803 | |
| Less: Resources | (539,993) | |
| Balance to be levied | | - |
| Appropriation for BMDC Maintenance & Construction | 300,000 | |
| Less: Resources | (300,000) | |
| Balance to be levied | | - |
| Appropriation for K-9 Patrol Program | 18,000 | |
| Less: Resources | (18,000) | |
| Balance to be levied | | - |
| Appropriation for Parking | 70,000 | |
| Less: Resources | (70,000) | |
| Balance to be levied | | - |
| Appropriation for McKenzie Haul Road | 442,626 | |
| Less: Resources | (442,626) | |
| Balance to be levied | | - |
| Appropriation for CenCom | 420,401 | |
| Less: Resources | (420,401) | |
| Balance to be levied | | - |

| | | |
|--|------------|------------|
| Appropriation for Preservation Fund | 107,844 | |
| Less: Resources | (107,844) | |
| <u>Balance to be levied</u> | | - |
| Appropriation for Sheriff's Drug Asset Forfeiture | 40,000 | |
| Less: Resources | (40,000) | |
| <u>Balance to be levied</u> | | - |
| Appropriation for State's Atty Drug Asset Forfeiture | 18,000 | |
| Less: Resources | (18,000) | |
| <u>Balance to be levied</u> | | - |
| Appropriation for Hazardous Chemicals | 5,000 | |
| Less: Resources | (5,000) | |
| <u>Balance to be levied</u> | | - |
| Appropriation for Rural Special Assessments | 608,590 | |
| Less: Resources | (608,590) | |
| <u>Balance to be levied</u> | | - |
| Appropriation for State Medical Center | 665,000 | |
| Less: Resources | | |
| <u>Balance to be levied (1.0 Mills)</u> | | 665,000 |
| Appropriation for Soil Conservation | 350,000 | |
| Less: Resources | 18,421 | |
| <u>Balance to be levied (.55 Mills)</u> | | 368,421 |
| Appropriation for Garrison Diversion | 665,000 | |
| Less: Resources | | |
| <u>Balance to be levied (1.0 Mills)</u> | | 665,000 |
| TOTAL DOLLARS AND LEVIES OF ALL FUNDS | 79,460,469 | 31,165,518 |

A budget hearing will be held on the 19th and 20th day of July 2023 at 8:30 AM for all Citizens of Burleigh County. The meeting will be held in the Tom Baker Room at the City/County Office Building in Bismarck, North Dakota, **for the purpose of discussion on the proposed budget.**

The Preliminary Budget may be examined on weekdays at the Burleigh County Auditor's Office between 8:00 AM and 5:00 PM. All interested Citizens will have the opportunity to give written and oral comment.

Mark Splonskowski
Burleigh County Auditor/Treasurer

BURLEIGH COUNTY

COMPARATIVE MILL LEVIES

6/29/2023

| | 2015 MILL LEVIES | 2016 MILL LEVIES | 2017 MILL LEVIES | 2018 MILL LEVIES | 2019 MILL LEVIES | 2020 MILL LEVIES | 2021 MILL LEVIES | 2022 MILL LEVIES | 2023 MILL LEVIES | 2023 CHANGE LEVIES |
|-------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|--------------------------|
| STATE MEDICAL CENTER | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| GENERAL FUND | 29.16 | 27.48 | 29.57 | 24.01 | 26.89 | 25.89 | 24.33 | 24.88 | 33.91 | (9.03) |
| ROAD & BRIDGE | 0.25 | 1.00 | 1.00 | 2.00 | 2.50 | 2.50 | 3.99 | 4.00 | 5.00 | (1.00) |
| VETERAN SERVICE | 0.74 | 0.69 | 0.62 | 0.69 | 0.68 | 0.66 | 0.74 | 0.78 | 0.70 | 0.08 |
| COUNTY AGENT | 0.54 | 0.94 | 0.68 | 0.68 | 0.59 | 0.97 | 0.54 | 0.55 | 0.39 | 0.16 |
| SENIOR CITIZENS | 1.00 | 1.00 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.67 | 0.23 |
| WATER RESOURCE | 1.50 | 1.51 | 1.50 | 1.50 | 1.70 | 1.50 | 1.50 | 1.50 | 1.47 | 0.03 |
| JAIL | 0.50 | 0.00 | 0.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SOIL CONSERVATION | 0.32 | 0.61 | 0.71 | 0.70 | 0.86 | 0.78 | 1.23 | 0.49 | 0.55 | (0.06) |
| SOCIAL WELFARE | 11.82 | 11.35 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SPECIAL ASSESSMENTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| JOB DEVELOPMENT AUTHOR | 0.20 | 0.19 | 0.18 | 0.18 | 0.18 | 0.16 | 0.17 | 0.16 | 0.14 | 0.02 |
| EMERGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| GARRISON DIVERSION | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| | 48.03 | 46.77 | 37.66 | 32.66 | 36.30 | 35.36 | 35.40 | 35.26 | 44.83 | (9.57) |
| WEED BOARD | 1.50 | 1.51 | 2.00 | 3.01 | 2.75 | 1.75 | 0.73 | 1.04 | 1.32 | (0.28) |
| LIBRARY | 2.36 | 2.13 | 2.18 | 2.20 | 2.08 | 2.14 | 2.13 | 2.16 | 1.95 | 0.21 |
| COUNTY PARK | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| PARKS & REC. FACILITIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | 51.89 | 50.41 | 41.84 | 37.87 | 41.13 | 39.25 | 38.26 | 38.46 | 48.10 | (9.64) |

BURLEIGH COUNTY
GENERAL FUND REVENUE

6/29/2023

| | 2018 ACTUAL | 2019 ACTUAL | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 ESTIMATE | 2024 Estimate |
|------------------------|----------------|----------------|----------------|----------------|----------------|------------------|------------------|
| TAXES | 14,701,027 | 12,023,542 | 13,784,333 | 13,583,644 | 13,146,683 | 14,484,000 | 21,421,450 |
| Telecom Tax | | | | | | | 90,760 |
| Prior yr tax | | | | | | | 150,780 |
| MH Tax | | | | | | | |
| P&I | | | | | | | 28,996 |
| IN LIEU OF TAXES | 31,636 | 26,972 | 35,004 | 9,149 | 28,982 | 29,000 | 32,000 |
| LICENSES | 11,868 | 11,057 | 12,231 | 12,050 | 11,275 | 12,000 | 12,000 |
| PERMITS | 177,299 | 169,036 | 186,390 | 187,132 | 180,792 | 180,000 | 180,000 |
| FEDERAL IN LIEU | 38,705 | 40,549 | 40,418 | 40,994 | 41,994 | 91,000 | 91,000 |
| STATE GRANTS & FEES | | | | | 190,476 | 175,000 | 175,000 |
| STATE AID DISTRIBUTION | 2,629,260 | 3,767,680 | 3,334,982 | 4,043,621 | 4,237,562 | 3,802,000 | 4,328,109 |
| HOMESTEAD CREDIT | 194,170 | 164,711 | 185,553 | 184,108 | 187,875 | 188,000 | 218,000 |
| REIMBURSEMENTS | 161,919 | 340,007 | 248,387 | 213,036 | 585,062 | 121,000 | 113,400 |
| COUNTY COURT | 29,089 | 30,574 | 21,167 | 24,212 | 25,907 | 25,000 | 25,000 |
| REGISTER OF DEEDS | 575,536 | 578,205 | 776,478 | 803,959 | 575,645 | 525,000 | 525,000 |
| COUNTY AUDITOR | 25,922 | 24,989 | 42,964 | 22,801 | 19,339 | 20,000 | 20,000 |
| EMERGENCY MANAGEMENT | 70,899 | 73,215 | 61,326 | 111,552 | 78,695 | 75,000 | 75,000 |
| STATES ATTORNEY | 843 | 605 | 6,076 | 487 | 101 | 500 | 500 |
| COUNTY SHERIFF | 3,623,145 | 3,563,080 | 8,048,224 | 307,743 | 561,033 | 369,000 | 422,000 |
| SOC SRV MISC | | | | 817,672 | 811,505 | 801,700 | 550,000 |
| DETENTION | | | | 3,548,870 | 3,183,577 | 4,748,000 | 5,043,778 |
| INTEREST | 438,524 | 620,352 | 512,090 | 283,893 | -85,703 | 1,311,000 | 1,113,000 |
| RENT (MUNI COURT) | 10,848 | 10,848 | 10,848 | 10,848 | 10,848 | 11,000 | 35,000 |
| SALE OF ASSETS | 4,112 | 13,053 | 13,386 | 0 | 0 | 10,000 | 10,000 |
| MISC. | 21,983 | 34,979 | 17,020 | 125,877 | 112,939 | 111,500 | 111,500 |
| TRANSFER IN | 3,126,155 | 66,129 | 1,168,110 | 320,084 | 1,035,646 | 472,700 | 322,700 |
| TOTAL | 25,872,940 | 21,559,583 | 28,504,987 | 24,651,732 | 24,940,233 | 27,562,400 | 35,094,973 |

REVENUE 2024

35,094,973

EXPENSE 2024

35,594,973

EXPENDITURES EXCEED REVENUES BY

500,000 transfer from Health fund to offset this \$500,000

35,094,973

500,000

35,594,973

**TAXES= REAL ESTATE(22,548,895 (33.91 mills) @ 95% + 21,421,450) + PENALTY & INTEREST (28,996)+ DELINQUENT TAX(150,780)+TELECOMMUNICATION TAX(90,760)

BURLEIGH COUNTY

6/26/2023

GENERAL FUND EXPENSES - 2024 BUDGET

| | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 Budget | 2024 BUDGET | CHANGE | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|--------------------------------|
| COUNTY BOARD | 473,100 | 366,181 | 428,212 | 460,388 | 774,048 | 313,660 | COUNTY BOARD |
| JUVENILE COURT | 256,273 | 282,237 | 313,317 | 281,000 | 300,000 | 19,000 | JUVENILE COURT |
| AUDITOR / TREASURER | 971,385 | 694,349 | 694,648 | 830,055 | 821,955 | (8,100) | AUDITOR / TREASURER |
| TAX EQUALIZATION | - | 393,637 | 426,454 | 473,499 | 513,973 | 40,474 | TAX EQUALIZATION |
| STATES ATTORNEY | 2,469,941 | 2,516,649 | 2,800,863 | 4,898,641 | 4,940,294 | 41,653 | STATES ATTORNEY |
| RECORDER | 325,759 | 287,275 | 359,258 | 433,189 | 458,121 | 24,932 | RECORDER |
| SUPT. OF SCHOOLS | 67,000 | 67,000 | 72,000 | 72,000 | 75,000 | 3,000 | SUPT. OF SCHOOLS |
| PUBLIC ADMINISTRATOR | 6,300 | 6,300 | 6,300 | 6,300 | 6,300 | - | PUBLIC ADMINISTRATOR |
| CRTHSE BLDG & GRDS | 854,039 | 608,319 | 946,163 | 511,254 | 534,311 | 23,057 | CRTHSE BLDG & GRDS |
| ELECTIONS | 353,744 | 19,959 | 522,746 | 208,500 | 536,000 | 327,500 | ELECTIONS |
| CITY/COUNTY BUILDING | 76,797 | 78,072 | 112,734 | 226,516 | 221,581 | (4,935) | CITY/COUNTY BUILDING |
| PUBLISHING & PRINTING | 6,544 | 11,695 | 13,675 | 15,000 | 15,000 | - | PUBLISHING & PRINTING |
| SUPPLIES | 13,710 | 7,726 | 12,173 | 8,000 | 12,000 | 4,000 | SUPPLIES |
| TELEPHONE & POSTAGE | 103,425 | 108,135 | 124,834 | 128,000 | 132,500 | 4,500 | TELEPHONE & POSTAGE |
| TECHNOLOGY | 101,322 | 119,124 | 93,656 | 146,000 | 156,100 | 10,100 | TECHNOLOGY |
| INFO TECH DEPARTMENT | - | - | 3,913 | 300,000 | 360,701 | 60,701 | INFO TECH DEPARTMENT |
| AUDIT FEES | 25,950 | 30,750 | 74,500 | 35,000 | - | (35,000) | AUDIT FEES |
| HUMAN RESOURCES | 331,030 | 352,016 | 442,538 | 574,827 | 651,573 | 76,746 | HUMAN RESOURCES |
| INSURANCE | 130,148 | 168,803 | 165,242 | 200,000 | 200,000 | - | INSURANCE |
| PLANNING | 343,374 | 319,030 | 379,023 | 456,963 | 508,291 | 51,328 | PLANNING |
| SHERIFF | 6,532,377 | 7,031,509 | 6,744,396 | 7,984,384 | 8,578,422 | 594,038 | SHERIFF |
| DETENTION CENTER | 8,263,835 | 8,707,393 | 9,048,356 | 10,926,025 | 11,836,104 | 910,079 | DETENTION CENTER |
| EMERGENCY MANAGEMENT | 195,819 | 198,331 | 170,973 | 334,703 | 353,344 | 18,641 | EMERGENCY MANAGEMENT |
| AMBULANCE | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | - | AMBULANCE |
| YOUTH BUREAU | 51,000 | 102,057 | 66,777 | 87,781 | 93,444 | 5,663 | YOUTH BUREAU |
| COUNTY NURSE | 198,150 | 204,740 | 214,249 | 295,418 | 580,664 | 285,246 | COUNTY NURSE |
| INCOME MAINTENANCE | 614,776 | 635,908 | 650,944 | 700,000 | 538,500 | (161,500) | INCOME MAINTENANCE |
| BOAT RAMPS | 91,700 | 41,348 | 37,923 | 100,600 | 90,230 | (10,370) | BOAT RAMPS |
| KIMBALL BOTTOMS BOAT RAM | 17,386 | 11,713 | 18,795 | 36,955 | 34,950 | (2,005) | KIMBALL BOTTOMS BOAT RAMP |
| MITCHELL LAKE/ DRISCOLL SII | 5,133 | 9,487 | 3,741 | 13,800 | 10,300 | (3,500) | MITCHELL LAKE/ DRISCOLL SIBLEY |
| CITY RECREATION | 266,045 | 277,273 | 280,407 | 310,000 | 335,000 | 25,000 | CITY RECREATION |
| ADVERTISING | 76,984 | 78,633 | 80,638 | 84,571 | 91,721 | 7,150 | ADVERTISING |
| COMMUNICATIONS CENTER | 663,826 | 661,146 | 675,241 | 847,475 | 897,149 | 49,674 | COMMUNICATIONS CENTER |
| VICTIM/WITNESS ADVOCATE | - | 8,400 | 424,001 | 573,699 | 576,397 | 2,698 | VICTIM WITNESS ADVOCATE |
| ABANDONED CEMETERY | - | - | 9,440 | 8,500 | 9,500 | 1,000 | ABANDONED CEMETERY |
| TRANSFER OUT | 301,197 | 356,251 | 550,000 | 350,000 | 350,000 | - | TRANSFER OUT |
| | 24,189,568 | 24,762,946 | 26,969,630 | 32,920,543 | 35,594,973 | 2,674,430 | |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

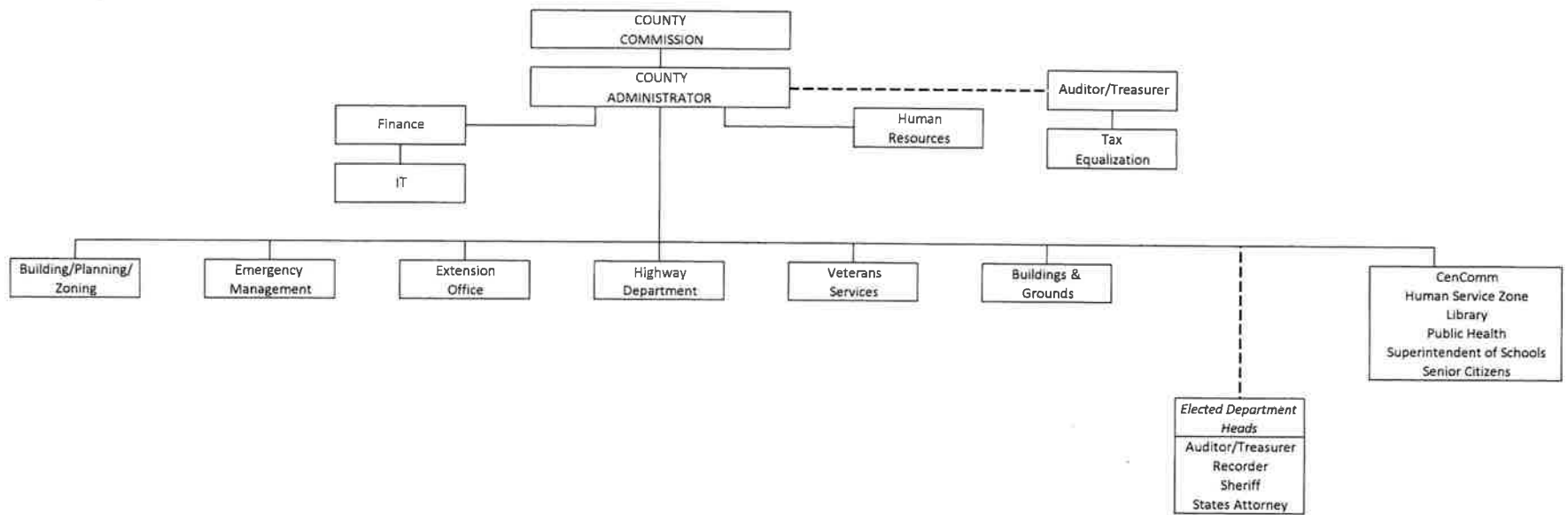
☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|----------------------------------|-----------------------|------------------------|-------------|------------------------|-------------|------------------------|-------------|----------------------------|
| 1001.41110.00111 | SALARIES | \$209,560 | \$207,523 | \$216,122 | \$235,828 | \$221,467 | \$106,513 | 434,447 |
| 1001.41110.00211 | FRINGE BENEFITS | \$110,625 | \$131,826 | \$134,120 | \$130,666 | \$168,421 | \$46,318 | 226,601 |
| 1001.41110.00341 | TRAVEL-LODGING-MEALS | \$2,000 | \$2,450 | \$3,500 | \$4,164 | \$3,000 | \$0 | 3,000 |
| 1001.41110.00373 | ORGANIZATIONAL DUES | \$51,000 | \$49,501 | \$53,000 | \$50,845 | \$55,000 | \$51,299 | 55,000 |
| 1001.41110.00444 | COMPUTER SERVICES | \$4,000 | \$4,236 | \$8,000 | \$5,276 | \$5,000 | \$1,631 | 5,000 |
| 1001.41110.00641 | FURNITURE & EQUIPMENT | \$1,000 | \$0 | \$1,000 | \$307 | \$2,000 | \$2,436 | 2,000 |
| 1001.41110.00802 | COUNTY INVOLVEMENT | \$7,500 | \$0 | \$2,000 | \$16 | \$2,500 | \$0 | 10,000 |
| 1001.41110.00920 | CONTINUING EDUCATION | \$2,000 | \$1,395 | \$3,500 | \$1,110 | \$3,000 | \$50 | 3,000 |
| 1001.41110.00925 | AUDIT FEES | \$0 | \$0 | \$35,000 | \$74,500 | \$35,000 | \$21,850 | 35,000 |
| DEPARTMENT: COUNTY BOARD - 41110 | | \$387,685 | \$396,931 | \$456,242 | \$502,712 | \$495,388 | \$230,097 | \$774,048 |



County of Burleigh

221 NORTH 5TH STREET • P.O. BOX 5518 • BISMARCK, NORTH DAKOTA 58506-5518

Request for County Board Action

DATE: June 5, 2023

TO: Mark Splonskowski
County Auditor

FROM: Justin Schulz
Deputy Finance Director

RE: County Involvement Budget

Please place the following item on the next Burleigh County Board agenda.

ACTION REQUESTED:

Establish a budget under the County Involvement GL to aid in tracking and decision making related to Community requests for funds to support events.

BACKGROUND:

Historically as the County Commission has voted to approve expenditures related to events in the community, we have not consistently coded those expenses to track and aid in our budget process.

RECOMMENDATION:

It is recommended the Board adopt the attached proposed resolution.

PROPOSED RESOLUTION:

THEREFORE, BE IT RESOLVED: That the County Board utilize the GL for County Involvement to budget for and code items approved by the Commission. Also, establish the guidelines for involvement to exclude any religious or political groups or events.

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023

To Date: 5/31/2023

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|--|-------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.41240.00310 | MENTAL HEALTH LEGAL FE | \$140,000 | \$103,130 | \$140,000 | \$110,487 | \$140,000 | \$32,402 | 120,000 |
| 1001.41240.00818 | GUARDIAN AD LITEM APPT: | \$30,000 | \$0 | \$30,000 | \$0 | \$30,000 | \$0 | 20,000 |
| 1001.41240.00850 | JUVENILE DETENTION | \$100,000 | \$179,107 | \$110,000 | \$202,830 | \$110,000 | \$28,781 | 160,000 |
| 1001.41240.00934 | MENTAL HEALTH PROCEED | \$1,000 | \$0 | \$1,000 | \$0 | \$1,000 | \$0 | 0.00 |
| DEPARTMENT: DISTRICT CRT & JUV CRT - 41240 | | \$271,000 | \$282,237 | \$281,000 | \$313,317 | \$281,000 | \$61,183 | \$300,000 |



STATE OF NORTH DAKOTA NORTH DAKOTA COURT SYSTEM

OFFICE OF COURT ADMINISTRATION

Administrative Unit Three
514 E Thayer Ave
Bismarck, ND 58501
(701)222-6682

June 6, 2023

Mark Splonskowski
Justin Schulz
P O Box 5518
Bismarck, ND 58506-5518

Re: District and Juvenile Court related expenses

Enclosed is the Department Budget Request for Burleigh County mental health, guardian ad litem, and juvenile detention expenditures for FY 2024. I suggest that Burleigh County include the amounts on the attached spreadsheet to cover expenses that arise under the guardian ad litem, indigent defense, sexually dangerous individual, mental health, and juvenile foster care statutes.

Juvenile delinquency filings were higher in 2022 than anticipated, leading to much larger than expected juvenile detention costs. Juvenile detention fees remain \$284.98 per day per juvenile. Year to date filings in 2023 show that we need to increase that line of the budget, but not as much as the 2022 actual numbers suggested.

I suggest a decrease in the mental health legal fees and potentially eliminating the line for account 1001.41240.00934 as it appears that line is never used.

I believe the proposed decrease in mental health legal fees and guardian ad litem appointments will help to offset the requested increase in juvenile detention.

Please call me if you have any questions regarding the amounts I included on the enclosed budget worksheet.

Sincerely,

A handwritten signature in cursive script, appearing to read "Donna Wunderlich".

Donna Wunderlich
Trial Court Administrator

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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| 1001.41410.00111 | SALARIES | \$423,571 | \$427,891 | \$456,477 | \$429,988 | \$475,077 | \$184,154 | 475,270 |
| 1001.41410.00112 | TEMPORARY SERVICES | \$5,000 | \$0 | \$5,000 | \$3,715 | \$5,000 | \$2,373 | 5,000 |
| 1001.41410.00211 | FRINGE BENEFITS | \$233,134 | \$226,624 | \$244,704 | \$217,777 | \$273,478 | \$99,077 | 276,685 |
| 1001.41410.00341 | TRAVEL-LODGING-MEALS | \$3,500 | \$374 | \$5,000 | \$406 | \$8,000 | \$0 | 5,000 |
| 1001.41410.00373 | ORGANIZATIONAL DUES | \$2,000 | \$1,125 | \$2,000 | \$750 | \$2,000 | \$750 | 2,000 |
| 1001.41410.00382 | CONTRACTED SERVICES | \$1,500 | \$0 | \$1,500 | \$60 | \$1,000 | \$15 | 1,000 |
| 1001.41410.00411 | OFFICE SUPPLIES | \$15,000 | \$12,718 | \$15,000 | \$8,832 | \$15,000 | \$36 | 12,500 |
| 1001.41410.00424 | GAS OIL & FUEL | \$500 | \$0 | \$500 | \$0 | \$500 | \$0 | 500 |
| 1001.41410.00444 | COMPUTER SERVICES | \$35,000 | \$14,339 | \$30,000 | \$24,528 | \$30,000 | \$3,269 | 30,000 |
| 1001.41410.00641 | FURNITURE & EQUIPMENT | \$8,000 | \$8,393 | \$20,000 | \$7,786 | \$15,000 | \$326 | 10,000 |
| 1001.41410.00920 | CONTINUING EDUCATION | \$3,500 | \$2,885 | \$3,500 | \$805 | \$5,000 | \$50 | 4,000 |
| DEPARTMENT: AUDITOR - 41410 | | \$730,705 | \$694,349 | \$783,681 | \$694,648 | \$830,055 | \$290,050 | \$821,955 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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|--------------------------------------|-----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.41420.00111 | SALARIES | \$242,861 | \$250,691 | \$270,213 | \$270,541 | \$286,203 | \$103,414 | 298,951 |
| 1001.41420.00211 | FRINGE BENEFITS | \$122,055 | \$122,038 | \$130,289 | \$129,647 | \$145,796 | \$54,992 | 173,022 |
| 1001.41420.00341 | TRAVEL-LODGING-MEALS | \$2,000 | \$52 | \$1,500 | \$33 | \$1,500 | \$88 | 1,500 |
| 1001.41420.00373 | ORGANIZATIONAL DUES | \$500 | \$445 | \$500 | \$285 | \$500 | \$0 | 500 |
| 1001.41420.00382 | CONTRACTED SERVICES | \$16,500 | \$12,200 | \$10,000 | \$12,200 | \$12,500 | \$0 | 12,500 |
| 1001.41420.00411 | OFFICE SUPPLIES | \$2,500 | \$798 | \$2,500 | \$381 | \$2,500 | \$659 | 2,500 |
| 1001.41420.00424 | GAS OIL & FUEL | \$1,000 | \$584 | \$1,000 | \$809 | \$2,000 | \$28 | 2,000 |
| 1001.41420.00444 | COMPUTER SERVICES | \$20,000 | \$6,149 | \$20,000 | \$9,310 | \$17,500 | \$3,294 | 17,500 |
| 1001.41420.00641 | FURNITURE & EQUIPMENT | \$4,000 | \$450 | \$3,500 | \$2,418 | \$3,500 | \$0 | 3,500 |
| 1001.41420.00920 | CONTINUING EDUCATION | \$2,500 | \$230 | \$1,500 | \$830 | \$1,500 | \$0 | 2,000 |
| DEPARTMENT: TAX EQUALIZATION - 41420 | | \$413,916 | \$393,637 | \$441,002 | \$426,454 | \$473,499 | \$162,475 | \$513,973 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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|-------------------------------------|------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.41430.00111 | SALARIES | \$2,091,877 | \$1,714,134 | \$2,380,893 | \$1,883,858 | \$3,245,008 | \$908,446 | 3,229,036 |
| 1001.41430.00211 | FRINGE BENEFITS | \$928,306 | \$717,987 | \$1,082,174 | \$788,183 | \$1,498,533 | \$415,877 | 1,538,458 |
| 1001.41430.00317 | WITNESS & CASE EXPENSE | \$1,500 | \$1,845 | \$1,500 | \$2,333 | \$1,500 | \$1,235 | 2,000 |
| 1001.41430.00318 | SERVICES,& FILING FEES | \$400 | \$190 | \$600 | \$216 | \$400 | \$82 | 400 |
| 1001.41430.00319 | TRANSCRIPTS | \$2,000 | \$1,552 | \$2,000 | \$3,248 | \$1,500 | \$748 | 2,000 |
| 1001.41430.00341 | TRAVEL-LODGING-MEALS | \$2,500 | \$557 | \$8,000 | \$7,079 | \$8,000 | (\$322) | 8,000 |
| 1001.41430.00373 | ORGANIZATIONAL DUES | \$8,200 | \$6,991 | \$9,500 | \$7,606 | \$12,600 | \$2,995 | 12,600 |
| 1001.41430.00411 | OFFICE SUPPLIES | \$15,000 | \$12,199 | \$20,500 | \$20,582 | \$20,500 | \$4,591 | 20,500 |
| 1001.41430.00444 | COMPUTER SERVICES | \$27,000 | \$23,079 | \$30,000 | \$55,801 | \$55,100 | \$3,340 | 47,000 |
| 1001.41430.00641 | FURNITURE & EQUIPMENT | \$15,000 | \$21,139 | \$21,000 | \$15,068 | \$35,000 | \$26,347 | 51,000 |
| 1001.41430.00920 | CONTINUING EDUCATION | \$750 | \$145 | \$750 | \$0 | \$500 | \$0 | 500 |
| 1001.41430.00921 | LEGAL INSTITUTES | \$2,800 | \$115 | \$3,000 | \$2,410 | \$3,000 | \$90 | 3,000 |
| 1001.41430.00922 | LIBRARY | \$15,000 | \$16,716 | \$15,000 | \$14,478 | \$15,000 | \$3,633 | 23,500 |
| 1001.41430.00923 | CONTINGENT FUND | \$2,000 | \$0 | \$2,000 | \$0 | \$2,000 | \$0 | 2,000 |
| DEPARTMENT: STATES ATTORNEY - 41430 | | \$3,112,333 | \$2,516,649 | \$3,576,917 | \$2,800,863 | \$4,898,641 | \$1,367,061 | See Below |

Add Employee Services

\$300

TOTAL \$4,940,294

BURLEIGH COUNTY STATE'S ATTORNEY

JULIE LAWYER
STATE'S ATTORNEY

June 16, 2023

Burleigh County Board of Commissioners
c/o Justin Schulz
221 N 5th St
Bismarck, ND 58501

RE: 2024 State's Attorney's Budget
2024 Victim Witness Budget

Dear Commissioners:

Please find enclosed the proposed 2024 budget for the Burleigh County State's Attorney's Office and the Victim Witness Department. The State's Attorney budget reflects an increase of \$18,000 in non-salary line items over the 2023 budget. We were able to lower the requests in some areas, such as computer services due now having all computers and computer equipment in compliance with current standards and to transitioning some costs for victim witness coordinators into the victim witness budget.

We are adding a new budget line item for Employee Services with a budget of \$300 as our office will begin random drug screening and drug screens of new employees. The overall budget increase is primarily due to the need to remodel the cubicle area in our office. When the old Detention Center was remodeled for office space, we built anticipating our growing needs. At the time we moved into the space in February 2019, we did not need to use most of the cubicle space that was included. However, now that our office has expanded, we have found that the half-walls of the cubicles are not conducive to productivity. We have also had at least one employee concerned about the spread of illness.

Phone calls and audio discovery files are disruptive to others. We have also noticed it's much easier to get distracted by others now that employees are in open cubicles and outside of offices. Employees can no longer shut out distractions by closing an office door. We believe raising the cubicle walls and closing them off more will help alleviate these problems. We have an estimate of \$21,000 to remodel the cubicle areas on each of the 3rd and 4th floors. I have attached the drawings we've received regarding our plans in that regard.

Our focus for 2024 will be filling our vacant positions. We are currently looking for a Senior Assistant State's Attorney, five (5) Assistant State's Attorney's, a Paralegal, a Legal Assistant, and a File Clerk / Legal Secretary. Included in that count is an attorney who is leaving to go to the US Attorney's Office in July and we may lose another attorney to that office this summer as well. We have had an attorney working on contract up to 30 hours a week since 2019 to help with the workload.

Our numbers have fluctuated since 2021. In 2021, we had approximately 5,438 criminal cases come to our office for review, which resulted in 2,133 felony counts and 3,665 misdemeanor counts being charged in the 3,981 criminal cases filed. In 2022, we had 5,096 criminal cases come to our office for review. Of those, we charged 1,609 felony

counts and 2,547 misdemeanor counts charged in the 2,993 criminal cases filed. Between 2021 and 2022 we filed approximately 1,000 fewer criminal cases. That was due to lack of staff and increase in criminal cases that required more attorney time and attention, including six homicides which occurred in 2022. Our office had two murder trials, a manslaughter trial, and an attempted murder trial in 2022, along with 22 other cases that went to trial. Because of the amount of work that goes into preparing for trial, especially homicide-related offenses, this also accounts for our drop in case filings. We also lost five attorneys in 2022 and were able to hire two.

In 2023, we have been able to hire an additional three attorneys and a part-time attorney, but, as indicated we will be losing possibly two attorneys by the end of the summer. As of May 31, 2023, we have had 2,036 criminal cases come to our office for review, which has resulted in 844 felony counts and 1,333 misdemeanor counts being charged in 1,570 criminal cases filed. If this trend continues, we are projecting 4,900 cases coming to our office for review with about 2,000 felony counts and 3,200 misdemeanor counts and about 3,700 criminal cases filed.

Victim Witness was able to add another coordinator in 2023. Despite some increases in costs due to additional staff, their overall operating budget, excluding salary and benefits, is \$4,645 less than the 2023 adopted budget. There was a substantial increase in furniture and equipment from 2022 to 2023 due to the need to upgrade all the computers in that department. We have adjusted the computer replacement schedule in that department so they are replacing the computers on a staggered basis and will not have a substantial budget increase every 3 to 5 years for computer replacement.

Thank you for your consideration. I look forward to answering any questions you have.

Sincerely,

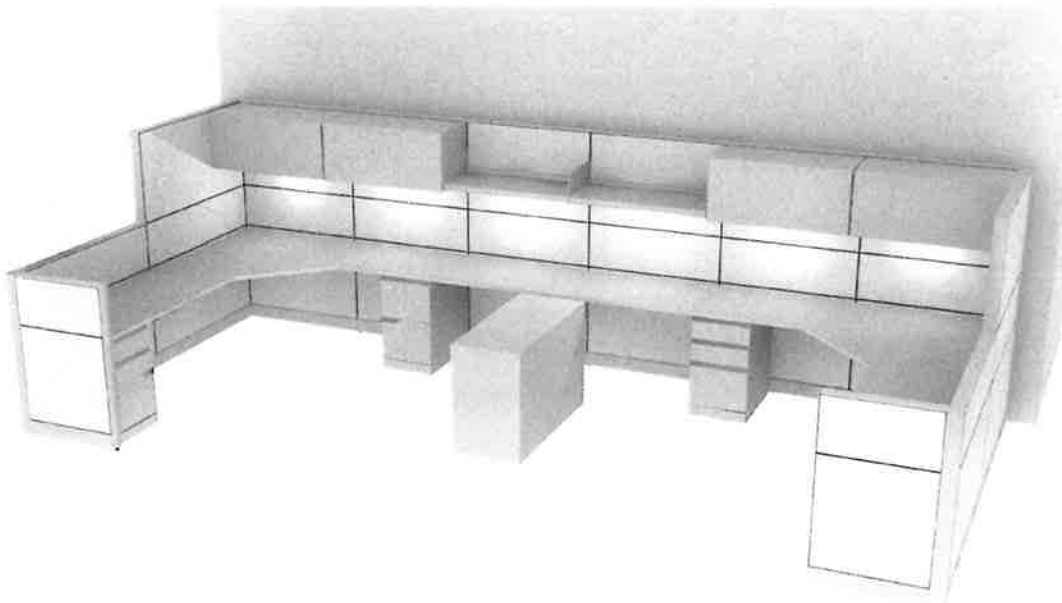
A handwritten signature in dark ink, appearing to be 'Julie Lawyer', written over a circular stamp or seal.

Julie Lawyer
State's Attorney

Enclosures

334A-B *EXISTING*


*Finishes are not Accurate



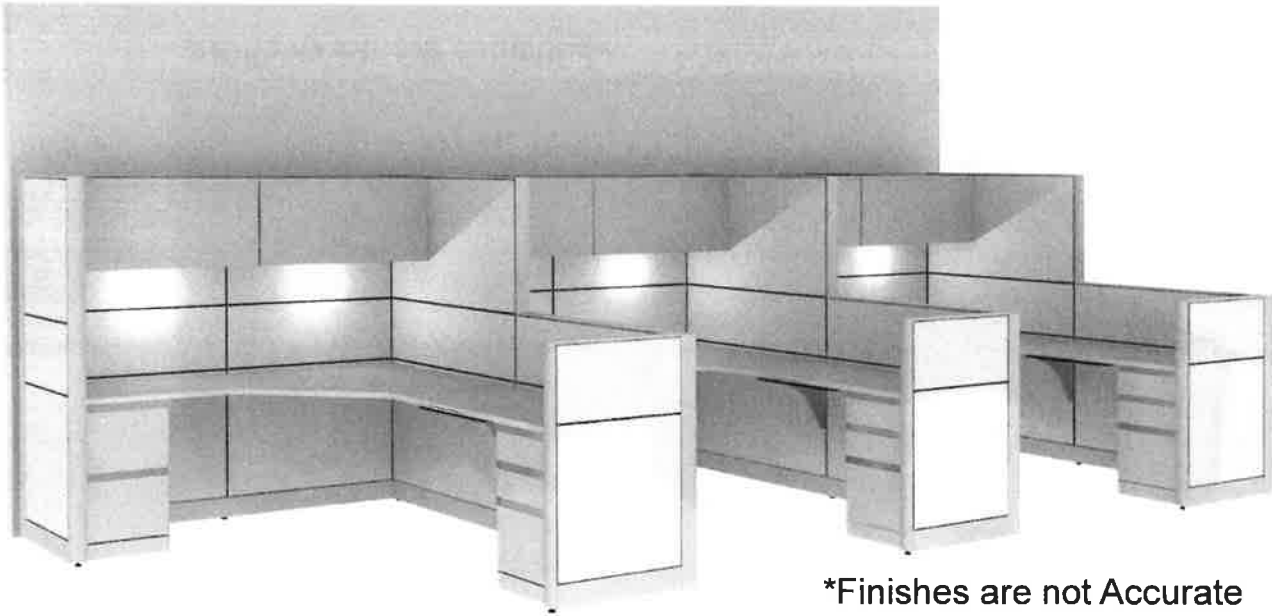
334A-B *PROPOSED*



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334D-F *EXISTING*



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334D-F *PROPOSED*



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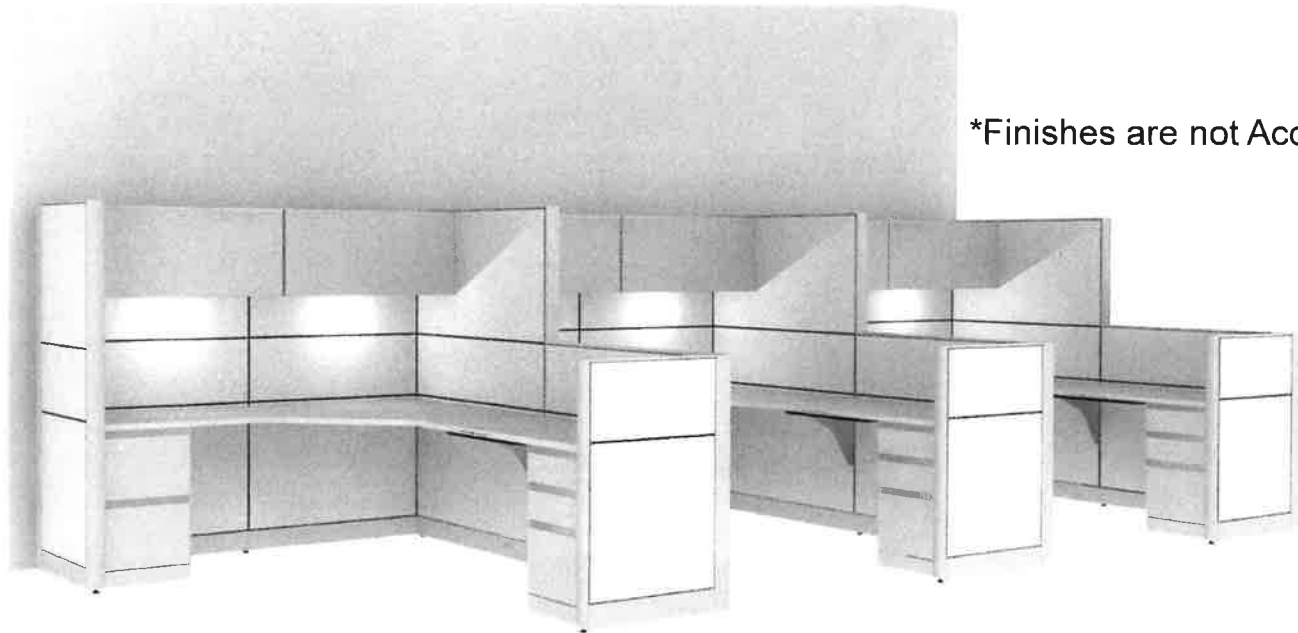
Date
6/8/2023

Drawn by
J. Erickson

Salesperson
Troy Kleinjan

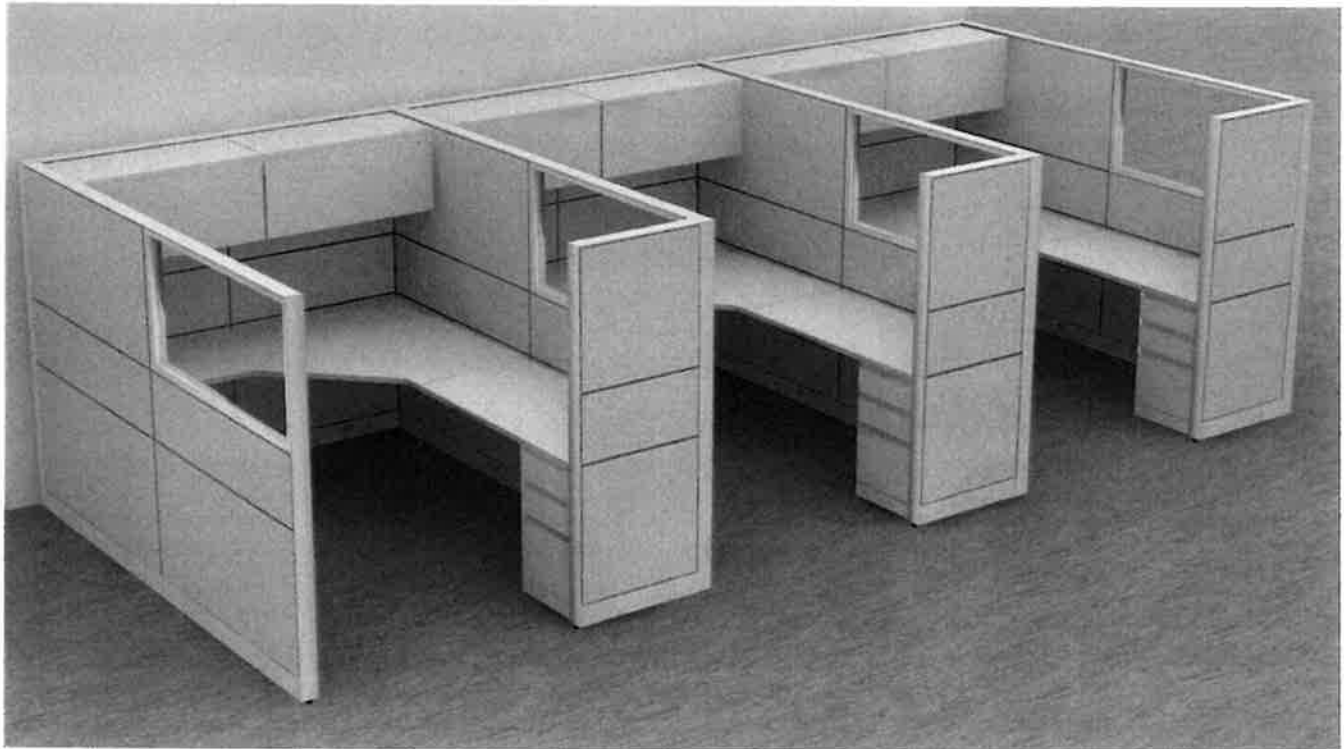
File
OfficeRenovation.cmdrw

426A-C *EXISTING*



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426A-C *PROPOSED*



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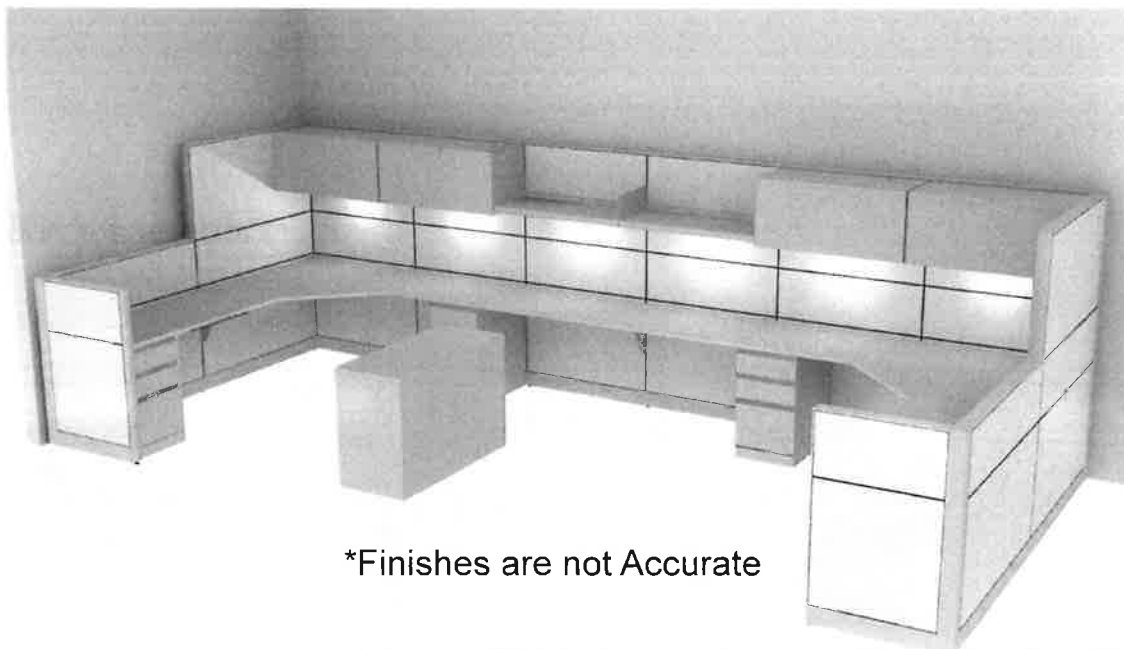
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J. Erickson

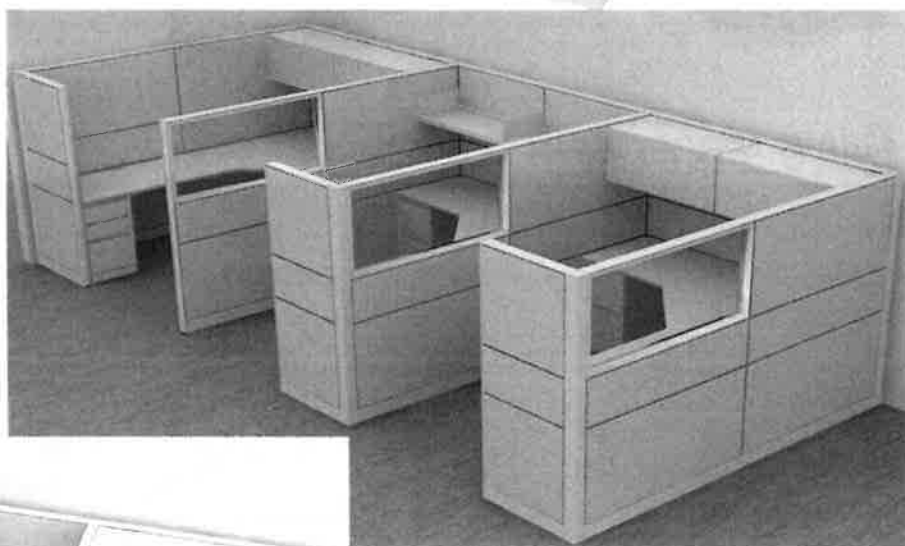
Salesperson
Troy Kleinjan

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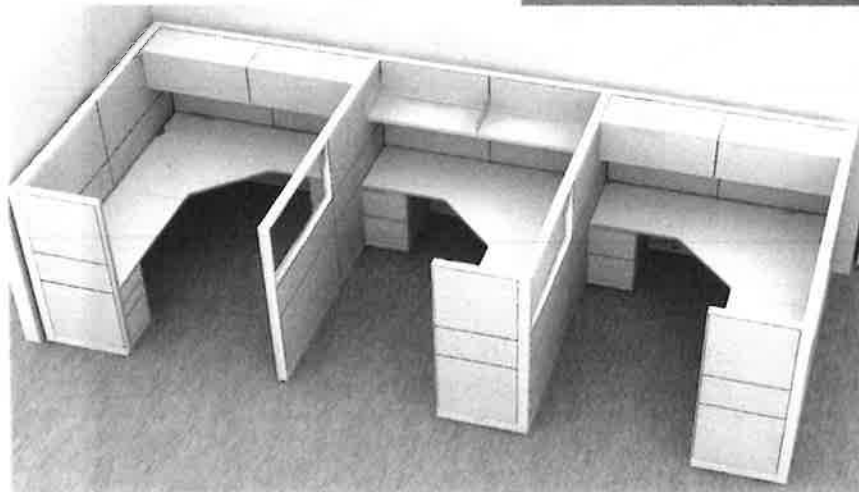
426E-F *EXISTING*



*Finishes are not Accurate



426E-G *PROPOSED*



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| Customer | Date 6/8/2023 | Drawn by J. Erickson | Salesperson Troy Kleinjan | File OfficeRenovation.cmdrw |
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County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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| 1001.41450.00111 | SALARIES | \$238,118 | \$211,630 | \$261,144 | \$263,599 | \$285,111 | \$108,676 | 300,215 |
| 1001.41450.00211 | FRINGE BENEFITS | \$90,249 | \$74,947 | \$108,342 | \$92,552 | \$131,778 | \$54,053 | 144,106 |
| 1001.41450.00341 | TRAVEL-LODGING-MEALS | \$100 | \$241 | \$100 | \$0 | \$100 | \$0 | 100 |
| 1001.41450.00411 | OFFICE SUPPLIES | \$1,100 | \$406 | \$1,100 | \$193 | \$5,000 | \$160 | 2,500 |
| 1001.41450.00444 | COMPUTER SERVICES | \$100 | \$0 | \$5,500 | \$2,619 | \$6,000 | \$1,362 | 6,000 |
| 1001.41450.00641 | FURNITURE & EQUIPMENT | \$0 | \$0 | \$8,000 | \$296 | \$5,000 | \$0 | 5,000 |
| 1001.41450.00920 | CONTINUING EDUCATION | \$100 | \$50 | \$200 | \$0 | \$200 | \$0 | 200 |
| DEPARTMENT: COUNTY RECORDER - 41450 | | \$329,767 | \$287,275 | \$384,386 | \$359,258 | \$433,189 | \$164,252 | \$458,121 |

County of Burleigh

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| 1001.41470.00382 | CONTRACTED SERVICES | \$67,000 | \$67,000 | \$72,000 | \$72,000 | \$72,000 | \$36,000 | 75,000 |
| DEPARTMENT: SUPERINTENDENT OF SCHOOLS - 41470 | | \$67,000 | \$67,000 | \$72,000 | \$72,000 | \$72,000 | \$36,000 | \$75,000 |

Schulz, Justin R.

From: Dick, Brandt J <Brandt.Dick@k12.nd.us>
Sent: Wednesday, May 31, 2023 11:43 AM
To: Schulz, Justin R.
Cc: Schaefer, Luke; Woodcox, Jerry
Subject: Re: 2024 Budget Documents

***** **CAUTION:** This email originated from an outside source. Do not click links or open attachments unless you know they are safe. *****

Good morning,

I met with Commissioner Woodcox this morning. My proposal for this coming year for CREA for County Superintendent Services will be \$75,000, a 4.17% increase. If you have any questions, or need anything else, please let me know. Thank you.

Brandt Dick
Chief Financial Officer, Central Regional Education Association (CREA)



Burleigh County Superintendent of Schools
701-415-0441
Brandt.Dick@k12.nd.us
1929 N. Washington Street
Suite A
Bismarck, ND 58501

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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|--|---------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.41490.00965 | PROTECTIVE SERVICES | \$6,300 | \$6,300 | \$6,300 | \$6,300 | \$6,300 | \$6,300 | <u>6,300</u> |
| DEPARTMENT: PUBLIC ADMINISTRATOR - 41490 | | \$6,300 | \$6,300 | \$6,300 | \$6,300 | \$6,300 | \$6,300 | <u>\$6,300</u> |

Schulz, Justin R.

From: Scott Bernstein <SBernstein@gapsinc.org>
Sent: Tuesday, May 23, 2023 12:57 PM
To: Schulz, Justin R.
Cc: Sarah Brown
Subject: Guardian and Protective Services - Public Administrator

You don't often get email from sbernstein@gapsinc.org. [Learn why this is important](#)

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Justin:

I received your voice message regarding Public Administrator.

Yes, GaPS does, and is willing to continue serving as Public Administrator for counties in the South Central Judicial District for the amount of \$6,300.

If you need any further information, please let me know.

Scott Bernstein

Executive Director

sbernstein@gapsinc.org

(701) 222-6600 Ext 100

(701) 222-6666 Fax

3801 Lockport St., Ste 4

Bismarck, ND 58503



-----Confidentiality Statement-----

This transmission is intended only for the use of the individual to whom it is addressed and may contain information that is made confidential by law. If you are not the intended recipient, you are hereby notified any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please respond immediately to the sender and then destroy the original transmission as well as any electronic or printed copies. Thank you.

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

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|---|--------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.41610.00111 | SALARIES | \$58,172 | \$54,407 | \$59,218 | \$61,082 | \$68,274 | \$24,937 | <u>70,361</u> |
| 1001.41610.00211 | FRINGE BENEFITS | \$20,710 | \$20,264 | \$21,897 | \$22,281 | \$24,480 | \$9,838 | <u>26,950</u> |
| 1001.41610.00351 | UTILITIES | \$125,000 | \$120,544 | \$125,000 | \$127,889 | \$135,000 | \$35,451 | <u>140,000</u> |
| 1001.41610.00423 | SUPPLIES & MATERIALS | \$20,000 | \$21,706 | \$20,000 | \$14,714 | \$25,000 | \$10,307 | <u>25,000</u> |
| 1001.41610.00440 | CONTRACT JANITOR | \$103,000 | \$94,536 | \$103,000 | \$94,536 | \$103,000 | \$39,775 | <u>103,000</u> |
| 1001.41610.00441 | BUILDING MAINTENANCE | \$80,000 | \$280,866 | \$159,500 | \$578,336 | \$90,000 | \$18,808 | <u>90,000</u> |
| 1001.41610.00442 | BLDG OUTSIDE MAINTENANCE | \$61,390 | \$15,996 | \$55,000 | \$44,246 | \$60,000 | \$31,530 | <u>68,000</u> |
| 1001.41610.00491 | TRIMMING TREES | \$3,500 | \$0 | \$3,500 | \$1,325 | \$3,500 | \$0 | <u>9,000</u> |
| 1001.41610.00641 | FURNITURE & EQUIPMENT | \$2,000 | \$0 | \$2,000 | \$1,755 | \$2,000 | \$0 | <u>2,000</u> |
| DEPARTMENT: COURTHOUSE BLDG & GROUNDS - 41610 | | \$473,772 | \$608,319 | \$549,115 | \$946,163 | \$511,254 | \$170,646 | <u>\$534,311</u> |

June 13, 2023

Mr. Kevin Quinn
Burleigh County
221 North 5th Street
Bismarck, ND 58501

RE: Burleigh County Courthouse
Boiler Study
Bismarck, North Dakota
Commission No. 23506

Dear Mr. Quinn:

Prairie Engineering was approached to perform a boiler study and to perform an Opinion of Probable Cost exercise for the steam boiler system at the Burleigh County Courthouse. The purpose of the study was to evaluate the boiler performance against the existing known steam heating loads within the building to verify if the boilers were adequate for continued use as the primary heating source for the building. Existing documentation including as-built drawings and specifications were used from previous projects to understand the existing steam demands within the building. Where documentation didn't exist, field verification heat exchanger capacity was found for every major heat pump loop, but steam use in steam terminal heating devices had to be estimated based on size of coil and catalogues.

Study:

As steam boilers age, their efficiency firing efficiency drops due to wear and tear on the components. A regular preventive maintenance program is typical, and major components get replaced at regular intervals that will help keep the boiler efficiency as high as possible. Even with these preventive measures general wear lowers efficiency. A boiler over 25 years of age can be assumed to be only 60% efficient, but for the purposes of this study, we are assuming major maintenance items such as burner and tube replacement occurred, which allow for a 75% efficient firing in both boilers.

The steam boiler plant consists of (2) steam boilers, both of which are natural gas fired. The larger boiler is a PVI "Turbopower" listed at 80 boiler horsepower or 2,680 MBh at 83.75% efficiency. The smaller boiler is a Kewanee "Scottie Junior" which is listed at 70 boiler horsepower or 2,352 MBh at 80% efficiency. The service age of the boilers were not determined, but is assumed to be greater than 25 years.

With the assumed 75% efficiency, the total heating capacity for the two steam boilers is 4,506 MBh. If the boilers are only firing at 70% efficiency, their capacity is 4,300 MBh.

The courthouse has 4 floors that are either heated either directly by steam elements within the rooms, or indirectly via heat exchangers and water source heat pumps for tempering spaces. The total building load calculated based on existing information equaled approximately 4,620 MBh.

If the boilers are firing at the assumed 75% capacity, the total boiler output is less than the calculated steam usage. This indicates that the boilers will have to be used at full capacity to heat the building during the design days of winter. When the outdoor temperature is less than the design day temperature the boilers will likely not be able to keep up with demand. Due to the performance and overall age of the boilers, they should be budgeted for replacement in the near term. Part of the reason the owner's maintenance staff reached out to Prairie Engineering was because the boilers seemed to struggle during the winter of 2022-2023. The calculations above show why that may have been happening.

Preliminary Scope of Work and Opinion of Probable Cost:

Below is a tabulated list for the preliminary scope of work to be performed in a boiler replacement. It is our recommendation that the steam boilers be replaced with hot water boilers due to several factors. These factors include maintenance (hard to get people that know how to work on steam systems) and overall age of the system (condensate and steam piping is aged and is likely up for replacement.)

Demolition:

- Removal and/or capping as required steam piping and condensate piping.
 - Capping is generally done where removal would be obtrusive and expensive (rip a wall apart to get the pipe out, only to have to patch the wall.) All caps are to have a permanent tag indicating what the pipe was for.
- Removal of the boilers complete. (includes removal of flue, controls, gas piping back to main or valve, etc. as required for complete removal.)
- Removal of condensate pumps and steam trim complete (deaerator tanks / steam chemical fill stations, etc.)
- Removal of the Basement and annex heat exchangers complete.
- Removal of the steam coil in the annex (will replace with either electric or hot water coil)

New Work:

- Provide and install new boilers and trim required for a primary/secondary boiler system.
 - Venting, controls, primary pumps included.
- Provide and install new supply and return piping to terminal units and the heat exchangers located throughout the building. This includes redundant secondary pumps, VFD's, all trim and accessories as required.
- Provide and install new heat exchangers in same locations as existing (they are still required because heat pump loops may use different water/glycol mixtures and have different temperature requirements.)
- Provide and install fresh air heating coil (either hot water, electric, or refrigerant depending on economics) in the annex.
- Provide and install new terminal heating units/coils as required on the first and second floor where steam heating elements were used prior.
- Controls as required for changes.
- Test and balance for all changes.

Work that is Generally Estimated:

- We included a figure for General Work (chases, soffits, ceiling work, etc.), but did not consult an Architect for an estimate. We based our number off of recent similar projects (whole building heating system upgrades in similar aged courthouses.

Mr. Kevin Quinn
June 13, 2023
Page 3

- A figure is included for bonding, insurance, temp conditions, etc.

Work Not Included:

- There is no work included on the load side of the heat exchangers.

Opinion of Probable Cost for the above described Scope of Work:

\$1,130,000 to 1,006,416.00 441 ARB

These mechanical opinions of probable cost do not include any costs associated with asbestos surveys or asbestos abatement.

Also, engineering fees are not a part of these opinions of probable cost.

This opinion represents my best judgment as a design professional familiar with the local construction industry. It must be recognized, however, that I have no control over the cost of labor, material or equipment, over Contractor's method of determining bid prices, or over competitive bidding market conditions. Accordingly, I cannot, and do not represent that bids will exactly match this opinion of probable cost.

Please call if any questions should arise.

Sincerely,

Prairie Engineering, P.C.

Blake Wagner, P.E.

cc: File

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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| 1001.41710.00111 | SALARIES | \$0 | \$0 | \$45,000 | \$26,120 | \$20,000 | \$0 | 45,000 |
| 1001.41710.00120 | ELECTION WORKERS | \$40,000 | \$0 | \$175,000 | \$113,589 | \$20,000 | \$0 | 175,000 |
| 1001.41710.00211 | FRINGE BENEFITS | \$0 | \$0 | \$5,000 | \$2,225 | \$1,000 | \$0 | 5,000 |
| 1001.41710.00341 | TRAVEL-LODGING-MEALS | \$0 | \$0 | \$3,000 | \$3,198 | \$3,000 | \$0 | 4,000 |
| 1001.41710.00360 | LEGAL NOTICES | \$5,000 | \$2,796 | \$15,000 | \$9,349 | \$5,000 | \$0 | 15,000 |
| 1001.41710.00362 | PRINTING | \$0 | \$4,530 | \$150,000 | \$82,532 | \$15,000 | \$0 | 145,000 |
| 1001.41710.00411 | OFFICE SUPPLIES | \$2,500 | \$212 | \$5,000 | \$1,667 | \$2,500 | \$0 | 5,000 |
| 1001.41710.00415 | POSTAGE | \$5,000 | \$0 | \$15,000 | \$14,787 | \$5,000 | \$0 | 20,000 |
| 1001.41710.00444 | COMPUTER SERVICES | \$0 | \$0 | \$40,000 | \$24,765 | \$10,000 | \$80 | 40,000 |
| 1001.41710.00641 | FURNITURE & EQUIPMENT | \$20,000 | \$11,519 | \$50,000 | \$225,076 | \$115,000 | \$0 | 50,000 |
| 1001.41710.00911 | MISCELLANEOUS | \$10,000 | \$902 | \$30,000 | \$19,436 | \$10,000 | \$488 | 30,000 |
| 1001.41710.00920 | CONTINUING EDUCATION | \$0 | \$0 | \$0 | \$0 | \$2,000 | \$1,257 | 2,000 |
| DEPARTMENT: ELECTION EXPENSE - 41710 | | \$82,500 | \$19,959 | \$533,000 | \$522,746 | \$208,500 | \$1,825 | \$536,000 |

County of Burleigh

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| 1001.41810.00335 | BUILDING RENTAL | \$48,000 | \$48,000 | \$48,000 | \$48,000 | \$224,516 | \$93,548 | 194,581 |
| 1001.41810.00351 | UTILITIES | \$22,000 | \$19,344 | \$22,000 | \$26,121 | \$0 | \$0 | 25,000 |
| 1001.41810.00440 | CONTRACT JANITOR | \$10,000 | \$10,000 | \$10,000 | \$37,567 | \$0 | \$0 | 0 |
| 1001.41810.00441 | BUILDING MAINTENANCE | \$135,000 | \$728 | \$5,000 | \$1,046 | \$2,000 | \$293 | 2,000 |
| DEPARTMENT: CITY/COUNTY BUILDING - 41810 | | \$215,000 | \$78,072 | \$85,000 | \$112,734 | \$226,516 | \$93,842 | 221,581 |

County of Burleigh

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| 1001.41820.00361 | PUBLISHING & PRINTING | \$18,000 | \$11,695 | \$16,200 | \$13,675 | \$15,000 | \$2,887 | 15,000 |
| DEPARTMENT: PUBLISHING & PRINTING - 41820 | | \$18,000 | \$11,695 | \$16,200 | \$13,675 | \$15,000 | \$2,887 | \$15,000 |

County of Burleigh

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| 1001.41830.00423 | SUPPLIES & MATERIALS | \$15,000 | \$7,726 | \$15,000 | \$12,173 | \$8,000 | \$3,541 | 12,000 |
| DEPARTMENT: SUPPLIES - 41830 | | \$15,000 | \$7,726 | \$15,000 | \$12,173 | \$8,000 | \$3,541 | <u>\$12,000</u> |

County of Burleigh

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| 1001.41840.00356 | TELEPHONE | \$40,000 | \$27,953 | \$40,000 | \$40,010 | \$45,000 | \$13,910 | 45,000 |
| 1001.41840.00415 | POSTAGE | \$80,000 | \$80,182 | \$83,000 | \$84,824 | \$83,000 | \$16,547 | 87,500 |
| 1001.41840.00641 | FURNITURE & EQUIPMENT | \$3,000 | \$0 | \$0 | \$0 | \$0 | \$0 | 0 |
| DEPARTMENT: TELEPHONE & POSTAGE - 41840 | | \$123,000 | \$108,135 | \$123,000 | \$124,834 | \$128,000 | \$30,457 | \$132,500 |

County of Burleigh

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|--------------------------------|-----------------------|------------------------|-------------|------------------------|-------------|------------------------|-------------|----------------------------|
| 1001.41850.00382 | CONTRACTED SERVICES | \$90,000 | \$86,670 | \$107,450 | \$93,656 | \$121,000 | \$95,872 | 131,100 |
| 1001.41850.00641 | FURNITURE & EQUIPMENT | \$32,000 | \$32,454 | \$100,000 | \$0 | \$25,000 | \$0 | 25,000 |
| DEPARTMENT: TECHNOLOGY - 41850 | | \$122,000 | \$119,124 | \$207,450 | \$93,656 | \$146,000 | \$95,872 | \$156,100 |

County of Burleigh

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|------------------------------------|-----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.41860.00111 | SALARIES | \$0 | \$0 | \$135,000 | \$0 | \$135,000 | \$962 | 160,166 |
| 1001.41860.00211 | FRINGE BENEFITS | \$0 | \$0 | \$90,000 | \$0 | \$90,000 | \$271 | 89,067 |
| 1001.41860.00341 | TRAVEL-LODGING-MEALS | \$0 | \$0 | \$3,000 | \$0 | \$3,000 | \$0 | 5,000 |
| 1001.41860.00356 | TELEPHONE | \$0 | \$0 | \$1,200 | \$0 | \$1,200 | \$0 | 1,300 |
| 1001.41860.00362 | PRINTING | \$0 | \$0 | \$1,000 | \$0 | \$1,000 | \$0 | 1,000 |
| 1001.41860.00373 | ORGANIZATIONAL DUES | \$0 | \$0 | \$1,000 | \$0 | \$1,000 | \$0 | 1,000 |
| 1001.41860.00411 | OFFICE SUPPLIES | \$0 | \$0 | \$2,000 | \$0 | \$2,000 | \$0 | 3,000 |
| 1001.41860.00444 | COMPUTER SERVICES | \$0 | \$0 | \$50,000 | \$0 | \$38,900 | \$0 | 71,168 |
| 1001.41860.00641 | FURNITURE & EQUIPMENT | \$0 | \$0 | \$27,400 | \$3,913 | \$27,400 | \$4,640 | 5,000 |
| 1001.41860.00920 | CONTINUING EDUCATION | \$0 | \$0 | \$500 | \$0 | \$500 | \$0 | 1,000 |
| DEPARTMENT: INFORMATION TECHNOLOGY | | \$0 | \$0 | \$311,100 | \$3,913 | \$300,000 | \$5,872 | See Below |
| DEPARTMENT - 41860 | | | | | | | | |
| 1001.41860.00381 | Repairs & Maintenance | | | | | | | 1,000 |
| 1001.41860.00382 | Contracted Services | | | | | | | 20,000 |
| 1001.41860.00424 | Gas Oil & Fuel | | | | | | | 2,000 |
| | | | | | | | TOTAL | \$360,701 |

March 25, 2014, Department Head Meeting

Information Technology Service

Information technology services have been discussed on several occasions at Department Head Meetings. County departments are not receiving an acceptable level of service through the contract with the City of Bismarck which may be attributed to volume of work and employee turnover. Burleigh County will also have a contract with the City of Bismarck for some services (assessing, taxes). The Burleigh County Sheriff's Department currently has one employee dedicated for IT, and Social Services also an employee and would like to ask for an additional employee in 2015. Department Heads present felt the 2015 budget preparation should include a County IT Division under Emergency Management. The proposal would include an IT Manager and one additional IT employee. All employees would be cross-trained to offer continuity of service. It was suggested that Mary look at the Cass County model since they have a separate department too.

IT Budget developed and submitted to the Auditor's Office for FY2015. Auditor's Office did not include the budget in the Commission Budget Book for review and nobody was notified.

2021

IT Budget updated and submitted for FY2022. County Commission approved budget.

2022

Mary Senger and Pam Binder updated the job descriptions and worked with an outside vendor for assistance to determine future equipment needs based on current assets.

2023

Considerable planning and progression for the County IT Division under the Emergency Management Department which includes a transition plan and temporary office located in the Provident Building.

2024

Projected completion of transition by end of year.
City IT contract will remain during 2024.

CITY OF BISMARCK, NORTH DAKOTA
And
BURLEIGH COUNTY, NORTH DAKOTA
INFORMATION TECHNOLOGY SERVICES AGREEMENT

ARTICLE 1
RECITALS AND INTENT

1.1 This Agreement ("Agreement") is made by and between the City of Bismarck ("City") and Burleigh County ("County"), acting by and through their duly authorized representatives, and is effective on the date stated herein.

1.2 The County has requested information technology support ("IT") for the County and desires to engage City to provide certain IT services in connection with the work assigned ("Services").

ARTICLE 2
CONTRACTUAL RELATIONSHIP

2.1 The County agrees to employ the City, and the City agrees to perform, as an independent contractor, certain professional services on an as-needed basis pursuant to County issued task or work orders in accordance with the project described therein, except for the County's highway department, social services department, and weed officer.

2.2 This Agreement shall serve as the general agreement for IT services under the terms and amounts listed on attached Exhibit A.

2.3 The Services to be provided under this Agreement are intended to include services within the scope of City's IT department education, training and experience. At times, solutions may require the services beyond the scope of what the City provides. If there is an additional charge for this type of assistance, written notice will be provided to the County with the approval of the County Auditor before those services are engaged for vendors outside the City.

2.4 City shall comply with all applicable laws, rules and regulations governing all Services and any projects authorized by this Agreement.

ARTICLE 3
THE COUNTY'S RESPONSIBILITIES

3.1 The County shall provide to City all its criteria and requirements for any Project and all available information pertinent to the Project including previous reports. City may reasonably rely upon such information. County's use of the hardware, software and network services under this agreement will follow all software agreements and user policies that City determines are necessary and communicated to County in order to comply with all agreements with third parties and for security measures for IT services. Any additional costs for software that requires a separate agreement with the County will be County's responsibility. In order to prioritize and assign tasks as appropriate, all requests for IT services by County must be provided through SysAid. Large projects and upgrades should be provided to City in advance of each calendar year. If the upgrade or new software requires a large amount of staff time (i.e. 20 hours or more) or resources, County will be informed of that additional cost and time needed to complete those services.

The County is responsible for financing any hardware and software updates or upgrades that are required to maintain cybersecurity, network security, maintain warranty, and comply with IT policies and requirements. The City requires all hardware and software to be under warranty or under a software maintenance agreement. As a result, the City will not be able to troubleshoot any software or hardware that is out of warranty or does not comply with City policies and requirements.

All computer IT equipment must be approved by the City IT before purchase. This includes all software and hardware, including monitors, phones, tablets, laptops, or other hardware and software applications. If County purchases an unapproved device, the City may not be able to troubleshoot or maintain that software or hardware.

3.2 The County shall arrange for access to and make all provisions for City to enter upon public and private property as required for City to perform Services under this Agreement.

3.3 The County will examine City's studies, reports, sketches, drawings, specifications, proposals and other information submitted by City, consult with others as County deems appropriate, and render timely written approvals and decisions to the City. No new projects, major upgrades or hardware/software purchases will be supported by City unless those are approved by City Information Technology Department prior to purchase. If a purchase is done outside of this process, it or any hardware on which it runs will not be allowed to connect to the City's infrastructure nor hold the City responsible for supporting this with City staff, including network services. Purchases by County should be planned in advance and communicated to City to ensure proper resources are available. Exhibit A reflects the current server and use capacity. If more services or server space is needed for County, they will be required to pay for that additional need. If County's unauthorized purchase causes damage to the network or otherwise requires City to remedy any damage from a virus or unauthorized purchase, the County will pay the costs to return the system back to the same functionality prior to the unauthorized purchase. County is aware that the services under this Contract are for maintenance and support for existing IT needs. Any upgrades or new systems would need to be approved in advance by City with timeframes and personnel needs planned through the City's process and information technology governance council (ITGC), whose description and process is attached in Exhibit B. City usually makes those plans in advance of the beginning of each calendar year for the entire year.

3.4 The County shall give prompt written notice to City whenever County becomes aware of any development that affects the scope or timing of City's Services or of any defect or nonconformance in the Services of the City or work of the Contractor. In addition, the County shall notify the City of any employee separations/terminations immediately in order to avoid cybersecurity risk.

ARTICLE 4 PROFESSIONAL'S COMPENSATION

4.1 Invoices for Services performed under a task order may be submitted to County by City quarterly. Invoices will be due and payable within thirty (30) days after receipt.

4.2 No statement, term or provision in any invoice, bill or statement submitted to County by City will be construed to waive, amend or modify any term or provision of this Agreement.

ARTICLE 5 INDEMNIFICATION AND INSURANCE

5.1 The parties will indemnify, defend and hold harmless the other party, its directors, officers, agents and employees against claims, demands or causes of action; and all costs, losses, liabilities, expenses and judgments incurred in connection therewith, including attorneys' fees and court costs, brought by any other third party, based upon, in connection with, resulting from, arising out of, or occasioned by the acts, omissions or conduct of the party, its officers, agents, or employees in the execution or performance of this Agreement.

5.2 The parties shall each obtain and maintain, throughout the term of the Agreement, General Liability insurance with a limit of not less than \$1,000,000 general aggregate.

ARTICLE 6 DURATION, EXTENSION AND TERMINATION

6.1 This agreement shall be for a term of one (1) year and shall be eligible to renew for additional terms of one (1) year annually upon the written agreement of both parties. Time is of the essence in the performance of this Agreement.

6.2 This agreement may be terminated by either party for cause if either party fails substantially to perform through no fault of the other and does not commence correction of such non-performance within fifteen (15) business days of written notice and diligently complete the correction thereafter. Upon delivery of such notice, the City shall, unless the notice states otherwise, immediately discontinue all Services, proceed to cancel promptly all existing orders and

contracts insofar as such orders or contracts are chargeable to the Services, and deliver to the County all instruments of service produced under this Agreement. Upon termination, the County will owe the City for all compensation earned under this Agreement to date of termination, without termination expenses.

ARTICLE 7 MISCELLANEOUS

7.1 This Agreement shall be effective upon its execution by the City and the County, and shall remain in full force until all obligations under this Agreement have been fulfilled, unless sooner terminated as provided herein.

7.2 This Agreement shall be construed and enforced for all purposes pursuant to the laws of the State of North Dakota. Venue shall be exclusively in the state courts of proper jurisdiction of Burleigh County, North Dakota.

7.3 This Agreement is non-assignable. Neither the City nor the County shall assign, sublet or transfer its interest in this Agreement without the prior written consent of the other.

7.4 This Agreement represents the entire agreement between the City and the County with respect to the subject matter hereof and supersedes and merges all prior negotiations, representations, discussions or agreements, either written or oral, with respect to the subject matter hereof.

7.5 This Agreement may be amended only by written instrument signed by duly authorized representatives of both the City and the County. The County's payment of invoices or statements shall not be deemed as the County's acceptance of any term or provision that amends or modifies this Agreement or the task order under which payment is made.

7.7 No consent or waiver, express or implied, by either party to this Agreement, to or of any breach of default by the other in the performance of any obligations under this Agreement shall be deemed or construed to be a consent or waiver to or of any other or future breach or default by such party. Failure on the part of any party to this Agreement to complain of any act or failure to act of the other party or to declare the other party in default hereunder, irrespective of how long such failure continues, shall not constitute a waiver of the rights of such party hereunder.

7.8 If a provision of this Agreement, or the application thereof to any person or circumstances, is rendered or declared illegal for any reason or shall be invalid or unenforceable, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby, but shall be enforced to the greatest extent permitted by applicable law. The parties agree to negotiate in good faith for a proper amendment to this Agreement in the event any provision hereof is declared illegal, invalid or unenforceable.

7.9 All notices required or permitted hereunder shall be in writing and shall be deemed delivered three (3) days after deposit with the United States Postal Service, certified mail, return receipt requested, addressed to the respective other party at the addresses shown below:

If to City: Dmitriy Chernyak, Finance Director
 dchernyak@bismarcknd.gov
 PO Box 5503
 Bismarck, ND 58502-5503

If to County: Mark Splonskowski, Auditor
 msplonskowski@nd.gov
 PO Box 5518
 Bismarck, ND 58506-5518

7.10 The headings and captions used in this Agreement are for convenience only and shall not affect in any way the meaning or interpretations of the provisions set forth herein.

7.11 This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and constitute one and the same instrument.



IN WITNESS WHEREOF, this Agreement is hereby executed as of the last date set forth below.

COUNTY OF BURLEIGH, NORTH DAKOTA

By: _____ Date: _____
County Chairperson

ATTEST:

APPROVED AS TO FORM:

County Auditor

State's Attorney

CITY OF BISMARCK, NORTH DAKOTA

By: _____ Date: _____
Michael Schmitz, President City Commission

ATTEST:

APPROVED AS TO FORM:

City Administrator

City Attorney

City of Bismarck
Billing for IT Service to Burleigh County - Exhibit A
For Calendar Year 2024

Note: ALL requests for services MUST be submitted through SysAid and/or ITGC

Annual Service Charges

| | 2023 | 2024 |
|---|----------------|----------------|
| IT Services - Minimum Charge (Cost per Device) | \$ 118,191 | \$ 135,802 |
| Cybersecurity Initiative (ClearPass, Aruba Central, etc.) | 9,500 | 10,165 |
| Equipment Use Allocation | 2,500 | 2,675 |
| Total Annual Service Charges | 130,191 | 148,642 |

Continuous Annual Costs

| | | |
|---|--------------|--------------|
| Microsoft Licensing Costs (Microsoft SQL, Windows, Server, and RDS Licensing) | \$ - | \$ - |
| AS400 CPU Time (Continue) | 475 | - |
| WAN Access Charge / Fiber Costs (Annual) | 5,325 | 5,698 |
| Network Infrastructure Costs (Annual) | 1,279 | 1,368 |
| Total Continuous Annual Costs | 5,800 | 5,698 |

Total Costs to County (excluding on-call and variable license costs)

| | |
|-------------------|-------------------|
| \$ 135,991 | \$ 154,339 |
|-------------------|-------------------|

Services Outside of Regular Work Schedule (8am - 5pm) / On-Call.

| | | |
|--|--------|--------|
| Minimum 2-hour charge for on-call (after hours) | \$ 170 | \$ 196 |
| Hourly overtime charge (after minimum 2-hour charge) | \$ 85 | \$ 98 |

Note: The City of Bismarck is no longer providing Microsoft Office licensing for Burleigh County based on Burleigh County decision.



INFORMATION TECHNOLOGY GOVERNANCE COMMITTEE (ITGC) 2021 - 2022 Guidance

Purpose

To support City Departments in accessing new technology and computer related products and services, with priority based on value to operations and the community, funding and staff time constraints. This guidance builds on the foundation of the 2004 ITGC Charter approved by the City Commission, and adapts to current processes and needs of the City.

Background

Each Department within the City has their own expertise and unique roles and responsibilities to provide internal and external customer service. When new technology and computer related products and services are being considered, there is additional technical planning required to ensure the initial procurement and the continued upkeep of those systems can be supported and are the best use of available resources for the entire City operations.

The ITGC serves as the board guided by the ITGC charter approved by the City Commission in 2002 to review Department IT / GIS requests, provide IT / GIS resources to further develop preliminary proposals into active projects, gain understanding of the Department request's value to City operations and the community, and then make recommendations to the Budget Committee.

The IT / GIS Division within the Finance Department has technical expertise to assist ITGC in the review of new products and services and implementation of active projects. The IT / GIS Division has core responsibility for maintaining current software and hardware, City-wide updates, and support of emergency operations. These core responsibilities have priority over new projects. The IT / GIS Division will dedicate time to support and manage the new ITGC approved active projects. The IT / GIS Division is not able to undertake a Department's new projects requiring more than 32 hours of time without review and prioritization through ITGC.

Process

New project requests are submitted by each Department director or designee at least two weeks prior to the ITGC meeting. The Department will complete the ITGC Request Form to the best of their ability to make an initial request, including estimated cost, project plan and timeline, staff time necessary, benefits to operations and community. Once the form is completed, it is submitted to the IT Manager and ITGC Chair via LA@ITGC. Requested budget amounts must consider contingencies and potential changes in scope for each project.

There will be times when a Department has a need but does not have information or requires technical support from the IT / GIS Division to assist with the request. Departments are encouraged to still start the process with ITGC. Initial projects that are submitted and approved



by the ITGC without all the details will be placed in a Preliminary Project List and IT / GIS resources will be assigned to help the department to further investigate solutions and estimates.

Once all information is available to allow ITGC to decide to proceed, the project will be reviewed and, if accepted, will be placed in the Active Project List. Following any budget authority approval, if required, the project will be prioritized on the list and IT / GIS resources will be assigned to move the project to final completion. The list will be managed to allow completion of highest priority projects while maintaining core responsibilities. Certain approved projects may be placed in an "on hold" status until adequate staff resources become available. Hiring outside resources may also be considered.

ITGC meetings will occur quarterly, and special meetings can be called by the Chair. During the meeting, the Departments will present their projects within an allotted time.

Preliminary List

This list is created for those projects given an initial approval to proceed that are in the planning stages or require additional information before an in-depth review and vote by the ITGC.

Projects on this list will be assigned an IT / GIS resource to assist the Department in review of demonstrations and gathering initial and recurring costs relating to the project, including server and storage costs. A subsequent ITGC meeting will be scheduled with updated information for the ITGC to make a final decision on the project.

Active Projects List

This list is created for those projects with ITGC recommendation to proceed. This list will include notation of priority for completion and time frame, or, if project is on hold, awaiting staff resources or budget approval. These projects are organized by priority by the ITGC. The order of projects may be reviewed by the ITGC periodically to address emergencies and unexpected circumstances. This list will contain project milestones and deadlines for completion and the IT / GIS Manager or designee will provide a quarterly status update on each project. Alternatives may be discussed regarding certain time-sensitive projects, such as hiring outside IT / GIS contractors if approved via budget appropriation by the Budget Committee and/or City Commission.

Voting

The decision-making process is based on the guidance provided in the 2004 ITGC Charter. However, ITGC may consider additional factors as part of the decision-making, as follows:

- City-wide necessity based on timing, expirations, cybersecurity, etc.
- Individual department necessity and value to the City
- Budgetary availability
- IT / GIS staff availability
- Efficiency across the City
- Reaction to emergencies, uncontrollable circumstances, or outside influences
- Staff availability from other departments, if necessary

The ITGC will decide from the information provided and presented by the requesting department. After the necessary information regarding the project is presented for ITGC to make a reasonable decision, ITGC will vote on the approval or denial of the project by a simple



majority vote contingent upon approval of a budget appropriation. Approved IT / GIS projects will be placed on the respective prioritized project list as noted above. Priorities of multiple projects across City Departments will be reviewed and determined by the ITGC by a simple majority vote.

Project Progress and Updates

The IT Manager or designee will provide quarterly updates to active projects. Departments will receive an update from the Committee Chair or designee regarding the decision made by the ITGC within 48 hours after the ITGC meeting.

On a quarterly basis, the ITGC will e-mail the Preliminary List and the Active Projects List to the City's Department Directors and stakeholders to provide an update on the ITGC projects.

2021 - 2022 ITGC Members

Chair – Dmitriy Chernyak, Finance Director

Member – Jason Tomanek, Assistant City Administrator

Member – Michelle Klose, Public Works Utilities Director

Member – Jannelle Combs, City Attorney

Member – Mike Dannenfelzer, CenCom Director

Member – Gabe Schell, City Engineer

Member – Tandra Kraft, IT / GIS Manager

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|-------------------------------------|-----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.41930.00111 | SALARIES | \$187,597 | \$188,659 | \$204,693 | \$205,042 | \$267,350 | \$97,612 | <u>291,731</u> |
| 1001.41930.00117 | EMPLOYEE TERMINATION | \$0 | \$0 | \$7,000 | \$0 | \$0 | \$0 | <u>0.00</u> |
| 1001.41930.00118 | RECLASSIFICATION | \$2,000 | \$0 | \$2,000 | \$0 | \$2,000 | \$0 | <u>1,000</u> |
| 1001.41930.00211 | FRINGE BENEFITS | \$89,622 | \$88,082 | \$95,261 | \$94,896 | \$141,477 | \$53,877 | <u>141,992</u> |
| 1001.41930.00225 | LIFE INSURANCE | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | <u>0.00</u> |
| 1001.41930.00231 | RETIREMENT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | <u>0.00</u> |
| 1001.41930.00241 | WORKMENS COMP | \$60,000 | \$51,882 | \$60,000 | \$99,632 | \$91,000 | \$180,417 | <u>140,000</u> |
| 1001.41930.00251 | UNEMPLOYMENT COMP | \$5,000 | \$460 | \$5,000 | \$7,390 | \$5,000 | \$4,711 | <u>7,500</u> |
| 1001.41930.00341 | TRAVEL-LODGING-MEALS | \$0 | \$0 | \$1,000 | \$295 | \$1,000 | \$0 | <u>1,500</u> |
| 1001.41930.00373 | ORGANIZATIONAL DUES | \$638 | \$638 | \$638 | \$648 | \$900 | \$244 | <u>2,000</u> |
| 1001.41930.00382 | CONTRACTED SERVICES | \$10,000 | \$7,398 | \$13,000 | \$12,116 | \$14,000 | \$12,260 | <u>15,150</u> |
| 1001.41930.00411 | OFFICE SUPPLIES | \$6,000 | \$4,781 | \$6,500 | \$4,751 | \$8,500 | \$2,065 | <u>9,000</u> |
| 1001.41930.00444 | COMPUTER SERVICES | \$3,000 | \$1,674 | \$4,000 | \$4,429 | \$7,200 | \$512 | <u>7,200</u> |
| 1001.41930.00641 | FURNITURE & EQUIPMENT | \$1,000 | \$0 | \$1,000 | \$0 | \$8,000 | \$6,183 | <u>1,500</u> |
| 1001.41930.00914 | EMPLOYEE GRIEVANCE | \$3,000 | \$0 | \$2,500 | \$0 | \$2,000 | \$0 | <u>1,000</u> |
| 1001.41930.00920 | CONTINUING EDUCATION | \$0 | \$370 | \$2,000 | \$689 | \$3,000 | \$0 | <u>3,000</u> |
| 1001.41930.00930 | TUITION REIMBURSEMENT | \$7,000 | \$5,305 | \$7,000 | \$5,908 | \$15,400 | \$347 | <u>15,000</u> |
| 1001.41930.00944 | RISK MANAGEMENT | \$1,000 | \$320 | \$1,000 | \$320 | \$2,000 | \$335 | <u>2,000</u> |
| 1001.41930.00946 | ADVERTISING | \$4,000 | \$2,448 | \$4,000 | \$6,422 | \$6,000 | \$1,323 | <u>12,000</u> |
| DEPARTMENT: HUMAN RESOURCES - 41930 | | \$379,857 | \$352,016 | \$416,592 | \$442,538 | \$574,827 | \$359,888 | <u>\$651,573</u> |

Burleigh County Departmental Worksheet - Human Resources

1001 General Fund
41930 Human Resources

Fiscal Year 2024

26 Pay Periods in 2024

| Line Item No. | Item Description - Line Item | Amount Requested | | Explanation | |
|---------------|------------------------------|----------------------|--|--|--------------------|
| 111 | Salaries | 291,730.61 | | HR Director = \$109,069.58, HR Assist #2 = \$64,721.90, HR Assist #2 = \$64,721.90, HR Assist #1 = \$53,217.22 | \$21,784.88 |
| 211 | Fringe Benefits | 141,992.79 | | FICA Medicare Tax 1.45%, FICA Social Security Tax 6.20%, NDPERS 15.26%, Life Insurance \$54.58, EAP \$30.00 and Health Insurance. | (\$78.57) |
| 118 | Reclassification | 1,000.00 | | Reclassifications are done in-house. However, the need to purchase salary surveys can arise for certain positions. | (\$1,000.00) |
| 241 | Worker's Compensation | 140,000.00 | | Worker's Compensation premiums based on Historical Premium billings. Premiums went up due to claims experience. | \$49,000.00 |
| 251 | Unemployment Compensation | 7,500.00 | | Unemployment cost is based on historical costs. Costs are going up due to turnover. | \$2,500.00 |
| 341 | Travel | 1,500.00 | | Misc. Miles Reimbursement \$300 Travel for ND SHRM Conference Fargo \$500.00. Plus HR Dept. \$700 | \$500.00 |
| 373 | Organizational Dues | 2,000.00 | | SHRM Membership = \$488.00, CDHRA Dues = \$200.00, LinkedIn Premium dues = \$863.61 SRHM Renewal Fee Pam & Lindsay - 500.00 | \$1,100.00 |
| 382 | Contracted Services | 15,150.00 | | ABM/Doughphase = \$3,400.00, Eide Bailly ACA = \$5,100.00, Alpha Card Service Contract = \$500.00, BreezyHR ATS = \$4,700.00, Recordkeepers = \$250.00, AccuSource Background Investigations = \$1,200.00. | \$1,150.00 |
| 411 | Office Supplies | 9,000.00 | | Fireside - Toner (3) Printers, Misc. Office Supplies = \$2,000.00, Dakota Awards = \$800.00, Marco- Copier Lease and Maintenance = \$2,575.00, ND DOT = \$400.00, Office Depot = \$400.00, Service Awards 2024 = \$2,525.00, Notary Licensing = \$200.00 | \$500.00 |
| 444 | Computer Usage | 7,200.00 | | Payroll - Assorted IT troubleshooting, maintenance, program changes, report runs. IT Antivirus, email hosting, software programs fees) Office 365 fees | \$0.00 |
| 641 | Office Furniture & Equipment | 1,500.00 | | 2 Office Chairs \$750.00 each. | (\$6,500.00) |
| 914 | Employee Grievance | 1,000.00 | | Administrative Hearing Fee is \$175.00 an hour. | (\$1,000.00) |
| 920 | Continuing Education | 3,000.00 | | SHRM Courses, Infinite Visions Payroll Courses, Microsoft Office Courses. | \$0.00 |
| 930 | Tuition Reimbursement | 15,000.00 | | EB- 2 classes X 2 Semesters (Associates) = \$2,379.36, PF - 2 classes X 2 Semesters (Associates) = \$2,940.00, VH - 2 classes X 2 Semesters (Bachelors) = \$2,940.00, TM - 2 classes X 2 Semesters (Associates) = \$2,379.36, JL - 2 classes X2 Semesters (Bachelors) = \$3,557.64 | (\$400.00) |
| 944 | Risk Management | 2,000.00 | | NDSC Dues \$320.00, CPR and First Aid Training, Risk Mgt Supplies, Defensive Driving . CDL certification for CDL Licensing \$1,680.00. | \$0.00 |
| 946 | Advertising | 12,000.00 | | Indeed Sponsored recruiting \$5,400.00, Jobs HQ Attorney Ads \$3,000.00, NDNA \$2,600.00 Career Fair registrations \$1,000.00 | \$6,000.00 |
| | Total | \$ 651,573.40 | | | \$73,556.31 |

| | |
|---------------------|--------------|
| 2023 Budget Request | \$574,827.00 |
| 2024 Budget Request | 651,573.40 |
| Amount of Increase | \$73,556.31 |
| Percent of Increase | 11.8% |
| 2024 Fixed Costs | \$599,223.40 |
| | 95.93% |

Salaries, Fringe Benefits, Workers Comp, Unemployment, Employee Grievance, Tuition Reimbursement, Risk Management

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--|--------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001 41960.00326 | PROPERTY INSURANCE | \$130,000 | \$168,803 | \$145,000 | \$165,242 | \$200,000 | \$1,235 | 200,000 |
| DEPARTMENT: PROPERTY INSURANCE - 41960 | | \$130,000 | \$168,803 | \$145,000 | \$165,242 | \$200,000 | \$1,235 | \$200,000 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|------------------------------|-----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.41980.00111 | SALARIES | \$217,870 | \$211,336 | \$223,205 | \$228,873 | \$251,301 | \$92,249 | 261,368 |
| 1001.41980.00211 | FRINGE BENEFITS | \$94,988 | \$92,345 | \$99,502 | \$98,364 | \$107,412 | \$38,741 | 107,673 |
| 1001.41980.00341 | TRAVEL-LODGING-MEALS | \$2,500 | \$652 | \$2,500 | \$1,307 | \$4,000 | \$1,665 | 4,500 |
| 1001.41980.00362 | PRINTING | \$1,000 | \$1,141 | \$1,500 | \$2,166 | \$1,500 | \$254 | 1,500 |
| 1001.41980.00373 | ORGANIZATIONAL DUES | \$1,000 | \$1,636 | \$1,000 | \$2,307 | \$2,000 | \$724 | 1,500 |
| 1001.41980.00382 | CONTRACTED SERVICES | \$3,000 | \$2,970 | \$21,080 | \$27,491 | \$23,000 | \$20,439 | 113,000 |
| 1001.41980.00411 | OFFICE SUPPLIES | \$5,000 | \$3,535 | \$4,000 | \$5,761 | \$4,000 | \$1,022 | 3,500 |
| 1001.41980.00415 | POSTAGE | \$500 | \$0 | \$500 | \$0 | \$250 | \$0 | 250 |
| 1001.41980.00424 | GAS OIL & FUEL | \$3,500 | \$2,838 | \$3,500 | \$4,658 | \$5,000 | \$839 | 5,000 |
| 1001.41980.00444 | COMPUTER SERVICES | \$5,000 | \$1,419 | \$4,000 | \$3,824 | \$4,000 | \$215 | 4,000 |
| 1001.41980.00641 | FURNITURE & EQUIPMENT | \$10,400 | \$404 | \$2,000 | \$205 | \$50,500 | \$32,292 | 2,000 |
| 1001.41980.00920 | CONTINUING EDUCATION | \$2,500 | \$755 | \$2,500 | \$4,067 | \$4,000 | \$1,234 | 4,000 |
| DEPARTMENT: PLANNING - 41980 | | \$347,258 | \$319,030 | \$365,287 | \$379,023 | \$456,963 | \$189,674 | \$508,291 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|------------------|--------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.42110.00111 | SALARIES | \$4,199,778 | \$3,916,756 | \$4,514,474 | \$4,083,481 | \$4,700,752 | \$1,676,534 | <u>4,996,496</u> |
| 1001.42110.00112 | TEMPORARY SERVICES | \$3,000 | \$0 | \$3,000 | \$0 | \$3,000 | \$0 | <u>3,000</u> |
| 1001.42110.00211 | FRINGE BENEFITS | \$1,810,990 | \$1,632,210 | \$1,871,950 | \$1,724,426 | \$2,054,432 | \$799,538 | <u>2,376,301</u> |
| 1001.42110.00314 | MEDICAL FEES | \$11,225 | \$11,283 | \$12,470 | \$11,385 | \$12,735 | \$1,407 | <u>12,900</u> |
| 1001.42110.00341 | TRAVEL-LODGING-MEALS | \$12,500 | \$9,450 | \$12,500 | \$10,172 | \$12,500 | \$4,303 | <u>13,500</u> |
| 1001.42110.00345 | EXTRADITIONS | \$22,500 | \$20,971 | \$22,500 | \$15,688 | \$22,500 | \$13,001 | <u>25,500</u> |
| 1001.42110.00351 | UTILITIES | \$61,980 | \$53,714 | \$58,550 | \$62,811 | \$68,500 | \$20,360 | <u>65,325</u> |
| 1001.42110.00373 | ORGANIZATIONAL DUES | \$3,900 | \$3,785 | \$3,920 | \$3,532 | \$3,890 | \$1,415 | <u>4,840</u> |
| 1001.42110.00381 | REPAIRS & MAINTENANCE | \$77,285 | \$59,409 | \$77,285 | \$58,412 | \$76,550 | \$9,557 | <u>76,550</u> |
| 1001.42110.00393 | TOWING | \$8,450 | \$6,790 | \$8,850 | \$7,233 | \$8,850 | \$1,445 | <u>8,850</u> |
| 1001.42110.00411 | OFFICE SUPPLIES | \$37,500 | \$24,436 | \$37,500 | \$28,807 | \$37,500 | \$7,487 | <u>37,500</u> |
| 1001.42110.00422 | CLOTHING & UNIFORMS | \$21,500 | \$22,193 | \$21,500 | \$20,057 | \$22,750 | \$2,600 | <u>27,625</u> |
| 1001.42110.00423 | SUPPLIES & MATERIALS | \$2,500 | \$2,038 | \$2,500 | \$1,407 | \$2,500 | \$271 | <u>2,500</u> |
| 1001.42110.00424 | GAS OIL & FUEL | \$118,500 | \$110,564 | \$127,680 | \$120,782 | \$280,000 | \$53,503 | <u>238,000</u> |
| 1001.42110.00425 | PATROL CAR EQUIPMENT | \$666,484 | \$638,441 | \$66,950 | \$59,815 | \$66,950 | \$33,725 | <u>70,500</u> |
| 1001.42110.00426 | BULLET PROOF VESTS | \$11,275 | \$11,970 | \$11,275 | \$12,773 | \$21,000 | \$17,861 | <u>21,000</u> |
| 1001.42110.00427 | GUNS & CRIME SUPPLIES | \$31,750 | \$28,116 | \$31,750 | \$23,787 | \$31,750 | \$8,246 | <u>35,750</u> |
| 1001.42110.00440 | CONTRACT JANITOR | \$7,200 | \$6,600 | \$7,100 | \$6,600 | \$9,900 | \$3,205 | <u>9,900</u> |
| 1001.42110.00441 | BUILDING MAINTENANCE | \$6,750 | \$2,280 | \$6,750 | \$6,066 | \$6,750 | \$66 | <u>6,750</u> |
| 1001.42110.00442 | BLDG OUTSIDE MAINTENANCE | \$25,500 | \$16,513 | \$20,500 | \$23,608 | \$20,500 | \$2,141 | <u>20,500</u> |
| 1001.42110.00444 | COMPUTER SERVICES | \$49,980 | \$40,648 | \$44,450 | \$40,633 | \$44,450 | \$9,902 | <u>44,450</u> |
| 1001.42110.00453 | SERVICE AGREEMENTS | \$39,750 | \$26,352 | \$40,875 | \$28,444 | \$37,155 | \$9,713 | <u>34,465</u> |
| 1001.42110.00454 | POLICE RANGE MAINTENANCE | \$1,500 | \$1,400 | \$1,500 | \$1,200 | \$1,500 | \$1,200 | <u>1,500</u> |
| 1001.42110.00641 | FURNITURE & EQUIPMENT | \$13,500 | \$3,325 | \$18,900 | \$15,641 | \$18,900 | \$3,403 | <u>18,900</u> |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

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|-----------------------------|------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.42110.00643 | DIVE/RESCUE EQUIPMENT | \$7,000 | \$7,000 | \$7,000 | \$7,000 | \$7,000 | \$7,000 | <u>7,000</u> |
| 1001.42110.00661 | VEHICLES | \$180,500 | \$175,781 | \$180,500 | \$173,263 | \$185,500 | \$32,379 | <u>185,500</u> |
| 1001.42110.00859 | CHAPLAINCY COUNSELING | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | <u>5,000</u> |
| 1001.42110.00862 | MISDEMEANOR PROBATION | \$24,000 | \$24,000 | \$24,000 | \$24,000 | \$24,000 | \$6,000 | <u>24,000</u> |
| 1001.42110.00865 | INMATE HOUSING | \$11,250 | \$1,850 | \$7,500 | \$2,295 | \$6,000 | \$1,200 | <u>6,000</u> |
| 1001.42110.00920 | CONTINUING EDUCATION | \$24,250 | \$21,263 | \$24,250 | \$18,176 | \$24,250 | \$11,033 | <u>24,250</u> |
| 1001.42110.00923 | CONTINGENT FUND | \$10,500 | \$800 | \$8,800 | \$1,499 | \$8,800 | \$1,414 | <u>8,800</u> |
| 1001.42110.00927 | TELETYPE | \$3,000 | \$2,580 | \$2,580 | \$2,543 | \$2,580 | \$743 | <u>2,580</u> |
| 1001.42110.00928 | ANIMAL CARE | \$8,000 | \$1,875 | \$8,000 | \$2,312 | \$3,500 | \$1,114 | <u>3,500</u> |
| 1001.42110.00929 | CORONER CALLS & RETAIN | \$87,400 | \$80,577 | \$87,400 | \$80,009 | \$88,900 | \$25,036 | <u>95,650</u> |
| 1001.42110.00956 | SWAT | \$9,000 | \$9,000 | \$9,000 | \$9,000 | \$9,000 | \$9,000 | <u>9,000</u> |
| 1001.42110.00959 | ANIMAL IMPOUND | \$1,500 | \$0 | \$1,500 | \$0 | \$1,500 | \$0 | <u>1,500</u> |
| 1001.42110.00976 | REWARD | \$500 | \$0 | \$500 | \$0 | \$500 | \$0 | <u>500</u> |
| 1001.42110.00977 | YOUTH WORKS | \$52,540 | \$52,540 | \$52,540 | \$52,540 | \$52,540 | \$21,892 | <u>52,540</u> |
| DEPARTMENT: SHERIFF - 42110 | | \$7,669,737 | \$7,031,509 | \$7,443,299 | \$6,744,396 | \$7,984,384 | \$2,802,694 | <u>\$8,578,422</u> |

2024 BURLEIGH COUNTY SHERIFF'S DEPARTMENT BUDGET

- ANALYSIS -

LINE ITEM:

| | | |
|-----|--------------------------|--|
| 111 | Salaries | increase \$295,744 based off 2024 budget discussion |
| 211 | Fringe/Benefits | increase \$321,869 based off 2024 budget discussion. |
| 314 | Medical Fees | increase of \$165 to cover increased hiring costs. |
| 341 | Travel | increase of \$1,000 due to increased costs. |
| 345 | Extraditions | increase of \$3,000 due to increased extraditions and costs. |
| 351 | Utilities | decrease \$3,175 due to reduced utility costs. |
| 373 | Organizational Dues | increase \$950 based on association fees costs. |
| 422 | Clothing & Uniforms | increase \$4,875 due to uniform purchases. |
| 424 | Gas, Oil & Fuel | decrease \$42,000 due to decrease in fuel costs. |
| 425 | Patrol Car Equipment | increase \$3,550 due to increased costs. |
| 427 | Guns & Crime Supplies | increase \$4,000 due to increased ammunition costs. |
| 453 | Service Agreements | decrease \$2,690 due to historical spending. |
| 929 | Coroner Calls & Retainer | increase \$6,750 due to coroner pay increase. |

OVERALL (Minus Salary & Benefits)

The budget has 36 line items. Of the 36 line items, eight line items saw an increase totaling \$24,290. Three line items saw a reduction totaling \$47,865. The 2024 budget is being decreased \$23,575.

Revenue Account-Donated Funds

Account 2987-42110-00928- Animal Care

Increase line item \$5,000 to fund potential K-9 replacement in 2024.

2024 SHERIFF'S DEPARTMENT BUDGET

2022 Reimbursed/ Revenue Income

Sheriff Civil

| | | |
|----------------|-----------------------|----------------|
| 1001-34210-000 | Civil Fees Collected | \$210,032 |
| | Civil Mileage | \$ 76,658 |
| | Execution Commissions | \$ 42,201 |
| | Mobile Home Tax Fees | \$ 2,516 |
| | | <u>331,407</u> |

Reimbursements

| | | |
|----------------|--------------|----------|
| 1001-34280-000 | Extraditions | \$ 2,670 |
| | Fuel & Shop | \$ 6,617 |
| | USMS | \$ 3,056 |
| | HIDTA | \$ 4,489 |

Operating Grants

| | | |
|----------------|---------------------|-----------|
| 1001-34220-000 | Desert Enforcement | \$ 11,250 |
| | DUI Enforcement | \$ 4,620 |
| | Game & Fish | \$ 13,717 |
| | Occupant Protection | \$ 4,110 |
| | Tobacco Compliance | \$ 2,520 |
| | Distracted Driving | \$ 1,590 |
| | JAG Grant | \$ 11,130 |
| | Speed Enforcement | \$ 2,290 |

Sheriff's Miscellaneous

| | | |
|----------------|-----------------------------------|-----------|
| 1001-34290-000 | Disposition of Abandoned Property | \$ 15,821 |
| | Gun Auctions | \$ 190 |
| | Towing/Storage Fees | \$ 3,020 |
| | 24/7 Sobriety Program | \$ 72,700 |
| | Juvenile Transport Fees | \$ 431 |
| | Alarm Calls | \$ 140 |
| | Restitution | \$ 1,250 |

| | | | |
|----------------|--------------------------|----------------|----------|
| | Miscellaneous Fees | \$ 1,430 | |
| | SIRN Radio Reimbursement | \$ 189,000 | |
| | Courthouse ATM Fees | \$ 1,071 | |
| | | <u>285,103</u> | |
| | | - 189,000 | |
| | | - 1,071 | = 23,353 |
| Federal Grants | Ballistic Vest Grant | \$ 8,000 | |
| 1001-34230-000 | Homeland Security | \$ 50,381 | |
| | | <u>58,381</u> | |
| | Total: | \$ 742,900 | |
| | | - 189,000 | |
| | | - 72,900 | |
| | | <u>481,200</u> | |
| | | - 50,381 | |
| | | <u>430,819</u> | |

Future Budget Considerations-Sheriff

2024 Budget Meetings

I. Boat Fleet-

- a. 2 Zodiac Boats- Used for Dive Operations.
 - i. 1987 model & 2001 model.
 - ii. Both serviceable and no immediate need for replacement.
 - iii. 1987 model may be sold in future due to lack of use and to realize value before degradation due to age.
 - iv. Projected replacement based on available funding through grants and budget 661-Vehicles.
- b. River Patrol Boat-Replaced in 2021 with 2021 Boston Whaler.
Funding used from 2020 budget 661-Vehicles.
 - i. 10 year average usage.
 - ii. Replaced based on life cycle and available funding from grants and budget.
 - iii. No replacement planned until approximately 2031.
- c. Airboat-Used for low water operations.
 - i. Serviceable and no immediate need for replacement.
 - ii. Discussion on future airboat needs such as add an airboat for safety purposes or upgrade existing airboat due to age and mobility issues.
 - iii. Projected replacement based on available funding through grants and budget 661-Vehicles.

II. Gun Inventory-

- a. 68 Semi-Auto Pistols- 7 year average life expectancy. Next anticipated replacement 2025.
- b. 50 Shotguns- Serviceable and no immediate need for replacement.
- c. 19 M-4 Rifles- Serviceable and no immediate need for replacement.
- d. 10 M-16 Rifles- Obtained through Government surplus. Returned at end of life cycle. Serviceable and no immediate need for replacement.

- Pistols are the only firearm replaced based on life cycle. Other firearms replaced based on technology changes. Funding sources used are grants, Asset Forfeiture, Government Surplus Program, budget 427-Guns and Crime Supplies.

III. Taser Inventory-

- a. 60
- b. Serviceable and no immediate need for replacement.
- c. Replaced based on life cycle and technology changes.
- d. Funding sources used are grants, Asset Forfeiture, budget 427-Guns and Crime Supplies.

IV. Body Cameras-

- a. No plan for introduction.
- b. Expensive program to implement.
- c. Dependent on needs of agency based on commission/community, department necessity, or federal requirements.
- d. Funding sources that would be used are grants, Asset Forfeiture, budget.
- e. Potential increase to budget with anticipated 1-2 year project plan.

V. Personnel-

- a. Possible department re-structure based on potential retirement of Deputy Sheriff-Major position.
 - i. Preliminary discussion to retain FTE and implement additional mid-management positions with elimination of Deputy Sheriff-Major position.
 - ii. No anticipated additional budget considerations.
- b. Possible department re-structure based on County IT implementation.
 - i. Either cut position or move based on needs of the agency with Commission approval.

VI. Take-Home Squad Cars

- a. Will be putting together cost analysis on whether or not fiscally beneficial to switch from pool to take-home squad cars.

- b. Current data shows approximately \$15,000 costs for install and tear-out of equipment for a 2-3 year lifecycle of pool car. Take-home care could extend life cycle 5-6 years.
- c. Recruitment tool.
- d. Analyze pros and cons along with costs to come up with best path forward for Burleigh County.

**Current Law Enforcement Openings
In Bismarck-Mandan Area
5/10/2023**

North Dakota Highway Patrol
Annual Starting Pay \$60,816-\$69,372
\$5000 Sign-On Bonus
NDHP PERS Retirement Plan

Bismarck Police Department
Annual Starting Pay \$59,212-\$66,613
Bismarck Police Retirement Plan

Mandan Police Department
Annual Starting Pay \$53,500-\$57,000
NDPERS Public Safety Retirement Plan

Morton County Sheriff's Department
No Current Openings

Burleigh County Sheriff's Department
Annual Starting Pay \$52,790-\$58,594 w/out
Commission approval.

ND PERS Main Retirement Plan-Closing

4 Current Deputy Sheriff Openings

Last Hiring Process-

- **Goal to hire five.**
- **Hired one internal candidate.**
- **1st time not filling all positions.**

Burleigh Morton Detention Center

Annual Starting Pay \$48,880-54,246 w/out
Commission approval.

ND PERS Main Retirement Plan-Closing

9 Current Detention Officer Openings

Last Hiring Process-

- **Goal to hire seven.**
- **Hired three.**
- **Have not filled all positions since
approximately 2019.**

NDHP SPECIAL PROGRAMS & SERVICES

- Crash Reconstruction Team
- Cultural Liaison Officer Program
- Emergency Response Team
- Criminal Interdiction Team
- Drug Recognition Experts
- Honor Guard
- K9 Program
- Dignitary Protection & Capitol Security
- UAV Program



HIRING PROCESS

Scan the QR Code below to visit the NDHP Careers page to learn more.

Phase 1: Submit a cover letter, resume and unofficial college transcript through the ND PeopleSoft System at:
<https://www.omb.nd.gov/team-nd-careers>

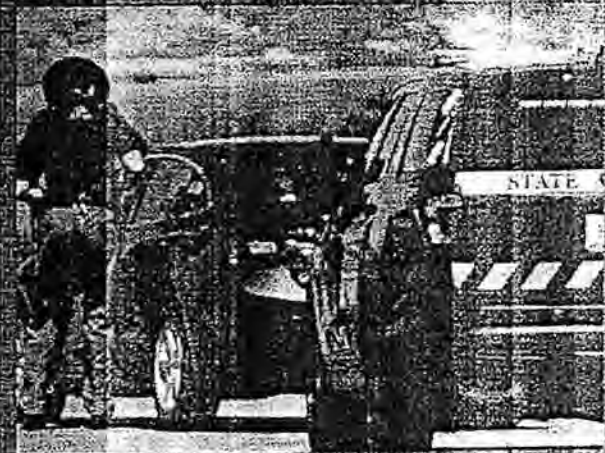
Phase 2: The National Peace Officer Standards Test and the Wonderlic test will be administered.

Phase 3: Online oral interview via Microsoft Teams.

Phase 4: Applicants who pass Phase 3 will have a thorough background investigation and complete the California Personality Inventory (CPI).

Phase 5: Conditional offers of employment will be given. Final offers are subject to successful completion of NDHP paid medical, physical, psychological evaluation, and physical fitness testing.

- Challenging Work
- Diverse Assignments
- Professional Development
- Competitive Salary
- Excellent Retirement



NORTH
Dakota | Highway Patrol
64 Legendary



North Dakota Highway Patrol
600 East Boulevard Avenue, Dept. 504
Bismarck, ND 58505-0240
701-328-2447
ndhpinfo@nd.gov
www.nd.gov/ndhp



North Dakota Highway Patrol's generous benefit package includes:

- Fully paid family health insurance
- Exceptional retirement plan
- Life, accidental death and dismemberment insurance
- Optional dental, vision and additional life insurance
- Annual, sick, military, & funeral leave
- Generous overtime, call-out, and on-call pay
- 10 paid holidays
- Take-home patrol vehicle
- Agency-furnished uniforms & equipment
- \$200 monthly expense allowance
- Professional development & training
- Specialized assignments
- On-going physicals, peer to peer programs, wellness benefits, and Employee Assistance Program
- Employee recognition programs
- Liability protection by the state of North Dakota

The mission of the North Dakota Highway Patrol is to make a difference every day by providing high-quality law enforcement services to keep North Dakota safe and secure.

**Starting monthly salary
\$5,068 to \$5,781
depending on
experience**

**PLUS UP TO A
\$5,000 SIGN-ON BONUS!**

**Available post assignments
determined prior to
accepting employment.**



Internationally Accredited Law Enforcement Agency
Equal Opportunity Employer

No previous law enforcement training is required.

An employee's salary and benefits begin on the first training day. Free room and board is provided during initial training at the Law Enforcement Training Academy in Bismarck.

MINIMUM QUALIFICATIONS

- U.S. citizen for at least 2 years
- 21 years of age by date of hire
- Vision correctable to 20/30
- Normal color & depth perception
- Valid driver's license
- Bachelor's degree OR Associate's degree with two years working with the public or military experience OR minimum 60 college credit hours AND two years working with the public or military experience

THE BISMARCK POLICE DEPARTMENT IS NOW

RECRUITING

New Police Officers

Full-Time
Benefits

\$59,211.89-\$88,817.83



OUR MISSION IS TO PROTECT LIFE AND
PROPERTY, PROVIDE PROFESSIONAL CUSTOMER
SERVICE, AND FOSTER COMMUNITY
PARTNERSHIPS TO PRESERVE BISMARCK'S
EXCEPTIONAL QUALITY OF LIFE.

Application Deadline:

Apply today on our website:
www.bismarcknd.gov/jobs

POLICE OFFICER SALARY & BENEFITS INFORMATION

SALARY:

- Pay range \$59,211.89 to \$88,817.83 per year; Hiring range is \$59,211.89 to \$66,613.38 per year.
- Salary is negotiable with experience and current or eligible Peace Officer license status.
 - \$59,211.89 to \$60,692.19 (82% of midpoint) if applicant has had Academy and is licensable.
 - \$61,432.34 to \$62,172.49 (83% to 84% of midpoint) for 2 to 3 years LE experience.
 - \$62,912.64 to \$64,392.94 (85% to 87% of midpoint) for 4 to 6 years LE experience.
 - \$65,133.08 to \$66,613.38 (88% to 90% of midpoint) for 7 or more years LE experience.

STANDARD BENEFITS:

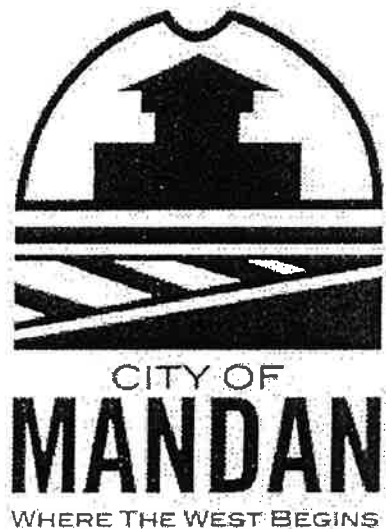
- Civil Service
- Life Insurance – \$30,000 policy, premiums paid, additional coverage available at minimal cost
- Health Insurance – Family or Single, premiums fully paid by City of Bismarck
- Medicare Insurance
- Disability Insurance
- Employee Assistance Program
- Worker's Compensation
- Unemployment Compensation
- Pension Plan – Defined Benefit retirement plan, 2.5% times the average of your highest 36 months' pay times years of service, until death; survivor benefit at that point.
- Annual Leave: 8 hours per month, increases by 2 hours per month with increased longevity
- Sick Leave: 8 hours per month
- 10 paid holidays per year
- ND Peace Officer License fees paid
- Annual Physical Examination
- Uniforms and equipment (to include leather gear and firearm)
- Laundry expense allowance (for uniform apparel)
- Rotational assignment opportunities in Traffic, Investigations, Crime Prevention, and School Resource Officer.
- In-Service Training provided year round
- Undergraduate and Post Graduate tuition assistance

OPTIONAL BENEFITS

- Deferred Compensation
- Savings Bond Program
- Dependent Life Insurance
- Vision Insurance
- Dental Insurance
- Flex Spending Plan – medical or childcare expenses allowed, pre-tax deduction from payroll

For more information or job opportunities with the Bismarck Police Department, contact:

- Lieutenant Roger Marks III: (701) 355-1865 or rmarks@bismarcknd.gov
- City of Bismarck-Human Resources: (701) 355-1330
- Web Address: www.bismarcknd.gov/police



Share:



Police Officer – Grade 17

Mandan, ND

\$25.76 Hourly

[Apply for this position](#)

[Back to Jobs](#)

The City of Mandan, North Dakota is accepting applications for the full-time position of:

Police Officer – Grade 17.

Pay Range Starting at \$25.76 per hour (DOE)

Status: Non-exempt/Full-time

Closing Date: **May 9, 2023 at 5pm.**

**Applications without a resume will be disqualified.*

JOB SUMMARY

This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property.

MAJOR DUTIES

- Patrols the city to detect and deter criminal activity and traffic violations.
- Responds to calls for service, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.
- Conducts preliminary investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
- Apprehends, arrests, and processes offenders, including fugitives; subpoenas witnesses.
- Provides assistance and backup support to other officers and emergency service providers as necessary.
- Assists motorists.
- Provides traffic direction as needed for events such as parades, funerals, events, and school crossings.
- Testifies in judicial proceedings as necessary.
- Completes all required reports and forms, including accident and incident reports.
- Inspects and maintains assigned patrol car, uniform, and equipment.
- Serves in special positions and on special teams and units as assigned, including Detective, Field Training Officer, Warrant Officer, K-9 Officer, SWAT, School Resource Officer, Traffic Control, etc.
- Performs related duties.

KNOWLEDGE REQUIRED

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, city codes, and department policies and procedures.
- Knowledge of law enforcement principles and practices.
- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of the geography and streets of the city.
- Knowledge of the court system and judicial procedures.

- Skill in the use of a computer.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in operating radios and communications equipment.
- Skill in operating radar equipment.
- Skill in restraining persons without causing physical harm.
- Skill in oral and written communication.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Dakota for the type of vehicle or equipment operated.

Other Notes:

- Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD-214. Claims for disabled veteran's preferences must also include Form DD-214 and a letter less than one year old from the Dept. of Veteran's Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD-214, a marriage certificate, and a letter less than one year old from Dept. of Veteran's Affairs indicating disability, or the veteran's death certificate.
- Applicants who may need additional job information or may require accommodation or assistance with the application or interview process should contact Human Resources at 701-667-3217.
- Applicants are subject to pre-employment drug testing and background checks.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.
- The City of Mandan is an Equal Opportunity Employer.

Apply for this position

Get Updates

Are you interested in hearing about new opportunities at City of Mandan, ND in real time? Enter your email address to be notified automatically when new positions are posted.

Enter your email address

| Date Opened | Total Applied | # Interviewed | Washed Out | Hired | EE Count & Date | |
|-------------|---------------|---------------|------------|---------|-----------------|-----------------------|
| 1/3/2023 | 10 | 7 | 1 | 3 | | |
| 4/10/2023 | 11 | 9 | unknown | unknown | | |
| 2022 | | | | | | |
| 2/16/2022 | 1 | 1 | | 1 | Adi | |
| 3/21/2022 | 30 | 14 | 1 | 4 | 81 - 3/19/22 | |
| 6/13/2022 | 16 | 8 | 3 | 2 | 75 - 6/11/22 | |
| 9/8/2022 | 16 | 11 | 2 | 2 | 73 - 11/3/22 | |
| 2021 | | | | | | |
| 3/29/2021 | 14 | 9 | 0 | 4 | 84 - 2/20/21 | |
| 8/4/2021 | 19 | 10 | 0 | 4 | 69 - 7/24/21 | 7 incomplete - Kxnet |
| 11/22/2021 | 41 | 11 | 4 | 8 | 71 - 11/5/21 | 25 incomplete -Kxnet |
| 2020 | | | | | | |
| 1/2/2020 | 25 | 18 | 1 | 8 | 62 - 1/3/20 | |
| 4/8/2020 | 35 | 19 | 2 | 9 | 63 - 4/9/20 | 9 incomplete |
| 6/5/2020 | 24 | 13 | 3 | 6 | 66 - 5/22/20 | |
| 10/12/2020 | 69 | 22 | 11 | 12 | 69 - 10/9/20 | 34 Incomplete - Kxnet |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|------------------|--------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.42120.00111 | SALARIES | \$4,816,360 | \$4,753,339 | \$5,297,758 | \$4,911,636 | \$5,834,954 | \$2,005,295 | <u>6,090,483</u> |
| 1001.42120.00112 | TEMPORARY SERVICES | \$30,500 | \$51,531 | \$35,500 | \$16,358 | \$35,500 | \$7,971 | <u>32,225</u> |
| 1001.42120.00211 | FRINGE BENEFITS | \$2,248,363 | \$2,110,883 | \$2,345,176 | \$2,233,994 | \$2,818,343 | \$1,012,045 | <u>3,187,893</u> |
| 1001.42120.00241 | WORKMENS COMP | \$80,000 | \$64,145 | \$90,000 | \$114,563 | \$105,000 | \$81,986 | <u>105,000</u> |
| 1001.42120.00314 | MEDICAL FEES | \$14,225 | \$6,477 | \$15,750 | \$14,089 | \$15,750 | \$2,812 | <u>16,250</u> |
| 1001.42120.00328 | INSURANCE | \$98,400 | \$65,062 | \$100,440 | \$67,510 | \$90,000 | \$0 | <u>77,635</u> |
| 1001.42120.00341 | TRAVEL-LODGING-MEALS | \$4,200 | \$3,139 | \$4,200 | \$846 | \$4,200 | \$0 | <u>7,500</u> |
| 1001.42120.00351 | UTILITIES | \$588,750 | \$621,752 | \$588,750 | \$662,915 | \$692,125 | \$199,838 | <u>720,125</u> |
| 1001.42120.00373 | ORGANIZATIONAL DUES | \$500 | \$430 | \$570 | \$470 | \$570 | \$215 | <u>875</u> |
| 1001.42120.00381 | REPAIRS & MAINTENANCE | \$64,075 | \$70,620 | \$67,500 | \$70,453 | \$77,337 | \$20,306 | <u>85,070</u> |
| 1001.42120.00411 | OFFICE SUPPLIES | \$26,500 | \$19,195 | \$26,500 | \$18,216 | \$26,500 | \$4,712 | <u>26,500</u> |
| 1001.42120.00412 | INMATE SUPPLIES | \$195,000 | \$160,379 | \$195,000 | \$126,593 | \$195,000 | \$118,038 | <u>230,000</u> |
| 1001.42120.00422 | CLOTHING & UNIFORMS | \$21,550 | \$16,284 | \$21,550 | \$19,118 | \$21,550 | \$3,494 | <u>23,550</u> |
| 1001.42120.00424 | GAS OIL & FUEL | \$2,800 | \$2,451 | \$2,800 | \$8,655 | \$5,200 | \$2,368 | <u>9,525</u> |
| 1001.42120.00425 | PATROL CAR EQUIPMENT | \$25,553 | \$23,751 | \$1,500 | \$0 | \$1,500 | \$0 | <u>1,500</u> |
| 1001.42120.00427 | GUNS & CRIME SUPPLIES | \$1,500 | \$1,485 | \$1,500 | \$721 | \$1,500 | \$0 | <u>1,500</u> |
| 1001.42120.00428 | PRISONER LAUNDRY | \$6,980 | \$5,203 | \$6,980 | \$6,389 | \$6,980 | \$2,153 | <u>7,580</u> |
| 1001.42120.00440 | CONTRACT JANITOR | \$9,000 | \$8,020 | \$8,400 | \$9,470 | \$9,200 | \$3,800 | <u>11,100</u> |
| 1001.42120.00442 | BLDG OUTSIDE MAINTENANCE | \$12,240 | \$5,417 | \$12,240 | \$4,207 | \$12,240 | \$800 | <u>8,500</u> |
| 1001.42120.00444 | COMPUTER SERVICES | \$24,600 | \$27,421 | \$32,100 | \$31,979 | \$32,100 | \$7,205 | <u>37,210</u> |
| 1001.42120.00453 | SERVICE AGREEMENTS | \$92,250 | \$83,153 | \$88,500 | \$91,515 | \$101,200 | \$60,618 | <u>104,528</u> |
| 1001.42120.00641 | FURNITURE & EQUIPMENT | \$8,375 | \$7,805 | \$11,350 | \$7,796 | \$11,350 | \$0 | <u>28,350</u> |
| 1001.42120.00661 | VEHICLES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | <u>45,000</u> |
| 1001.42120.00859 | CHAPLAINCY COUNSELING | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | <u>25,000</u> |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--------------------------------------|----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.42120.00860 | INMATE MEDICAL CARE | \$87,000 | \$83,463 | \$85,500 | \$95,307 | \$85,500 | \$45,831 | 101,575 |
| 1001.42120.00861 | INMATE BOARD | \$505,750 | \$470,622 | \$502,550 | \$489,128 | \$689,226 | \$224,425 | 823,430 |
| 1001.42120.00865 | INMATE HOUSING | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00 |
| 1001.42120.00920 | CONTINUING EDUCATION | \$23,000 | \$15,205 | \$23,000 | \$16,343 | \$23,000 | \$4,552 | 23,000 |
| 1001.42120.00927 | TELETYPE | \$5,200 | \$5,160 | \$5,200 | \$5,086 | \$5,200 | \$1,486 | 5,200 |
| 1001.42120.00977 | YOUTH WORKS | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00 |
| DEPARTMENT: DETENTION CENTER - 42120 | | \$9,017,671 | \$8,707,393 | \$9,595,314 | \$9,048,356 | \$10,926,025 | \$3,834,950 | 111,836,104 |

2024 BURLEIGH MORTON COUNTY DETENTION CENTER BUDGET

- ANALYSIS -

LINE ITEM:

| | | |
|-----|--------------------------|--|
| 111 | Salaries | increase \$255,529 based off 2024 budget discussion. |
| 112 | Temporary Services | decrease \$3,275 based on reduction in costs. |
| 211 | Fringe/Benefits | increase \$369,550 based off 2024 budget discussion. |
| 314 | Medical Fees | increase \$500 due to increased hiring costs. |
| 328 | Insurance | decrease \$12,365 due to continued decrease in costs with new carrier rates. |
| 341 | Travel | increase \$3,300 due to costs and jail tours. |
| 351 | Utilities | increase \$28,000 due to increased utility rates. |
| 373 | Organizational Dues | increase due to additional nursing licenses. |
| 381 | Repairs & Maintenance | increase \$7,733 due to increased costs with warranty expirations and age of facility. |
| 412 | Inmate Supplies | increase \$35,00 due to increased costs. |
| 422 | Clothing & Uniforms | increase \$2,000 due to increased costs. |
| 424 | Gas, Oil, & Fuel | increase \$4,325 due to increased fuel costs and Maintenance Section fuel. |
| 428 | Prisoner Laundry | increase \$600 due to increased costs. |
| 440 | Contract Janitor | increase \$1,900 due to increase in contract. |
| 442 | Outside Bldg Maintenance | decrease \$3,740 due to decreased costs. |
| 444 | Computer Services | increase \$5,110 due to increased costs. |
| 453 | Service Agreements | increase \$3,328 due to initial contracts being renewed. |
| 641 | Furniture & Equipment | increase \$17,000 due equipment needs. |

| | | |
|-----|---------------------|---|
| 661 | Vehicles | increase \$45,000 for mower replacement request. |
| 860 | Inmate Medical Care | increase \$16,075 due to increased medical situations. |
| 861 | Inmate Board | increase \$134,204 due to new contract anticipated costs and increasing inmate count. |

OVERALL (MINUS SALARY & BENEFITS)

The 2024 budget has been increased \$285,000. The budget has 28 line items. Of the 28 line items, three saw a reduction totaling \$19,380. Sixteen line items saw an increase totaling \$304,380. Of that increase, \$28,000 is for increased utilities, \$35,000 for inmate supplies, \$45,000 for a new mower, and \$134,204 is for inmate board.

Overall Budget Request 70.5/29.5 Split

- Total Budget-\$11,836,104
 - Burleigh-\$8,344,453
 - Morton-\$3,491,651

2024 Projected Income

- Inmate Supplies-\$250,000
- Off-Setting Income-\$1,930,322*

*= Projected income based off of 2022 inmate numbers estimated to increase \$500,000-600,000 when new daily rate takes effect.

Total Projected Income-\$2,180,322

Burleigh-\$1,537,127

Morton-\$643,195

Impact to counties based on budget request minus projected income:

Burleigh-**\$6,807,326**

Morton-**\$2,848,456**

INMATE SUPPLIES-REVENUE (Not General Fund)

Inmate Betterment funds transferred back to Burleigh and Morton County General Funds are in accordance with the described use of these funds. Monies transferred are to off-set budgeted money spent from General Fund dollars in the following areas:

| | | |
|-----|--------|---|
| 111 | Salary | Behavioral Health Specialist Project Coordinator Programs Assistant |
|-----|--------|---|

| | | |
|-----|-----------------|--|
| 412 | Inmate Supplies | |
|-----|-----------------|--|

2024 DETENTION CENTER BUDGET-INCOME

| | <u>2020</u> | <u>2021</u> | <u>2022</u> |
|------------------------------|--------------------|--------------------|--------------------|
| U.S. Marshal Service | \$656,850 | \$629,175 | \$585,900 |
| City of Bismarck | \$364,943 | \$750,151 | \$512,955 |
| City of Mandan | \$ 18,792 | \$ 25,208 | \$ 20,952 |
| Other Housing* | \$ 670,275 | \$420,255 | \$338,175 |
| Telephone Revenue | \$ 100,308 | \$100,083 | \$ 82,798 |
| Texting Revenue | \$ 48,597 | \$ 85,827 | \$ 67,950 |
| Video Calling Revenue | \$ 30,703 | \$ 36,103 | \$ 15,020 |
| Commissary Revenue | \$ 55,274 | \$ 62,187 | \$ 47,725 |
| Work Release Fees | \$ 375 | \$ 0 | \$ 195 |
| Restitution | \$ 450 | \$ 175 | \$ 1,850 |
| Miscellaneous Fees | \$ 5,566 | \$ 7,361 | \$ 5,493 |
| Medical Co-Pays | \$ 11,067 | \$ 13,910 | \$ 17,505 |
| Self-Pay Postage | \$ 124 | \$ 161 | \$ 528 |
| TOTAL OFF-SETTING INCOME | \$1,963,324 | \$2,130,596 | \$1,697,046 |

* = Includes 2020 & 2021 ND DOCR Housing Reimbursement for COVID-19 Housing

2024 BURLEIGH MORTON COUNTY DETENTION INMATE SUPPLIES

- ANALYSIS-

2993-42120-412 REVENUE

42120-412 BUDGET

Revenue Categories

CBM-Commissary

Reliance-Telephone Calling

Reliance-Texting

Reliance-Video Calling

Average Monthly Spending

2018-\$15,930

2019-\$15,490

2020-\$11,083

2021-\$13,367

2022-\$10,549

Average Monthly Income

2018-\$17,451

2019-\$17,100

2020-\$19,653

2021-\$23,683

2022-\$17,791

2024 Disbursement 70.5/29.5 Split

Budget off-set-\$250,000

Burleigh-\$176,250

Morton-\$73,750

Future Budget Considerations-BMDC

2024 Budget Meetings

I. Personnel-

a. Detention Officers

- i. Shifts are currently staffed with one Sergeant, two corporals, and thirteen Detention Officers. One Detention Officer per shift is funded through ARPA.
- ii. Due to staff turnover, we have obtained commission approval to be able to hire four unfunded backfill positions. Not currently using this option due to staffing issues and ARPA positions.
- iii. We received ARPA funding in late 2021 to hire four Detention Officers due to Covid demands.
- iv. Covid forced us to open an additional pod, which we planned to open when staffing stabilized to relieve pressure on Booking.
- v. Re-evaluate post-Covid with goal of maintaining operation of 500 pod.
- vi. Based on current average daily populations (ADP'S), we will consider closing down a pod or increasing federal & state inmates.
- vii. Future staffing needs may show need for phased in approach of ARPA positions to funded positions.

b. Behavioral Health Position

- i. Workload has increased for this position.
- ii. Beneficial to facility to move inmates in the mental health system and complete evaluations in-house.
- iii. Evaluate for future budget consideration based on continued work demand.

c. Additional Positions

- i. Facility Security Position
- ii. Additional Lieutenant Position

II. Vehicles-

a. 661-Vehicles

- i. Line item last funded in 2019 budget.
- ii. Potential mower replacement in 2024 budget.
- iii. No immediate needs to replace BMDC vehicles.

III. Repairs and Maintenance

a. 381-Repairs and Maintenance

- i. Line item has been increased for last four budget cycles.
- ii. 24 hour operation increases wear and tear on system.
- iii. Future budget needs may show increase in line item beyond current ability.

IV. New Daily Rate will greatly benefit off-setting income.

- a. City rates may need to be increased in 1-2 years.
- b. All other rates may be acceptable for life of Federal IGA.

Burleigh-Morton Detention Center

Average Daily Population

2020-2022

| | <u>Burleigh</u> | <u>Morton</u> |
|-----------|-----------------|---------------|
| June | 115 | 57 |
| July | 125 | 57 |
| August | 152 | 64 |
| September | 156 | 70 |
| October | 147 | 71 |
| November | 128 | 61 |
| December | 134 | 51 |
| January | 158 | 59 |
| February | 168 | 50 |
| March | 151 | 47 |
| April | 150 | 44 |
| May | 157 | 52 |
| June | 161 | 53 |
| July | 166 | 53 |
| August | 153 | 54 |
| September | 149 | 58 |
| October | 140 | 59 |
| November | 117 | 55 |
| December | 121 | 57 |
| January | 120 | 49 |
| February | 106 | 44 |
| March | 116 | 47 |
| April | 141 | 46 |
| May | 128 | 44 |

Burleigh Average Daily Population- 140

Morton Average Daily Population- 54

Total Average Daily Population- 194

Burleigh Share- 72%

Morton Share- 28%

2023-2024 Operating Budget Percentages after 1.5 % Administrative Fee-

Burleigh- 70.5%

Morton- 29.5%

Burleigh-Morton Detention Center Average Daily Population 2022-2024

| | <u>Burleigh</u> | <u>Morton</u> |
|-----------|-----------------|---------------|
| June | 125 | 38 |
| July | 133 | 40 |
| August | 147 | 43 |
| September | 148 | 46 |
| October | 135 | 37 |
| November | 128 | 54 |
| December | 126 | 51 |
| January | 140 | 37 |
| February | 146 | 42 |
| March | 160 | 32 |
| April | 171 | 39 |
| May | 162 | 34 |

Burleigh Average Daily Population- 143

Morton Average Daily Population- 41

Total Average Daily Population- 184

Burleigh Share- 78%

Morton Share- 22%

2025-2026 Operating Budget Percentages after 1.5 % Administrative Fee-

Burleigh- 76.5%

Morton- 23.5%

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--|-----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.42140.00111 | SALARIES | \$138,528 | \$124,175 | \$147,659 | \$111,838 | \$162,244 | \$41,786 | 171,756 |
| 1001.42140.00211 | FRINGE BENEFITS | \$70,621 | \$53,379 | \$62,177 | \$48,003 | \$84,209 | \$19,439 | 91,838 |
| 1001.42140.00341 | TRAVEL-LODGING-MEALS | \$500 | \$4 | \$3,000 | \$9 | \$3,000 | \$0 | 3,000 |
| 1001.42140.00356 | TELEPHONE | \$7,000 | \$5,622 | \$7,000 | \$2,592 | \$7,000 | \$810 | 7,000 |
| 1001.42140.00362 | PRINTING | \$1,000 | \$362 | \$1,000 | \$364 | \$1,000 | \$0 | 1,000 |
| 1001.42140.00373 | ORGANIZATIONAL DUES | \$600 | \$390 | \$600 | \$349 | \$600 | \$0 | 600 |
| 1001.42140.00381 | REPAIRS & MAINTENANCE | \$4,000 | \$226 | \$5,000 | \$263 | \$5,000 | \$0 | 6,500 |
| 1001.42140.00411 | OFFICE SUPPLIES | \$4,000 | \$2,590 | \$4,000 | \$3,006 | \$4,000 | \$189 | 4,000 |
| 1001.42140.00415 | POSTAGE | \$150 | \$2 | \$150 | \$180 | \$150 | \$0 | 150 |
| 1001.42140.00424 | GAS OIL & FUEL | \$1,500 | \$418 | \$1,500 | \$579 | \$1,500 | \$152 | 1,500 |
| 1001.42140.00444 | COMPUTER SERVICES | \$1,500 | \$1,724 | \$1,500 | \$3,291 | \$3,000 | \$655 | 3,000 |
| 1001.42140.00641 | FURNITURE & EQUIPMENT | \$2,000 | \$103 | \$2,000 | \$423 | \$2,000 | \$0 | 2,000 |
| 1001.42140.00809 | GRANT MATCH | \$10,000 | \$9,121 | \$10,000 | \$0 | \$10,000 | \$0 | 10,000 |
| 1001.42140.00920 | CONTINUING EDUCATION | \$1,000 | \$215 | \$1,000 | \$75 | \$1,000 | \$89 | 1,000 |
| 1001.42140.00945 | EMERGENCY FUND | \$50,000 | \$0 | \$50,000 | \$0 | \$50,000 | \$0 | 50,000 |
| DEPARTMENT: EMERGENCY MANAGEMENT - 42140 | | \$292,399 | \$198,331 | \$296,586 | \$170,973 | \$334,703 | \$63,120 | \$353,344 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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|-------------------------------|--------------------|------------------------|-------------|------------------------|-------------|------------------------|-------------|----------------------------|
| 1001.42610.00392 | AMBULANCE SERVICES | \$1,500 | \$1,500 | \$1,500 | \$1,500 | \$1,500 | \$1,500 | 1,500 |
| DEPARTMENT: AMBULANCE - 42610 | | \$1,500 | \$1,500 | \$1,500 | \$1,500 | \$1,500 | \$1,500 | \$1,500 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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|----------------------------------|------------------------|------------------------|-------------|------------------------|-------------|------------------------|-------------|----------------------------|
| 1001.42920.00935 | BISMRCK POLICE YTH BUR | \$79,139 | \$102,057 | \$67,000 | \$66,777 | \$87,781 | \$21,945 | 93,444 |
| DEPARTMENT: YOUTH BUREAU - 42920 | | \$79,139 | \$102,057 | \$67,000 | \$66,777 | \$87,781 | \$21,945 | \$93,444 |

SALARY & BENEFITS--Police Youth Workers

Based on 2023 Salary/Benefits Rates

| Employee # | 2023 Salary | Salary increase (Estimated) | Medicare | Health & Life Insurance | Single or Dependent | Pension Cost | Worker Comp Code | Workers Comp | Disability Cost | Social Security | Total Benefits | Total Benefits & Salary |
|------------|-------------|-----------------------------|----------|-------------------------|---------------------|--------------|------------------|--------------|-----------------|-----------------|----------------|-------------------------|
| | | 3.0% | 1.45% | \$9,627.00 | <--Single | 0.104 | | | 0.0027 | 6.2% | | |
| | | | No Cap | \$23,607.00 | <--Dependent | | | | | | | |
| 4972 | \$58,808 | \$59,984 | \$870 | \$23,607 | D | \$6,238 | 8747 | \$40.22 | \$162 | \$3,719 | \$34,636 | \$93,444 |

5/22/2023

AGREEMENT FOR POLICE YOUTH BUREAU SERVICES

This agreement is made by and between the City of Bismarck and Burleigh County (collectively, the "Parties").

The Parties agree to the following:

1. The City of Bismarck agrees to provide Police Youth Bureau services, as are here-in-after defined, to Burleigh County during the term of this Agreement.
2. In consideration of these services, Burleigh County agrees to pay the City of Bismarck the total sum of \$87,781 during the term of this Agreement. This amount will be applied towards the salary and benefits of one full-time Youth Worker. The City agrees to provide Youth Bureau services as required, not to exceed 2080 hours of services during the term of this Agreement. Payments shall be made on a quarterly basis.
3. The City of Bismarck agrees to furnish office space, telephone, necessary furniture, office supplies and secretarial support for the Youth Worker.
4. All Police Youth Bureau staff shall be employees of the City of Bismarck and shall be supervised by and under the direction of the Director of the Police Youth Bureau, Commander of Support Services and Chief of Police of the City of Bismarck. The City of Bismarck shall be responsible for the actions of all Police Youth Bureau staff within the scope of their employment pursuant to NDCC 32-12.1.
5. The term of this Agreement shall be twelve months, beginning January 1, 2023 and ending December 31, 2023. This Agreement may be renewed in writing on an annual basis for additional one-year terms upon the mutual consent of the Parties, provided that the Agreement fee shall be adjusted annually to reflect merit or cost of living salary adjustments and/or other increased costs. Either Party may cancel this agreement, without cause, upon giving 90 days written notice to the other Party.

The City of Bismarck agrees to provide the following services:

1. Diversion services for entry level juvenile offenders and other follow up services to include non-offenders. Referrals are accepted from parents, schools and other law enforcement agencies within Burleigh County.
2. Crisis intervention services to include, but are not limited to the following:
 - a. Crisis is evident;
 - b. Juvenile refuses to go home;

- c. Juvenile is uncooperative;
- d. Juvenile is a runaway;
- e. Parent/legal guardian cannot be located;
- f. Placement is necessary, to include detention;
- g. Immediate follow-up is necessary;
- h. An abusive situation exists; and/or,
- i. Juvenile is cited for a Felony offense.

Crisis intervention is a 24-hour crisis call system to assist local law enforcement, parents or other agencies in youth related crisis situations.

- 3. Prevention/Education/Outreach services for Burleigh County, to supplement those offered by the Burleigh County Sheriff's Department's crime prevention or other community service programs.

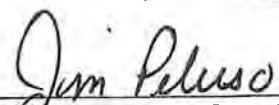
* Programs available include the following:

- a. School education/awareness
- b. Wilderness outings
- c. Cops & Kids activities
- d. Support groups
- e. Drug & Alcohol Education Program
- f. Other public presentations/technical assistance
- g. In-service training for law enforcement personnel on crisis intervention, juvenile relations and other juvenile justice related topics.

The Parties understand that the resources for these programs vary from year to year. Participation or frequency of these programs is based on fund availability.

- 4. The Police Youth Bureau shall maintain records and compile necessary statistical data for the services provided.

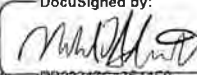
Dated and adopted this 3rd day of October, 2022



President, Burleigh County
Commission



Burleigh County Auditor

DocuSigned by:


November 25, 2022
President, Bismarck City
Commission

DocuSigned by:


November 25, 2022
Bismarck City Administrator

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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|----------------------------------|---------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.44120.00382 | CONTRACTED SERVICES | \$204,740 | \$204,740 | \$214,249 | \$214,249 | \$295,418 | \$98,473 | 580,664 |
| DEPARTMENT: COUNTY NURSE - 44120 | | \$204,740 | \$204,740 | \$214,249 | \$214,249 | \$295,418 | \$98,473 | 580,664 |

*CAM Costs include maintenance, utilities, and depreciation

| 2023 Budget | | | | | |
|--------------------|-------------------|------------------|-----------|---------------|--------------|
| | General Fund - PH | Grants Fund - PH | CAM Costs | Building Rent | Total |
| Other Revenues | \$ 946,244 | \$ 3,676,975 | \$ - | \$ - | \$ 4,623,219 |
| Expenditures | (2,722,420) | (3,676,975) | (216,477) | (330,000) | (6,945,872) |
| Net Income (Loss) | (1,776,176) | - | (216,477) | (330,000) | (2,322,653) |

| | Cost | City Resident Dollar | County Resident Dollar |
|---|--------------|-------------------------|---------------------------|
| City of Bismarck Share | \$ 2,021,275 | \$ 2,021,275 | \$ - |
| County of Burleigh Share | \$ 301,378 | \$ 226,034 | \$ 75,345 |
| Total by Group | \$ 2,322,653 | \$ 2,247,309 | \$ 75,345 |
| Cost per \$100,000 Property | \$ 23.03 | \$ 22.40 | \$ 0.63 |
| Percentage of total cost to each group of Residents | 100.00% | 97.26% | 2.74% |

| City 75%/County 25% | | | |
|---|--------------|--------------|------------|
| City of Bismarck Share | \$ 1,741,990 | \$ 1,741,990 | \$ - |
| County of Burleigh Share | \$ 580,663 | \$ 435,497 | \$ 145,166 |
| | \$ 2,322,653 | \$ 2,177,487 | \$ 145,166 |
| Cost per \$100,000 Property | \$ 22.53 | \$ 21.32 | \$ 1.22 |
| Percentage of total cost to each group of Residents | | 93.75% | 6.25% |

| City 50%/County 50% | | | |
|---|--------------|--------------|------------|
| City of Bismarck Share | \$ 1,161,327 | \$ 1,161,327 | \$ - |
| County of Burleigh Share | \$ 1,161,327 | \$ 870,995 | \$ 290,332 |
| | \$ 2,322,653 | \$ 2,032,321 | \$ 290,332 |
| Cost per \$100,000 Property | \$ 21.50 | \$ 19.07 | \$ 2.43 |
| Percentage of total cost to each group of Residents | | 87.50% | 12.50% |

| City 25%/County 75% | | | |
|---|--------------|--------------|------------|
| City of Bismarck Share | \$ 580,663 | \$ 580,663 | \$ - |
| County of Burleigh Share | \$ 1,741,990 | \$ 1,306,492 | \$ 435,497 |
| | \$ 2,322,653 | \$ 1,887,156 | \$ 435,497 |
| Cost per \$100,000 Property | \$ 20.47 | \$ 16.83 | \$ 3.65 |
| Percentage of total cost to each group of Residents | | 81.25% | 18.75% |

| City 10%/County 90% | | | |
|---|--------------|--------------|------------|
| City of Bismarck Share | \$ 232,265 | \$ 232,265 | \$ - |
| County of Burleigh Share | \$ 2,247,309 | \$ 1,685,481 | \$ 561,827 |
| | \$ 2,479,574 | \$ 1,917,747 | \$ 561,827 |
| Cost per \$100,000 Property | \$ 21.17 | \$ 16.47 | \$ 4.70 |
| Percentage of total cost to each group of Residents | | 77.34% | 22.66% |

| BUDGET COST ALLOCATION (Current) | General | Grants | CAM | Rent | \$ Allocation | % Allocation |
|---|----------------|---------------|------------|-------------|----------------------|---------------------|
| Burleigh County Portion | 301,378 | - | - | - | 301,378 | 13% |
| City of Bismarck Portion | 1,474,798 | - | 216,477 | 330,000 | 2,021,275 | 87% |

| BUDGET COST ALLOCATION (75%/25%) | General | Grants | CAM | Rent | | |
|---|----------------|---------------|------------|-------------|-----------|-----|
| Burleigh County Portion | 444,044 | - | - | 82,500 | 580,663 | 25% |
| City of Bismarck Portion | 1,332,132 | - | - | 247,500 | 1,741,990 | 75% |

Increase
279,285



| BUDGET COST ALLOCATION (50%/50%) | General | Grants | CAM | Rent | | |
|---|----------------|---------------|------------|-------------|-----------|-----|
| Burleigh County Portion | 888,088 | - | - | 165,000 | 1,161,327 | 50% |
| City of Bismarck Portion | 888,088 | - | - | 165,000 | 1,161,327 | 50% |

| BUDGET COST ALLOCATION (25%/75%) | General | Grants | CAM | Rent | | |
|---|----------------|---------------|------------|-------------|-----------|-----|
| Burleigh County Portion | 1,332,132 | - | - | 247,500 | 1,741,990 | 75% |
| City of Bismarck Portion | 444,044 | - | - | 82,500 | 580,663 | 25% |

| BUDGET COST ALLOCATION (25%/75%) | General | Grants | CAM | Rent | | |
|---|----------------|---------------|------------|-------------|-----------|-----|
| Burleigh County Portion | 1,598,558 | - | - | 297,000 | 2,090,388 | 90% |
| City of Bismarck Portion | 177,618 | - | - | 33,000 | 232,265 | 10% |

REAL COST TO CITIZENS BASED ON POPULATION ALLOCATION

| | | | | | | |
|---------------------------|-----|-----------|---|---------|-----------|-----|
| Burleigh County Citizens | 25% | 75,345 | - | - | 75,345 | 3% |
| City of Bismarck Citizens | 75% | 1,700,832 | - | 216,477 | 2,247,309 | 97% |

REAL COST TO CITIZENS BASED ON POPULATION ALLOCATION

| | | | | | | |
|---------------------------|-----|-----------|---|---|-----------|-----|
| Burleigh County Citizens | 25% | 111,011 | - | - | 131,636 | 6% |
| City of Bismarck Citizens | 75% | 1,665,165 | - | - | 1,974,540 | 85% |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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|--|------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.44210.00112 | LEGAL SERVICES | \$175,180 | \$201,334 | \$226,460 | \$238,392 | \$267,825 | \$0 | 281,135 |
| 1001.44210.00328 | INSURANCE | \$48,300 | \$14,806 | \$15,300 | \$14,151 | \$15,300 | \$11,883 | 3,500 |
| 1001.44210.00332 | EQUIPMENT RENTAL | \$17,000 | \$16,215 | \$17,500 | \$11,885 | \$12,830 | \$4,653 | 0.00 |
| 1001.44210.00335 | BUILDING RENTAL | \$252,170 | \$252,170 | \$252,170 | \$252,170 | \$252,170 | \$0 | 252,170 |
| 1001.44210.00341 | TRAVEL-LODGING-MEALS | \$200 | \$300 | \$200 | \$0 | \$300 | \$0 | 590 |
| 1001.44210.00356 | TELEPHONE | \$30,000 | \$29,682 | \$30,000 | \$29,401 | \$30,000 | \$9,820 | 0.00 |
| 1001.44210.00362 | PRINTING | \$800 | \$20 | \$400 | \$0 | \$250 | \$0 | 0.00 |
| 1001.44210.00381 | REPAIRS & MAINTENANCE | \$5,000 | \$2,042 | \$3,000 | \$1,110 | \$3,000 | \$2,429 | 0.00 |
| 1001.44210.00411 | OFFICE SUPPLIES | \$14,000 | \$8,005 | \$13,000 | \$14,394 | \$12,500 | \$2,098 | 125 |
| 1001.44210.00415 | POSTAGE | \$9,000 | \$19,372 | \$20,000 | \$15,801 | \$20,000 | \$982 | 0.00 |
| 1001.44210.00444 | COMPUTER SERVICES | \$76,100 | \$72,758 | \$70,570 | \$72,544 | \$71,725 | \$66,464 | 130 |
| 1001.44210.00641 | FURNITURE & EQUIPMENT | \$19,000 | \$17,499 | \$19,000 | \$0 | \$2,500 | \$0 | 0.00 |
| 1001.44210.00841 | DEPT OF HUMAN SERVICES | \$25,000 | \$0 | \$10,000 | \$0 | \$10,000 | \$0 | 0.00 |
| 1001.44210.00911 | MISCELLANEOUS | \$1,850 | \$1,703 | \$2,000 | \$1,095 | \$1,600 | \$81 | 0.00 |
| DEPARTMENT: INCOME MAINTENANCE - 44210 | | \$673,600 | \$635,908 | \$679,600 | \$650,944 | \$700,000 | \$98,410 | N/A |

Added Professional Development 1001.44210.00371 to track legal expenses

850

TOTAL

538,500

BURLEIGH COUNTY BUDGET

FUND: 1001 GENERAL FUND - HUMAN SERVICES

| ACCOUNT # | DESCRIPTION | 2024 | 23-24 | 23-24 |
|----------------------------------|------------------------------|-------------------|-----------------|------------------|
| | | BUDGET REQUEST | % Difference | \$ Difference |
| 1001.44210.00 112 | LEGAL SERVICES | 281,135 | 5% | 13,310 |
| 1001.44210.00 328 | INSURANCE | 3,500 | -77% | (11,800) |
| 1001.44210.00 332 | EQUIPMENT RENTAL | - | -100% | (12,831) |
| 1001.44210.00 335 | BUILDING RENTAL | 252,170 | 0% | - |
| 1001.44210.00 341 | TRAVEL-LODGING-MEALS | 590 | 97% | 290 |
| 1001.44210.00 356 | TELEPHONE | - | -100% | (30,000) |
| 1001.44210.00 362 | PRINTING | - | -100% | (250) |
| | 371 PROFESSIONAL DEVELOPMENT | 850 | | |
| 1001.44210.00 381 | REPAIRS & MAINTENANCE | - | -100% | (3,000) |
| 1001.44210.00 411 | OFFICE SUPPLIES | 125 | -99% | (12,375) |
| 1001.44210.00 415 | POSTAGE | - | -100% | (20,000) |
| 1001.44210.00 444 | COMPUTER SERVICES (legal) | 130 | -100% | (71,595) |
| 1001.44210.00 641 | FURNITURE & EQUIPMENT | - | -100% | (2,500) |
| 1001.44210.00 841 | DEPT OF HUMAN SERVICES | - | -100% | (10,000) |
| 1001.44210.00 911 | MISCELLANEOUS | - | -100% | (1,600) |
| Department Total: Human Services | | \$ 538,500 | -23% | (162,350) |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--------------------------------|----------------------|------------------------|-------------|------------------------|-------------|------------------------|-------------|----------------------------|
| 1001.45130.00351 | UTILITIES | \$2,175 | \$4,216 | \$2,275 | \$3,583 | \$4,500 | \$360 | 4,000 |
| 1001.45130.00382 | CONTRACTED SERVICES | \$80,585 | \$29,805 | \$60,000 | \$20,503 | \$75,000 | \$392 | 68,800 |
| 1001.45130.00423 | SUPPLIES & MATERIALS | \$6,275 | \$7,327 | \$6,280 | \$13,837 | \$6,100 | \$0 | 6,430 |
| 1001.45130.00609 | CAPITAL OUTLAY | \$14,000 | \$0 | \$5,000 | \$0 | \$0 | \$0 | 10,000 |
| 1001.45130.00916 | BOAT LANDING | \$1,000 | \$0 | \$1,000 | \$0 | \$15,000 | \$0 | 1,000 |
| DEPARTMENT: BOAT RAMPS - 45130 | | \$104,035 | \$41,348 | \$74,555 | \$37,923 | \$100,600 | \$752 | \$90,230 |

**BURLEIGH COUNTY PARKS
2023 PROPOSED BUDGET**

5/25/2023

| ACCT NO | DESCRIPTION | MVC | Kimball | Kneifel, Steckel, Swenson | TOTAL 2024 |
|-----------------------------|------------------------------------|--------------------|--------------------|---------------------------|---------------------|
| REVENUE | | | | | |
| Fees & Charges | | | | | |
| 461100 | Rents/Rentals | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| | Total Fees & Charges | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| | TOTAL REVENUE | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| EXPENSE | | | | | |
| Salaries & Wages | | | | | |
| 510100 | Full-Time Salaries | \$ 31,450 | \$ 9,435 | \$ 22,015 | \$ 62,900 |
| 510200 | Part-Time Salaries | \$ 1,000 | \$ 300 | \$ 700 | \$ 2,000 |
| 510500 | Sick & Annual Leave | \$ 500 | \$ 150 | \$ 350 | \$ 1,000 |
| 510600 | Sick Leave Overage | \$ 500 | \$ 150 | \$ 350 | \$ 1,000 |
| | Total Salaries & Wages | \$ 33,450 | \$ 10,035 | \$ 23,415 | \$ 66,900 |
| Contractual Services | | | | | |
| 520100 | Professional Services | \$ 1,000 | \$ 300 | \$ 700 | \$ 2,000 |
| 520300 | Service Contracts | \$ - | \$ 1,875 | \$ 5,625 | \$ 7,500 |
| 520400 | Sanitary Systems | \$ - | \$ 2,500 | \$ 2,500 | \$ 5,000 |
| 520900 | Pkg Lots, Snow Rem, Trail Repair | \$ 2,000 | \$ 4,000 | \$ 12,000 | \$ 18,000 |
| | Total Contractual Services | \$ 3,000 | \$ 8,675 | \$ 20,825 | \$ 32,500 |
| Supplies/Operations | | | | | |
| 530100 | Shop Supplies | \$ 500 | \$ 150 | \$ 350 | \$ 1,000 |
| 530110 | Janitorial Supplies | \$ 300 | \$ 90 | \$ 210 | \$ 600 |
| 530120 | Painting Supplies | \$ 500 | \$ 250 | \$ 250 | \$ 1,000 |
| 530140 | Miscellaneous Supplies | \$ 300 | \$ 90 | \$ 210 | \$ 600 |
| 530190 | Legal Publications | \$ - | \$ 200 | \$ - | \$ 200 |
| 531200 | Chemicals/Fertilizer | \$ 1,000 | \$ 300 | \$ 700 | \$ 2,000 |
| 531300 | Fuel | \$ 1,500 | \$ 500 | \$ 1,000 | \$ 3,000 |
| 531400 | Repairs & Replacement | \$ 5,000 | \$ 1,500 | \$ 3,500 | \$ 10,000 |
| 532000 | Signs | \$ 300 | \$ 90 | \$ 210 | \$ 600 |
| | Total Supplies/Operations | \$ 9,400 | \$ 3,170 | \$ 6,430 | \$ 19,000 |
| Utilities | | | | | |
| 540140 | Garbage | \$ 2,500 | \$ 900 | \$ 1,600 | \$ 5,000 |
| 540160 | Telephone | \$ 250 | \$ 75 | \$ 175 | \$ 500 |
| | Total Utilities | \$ 2,750 | \$ 975 | \$ 1,775 | \$ 5,500 |
| Insurance | | | | | |
| 550100 | Health Insurance | \$ 12,500 | \$ 3,750 | \$ 8,750 | \$ 25,000 |
| | Total Insurance | \$ 12,500 | \$ 3,750 | \$ 8,750 | \$ 25,000 |
| Capital Equipment | | | | | |
| 563200 | Equip Over \$500 | \$ - | \$ - | \$ - | \$ - |
| | Total Capital Equipment | \$ - | \$ - | \$ - | \$ - |
| Capital Improvements | | | | | |
| 570100 | Building & Building Remodeling | \$ 10,000 | \$ - | \$ 10,000 | \$ 20,000 |
| | Total Capital Improvements | \$ 10,000 | \$ - | \$ 10,000 | \$ 20,000 |
| | TOTAL EXPENSE | \$ 71,100 | \$ 26,605 | \$ 71,195 | \$ 168,900 |
| | Administration fee (25%/5%) | \$ 15,775 | \$ 6,651 | \$ 15,799 | \$ 38,225 |
| | TOTAL REVENUE | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| | TOTAL EXPENSE/ADMIN FEE | \$ 86,875 | \$ 33,256 | \$ 86,994 | \$ 207,125 |
| | Net Center Income/Expense | \$ (76,875) | \$ (33,256) | \$ (86,994) | \$ (197,125) |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance
 ☒ Round to whole dollars
 ☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.45140.00351 | UTILITIES | \$2,875 | \$2,220 | \$975 | \$2,290 | \$1,455 | \$136 | 1,550 |
| 1001.45140.00382 | CONTRACTED SERVICES | \$34,065 | \$7,662 | \$32,000 | \$12,090 | \$27,500 | \$201 | 29,200 |
| 1001.45140.00423 | SUPPLIES & MATERIALS | \$3,375 | \$1,329 | \$3,320 | \$4,415 | \$3,000 | \$0 | 3,200 |
| 1001.45140.00609 | CAPITAL OUTLAY | \$5,000 | \$0 | \$0 | \$0 | \$0 | \$0 | 0 |
| 1001.45140.00916 | BOAT LANDING | \$1,000 | \$502 | \$0 | \$0 | \$5,000 | \$0 | 1,000 |
| DEPARTMENT: KIMBALL BOTTOMS BOAT RAMP - 45140 | | \$46,315 | \$11,713 | \$36,295 | \$18,795 | \$36,955 | \$337 | \$34,950 |

**BURLEIGH COUNTY PARKS
2023 PROPOSED BUDGET**

5/25/2023

| ACCT NO | DESCRIPTION | MVC | Kimball | Kneifel, Steckel, Swenson | TOTAL 2024 |
|-----------------------------|------------------------------------|--------------------|--------------------|---------------------------|---------------------|
| REVENUE | | | | | |
| Fees & Charges | | | | | |
| 461100 | Rents/Rentals | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| | Total Fees & Charges | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| | TOTAL REVENUE | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| EXPENSE | | | | | |
| Salaries & Wages | | | | | |
| 510100 | Full-Time Salaries | \$ 31,450 | \$ 9,435 | \$ 22,015 | \$ 62,900 |
| 510200 | Part-Time Salaries | \$ 1,000 | \$ 300 | \$ 700 | \$ 2,000 |
| 510500 | Sick & Annual Leave | \$ 500 | \$ 150 | \$ 350 | \$ 1,000 |
| 510600 | Sick Leave Overage | \$ 500 | \$ 150 | \$ 350 | \$ 1,000 |
| | Total Salaries & Wages | \$ 33,450 | \$ 10,035 | \$ 23,415 | \$ 66,900 |
| Contractual Services | | | | | |
| 520100 | Professional Services | \$ 1,000 | \$ 300 | \$ 700 | \$ 2,000 |
| 520300 | Service Contracts | \$ - | \$ 1,875 | \$ 5,625 | \$ 7,500 |
| 520400 | Sanitary Systems | \$ - | \$ 2,500 | \$ 2,500 | \$ 5,000 |
| 520900 | Pkg Lots, Snow Rem, Trail Repair | \$ 2,000 | \$ 4,000 | \$ 12,000 | \$ 18,000 |
| | Total Contractual Services | \$ 3,000 | \$ 8,675 | \$ 20,825 | \$ 32,500 |
| Supplies/Operations | | | | | |
| 530100 | Shop Supplies | \$ 500 | \$ 150 | \$ 350 | \$ 1,000 |
| 530110 | Janitorial Supplies | \$ 300 | \$ 90 | \$ 210 | \$ 600 |
| 530120 | Painting Supplies | \$ 500 | \$ 250 | \$ 250 | \$ 1,000 |
| 530140 | Miscellaneous Supplies | \$ 300 | \$ 90 | \$ 210 | \$ 600 |
| 530190 | Legal Publications | \$ - | \$ 200 | \$ - | \$ 200 |
| 531200 | Chemicals/Fertilizer | \$ 1,000 | \$ 300 | \$ 700 | \$ 2,000 |
| 531300 | Fuel | \$ 1,500 | \$ 500 | \$ 1,000 | \$ 3,000 |
| 531400 | Repairs & Replacement | \$ 5,000 | \$ 1,500 | \$ 3,500 | \$ 10,000 |
| 532000 | Signs | \$ 300 | \$ 90 | \$ 210 | \$ 600 |
| | Total Supplies/Operations | \$ 9,400 | \$ 3,170 | \$ 6,430 | \$ 19,000 |
| Utilities | | | | | |
| 540140 | Garbage | \$ 2,500 | \$ 900 | \$ 1,600 | \$ 5,000 |
| 540160 | Telephone | \$ 250 | \$ 75 | \$ 175 | \$ 500 |
| | Total Utilities | \$ 2,750 | \$ 975 | \$ 1,775 | \$ 5,500 |
| Insurance | | | | | |
| 550100 | Health Insurance | \$ 12,500 | \$ 3,750 | \$ 8,750 | \$ 25,000 |
| | Total Insurance | \$ 12,500 | \$ 3,750 | \$ 8,750 | \$ 25,000 |
| Capital Equipment | | | | | |
| 563200 | Equip Over \$500 | \$ - | \$ - | \$ - | \$ - |
| | Total Capital Equipment | \$ - | \$ - | \$ - | \$ - |
| Capital Improvements | | | | | |
| 570100 | Building & Building Remodeling | \$ 10,000 | \$ - | \$ 10,000 | \$ 20,000 |
| | Total Capital Improvements | \$ 10,000 | \$ - | \$ 10,000 | \$ 20,000 |
| | TOTAL EXPENSE | \$ 71,100 | \$ 26,605 | \$ 71,195 | \$ 168,900 |
| | Administration fee (25%/5%) | \$ 15,775 | \$ 6,651 | \$ 15,799 | \$ 38,225 |
| | TOTAL REVENUE | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| | TOTAL EXPENSE/ADMIN FEE | \$ 86,875 | \$ 33,256 | \$ 86,994 | \$ 207,125 |
| | Net Center Income/Expense | \$ (76,875) | \$ (33,256) | \$ (86,994) | \$ (197,125) |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--|----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.45160.00351 | UTILITIES | \$1,000 | \$876 | \$1,400 | \$963 | \$1,400 | \$239 | 1,400 |
| 1001.45160.00382 | CONTRACTED SERVICES | \$4,800 | \$8,114 | \$5,000 | \$2,704 | \$8,500 | \$0 | 5,000 |
| 1001.45160.00423 | SUPPLIES & MATERIALS | \$500 | \$192 | \$500 | \$75 | \$500 | \$0 | 500 |
| 1001.45160.00609 | CAPITAL OUTLAY | \$0 | \$0 | \$2,400 | \$0 | \$2,400 | \$0 | 2,400 |
| 1001.45160.00916 | BOAT LANDING | \$1,500 | \$305 | \$1,000 | \$0 | \$1,000 | \$0 | 1,000 |
| DEPARTMENT: MITCHELL LAKE/DRISCOLL SIBLEY PARK - 45160 | | \$7,800 | \$9,487 | \$10,300 | \$3,741 | \$13,800 | \$239 | \$10,300 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|-------------------------------------|-------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.45180.00988 | CITY PARKS | \$280,000 | \$277,273 | \$285,000 | \$280,407 | \$310,000 | \$306,992 | 335,000 |
| DEPARTMENT: CITY RECREATION - 45180 | | \$280,000 | \$277,273 | \$285,000 | \$280,407 | \$310,000 | \$306,992 | \$335,000 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance
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☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--|--------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.49070.00943 | R C & D | \$78,633 | \$78,633 | \$81,593 | \$80,613 | \$84,471 | \$83,389 | 91,721 |
| 1001.49070.00947 | DAKOTA PRAIRE RC&D | \$100 | \$0 | \$100 | \$25 | \$100 | \$0 | 0 |
| DEPARTMENT: COUNTY ADVERTISING - 49070 | | \$78,733 | \$78,633 | \$81,693 | \$80,638 | \$84,571 | \$83,389 | \$91,721 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance
 ☒ Round to whole dollars
 ☐ Account on new page
☒ Exclude inactive accounts with zero balance
 Definition: 2024 Budget Expense Worksheet

From Date: 1/1/2023 To Date: 12/31/2023

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--|----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.49120 00958 | COMMUNICATION CENTER | \$717,042 | \$661,146 | \$791,470 | \$675,241 | \$847,475 | \$0 | 897,149 |
| DEPARTMENT: COMMUNICATION CENTER - 49120 | | \$717,042 | \$661,146 | \$791,470 | \$675,241 | \$847,475 | \$0 | 897,149 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|-----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.49160.00111 | SALARIES | \$0 | \$5,444 | \$290,472 | \$289,324 | \$362,087 | \$118,878 | <u>366,586</u> |
| 1001.49160.00211 | FRINGE BENEFITS | \$0 | \$2,957 | \$143,261 | \$121,025 | \$182,517 | \$50,892 | <u>185,361</u> |
| 1001.49160.00341 | TRAVEL-LODGING-MEALS | \$0 | \$0 | \$4,000 | \$1,604 | \$4,000 | \$0 | <u>4,000</u> |
| 1001.49160.00356 | TELEPHONE | \$0 | \$0 | \$3,400 | \$2,938 | \$3,400 | \$964 | <u>4,000</u> |
| 1001.49160.00373 | ORGANIZATIONAL DUES | \$0 | \$0 | \$400 | \$0 | \$400 | \$0 | <u>400</u> |
| 1001.49160.00411 | OFFICE SUPPLIES | \$0 | \$0 | \$2,500 | \$1,547 | \$4,575 | \$677 | <u>3,700</u> |
| 1001.49160.00415 | POSTAGE | \$0 | \$0 | \$250 | \$176 | \$250 | \$0 | <u>250</u> |
| 1001.49160.00444 | COMPUTER SERVICES | \$0 | \$0 | \$3,500 | \$6,787 | \$4,500 | \$0 | <u>6,500</u> |
| 1001.49160.00641 | FURNITURE & EQUIPMENT | \$0 | \$0 | \$500 | \$0 | \$10,470 | \$11,232 | <u>4,100</u> |
| 1001.49160.00920 | CONTINUING EDUCATION | \$0 | \$0 | \$1,500 | \$600 | \$1,500 | \$0 | <u>1,500</u> |
| DEPARTMENT: VICTIM/WITNESS ADVOCATE - 49160 | | \$0 | \$8,400 | \$449,783 | \$424,001 | \$573,699 | \$182,644 | <u>\$576,397</u> |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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 ☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--|-------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001.49185.00985 | CEMETERY SERVICES | \$0 | \$0 | \$8,500 | \$9,440 | \$8,500 | \$0 | 9,500 |
| DEPARTMENT: ABANDONED CEMETERY - 49185 | | \$0 | \$0 | \$8,500 | \$9,440 | \$8,500 | \$0 | \$9,500 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|-----------------------------------|---------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 1001,49999.00999 | TRANSFERS OUT | \$356,251 | \$356,251 | \$578,954 | \$550,000 | \$350,000 | \$7,502 | 350,000 |
| DEPARTMENT: TRANSFERS OUT - 49999 | | \$356,251 | \$356,251 | \$578,954 | \$550,000 | \$350,000 | \$7,502 | <u>\$350,000</u> |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---------------------------|-------------|------------------------|--------------|------------------------|--------------|------------------------|--------------|----------------------------|
| FUND: GENERAL FUND - 1001 | | \$26,784,055 | \$24,793,695 | \$29,382,370 | \$26,969,628 | \$32,920,543 | \$10,776,104 | <u>\$35,594,973</u> |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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 ☐ Account on new page

☒ Exclude inactive accounts with zero balance
 Definition: 2024 Budget Expense Worksheet

From Date: 5/1/2023

To Date: 5/31/2023

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|------------------|-----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2140.43120.00111 | SALARIES | \$3,027,143 | \$2,686,371 | \$3,218,176 | \$2,966,873 | \$3,410,328 | \$1,224,230 | 3,621,872 |
| 2140.43120.00112 | TEMPORARY SERVICES | \$0 | \$0 | \$0 | \$19,477 | \$0 | \$0 | 10,000 |
| 2140.43120.00211 | FRINGE BENEFITS | \$1,263,171 | \$1,195,033 | \$1,305,927 | \$1,277,204 | \$1,443,726 | \$549,191 | 1,764,381 |
| 2140.43120.00241 | WORKMENS COMP | \$63,000 | \$49,209 | \$63,000 | \$69,359 | \$75,000 | \$45,044 | 75,000 |
| 2140.43120.00251 | UNEMPLOYMENT COMP | \$25,000 | \$3,837 | \$25,000 | \$2,743 | \$20,000 | \$0 | 20,000 |
| 2140.43120.00313 | ENGINEERING SUPPLIES | \$12,000 | \$8,898 | \$15,000 | \$9,342 | \$15,000 | \$5,735 | 15,000 |
| 2140.43120.00328 | INSURANCE | \$87,000 | \$87,930 | \$92,000 | \$91,822 | \$95,000 | \$2,660 | 100,000 |
| 2140.43120.00332 | EQUIPMENT RENTAL | \$25,000 | \$19,000 | \$25,000 | \$25,480 | \$25,000 | \$0 | 25,000 |
| 2140.43120.00341 | TRAVEL-LODGING-MEALS | \$10,000 | \$1,595 | \$10,000 | \$9,670 | \$10,000 | \$3,445 | 10,000 |
| 2140.43120.00351 | UTILITIES | \$170,000 | \$142,184 | \$155,000 | \$162,415 | \$165,000 | \$60,627 | 190,000 |
| 2140.43120.00373 | ORGANIZATIONAL DUES | \$1,500 | \$565 | \$1,500 | \$1,775 | \$1,500 | \$50 | 2,000 |
| 2140.43120.00381 | REPAIRS & MAINTENANCE | \$500,000 | \$341,141 | \$432,505 | \$470,757 | \$349,931 | \$161,768 | 475,000 |
| 2140.43120.00398 | COUNTY SERVICES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00 |
| 2140.43120.00411 | OFFICE SUPPLIES | \$30,000 | \$22,458 | \$30,000 | \$24,241 | \$30,000 | \$15,408 | 30,000 |
| 2140.43120.00413 | SHOP SUPPLIES | \$60,000 | \$58,973 | \$60,000 | \$47,563 | \$60,000 | \$25,163 | 60,000 |
| 2140.43120.00414 | CONSTRUCTION SUPPLIES | \$25,000 | \$20,362 | \$25,000 | \$1,512 | \$25,000 | \$140 | 25,000 |
| 2140.43120.00424 | GAS OIL & FUEL | \$400,000 | \$398,744 | \$400,000 | \$726,193 | \$500,000 | \$287,077 | 500,000 |
| 2140.43120.00441 | BUILDING MAINTENANCE | \$110,000 | \$78,328 | \$110,000 | \$119,750 | \$110,000 | \$28,224 | 120,000 |
| 2140.43120.00444 | COMPUTER SERVICES | \$55,000 | \$44,121 | \$55,000 | \$48,820 | \$55,000 | \$39,391 | 60,000 |
| 2140.43120.00447 | GIS | \$13,000 | \$13,000 | \$17,000 | \$15,017 | \$17,000 | \$14,331 | 17,000 |
| 2140.43120.00460 | RADIO SERVICE AGREEME | \$10,000 | \$7,635 | \$10,000 | \$6,969 | \$310,000 | \$0 | 10,000 |
| 2140.43120.00494 | SIGNING | \$40,000 | \$35,019 | \$40,000 | \$42,823 | \$50,000 | \$16,584 | 50,000 |
| 2140.43120.00495 | SALT SAND | \$25,000 | \$13,010 | \$20,000 | \$23,055 | \$30,000 | \$0 | 80,000 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--|------------------------|---------------------|--------------|---------------------|--------------|---------------------|-------------|-------------------------|
| 2140.43120.00641 | FURNITURE & EQUIPMENT | \$25,000 | \$15,590 | \$25,000 | \$7,472 | \$25,000 | \$10,657 | 90,000 |
| 2140.43120.00651 | MACHINERY & EQUIPMENT | \$1,075,000 | \$1,076,896 | \$1,055,000 | \$1,436,552 | \$1,385,000 | \$58,076 | 2,220,000 |
| 2140.43120.00868 | CRACK POURING | \$35,000 | \$39,712 | \$40,000 | \$68,360 | \$75,000 | \$0 | 75,000 |
| 2140.43120.00869 | CUTTING EDGES | \$25,000 | \$22,928 | \$30,000 | \$24,015 | \$30,000 | \$37,838 | 35,000 |
| 2140.43120.00870 | CULVERTS & BRIDGES | \$35,000 | \$13,969 | \$35,000 | \$11,064 | \$40,000 | \$0 | 70,000 |
| 2140.43120.00872 | RIGHT OF WAY | \$30,000 | \$0 | \$30,000 | \$0 | \$30,000 | \$0 | 30,000 |
| 2140.43120.00875 | GRAVELING & CRUSHING | \$490,000 | \$185,813 | \$590,000 | \$459,355 | \$300,000 | \$0 | 458,701 |
| 2140.43120.00876 | VEGETATION CONTROL | \$4,000 | \$3,500 | \$4,000 | \$3,750 | \$4,000 | \$0 | 4,000 |
| 2140.43120.00877 | DUST CONTROL | \$100,000 | \$137,007 | \$140,000 | \$137,026 | \$140,000 | \$0 | 140,000 |
| 2140.43120.00878 | COUNTY WORK - IMPROVE | \$2,033,722 | \$3,093,470 | \$1,150,402 | \$905,370 | \$5,760,906 | \$549,386 | 3,820,718 |
| 2140.43120.00879 | COUNTY WORK - MAINTEN/ | \$0 | \$0 | \$935,000 | \$1,071,809 | \$293,911 | \$8,147 | 225,000 |
| 2140.43120.00880 | STATE ARPA FUNDS | \$0 | \$0 | \$0 | \$500,000 | \$0 | \$0 | 0.00 |
| 2140.43120.00881 | CENTERLINE STRIPING | \$200,000 | \$215,662 | \$225,000 | \$227,263 | \$250,000 | \$0 | 290,000 |
| 2140.43120.00885 | COLD PATCHING MIX | \$350,000 | \$344,083 | \$400,000 | \$367,942 | \$400,000 | \$10,890 | 500,000 |
| 2140.43120.00886 | GRAVEL HAULING | \$250,000 | \$258,363 | \$250,000 | \$334,393 | \$275,000 | \$0 | 382,000 |
| 2140.43120.00887 | BRIDGE INSPECTION | \$50,000 | \$23,423 | \$50,000 | \$16,088 | \$50,000 | \$4,758 | 50,000 |
| 2140.43120.00907 | BISMARCK SHOP | \$20,000 | \$0 | \$20,000 | \$18,669 | \$20,000 | \$0 | 20,000 |
| 2140.43120.00908 | MPO DUES & COST SHARIN | \$5,000 | \$210 | \$8,000 | \$3,004 | \$20,000 | \$1,245 | 20,000 |
| 2140.43120.00920 | CONTINUING EDUCATION | \$7,500 | \$2,835 | \$7,500 | \$11,600 | \$7,500 | \$1,515 | 9,000 |
| 2140.43120.00945 | EMERGENCY FUND | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00 |
| 2140.43120.00962 | TIRES | \$60,000 | \$89,908 | \$65,000 | \$72,184 | \$90,000 | \$26,611 | 90,000 |
| 2140.43120.00963 | SAFETY | \$45,000 | \$44,543 | \$45,000 | \$51,810 | \$45,000 | \$13,489 | 45,000 |
| 2140.43120.00978 | 911 SIGNING | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00 |
| 2140.43120.00999 | TRANSFERS OUT | \$0 | \$442,625 | \$564,000 | \$1,956,625 | \$1,065,000 | \$836,313 | 1,770,000 |
| DEPARTMENT: COUNTY ROAD & BRIDGE - 43120 | | \$10,792,036 | \$11,237,951 | \$11,779,010 | \$13,847,215 | \$17,103,802 | \$4,037,992 | \$17,604,672 |



BURLEIGH COUNTY HIGHWAY DEPARTMENT

8100 43RD AVENUE NE
BISMARCK, ND 58503
701-204-7748
FAX 701-204-7749
www.burleighco.com

2024 Highway Department Budget

Overview

The Burleigh County Highway Department's 2024 budget contains information regarding proposed Revenue and Expense accounts and a list of proposed 2024 Construction projects.

The major problem with this year's budget (as with past budgets) is a result of numerous years of underfunding of the Highway Department. Over the years, we anticipated that either gas tax revenues would keep up with inflation or that the State would follow through with additional funding to help County Highway Departments (such as the Prairie Dog Funding). Unfortunately, this has not taken place and the Highway Department has fallen behind in meeting the needs of the community. Currently we have a list of over 45 million dollars' worth of construction projects that are unfunded.

Over the past 7 years we have pointed out that we need to establish a higher levy support level for the Highway Department. In order to continue much needed area construction projects and to stabilize the Department's revenues against fluctuation in other funding sources, we have recommended that we have a goal of 10 mills for the Road and Bridge levy and that we take steps in meeting that goal over a number of years. We have increased the mill levy from 0.25 mills in 2016 to 4.0 mills in 2023. However, since we have not been able to keep up with current demand we feel that it is time to take bold steps and provide the needed funds for the Highway Department and start to annually increase the Road and Bridge Mill levy by one mill per year.

Mill levy comparison

Property Tax is one of three ways that Highway Departments across the country are generally funded. The use of Gas Tax revenues, Federal Aid distribution, and Local Property Tax revenues help create the three-legged stool that is used to meet their needs. When one of these legs is underfunded it makes maintaining a highway system problematic. In Burleigh County, Gas Tax revenues have been adequate in the past, but have not kept up with inflation over the last 10 years. The County has worked hard to increase our share of both Federal Rural and Urban funding and we have now just reached a point that we are getting our fair share of

proceeds. However, our portion of Property Tax is still inadequate to meet our needs. Numerous important county projects are not being funded and programmed at this time.

In 2017, the State rearranged the existing highway mill levy system and created a new system that allowed each County Board the right to establish a Road and Bridge Levy of 10 mills without going to a vote of the people within the county. At that time, many counties went to ten (10) mills and some even went back to the residents of the county and increased much higher.

In comparison with other similar counties within North Dakota it becomes apparent that they are using their Road and Bridge (2022) levy to fund their system:

| | | |
|--------------------|-------------|---|
| Cass County | 10.0 mills | (\$10,342,088 = 10.0 mills @ \$1,034,209 per mil) |
| Burleigh County | 4.0 mills | (\$2,246,154 = 4.0 mills @ \$561,539 per mil) |
| Grand Forks County | 10.0 mills | (\$3,326,160 = 10.0 mills @ \$332,616 per mil) |
| Ward County | 8.51 mills | (\$2,898,757 = 8.51 mills @ \$340,629 per mil) |
| Morton County | 11.75 mills | (\$2,265,879 = 11.75 mills @ \$192,841 per mil) |
| Stutsman County | 10.0 mills | (\$1,315,193 = 10.0 mills @ \$131,519 per mil) |
| Stark County | 11.50 mills | (\$2,342,365 = 11.50 mills @ \$203,684 per mil) |
| Richland County | 25.00 mills | (\$2,660,053 = 25.00 mills @ \$106,402 per mil) |
| Barnes County | 22.50 mills | (\$1,992,886 = 22.50 mills @ \$88,573 per mil) |
| Williams County | 17.75 mills | (\$6,924,593 = 17.75 mills @ \$390,118 per mil) |

A mill generates a different amount of money in each county. Counties with larger populations can produce more money with smaller mill levies, but it is obvious from the preceding table that Burleigh County is not over taxed in regards to the Road and Bridge levy. Like all of the Counties on this list, we need additional funds to meet the needs of our residents.

Burleigh County's Existing and Future Needs

The need for additional transportation funding within Burleigh County is really generated from 3 different problems: The requirement to provide matching funds for Federally funded projects; the need to reconstruct existing roadways to meet our current standards (Apple Creek Roadway, 71st Avenue NE, River Road, etc.); and the need to construct and pave existing section line roadways (using our Gravel Road Construction Program) to complete our existing transportation system before developments destroy our ability to provide valuable north/south and east/west connector routes in the area.

Federally funded Projects

In order to try and meet the demands of our residents, the Highway Department has been aggressively pursuing obtaining federal funding through the Bismarck-Mandan Metropolitan Planning Organization (MPO). Federal funding within the MPO is allocated to the local units of government through several programs including the Urban Roads Program and the Highway Safety Improvement Program. Over the last few years, the amount of federal funds that Burleigh County has received from these programs has greatly increased. In general, this has been good for the residents of Burleigh County. However, the one down side of taking federal funding is that you will need to come up with matching funds. In addition, some of the federal requirements are outside of our expertise and require us to hire outside consultants. What this

means is that we will need additional local funding in order to take advantage of these federal funds. We will need around \$8,000,000 over the next few years in order to meet our share of these projects.

Upgrading the existing system

Several roadways within our existing system need major reconstruction work (Apple Creek Roadway, 71st Avenue NE, River Road, etc.). Unfortunately, we have not had the resources available to us in order to complete this work. Our County is a bit unique within the State in that we have allowed and supported the development of rural subdivisions, thus resulting in a large population living outside of the city limits. If one looks at the population of a county and minus any city residents within the County (Ex: Burleigh County (minus Bismarck, Lincoln and Wing)) you get the following table:

Top 10 counties include:

| | |
|-------------|--------|
| Burleigh | 17,487 |
| Ward | 17,305 |
| Rolette | 10,949 |
| Grand Forks | 9,735 |
| Cass | 8,042 |
| Morton | 6,286 |
| Benson | 5,422 |
| Richland | 5,222 |
| Stutsman | 5,032 |
| Sioux | 3,809 |

Both Ward and Grand Forks numbers are somewhat enlarged because of the Airforce Bases. As you can see from the table, Burleigh County has a large number of people living outside of city limits. This has created a large demand on our existing transportation system. Since existing revenues are used in order to maintain our existing roadway system for these residents, we do not have the much-needed additional funds to improve the existing system to our current standards.

Expanding the existing system

Burleigh County has a long history of construction of roadways within the County. Over the years, the Highway Department has constructed future State Highways like State Highways 1804 and 36, County Roads such as 41st St NE and 57th Ave NE, as well as numerous township roads throughout the County. Most of these roadways are along a section line and eventually turn into area collectors or arterial routes and become the backbone of the area's transportation system.

The Highway Department has the equipment and manpower to construct around a mile of gravel roadway each year (depending on grades and the amount of dirt that needs to be moved on a given project). The County already owns the construction equipment and will not hire additional employees to perform this work. As a result, the out of pocket cost of these projects is limited to fuel, culverts and gravel. Once the work is completed by the County, the public can use the roadways.

The Highway Department feels that it is important that we continue the construction of these roadways for the following reasons: 1) The creation of additional routes around the Bismarck area helps to relieve traffic flow problems on the existing roadways; 2) New roadways in the area help to support fill-in development, which will reduce the existing infrastructure maintenance cost for all residents; 3) New roadways in the area help support economic development; and 4) With the County leading the way in developing backbone infrastructure routes, we ensure that the transportation system that gets constructed meets the needs of the area residents and not just the needs of area developers.

In April of 2017, the County Board decided to move forward with this work under the Gravel Road Construction Program. Since then we have been able to complete projects on North Washington Street, 15th Street NW and a portion of Tyler Parkway. Unfortunately, we no longer have the resources to pave these roadways once our forces complete the construction. This has caused some problems and we envision that we will have more problems in the future. These roadways quickly become collectors and arterial routes, and area residents demand that we pave them. In the big picture, this method of construction is still very beneficial to the County; however, additional resources must be placed to the project in order to complete the pavement.

Conclusion

As we have suggested to everyone over the past few years, we believe that it is time that Burleigh County raise additional funds for the Highway Department through a mill levy increase. We believe that over time we need to increase the Road and Bridge mill levy to 10 mills. However, understanding the need to work our way up to this level we propose to add one mill per year to the Road and Bridge account until we reach 10 mills. We should increase our current mill levy from 4.0 mills to 5.0 mills to match federally funded projects, to upgrade the existing system, and to expand the existing system through the Gravel Road Construction Program. We realize that this will place a stress on some residents and the Community; however, we believe that the increase in the capacity and safety to our existing roadway system will outweigh the cost.

2024 Construction Projects

| RANK | PROJECT DESCRIPTION | PROJECT # | LENGTH | CONTRACTOR | FUNDING SOURCE | PRAIRIE DOG FUNDING | FROM COUNTY HIGHWAY DEPARTMENT SAVING ACCOUNT | COST TO "COUNTY WORK MAINT." LINE ITEM 879 | COST TO "COUNTY WORK IMPROVEMENT" LINE ITEM 878 | TOTAL PROJECT COST |
|------|---|-------------|--------|-----------------|-------------------------------------|---------------------|---|--|---|--------------------|
| 1 | Unorganized Township Chip Seal Program (?) | ??? | 5.0 mi | Out for Bids | Unorganized Township Funds | \$0 | \$0 | \$0 | \$0 | \$150,000 |
| 2 | Organized Township Chip Seal Program (Hay Creek) | 1004-31(24) | ??? | Out for Bids | Hay Creek Township Funds | \$0 | \$0 | \$0 | \$0 | \$150,000 |
| 3 | County Chip Seal Program | 1004-(24) | 7.0 mi | Out for Bids | Burleigh County | \$0 | \$0 | \$100,000 | \$250,000 | \$350,000 |
| 4 | Annual Gravel Road Construction Project - 28th Street NW from 84th Avenue NW to 97th Ave NW (Part 1 Grading) (Year 1) | ??? | 1.0 mi | Burleigh County | Burleigh County | \$0 | \$0 | \$25,000 | \$0 | \$25,000 |
| 5 | Miscellaneous Smaller Projects | N.A. | N.A. | Burleigh County | Burleigh County | \$0 | \$0 | \$100,000 | \$474,906 | \$574,609 |
| 6 | Replacement of Bridge 115-37.0 on Apple Creek Road one half mile east of 80th Street. And the removal of Bridge 118-34.0 on 30th Ave NE one half mile east of 119th Street NE. | ???? | N.A. | Out for Bids | Federal Funding and Burleigh County | \$0 | \$0 | \$0 | \$144,000 | \$1,440,000 |
| 7 | Replacement of Bridge 126-40.0 on 236th Street SE one half mile south of Lincoln Road. And the removal of Bridge 133-44.0 on 102 Ave SE one half mile east of State Highway 83. | ???? | N.A. | Out for Bids | Federal Funding and Burleigh County | \$0 | \$0 | \$0 | \$150,000 | \$1,500,000 |
| 8 | Construction of 66th Street SE Railroad Overpass from Apple Creek Road to Northgate Drive (Year 1) | 0096 | 1.0 mi | Out for Bids | Federal Funding and Burleigh County | \$0 | \$2,801,812 | \$0 | \$0 | \$28,114,109 |
| | | | | | TOTAL Annual Cost = | \$0 | \$2,801,812 | \$225,000 | \$1,018,906 | \$32,303,718 |

?? Assign 5.0 miles with two (2.0) miles going to a savings account that will be used to fund future Federal Projects and Local Projects selected by the County Board

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page
☒ Exclude inactive accounts with zero balance
Definition: 2024 Budget Expense Worksheet

From Date: 5/1/2023 To Date: 5/31/2023

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|-------------------------------------|---------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2150.43110.00999 | TRANSFERS OUT | \$6,033,164 | \$6,528,080 | \$6,621,622 | \$6,510,950 | \$8,200,000 | \$2,347,187 | 6,950,000 |
| DEPARTMENT: HIGHWAY GAS TAX - 43110 | | \$6,033,164 | \$6,528,080 | \$6,621,622 | \$6,510,950 | \$8,200,000 | \$2,347,187 | <u>\$6,950,000</u> |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023 To Date: 5/31/2023 Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|---------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2160.43210.00999 | TRANSFERS OUT | \$545,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 <u>5,201,812</u> |
| DEPARTMENT: SPEC ROAD & BRIDGE FUND - 43210 | | \$545,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 <u>\$5,201,812</u> |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

- ☒ Print accounts with zero balance
- ☒ Round to whole dollars
- ☐ Account on new page
- ☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023 To Date: 5/31/2023 Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--|-------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 4140.43120.00878 | COUNTY WORK | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0 |
| 4140.43120.00995 | PRINCIPAL | \$0 | \$308,335 | \$0 | \$310,419 | \$0 | \$160,051 | 326,769 |
| 4140.43120.00997 | INTEREST & SERVICE CHAI | \$0 | \$134,290 | \$0 | \$132,206 | \$0 | \$61,261 | 115,857 |
| DEPARTMENT: COUNTY ROAD & BRIDGE - 43120 | | \$0 | \$442,625 | \$0 | \$442,625 | \$0 | \$221,313 | \$442,626 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance☒ Round to whole dollars☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023To Date: 5/31/2023Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|------------------------------------|-----------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2902.49080.00949 | LIBRARY SERVICE | \$331,345 | \$335,182 | \$341,866 | \$356,291 | \$353,000 | \$314,823 | 370,000 |
| DEPARTMENT: COUNTY LIBRARY - 49080 | | \$331,345 | \$335,182 | \$341,866 | \$356,291 | \$353,000 | \$314,823 | \$370,000 |



Burleigh County Library

June 9, 2023

Burleigh County Commissioners
City-County Building
221 N 5th Street
Bismarck, North Dakota 58501

Chairperson Matthews and County Budget Committee:

Please see attached documentation for the Burleigh County Library's appropriation request total of \$370,000. The budget request was approved by the Library Board of Trustees on May 25, 2023. It was reviewed by County Library Liaison/Commissioner Matthews on June 2, 2023.

\$310,000 of this total accounts for our requested levied funds, including tax credit revenue. The remainder revenue of \$60,000 accounts for our estimated state aid distribution fund revenue (\$33,000) and state aid to public library revenue (\$27,000). The Bookmobile's property tax appropriation request accounts for roughly 1.45% of the overall levied funds in Burleigh County's budget.

The following Burleigh County Library documentation is included in your budget packet:

- 2024 department budget request
- 2024 budget worksheet
- 2024 itemized budget narrative
- Burleigh County Library fact sheet

On behalf of the Bismarck Veterans Memorial Public Library Board of Trustees

Mike LaLonde, President

Dianna Kindseth, Vice President

Mike Fladeland

Justin Hughes

Sue Sorlie

With Gratitude,

Christine Kujawa, MS, MM, Library Director
Bismarck Veterans Memorial Public Library
515 N 5th St, Bismarck ND 58501 | 701-355-1482

City of Bismarck - Burleigh County Library Budget

| Account Number | Account Description | 2020 Actual Amount | 2021 Actual Amount | 2022 Actual Amount | 2023 Amended Budget | 2024 Department Base | Calculated Column 1 | |
|---|----------------------------------|--------------------|--------------------|--------------------|---------------------|----------------------|---------------------|----------------|
| Fund: 210 - Bismarck Public Library | | | | | | | | |
| REVENUES | | | | | | | | |
| Department: 210 - Bismarck Public Library | | | | | | | | |
| Division: 212 - Bookmobile | | | | | | | | |
| 3200 - Intergovernmental Revenue | | | | | | | | |
| 3240-800 | State Aid Distribution | \$0 | \$0 | \$25,287 | \$27,000 | \$33,000 | 22% | |
| 3240-825 | State Aid Distribution - Library | \$30,153 | \$27,816 | \$33,178 | \$27,000 | \$27,000 | 0% | |
| 3250-200 | Burleigh Bookmobile Svc | \$289,689 | \$268,805 | \$256,576 | \$298,000 | \$310,000 | 4% | \$15,500.00 5% |
| Classification Total: 3200 - Intergovernmental Revenue | | \$319,842 | \$296,621 | \$315,041 | \$352,000 | \$370,000 | 5% | |
| 3400 - Fines & Forfeits | | | | | | | | |
| 3400-100 | Fines | \$254 | \$69 | \$186 | \$0 | \$100 | N/A | |
| Account Classification Total: 3400 - Fines & Forfeits | | \$254 | \$69 | \$186 | \$0 | \$100 | | |
| 3600 - Investment Earnings | | | | | | | | |
| 3600-425 | Interest-Equipment Reserv | \$3,215 | \$1,021 | -\$745 | \$1,000 | \$500 | -50% | |
| Account Classification Total: 3600 - Investment Earnings | | \$3,215 | \$1,021 | -\$745 | \$1,000 | \$500 | -50% | |
| 3910 - Sale of Assets/Expense | | | | | | | | |
| 3910-100 | Gain/Loss on Disposl Asset | \$2,590 | \$0 | \$0 | \$0 | \$0 | N/A | |
| Account Classification Total: 3910 - Sale of Assets/Expense | | \$2,590 | \$0 | \$0 | \$0 | \$0 | 0% | |
| Division Total: 212 - Bookmobile | | \$325,902 | \$297,711 | \$314,483 | \$353,000 | \$370,600 | 5% | |
| Department Total: 210 - Bismarck Public Library | | \$325,902 | \$297,711 | \$314,483 | \$353,000 | \$370,600 | 5% | |
| REVENUES Total | | \$325,902 | \$297,711 | \$314,483 | \$353,000 | \$370,600 | 5% | |
| EXPENSES | | | | | | | | |
| Department: 210 - Bismarck Public Library | | | | | | | | |
| Division: 212 - Bookmobile | | | | | | | | |
| 4100 - Personnel Services - Salaries & Wages | | | | | | | | |
| 4110-000 | Regular Salaries | \$103,020 | \$105,596 | \$110,742 | \$112,957 | \$126,689 | 12% | |
| 4120-000 | Part-Time Wages | \$10,092 | \$14,210 | \$10,342 | \$21,031 | \$18,810 | -11% | |
| Account Total: 4100 - Personnel Services - Salaries & Wages | | \$113,113 | \$119,806 | \$121,084 | \$133,988 | \$145,499 | 9% | |
| 4200 - Personnel Services - Fringe Benefits | | | | | | | | |
| 4200-100 | Health Insurance | \$25,920 | \$27,994 | \$30,793 | \$33,109 | \$35,604 | 8% | |
| 4200-200 | Life Insurance | \$126 | \$126 | \$126 | \$126 | \$126 | 0% | |
| 4200-300 | Disability Insurance | \$309 | \$317 | \$310 | \$305 | \$343 | 12% | |
| 4200-400 | Pension Expense | \$10,500 | \$11,036 | \$11,048 | \$10,769 | \$12,880 | 20% | |
| 4210-100 | Social Security | \$6,838 | \$7,123 | \$7,095 | \$8,308 | \$9,021 | 9% | |
| 4210-200 | Medicare | \$1,599 | \$1,666 | \$1,659 | \$1,943 | \$2,110 | 9% | |
| 4240-100 | Workers Comp-Premium | \$854 | \$795 | \$770 | \$718 | \$701 | -2% | |
| 4250-400 | Physical-Fringe Benefits | \$0 | \$0 | \$50 | \$0 | \$100 | N/A | |
| 4250-500 | Tuition Reimbursement | \$0 | \$2,000 | \$3,000 | \$3,000 | \$0 | -100% | |

City of Bismarck - Burleigh County Library Budget

| Account Number | Account Description | 2020 Actual Amount | 2021 Actual Amount | 2022 Actual Amount | 2023 Amended Budget | 2024 Department Base | Calculated Column 1 |
|---|---------------------------|--------------------|--------------------|--------------------|---------------------|----------------------|---------------------|
| <i>ation Total: 4200 - Personnel Services - Fringe Benefits</i> | | \$46,146 | \$51,056 | \$54,853 | \$58,278 | \$60,885 | 4% |
| <i>4300 - Professional, Legal, and Contracted Service Fees</i> | | | | | | | |
| 4300-100 | Accting and Auditing Fees | \$62 | \$74 | \$93 | \$100 | \$100 | 0% |
| 4330-200 | Service Contract | \$0 | \$0 | \$0 | \$1,100 | \$1,100 | 0% |
| <i>1300 - Professional, Legal, and Contracted Service Fees</i> | | \$62 | \$74 | \$93 | \$1,200 | \$1,200 | 0% |
| <i>4400 - Building, Equipment, and Vehicle Services</i> | | | | | | | |
| 4420-100 | Rpr/Mtce-Building | \$7,500 | \$0 | \$0 | \$0 | \$0 | N/A |
| 4420-400 | Rpr/Mtce-Vehicles | \$1,304 | \$765 | \$991 | \$5,000 | \$5,000 | 0% |
| <i>Total: 4400 - Building, Equipment, and Vehicle Services</i> | | \$8,804 | \$765 | \$991 | \$5,000 | \$5,000 | 0% |
| <i>4500 - Travel and Training</i> | | | | | | | |
| 4500-100 | Lodging | \$0 | \$0 | \$1,505 | \$900 | \$1,600 | 78% |
| 4500-200 | Meals | \$0 | \$0 | \$538 | \$500 | \$700 | 40% |
| 4500-300 | Airfare | \$0 | \$0 | \$847 | \$1,000 | \$1,200 | 20% |
| 4500-600 | Travel-Mileage Reimbursmt | \$0 | \$0 | \$0 | \$250 | \$0 | -100% |
| 4500-800 | Taxi/Parking | \$0 | \$0 | \$137 | \$100 | \$150 | 50% |
| 4510-100 | Conference Registration | \$138 | \$207 | \$700 | \$650 | \$1,000 | 54% |
| 4510-300 | In-House Training | \$0 | \$0 | \$0 | \$0 | \$150 | N/A |
| <i>Account Classification Total: 4500 - Travel and Training</i> | | \$138 | \$207 | \$3,727 | \$3,400 | \$4,800 | 41% |
| <i>4600 - Other Operating Services</i> | | | | | | | |
| 4600-600 | Auto Insurance | \$3,492 | \$3,288 | \$3,189 | \$4,000 | \$4,000 | 0% |
| 4605-200 | Cell Phones | \$1,360 | \$1,370 | \$1,249 | \$1,400 | \$1,400 | 0% |
| 4610-100 | Advertising/Promotions | \$581 | \$553 | \$480 | \$600 | \$500 | -17% |
| 4615-000 | Printing/Binding | \$65 | \$263 | \$401 | \$800 | \$800 | 0% |
| 4621-100 | Educational Program-Adult | \$995 | \$953 | \$997 | \$1,000 | \$500 | -50% |
| 4621-200 | Educational Prgrm-Juvenil | \$990 | \$924 | \$1,026 | \$2,600 | \$500 | -81% |
| 4630-200 | Administrative Fees | \$0 | \$7,375 | \$8,395 | \$7,594 | \$8,666 | 14% |
| 4630-300 | Membership/Dues | \$268 | \$258 | \$258 | \$300 | \$300 | 0% |
| 4635-100 | Computer Service Fees | \$1,250 | \$1,312 | \$2,180 | \$1,500 | \$1,400 | -7% |
| 4655-300 | Drug Testing-Recruitment | \$0 | \$44 | \$0 | \$100 | \$100 | 0% |
| <i>nt Classification Total: 4600 - Other Operating Services</i> | | \$9,001 | \$16,341 | \$18,174 | \$19,894 | \$18,166 | -9% |
| <i>4700 - Operating Supplies</i> | | | | | | | |
| 4700-100 | Office Supplies | \$658 | \$891 | \$889 | \$900 | \$900 | 0% |
| 4700-200 | Office Small Equipment | \$556 | \$820 | \$107 | \$1,000 | \$400 | -60% |
| 4700-300 | Computer Small Equipment | \$2,288 | \$1,159 | \$430 | \$1,200 | \$500 | -58% |
| 4700-400 | Copier/Printer Supplies | \$741 | \$183 | \$1,005 | \$600 | \$1,200 | 100% |
| 4700-600 | Small Software Programs | \$805 | \$681 | \$600 | \$800 | \$800 | 0% |
| 4725-200 | Diesel | \$1,034 | \$1,855 | \$3,355 | \$5,000 | \$5,000 | 0% |
| 4745-300 | Adult Audio/Visual | \$8,100 | \$8,242 | \$8,217 | \$13,200 | \$10,000 | -24% |

City of Bismarck - Burleigh County Library Budget

| Account Number | Account Description | 2020 Actual Amount | 2021 Actual Amount | 2022 Actual Amount | 2023 Amended Budget | 2024 Department Base | Calculated Column 1 |
|---|--------------------------------------|--------------------|--------------------|--------------------|---------------------|----------------------|---------------------|
| 4745-400 | Juvenile Audio/Visual | \$3,789 | \$4,185 | \$4,405 | \$4,300 | \$4,000 | -7% |
| 4745-500 | Adult Books | \$30,846 | \$30,557 | \$29,676 | \$25,000 | \$25,000 | 0% |
| 4745-600 | Juvenile Books | \$29,080 | \$30,727 | \$31,920 | \$30,000 | \$25,000 | -17% |
| Account Classification Total: 4700 - Operating Supplies | | \$77,898 | \$79,301 | \$80,602 | \$82,000 | \$72,800 | -11% |
| 5000 - Capital Outlay | | | | | | | |
| 5020-200 | Vehicles | \$112,983 | \$0 | \$0 | \$0 | \$0 | N/A |
| Account Classification Total: 5000 - Capital Outlay | | \$112,983 | \$0 | \$0 | \$0 | \$0 | 0% |
| 8000 - Other Financing Uses | | | | | | | |
| 8000-100 | Transfer-General Fund | \$7,300 | \$0 | \$0 | \$0 | \$0 | N/A |
| Account Classification Total: 8000 - Other Financing Uses | | \$7,300 | \$0 | \$0 | \$0 | \$0 | 0% |
| Division Total: 212 - Bookmobile | | \$375,443 | \$267,550 | \$279,525 | \$303,760 | \$308,350 | 2% |
| Department Total: 210 - Bismarck Public Library | | \$375,443 | \$267,550 | \$279,525 | \$303,760 | \$308,350 | 2% |
| EXPENSES Total | | \$375,443 | \$267,550 | \$279,525 | \$303,760 | \$308,350 | 2% |
| Fund REVENUE | Total: 210 - Bismarck Public Library | \$325,902 | \$297,711 | \$314,483 | \$353,000 | \$370,600 | 5% |
| Fund EXPENSE | Total: 210 - Bismarck Public Library | \$375,443 | \$267,550 | \$279,525 | \$303,760 | \$308,350 | 2% |
| Fund Total: 210 - Bismarck Public Library | | -\$49,541 | \$30,161 | \$34,958 | \$49,240 | \$62,250 | 26% |
| REVENUE GRAND Totals: | | \$325,902 | \$297,711 | \$314,483 | \$353,000 | \$370,600 | 5% |
| EXPENSE GRAND Totals: | | \$375,443 | \$267,550 | \$279,525 | \$303,760 | \$308,350 | 2% |
| Grand Totals: | | -\$49,541 | \$30,161 | \$34,958 | \$49,240 | \$62,250 | 26% |

| | |
|------------------|-----------|
| Expenses | |
| Operating budget | \$308,350 |
| vehicle savings | \$10,000 |
| BVMPL overhead | \$36,750 |
| Total | \$355,100 |

| | |
|---------|-----------|
| Revenue | \$370,600 |
| less 5% | \$15,500 |
| Total | \$355,100 |

2024 Burleigh County Library Annual Budget

GL Accounts Narrative

Personal Services – Salaries & Wages

4110.000 Regular Salaries

2023

2024

\$112,957

\$126,689

This account includes the base full-time salaries for two individuals at \$112,957 with an increase of \$13,732 resulting from COLA and equity increases, and updates to the salary schedule from 2023 salary survey results with data from several Midwest public libraries.

These employees are not included in the County's employee wage plan/step system. They do not receive both a wage increase and a step increase. They receive only the wage increase.

4120.000 Part-Time Wages

\$18,442

\$18,810

This account includes a part-time salary for one individual at \$18,442 with a 2% increase at \$368.

Personal Services – Fringe Benefits

NOTE: These figures are estimates and may change in the final budget, per the City Finance Department

4200.100 Health Insurance

\$33,109

\$35,604

The account includes health insurance coverage for both full-time employees under the City health plan. A single health insurance policy currently costs \$10,284 annually; a family health insurance policy is \$25,320.

4200.200 Life Insurance

\$126

\$126

Both full time employees are covered under the City life insurance plan. The current cost for one single life insurance plan is \$5.25 per month; \$63 annually.

4200.300 Disability Insurance

\$305

\$343

The amount is figured at total full time employee wage * .003. Base = \$305. \$38 added for wage increase.



| | <u>2023</u> | <u>2024</u> |
|--|-------------|-----------------|
| 4200.400 <u>Pension Expense</u> | \$10,769 | \$12,880 |

This covers the annual pension expense for all full-time employees at 10.4% of total full-time earnings, as well as actuary report figures. Base = \$10,769; increase = \$2,111.

| | | |
|--|---------|----------------|
| 4210.100 <u>Social Security</u> | \$8,308 | \$9,021 |
|--|---------|----------------|

This covers the annual social security expense for all employees at 6.2% of earnings, Base = \$8,308. \$713 added for wage increase.

| | | |
|---------------------------------|---------|----------------|
| 4210.200 <u>Medicare</u> | \$1,943 | \$2,110 |
|---------------------------------|---------|----------------|

This covers the annual Medicare expense for all employees at 1.45% of total earnings. Base = \$1,943. \$182 added for wage increase.

| | | |
|---|-------|--------------|
| 4240.100 <u>Workers Comp-Premium</u> | \$718 | \$701 |
|---|-------|--------------|

This includes worker's comp. insurance coverage for all three employees. The worker's comp rate for the employees is assessed at the "drivers-buses" rate because they operate a vehicle (bookmobile) as a major part of their job duties.

| | | |
|--|-----|--------------|
| 4250.400 <u>Physicals - Fringe Benefits</u> | -0- | \$100 |
|--|-----|--------------|

Bismarck-Burleigh County Public Health provides health assessments for full-time staff desiring to take advantage of the offer. Physical assessments are \$50 per person.

| | | |
|--|---------|------------|
| 4250-500 <u>Tuition Reimbursement</u> | \$3,000 | -0- |
|--|---------|------------|

This account covers tuition reimbursement for full-time employees per the city library's Continuing Education Reimbursement policy. We don't have Burleigh County Library employees who will be utilizing this benefit in 2024.

Professional, Legal, & Contracted Service Fees

| | | |
|--|-------|--------------|
| 4300.100 <u>Accting & Auditing Fees</u> | \$100 | \$100 |
|--|-------|--------------|

The year-end professional financial audit by Eide Bailly is done as part of the total annual City of Bismarck audit.

| | | |
|---|---------|----------------|
| 4330.200 <u>Service Contract</u> | \$1,100 | \$1,100 |
|---|---------|----------------|

This account is for the Burleigh County Library office's portion of the city library's printer service contract through MARCO. It covers toner and repair expenses.

| | <u>2023</u> | <u>2024</u> |
|--|-------------|----------------|
| <i>Building, Equipment, & Vehicle Services</i> | | |
| 4420.400 <u>Repair/Mtce - Vehicles</u> | \$5,000 | \$5,000 |

This account covers general repair and maintenance of the Bookmobile. This category always anticipates some larger expenses such as generator repair, vehicle repair, etc.

| | | |
|--|---------|----------------|
| <i>Travel and Training</i> | | |
| 4500.100 <u>Lodging</u> | \$900 | \$1,600 |
| 4500.200 <u>Meals</u> | \$500 | \$700 |
| 4500.300 <u>Airfare</u> | \$1,000 | \$1,200 |
| 4500.600 <u>Mileage Reimbursement</u> | \$250 | \$0 |
| 4500.800 <u>Taxi/Parking</u> | \$100 | \$150 |
| 4510.100 <u>Conference Registration</u> | \$650 | \$1,000 |
| 4510.300 <u>In-House Training</u> | -0- | \$150 |

These accounts all relate to travel and training costs associated with attendance to conferences such as the ND Library Association annual conference and the Association for Bookmobile and Outreach Services annual conference and webinars.

| | | |
|---------------------------------------|---------|----------------|
| <i>Other Operating Services</i> | | |
| 4600.600 <u>Auto Insurance</u> | \$4,000 | \$4,000 |

Insurance is purchased with the Burleigh County policy through Bain Insurance Agency at \$3,180 annually. A separate library policy with the State Fire & Tornado Fund covers the bookmobile contents (collection, office equipment, etc.).

| | | |
|-----------------------------------|---------|----------------|
| 4605.200 <u>Cell Phone</u> | \$1,400 | \$1,400 |
|-----------------------------------|---------|----------------|

This account covers one cell phone plan for the employees. Mobile Circ is used on the cell phone, which allows checking out material to patrons. Cost is \$115/month.

| | | |
|--|-------|--------------|
| 4610.100 <u>Advertising/Promotion</u> | \$600 | \$500 |
|--|-------|--------------|

This account covers promotion of the Burleigh County Library/Bookmobile.

| | | |
|---------------------------------|-------|--------------|
| 4615.000 <u>Printing</u> | \$800 | \$800 |
|---------------------------------|-------|--------------|

This account covers printing of the seasonal schedule and other miscellaneous printing needs.



| | <u>2023</u> | <u>2024</u> |
|---|----------------|----------------|
| 4621.100 <u>Educational Program-Adult</u> | \$1,000 | \$500 |
| This account covers adult programming expenses. | | |
| 4621.200 <u>Educational Program-Juvenile</u> | \$2,600 | \$500 |
| This account covers juvenile programming expenses, mainly related to the Summer Reading Program. | | |
| 4630.200 <u>Administrative Fees</u> | \$7,594 | \$8,666 |
| This is the cost allocation by the city for services we receive from city administration, attorney, IT, human resources, and fiscal services. This amount may change depending on the final number provided by the City Finance Department. | | |
| 4630.300 <u>Membership Dues</u> | \$300 | \$300 |
| This covers membership in ND Library Association, Association of Bookmobile and Outreach Services, and Mountain Plains Library Association. | | |
| 4635.100 <u>Computer Service Fees</u> | \$1,500 | \$1,400 |
| This covers the Verizon wireless connection at \$27/month and the AT&T wireless connection used on the Bookmobile at \$79/month. | | |
| 4655.300 <u>Drug Testing-Recruitment</u> | \$100 | \$100 |
| This is handled through the City HR Department for all new full-time & part-time employees @ \$50 per new employee. | | |
| <i>Operating Supplies</i> | | |
| 4700.100 <u>Office Supplies</u> | \$900 | \$900 |
| This account covers supplies needed for processing bookmobile library materials. | | |
| 4700.200 <u>Office Small Equipment</u> | \$1,000 | \$400 |
| This account covers office equipment purchase and repair. | | |
| 4700.300 <u>Computer Small Equipment</u> | \$1,200 | \$500 |
| This account covers the purchase of computer software/hardware needs/updates. | | |

| | <u>2023</u> | <u>2024</u> |
|---|-------------|-----------------|
| 4700-400 <u>Copier/Printer Supplies</u> | \$600 | \$1,200 |
| This account covers the cost of paper and toner for one inkjet printer for the Burleigh County Library/Bookmobile office. | | |
| 4700.600 <u>Small Software Programs</u> | \$800 | \$800 |
| This account covers computer software, including graphic design software. | | |
| 4725.200 <u>Diesel Fuel</u> | \$5,000 | \$5,000 |
| This line is estimated based on current usage and allowing for some increase in fuel costs. | | |
| 4745.300 <u>Adult Audio/Visual</u> | \$13,200 | \$10,000 |
| The account is used to order new adult a/v titles and replace older items. | | |
| 4745.400 <u>Juvenile Audio/Visual</u> | \$4,300 | \$4,000 |
| The account is used to order new youth a/v titles and replace older items. | | |
| 4745.500 <u>Adult Books</u> | \$25,000 | \$25,000 |
| The account is used to order new adult print material and to replace older items. | | |
| 4745.600 <u>Juvenile Books</u> | \$30,000 | \$25,000 |
| This account is used to order new youth print material and digital titles from OverDrive. | | |



| | <u>2023</u> | <u>2024</u> |
|--|------------------|------------------|
| Operations Budget | \$303,760 | \$308,350 |
| (includes wage and benefit increases) | | |

| | | |
|--|-----------------|-----------------|
| Building, utility & Administrative expenses | \$25,439 | \$36,750 |
|--|-----------------|-----------------|

This funding goes to the city library and covers a small fraction of costs the library covers on behalf of the county library. This total includes space rental of 792 square feet of office/book storage; use of 603 square foot garage; utilities, online databases, digital collections, and administrative, financial, janitorial, and maintenance services handled through the city library at an estimated value of over \$400,000.

| | | |
|---|-----------------|-----------------|
| Bookmobile replacement fund – annual deposit | \$10,000 | \$10,000 |
|---|-----------------|-----------------|

Fund total as of 4.16.2023 = \$143,107, which includes the 2023 deposit.

| | | |
|----------------------|------------------|------------------|
| TOTAL BUDGET: | \$353,000 | \$355,100 |
|----------------------|------------------|------------------|

| | | |
|--|-----------|------------------|
| Total Available Revenue: | \$339,199 | \$355,100 |
| (less 5% for early payment property tax) | | |

Total revenue includes levied property tax funds, state aid funds, and interest from the Bookmobile replacement fund.

| | |
|--------------|---|
| \$33,000 | State aid distribution fund |
| \$27,000 | State aid to public libraries fund |
| \$294,500 | Tax revenue (real estate, in lieu, homestead) less 5% |
| \$500 | Interest from bookmobile replacement fund |
| <u>\$100</u> | Fees |
| \$355,100 | Total revenue |



**Burleigh County
Library**



**Bismarck
Veterans Memorial
Public Library**

Burleigh County Library/Bookmobile - Fact Sheet

The Burleigh County Library has served the residents of Burleigh County since 1975. It has ten routes with 68 locations and makes 513 stops annually at rural towns, schools, assisted living facilities, post offices, and various locations throughout the county. Two of its longest routes are between 45 and 50 miles. It is part of the Central Dakota Library Network (CDLN) and has access to material from the 20 libraries in the consortium. Many students and individuals in assisted living facilities rely on the Burleigh County Library for information, educational resources, and personal enrichment opportunities.

Thanks to the cooperative services between the City and County Library, patrons not only have access to the City Library's collection of over 250,000 print books but also its digital collection of 1.4 million titles comprised of eBooks, audio books, magazines, movies, and music; as well as music CDs, DVDs, Launchpads, educational tablets used in the rural schools; and many online resources.

Each year the Burleigh County Library:

- Circulates over 45,000 items
- Updates their collection of 20,000 items
- Welcomes 8,600 visitors
- Drives over 6,500 miles throughout Burleigh County

Service Statistics:

- 2 full-time employees and one part-time employee
- Notary services
- Reference and research
- Access to 524,000 print titles through the Central Dakota Library Network
- Access to 1.4 million digital titles through the Bismarck Veterans Memorial Public Library

What patrons are saying about the Burleigh County Library:

"The new books on the bookmobile puts a smile on my face!" ~Cecelia

"The ladies on the Bookmobile are so helpful and friendly. I'm homebound due to an injury, very accommodating. Very nice to have the bookmobile in Wing. Thank you!" ~Kandi

"It's great that rural citizens have access to not only the county library but also everything available in the Bismarck library, especially all the digital collections and databases. I save so much money by not having to purchase all of these titles or pay a subscription for them. Thanks!" ~Chris

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page
☒ Exclude inactive accounts with zero balance
Definition: 2024 Budget Expense Worksheet

From Date: 1/1/2023 To Date: 12/31/2023

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|-------------------------------------|-------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2905.49110.00970 | COUNCIL ON AGING | \$943,700 | \$943,700 | \$1,045,310 | \$1,045,310 | \$1,120,265 | \$373,422 | \$1,229,125.00 |
| 2905.49110.00971 | GOLDEN WING CLUB | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000.00 |
| 2905.49110.00972 | WILTON PIONEER ACTIVITY | \$10,300 | \$10,300 | \$10,300 | \$0 | \$0 | \$0 | \$0.00 |
| 2905.49110.00973 | SE BURLEIGH GOLDEN AGE | \$6,000 | \$6,000 | \$4,500 | \$4,500 | \$4,500 | \$4,500 | \$4,500.00 |
| 2905.49110.00974 | WEST RIVER TRANSIT | \$7,500 | \$7,500 | \$7,500 | \$7,500 | \$8,500 | \$8,500 | \$9,550.00 |
| 2905.49110.00975 | RETIRED SENIOR VOLUNTE | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0.00 |
| DEPARTMENT: SENIOR CITIZENS - 49110 | | \$1,012,500 | \$997,500 | \$1,097,610 | \$1,087,310 | \$1,163,265 | \$416,422 | \$1,273,175.00 |



**APPLICATION FOR SENIOR CITIZEN
MILL LEVY/MATCH FUNDS**
OFFICE OF STATE TREASURER
SFN 58236 (10-2008)

| | | | |
|--|--|------------------------------------|-------------|
| Name of Organization Burleigh County Council on Aging dba Burleigh County Senior Adults Program | | | |
| Address 315 N 20th Street | | City Bismarck | State ND |
| Zip Code 58501 | | | |
| Contact Person Renee Kipp | | | |
| Title Executive Director | | Telephone Number (701) 255-4648 | |
| Estimate the number of Senior Citizens your organization will serve in the coming calendar year. (This includes Senior Citizens from ALL funding sources). 3200 | | | |

North Dakota Century Code (57-15-56 Mill Levy) states: "To receive any funds under this section, an organization or agency must file with the governing body from which funds are being requested a report of its program for the fiscal year for which the funds are requested. The report must show **ALL financial resources available to the organization or agency and its programs, how those resources are budgeted or intended to be used in that fiscal year or in the future, AND the purpose for which the funds being requested under this section are to be used.**"

ANTICIPATED REVENUES

| | | |
|---|----------------|----------------|
| A. Anticipated Mill Levy/Match Funds on hand December 31 of this current year: | \$272,548.00 | |
| B. Mill Levy/Match Funds applying for next year (January 1-December 31): | \$1,229,125.00 | |
| C. TOTAL LINES A & B: | | \$1,501,673.00 |
| D. All anticipated cash resources (other than mill levy/match) on hand this December 31 and for next calendar year. (Include anticipated year end balances in checking and savings accounts; CD's investments; dues; fund raising; memorials/bequests/donations; rent; interest; State Aid for Transportation; federal grant awards; service donations; non-federal grants; other): | | \$3,613,127.00 |
| E. GRAND TOTAL OF ASSETS AND ANTICIPATED REVENUES: (add lines C and D) | | \$5,114,800.00 |

ALL ANTICIPATED EXPENSES - under each column (Mill Levy/Match Dollars and all other Funds) list the anticipated expense amounts for the following items:

| | | MILL LEVY/MATCH DOLLARS | FUNDS OTHER THAN MILL LEVY/MATCH |
|--------------|----------------------|-------------------------------|--|
| F. SERVICES: | Transportation | \$2,500.00 | \$2,500.00 |
| | Congregate Meals | \$24,822.00 | \$470,600.00 |
| | Home Delivered Meals | \$74,466.00 | \$1,408,050.00 |
| | Outreach | | |
| | Health Maintenance | \$132,957.00 | \$131,050.00 |
| | Chore Services | | |
| | Other (List) | | |
| | Other (List): | | |

**MILL
LEVY/MATCH
DOLLARS**

**FUNDS OTHER
THAN MILL
LEVY/MATCH**


| | | | |
|--|-------------------------|----------------|----------------|
| G. PROGRAMS: | List: Volunteer Expense | \$1,250.00 | \$3,750.00 |
| | List: Annual Audit | \$10,000.00 | \$0.00 |
| H. SENIOR CENTERS: (For utilities; repair and maintenance; insurance & taxes; other) | Expenses | \$983,130.00 | \$105,100.00 |
| I. SET ASIDE FUNDS: Money to be set aside for a specific future purpose - (examples: match for a new bus, or next | Money Set Aside For: | | |
| | Money Set Aside For: | | |
| | Money Set Aside For: | | |
| J. SUB TOTAL OF Lines F-I under the Mill Levy/Match Dollars Column: | | \$1,229,125.00 | |
| K. SUB TOTAL OF Lines F-I under the Funds Other Than Mill Levy Column: | | | \$2,121,050.00 |
| L. GRAND TOTAL ANTICIPATED EXPENSES (add lines J and K) (This total will equal Line E) | | | \$3,350,175.00 |
| M. ANTICIPATED CARRYOVER (Line E-Line L) | | | \$1,764,625.00 |

The individual signing this report makes the following assurances:

| YES | NO | (Please Initial): |
|-----|----|--|
| RK | | 1. The organization is incorporated as a non-profit organization. |
| RK | | 2. The budget was approved by the membership and governing body. |
| RK | | 3. The mill levy dollars received were kept in a separate fund. |
| RK | | 4. Generally accepted accounting principals were followed. |
| RK | | 5. Funds were expended for the purposes budgeted. |
| RK | | 6. The money applied for under this section (NDCC 57-15-56) was used for the purpose of establishing or maintaining services and programs for senior citizens, including the maintenance of existing senior citizen centers which provide informational, health, welfare, counseling and referral services for senior citizens, and assisting such persons in providing volunteer community or civic services. |
| RK | | 7. Annual reports will be supplied to the County/City Auditor by the due date. |

INDIVIDUAL COUNTY/CITY COMMISSIONS MAY REQUIRE ADDITIONAL INFORMATION NOT CONTAINED IN THIS REPORT.

FORWARD THIS APPLICATION FOR SENIOR CITIZEN MILL LEVY FUNDS TO YOUR COUNTY/CITY AUDITOR BY AUGUST 1.

| | |
|--|------------------|
| Signature  | |
| Title: Executive Director | Date 6/2/2023 |

2024 BUDGET REQUEST
FOR: BURLEIGH COUNTY SENIOR ADULTS PROGRAM
FOR THE YEAR ENDING DECEMBER 31, 2024

| Account # | Item | Actual Expenditures 12 Months of 2022 | Actual Expenitures through March 31, 2023 | Estimated Expenditures Year End Dec. 31, 2023 | Amount Requested by Department for 2024 |
|---------------------------------------|---|--|--|--|--|
| PERSONNEL | Salaries (Gross) | 226,558.63 | 56,211.59 | 242,000.00 | 372,100.00 |
| | Salaries (Fringe) | 103,146.30 | 11,776.73 | 70,100.00 | 105,380.00 |
| TRANSPORTATION/ VOLUNTEER EXPENSES | Volunteer Expenses | 1,803.00 | 678.21 | 500.00 | 1,250.00 |
| | Transportation | 1,120.14 | -49.63 | 1,500.00 | 2,500.00 |
| BURLEIGH CO SENIOR CENTER | Building Improvements | 133,465.08 | 5,044.66 | 70,000.00 | 223,000.00 |
| | Equipment Purchase/Repair | 105,665.37 | 10,423.40 | 41,000.00 | 133,500.00 |
| | Utilities | 28,711.85 | 6,413.85 | 32,200.00 | 35,200.00 |
| | Maintenance/Janitorial | 17,962.61 | 9,418.72 | 20,800.00 | 41,250.00 |
| | Insurance | 21,432.46 | 6,057.00 | 15,000.00 | 15,000.00 |
| | Taxes (Special Assessment) | 0.00 | 0.00 | 0.00 | 0.00 |
| | Admin / Clerical | 29,890.54 | 5,159.48 | 24,040.00 | 112,200.00 |
| | Travel (Admin/Council)/Training | 1,332.27 | 190.12 | 3,000.00 | 5,500.00 |
| | | 247,921.56 | 16,370.64 | 627,175.00 | 232,245.00 |
| TITLE III MATCH | Non Federal Share | 8,500.00 | 0.00 | 9,150.00 | 10,000.00 |
| ANNUAL AUDIT | Independent Auditor | 0.00 | 0.00 | -36,200.00 | -60,000.00 |
| | Grants to offset Building Improvement costs | | | | |
| TOTAL MILL LEVY | | 927,509.81 | 127,694.77 | 1,120,265.00 | 1,229,125.00 |
| | | | | | |
| REVENUE EXP | Other Sources | 1,674,490.49 | 93,470.40 | 1,378,300.00 | 2,121,050.00 |
| | | | | | |
| GRAND TOTAL | | 2,602,000.30 | 221,165.17 | 2,498,565.00 | 3,350,175.00 |
| | | | | | |

Department Head

Date

6/5/2023



**APPLICATION FOR SENIOR CITIZEN
MILL LEVY/MATCH FUNDS**
OFFICE OF STATE TREASURER
SFN 58236 (10-2008)

| | | | |
|--|--------------|------------------------------------|-------------------|
| Name of Organization Wing Senior Center | | | |
| Address PO Box 154 | City Wing | State ND | Zip Code 58494 |
| Contact Person Arlene Olson | | | |
| Title Treasurer | | Telephone Number (701) 226-6682 | |
| Estimate the number of Senior Citizens your organization will serve in the coming calendar year. (This includes Senior Citizens from ALL funding sources). 85 | | | |

North Dakota Century Code (57-15-56 Mill Levy) states: "To receive any funds under this section, an organization or agency must file with the governing body from which funds are being requested a report of its program for the fiscal year for which the funds are requested. The report must show **ALL financial resources available to the organization or agency and its programs, how those resources are budgeted or intended to be used in that fiscal year or in the future, AND the purpose for which the funds being requested under this section are to be used.**"

ANTICIPATED REVENUES

| | | |
|--|-------------|-------------|
| A. Anticipated Mill Levy/Match Funds on hand December 31 of this current year: | \$15,000.00 | |
| B. Mill Levy/Match Funds applying for next year (January 1-December 31): | \$30,000.00 | |
| C. TOTAL LINES A & B: | | \$45,000.00 |
| D. All anticipated cash resources (other than mill levy/match) on hand this December 31 and for next calendar year. (Include anticipated year end balances in checking and savings accounts; CD's investments; dues; fund raising; memorials/bequests/donations; rent; interest; State Aid for Transportation; federal grant awards; service donations; non-federal grants; other) | | \$18,000.00 |
| E. GRAND TOTAL OF ASSETS AND ANTICIPATED REVENUES: (add lines C and D) | | \$63,000.00 |

ALL ANTICIPATED EXPENSES - under each column (Mill Levy/Match Dollars and all other Funds) list the anticipated expense amounts for the following items:

| | | MILL LEVY/MATCH DOLLARS | FUNDS OTHER THAN MILL LEVY/MATCH |
|---------------------|----------------------|--|---|
| F. SERVICES: | Transportation | | |
| | Congregate Meals | \$800.00 | |
| | Home Delivered Meals | \$2,400.00 | |
| | Outreach | | |
| | Health Maintenance | \$400.00 | |
| | Chore Services | | |
| | Other (List): | | |
| | Other (List): | | |

**MILL
LEVY/MATCH
DOLLARS**

**FUNDS OTHER
THAN MILL
LEVY/MATCH**


| | | | |
|--|--|-------------|-------------|
| G. PROGRAMS: | List: Activities | | \$2,000.00 |
| | List: | | |
| H. SENIOR CENTERS: (For utilities; repair and maintenance; insurance & taxes; other) | Expenses | \$24,900.00 | |
| I. SET ASIDE FUNDS: Money to be set aside for a specific future purpose - (examples: match for a new bus, or next | Money Set Aside For: Kitchen Equipment | \$1,500.00 | |
| | Money Set Aside For: | | |
| | Money Set Aside For: | | |
| J. SUB TOTAL OF Lines F-I under the Mill Levy/Match Dollars Column: | | \$30,000.00 | |
| K. SUB TOTAL OF Lines F-I under the Funds Other Than Mill Levy Column: | | | \$2,000.00 |
| L. GRAND TOTAL ANTICIPATED EXPENSES (add lines J and K) (This total will equal Line E) | | | \$32,000.00 |
| M. ANTICIPATED CARRYOVER (Line E-Line L) | | | \$31,000.00 |

The individual signing this report makes the following assurances:

| YES | NO | (Please Initial): |
|-----|----|--|
| AO | | 1. The organization is incorporated as a non-profit organization. |
| AO | | 2. The budget was approved by the membership and governing body. |
| AO | | 3. The mill levy dollars received were kept in a separate fund. |
| AO | | 4. Generally accepted accounting principals were followed. |
| AO | | 5. Funds were expended for the purposes budgeted. |
| AO | | 6. The money applied for under this section (NDCC 57-15-56) was used for the purpose of establishing or maintaining services and programs for senior citizens, including the maintenance of existing senior citizen centers which provide informational, health, welfare, counseling and referral services for senior citizens, and assisting such persons in providing volunteer community or civic services. |
| AO | | 7. Annual reports will be supplied to the County/City Auditor by the due date. |

INDIVIDUAL COUNTY/CITY COMMISSIONS MAY REQUIRE ADDITIONAL INFORMATION NOT CONTAINED IN THIS REPORT.

FORWARD THIS APPLICATION FOR SENIOR CITIZEN MILL LEVY FUNDS TO YOUR COUNTY/CITY AUDITOR BY AUGUST 1.

| | |
|---|-------------------|
| Signature  | |
| Title: Treasurer | Date 5/22/2023 |

2024 BUDGET REQUEST
Golden Wing Club
FOR THE YEAR ENDING DECEMBER 31, 2024

| Account # | Item | Actual Expenditures 12 Months of 2022 | Actual Expenitures through March 31, 2023 | Estimated Expenditures Year End Dec 31, 2023 | Amount Requested by Department for 2024 |
|-------------|--|---|---|--|---|
| | Non Federal Match | \$ 3,600.00 | \$ 1,800.00 | \$ 3,600.00 | \$ 3,600.00 |
| | LED Lighting | \$ 1,038.00 | | | |
| | Electricity | \$ 1,685.00 | \$ 347.00 | \$ 2,000.00 | \$ 2,000.00 |
| | Advertising | \$ 50.00 | | \$ 200.00 | \$ 200.00 |
| | Treasurer | \$ 1,200.00 | \$ 300.00 | \$ 1,200.00 | \$ 1,200.00 |
| | City Utilities | \$ 1,266.00 | \$ 317.00 | \$ 1,500.00 | \$ 1,500.00 |
| | Snow Removal/Lawn Care | \$ 294.00 | | \$ 500.00 | \$ 500.00 |
| | Telephone/Internet/TV | \$ 2,449.00 | \$ 692.00 | \$ 3,000.00 | \$ 3,000.00 |
| | Building Insurance | \$ 1,316.00 | | \$ 1,500.00 | \$ 1,500.00 |
| | Repairs and Supplies | \$ 339.00 | | \$ 2,000.00 | \$ 2,000.00 |
| | Bathroom Remodel | \$ 3,883.00 | | | |
| | Fuel | \$ 1,834.00 | | \$ 3,000.00 | \$ 3,000.00 |
| | Sec of State | \$ 20.00 | | | |
| | Equipment | | | \$ 1,500.00 | \$ 1,500.00 |
| | | | | | |
| | Facility Renovations/Capital Improvements* | | | \$ 10,000.00 | \$ 10,000.00 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| GRAND TOTAL | | \$ 18,974.00 | \$ 3,456.00 | \$ 30,000.00 | \$ 30,000.00 |
| | | | | | |

Arlene Olson
Department Head

3-Apr-23
Date



**APPLICATION FOR SENIOR CITIZEN
MILL LEVY/MATCH FUNDS**
OFFICE OF STATE TREASURER
SFN 58236 (10-2008)



| | | | |
|---|------------------|------------------------------------|-------------------|
| Name of Organization SE Burleigh Golden Age Club | | | |
| Address 2600 236th Street NE | City McKenzie | State ND | Zip Code 58572 |
| Contact Person Barbara Knutson | | | |
| Title Chairperson | | Telephone Number (701) 391-6767 | |
| Estimate the number of Senior Citizens your organization will serve in the coming calendar year (This includes Senior Citizens from ALL funding sources) | | 20 | |

North Dakota Century Code (57-15-56 Mill Levy) states: "To receive any funds under this section, an organization or agency must file with the governing body from which funds are being requested a report of its program for the fiscal year for which the funds are requested. The report must show **ALL financial resources available to the organization or agency and its programs, how those resources are budgeted or intended to be used in that fiscal year or in the future, AND the purpose for which the funds being requested under this section are to be used.**"

ANTICIPATED REVENUES

| | | |
|---|------------|-------------|
| A. Anticipated Mill Levy/Match Funds on hand December 31 of this current year: | \$3,100.00 | |
| B. Mill Levy/Match Funds applying for next year. (January 1-December 31): | \$4,500.00 | |
| C. TOTAL LINES A & B: | | \$7,600.00 |
| D. All anticipated cash resources (other than mill levy/match) on hand this December 31 and for next calendar year. (Include anticipated year end balances in checking and savings accounts; CD's investments; dues; fund raising; memorials/bequests/donations; rent; interest; State Aid for Transportation; federal grant awards; service donations; non-federal grants; other): | | \$11,000.00 |
| E. GRAND TOTAL OF ASSETS AND ANTICIPATED REVENUES: (add lines C and D) | | \$18,600.00 |

ALL ANTICIPATED EXPENSES - under each column (Mill Levy/Match Dollars and all other Funds) list the anticipated expense amounts for the following items:

**MILL
LEVY/MATCH
DOLLARS**

**FUNDS OTHER
THAN MILL
LEVY/MATCH**

| | | | |
|--------------|----------------------|------------|--|
| F. SERVICES: | Transportation | | |
| | Congregate Meals | \$400.00 | |
| | Home Delivered Meals | \$1,200.00 | |
| | Outreach | | |
| | Health Maintenance | \$400.00 | |
| | Chore Services | | |
| | Other (List): | | |
| | Other (List): | | |

**MILL
LEVY/MATCH
DOLLARS**

**FUNDS OTHER
THAN MILL
LEVY/MATCH**

| | | | |
|--|------------------------|------------|-------------|
| G. PROGRAMS: | List: | | |
| | List: Activity Expense | | \$3,000.00 |
| H. SENIOR CENTERS: (For utilities; repair and maintenance; insurance & taxes; other) | Expenses | \$2,500.00 | |
| I. SET ASIDE FUNDS: Money to be set aside for a specific future purpose - (examples: match for a new bus, or next | Money Set Aside For: | | |
| | Money Set Aside For: | | |
| | Money Set Aside For: | | |
| J. SUB TOTAL OF Lines F-I under the Mill Levy/Match Dollars Column: | | \$4,500.00 | |
| K. SUB TOTAL OF Lines F-I under the Funds Other Than Mill Levy Column: | | | \$3,000.00 |
| L. GRAND TOTAL ANTICIPATED EXPENSES (add lines J and K) (This total will equal Line E) | | | \$7,500.00 |
| M. ANTICIPATED CARRYOVER (Line E-Line L) | | | \$11,100.00 |

The individual signing this report makes the following assurances:

| YES | NO | (Please Initial): |
|-----|----|--|
| BK | | 1. The organization is incorporated as a non-profit organization. |
| BK | | 2. The budget was approved by the membership and governing body |
| BK | | 3. The mill levy dollars received were kept in a separate fund. |
| BK | | 4. Generally accepted accounting principals were followed. |
| BK | | 5. Funds were expended for the purposes budgeted. |
| BK | | 6. The money applied for under this section (NDCC 57-15-56) was used for the purpose of establishing or maintaining services and programs for senior citizens, including the maintenance of existing senior citizen centers which provide informational, health, welfare, counseling and referral services for senior citizens, and assisting such persons in providing volunteer community or civic services. |
| BK | | 7. Annual reports will be supplied to the County/City Auditor by the due date. |

INDIVIDUAL COUNTY/CITY COMMISSIONS MAY REQUIRE ADDITIONAL INFORMATION NOT CONTAINED IN THIS REPORT.

FORWARD THIS APPLICATION FOR SENIOR CITIZEN MILL LEVY FUNDS TO YOUR COUNTY/CITY AUDITOR BY AUGUST 1.

| | |
|--|-------------------|
| Signature  | |
| Title: Chairperson | Date 5/22/2023 |

2024 BUDGET REQUEST
FOR: SE BURLEIGH GOLDEN AGE CLUB
FOR THE YEAR ENDING DECEMBER 31, 2024

| Account # | Item | Actual Expenditures 12 Months of 2022 | Actual Expenitures through March 31, 2023 | Estimated Expenditures Year End Dec. 31, 2023 | Amount Requested by Department for 2024 |
|--------------------|---|---|---|---|---|
| | RENT | 1,800.00 | 450.00 | 1,800.00 | 1,800.00 |
| | SUPPLIES & EQUIPMENT | 2,245.82 | 25.00 | 700.00 | 700.00 |
| | NON FEDERAL MATCH (Nutrition/Health Maintenance) | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 |
| | | | | | |
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| | | | | | |
| | | | | | |
| GRAND TOTAL | | 6,045.82 | 475.00 | 4,500.00 | 4,500.00 |
| | | | | | |

Barbara Knutson
Department Head

4/10/23
Date





**APPLICATION FOR SENIOR CITIZEN
MILL LEVY/MATCH FUNDS**
OFFICE OF STATE TREASURER
SFN 58236 (10-2008)

| | | | |
|--|--|----------------------------------|-------------|
| Name of Organization West River Transit | | | |
| Address 3750 E Rosser Ave | | City Bismarck | State ND |
| Zip Code 58501 | | | |
| Contact Person Carol Anderson | | | |
| Title Director | | Telephone Number 701-224-1876 | |
| Estimate the number of Senior Citizens your organization will serve in the coming calendar year. (This includes Senior Citizens from ALL funding sources). 882 | | | |

North Dakota Century Code (57-15-56 Mill Levy) states: "To receive any funds under this section, an organization or agency must file with the governing body from which funds are being requested a report of its program for the fiscal year for which the funds are requested. The report must show ALL financial resources available to the organization or agency and its programs, how those resources are budgeted or intended to be used in that fiscal year or in the future, AND the purpose for which the funds being requested under this section are to be used."

ANTICIPATED REVENUES

| | | |
|---|------|-------|
| A. Anticipated Mill Levy/Match Funds on hand December 31 of this current year: | 0 | |
| B. Mill Levy/Match Funds applying for next year. (January 1-December 31): | 9550 | |
| C. TOTAL LINES A & B: | | 9550 |
| D. All anticipated cash resources (other than mill levy/match) on hand this December 31 and for next calendar year. (Include anticipated year end balances in checking and savings accounts; CD's investments; dues; fund raising; memorials/bequests/donations; rent; interest; State Aid for Transportation; federal grant awards; service donations; non-federal grants; other): | | 48450 |
| E. GRAND TOTAL OF ASSETS AND ANTICIPATED REVENUES: (add lines C and D) | | 58000 |

ALL ANTICIPATED EXPENSES - under each column (Mill Levy/Match Dollars and all other Funds) list the anticipated expense amounts for the following items:

| | | MILL LEVY/MATCH DOLLARS | FUNDS OTHER THAN MILL LEVY/MATCH |
|--------------|----------------------|-------------------------------|--|
| F. SERVICES: | Transportation | 7550 | 48450 |
| | Congregate Meals | | |
| | Home Delivered Meals | | |
| | Outreach | | |
| | Health Maintenance | | |
| | Chore Services | | |
| | Other (List): | | |
| | Other (List): | | |

MILL
LEVY/MATCH
DOLLARS

FUNDS OTHER
THAN MILL
LEVY/MATCH

| | | | |
|--|---|-------|--------|
| G. PROGRAMS: | List: | | |
| | List: | | |
| H. SENIOR CENTERS: (For utilities; repair and maintenance; insurance & taxes; other) | Expenses | | |
| I. SET ASIDE FUNDS: Money to be set aside for a specific future purpose - (examples: match for a new bus, or next | Money Set Aside For: Bus Replacement Match | 2,000 | |
| | Money Set Aside For: | | |
| | Money Set Aside For: | | |
| J. SUB TOTAL OF Lines F-I under the Mill Levy/Match Dollars Column: | | 9,550 | |
| K. SUB TOTAL OF Lines F-I under the Funds Other Than Mill Levy Column: | | | 48,450 |
| L. GRAND TOTAL ANTICIPATED EXPENSES (add lines J and K) (This total will equal Line E) | | | 58,000 |
| M. ANTICIPATED CARRYOVER (Line E-Line L) | | | 0 |

The individual signing this report makes the following assurances:

| YES | NO | (Please Initial): |
|-----|----|--|
| X | | 1. The organization is incorporated as a non-profit organization. |
| X | | 2. The budget was approved by the membership and governing body. |
| | X | 3. The mill levy dollars received were kept in a separate fund. |
| X | | 4. Generally accepted accounting principals were followed. |
| X | | 5. Funds were expended for the purposes budgeted. |
| X | | 6. The money applied for under this section (NDCC 57-15-56) was used for the purpose of establishing or maintaining services and programs for senior citizens, including the maintenance of existing senior citizen centers which provide informational, health, welfare, counseling and referral services for senior citizens, and assisting such persons in providing volunteer community or civic services. |
| X | | 7. Annual reports will be supplied to the County/City Auditor by the due date. |

INDIVIDUAL COUNTY/CITY COMMISSIONS MAY REQUIRE ADDITIONAL INFORMATION NOT CONTAINED IN THIS REPORT.

FORWARD THIS APPLICATION FOR SENIOR CITIZEN MILL LEVY FUNDS TO YOUR COUNTY/CITY AUDITOR BY AUGUST 1.

| | |
|------------------------------------|--------------------|
| Signature <i>Carol Anderson</i> | |
| Title: Director | Date: 5-24-2023 |

2024 BUDGET REQUEST
West River Transit
For year ending June 30, 2024

| | Item | Actual Expenditures 12 Months of 2022 | Actual Expenitures through March 31, 2023 | Estimated Expenditures Year End June 30, 2023 | Amount Requested by Department for 2024 |
|--|------------------------------|---|---|---|---|
| | Fuel | 10,384.00 | 7,918.00 | 11,877.00 | 1,500.00 |
| | Driver physical/drug testing | 98.00 | 54.00 | 100.00 | |
| | Driver wages | 26,579.00 | 25,224.00 | 31,632.00 | 4,800.00 |
| | Equipment | 433.00 | | 450.00 | |
| | License | 522.00 | 514.00 | 525.00 | |
| | Vehicle maint/repairs/parts | 15,470.00 | 7,120.00 | 8,000.00 | 750.00 |
| | Social Security exp | 2,059.00 | 1,979.00 | 2,639.00 | 500.00 |
| | Driver cell phone | 499.00 | 533.00 | 700.00 | |
| | Driver training/travel | | | 50.00 | |
| | Board training/travel | 84.00 | 64.00 | 100.00 | |
| | Advertising | | | 75.00 | |
| | Payroll exp | 1,264.00 | 646.00 | 861.00 | |
| | Workers Comp | 407.00 | 407.00 | 545.00 | |
| | Misc | 67.00 | 244.00 | 100.00 | |
| | | | | | |
| | | | | | |
| | Bus Replacement Match | | | | 2,000.00 |
| | | | | | |
| | | 57,866.00 | 44,703.00 | 57,654.00 | 7,550.00 |
| | GRAND TOTAL | 57,866.00 | 44,703.00 | 57,654.00 | 9,550.00 |
| | | | | | |

Carol Anderson
Department Head

4/6/2023
Date

Burleigh County Senior Adults Program ~ June 22, 2023 Mill Levy Request Recap

| | | |
|-----------------------|--|--|
| TOTAL REQUEST: | \$1,273,175.00 | |
| BREAKDOWN: | * County: \$679,027.00; State Match: \$594,148.00 <i>81.53 match - 535,040</i> Golden Wing Club, Wing \$30,000.00 SE Burleigh Golden Age, Sterling \$4,500.00 West River Transit, Bismarck \$9,550.00 Burleigh County Senior Adults Program, Bismarck \$1,229,125.00 | |

BURLEIGH COUNTY STATISTICS:

| NUTRITION PROGRAM | 2019 (Pre-Pandemic) | 2020 | 2021 | 2022 | 2023 (Jan 1 – May 31) | %Change (2019-2022) |
|---------------------------------|------------------------|----------------|----------------|----------------|--------------------------|--------------------------------------|
| OAA Title III Meals | <u>96,419</u> | <u>120,595</u> | <u>125,811</u> | <u>142,797</u> | <u>61,208</u> | <u>48%</u> |
| Congregate / Drive Thru | 51,216 | 45,809 | 47,674 | 51,272 | 23,564 | |
| Home Delivered | 45,203 | 74,712 | 78,137 | 91,525 | 37,644 | |
| Medwaiver Meals | 2,867 | 3,127 | 3,745 | 6,024 | 3,348 | 110% |
| *Ineligible Meals | 1,417 | 3,991 | 2,749 | 631 | 238 | -55% |
| TOTAL MEALS | 100,703 | 127,639 | 132,305 | 149,452 | 64,729 | 48% |
| Daily average of meals prepared | 403 | 510 | 529 | 620 | 647 | 2023 trending 6% ahead of 2022 |
| Cost per Meal | \$10.16 | \$10.27 | \$10.40 | \$10.78 | \$10.98 | |

COMMENTS:

Drive Thru Meals are now a permanent option for clients.

Home Delivered Meals: In 2022, expanded to 24 meal routes in city limits. Those outside city limits may pick up frozen meals or have them delivered by staff/volunteers.

*Ineligible Meals: Meals included in this category have varied over time. In **2019**, count included ineligible frozen meals and individuals under the age of 60. In **2020 and 2021**, counts included meals provided to quarantined homeless individuals and those under the age of 60. In **2022**, this count is individuals under the age of 60 only.

| HEALTH MAINTENANCE PROGRAM | 2019 (Pre-Pandemic) | 2020 | 2021 | 2022 | 2023 (Jan 1 – May 31) | % Change (2019 – 2022) |
|----------------------------|------------------------|----------|----------|---------|--------------------------|---------------------------|
| Foot Care | 2,537 | 1,725 | 2,170 | 2,410 | 1,028 | -5% |
| Blood Pressure Screenings | 420 | 106 | 56 | 289 | 44 | -31% |
| Home Visits | 130 | 34 | 80 | 123 | 25 | -5% |
| Cost / Unit | \$10.58 | \$16.44 | \$15.03 | \$14.01 | \$14.38 | |
| Foot Care (7 units) | \$74.06 | \$115.08 | \$105.21 | \$98.07 | \$100.66 | |
| Blood Pressure (1 unit) | \$10.58 | \$16.44 | \$15.03 | \$14.01 | \$14.38 | |
| Home Visit (6 units) | \$63.48 | \$98.64 | \$90.18 | \$84.06 | \$86.28 | |

Health Maintenance Services were suspended and then slowly resumed due to the Covid-19 pandemic.

LIFE ENRICHMENT ACTIVITIES:

Activities at the Burleigh County Senior Center are in full swing! An array of exercise and art classes, educational opportunities, support groups, and social activities are offered. *See Senior Sentinel for more info!*

SENIOR CENTER SHUTTLE:

The Senior Center Shuttle provides transportation between a participants' home and the Senior Center. Those that are unable to drive can enjoy the services and activities of the Senior Center through the use of this service. To date in 2023, approximately 900 rides have been provided to 43 individuals.

The Burleigh County Senior Adults Program has a new 3-year Strategic Plan that will be available by August 1. The time period for this plan is August 1, 2023 through July 31, 2026.

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page
☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023 To Date: 5/31/2023 Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--|--------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2913.49182.00111 | SALARIES | \$78,250 | \$78,723 | \$87,235 | \$87,335 | \$92,423 | \$35,544 | 97,801 |
| 2913.49182.00211 | FRINGE BENEFITS | \$37,369 | \$37,388 | \$40,004 | \$41,288 | \$44,694 | \$18,775 | 48,770 |
| 2913.49182.00300 | REAL ESTATE & SPECIALS | \$8,000 | \$7,973 | \$8,200 | \$16,161 | \$8,500 | \$0 | 8,500 |
| 2913.49182.00328 | INSURANCE | \$4,500 | \$5,403 | \$4,500 | \$6,336 | \$4,500 | \$0 | 6,500 |
| 2913.49182.00351 | UTILITIES | \$110,000 | \$91,004 | \$110,000 | \$108,738 | \$120,000 | \$27,344 | 120,000 |
| 2913.49182.00382 | CONTRACTED SERVICES | \$80,000 | \$67,790 | \$80,000 | \$69,764 | \$80,000 | \$31,042 | 80,000 |
| 2913.49182.00386 | PARKING LOT | \$5,000 | \$575 | \$5,000 | \$0 | \$5,000 | \$0 | 1,000 |
| 2913.49182.00423 | SUPPLIES & MATERIALS | \$15,000 | \$13,964 | \$15,000 | \$8,016 | \$15,000 | \$1,661 | 15,000 |
| 2913.49182.00441 | BUILDING MAINTENANCE | \$20,000 | \$46,623 | \$20,000 | \$22,011 | \$92,000 | \$9,121 | 80,000 |
| 2913.49182.00442 | BLDG OUTSIDE MAINTENANCE | \$40,000 | \$12,918 | \$40,000 | \$89,155 | \$46,000 | \$56,330 | 60,000 |
| 2913.49182.00641 | FURNITURE & EQUIPMENT | \$2,000 | \$0 | \$2,000 | \$1,755 | \$2,000 | \$980 | 2,000 |
| 2913.49182.00892 | RENOVATION | \$25,000 | \$0 | \$25,000 | \$888 | \$25,000 | \$0 | 25,000 |
| 2913.49182.00920 | CONTINUING EDUCATION | \$500 | \$0 | \$500 | \$0 | \$500 | \$0 | 500 |
| 2913.49182.00999 | TRANSFERS OUT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00 |
| DEPARTMENT: PROVIDENT BUILDING - 49182 | | \$425,619 | \$362,360 | \$437,439 | \$451,446 | \$535,617 | \$180,797 | \$545,071 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page
☒ Exclude inactive accounts with zero balance
Definition: 2024 Budget Expense Worksheet

From Date: 5/1/2023 To Date: 5/31/2023

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|-------------------------------------|-----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2920.41460.00111 | SALARIES | \$246,230 | \$247,763 | \$276,682 | \$277,236 | \$292,523 | \$112,504 | 309,105 |
| 2920.41460.00211 | FRINGE BENEFITS | \$114,811 | \$113,100 | \$123,515 | \$123,811 | \$137,660 | \$56,080 | 150,149 |
| 2920.41460.00341 | TRAVEL-LODGING-MEALS | \$2,000 | \$1,185 | \$4,000 | \$442 | \$4,000 | \$229 | 2,000 |
| 2920.41460.00356 | TELEPHONE | \$1,800 | \$1,771 | \$1,800 | \$1,346 | \$1,800 | \$453 | 1,800 |
| 2920.41460.00362 | PRINTING | \$1,000 | \$373 | \$500 | \$0 | \$500 | \$0 | 1,250 |
| 2920.41460.00373 | ORGANIZATIONAL DUES | \$300 | \$230 | \$300 | \$55 | \$300 | \$170 | 300 |
| 2920.41460.00398 | COUNTY SERVICES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0 |
| 2920.41460.00411 | OFFICE SUPPLIES | \$2,000 | \$639 | \$2,000 | \$1,678 | \$2,000 | \$720 | 2,000 |
| 2920.41460.00415 | POSTAGE | \$1,800 | \$1,356 | \$1,800 | \$1,101 | \$1,800 | \$310 | 1,800 |
| 2920.41460.00444 | COMPUTER SERVICES | \$2,100 | \$2,093 | \$2,100 | \$7,423 | \$7,500 | \$344 | 8,000 |
| 2920.41460.00453 | SERVICE AGREEMENTS | \$5,750 | \$5,757 | \$3,000 | \$6,264 | \$6,500 | \$5,009 | 9,500 |
| 2920.41460.00641 | FURNITURE & EQUIPMENT | \$2,000 | \$2,200 | \$2,000 | \$4,597 | \$2,000 | \$0 | 2,000 |
| 2920.41460.00920 | CONTINUING EDUCATION | \$1,500 | \$1,399 | \$1,500 | \$1,410 | \$1,500 | \$1,050 | 1,800 |
| 2920.41460.00946 | ADVERTISING | \$600 | \$446 | \$600 | \$1,077 | \$600 | \$509 | 1,000 |
| DEPARTMENT: VETERAN SERVICE - 41460 | | \$381,891 | \$378,311 | \$419,797 | \$426,441 | \$458,683 | \$177,378 | \$490,704 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page
☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023 To Date: 5/31/2023 Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|----------------------------------|-----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2960.48110.00111 | SALARIES | \$279,333 | \$224,743 | \$242,928 | \$201,266 | \$111,244 | \$37,402 | 119,214 |
| 2960.48110.00113 | NDSU SALARIES | \$0 | \$0 | \$0 | \$0 | \$105,973 | \$25,847 | 116,187 |
| 2960.48110.00211 | FRINGE BENEFITS | \$95,191 | \$49,770 | \$65,471 | \$49,928 | \$56,125 | \$28,050 | 61,752 |
| 2960.48110.00335 | BUILDING RENTAL | \$59,679 | \$71,828 | \$66,108 | \$74,502 | \$66,764 | \$27,818 | 67,432 |
| 2960.48110.00341 | TRAVEL-LODGING-MEALS | \$11,455 | \$5,886 | \$6,000 | \$8,568 | \$5,000 | \$1,645 | 11,455 |
| 2960.48110.00351 | UTILITIES | \$13,818 | \$8,620 | \$0 | \$0 | \$0 | \$0 | 0.00 |
| 2960.48110.00356 | TELEPHONE | \$13,000 | \$14,938 | \$15,000 | \$14,913 | \$5,200 | \$1,539 | 5,200 |
| 2960.48110.00361 | PUBLISHING & PRINTING | \$4,000 | \$5,055 | \$4,500 | \$4,841 | \$4,500 | \$2,266 | 5,800 |
| 2960.48110.00382 | CONTRACTED SERVICES | \$0 | \$0 | \$0 | \$0 | \$10,000 | \$3,211 | 10,320 |
| 2960.48110.00398 | COUNTY SERVICES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00 |
| 2960.48110.00411 | OFFICE SUPPLIES | \$6,520 | \$4,024 | \$6,500 | \$4,504 | \$2,000 | \$1,319 | 3,500 |
| 2960.48110.00415 | POSTAGE | \$2,000 | \$773 | \$2,000 | \$45 | \$500 | \$29 | 2,000 |
| 2960.48110.00444 | COMPUTER SERVICES | \$0 | \$0 | \$0 | \$0 | \$10,200 | \$3,400 | 10,200 |
| 2960.48110.00641 | FURNITURE & EQUIPMENT | \$5,800 | \$2,534 | \$0 | \$618 | \$4,000 | \$0 | 4,000 |
| 2960.48110.00884 | 4-H PREMIUMS | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 3,000 |
| 2960.48110.00920 | CONTINUING EDUCATION | \$15,256 | \$7,038 | \$6,250 | \$3,191 | \$6,250 | \$299 | 6,250 |
| 2960.48110.00921 | PROGRAMMING | \$0 | \$0 | \$3,500 | \$5,467 | \$5,000 | \$1,006 | 5,300 |
| DEPARTMENT: COUNTY AGENT - 48110 | | \$506,052 | \$395,209 | \$418,257 | \$367,843 | \$392,756 | \$133,830 | \$431,610 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

From Date: 5/1/2023

To Date: 5/31/2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page
☒ Exclude inactive accounts with zero balance
Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|----------------------------------|------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2970.49130.00111 | SALARIES | \$47,044 | \$37,958 | \$37,739 | \$25,756 | \$57,000 | \$21,062 | 69,793 |
| 2970.49130.00112 | TEMPORARY SERVICES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2970.49130.00211 | FRINGE BENEFITS | \$12,768 | \$12,271 | \$16,976 | \$8,937 | \$21,500 | \$4,656 | 14,331 |
| 2970.49130.00335 | BUILDING RENTAL | \$4,500 | \$4,500 | \$4,800 | \$4,800 | \$4,800 | \$0 | 4,800 |
| 2970.49130.00341 | TRAVEL-LODGING-MEALS | \$2,000 | \$1,143 | \$2,000 | \$1,407 | \$2,000 | \$162 | 2,000 |
| 2970.49130.00361 | PUBLISHING & PRINTING | \$1,500 | \$841 | \$1,500 | \$2,015 | \$1,500 | \$0 | 1,500 |
| 2970.49130.00376 | DUES & PUBLICATIONS | \$500 | \$381 | \$500 | \$667 | \$500 | \$0 | 500 |
| 2970.49130.00381 | REPAIRS-MTC-SUPPLIES-M | \$4,000 | \$471 | \$2,500 | \$441 | \$2,500 | \$0 | 2,500 |
| 2970.49130.00382 | CONTRACTED SERVICES | \$0 | \$0 | \$0 | \$20,450 | \$5,000 | \$4,816 | 5,000 |
| 2970.49130.00398 | COUNTY SERVICES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00 |
| 2970.49130.00411 | OFFICE SUPPLIES | \$500 | \$948 | \$500 | \$18 | \$500 | \$95 | 500 |
| 2970.49130.00415 | POSTAGE | \$400 | \$139 | \$250 | \$174 | \$250 | \$0 | 250 |
| 2970.49130.00424 | GAS OIL & FUEL | \$4,000 | \$1,236 | \$4,000 | \$2,455 | \$4,000 | \$239 | 4,000 |
| 2970.49130.00641 | FURNITURE & EQUIPMENT | \$0 | \$14,275 | \$0 | \$0 | \$0 | \$0 | 0.00 |
| 2970.49130.00911 | MISCELLANEOUS | \$1,600 | \$3,113 | \$1,600 | \$3,608 | \$1,500 | \$287 | 4,000 |
| 2970.49130.00920 | CONTINUING EDUCATION | \$2,000 | \$2,195 | \$1,000 | \$300 | \$1,000 | \$525 | 1,000 |
| 2970.49130.00967 | CHEMICALS | \$150,000 | \$68,905 | \$100,000 | \$62,795 | \$100,000 | \$0 | 100,000 |
| 2970.49130.00969 | SPRAYING | \$185,000 | \$122,090 | \$185,000 | \$161,949 | \$185,000 | \$0 | 185,000 |
| DEPARTMENT: WEED CONTROL - 49130 | | \$415,812 | \$270,466 | \$358,365 | \$295,771 | \$387,050 | \$31,841 | |

Add Board Meeting

7,000
TOTAL \$402,174

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page
☒ Exclude inactive accounts with zero balance
Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2982.45210.00351 | UTILITIES | \$2,000 | \$7,892 | \$3,250 | \$7,080 | \$8,000 | \$1,098 | 8,800 |
| 2982.45210.00382 | CONTRACTED SERVICES | \$53,500 | \$48,324 | \$56,850 | \$40,176 | \$59,000 | \$0 | 64,800 |
| 2982.45210.00423 | SUPPLIES & MATERIALS | \$9,500 | \$6,931 | \$9,400 | \$6,031 | \$9,000 | \$0 | 9,500 |
| 2982.45210.00609 | CAPITAL OUTLAY | \$10,000 | \$0 | \$0 | \$2,294 | \$10,000 | \$0 | 10,000 |
| 2982.45210.00884 | 4-H PREMIUMS | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$0 | 3,000 |
| 2982.45210.00998 | COUNTY FAIR GROUNDS | \$2,000 | \$119 | \$7,500 | \$113 | \$2,000 | \$0 | 2,000 |
| 2982.45210.00999 | TRANSFERS OUT | \$550,000 | \$550,000 | \$562,946 | \$562,946 | \$0 | \$0 | 0 |
| DEPARTMENT: MISSOURI VALLEY COMPLEX - 45210 | | \$630,000 | \$616,266 | \$642,946 | \$621,640 | \$91,000 | \$1,098 | \$98,100 |

**BURLEIGH COUNTY PARKS
2023 PROPOSED BUDGET**

5/25/2023

| ACCT NO | DESCRIPTION | MVC | Kimball | Kneifel, Steckel, Swenson | TOTAL 2024 |
|-----------------------------|------------------------------------|--------------------|--------------------|---------------------------|---------------------|
| REVENUE | | | | | |
| Fees & Charges | | | | | |
| 461100 | Rents/Rentals | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| | Total Fees & Charges | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| | TOTAL REVENUE | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| EXPENSE | | | | | |
| Salaries & Wages | | | | | |
| 510100 | Full-Time Salaries | \$ 31,450 | \$ 9,435 | \$ 22,015 | \$ 62,900 |
| 510200 | Part-Time Salaries | \$ 1,000 | \$ 300 | \$ 700 | \$ 2,000 |
| 510500 | Sick & Annual Leave | \$ 500 | \$ 150 | \$ 350 | \$ 1,000 |
| 510600 | Sick Leave Overage | \$ 500 | \$ 150 | \$ 350 | \$ 1,000 |
| | Total Salaries & Wages | \$ 33,450 | \$ 10,035 | \$ 23,415 | \$ 66,900 |
| Contractual Services | | | | | |
| 520100 | Professional Services | \$ 1,000 | \$ 300 | \$ 700 | \$ 2,000 |
| 520300 | Service Contracts | \$ - | \$ 1,875 | \$ 5,625 | \$ 7,500 |
| 520400 | Sanitary Systems | \$ - | \$ 2,500 | \$ 2,500 | \$ 5,000 |
| 520900 | Pkg Lots, Snow Rem, Trail Repair | \$ 2,000 | \$ 4,000 | \$ 12,000 | \$ 18,000 |
| | Total Contractual Services | \$ 3,000 | \$ 8,675 | \$ 20,825 | \$ 32,500 |
| Supplies/Operations | | | | | |
| 530100 | Shop Supplies | \$ 500 | \$ 150 | \$ 350 | \$ 1,000 |
| 530110 | Janitorial Supplies | \$ 300 | \$ 90 | \$ 210 | \$ 600 |
| 530120 | Painting Supplies | \$ 500 | \$ 250 | \$ 250 | \$ 1,000 |
| 530140 | Miscellaneous Supplies | \$ 300 | \$ 90 | \$ 210 | \$ 600 |
| 530190 | Legal Publications | \$ - | \$ 200 | \$ - | \$ 200 |
| 531200 | Chemicals/Fertilizer | \$ 1,000 | \$ 300 | \$ 700 | \$ 2,000 |
| 531300 | Fuel | \$ 1,500 | \$ 500 | \$ 1,000 | \$ 3,000 |
| 531400 | Repairs & Replacement | \$ 5,000 | \$ 1,500 | \$ 3,500 | \$ 10,000 |
| 532000 | Signs | \$ 300 | \$ 90 | \$ 210 | \$ 600 |
| | Total Supplies/Operations | \$ 9,400 | \$ 3,170 | \$ 6,430 | \$ 19,000 |
| Utilities | | | | | |
| 540140 | Garbage | \$ 2,500 | \$ 900 | \$ 1,600 | \$ 5,000 |
| 540160 | Telephone | \$ 250 | \$ 75 | \$ 175 | \$ 500 |
| | Total Utilities | \$ 2,750 | \$ 975 | \$ 1,775 | \$ 5,500 |
| Insurance | | | | | |
| 550100 | Health Insurance | \$ 12,500 | \$ 3,750 | \$ 8,750 | \$ 25,000 |
| | Total Insurance | \$ 12,500 | \$ 3,750 | \$ 8,750 | \$ 25,000 |
| Capital Equipment | | | | | |
| 563200 | Equip Over \$500 | \$ - | \$ - | \$ - | \$ - |
| | Total Capital Equipment | \$ - | \$ - | \$ - | \$ - |
| Capital Improvements | | | | | |
| 570100 | Building & Building Remodeling | \$ 10,000 | \$ - | \$ 10,000 | \$ 20,000 |
| | Total Capital Improvements | \$ 10,000 | \$ - | \$ 10,000 | \$ 20,000 |
| | TOTAL EXPENSE | \$ 71,100 | \$ 26,605 | \$ 71,195 | \$ 168,900 |
| | Administration fee (25%/5%) | \$ 15,775 | \$ 6,651 | \$ 15,799 | \$ 38,225 |
| | TOTAL REVENUE | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| | TOTAL EXPENSE/ADMIN FEE | \$ 86,875 | \$ 33,256 | \$ 86,994 | \$ 207,125 |
| | Net Center Income/Expense | \$ (76,875) | \$ (33,256) | \$ (86,994) | \$ (197,125) |

November 2, 2015

**AGREEMENT FOR THE MAINTENANCE,
OPERATIONS, AND MANAGEMENT
OF SPECIFIED BURLEIGH COUNTY PARKS**

This agreement is made between Burleigh County Board of Park Commissioners, whose address is 221 N 5th St, Bismarck, ND 58501, hereinafter "County", and the Park District of the City of Bismarck, North Dakota, acting through the Board of Park Commissioners, whose address is 400 East Front Avenue, Bismarck, ND, 58504, hereinafter "Park District".

Whereas, the County is interested in obtaining maintenance, operation, management, planning and development services for specified Burleigh County parks and the Missouri Valley Complex hereinafter known as "County Parks"; and

Whereas, Park District is in the position to provide maintenance, operation, management, planning and development services for County Parks; and

Whereas the specified County Parks covered by this agreement shall be:

- Boat Ramps:
 - Steckel Park – Near Wilton & the north Burleigh county line
 - Kneifel Boat Ramp – near Misty Waters
 - Kimball Bottoms – "The Desert"
 - McLean Bottoms – the "Rifle Range"
- Park Areas:
 - Swenson Park – Hwy. 1804 at Apple Creek below the University of Mary
- Missouri Valley Complex – (Fairgrounds), Bismarck Expressway and Highway 10
Less the area known as Buck Stop Junction consisting of approximately 26 acres.
Less Tract 4-H of Auditors Lot 1, Section 1, Township 138N Range 80 W consisting of approximately 1.2 acres.
See attached Plat Exhibit A-1.

See Exhibit A-2 for park locations

Now, therefore, in consideration of the premises, it is agreed as follows:

- I. **Scope of Services:** The County Park Board and Park District agree that Park District, through its designated and employed staff (hereinafter staff), shall furnish services to and for the benefit of the County by providing management and operational services for County Parks as defined in this agreement. Included in the scope of services would be the development and implementation of plans which may include operational plans, master plans and strategic planning in accordance with the terms and conditions of this agreement. County agrees to cover all costs of the services of any third party who may be contracted to develop a master plan for county parks. Park District assumes the obligation to provide services through its staff consistent with the terms of this agreement in compliance of established professional standards. In furtherance, but not in limitation of the scope of services designated herein, such duties, obligations and responsibilities shall include the following:
 - a. Park District shall require its staff providing services under the provisions of this agreement to comply with any and all policies and procedures which are developed through the joint

efforts of the parties relating to and concerning the provision of operational services for County Parks and the implementation of any developed and approved plans for future development of the areas as directed by and in coordination with the County.

- b. Park District shall be solely responsible for the selection, retention, supervision and compensation of all designated Park District employees or staff engaged by the Park District required to fulfill the obligations and duties imposed by this agreement.
- c. The costs associated with designated Park District employees who are primarily assigned to County Parks (all wages, benefits and insurances) shall be included in the monthly statement of expenses to the County and reimbursed to Park District by the County.
- d. Park District shall be responsible for:
 - i. Maintaining County Parks within the accepted practices of grounds maintenance to include mowing, weed control, forestry services, public safety, cleaning of toilets, boat ramp maintenance, and other facilities including permanent and temporary structures and shelters;
 - ii. Providing knowledgeable and professionally trained staff;
 - iii. Keeping buildings and structures in good repair and upkeep to include painting and cleaning;
 - iv. Establishing garbage systems and hauling of refuse for proper disposal;
 - v. Developing of fees and budget (personnel, utilities, supplies, repairs and maintenance, contract services, equipment and capital improvements) for approval by the County in accordance with an agreed-upon timeline and budget process;
 - vi. Overseeing and planning of marketing and promotional efforts of County Parks and programs and public information related to management and operations of County Parks;
 - vii. Developing and overseeing capital improvement projects, plans, master plan, and non-engineered construction management, with a 5% management fee based upon actual planning and construction costs, subject to the County's approval and funding of such projects;
 - viii. Preparing a capital improvement and equipment schedule that would be developed and reviewed during the annual budget process;
 - ix. Managing the bidding process, and current and future leases, contracts and rental agreements of County Parks. BPRD will provide recommendations to the County on current contracts, leases and rental agreements for the County's consideration and final approval;
 - x. Collecting all fees, donations, contributions and other revenues generated from the use and for the benefit of the County and County Parks.

- xi. External revenue generation from sponsorships, grants, donations, etc., including grant administration.
 - xii. Other duties as agreed upon by the parties to this agreement.
2. **Communication:** Park District shall designate its Executive Director, or other designee, as the primary contact to work with a County Board member or members as designated by the County. Park District's Executive Director or designee shall attend all meetings of the Burleigh County Park Board and other meetings as needed. Regular communications shall occur between the County and Park District regarding status of County Parks, plans, maintenance activities, and other issues of mutual interest. On-going communications shall occur regarding planning. Park District shall work cooperatively with the County in master planning existing sites and planning for the development of new properties and facilities. Park District will oversee the request for proposals for master plan and assess a five percent (5%) fee for this supervision. County will cover all costs of the master plan development.
3. **Existing Agreements.** This contract shall replace all existing oral agreements, leases, and memorandums of agreement and contracts between the County and Park District related to the County Parks covered by this agreement. Parties acknowledge that this agreement does not replace or alter other agreements between the County and Park District concerning other properties or subject matters.
4. **Funding.** The County is responsible for funding the annual approved operation, maintenance and capital improvement budgets for County Parks.
- In the event of an emergency or if a need for an enhancement arises that was not planned for in the budget, Park District has the right to appear before the County Park Board for funds directly related to the emergency or enhancement.
- Park District shall submit an annual work plan and budget to the County Park Board and County Commission to be approved during each organization's annual budgeting process. The general concepts of the work plan and budget must be approved in theory prior to August 15th of each year with the final budget approval in September of the same year.
- See Exhibit B for Annual Work Plan and Exhibit C for Budget
5. **Compensation.** The County shall pay Park District a management fee of 25% based upon actual gross operating expenses for administrative services provided under this contract, excluding all capital improvements and planning projects as set forth in Section 1(d. vii.) of this agreement.
6. **Reimbursement.** Park District shall submit a monthly statement of expenses incurred. County shall remit payment within 60 days. Park District will provide an annual statement of revenues generated for the operation of County Parks to the County. Park District will submit a check for these revenues to the County within 30 days of the year's end. All expense items are subject to limitations as set forth as a part of the County's normal budgeting process.

7. **Relationship of Parties:** This agreement shall not be construed to create any form of any employment relationship between the County and Park District, or any person designated by Park District under the provisions of this agreement. It is the intention of the parties to this agreement to maintain separate and distinct organizations, and Park District, through its designated employees shall at all times be acting as an independent contractor in providing services to and for the benefit of County Parks. Park District shall be responsible to control and supervise all of its employees and to pay compensation to or for the employees of all wages, salaries, taxes, withholding payments, fees, as well as other benefits or compensation to any pension or retirement plans. Park District shall not claim that the County is responsible for the payment of any of the foregoing payments, withholdings, contributions, or taxes in relationship to its designated employees.

Further, it is understood that this management relationship is between the County and Park District and Park District has no other responsibility to report management duties or operations, including budget and capital projects, or represent on behalf of the County unless so approved by the County or agreed to by Park District.

8. **Severability.** The unenforceability or invalidity of any provision of this contract shall not render any other provisions of this contract unenforceable or invalid.
9. **Governing Law.** This contract is to be governed by and construed according to the State of North Dakota as well as applicable federal and local laws, ordinances, rules and regulations.
10. **Insurance.** County and Park District shall maintain in full force and effect during the term of this agreement, at their own expense, general liability coverage. For Park District, this includes liability coverage for any of its employees, contractors or subcontractors designated to provide services under the terms of this agreement and shall name the County as an additional insured.
11. **Responsibility for Claims.** Each party to this agreement shall be responsible for the claims, losses, damages and expenses, which may arise out of the negligent or wrongful acts or omissions of that party or that party's agents, employees, or representatives acting in the scope of their duties in this contract. Each party to this agreement agrees to inform the other in the event such party is notified of an investigation or claim arising out of the services of managing County Parks under the terms and conditions of this contract and shall provide reasonable access to the information involving such investigation or claim. Each party shall further notify the other party of the disposition of any such investigation or claim.
12. **Contract Term.** This agreement is for a period effective on the date signed by the last party to sign the agreement through December 31, 2025.
13. **Termination of Agreement.** The County or Park District may unilaterally terminate this agreement upon written notice to the other party 90 days prior to the budget deadline in September of any given year. In the case that the agreement is terminated, it is understood that the termination of agreement shall be effective on December 31 of that same year. Each party shall submit final billing statements and checks within 30 days of termination date. Either party may terminate this agreement for cause due to breach of the Agreement. Such termination shall be preceded by a sixty (60) day written notice to the breaching party. If the breaching party fails to remedy the breach within 60 days of receipt of notice, the non-breaching party shall have the right to terminate the Agreement at the end of the 60 days.


14. **Law Enforcement Authority.** Park District shall contact the following Law Enforcement Authorities when the need arises:


- Missouri Valley Complex – The City of Bismarck Police Department
- The Burleigh County Sherriff's Department should be contacted for the following:
 - Steckel Park/Boat Ramp
 - Kneifel Boat Ramp
 - Kimball Bottoms "The Desert"
 - McLean Bottoms "The Rifle Range"

State law will be enforced as stated in the North Dakota Century Code by the Burleigh County Sherriff's Department.

15. **Attorney's Fees and Costs.** Each party shall pay their own attorney's fees and costs.

IN WITNESS WHEREOF, the parties have executed this contract as of the day, month and year written above, and each party hereby acknowledges that it has the full right and authority to enter into this contract and bind the respective party to the terms stated herein.


Julie Jeske, President
Park District of the City of Bismarck
Board of Park Commissioners


Doug Schonert, Chairman
Burleigh County
Board of Park Commissioners

19 November 2015
Day, Month, Year

2, November, 2015
Day, Month, Year

Exhibit A-1

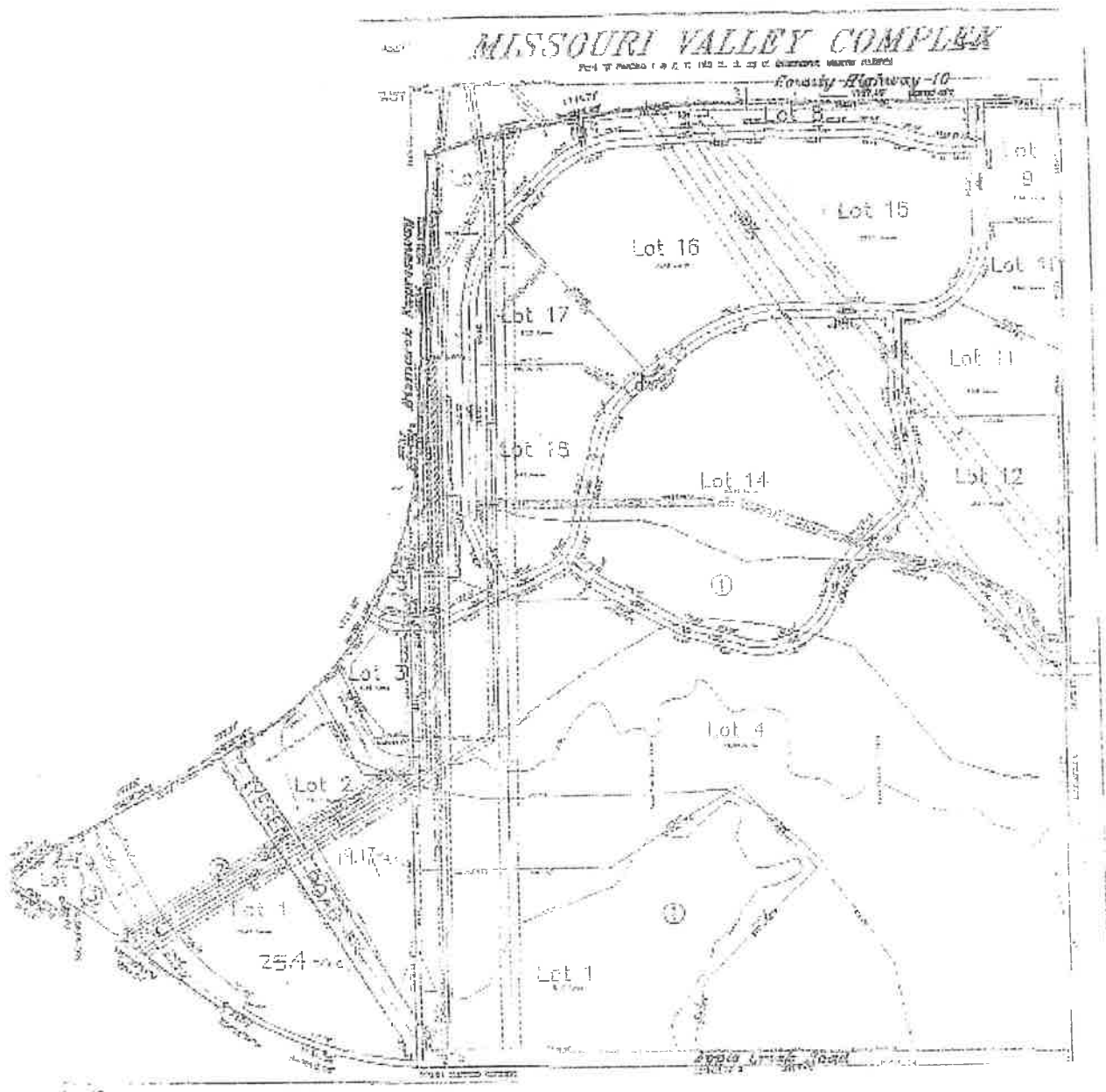
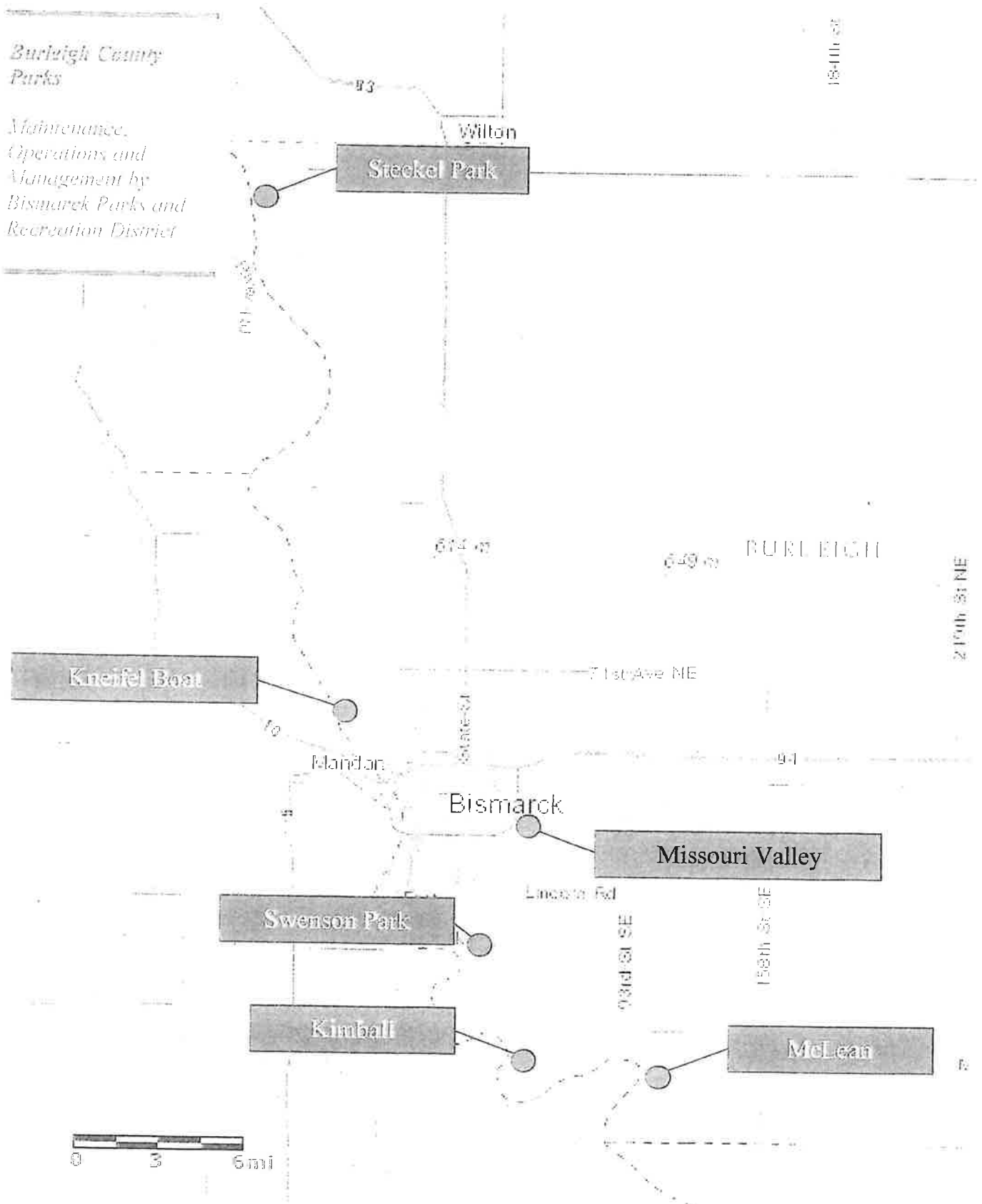


Exhibit A-2





**BISMARCK PARKS AND
RECREATION DISTRICT**
Est. 1927

Let's Play!

TO: Kathleen Jones, Burleigh County Commissioner
Kevin Glatt, Burleigh County Auditor

FROM: Randy Bina 
Executive Director

DATE: July 25, 2016

RE: Addendum

Attached you will find the Addendum to the Burleigh County Parks agreement between the Burleigh County Board of Park Commissioners and the Bismarck Parks and Recreation District as approved at the July 21, 2016 Park Board meeting. Please submit the addendum for approval and signature and return a completed copy to our office for our records.

You may contact me at 222-6455 if you have any questions.

A nationally accredited park and recreation agency.

**ADDENDUM TO AGREEMENT FOR THE MAINTENANCE,
OPERATIONS, AND MANAGEMENT
OF SPECIFIED BURLEIGH COUNTY PARKS**

This addendum is an addition to the agreement dated November 2, 2015, between Burleigh County Board of Park Commissioners (hereinafter referred to as County) and the Park District City of Bismarck, North Dakota (hereinafter referred to as Park District).

Whereas; The parties have entered into an agreement dated November 2, 2015, which is hereby attached as Exhibit A for ease of reference.

Whereas; The parties do desire to make an addendum to the above referenced agreement.

Whereas The addendum clarifies the real property that is exempt from the agreement and therefore exempt from management, planning and development services.

Addendum:

There is no change to Boat Ramps and Park Areas bullet points. There is a change to the Missouri Valley Complex bullet point.

Page #1, beginning at the words Missouri Valley Complex shall now read:

Missouri Valley Complex (Fairgrounds), Bismarck Expressway and Highway 10, less the following real property:

Parcel ID: 1990-001-700 in Lot Sixteen (16), Block One (1), Missouri Valley Complex Addition to the City of Bismarck, Burleigh County, North Dakota, (Buck Stop Junction) and

Parcel ID: 1990-001-000 in Lot One (1), Block One (1), Missouri Valley Complex Addition to the City of Bismarck, Burleigh County, North Dakota, (Burleigh County Detention Center) and


Parcel ID: 1990-001-500 in Lot Three (3), Block One (1), Missouri Valley Complex Addition to the City of Bismarck, Burleigh County, North Dakota, (DOT) and

Parcel ID: 1990-001-600 in Lot Six (6) , Block One (1), Missouri Valley Complex Addition to the City of Bismarck, Burleigh County, North Dakota, (City of Bismarck Waste Water Utility).


See plat attached to original agreement delineated as Exhibit A-2, for park locations.

IN WITNESS WHEREOF, the parties have executed this Addendum on the ____ day of June, 2016.

County

By: 
For Burleigh County
Chairman of the Commission
Brian Bitner

Park District

By: 
For Park District
President Wayne Munson

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023 To Date: 5/31/2023 Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|----------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5201.49150.00609 | CAPITAL OUTLAY | \$2,000 | \$0 | \$2,000 | \$0 | \$0 | \$0 | \$0 931,500 |
| 5201.49150.00999 | TRANSFERS OUT | \$0 | \$2,376 | \$0 | \$0 | \$0 | \$0 | \$0 |
| DEPARTMENT: WATER RESOURCE DISTRICT - 49150 | | \$2,000 | \$2,376 | \$2,000 | \$0 | \$0 | \$0 | \$0 \$931,500 |

2024 Water Resource Budget Request

Fiscal Year: 2024-2024

From Date: 1/1/2024

To Date: 12/31/2024

| From Date: | 1/1/2024 | To Date: | 12/31/2024 | | |
|-------------------------------|---|-----------------------|------------------------|-------------------------------|--|
| | | 2022 Actual Amount | 2023 Actual Jan-Apr | 2024 Department Request | |
| Account | Description | | | 1.75 mil | |
| Income | | | | | |
| | 31110 · Real Estate Tax | \$981,057 | \$847,416 | \$1,014,000 | |
| | 31810 · In Lieu of Tax | \$457 | \$445 | \$500 | |
| | 33620 · Homestead Credit | \$5,662 | | \$5,000 | |
| | 36110 · Interest | \$280 | \$119 | \$300 | |
| | 36210 · McDowell Dam Rec. Income | \$29,045 | | \$30,000 | |
| | 36215 · McDowell Dam Lease | \$3,100 | | \$3,000 | |
| | 33610 · State Aid Distribution | \$54,377 | \$5,570 | \$40,000 | |
| | 36910 · Misc Revenue | \$604,137 | | \$500 | |
| Total Income | | \$1,678,115 | \$853,550 | \$1,093,300 | |
| Non Budget Income | | | | | |
| | 34220 · Operating Grants | \$3,478 | | | |
| | 43810 · Reimbursements | \$127,532 | \$186,224 | | |
| | 44110 · Operations & Maintenance | | | | |
| Grand Total Income | | \$1,809,125 | \$1,039,774 | \$1,093,300 | |
| | | | | | |
| | 111 · Payroll Expenses | \$22,246 | \$13,081 | \$35,000 | |
| | 111A · Payroll Taxes | \$1,776 | \$1,010 | \$3,500 | |
| | 112 · Management Services | | | | |
| | 113 · Accounting and Contract Services | \$22,984 | \$8,695 | \$32,000 | |
| | 114 · Audit | \$17,950 | \$0 | \$18,000 | |
| | 312 · Legal Fees | \$13,518 | \$6,784 | \$24,000 | |
| | 315 · Engineering Administration | \$17,687 | \$6,399 | \$24,000 | |
| | 328 · Liability Insurance | \$4,597 | | \$5,000 | |
| | 335 · Building Rent | \$0 | | \$0 | |
| | 341 · Travel | \$0 | | \$2,000 | |
| | 376 · Dues & Publications | \$3,125 | \$1,400 | \$5,000 | |
| | 411 · Office Supplies | \$2,756 | \$1,063 | \$3,000 | |
| | 904 · McDowell Dam (BPRD) | \$264,132 | \$57,965 | \$327,500 | |
| | 905 · McDowell Dam Capital Improvements | \$91,163 | \$42,323 | \$150,000 | |
| | 905A · Fresh Water Intake | | \$6,568 | \$100,000 | |
| | 910 · Projects | \$27,097 | | \$98,300 | |
| | 910 · Projects Fox Island Only | | | \$0 | |
| | 911 · Misc | | | \$2,500 | |
| | 920 · Continuing Education | | | \$2,500 | |
| | 932 · City/County Watershed Planning | | | \$0 | |
| | 933 · Missouri River General Services | | | \$15,000 | |
| | 937 Design/Special Assessment | \$31,130 | \$67,225 | \$200,000 | |
| | 940 Operations & Maintenance | \$108,107 | \$3,375 | \$20,000 | |
| | 941 Stream Gages | \$5,940 | | \$6,000 | |
| | 960 Drainage Complaints | \$5,050 | \$3,095 | \$20,000 | |
| | 970 Storm Water Management Plans | | | \$0 | |
| Total Expense | | \$639,258 | \$218,981 | \$1,093,300 | |
| Non-Cash/Non-Budget Expenses: | | | | | |
| | 50115 - Depreciation Expense | | | | |
| | 50913 - Interest Expense | \$35,230 | 17177.5 | | |
| Grand Total Expense | | \$674,488 | \$236,159 | \$1,093,300 | |
| Net Income | | \$1,134,637 | \$803,615 | \$0 | |

| PROPOSED BUDGET - 2024 | | 5/24/2023 PRELIMINARY | |
|---|--------------------------------|-----------------------|---------------------|
| Center: 12 - McDOWELL DAM | | 2023 Budget | 2024 Budget |
| Revenue | | | |
| RptClass: 46 - Fees & Charges | | | |
| 01.12.000.430125 | CONCESSIONS - SALES | \$ 2,500 | \$ 2,500 |
| 01.12.000.430500 | BOAT RENTALS | \$ 20,000 | \$ 20,000 |
| 01.12.000.460100 | SHELTER PERMITS | \$ 4,000 | \$ 4,000 |
| RptClass: 47 - Special Revenue | | | |
| 01.12.000.470200 | GRANTS | \$ - | \$ - |
| TOTAL REVENUE | | \$ 26,500 | \$ 26,500 |
| Expense | | | |
| RptClass: 51 - Salaries & Wages | | | |
| 01.12.000.510100 | FULL-TIME SALARIES | \$ 54,200 | \$ 57,700 |
| 01.12.000.510200 | PART-TIME SALARIES | \$ 63,000 | \$ 70,000 |
| 01.12.000.510300 | OVERTIME | \$ 500 | \$ 500 |
| 01.12.000.510500 | SICK LEAVE OVERAGE | \$ 1,000 | \$ 1,000 |
| RptClass: 52 - Contractual Services | | | |
| 01.12.000.520100 | PROFESSIONAL SERVICES | \$ 1,500 | \$ 1,500 |
| 01.12.000.520400 | SANITARY SYSTEMS | \$ 1,200 | \$ 1,200 |
| 01.12.000.520900 | PKG LOTS,SNOW REM,TRAIL REPAIR | \$ 10,000 | \$ 10,000 |
| RptClass: 53 - Supplies/Operations | | | |
| 01.12.000.530100 | SHOP SUPPLIES | \$ 500 | \$ 500 |
| 01.12.000.530110 | JANITORIAL SUPPLIES | \$ 1,200 | \$ 1,200 |
| 01.12.000.530140 | MISCELLANEOUS SUPPLIES | \$ 5,000 | \$ 5,000 |
| 01.12.000.531300 | FUEL | \$ 7,000 | \$ 8,000 |
| 01.12.000.531400 | REPAIRS & REPLACEMENT | \$ 26,000 | \$ 26,000 |
| 01.12.000.531500 | UNIFORMS | \$ 500 | \$ 500 |
| 01.12.000.531600 | CONCESSION PURCHASES | \$ 1,700 | \$ 1,700 |
| 01.12.000.531700 | TOOLS & SMALL EQUIP LESS \$500 | \$ 2,000 | \$ 2,000 |
| RptClass: 54 - Utilities | | | |
| 01.12.000.540110 | NATURAL GAS | \$ 2,500 | \$ 2,500 |
| 01.12.000.540130 | ELECTRICITY | \$ 7,000 | \$ 7,000 |
| 01.12.000.540140 | GARBAGE | \$ 3,000 | \$ 2,000 |
| 01.12.000.540150 | WATER | \$ 3,000 | \$ 3,000 |
| 01.12.000.540160 | TELEPHONE | \$ 2,500 | \$ 3,000 |
| RptClass: 55 - Insurance | | | |
| 01.12.000.550100 | HEALTH INSURANCE | \$ 23,800 | \$ 25,000 |
| 01.12.000.550200 | WORKERS COMPENSATION | \$ - | \$ - |
| 01.12.000.550300 | UNEMPLOYMENT COMPENSATION | \$ 2,000 | \$ 2,000 |
| 01.12.000.551400 | GENERAL LIABILITY INSURANCE | \$ 1,000 | \$ 1,000 |
| 01.12.000.551500 | MULTI COVERAGE LIABILITY | \$ 500 | \$ 500 |
| 01.12.000.551600 | AUTO LIABILITY | \$ 600 | \$ 600 |
| RptClass: 56 - Capital Equipment | | | |
| 01.12.000.563200 | EQUIPMENT OVER \$500 | \$ 3,000 | \$ 3,000 |
| RptClass: 57 - Capital Improvements | | | |
| 01.12.000.570100 | BUILDING & BUILDING REMODELING | \$ 5,000 | \$ 5,000 |
| 01.12.000.570800 | CAPITAL OUTLAY | \$ 15,000 | \$ 72,500 |
| RptClass: 58 - Miscellaneous Charges | | | |
| 01.12.000.589900 | REFUNDS | \$ 100 | \$ 100 |
| | EMPLOYER - FICA & MEDICARE | \$ 9,081 | \$ 9,884 |
| | PENSION | \$ 5,637 | \$ 6,001 |
| | ADMINISTRATIVE FEE | \$ 60,754 | \$ 66,971 |
| TOTAL EXPENSE | | \$ 319,772 | \$ 396,856 |
| REVENUES OVER/(UNDER) EXPENSES | | \$ (293,272) | \$ (370,356) |
| NOTE: Does not include any Capital Improvements funded directly by Water Resource District. | | | |



McDowell Dam **Proposed Capital Improvement Plan 2023-2028**

Introduction

There are three main categories of upgrades when considering the McDowell Dam Capital Improvement Plan (CIP):

- General improvement projects
- Equipment replacement and upgrades
- Addressing the accessibility audit findings

It is a staff recommendation that items from all three categories be considered each year to further improve all areas and aspects of the property on an annual basis.

General Improvement Projects

This list includes items to enhance the visitor experience in the park; from adding sand to the beach area to replacing the rental shack for future growth. The following projects are listed in priority order.

1. Sand for the beach \$3,750 (1 inch) - \$22,275 (6 inches)

The sand is currently below the surrounding landscape and needs to be replenished for the greatest enjoyment of the beach.

Sand is approximately \$34.00/yd delivered. There is approximately 35,000 SF of beach area. We need 110 yards per inch of sand we lay in place.

As an ongoing maintenance issue, it is necessary to play a little catch up by budgeting some additional funds over the next two years to address the loss of sand that has occurred at the beach over the years. Planning in 2024 and 2025 to purchase and install 3 inches of sand each year will get the beach back to an optimum level. Three inches of sand equals approximately \$12,000.

2. Playground by shelters 3 and 4 \$120,000 – 160,000

In 2015, BPRD staff created a draft playground plan to enhance the recreational opportunities around shelters 3 and 4. Recommend planning for a playground that is for 2-12 to provide for the largest audience. Also recommend planning for poured-in-place (PIP) rubber surfacing as the play surface. While this material is more expensive on the front end it will last for many years with minimal maintenance and is more accessible than other surfacing options. PIP is placed once and does not require the raking and top dressing of the EWF and will not blow out in the future.

This project would rank well as a grant opportunity for local and state grant opportunities.

3. Rental Building \$250,000 - \$350,000

The existing concession building was built for a purpose and adjusted as the best possible for the varying uses it has now come to see. The building could use more ventilation to dry life jackets, improved concessions, improved access and storage, and better security.

Recommend hiring an architectural consultant to help program and create a design concept and project estimate for a new building.

This project would rank well as a grant opportunity for local and state grant opportunities.

4. Redesign the softball field

\$30,000 - \$80,000

This project could take a lightly used area of the park to a destination location. One concept would be to regrade the field area to level it off, add bases and redesign it for a whiffleball or a kickball field. This could be a great opportunity to increase use of the north side of the park.

Recommend surveying the area and looking at options for modifications to improve the field.

5. Small shelter by the softball field with electricity

\$50,000 - \$70,000

Adding a shade structure near a newly redesigned field area would be an opportunity to provide a reservable space for events in that area of the park. The structure could be a simple shelter (20' x 20') of a gazebo for weddings.

Shelter/ structure size would greatly depend on the programmed use.

6. Oversized chess game

\$5,000

This seems to be popular with many resorts and parks down south. This can be accomplished with 2'x2' landscape pavers and plastic chess pieces. Cost would be minimal but upkeep because of lost and stolen pieces may be its downfall.

We would need to investigate materials for the board and where to source the chess pieces.

This project would happen after the new rental shack is completed as the chess pieces need a storage/rental space.

Proposed equipment and upgrades

This list includes items to enhance the park for maintenance and safety of the property for visitors. The following projects are listed in priority order.

1. Paddle boats are by far the most used rental equipment

\$5,000/ea. 2 per year

McDowell Dam currently has four commercial paddle boats and is supplemented with six non-commercial. It's estimated that the lifespan for a commercial paddle boat is approximately 12 years, furthermore it's recommended that a fleet of 8 commercial paddle boats be planned for. Currently, the oldest paddle boat has just reached that age. Staff recommend beginning a replacement plan to have all new commercial paddle boats in place over the next four years. As paddleboats are purchased the oldest ones be replaced and once the fleet reaches 8 the non-commercial paddle boats be retired as well.

2. Park Security

\$ TBD

A system of Wi-Fi enabled camera devices would both help manage the property for staff and aid law enforcement. After-hours visitors are a common occurrence. They are asked to leave once the park resident supervisor is made aware of their presence. Sometimes this is not possible as the resident is not always there. Installing a security gate that can be closed at night at the entrance would prevent vehicles from entering via the roadway.

Estimates are currently being secured.

3. New Tractor

\$110,000

Currently the Bobcat tractor being used is taking the brunt of the work being done. The tractor with the grapple bucket and the backup tractor for raking the beach are both at the end of their lifespans.

Procuring a tractor with a three-point, grapple bucket and an 80-100 HP would both lessen our inventory of equipment and reduce what is expected of our current Bobcat tractor.

4. UTV vehicle

\$17,000

Currently there is no way to access any off-trail parts of the park in the summer (40-60 acres) and no way to access any part of the park beyond paved trails and roadways after any significant snowfall. Tree planting is an issue but more importantly if any issue would arise in the park beyond trails winter or summer would be challenging. Furthermore, if something of this nature was utilized here it would open cross-country skiing to the east half of Bismarck.

Above this cost, a grooming drag would be necessary to maintain ski trails.

Accessibility Audit

The accessibility audit is a comprehensive review of the park property for all items that do not meet the American with Disabilities Act Accessibility Guidelines (ADAAG). The list has a priority listing of 1 through 4, items listed with a 1 of high importance and 4 with lower importance but still need to be addressed. The audit needs to be reviewed in depth and a plan prepared to incorporate the larger items into the CIP so they can be addressed over the next 10 to 20 years.

The smaller and less costly items can be incorporated into the general budget with a majority of them being addressed by staff.

Proposed items for 2024 Budget

Chip Seal roadway and loop

\$50,000

As mentioned, the roadway and north loop were planned to be chip sealed in 2022, but due to volatile materials pricing it was recommended that we table that project to a later date. The project was not budgeted for in '23, it should be completed in '24.

Commercial Paddle boat

\$5,000 (each)

As identified, there is a need to update the fleet of commercial paddle boats. It is recommended that we budget for at least one paddle boat per year until they are all replaced.

Beach Sand

\$3,750/inch

As identified, there is a need to add sand to the beach area. We should consider at least 1 inch per year for the next few years, adding 6-8 inches to the current quantity would be a good start. Recommend planning for 3 inches of sand in 2024.

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance

☒ Round to whole dollars

☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023 To Date: 5/31/2023 Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|-----------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2107.43150.00398 | COUNTY SERVICES | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$0 | 1,000 |
| 2107.43150.00951 | ROAD FUND | \$56,000 | \$38,951 | \$65,000 | \$9,376 | \$10,700 | \$6,279 | 56,070 |
| DEPARTMENT: CANFIELD UNORG TWP#07 - 43150 | | \$57,000 | \$39,951 | \$66,000 | \$10,376 | \$11,700 | \$6,279 | 57,070 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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From Date: 5/1/2023 To Date: 5/31/2023 Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--|-----------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2113.43130.00398 | COUNTY SERVICES | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$0 | <u>1,000</u> |
| 2113.43130.00951 | ROAD FUND | \$52,000 | \$7,267 | \$62,000 | \$10,468 | \$11,500 | \$8,789 | <u>76,929</u> |
| DEPARTMENT: PHOENIX UNORG TWP#13 - 43130 | | \$53,000 | \$8,267 | \$63,000 | \$11,468 | \$12,500 | \$8,789 | <u>\$77,929</u> |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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Definition: 2024 Budget Expense Worksheet

From Date: 5/1/2023 To Date: 5/31/2023

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--|-----------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2114.43155.00398 | COUNTY SERVICES | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$0 | 1,000 |
| 2114.43155.00951 | ROAD FUND | \$12,000 | \$43,974 | \$12,000 | \$37,656 | \$41,250 | \$9,017 | 25,000 |
| DEPARTMENT: FLORENCE LAKE UNORG TWP#14 - 43155 | | \$13,000 | \$44,974 | \$13,000 | \$38,656 | \$42,250 | \$9,017 | \$26,000 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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From Date: 5/1/2023 To Date: 5/31/2023 Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--|-----------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2118.43140.00398 | COUNTY SERVICES | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$0 | <u>1,000</u> |
| 2118.43140.00951 | ROAD FUND | \$94,000 | \$11,972 | \$101,000 | \$8,687 | \$10,750 | \$7,356 | <u>125,366</u> |
| DEPARTMENT: LYMAN UNORG TWP#18 - 43140 | | \$95,000 | \$12,972 | \$102,000 | \$9,687 | \$11,750 | \$7,356 | <u>\$126,366</u> |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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From Date: 5/1/2023 To Date: 5/31/2023 Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--|-----------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2123.43160.00398 | COUNTY SERVICES | \$7,000 | \$7,000 | \$7,000 | \$7,000 | \$8,000 | \$0 | 9,000 |
| 2123.43160.00951 | ROAD FUND | \$93,000 | \$56,822 | \$93,000 | \$66,543 | \$81,250 | \$23,699 | 120,000 |
| DEPARTMENT: RIVERVIEW UNORG TWP#23 - 43160 | | \$100,000 | \$63,822 | \$100,000 | \$73,543 | \$89,250 | \$23,699 | \$129,000 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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☒ Exclude inactive accounts with zero balance
Definition: 2024 Budget Expense Worksheet

From Date: 5/1/2023 To Date: 5/31/2023

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--|-----------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2124.43170.00398 | COUNTY SERVICES | \$21,000 | \$21,000 | \$22,000 | \$22,000 | \$23,000 | \$0 | 25,000 |
| 2124.43170.00951 | ROAD FUND | \$215,000 | \$67,250 | \$300,000 | \$93,304 | \$170,750 | \$49,773 | 347,662 |
| DEPARTMENT: BURNT CREEK UNORG TWP#24 - 43170 | | \$236,000 | \$88,250 | \$322,000 | \$115,304 | \$193,750 | \$49,773 | 372,662 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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Definition: 2024 Budget Expense Worksheet

From Date: 5/1/2023

To Date: 5/31/2023

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--|-----------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2138.43180.00398 | COUNTY SERVICES | \$31,000 | \$31,000 | \$31,000 | \$31,000 | \$33,000 | \$0 | 36,000 |
| 2138.43180.00951 | ROAD FUND | \$485,000 | \$76,879 | \$550,000 | \$270,510 | \$401,750 | \$54,053 | 309,000 |
| 2138.43180.00999 | TRANSFERS OUT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00 |
| DEPARTMENT: LINCOLN UNORG TWP#38 - 43180 | | \$516,000 | \$107,879 | \$581,000 | \$301,510 | \$434,750 | \$54,053 | \$345,000 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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☒ Exclude inactive accounts with zero balance
Definition: 2024 Budget Expense Worksheet

From Date: 5/1/2023 To Date: 5/31/2023

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--|-----------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2151.43190.00398 | COUNTY SERVICES | \$4,000 | \$4,000 | \$4,000 | \$4,000 | \$4,000 | \$0 | 4,000 |
| 2151.43190.00951 | ROAD FUND | \$300,000 | \$17,139 | \$300,000 | \$177,427 | \$47,550 | \$317,473 | 50,000 |
| DEPARTMENT: FORT RICE UNORG TWP#51 - 43190 | | \$304,000 | \$21,139 | \$304,000 | \$181,427 | \$51,550 | \$317,473 | \$54,000 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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☒ Exclude inactive accounts with zero balance
Definition: 2024 Budget Expense Worksheet

From Date: 5/1/2023 To Date: 5/31/2023

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|-----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2802.49186.00964 | JOB DEVELOPMENT AUTHC | \$100,000 | \$100,000 | \$100,000 | \$100,000 | \$100,000 | \$100,000 | 100,000 |
| DEPARTMENT: JOB DEVELOPMENT AUTHORITY - 49186 | | \$100,000 | \$100,000 | \$100,000 | \$100,000 | \$100,000 | \$100,000 | \$100,000 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance

☒ Round to whole dollars

☐ Account on new page

☒ Exclude inactive accounts with zero balance

Definition: 2024 Budget Expense Worksheet

From Date: 1/1/2023

To Date: 12/31/2023

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--|-----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2908.49120.00957 | NDAC COMMUNICATION CE | \$110,000 | \$111,068 | \$110,000 | \$109,687 | \$111,000 | \$18,291 | \$110,000 |
| 2908.49120.00958 | COMMUNICATION CENTER | \$1,545,370 | \$1,112,857 | \$1,110,000 | \$1,114,717 | \$1,110,000 | \$137,181 | \$1,110,000 |
| 2908.49120.00961 | 911 ENHANCEMENT | \$350,000 | \$731,878 | \$350,000 | \$399,285 | \$175,000 | \$183,086 | \$100,000 |
| 2908.49120.00968 | SIRN 20/20 | \$550,000 | \$556,443 | \$550,000 | \$549,686 | \$550,000 | \$91,454 | \$550,000 |
| 2908.49120.00999 | TRANSFERS OUT | \$550,000 | \$556,443 | \$550,000 | \$549,686 | \$550,000 | \$91,454 | \$550,000 |
| DEPARTMENT: COMMUNICATION CENTER - 49120 | | \$3,105,370 | \$3,068,689 | \$2,670,000 | \$2,723,060 | \$2,496,000 | \$521,466 | \$2,420,000 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023 To Date: 5/31/2023 Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|------------------------------------|----------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2910.49020.00945 | EMERGENCY FUND | \$1,428,000 | \$0 | \$1,423,000 | \$0 | \$1,300,000 | \$0 | 1,468,000 |
| DEPARTMENT: EMERGENCY FUND - 49020 | | \$1,428,000 | \$0 | \$1,423,000 | \$0 | \$1,300,000 | \$0 | \$1,468,000 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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Definition: 2024 Budget Expense Worksheet

From Date: 1/1/2023 To Date: 12/31/2023

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|--|-----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2911.49120.00335 | BUILDING RENTAL | \$500,000 | \$638,417 | \$550,000 | \$377,124 | \$425,791 | \$0 | \$420,401 |
| 2911.49120.00641 | FURNITURE & EQUIPMENT | \$0 | \$2,280 | \$0 | \$0 | \$0 | \$0 | |
| DEPARTMENT: COMMUNICATION CENTER - 49120 | | \$500,000 | \$640,697 | \$550,000 | \$377,124 | \$425,791 | \$0 | \$420,401 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page
☒ Exclude inactive accounts with zero balance
Definition: 2024 Budget Expense Worksheet

From Date: 5/1/2023 To Date: 5/31/2023

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|---------------------------------|----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2980.45110.00111 | SALARIES | \$1,200 | \$715 | \$1,200 | \$1,445 | \$2,040 | \$340 | 7,140 |
| 2980.45110.00211 | FRINGE BENEFITS | \$100 | \$57 | \$100 | \$115 | \$160 | \$50 | 550 |
| 2980.45110.00341 | TRAVEL-LODGING-MEALS | \$1,700 | \$118 | \$500 | \$64 | \$500 | \$0 | 500 |
| 2980.45110.00382 | CONTRACTED SERVICES | \$0 | \$0 | \$0 | \$6,838 | \$0 | \$0 | 0 |
| DEPARTMENT: COUNTY PARK - 45110 | | \$3,000 | \$890 | \$1,800 | \$8,462 | \$2,700 | \$390 | \$8,190 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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|---|-------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2985.42130.00412 | INMATE SUPPLIES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2985.42130.00441 | BUILDING MAINTENANCE | \$355,000 | \$2,190 | \$300,000 | \$82,978 | \$300,000 | \$3,193 | 300,000 |
| 2985.42130.00641 | FURNITURE & EQUIPMENT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2985.42130.00892 | RENOVATION | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2985.42130.00993 | BOND DISCOUNT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2985.42130.00995 | BOND PRINCIPAL | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2985.42130.00997 | BOND INTEREST & SERVICE | \$0 | \$0 | \$0 | \$3,000 | \$0 | \$0 | |
| DEPARTMENT: DETENTION CTR MAINT & CON - 42130 | | \$355,000 | \$2,190 | \$300,000 | \$85,978 | \$300,000 | \$3,193 | 300,000 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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|-------------------------------------|-----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2986.41450.00111 | SALARIES | \$25,000 | \$18,552 | \$23,473 | \$16,352 | \$24,905 | \$7,912 | 26,437 |
| 2986.41450.00112 | TEMPORARY SERVICES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0 |
| 2986.41450.00211 | FRINGE BENEFITS | \$2,500 | \$1,419 | \$1,796 | \$1,251 | \$1,905 | \$605 | 2,107 |
| 2986.41450.00341 | TRAVEL-LODGING-MEALS | \$1,000 | \$323 | \$5,000 | \$609 | \$5,000 | \$0 | 7,000 |
| 2986.41450.00373 | ORGANIZATIONAL DUES | \$800 | \$345 | \$800 | \$345 | \$700 | \$200 | 700 |
| 2986.41450.00411 | OFFICE SUPPLIES | \$20,000 | \$927 | \$20,000 | \$636 | \$15,000 | \$0 | 15,000 |
| 2986.41450.00444 | COMPUTER SERVICES | \$12,000 | \$7,670 | \$7,000 | \$19,478 | \$7,500 | \$0 | 7,500 |
| 2986.41450.00453 | SERVICE AGREEMENTS | \$20,500 | \$19,101 | \$21,000 | \$22,050 | \$23,000 | \$724 | 24,100 |
| 2986.41450.00641 | FURNITURE & EQUIPMENT | \$10,000 | \$12,316 | \$20,000 | \$3,262 | \$20,000 | \$845 | 20,000 |
| 2986.41450.00920 | CONTINUING EDUCATION | \$2,000 | \$270 | \$2,000 | \$595 | \$3,000 | \$200 | 5,000 |
| DEPARTMENT: COUNTY RECORDER - 41450 | | \$93,800 | \$60,922 | \$101,069 | \$64,578 | \$101,010 | \$10,486 | \$107,844 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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|-----------------------------|-------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2987.42110.00928 | ANIMAL CARE | \$13,000 | \$4,235 | \$13,000 | \$0 | \$13,000 | \$0 | 18,000 |
| DEPARTMENT: SHERIFF - 42110 | | \$13,000 | \$4,235 | \$13,000 | \$0 | \$13,000 | \$0 | \$18,000 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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|-----------------------------|-------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2988.42110.00911 | MISCELLANEOUS - ASSET F | \$28,000 | \$23,063 | \$40,000 | \$38,819 | \$40,000 | \$0 | 40,000 |
| DEPARTMENT: SHERIFF - 42110 | | \$28,000 | \$23,063 | \$40,000 | \$38,819 | \$40,000 | \$0 | \$40,000 |

County of Burleigh

2024 Department Budget Request

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|-------------------------------------|-----------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2989.41430.00641 | FURNITURE & EQUIPMENT | \$9,000 | \$7,046 | \$9,000 | \$5,023 | \$9,000 | \$8,782 | \$ 9,000 |
| 2989.41430.00911 | MISCELLANEOUS | \$9,000 | \$2,621 | \$9,000 | \$0 | \$9,000 | \$0 | \$ 9,000 |
| DEPARTMENT: STATES ATTORNEY - 41430 | | \$18,000 | \$9,667 | \$18,000 | \$5,023 | \$18,000 | \$8,782 | \$ 18,000 |

County of Burleigh

2024 Department Budget Request

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|---|---------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2990.49193.00911 | MISCELLANEOUS | \$5,000 | \$31 | \$5,000 | \$32 | \$5,000 | \$0 | 5,000.00 |
| DEPARTMENT: HAZARDOUS CHEMICAL PREP - 49193 | | \$5,000 | \$31 | \$5,000 | \$32 | \$5,000 | \$0 | |

Account requested projects anticipated expenses--not the account balance.

"Advertisement is federal requirement by US EPA: <https://www.epa.gov/epcra/local-emergency-planning-committees>"

NDCC 37-17.1-07.1

The county treasurer of each county shall establish a nonlapsing restricted account, to be known as the county hazardous chemicals preparedness and response account. The county hazardous chemicals preparedness and response account consists of revenue from the state hazardous chemicals fee system, county, federal or state funds, grants, and any private donations provided to finance the county hazardous chemicals preparedness and response program.

Current balance estimate \$20,000

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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| 2992.42110.00911 | MISCELLANEOUS - 24/7 | \$72,000 | \$48,888 | \$70,000 | \$53,669 | \$70,000 | \$11,560 | <u>70,000</u> |
| 2992.42110.00999 | TRANSFERS OUT | \$72,700 | \$72,700 | \$72,700 | \$72,700 | \$72,700 | \$0 | <u>72,700</u> |
| DEPARTMENT: SHERIFF - 42110 | | \$144,700 | \$121,588 | \$142,700 | \$126,369 | \$142,700 | \$11,560 | <u>\$142,700</u> |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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|--------------------------------------|-------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2993.42120.00412 | INMATE SUPPLIES - COMMI | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | <u>0</u> |
| 2993.42120.00999 | TRANSFERS OUT | \$240,000 | \$240,000 | \$400,000 | \$400,000 | \$400,000 | \$0 | <u>250,000</u> |
| DEPARTMENT: DETENTION CENTER - 42120 | | \$240,000 | \$240,000 | \$400,000 | \$400,000 | \$400,000 | \$0 | <u>\$250,000</u> |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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|-----------------------------|--------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 2994.49180.00989 | PARKING FEES | \$65,000 | \$84 | \$65,000 | \$174 | \$70,000 | \$0 | <u>70,000</u> |
| DEPARTMENT: PARKING - 49180 | | \$65,000 | \$84 | \$65,000 | \$174 | \$70,000 | \$0 | <u>\$70,000</u> |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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| 5101.49189.00960 | CITY SP ASSMNT PRINCIPA | \$5,000 | \$0 | \$5,000 | \$0 | \$200,000 | \$0 | 200,000 |
| 5101.49189.00997 | INTEREST & SERVICE CHAI | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$5,000 | \$0 | \$5,000 | \$0 | \$200,000 | \$0 | \$200,000 |

Schulz, Justin R.

From: Katie A. Petrou <kpetrou@bismarcknd.gov>
Sent: Tuesday, May 30, 2023 10:41 AM
To: Schulz, Justin R.
Subject: RE: 2024 County Specials

You don't often get email from kpetrou@bismarcknd.gov. [Learn why this is important](#)

******* CAUTION: This email originated from an outside source. Do not click links or open attachments unless you know they are safe. *******

Hi Justin,

Yes, this special assessment will still be occurring. The range of the assessment is \$134,300 to \$186,600 with a 10 year term starting February 2024.

I see no other assessments for this property pending.

Katie Petrou

Accountant

From: Dmitriy Chernyak <dchernyak@bismarcknd.gov>
Sent: Sunday, May 28, 2023 7:59 PM
To: Schulz, Justin R. <jrschulz@nd.gov>
Cc: Katie A. Petrou <kpetrou@bismarcknd.gov>
Subject: RE: 2024 County Specials

Katie,

Would you please confirm for Justin the Burleigh County special assessments that are due and will be due in the next year?

Thank you!

Dmitriy Chernyak, CPA

Finance Director

City of Bismarck

221 N 5th St. PO Box 5503
Bismarck ND 58506-5503

Office: 701-355-1601

Website: bismarcknd.gov

Facebook: facebook.com/bismarcknd.gov | Twitter: twitter.com/BismarckNDGov | Instagram: bismarckndgov

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From: Schulz, Justin R. <jrschulz@nd.gov>
Sent: Thursday, May 25, 2023 10:59 AM
To: Dmitriy Chernyak <dchernyak@bismarcknd.gov>
Cc: Schulz, Justin R. <jrschulz@nd.gov>
Subject: 2024 County Specials

CAUTION: ***External Email - Use caution clicking links or opening attachments***

Good morning, Dmitriy.

I found a note in the County's 2023 Budget Book that referenced a \$186,600 Special that will be due in February of 2024. Is that still occurring and is there anything else that will occur in 2024?

Thank you,

Justin Schulz
Deputy Finance Director
Burleigh County
221 N. 5th St
Bismarck, ND 58501
(701)222-6715
www.burleighco.com

Grenz, Robin A.

From: Tawny Wagner <twagner@bismarcknd.gov>
Sent: Thursday, May 27, 2021 3:11 PM
To: Grenz, Robin A.; Allison Jensen
Cc: Tyson S. Lund
Subject: RE: Special Assessments

***** **CAUTION:** This email originated from an outside source. Do not click links or open attachments unless you know they are safe. *****

Hi Robin,

I am not seeing anything for Burleigh County for 2022.

However, in a couple weeks there will be a letter going out for a street maintenance project that will be for a Burleigh County property.

The project wouldn't start until 2022 and won't be assessed until 2023 so it will affect your 2023 budget.

Just thought I would give you a heads up

Thank you,

Tawny Wagner

City of Bismarck | Fiscal Services
Direct: 701.355.1604

From: Grenz, Robin A. <ragrenz@nd.gov>
Sent: Thursday, May 27, 2021 1:00 PM
To: Tawny Wagner <twagner@bismarcknd.gov>; Allison Jensen <ajensen@bismarcknd.gov>
Subject: Special Assessments

External Email - Use caution clicking links or opening attachments

Good afternoon Tawny and Allison. I know I contacted you last year as well on this. I am looking to know of any special assessments that will be charged to any of our Burleigh County properties for our 2022 budgeting purposes. Any help would be greatly appreciated.

Thank you!!

Robin Grenz
Burleigh County
Finance Director
701-222-6715

Project Information Handout – Street Improvement District 555

Property Address: 514 E THAYER AVE

2023



THE WHAT?

The Board of City Commissioners has proposed the establishment of a special assessment district for street improvements. The project will include concrete panel replacement, concrete joint sawing and sealing, PCC crack cleaning and sealing, along with other related concrete repair work. Routine maintenance such as that being proposed on this project will help extend the life of the pavement. This project will also include water main replacement, accessibility improvements, street light upgrades and landscaping upgrades.

THE WHY?

Our local streets require continual investment to maintain a reliable roadway network. By programming these investments at or near the end of the pavement's life, the City is able to cost effectively maintain our community's transportation system.

THE WHEN?

The construction would take place in 2022 with some items (signs or landscaping) extending into 2023.

THE WHO?

The combination of \$2.28 million from Federal Urban Grant Funds, \$0.62 million from Public Works Utility Funds and \$1.92 million from special assessments would be used to finance this improvement. Any improvements to water mains, streetlights or sanitary sewer mains are funded through Public Works.

THE WHERE?

The project areas are shown on the reverse of this letter. For more detailed maps of the work being performed, visit our website at www.bismarcknd.gov/streets or stop down to the City/County building at 221 N 5th Street.

SPECIAL ASSESSMENT DETAILS

Your share of the overall assessed cost for 514 E THAYER AVE would range from \$134,300 to \$186,600. The first installment would appear on your 2023 Burleigh County Real Estate Tax Statement and would be due in February 2024. The assessment would be paid over a period of 10 years. There are no penalties for early or complete payment.

The protest period for this project will expire on July 2, 2021. Written protests must be received in the City's Finance office before 5:00 pm on July 2, 2021. The Finance office is located on the 3rd floor of the City/County Building at 221 N 5th Street. Written protest should include your name, the property address, district number and unit (SI 555, Unit 1), your signature and a brief statement that you protest the district. Protest will follow state statute set by North Dakota Century Code.

QUESTIONS?

This handout also includes some of our most frequently asked questions. If you have other questions on the project, feel free to reach out to the City Engineering Department at 701.355.1505 or engineering@bismarcknd.gov.

Additional information regarding the project can also be found on our website www.bismarcknd.gov/streets.

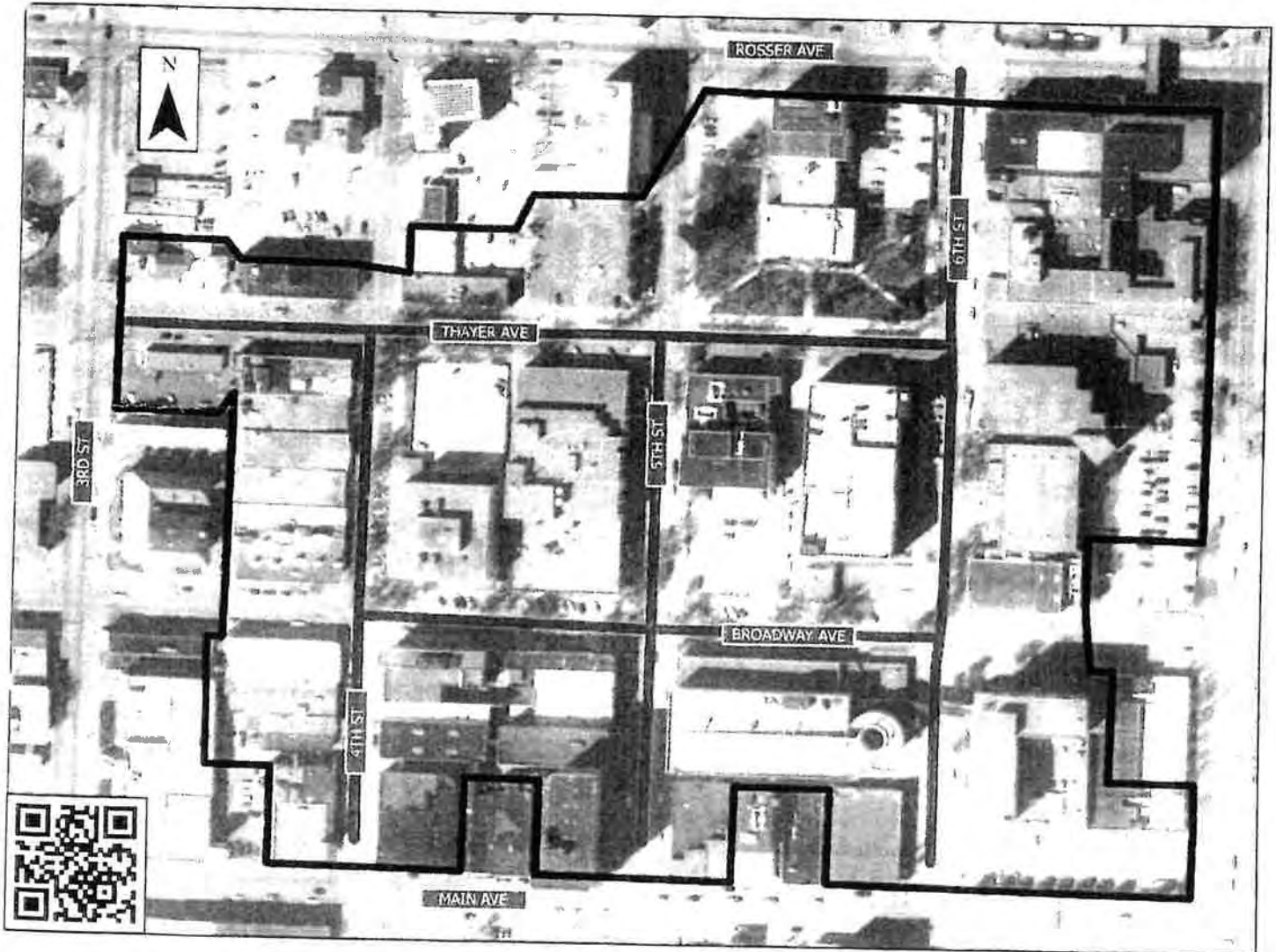
Project Funding



Project Information Handout – Street Improvement District 555



Proposed Improvement Areas



For more information see www.bismarcknd.gov/streets

Frequently Asked Questions – Street Maintenance Projects



Why are you fixing my street?

The City of Bismarck's Engineering Department evaluates the roadway network and programs improvements that will either improve the conditions or increase the longevity of the roadway.

How will this project improve my streets?

Concrete pavement cracks and joint sealants deteriorate overtime. When this happens, storm water runoff from the street works its way through the cracks and unsealed joints to the subgrade (material below the concrete that supports the pavement). The additional moisture to the subgrade can cause loss of structural support to the concrete causing additional pavement failures. The work proposed with this project would remove and replace all joint sealant and seal any low severity cracks. When the severity of the crack is greater than what the sealant can fix, the concrete would be removed and replaced. Other improvements that would be performed during this project would be to settled concrete and spalls. Spalls are areas of concrete that break off due to moisture entering through cracks or deteriorated joint sealant. During freezing and thawing conditions, this moisture expands causing the concrete to break off.

Are there other improvements planned with this project?

There will be pedestrian curb extensions and some landscaping improvements. Some streets within the improvement district will have areas where the water main will be replaced. Any planned utility work requiring the need to open cut the pavement would occur prior to the street improvements. All costs related to the City's water main replacement is paid by Public Works and are not special assessed.

How is my special assessment determined? Are property owners paying for all the costs of the project?

This project will be funded utilizing Federal Urban Grant Funds, Public Works Utility Funds along with special assessments to the benefiting properties. Benefiting properties can include residential, commercial, and government owned properties within a special assessment district.

The total special assessment for the project is based on the total project costs less the Federal and City contribution. The special assessment assigned to each individual parcel follows the City of Bismarck's Special Assessment policy. For Commercial properties, the allocation of special assessed costs is based on parcel square footage.

Project
Costs

Federal
and City
Funds

Special
Assessed
Costs

My property is adjacent to more than one street. How is my special assessment determined?

If all adjacent streets to a property are scheduled for improvement under the current project, this property is considered fully benefited from the improvement and the entire square footage of the lot will be used to determine the special assessment. If only a portion of the adjacent streets are scheduled for improvement, a proportion of the improved streets compared to the total adjacent street is used to determine the special assessment. For example, a commercial property, the proportion of the street frontage in the district to the overall street frontage of that property is applied to the square footage of the property included in the district. The remaining square footage would be included in another district.

Will my business or property lose access during construction?

The construction of this project will take place in several phases which will require the roadways to be closed to traffic and parking. A 48 hour notification will be given to property and business owners on the roadways to be closed. The majority of the sidewalks will remain open/accessible except at the intersections where proposed curb extensions and pedestrian safety improvement are to be made. Business access from the sidewalk will be maintained during the construction of this project. Businesses are asked to work with their product delivery companies notifying them of the closures and developing alternate methods of receiving deliveries.

County of Burleigh

2023

2023 Department Budget Request

Fiscal Year: 2022-2022

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|---|-------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5101 49189 00960 | CITY SP ASSMNT PRINCIPA | \$28,000 | \$0 | \$5,000 | \$0 | \$5,000 | \$0 | \$0 <u>20000</u> |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$28,000 | \$0 | \$5,000 | \$0 | \$5,000 | \$0 | \$0 <u>20000</u> |

County of Burleigh

2024 Department Budget Request

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|---|---------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5154.49189.00609 | CAPITAL OUTLAY | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5154.49189.00993 | BOND DISCOUNT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5154.49189.00995 | PRINCIPAL | \$13,425 | \$13,425 | \$13,425 | \$13,425 | \$13,425 | \$13,425 | 13,425 |
| 5154.49189.00997 | INTEREST & SERVICE CHARGE | \$2,870 | \$2,612 | \$2,600 | \$2,404 | \$2,300 | \$1,137 | 1,812 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$16,295 | \$16,037 | \$16,025 | \$15,829 | \$15,725 | \$14,562 | \$15,237 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

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| 5155.49189.00609 | CAPITAL OUTLAY | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5155.49189.00993 | BOND DISCOUNT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5155.49189.00995 | PRINCIPAL | \$11,575 | \$11,575 | \$11,575 | \$11,575 | \$11,575 | \$11,575 | 11,575 |
| 5155.49189.00997 | INTEREST & SERVICE CHAI | \$2,474 | \$2,252 | \$2,250 | \$2,073 | \$2,000 | \$968 | 1,563 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$14,049 | \$13,827 | \$13,825 | \$13,648 | \$13,575 | \$12,543 | \$13,138 |

County of Burleigh

2024 Department Budget Request

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|---|----------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5158.49189.00609 | CAPITAL OUTLAY | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5158.49189.00995 | PRINCIPAL | \$55,000 | \$55,000 | \$55,000 | \$55,000 | \$50,000 | \$50,000 | 50,000 |
| 5158.49189.00997 | INTEREST & SERVICE CHARGES | \$8,280 | \$7,800 | \$7,250 | \$6,830 | \$6,250 | \$3,211 | 5,288 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$63,280 | \$62,800 | \$62,250 | \$61,830 | \$56,250 | \$53,211 | \$55,288 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page
☒ Exclude inactive accounts with zero balance
Definition: 2024 Budget Expense Worksheet

From Date: 5/1/2023 To Date: 5/31/2023

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|-------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5159.49189.00995 | PRINCIPAL | \$45,000 | \$45,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | 50,000 |
| 5159.49189.00997 | INTEREST & SERVICE CHAI | \$7,175 | \$7,594 | \$6,500 | \$6,700 | \$5,800 | \$3,100 | 6,200 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$52,175 | \$52,594 | \$56,500 | \$56,700 | \$55,800 | \$53,100 | \$56,200 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

From Date: 5/1/2023

To Date: 5/31/2023

- ☒ Print accounts with zero balance
- ☒ Round to whole dollars
- ☐ Account on new page
- ☒ Exclude inactive accounts with zero balance
- Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|-------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5160.49189.00995 | PRINCIPAL | \$24,500 | \$24,500 | \$24,500 | \$24,500 | \$24,500 | \$24,500 | 24,500 |
| 5160.49189.00997 | INTEREST & SERVICE CHAI | \$4,988 | \$4,988 | \$4,550 | \$4,511 | \$4,100 | \$2,124 | 4,246 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$29,488 | \$29,488 | \$29,050 | \$29,011 | \$28,600 | \$26,624 | \$28,746 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page
☒ Exclude inactive accounts with zero balance
Definition: 2024 Budget Expense Worksheet

From Date: 5/1/2023 To Date: 5/31/2023

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5161.49189.00995 | PRINCIPAL | \$45,500 | \$45,500 | \$45,500 | \$45,500 | \$45,500 | \$45,500 | 45,500 |
| 5161.49189.00997 | INTEREST & SERVICE CHA | \$9,264 | \$9,264 | \$8,400 | \$8,377 | \$7,500 | \$3,944 | 7,885 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$54,764 | \$54,764 | \$53,900 | \$53,877 | \$53,000 | \$49,444 | \$53,385 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page
☒ Exclude inactive accounts with zero balance
Definition: 2024 Budget Expense Worksheet

From Date: 5/1/2023 To Date: 5/31/2023

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|----------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5162.49189.00609 | CAPITAL OUTLAY | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5162.49189.00993 | BOND DISCOUNT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5162.49189.00995 | PRINCIPAL | \$11,180 | \$11,180 | \$11,180 | \$11,180 | \$11,180 | \$11,180 | 11,180 |
| 5162.49189.00997 | INTEREST & SERVICE CHARGES | \$3,284 | \$3,284 | \$3,100 | \$3,055 | \$2,900 | \$1,469 | 2,839 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$14,464 | \$14,464 | \$14,280 | \$14,235 | \$14,080 | \$12,649 | \$14,019 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page
☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023 To Date: 5/31/2023 Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|---------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5163.49189.00609 | CAPITAL OUTLAY | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5163.49189.00993 | BOND DISCOUNT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5163.49189.00995 | PRINCIPAL | \$51,415 | \$51,415 | \$51,415 | \$51,415 | \$51,415 | \$51,415 | 51,415 |
| 5163.49189.00997 | INTEREST & SERVICE CHARGE | \$15,102 | \$15,102 | \$14,100 | \$14,048 | \$13,000 | \$6,754 | 13,055 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$66,517 | \$66,517 | \$65,515 | \$65,463 | \$64,415 | \$58,169 | \$64,470 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page
☒ Exclude inactive accounts with zero balance
Definition: 2024 Budget Expense Worksheet

From Date: 5/1/2023 To Date: 5/31/2023

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|---------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5164.49189.00609 | CAPITAL OUTLAY | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5164.49189.00993 | BOND DISCOUNT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5164.49189.00995 | PRINCIPAL | \$2,405 | \$2,405 | \$2,405 | \$2,405 | \$2,405 | \$2,405 | 2,405 |
| 5164.49189.00997 | INTEREST & SERVICE CHARGE | \$706 | \$706 | \$700 | \$657 | \$700 | \$316 | 611 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$3,111 | \$3,111 | \$3,105 | \$3,062 | \$3,105 | \$2,721 | \$3,016 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page
☒ Exclude inactive accounts with zero balance
Definition: 2024 Budget Expense Worksheet

From Date: 5/1/2023

To Date: 5/31/2023

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|---------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5165.49189.00609 | CAPITAL OUTLAY | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5165.49189.00993 | BOND DISCOUNT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5165.49189.00995 | PRINCIPAL | \$7,100 | \$7,084 | \$7,406 | \$7,406 | \$7,406 | \$7,406 | 7,406 |
| 5165.49189.00997 | INTEREST & SERVICE CHARGE | \$2,800 | \$2,798 | \$1,500 | \$1,526 | \$1,500 | \$700 | 1,387 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$9,900 | \$9,882 | \$8,906 | \$8,932 | \$8,906 | \$8,106 | \$8,793 |

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023 To Date: 5/31/2023 Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|---------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5166.49189.00609 | CAPITAL OUTLAY | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5166.49189.00993 | BOND DISCOUNT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5166.49189.00995 | PRINCIPAL | \$23,500 | \$23,122 | \$24,173 | \$24,173 | \$24,173 | \$24,173 | 24,173 |
| 5166.49189.00997 | INTEREST & SERVICE CHARGE | \$9,100 | \$9,132 | \$4,900 | \$4,980 | \$4,600 | \$2,450 | 4,528 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$32,600 | \$32,254 | \$29,073 | \$29,153 | \$28,773 | \$26,623 | \$28,701 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023 To Date: 5/31/2023 Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|---------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5167.49189.00609 | CAPITAL OUTLAY | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5167.49189.00993 | BOND DISCOUNT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5167.49189.00995 | PRINCIPAL | \$25,000 | \$24,981 | \$26,117 | \$26,117 | \$26,117 | \$26,117 | 26,117 |
| 5167.49189.00997 | INTEREST & SERVICE CHARGE | \$9,800 | \$9,866 | \$5,300 | \$5,380 | \$5,000 | \$2,683 | 4,892 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$34,800 | \$34,847 | \$31,417 | \$31,497 | \$31,117 | \$28,800 | \$31,009 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page
☒ Exclude inactive accounts with zero balance
Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|-------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5168.49189.00609 | CAPITAL OUTLAY | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5168.49189.00993 | BOND DISCOUNT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5168.49189.00995 | PRINCIPAL | \$4,500 | \$4,477 | \$4,681 | \$4,681 | \$4,681 | \$4,681 | 4,681 |
| 5168.49189.00997 | INTEREST & SERVICE CHAI | \$1,800 | \$1,768 | \$1,000 | \$964 | \$1,000 | \$467 | 877 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$6,300 | \$6,245 | \$5,681 | \$5,645 | \$5,681 | \$5,148 | \$5,558 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023 To Date: 5/31/2023 Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|----------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5169.49189.00609 | CAPITAL OUTLAY | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5169.49189.00993 | BOND DISCOUNT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5169.49189.00995 | PRINCIPAL | \$51,000 | \$50,336 | \$52,624 | \$52,624 | \$52,624 | \$52,623 | 52,624 |
| 5169.49189.00997 | INTEREST & SERVICE CHARGES | \$20,000 | \$19,879 | \$10,650 | \$10,841 | \$10,000 | \$5,366 | 9,857 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$71,000 | \$70,215 | \$63,274 | \$63,465 | \$62,624 | \$57,989 | \$62,481 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance

☒ Round to whole dollars

☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023 To Date: 5/31/2023 Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|-------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5170.49189.00609 | CAPITAL OUTLAY | \$0 | \$376 | \$0 | \$130 | \$0 | \$0 | |
| 5170.49189.00993 | BOND DISCOUNT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5170.49189.00995 | PRINCIPAL | \$0 | \$0 | \$16,154 | \$16,155 | \$16,155 | \$16,155 | 17,771 |
| 5170.49189.00997 | INTEREST & SERVICE CHAI | \$0 | \$5,048 | \$3,100 | \$3,197 | \$2,100 | \$1,142 | 2,460 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$0 | \$5,424 | \$19,254 | \$19,482 | \$18,255 | \$17,297 | \$20,231 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

- ☒ Print accounts with zero balance
- ☒ Round to whole dollars
- ☐ Account on new page
- ☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023

To Date: 5/31/2023

Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|-------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5171.49189.00609 | CAPITAL OUTLAY | \$0 | \$484 | \$0 | \$130 | \$0 | \$0 | |
| 5171.49189.00993 | BOND DISCOUNT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5171.49189.00995 | PRINCIPAL | \$0 | \$0 | \$24,231 | \$24,230 | \$24,231 | \$24,231 | 26,653 |
| 5171.49189.00997 | INTEREST & SERVICE CHAI | \$0 | \$7,572 | \$4,600 | \$4,794 | \$3,000 | \$1,713 | 3,689 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$0 | \$8,056 | \$28,831 | \$29,154 | \$27,231 | \$25,944 | \$30,342 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023 To Date: 5/31/2023 Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|----------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5172.49189.00609 | CAPITAL OUTLAY | \$0 | \$347 | \$0 | \$130 | \$0 | \$0 | |
| 5172.49189.00993 | BOND DISCOUNT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5172.49189.00995 | PRINCIPAL | \$0 | \$0 | \$9,616 | \$9,615 | \$9,616 | \$9,614 | 10,577 |
| 5172.49189.00997 | INTEREST & SERVICE CHARGES | \$0 | \$3,005 | \$1,810 | \$1,903 | \$1,200 | \$709 | 1,464 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$0 | \$3,352 | \$11,426 | \$11,648 | \$10,816 | \$10,323 | \$12,041 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

From Date: 5/1/2023 To Date: 5/31/2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page
☒ Exclude inactive accounts with zero balance
Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|-------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5173.49189.00609 | CAPITAL OUTLAY | \$0 | \$403,023 | \$0 | \$1,537 | \$0 | \$0 | |
| 5173.49189.00993 | BOND DISCOUNT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5173.49189.00995 | PRINCIPAL | \$0 | \$0 | \$0 | \$0 | \$25,148 | \$25,147 | 25,147 |
| 5173.49189.00997 | INTEREST & SERVICE CHAI | \$0 | \$0 | \$0 | \$0 | \$11,100 | \$7,920 | 7,460 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$0 | \$403,023 | \$0 | \$8,830 | \$36,248 | \$33,067 | \$32,607 |

County of Burleigh

2024 Department Budget Request

Fiscal Year: 2023-2023

☒ Print accounts with zero balance

☒ Round to whole dollars

☐ Account on new page

☒ Exclude inactive accounts with zero balance

From Date: 5/1/2023 To Date: 5/31/2023 Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|---------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5174.49189.00609 | CAPITAL OUTLAY | \$0 | \$210,759 | \$0 | \$1,608 | \$0 | \$0 | |
| 5174.49189.00993 | BOND DISCOUNT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 5174.49189.00995 | PRINCIPAL | \$0 | \$0 | \$0 | \$0 | \$19,853 | \$19,853 | 19,853 |
| 5174.49189.00997 | INTEREST & SERVICE CHARGE | \$0 | \$0 | \$0 | \$5,758 | \$8,700 | \$6,222 | 5,890 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$0 | \$210,759 | \$0 | \$7,366 | \$28,553 | \$26,075 | \$25,743 |

2024 Department Budget Request

County of Burleigh

Fiscal Year: 2023-2023

From Date: 5/1/2023

To Date: 5/31/2023

☒ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page
☒ Exclude inactive accounts with zero balance
Definition: 2024 Budget Expense Worksheet

| Account | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Actual | 2023 Adopted Budget | 2023 Actual | 2024 Department Request |
|---|---------------------------|---------------------|-------------|---------------------|-------------|---------------------|-------------|-------------------------|
| 5175.49189.00609 | CAPITAL OUTLAY | \$0 | \$842 | \$0 | \$690,310 | \$0 | \$24,158 | 0 |
| 5175.49189.00993 | BOND DISCOUNT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0 |
| 5175.49189.00995 | PRINCIPAL | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 30,000 |
| 5175.49189.00997 | INTEREST & SERVICE CHARGE | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 17,585 |
| DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189 | | \$0 | \$842 | \$0 | \$690,310 | \$0 | \$6,163 | \$47,585 |
| | | | | | | | \$30,320 | |