



**Burleigh County
Preliminary
Budget
Calendar Year
2025**

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SPECIAL ASSESSMENTS

Special Assessments

**GENERAL
FUND
EXPENSES**

BURLEIGH COUNTY

GENERAL FUND EXPENSES - 2025 BUDGET

7/10/2024

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 ESTIMATE	2025 BUDGET	CHANGE	
COUNTY BOARD	473,100	366,181	428,212	468,236	585,809	585,809	642,351	56,542	COUNTY BOARD
JUVENILE COURT	256,273	282,237	313,317	260,599	300,000	300,000	300,000	-	JUVENILE COURT
AUDITOR / TREASURER	971,385	694,349	694,648	742,788	821,955	818,055	856,965	35,010	AUDITOR / TREASURER
ELECTIONS	353,744	19,959	522,746	225,686	536,000	536,000	143,500	(392,500)	ELECTIONS
TAX EQUALIZATION	-	393,637	426,454	426,213	513,973	499,474	550,034	36,061	TAX EQUALIZATION
RECORDER	325,759	287,275	359,258	422,021	458,121	458,121	525,505	67,384	RECORDER
HUMAN RESOURCES	331,030	352,016	442,538	573,340	651,573	651,573	797,129	145,556	HUMAN RESOURCES
PLANNING	343,374	319,030	379,023	415,939	422,291	422,291	596,526	174,235	PLANNING
INFO TECH DEPARTMENT		-	3,913	159,252	360,701	340,000	602,987	242,286	INFO TECH DEPARTMENT
INCOME MAINTENANCE	614,776	635,908	650,944	671,044	538,500	-	-	(538,500)	INCOME MAINTENANCE
CRTHSE BLDG & GRDS	854,039	608,319	946,163	469,729	534,311	534,311	2,209,689	1,675,378	CRTHSE BLDG & GRDS
CITY/COUNTY BUILDING	76,797	78,072	112,734	225,686	221,581	221,581	221,581	-	CITY/COUNTY BUILDING
SUPT. OF SCHOOLS	67,000	67,000	72,000	72,000	75,000	75,000	79,000	4,000	SUPT. OF SCHOOLS
PUBLISHING & PRINTING	6,544	11,695	13,675	16,367	15,000	15,000	15,000	-	PUBLISHING & PRINTING
SUPPLIES	13,710	7,726	12,173	12,232	12,000	12,000	12,000	-	SUPPLIES
TELEPHONE & POSTAGE	103,425	108,135	124,834	133,786	132,500	132,500	134,000	1,500	TELEPHONE & POSTAGE
TECHNOLOGY	101,322	119,124	93,656	112,788	156,100	156,100	156,100	-	TECHNOLOGY
AUDIT FEES	25,950	30,750	74,500	35,000	-	-	-	-	AUDIT FEES
INSURANCE	130,148	168,803	165,242	172,571	200,000	200,000	200,000	-	INSURANCE
EMERGENCY MANAGEMENT	195,819	198,331	170,973	169,584	353,344	187,343	356,335	2,991	EMERGENCY MANAGEMENT
AMBULANCE	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	AMBULANCE
YOUTH BUREAU	51,000	102,057	66,777	87,781	93,444	93,444	93,444	-	YOUTH BUREAU
PUBLIC ADMINISTRATOR	6,300	6,300	6,300	6,300	6,300	6,300	25,000	18,700	PUBLIC ADMINISTRATOR
STATES ATTORNEY	2,469,941	2,516,649	2,800,863	3,335,237	4,940,294	4,278,467	5,895,670	955,376	STATES ATTORNEY
VICTIM/WITNESS ADVOCATE	-	8,400	424,001	515,137	576,397	576,397	634,891	58,494	VICTIM WITNESS ADVOCATE
SHERIFF	6,532,377	7,031,509	6,744,396	7,300,764	8,578,422	8,000,000	9,370,952	792,530	SHERIFF
DETENTION CENTER	8,263,835	8,707,393	9,048,356	9,864,749	11,836,104	11,000,000	12,626,404	790,300	DETENTION CENTER
PUBLIC HEALTH	198,150	204,740	214,249	295,418	300,000	300,000	582,201	282,201	PUBLIC HEALTH
BOAT RAMPS	91,700	41,348	37,923	43,512	41,747	41,747	161,500	119,753	BOAT RAMPS
KIMBALL BOTTOMS BOAT RAM	17,386	11,713	18,795	19,633	23,433	23,433	46,500	23,067	KIMBALL BOTTOMS BOAT RAMP
MITCHELL LAKE/ DRISCOLL SII	5,133	9,487	3,741	8,429	10,300	10,300	16,500	6,200	MITCHELL LAKE/ DRISCOLL SIBLEY
CITY RECREATION	266,045	277,273	280,407	306,992	335,000	335,000	335,105	105	CITY RECREATION
ADVERTISING	76,984	78,633	80,638	83,389	-	-	98,235	98,235	ADVERTISING
COMMUNICATIONS CENTER	663,826	661,146	675,241	658,578	897,149	658,578	917,288	20,139	COMMUNICATIONS CENTER
ABANDONED CEMETERY	-	-	9,440	10,915	9,500	9,500	11,200	1,700	ABANDONED CEMETERY
TRANSFER OUT	301,197	356,251	550,000	118,640	350,000	350,000	150,000	(200,000)	TRANSFER OUT
	24,189,568	24,762,946	26,969,630	28,441,833	34,888,349	31,829,824	39,365,092	4,476,743	

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

- Print accounts with zero balance
 Round to whole dollars
 Account on new page
 Exclude inactive accounts with zero balance
 Definition: 2025 Budget Expense Worksheet

From Date: 5/1/2024 To Date: 5/31/2024

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.41110.00111	SALARIES	\$216,122	\$235,828	\$221,467	\$252,071	\$306,985	\$100,840	339,262
1001.41110.00211	FRINGE BENEFITS	\$134,120	\$130,666	\$168,421	\$109,185	\$170,824	\$61,561	189,789
1001.41110.00341	TRAVEL-LODGING-MEALS	\$3,500	\$4,164	\$3,000	\$0	\$3,000	\$0	3,500
1001.41110.00373	ORGANIZATIONAL DUES	\$53,000	\$50,845	\$55,000	\$51,939	\$55,000	\$52,620	56,000
1001.41110.00411	OFFICE SUPPLIES	\$0	\$0	\$0	\$943	\$0	\$0	300
1001.41110.00444	COMPUTER SERVICES	\$8,000	\$5,276	\$5,000	\$5,463	\$5,000	\$1,820	
1001.41110.00641	FURNITURE & EQUIPMENT	\$1,000	\$307	\$2,000	\$6,446	\$2,000	\$0	2,000
1001.41110.00802	COUNTY INVOLVEMENT	\$2,000	\$16	\$2,500	\$5,016	\$5,000	\$0	6,000
1001.41110.00920	CONTINUING EDUCATION	\$3,500	\$1,110	\$3,000	\$220	\$3,000	\$150	3,500
1001.41110.00925	AUDIT FEES	\$35,000	\$74,500	\$35,000	\$36,953	\$35,000	\$0	42,000
DEPARTMENT: COUNTY BOARD - 41110		\$456,242	\$502,712	\$495,388	\$468,236	\$585,809	\$216,991	642,351

As approved at the Preliminary Budget hearing.

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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2025 Department Head Request

Account Description

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.41240.00310	MENTAL HEALTH LEGAL FEES	\$140,000	\$110,487	\$140,000	\$95,714	\$120,000	\$20,131	<u>120,000</u>
1001.41240.00818	GUARDIAN AD LITEM APPTS	\$30,000	\$0	\$30,000	\$0	\$20,000	\$0	<u>20,000</u>
1001.41240.00850	JUVENILE DETENTION	\$110,000	\$202,830	\$110,000	\$164,514	\$160,000	\$48,447	<u>160,000</u>
1001.41240.00934	MENTAL HEALTH PROCEEDINGS	\$1,000	\$0	\$1,000	\$371	\$0	\$0	
DEPARTMENT: DISTRICT CRT & JUV CRT - 41240		\$281,000	\$313,317	\$281,000	\$260,599	\$300,000	\$68,578	<u>300,000</u>



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 12, 2024

Mark Splonskowski
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 2025. 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 down in 2023, but 2024 numbers are more in line with 2022. Juvenile detention fees remain \$284.98 per day per juvenile so I would recommend leaving the amount for Juvenile detention at 160,000.

Even though there have been no recent expenditures under the Guardian ad Litem Appointments line, I recommend leaving that line at \$20,000 because a single appointment can be \$12,000.

Mental Health Legal Fees appear to be temporarily down, but due to the number of cases filed in the district, I recommend leaving that number at \$120,000.

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 that reads "Donna Wunderlich".

Donna Wunderlich
Trial Court Administrator

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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Exclude inactive accounts with zero balance

From Date: 5/1/2024 To Date: 5/31/2024

Definition: 2025 Budget Expense Worksheet

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.41410.00111	SALARIES	\$456,477	\$429,988	\$475,077	\$454,490	\$475,270	\$164,115	<u>501,292</u>
1001.41410.00112	TEMPORARY SERVICES	\$5,000	\$3,715	\$5,000	\$3,358	\$5,000	\$2,391	<u>5,000</u>
1001.41410.00211	FRINGE BENEFITS	\$244,704	\$217,777	\$273,478	\$242,688	\$276,685	\$96,082	<u>304,173</u>
1001.41410.00341	TRAVEL-LODGING-MEALS	\$5,000	\$406	\$8,000	\$298	\$5,000	(\$148)	<u>5,000</u>
1001.41410.00373	ORGANIZATIONAL DUES	\$2,000	\$750	\$2,000	\$750	\$2,000	\$1,500	<u>2,000</u>
1001.41410.00382	CONTRACTED SERVICES	\$1,500	\$60	\$1,000	\$75	\$1,000	\$4,671	<u>1,000</u>
1001.41410.00411	OFFICE SUPPLIES	\$15,000	\$8,832	\$15,000	\$2,690	\$12,500	\$3,100	<u>12,500</u>
1001.41410.00424	GAS OIL & FUEL	\$500	\$0	\$500	\$0	\$500	\$0	<u>500</u>
1001.41410.00444	COMPUTER SERVICES	\$30,000	\$24,528	\$30,000	\$26,218	\$30,000	\$7,907	<u>11,500</u>
1001.41410.00641	FURNITURE & EQUIPMENT	\$20,000	\$7,786	\$15,000	\$11,406	\$10,000	\$0	<u>10,000</u>
1001.41410.00920	CONTINUING EDUCATION	\$3,500	\$805	\$5,000	\$815	\$4,000	\$0	<u>4,000</u>
DEPARTMENT: AUDITOR - 41410		\$783,681	\$694,648	\$830,055	\$742,788	\$821,955	\$279,619	<u>856,965</u>

As approved at the Preliminary budget hearing.

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

- Print accounts with zero balance Round to whole dollars Account on new page
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 Definition: 2025 Budget Expense Worksheet

2025
Department
Head Request

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.41710.00111	SALARIES	\$45,000	\$26,120	\$20,000	\$0	\$45,000	\$727	20,000
1001.41710.00120	ELECTION WORKERS	\$175,000	\$113,589	\$20,000	\$0	\$175,000	\$586	20,000
1001.41710.00211	FRINGE BENEFITS	\$5,000	\$2,225	\$1,000	\$0	\$5,000	\$56	1,000
1001.41710.00341	TRAVEL-LODGING-MEALS	\$3,000	\$3,198	\$3,000	\$0	\$4,000	\$0	3,000
1001.41710.00360	LEGAL NOTICES	\$15,000	\$9,349	\$5,000	\$0	\$15,000	\$0	5,000
1001.41710.00362	PRINTING	\$150,000	\$82,532	\$15,000	\$2,602	\$145,000	\$1,216	15,000
1001.41710.00411	OFFICE SUPPLIES	\$5,000	\$1,667	\$2,500	\$43	\$5,000	(\$39)	2,500
1001.41710.00415	POSTAGE	\$15,000	\$14,787	\$5,000	\$100	\$20,000	\$14	5,000
1001.41710.00444	COMPUTER SERVICES	\$40,000	\$24,765	\$10,000	\$13,499	\$40,000	\$520	10,000
1001.41710.00641	FURNITURE & EQUIPMENT	\$50,000	\$225,076	\$115,000	\$0	\$50,000	\$0	50,000
1001.41710.00911	MISCELLANEOUS	\$30,000	\$19,436	\$10,000	\$502	\$30,000	\$660	10,000
1001.41710.00920	CONTINUING EDUCATION	\$0	\$0	\$2,000	\$1,257	\$2,000	\$0	2,000
DEPARTMENT: ELECTION EXPENSE - 41710		\$533,000	\$522,746	\$208,500	\$18,003	\$536,000	\$3,739	143,500

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

From Date: 5/1/2024 To Date: 5/31/2024

Account	Description	2022		2023		2024		2025 Department Head Request
		Adopted Budget	Actual	Adopted Budget	Actual	Adopted Budget	Actual	
1001.41420.00111	SALARIES	\$270,213	\$270,541	\$286,203	\$262,588	\$298,951	\$106,630	331,542.43
1001.41420.00211	FRINGE BENEFITS	\$130,289	\$129,647	\$145,796	\$132,438	\$173,022	\$53,675	192,241.72
1001.41420.00341	TRAVEL-LODGING-MEALS	\$1,500	\$33	\$1,500	\$88	\$1,500	\$99	1,500
1001.41420.00373	ORGANIZATIONAL DUES	\$500	\$285	\$500	\$60	\$500	\$480	150
1001.41420.00382	CONTRACTED SERVICES	\$10,000	\$12,200	\$12,500	\$14,640	\$12,500	\$0	15,000
1001.41420.00411	OFFICE SUPPLIES	\$2,500	\$381	\$2,500	\$1,649	\$2,500	\$149	2,500
1001.41420.00424	GAS OIL & FUEL	\$1,000	\$809	\$2,000	\$28	\$2,000	\$40	1,500
1001.41420.00444	COMPUTER SERVICES	\$20,000	\$9,310	\$17,500	\$11,731	\$17,500	\$5,522	2,500
1001.41420.00641	FURNITURE & EQUIPMENT	\$3,500	\$2,418	\$3,500	\$791	\$3,500	\$0	2,500
1001.41420.00920	CONTINUING EDUCATION	\$1,500	\$830	\$1,500	\$2,200	\$2,000	\$800	2,500
DEPARTMENT: TAX EQUALIZATION - 41420		\$441,002	\$426,454	\$473,499	\$426,213	\$513,973	\$167,394	550,034.15

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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Definition: 2025 Budget Expense Worksheet

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.41450.00111	SALARIES	\$261,144	\$263,599	\$285,111	\$282,895	\$300,215	\$103,968	324,880.61
1001.41450.00211	FRINGE BENEFITS	\$108,342	\$92,552	\$131,778	\$135,370	\$144,106	\$57,263	192,124.15
1001.41450.00341	TRAVEL-LODGING-MEALS	\$100	\$0	\$100	\$0	\$100	\$0	\$500
1001.41450.00411	OFFICE SUPPLIES	\$1,100	\$193	\$5,000	\$461	\$2,500	\$0	\$2,500
1001.41450.00444	COMPUTER SERVICES	\$5,500	\$2,619	\$6,000	\$3,202	\$6,000	\$1,250	
1001.41450.00641	FURNITURE & EQUIPMENT	\$8,000	\$296	\$5,000	\$93	\$5,000	\$0	\$5,000
1001.41450.00920	CONTINUING EDUCATION	\$200	\$0	\$200	\$0	\$200	\$0	\$500
DEPARTMENT: COUNTY RECORDER - 41450		\$384,386	\$433,189	\$422,021	\$458,121	\$162,480	525,504.76	

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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From Date: 5/1/2024 To Date: 5/31/2024

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.41930.00111	SALARIES	\$204,693	\$205,042	\$267,350	\$263,316	\$291,731	\$100,980	320,616
1001.41930.00117	EMPLOYEE TERMINATION	\$7,000	\$0	\$0	\$0	\$0	\$0	0
1001.41930.00118	RECLASSIFICATION	\$2,000	\$0	\$2,000	\$0	\$1,000	\$0	1,000.-
1001.41930.00211	FRINGE BENEFITS	\$95,261	\$94,896	\$141,477	\$131,524	\$141,992	\$53,946	162,862
1001.41930.00241	WORKMENS COMP	\$60,000	\$99,632	\$91,000	\$129,921	\$140,000	\$193,861	180,000.-
1001.41930.00251	UNEMPLOYMENT COMP	\$5,000	\$7,390	\$5,000	\$4,577	\$7,500	\$0	5,000.-
1001.41930.00341	TRAVEL-LODGING-MEALS	\$1,000	\$295	\$1,000	\$0	\$1,500	\$0	2,500.-
1001.41930.00373	ORGANIZATIONAL DUES	\$638	\$648	\$900	\$577	\$2,000	\$264	2,000.-
1001.41930.00382	CONTRACTED SERVICES	\$13,000	\$12,116	\$14,000	\$12,598	\$15,150	\$13,782	60,000.-
1001.41930.00411	OFFICE SUPPLIES	\$6,500	\$4,751	\$8,500	\$7,438	\$9,000	\$1,285	9,000.-
1001.41930.00444	COMPUTER SERVICES	\$4,000	\$4,429	\$7,200	\$6,101	\$7,200	\$2,105	1,851.00
1001.41930.00641	FURNITURE & EQUIPMENT	\$1,000	\$0	\$8,000	\$7,148	\$1,500	\$0	2,000.-
1001.41930.00914	EMPLOYEE GRIEVANCE	\$2,500	\$0	\$2,000	\$0	\$1,000	\$0	1,000.-
1001.41930.00920	CONTINUING EDUCATION	\$2,000	\$689	\$3,000	\$1,305	\$3,000	\$500	6,000.-
1001.41930.00930	TUITION REIMBURSEMENT	\$7,000	\$5,908	\$15,400	\$2,135	\$15,000	\$0	25,000.-
1001.41930.00944	RISK MANAGEMENT	\$1,000	\$320	\$2,000	\$1,301	\$2,000	\$359	4,300.-
1001.41930.00946	ADVERTISING	\$4,000	\$6,422	\$6,000	\$5,398	\$12,000	\$963	12,000.-
DEPARTMENT: HUMAN RESOURCES - 41930		\$416,592	\$442,538	\$574,827	\$573,340	\$651,573	\$368,044	797,129

Burleigh County Departmental Worksheet - Human Resources

1001 General Fund
41930 Human Resources

Fiscal Year 2025 26 Pay Periods in 2025

Line Item No.	Item Description - Line Item	Amount Requested	Explanation	Difference	2024 Budget
111	Salaries	320,616.19	HR Director = \$118,257.98, HR Assist #2 = \$70,097.66, HR Assist #2 = \$70,097.66, HR Assist #2 = \$62,162.88.	\$ 28,885.19	\$ 291,731.00
211	Fringe Benefits	162,862.05	FICA Medicare Tax 1.45% \$4,648.93, FICA Social Security Tax 6.20% \$19,878.93, NDPERS 16.26% \$52,132.19, Life Insurance \$217.92, EAP \$120.00 and Health Insurance 8.0% \$85,864.80	\$ 20,870.05	\$ 141,992.00
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
341	Travel	2,500.00	Misc. Miles Reimbursemen HR Department \$200.00, travel for ND SHRM Conference Fargo \$500.00 National SHRM Convention out of state \$1,800.00.	\$ 1,000.00	\$ 1,500.00
373	Organizational Dues	2,000.00	SHRM Membership Pam & Lindsay = \$550.00, CDHRA Dues (4) = \$230.00, LinkedIn Premium Account dues (4) = \$1,200.00.	\$ -	\$ 2,000.00
382	Contracted Services	62,000.00	ABM/Douphase = \$5,500.00, Eide Bailly ACA = \$8,000.00, Alpha Card ID Badge Service Contract = \$750.00, BreezyHR ATS = \$5,000.00, Recordkeepers = \$250.00, AccuSource Background Investigations = \$1,500.00, Tyler Technologies, School ERP Pro HR Module = \$41,000.00.	\$ 46,850.00	\$ 15,150.00
411	Office Supplies	9,000.00	Fireside -Toner (3) Printers, Misc. Office Supplies = \$2,100.00, Dakota Awards = \$800.00, ABM- Copier Lease and Maintenance = \$2,575.00, ND DOT = \$400.00, Office Depot/Amazon = \$400.00, Service Awards 2024 = \$2,525.00, Notary Licensing = \$200.00	\$ -	\$ 9,000.00
444	Computer Services	1,851.00	4 - ND ITD Email Accts, 4- ND ITD Non State Office 365 accounts, 4- ND ITD VPNs, and 4- Adobe Pro Accounts	\$ -	\$ 1,851.00
641	Office Furniture & Equipment	2,000.00	1 new laptop and docking station for Megan. Her laptop has had problems since City IT rebuilt it.	\$ 500.00	\$ 1,500.00
914	Employee Grievance	1,000.00	Administrative Hearing Fee is \$195.00 an hour.	\$ -	\$ 1,000.00
920	Continuing Education	6,000.00	SHRM Courses, Infinite Visions Payroll Courses, Microsoft Office Courses. School ERP Pro HR, ACA, and Payroll Courses. These are needed for our current software.	\$ 3,000.00	\$ 3,000.00
930	Tuition Reimbursement	25,000.00	JS- 2 classes X 2 Semesters (Masters) = \$5,000.00 VH - 2 classes X 2 Semesters (BSN) = \$4,000.00 Law School Student tuition = \$16,000.00	\$ 10,000.00	\$ 15,000.00
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	\$ -	\$ 12,000.00
	Total	\$ 607,829.24		\$ 111,105.24	\$ 496,724.00

2024 Budget Amount	\$	496,724.00
2025 Budget Request	\$	607,829.24
Amount of Increase		\$111,105.24
Percent of Increase		18.3%
2025 Fixed Costs		\$509,478.24
		97.50%

Salaries, Fringe Benefits, Employee Grievance, Tuition Reimbursement

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

From Date: 5/1/2024

To Date: 5/31/2024

Definition: 2025 Budget Expense Worksheet

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.41980.00111	SALARIES	\$223,205	\$228,873	\$251,301	\$243,538	\$261,368	\$90,622	359,271.74
1001.41980.00211	FRINGE BENEFITS	\$99,502	\$98,364	\$107,412	\$98,356	\$107,673	\$41,027	172,104.59
1001.41980.00341	TRAVEL-LODGING-MEALS	\$2,500	\$1,307	\$4,000	\$1,931	\$4,500	\$1,894	4,500
1001.41980.00362	PRINTING	\$1,500	\$2,166	\$1,500	\$3,380	\$1,500	\$1,025	1,500
1001.41980.00373	ORGANIZATIONAL DUES	\$1,000	\$2,307	\$2,000	\$2,253	\$1,500	\$0	2,500
1001.41980.00382	CONTRACTED SERVICES	\$21,080	\$27,491	\$23,000	\$21,668	\$27,000	\$0	35,000
1001.41980.00411	OFFICE SUPPLIES	\$4,000	\$5,761	\$4,000	\$2,908	\$3,500	\$932	3,500
1001.41980.00415	POSTAGE	\$500	\$0	\$250	\$0	\$250	\$0	2,650
1001.41980.00424	GAS OIL & FUEL	\$3,500	\$4,658	\$5,000	\$3,123	\$5,000	\$556	5,000
1001.41980.00444	COMPUTER SERVICES	\$4,000	\$3,824	\$4,000	\$4,585	\$4,000	\$23,890	4,500
1001.41980.00641	FURNITURE & EQUIPMENT	\$2,000	\$205	\$50,500	\$32,292	\$2,000	\$0	2,000
1001.41980.00920	CONTINUING EDUCATION	\$2,500	\$4,067	\$4,000	\$1,905	\$4,000	\$0	4,000
DEPARTMENT: PLANNING - 41980		\$365,287	\$379,023	\$456,963	\$415,939	\$422,291	\$159,947	596,526.33

As approved at the Preliminary Budget hearing.

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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Account Description

1001,41490.00965	PROTECTIVE SERVICES	\$6,300	\$6,300	\$6,300	\$6,300	\$0	25,000
DEPARTMENT: PUBLIC ADMINISTRATOR - 41490		\$6,300	\$6,300	\$6,300	\$6,300	\$0	25,000

Splonskowski, Mark D.

From: Scott Bernstein <[REDACTED]>
Sent: Thursday, June 13, 2024 9:41 AM
To: Splonskowski, Mark D.
Subject: Guardian and Protective Services & County Administrator

Follow Up Flag: Follow up
Flag Status: Flagged

You don't often get email from s [REDACTED]. [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. *********

Mark:

I appreciate your call yesterday. Seriously, I have been trying to determine how GaPS became the County Administrator and what would be the steps I need to take to end this responsibility.

When I took this position, I did what was needed to keep GaPS operational while I discovered what all the moving pieces were. In some respects, GaPS is a natural fit. We are 24/7 – 365. The duties performed take that type of availability. Whether it's a weekend, a holiday or weekday things happen that need attention generally sooner than later. However, the number of these incidents AND the complexity has significantly increased.

There are two dimensions to this position.

1. Unattended deaths
2. Becoming the executor when the listed executor in a will is no longer alive or capable of performing those duties

In this day – what does the Public Administrator's duties look like?

- A. When a call comes in for an unattended death, we stop what we are doing to begin detective work.
 - a. Who is this person?
 - b. What can we discover? (Maybe from a homeless shelter, or a scrap of paper in a wallet or coat pocket, etc.)
 - c. Then we search to see if there has been missing person reports or maybe a court record, or possibly a posting...and the list goes on.
 - d. We start making calls to people that may potentially be a relative or a person of interest.
 - e. We also start the process of transferring the body to a funeral home and complete the necessary paperwork so they can receive reimbursement from the State for a cremation.
 - f. We continue our search and try to determine if there may be a family plot or was this person a Vet.
 - g. If they were found in an apartment, we go to the apartment to see what we can discover (I have a journal in my office now from a man who committed suicide where we finally found a brother in Arkansas that hasn't seen him 35 years).
 - h. Now we may be responsible for cleaning out the contents of an apartment or storage unit.
 - i. If a suicide took place with a weapon that is with the police, and we eventually have to go and sign for it because it is part of the decedent's assets. Then we must arrange for selling the weapon.
 - j. We account for everything – any bank accounts, money in the wallet, items that may be an asset that we may have to sell – like a vehicle through direct sale or an auction. This requires discovering the title.

- k. Honestly, the list goes on and on. Hours of time. Also includes listening to the decedent's relatives or X as they are shocked or angry and want nothing to do with this person. This is often the case when a person dies at the Penitentiary. Family wants nothing to do with the person and don't want them buried in a family plot.
 - l. The list goes on and on.
- B. Executor Action – where do I begin?
- a. GaPS deals with angry family and relatives (where there is a will there are relatives).
 - b. We must gather assets, uncover potential exploitation, find abandoned property.
 - c. Find and confirm the latest will.
 - d. Retrieve property.
 - e. Remove homeless (for real) or squatters.
 - f. We have had to board up houses to protect them.
 - g. This list goes on and on and on.
 - h. Then we discover that financial obligations from unpaid bills exceed assets. Lots of accounting.
 - i. On and On and On.

Years ago, this may have been a simple and rare occurrence. Today with the increasing homeless population, significant mental health issues and a graying population the task is no longer simple or rare. We appreciate the opportunity to serve, and it is a part of our mission. However, a Not-For-Profit must still pay its bills. To continue providing services our budget needs \$25,000 to fulfill the duties of Public Administrator Service. Realistically, the Judicial District covers eight counties. That works out to \$3,125 a year per county. Today, being a Public Administrator requires a willingness to put yourself at risk when six police officers come to a house and haul out a squatter that was using the house to process and sell Meth and then be responsible for cleaning out the property. Welcome to the new day of serving as a Public Administrator.

If you have any questions don't hesitate to call.

Best Regards,

Scott Bernstein, NCG
Executive Director

[REDACTED]
[REDACTED]



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County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

From Date: 5/1/2024 To Date: 5/31/2024

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.41860.00111	\$135,000	\$0	\$135,000	\$10,630	\$160,166	\$38,990	203,758.46
1001.41860.00211	\$90,000	\$0	\$90,000	\$2,606	\$89,067	\$17,653	105,203.61
1001.41860.00341	\$3,000	\$0	\$3,000	\$0	\$5,000	\$0	5,000
1001.41860.00356	\$1,200	\$0	\$1,200	\$0	\$1,300	\$43	2,000
1001.41860.00362	\$1,000	\$0	\$1,000	\$0	\$1,000	\$0	1,000
1001.41860.00373	\$1,000	\$0	\$1,000	\$0	\$1,000	\$0	1,000
1001.41860.00381	\$0	\$0	\$0	\$0	\$1,000	\$0	1,000
1001.41860.00382	\$0	\$0	\$0	\$0	\$20,000	\$0	215,000
1001.41860.00411	\$2,000	\$0	\$2,000	\$6,929	\$3,000	\$237	3,000
1001.41860.00424	\$0	\$0	\$0	\$0	\$2,000	\$44	2,000
1001.41860.00444	\$50,000	\$0	\$38,900	\$97,262	\$71,168	\$1,507	42,025
1001.41860.00641	\$27,400	\$3,913	\$27,400	\$41,824	\$5,000	\$0	20,000
1001.41860.00920	\$500	\$0	\$500	\$0	\$1,000	\$0	2,000
DEPARTMENT: INFORMATION TECHNOLOGY	\$311,100	\$3,913	\$300,000	\$159,252	\$360,701	\$58,474	602,987.07
DEPARTMENT - 41860							

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

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

2025 Department Budget Request

Fiscal Year: 2024-2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

From Date: 5/1/2024 To Date: 5/31/2024

2025 Department Head Request

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.41610.00111	SALARIES	\$59,218	\$61,082	\$68,274	\$64,313	\$70,361	\$23,430	73,572.78
1001.41610.00211	FRINGE BENEFITS	\$21,897	\$22,281	\$24,480	\$24,813	\$26,950	\$10,859	32,116.36
1001.41610.00351	UTILITIES	\$125,000	\$127,889	\$135,000	\$124,804	\$140,000	\$29,742	140,000
1001.41610.00423	SUPPLIES & MATERIALS	\$20,000	\$14,714	\$25,000	\$20,806	\$25,000	\$4,119	25,000
1001.41610.00440	CONTRACT JANITOR	\$103,000	\$94,536	\$103,000	\$98,008	\$103,000	\$31,512	106,000
1001.41610.00441	BUILDING MAINTENANCE	\$159,500	\$578,336	\$90,000	\$87,503	\$90,000	\$9,725	1,740,000
1001.41610.00442	BLDG OUTSIDE MAINTENANCE	\$55,000	\$44,246	\$60,000	\$48,616	\$68,000	\$15,072	82,000
1001.41610.00491	TRIMMING TREES	\$3,500	\$1,325	\$3,500	\$0	\$9,000	\$0	9,000
1001.41610.00641	FURNITURE & EQUIPMENT	\$2,000	\$1,755	\$2,000	\$866	\$2,000	\$527	2,000
DEPARTMENT: COURTHOUSE BLDG & GROUNDS - 41610		\$549,115	\$511,254	\$469,729	\$534,311	\$124,987		

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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Definition: 2025 Budget Expense Worksheet

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2024 Actual	2025 Department Head Request
1001.41810.00335	BUILDING RENTAL	\$48,000	\$48,000	\$224,516	\$224,516	\$194,581	\$64,860	194,581	
1001.41810.00351	UTILITIES	\$22,000	\$26,121	\$0	\$0	\$25,000	\$0	25,000	
1001.41810.00440	CONTRACT JANITOR	\$10,000	\$37,567	\$0	\$0	\$0	\$0	\$0	
1001.41810.00441	BUILDING MAINTENANCE	\$5,000	\$1,046	\$2,000	\$1,170	\$2,000	\$275,200	2,000	
DEPARTMENT: CITY/COUNTY BUILDING - 41810		\$85,000	\$112,734	\$226,516	\$225,686	\$221,581	\$65,135	221,581	

LEASE AGREEMENT

This lease agreement is made and entered into by and between the City of Bismarck; hereinafter referred to as "**Landlord**," and the county of Burleigh, hereinafter referred to as "**Tenant**."

1. **Lease of Premises.** The **Landlord**, in consideration of the rent to be paid and the covenants to be performed by the **Tenant**, does hereby lease to the **Tenant** the following-described premises situated in the City of Bismarck, Burleigh County, North Dakota:

First floor and one storage space in the basement of the building known as the City/County Building, located at 221 North 5th Street, Bismarck, North Dakota, and consisting of approximately 14,967.75 square feet, including only the area shown on Exhibit "A," attached hereto and made a part of this lease.

2. **Term of Lease.** The term of this lease shall be for a period of one year, commencing on the first day of January 1, 2024, and terminating on the last day of December, 2024. This Lease Agreement shall automatically renew for additional one-year periods, on the same terms and conditions, upon the expiration of the original or renewed term.

During the initial or renewed term of this Lease Agreement, the **Tenant** shall have the unilateral right to terminate the lease by giving 180 days' notice of its intent to cancel the lease and vacate the premises. This lease will not allow month-to-month tenancy and shall terminate at the end of the term. The parties can execute a new lease or vacate the premises.

Failure to pay the Rental Payments below on the dates indicated, which if it continues for a period of ten (10) days after written demand by the **Landlord** for payment, shall be a considered a default and result in termination of the lease.

3. **Rental Payments.** The **Tenant** agrees to pay as rental for the premises \$13.00 per square foot for a total of \$194,580.75 (14,967.75 square feet x \$13.00 per square foot) on an annual basis during the term of this lease. Rental payments are payable monthly on the 1st of each month in advance of occupancy or in installments as the parties hereto may agree in writing.

4. **Improvements and Remodeling.** The **Tenant** agrees to assume the cost of improvements or remodeling necessary or desired in those

areas leased by the **Tenant**. All proposed improvements shall be subject to prior written approval by the **Landlord**.

5. **The Landlord's Obligations.** The **Landlord** agrees as follows:

a. To provide commercially reasonable utility service to the leased premises, excluding telephone and internet.

b. To comply with the requirements of applicable building and housing codes materially affecting health and safety and to comply with all applicable laws of this state and ordinances of the City of Bismarck in force from time to time relating to the leased premises and **Landlord's** obligations thereto.

c. To keep all common areas of the premises in a clean and safe condition.

d. To furnish janitorial services.

6. **The Tenant's Obligations.** The **Tenant** agrees as follows:

a. To use commercially reasonable amounts of utilities for its operations and **Tenant's** uses only.

b. To pay the rental when due.

c. To keep the leased premises in a clean, safe, and healthful condition, and to maintain the leased premises in such repair as the same is at the time of initial occupancy during the term of the lease, save and except only reasonable use and wear, and damage by fire and unavoidable casualty.

d. Not to make or suffer any unlawful, improper, or offensive use of the premises, and to keep and observe all of the laws of this state and the ordinances of the City of Bismarck in force from time to time relating to the leased premises or the use thereof.

e. To permit the **Landlord** at all reasonable times to enter upon and examine the premises and to make such repairs as may be thought necessary by the County for the protection of the premises.

f. To surrender the leased premises to the **Landlord** at the expiration of the Lease Agreement in as good condition and repair as the same were in when the premises were occupied,

reasonable wear and tear and damage by fire or other unavoidable casualty only excepted. Also, in default of the payment of any rents due or failure to perform any of the terms or conditions of this lease, then to surrender premises upon demand made by the **Landlord**. Upon expiration of the Lease Agreement, the **Tenant** grants to the **Landlord** the right of reentry to such premises, should the option to extend the lease not be exercised.

g. **TENANT** shall permit no signs to be placed outside the Leased Premises unless approved in writing by the Renaissance Zone Authority Board acting as the Downtown Design Review Committee, except what is presently on the building.

7. **Termination of Lease in the Event of Destruction of Premises.** It is agreed that in the event the leased premises are destroyed or damaged by fire or the elements to the extent they should be un-tenantable, then this lease shall immediately terminate, unless the **Landlord**, within 20 days of the happening of such event, gives notice of intention to restore the building and restore possession of the leased premises to the **Tenant**, and shall fully restore such premises within a reasonable time thereafter, provided, that during the term between destruction and restoration the payment of such rent shall be suspended.

8. **Assignment.** This lease may not be assigned or sublet by the **Tenant** without the prior written consent of the **Landlord**. This lease shall not terminate by reason of any sale of the premises by the **Landlord** to third parties, but shall continue throughout the entire term.

Dated this 8th day of November, 2023.

ATTEST:

CITY OF BISMARCK, NORTH DAKOTA

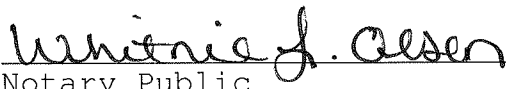

Keith Hunke
City Administrator


Micheal T. Schmitz, President
Board of City Commissioners

STATE OF NORTH DAKOTA)
) SS.
COUNTY OF BURLEIGH)

On this 8th day of November, 2023, before me personally appeared Michael T. Schmitz, President of Board of City Commissioners, and Keith Hunke, City Administrator, known to me to be the persons who are described in, and who executed the within and foregoing instrument and who severally acknowledged to me that they executed the same.

WHITNIE L OLSEN
Notary Public
State of North Dakota
My Commission Expires May 15, 2027


Notary Public

Dated this 3rd day of Nov., 2023.

ATTEST:

BURLEIGH COUNTY, NORTH DAKOTA


Mark Splonskowski
County Auditor/Treasurer


Steve Bakken, Chair
Board of County Commissioners

STATE OF NORTH DAKOTA)
) SS.
COUNTY OF BURLEIGH)

On this 3rd day of November, 2023, before me personally appeared Steve Bakken, Chair of Board of County Commissioners, and Mark Splonskowski, County Auditor/Treasurer, known to me to be the persons who are described in, and who executed the within and foregoing instrument and who severally acknowledged to me that they executed the same.

ERIN BUCHWITZ
NOTARY PUBLIC
STATE OF NORTH DAKOTA
MY COMMISSION EXPIRES APR. 12, 2026


Notary Public

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.41470.00382	\$72,000	\$72,000	\$72,000	\$72,000	\$75,000	\$37,500	<u>79,000</u>
DEPARTMENT: SUPERINTENDENT OF SCHOOLS - 41470	\$72,000	\$72,000	\$72,000	\$72,000	\$75,000	\$37,500	<u>79,000</u>

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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1001.41820.00361 PUBLISHING & PRINTING	\$16,200	\$13,675	\$15,000	\$16,367	\$15,000	\$6,339	15,000
DEPARTMENT: PUBLISHING & PRINTING - 41820	\$16,200	\$13,675	\$15,000	\$16,367	\$15,000	\$6,339	15,000

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.41830.00423	\$15,000	\$12,173	\$8,000	\$12,232	\$12,000	\$1,009	12,000
DEPARTMENT: SUPPLIES - 41830	\$15,000	\$12,173	\$8,000	\$12,232	\$12,000	\$1,009	12,000

Description

SUPPLIES & MATERIALS

DEPARTMENT: SUPPLIES - 41830

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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1001.41840.00356	TELEPHONE	\$40,000	\$40,010	\$45,000	\$42,064	\$45,000	\$10,833
1001.41840.00415	POSTAGE	\$83,000	\$84,824	\$83,000	\$91,722	\$87,500	\$12,253
DEPARTMENT: TELEPHONE & POSTAGE - 41840		\$123,000	\$124,834	\$128,000	\$133,786	\$132,500	\$23,086
							45,000
							90,000
							134,000

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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Description

100.1.41850.00382		CONTRACTED SERVICES	\$121,000	\$112,788	\$131,100	\$103,258	131,100
100.1.41850.00641		FURNITURE & EQUIPMENT	\$25,000	\$0	\$25,000	\$3,969	25,000
DEPARTMENT: TECHNOLOGY - 41850			\$146,000	\$112,788	\$156,100	\$107,227	156100
			\$207,450				

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.41960.00326	\$145,000	\$165,242	\$200,000	\$172,571	\$200,000	\$4,299	<u>200,000</u>
DEPARTMENT: PROPERTY INSURANCE - 41960	\$145,000	\$165,242	\$200,000	\$172,571	\$200,000	\$4,299	<u>200,000</u>

Description

PROPERTY INSURANCE

PROPERTY INSURANCE - 41960

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

- Print accounts with zero balance Round to whole dollars Account on new page
 Exclude inactive accounts with zero balance
 Definition: 2025 Budget Expense Worksheet

Account	Description	2022		2023		2024		2025 Department Head Request
		Adopted Budget	Actual	Adopted Budget	Actual	Adopted Budget	Actual	
1001.42140.00111	SALARIES	\$147,659	\$111,838	\$162,244	\$110,154	\$171,756	\$39,564	169,558.27
1001.42140.00211	FRINGE BENEFITS	\$62,177	\$48,003	\$84,209	\$49,239	\$91,838	\$20,856	97,026.34
1001.42140.00341	TRAVEL-LODGING-MEALS	\$3,000	\$9	\$3,000	\$5	\$3,000	\$0	3,000
1001.42140.00356	TELEPHONE	\$7,000	\$2,592	\$7,000	\$2,654	\$7,000	\$748	7,000
1001.42140.00362	PRINTING	\$1,000	\$364	\$1,000	\$261	\$1,000	\$0	1,000
1001.42140.00373	ORGANIZATIONAL DUES	\$600	\$349	\$600	\$264	\$600	\$135	600
1001.42140.00381	REPAIRS & MAINTENANCE	\$5,000	\$263	\$5,000	\$0	\$6,500	\$0	6,500
1001.42140.00411	OFFICE SUPPLIES	\$4,000	\$3,006	\$4,000	\$2,212	\$4,000	\$58	4,000
1001.42140.00415	POSTAGE	\$150	\$180	\$150	\$66	\$150	\$0	150
1001.42140.00424	GAS OIL & FUEL	\$1,500	\$579	\$1,500	\$493	\$1,500	\$90	1,500
1001.42140.00444	COMPUTER SERVICES	\$1,500	\$3,291	\$3,000	\$4,047	\$3,000	\$1,377	3,000
1001.42140.00641	FURNITURE & EQUIPMENT	\$2,000	\$423	\$2,000	\$0	\$2,000	\$0	2,000
1001.42140.00809	GRANT MATCH	\$10,000	\$0	\$10,000	\$0	\$10,000	\$0	10,000
1001.42140.00920	CONTINUING EDUCATION	\$1,000	\$75	\$1,000	\$189	\$1,000	\$129	1,000
1001.42140.00945	EMERGENCY FUND	\$50,000	\$0	\$50,000	\$0	\$50,000	\$0	50,000
DEPARTMENT: EMERGENCY MANAGEMENT - 42140		\$296,586	\$334,703	\$353,344	\$169,584	\$62,957	\$62,957	356,334.61

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.42610.00392	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$0	1,500
DEPARTMENT: AMBULANCE - 42610	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$0	1,500

Description

AMBULANCE SERVICES

DEPARTMENT: AMBULANCE - 42610

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.42920.00935 BISMIRCK POLICE YTH BUREAU	\$67,000	\$66,777	\$87,781	\$87,781	\$93,444	\$21,945	93,444
DEPARTMENT: YOUTH BUREAU - 42920	\$67,000	\$66,777	\$87,781	\$87,781	\$93,444	\$21,945	93,444

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

From Date: 5/1/2024 To Date: 5/31/2024

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2024 Actual	2025 Department Head Request
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1001.41430.00111	SALARIES	\$2,380,893	\$1,883,858	\$3,245,008	\$2,211,079	\$3,229,036	\$861,514	\$861,514	3,728,298.29
1001.41430.00211	FRINGE BENEFITS	\$1,082,174	\$788,183	\$1,498,533	\$957,686	\$1,538,458	\$433,057	\$433,057	1,929,371.38
1001.41430.00317	WITNESS & CASE EXPENSES	\$1,500	\$2,333	\$1,500	\$18,430	\$2,000	\$402	\$402	\$ 1,500
1001.41430.00318	SERVICES & FILING FEES	\$600	\$216	\$400	\$420	\$400	\$36	\$36	\$ 400
1001.41430.00319	TRANSCRIPTS	\$2,000	\$3,248	\$1,500	\$1,346	\$2,000	\$115	\$115	\$ 1,500
1001.41430.00341	TRAVEL-LODGING-MEALS	\$8,000	\$7,079	\$8,000	\$3,447	\$8,000	(\$401)	(\$401)	\$ 8,000
1001.41430.00373	ORGANIZATIONAL DUES	\$9,500	\$7,606	\$12,600	\$8,005	\$12,600	\$2,480	\$2,480	\$13,300
1001.41430.00411	OFFICE SUPPLIES	\$20,500	\$20,582	\$20,500	\$17,227	\$20,500	\$2,929	\$2,929	\$21,500
1001.41430.00444	COMPUTER SERVICES	\$30,000	\$55,801	\$55,100	\$58,010	\$47,000	\$17,206	\$17,206	\$30,000
1001.41430.00453	SERVICE AGREEMENTS	\$0	\$0	\$0	\$0	\$300	\$0	\$0	\$ 300
1001.41430.00641	FURNITURE & EQUIPMENT	\$21,000	\$15,068	\$35,000	\$37,645	\$51,000	\$17,790	\$17,790	\$32,000
1001.41430.00920	CONTINUING EDUCATION	\$750	\$0	\$500	\$0	\$500	\$301	\$301	\$ 500
1001.41430.00921	LEGAL INSTITUTES	\$3,000	\$2,410	\$3,000	\$3,620	\$3,000	\$0	\$0	\$ 3,500
1001.41430.00922	LIBRARY	\$15,000	\$14,478	\$15,000	\$18,321	\$23,500	\$4,998	\$4,998	\$24,500
1001.41430.00923	CONTINGENT FUND	\$2,000	\$0	\$2,000	\$0	\$2,000	\$0	\$0	\$ 2,000
DEPARTMENT: STATES ATTORNEY - 41430		\$3,576,917	\$2,800,863	\$4,898,641	\$3,335,237	\$4,940,294	\$1,340,427	\$1,340,427	5,895,669.67

Investigations

Computer Programs

Totals without Salary and Benefits

\$172,800

\$238,000

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

From Date: 5/1/2024 To Date: 5/31/2024

2025
Department
Head Request

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2024 Actual	2025 Department Head Request
1001.49160.00111	SALARIES	\$290,472	\$289,324	\$362,087	\$333,094	\$366,586	\$128,973	\$128,973	397,757.57
1001.49160.00211	FRINGE BENEFITS	\$143,261	\$121,025	\$182,517	\$152,243	\$185,361	\$70,166	\$70,166	209,633.51
1001.49160.00341	TRAVEL-LODGING-MEALS	\$4,000	\$1,604	\$4,000	\$2,898	\$4,000	\$0	\$0	\$ 4,000
1001.49160.00356	TELEPHONE	\$3,400	\$2,938	\$3,400	\$3,487	\$4,000	\$948	\$948	\$ 4,000
1001.49160.00373	ORGANIZATIONAL DUES	\$400	\$0	\$400	\$0	\$400	\$50	\$50	\$ 400
1001.49160.00411	OFFICE SUPPLIES	\$2,500	\$1,547	\$4,575	\$3,278	\$3,700	\$421	\$421	\$ 3,300
1001.49160.00415	POSTAGE	\$250	\$176	\$250	\$66	\$250	\$66	\$66	\$ 250
1001.49160.00444	COMPUTER SERVICES	\$3,500	\$6,787	\$4,500	\$7,669	\$6,500	\$3,440	\$3,440	\$ 6,900
1001.49160.00641	FURNITURE & EQUIPMENT	\$500	\$0	\$10,470	\$11,753	\$4,100	\$0	\$0	\$ 4,400
1001.49160.00920	CONTINUING EDUCATION	\$1,500	\$600	\$1,500	\$650	\$1,500	\$0	\$0	\$ 1,500
DEPARTMENT: VICTIM/WITNESS ADVOCATE - 49160		\$424,001	\$573,699	\$515,137	\$576,397	\$204,064	\$576,397	\$204,064	634,891.08
	Computer Programs								\$ 2,700
	Totals without Salary and Benefits					\$24,450		\$24,450	\$27,450
	Income Projected								
	Victim Witness fee								\$ 55,000
	VOCA grant (September award)								\$ 161,000
	Totals								\$216,000

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

- Print accounts with zero balance Round to whole dollars Account on new page
 Exclude inactive accounts with zero balance
 Definition: 2025 Budget Expense Worksheet

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.42110.00111	SALARIES	\$4,514,474	\$4,083,481	\$4,700,752	\$4,277,656	\$4,996,496	\$1,519,506	5,304,876.74
1001.42110.00112	TEMPORARY SERVICES	\$3,000	\$0	\$3,000	\$0	\$3,000	\$0	3,000
1001.42110.00211	FRINGE BENEFITS	\$1,871,950	\$1,724,426	\$2,054,432	\$1,929,894	\$2,376,301	\$801,387	2,674,227.42
1001.42110.00314	MEDICAL FEES	\$12,470	\$11,385	\$12,735	\$16,411	\$12,900	\$8,702	19,655
1001.42110.00341	TRAVEL-LODGING-MEALS	\$12,500	\$10,172	\$12,500	\$12,276	\$13,500	\$210	13,500
1001.42110.00345	EXTRADITIONS	\$22,500	\$15,688	\$22,500	\$16,339	\$25,500	\$93	24,150
1001.42110.00351	UTILITIES	\$58,550	\$62,811	\$68,500	\$56,324	\$65,325	\$16,156	70,450
1001.42110.00373	ORGANIZATIONAL DUES	\$3,920	\$3,532	\$3,890	\$3,437	\$4,840	\$1,425	5,100
1001.42110.00381	REPAIRS & MAINTENANCE	\$77,285	\$58,412	\$76,550	\$54,847	\$76,550	\$17,770	80,735
1001.42110.00393	TOWING	\$8,850	\$7,233	\$8,850	\$6,556	\$8,850	\$1,180	8,350
1001.42110.00411	OFFICE SUPPLIES	\$37,500	\$28,807	\$37,500	\$30,152	\$37,500	\$5,835	35,000
1001.42110.00422	CLOTHING & UNIFORMS	\$21,500	\$20,057	\$22,750	\$12,949	\$27,625	\$4,729	27,625
1001.42110.00423	SUPPLIES & MATERIALS	\$2,500	\$1,407	\$2,500	\$2,863	\$2,500	(\$1,295)	2,500
1001.42110.00424	GAS OIL & FUEL	\$127,680	\$120,782	\$280,000	\$142,667	\$238,000	\$30,729	210,000
1001.42110.00425	PATROL CAR EQUIPMENT	\$66,950	\$59,815	\$66,950	\$68,479	\$70,500	\$21,243	150,500
1001.42110.00426	BULLET PROOF VESTS	\$11,275	\$12,773	\$21,000	\$21,107	\$21,000	\$21,021	22,300
1001.42110.00427	GUNS & CRIME SUPPLIES	\$31,750	\$23,787	\$31,750	\$32,594	\$35,750	\$4,165	43,750
1001.42110.00440	CONTRACT JANITOR	\$7,100	\$6,600	\$9,900	\$9,805	\$9,900	\$2,475	9,900
1001.42110.00441	BUILDING MAINTENANCE	\$6,750	\$6,066	\$6,750	\$2,202	\$6,750	\$140	6,750
1001.42110.00442	BLDG OUTSIDE MAINTENANCE	\$20,500	\$23,608	\$20,500	\$7,720	\$20,500	\$0	17,500
1001.42110.00444	COMPUTER SERVICES	\$44,450	\$40,633	\$44,450	\$41,603	\$44,450	\$10,202	45,045
1001.42110.00453	SERVICE AGREEMENTS	\$40,875	\$28,444	\$37,155	\$37,331	\$34,465	\$4,965	42,565
1001.42110.00454	POLICE RANGE MAINTENANCE	\$1,500	\$1,200	\$1,500	\$1,459	\$1,500	\$1,200	1,500
1001.42110.00641	FURNITURE & EQUIPMENT	\$18,900	\$15,641	\$18,900	\$14,522	\$18,900	\$0	27,500

*Molly L
6-6-24*

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

Exclude inactive accounts with zero balance

From Date: 5/1/2024 To Date: 5/31/2024

Definition: 2025 Budget Expense Worksheet

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.42110.00643	DIVE/RESCUE EQUIPMENT	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	7,000
1001.42110.00661	VEHICLES	\$180,500	\$173,263	\$185,500	\$290,271	\$185,500	\$290,271	\$185,500	\$38,385	285,150
1001.42110.00859	CHAPLAINCY COUNSELING	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	5,000
1001.42110.00862	MISDEMEANOR PROBATION	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$6,000	24,000
1001.42110.00865	INMATE HOUSING	\$7,500	\$2,295	\$6,000	\$4,475	\$6,000	\$4,475	\$6,000	\$900	5,500
1001.42110.00920	CONTINUING EDUCATION	\$24,250	\$18,176	\$24,250	\$23,975	\$24,250	\$23,975	\$24,250	\$12,687	27,000
1001.42110.00923	CONTINGENT FUND	\$8,800	\$1,499	\$8,800	\$1,414	\$8,800	\$1,414	\$8,800	\$800	6,000
1001.42110.00927	TELETYPE	\$2,580	\$2,543	\$2,580	\$2,543	\$2,580	\$2,543	\$2,580	\$886	2,543
1001.42110.00928	ANIMAL CARE	\$8,000	\$2,312	\$3,500	\$2,140	\$3,500	\$2,140	\$3,500	\$896	3,500
1001.42110.00929	CORONER CALLS & RETAINER	\$87,400	\$80,009	\$88,900	\$79,214	\$88,900	\$79,214	\$95,650	\$24,619	95,650
1001.42110.00956	SWAT	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	9,000
1001.42110.00959	ANIMAL IMPOUND	\$1,500	\$0	\$1,500	\$0	\$1,500	\$0	\$1,500	\$0	1,500
1001.42110.00976	REWARD	\$500	\$0	\$500	\$0	\$500	\$0	\$500	\$0	500
1001.42110.00977	YOUTH WORKS	\$52,540	\$52,540	\$52,540	\$52,540	\$52,540	\$52,540	\$52,540	\$21,892	52,540
DEPARTMENT: SHERIFF - 42110		\$7,443,299	\$6,744,396	\$7,984,384	\$7,300,764	\$8,578,422	\$8,578,422	\$8,578,422	\$2,599,903	9,370,952.16

2025 BURLEIGH COUNTY SHERIFF'S DEPARTMENT BUDGET

- ANALYSIS -

LINE ITEM:

111	Salaries	increase \$334,114 based off 2025 budget discussion
211	Fringe/Benefits	increase \$349,629 based off 2025 budget discussion.
314	Medical Fees	increase of \$6,755 to cover increased hiring costs.
345	Extraditions	decrease \$1,000 based off of historical extraditions costs.
351	Utilities	increase \$5,125 due to increased utility rates.
373	Organizational Dues	increase \$260 based on association fees costs.
381	Repairs & Maintenance	increase \$4,175 due to increase in vehicle fleet.
383	Towing	decrease \$500 based on historical averages.
411	Office Supplies	decrease \$2,500 based on historical spending.
424	Gas, Oil & Fuel	decrease \$28,000 due to decrease in fuel costs.
425	Patrol Car Equipment	increase \$80,000 due to increased vehicle fleet.
426	Bullet Proof Vests	increase \$1,200 due to increased costs.
427	Guns & Crime Supplies	increase \$7,000 due to increased ammunition needs.
442	Bldg Outside Maintenance	decrease \$3,000 due to projects being completed.
444	Computer Services	increase \$595 for e-mail retention software.
453	Service Agreements	increase \$8,100 due to increased costs and new software.
641	Furniture & Equipment	increase \$8,600 for BEAST remodel project.
661	Vehicles	increase \$100,000 to implement take-home squads.
865	Inmate Housing	decrease \$500 based on historical spending.
920	Continuing Education	increase \$2,750 due to increased costs and need.

923 Contingent Fund decrease \$2,800 based on historical spending.

927 Teletype decrease \$37 based on historical spending.

OVERALL (Minus Salary & Benefits)

The budget has 36 line items. Of the 36 line items, 12 line items saw an increase totaling \$224,560. Eight line items saw a reduction totaling \$38,337. The 2025 budget is being increased \$186,223.

Major Increases-

Patrol Car Equipment- \$80,000

Vehicles- \$100,000

Revenue Account

Account 2987-42110-00928- Animal Care-Donated Funds

Decrease line item \$5,000 as K-9 replacement took place in 2024.

Account 2988-42110-00911- Asset Forfeiture

Increase line item \$75,000 to fund sidearm replacement.

2025 SHERIFF'S DEPARTMENT BUDGET

2023 Reimbursed/ Revenue Income

Sheriff Civil

1001-34210-000	Civil Fees Collected	\$219,883
	Civil Mileage	\$ 84,821
	Execution Commissions	\$ 50,927
	Mobile Home Tax Fees	\$ 4,225

Reimbursements

1001-34280-000	Extraditions	\$ 14,671
	Fuel & Shop	\$ 3,717
	USMS	\$ 4,067
	HIDTA	\$ 5,493

Operating Grants

1001-34220-000	Desert Enforcement	\$ 15,000
	DUI Enforcement	\$ 5,800
	Game & Fish	\$ 15,321
	Occupant Protection	\$ 3,450
	Tobacco Compliance	\$ 3,150
	Distracted Driving	\$ 2,400
	JAG Grant	\$ 10,736
	Speed Enforcement	\$ 4,450

Sheriff's Miscellaneous

1001-34290-000	Disposition of Abandoned Property	\$ 7,545
	Gun Auctions	\$ 615
	Towing/Storage Fees	\$ 7,497
	24/7 Sobriety Program	\$ 72,700
	Juvenile Transport Fees	\$ 1,023
	Alarm Calls	\$ 215
	Restitution	\$ 1,450

923 Contingent Fund decrease \$2,800 based on historical spending.

927 Teletype decrease \$37 based on historical spending.

OVERALL (Minus Salary & Benefits)

The budget has 36 line items. Of the 36 line items, 12 line items saw an increase totaling \$224,560. Eight line items saw a reduction totaling \$38,337. The 2025 budget is being increased \$186,223.

Major Increases-

Patrol Car Equipment- \$80,000

Vehicles- \$100,000

Revenue Account

Account 2987-42110-00928- Animal Care-Donated Funds

Decrease line item \$5,000 as K-9 replacement took place in 2024.

Account 2988-42110-00911- Asset Forfeiture

Increase line item \$75,000 to fund sidearm replacement.

Future Budget Considerations-Sheriff
2025 Budget Meetings

- I. Boat Fleet-
 - a. 1 Zodiac Boat- Used for Dive Operations.
 - i. 2023 Model.
 - ii. Serviceable and no immediate need for replacement.
 - iii. 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 661-Vehicles.
 - iii. No replacement planned until approximately 2031.
 - c. Jet Skis-Used for Enforcement and Rescue Operations
 - i. 2014 Models.
 - ii. Obtained through Government LESO Program.
 - iii. Serviceable and no immediate plans for replacement.
 - iv. Projected replacement based on available funding through grants and budget 661-Vehicles.
 - d. 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. Budgeted replacement in 2025 budget using Asset Forfeiture money.
 - b. 50 Shotguns- Serviceable and no immediate need for replacement.
 - c. 22 M-4 Rifles- Serviceable and no immediate need for replacement.

Miscellaneous Fees	\$ 1,263
K-9 Donation	\$ 10,000
Courthouse ATM Fees	\$ 1,378

Federal Grants
1001-34230-000

Ballistic Vest Grant	\$ 4,250
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Total:	\$ 556,047
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- d. 24 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 mass replacement outside of normal budget expenditures.
 - 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. No anticipated additional budget considerations.
 - b. Department re-structure based on County IT implementation.
 - i. Either retain position or move to IT Section based on needs of the agency and county with Commission approval.

VI. Take-Home Squad Cars

- a. Budgeted plan for 2025 budget to begin implementing take-home squad cars. Plan will take 3-4 years to fully implement. Upon full implementation, anticipate reducing vehicle line item by the cost of one car for future budgets (\$50,000).
- b. Current data shows approximately \$9,000 costs for install and tear-out of equipment for a 2-3 year lifecycle of pool car. Take-home cars could extend life cycle 5-6 years.
- c. Recruitment tool.
- d. Will alleviate supply chain issues with police package vehicles.
- e. Will extend life of patrol car equipment. Wear and tear from transferring equipment between vehicles and obsolescence due to body style changes will be greatly reduced.
- f. Anticipated reduction in wear and tear and maintenance costs on squad cars as there will be accountability with individual assignment.

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

- Print accounts with zero balance Round to whole dollars Account on new page
 Exclude inactive accounts with zero balance
 Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.42120.00111	\$5,297,758	\$4,911,636	\$5,834,954	\$5,158,454	\$6,090,483	\$1,949,183	6,420,511.03
1001.42120.00112	\$35,500	\$16,358	\$35,500	\$23,656	\$32,225	\$6,838	29,350
1001.42120.00211	\$2,345,176	\$2,233,994	\$2,818,343	\$2,445,146	\$3,187,893	\$1,053,959	3,447,866.46
1001.42120.00241	\$90,000	\$114,563	\$105,000	\$91,695	\$105,000	\$154,821	145,000
1001.42120.00314	\$15,750	\$14,089	\$15,750	\$25,486	\$16,250	\$9,015	17,490
1001.42120.00328	\$100,440	\$67,510	\$90,000	\$70,635	\$77,635	\$0	77,635
1001.42120.00341	\$4,200	\$846	\$4,200	\$0	\$7,500	\$0	7,500
1001.42120.00351	\$588,750	\$662,915	\$692,125	\$633,581	\$720,125	\$149,162	720,125
1001.42120.00373	\$570	\$470	\$570	\$695	\$875	\$225	1,080
1001.42120.00381	\$67,500	\$70,453	\$77,337	\$88,516	\$85,070	\$42,271	125,070
1001.42120.00411	\$26,500	\$18,216	\$26,500	\$11,994	\$26,500	\$5,539	26,500
1001.42120.00412	\$195,000	\$126,593	\$195,000	\$236,001	\$230,000	\$53,888	240,000
1001.42120.00422	\$21,550	\$19,118	\$21,550	\$19,687	\$23,550	\$966	23,550
1001.42120.00424	\$2,800	\$8,655	\$5,200	\$3,873	\$9,525	\$218	8,550
1001.42120.00425	\$1,500	\$0	\$1,500	\$126	\$1,500	\$1,256	1,500
1001.42120.00427	\$1,500	\$721	\$1,500	\$834	\$1,500	\$0	1,500
1001.42120.00428	\$6,980	\$6,389	\$6,980	\$7,555	\$7,580	\$1,929	9,520
1001.42120.00440	\$8,400	\$9,470	\$9,200	\$9,120	\$11,100	\$3,040	11,100
1001.42120.00442	\$12,240	\$4,207	\$12,240	\$9,957	\$8,500	(\$756)	13,650
1001.42120.00444	\$32,100	\$31,979	\$32,100	\$28,524	\$37,210	\$6,131	37,210
1001.42120.00453	\$88,500	\$91,515	\$101,200	\$108,957	\$104,528	\$27,742	109,703
1001.42120.00641	\$11,350	\$7,796	\$11,350	\$9,378	\$28,350	\$0	32,155
1001.42120.00661	\$0	\$0	\$0	\$0	\$45,000	\$0	65,000
1001.42120.00859	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	25,000

*July 6
6-8-24*

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.42120.00860	\$85,500	\$95,307	\$85,500	\$133,861	\$101,575	\$23,771	109,453
1001.42120.00861	\$502,550	\$489,128	\$689,226	\$696,257	\$823,430	\$229,049	893,185
1001.42120.00920	\$23,000	\$16,343	\$23,000	\$20,676	\$23,000	\$4,575	23,000
1001.42120.00927	\$5,200	\$5,086	\$5,200	\$5,086	\$5,200	\$1,343	5,100
DEPARTMENT: DETENTION CENTER - 42120	\$9,048,356	\$10,926,025	\$9,864,749	\$11,836,104	\$3,749,165	12,626,403.50	

2025 BURLEIGH MORTON COUNTY DETENTION CENTER BUDGET

- ANALYSIS -

LINE ITEM:

111	Salaries	increase \$236,237 based off 2025 budget discussion.
112	Temporary Services	decrease \$2,875 based on reduction in costs.
211	Fringe/Benefits	increase \$293,803 based off 2025 budget discussion.
241	Workmen's Comp	increase \$40,000 based off actual costs.
314	Medical Fees	increase \$1,240 due to increased hiring costs.
373	Organizational Dues	increase \$205 due to increased dues and licenses.
381	Repairs & Maintenance	increase \$40,000 due to increased costs with warranty Expirations, vandalisms, and age of facility.
412	Inmate Supplies	increase \$10,000 due to increased costs.
424	Gas, Oil, & Fuel	decrease \$975 based on historical costs.
428	Prisoner Laundry	increase \$2,340 due to increased costs.
442	Outside Bldg Maintenance	increase \$5,150 due to parking lot maintenance.
453	Service Agreements	increase \$5,175 due to initial contracts being renewed.
641	Furniture & Equipment	increase \$3,805 due equipment needs.
661	Vehicles	increase \$20,000 due to delayed purchase and price Increase.
860	Inmate Medical Care	increase \$7,878 due to increased medical situations.
861	Inmate Board	increase \$70,455 due to new contract anticipated costs and increasing inmate count.

OVERALL (MINUS SALARY & BENEFITS)

The 2025 budget has been increased \$202,298. The budget has 26 line items. Of the 26 line items, two saw a reduction totaling \$3,850.00. Fourteen line items saw an increase totaling \$206,248. Of that increase, \$40,000 is for increased Workmen's Comp premium, \$10,000 for

inmate supplies, \$20,000 for a new mower, \$40,000 for repairs and maintenance, and \$70,455 is for inmate board.

Overall Budget Request 77.5/ 22.5 Split

- Total Budget-\$12,568,442
 - Burleigh-\$9,740,543
 - Morton-\$2,827,899

2025 Projected Income

- Inmate Supplies-\$250,000
- Off-Setting Income-\$2,407,056*

*= Projected income based off of 2024 trending income. 2025 numbers estimated to increase as new daily rate takes full effect and contract prisoners increase.

Total Projected Income-\$2,657,056

Burleigh-\$2,059,218

Morton-\$597,838

Impact to counties based on budget request minus projected income:

Burleigh-**\$7,681,325**

Morton-**\$2,230,061**

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>2021</u>	<u>2022</u>	<u>2023</u>
U.S. Marshal Service	\$629,175	\$585,900	\$985,170
City of Bismarck	\$750,151	\$512,955	\$374,447
City of Mandan	\$ 25,208	\$ 20,952	\$ 21,873
Other Housing*	\$420,255	\$338,175	\$431,739
Telephone Revenue	\$100,083	\$ 82,798	\$ 73,274
Texting Revenue	\$ 85,827	\$ 67,950	\$ 73,742
Video Calling Revenue	\$ 36,103	\$ 15,020	\$ 18,234
Commissary Revenue	\$ 62,187	\$ 47,725	\$ 60,657
Work Release Fees	\$ 0	\$ 195	\$ 570
Restitution	\$ 175	\$ 1,850	\$ 1,450
Miscellaneous Fees	\$ 7,361	\$ 5,493	\$ 4,873
Medical Co-Pays	\$ 13,910	\$ 17,505	\$ 14,869
Self-Pay Postage	\$ 161	\$ 528	\$ 223
TOTAL OFF-SETTING INCOME	\$2,130,596	\$1,697,046	\$2,061,121

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

2025 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
2023-\$27,500

Average Monthly Income

2018-\$17,451
2019-\$17,100
2020-\$19,653
2021-\$23,683
2022-\$17,791
2023-\$16,686

2025 Disbursement 77.5/22.5 Split

Budget off-set-\$250,000

Burleigh-\$193,750

Morton-\$56,250

Future Budget Considerations-BMDC 2025 Budget Meetings

- I. Personnel-
 - a. Detention Officers
 - i. Budget 2025 contains funding to move ARPA funded positions to FTE positions based on need. No additional Grade 6 positions are anticipated.
 - 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 for vehicles.
 - ii. Mower replacement funded in 2024 budget, but delayed due to increased budget demands. Re-budgeted in 2025 budget at increased cost.
 - iii. No immediate needs to replace any BMDC vehicles. One vehicle potential replacement in 2026 budget.

- III. Repairs and Maintenance
 - a. 381-Repairs and Maintenance
 - i. Line item has been increased for last five budget cycles.
 - ii. Capital Improvement Fund has been used on two occasions to fund expensive repairs that would exceed budget capability.
 - iii. 24 hour operation increases wear and tear on system.

- iv. Jail Paint issue should be resolved in near future which may or may not cause budget issues.
- v. Future budget needs may show increase in line item beyond current ability.

- IV. New Daily Rate is benefiting our off-setting income.
 - a. City rates may need to be increased in 1-2 years.
 - b. All other rates should be considered in relation to the Federal IGA.

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
June	151	32
July	167	38
August	153	37
September	140	36
October	160	47
November	159	43
December	186	38
January	183	39
February	174	38
March	165	36
April	165	40
May	170	42

Burleigh Average Daily Population- 154

Morton Average Daily Population- 40

Total Average Daily Population- 194

Burleigh Share- 79%

Morton Share- 21%

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

Burleigh- 77.5%

Morton- 22.5%

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

Exclude inactive accounts with zero balance

From Date: 5/1/2024 To Date: 5/31/2024

Definition: 2025 Budget Expense Worksheet

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.44120.00382	CONTRACTED SERVICES	\$214,249	\$214,249	\$295,418	\$295,418	\$300,000	\$145,166	<u>\$582,501</u>
DEPARTMENT: PUBLIC HEALTH - 44120		\$214,249	\$214,249	\$295,418	\$295,418	\$300,000	\$145,166	<u>\$582,501</u>

Amount approved at the Preliminary Budget hearing.

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

Exclude inactive accounts with zero balance

From Date: 5/1/2024 To Date: 5/31/2024

Definition: 2025 Budget Expense Worksheet

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.44120.00382	CONTRACTED SERVICES	\$214,249	\$214,249	\$295,418	\$295,418	\$300,000	\$145,166	<u>\$1,165,003</u>
DEPARTMENT: PUBLIC HEALTH - 44120		\$214,249	\$214,249	\$295,418	\$295,418	\$300,000	\$145,166	<u>\$1,165,003</u>

original amount requested.

**Bismarck-Burleigh Public Health
2025 Budget Request for Burleigh County**

Total Request from Burleigh County for Public Health = \$ 1,165,003

2025 Budget

*CAM Costs include maintenance, utilities, and depreciation.

	General Fund - PH	Grants Fund - PH	CAM Costs	Total
Revenues (Fees/Reimbursements)	\$ 1,403,978	\$ 2,916,723	\$ -	\$ 4,320,701
Expenditures	(3,475,161)	(2,916,723)	(258,823)	(6,650,707)
Net Income (Loss)	(2,071,183)	-	(258,823)	(2,330,006)

PH GENERAL FUND EXPENSES	(3,475,161)
PH GRANT EXPENSES	(2,916,723)
CAM COSTS	(258,823)

TOTAL EXPENDITURES (COST FOR OPERATIONS) (6,650,707)

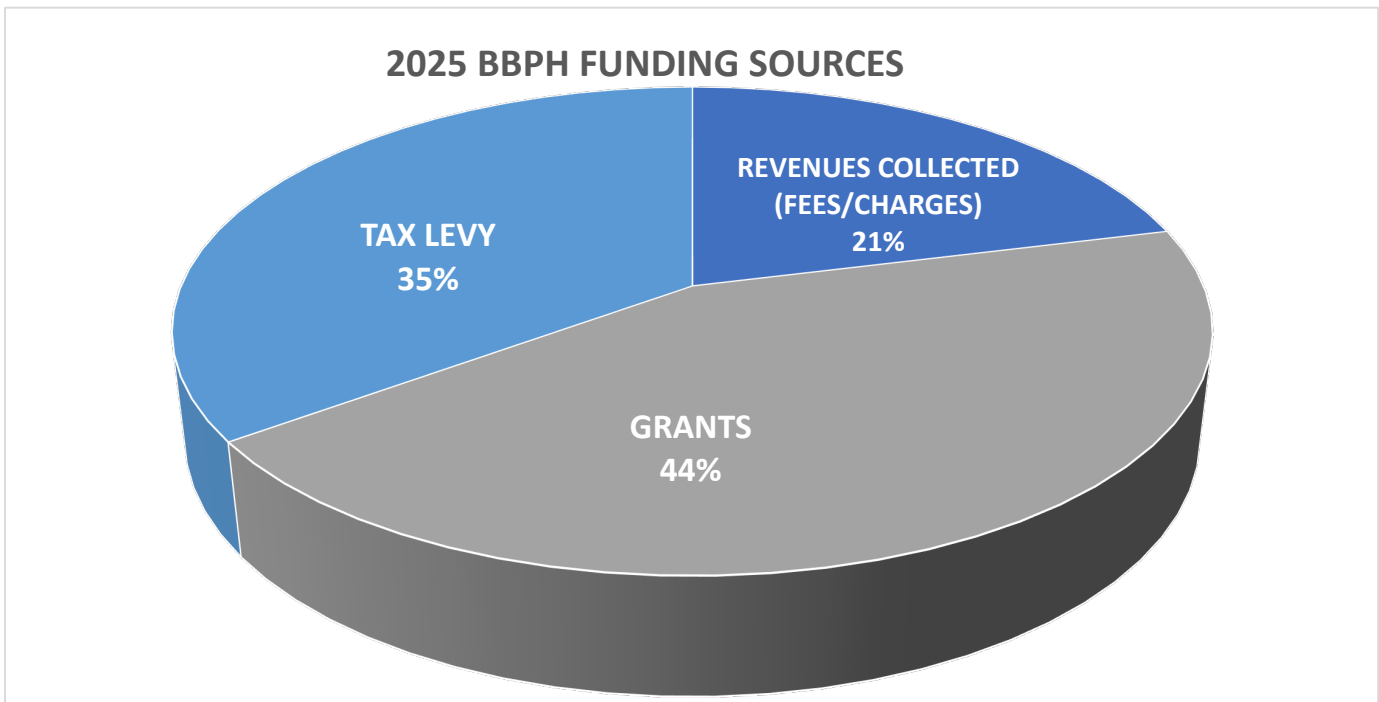
REVENUE COLLECTED (FEES/CHARGES)	\$ 1,403,978
GRANT REVENUE	\$ 2,916,723

TOTAL REVENUE COLLECTED \$ 4,320,701

NET INCOME/LOSS (TAX LEVY) (2,330,006)

2025 TOTAL TAX LEVY FOR PUBLIC HEALTH \$ 2,330,006

2025 CITY/COUNTY COST SHARE	CITY (50%)	COUNTY (50%)
	\$ 1,165,003	\$ 1,165,003



TOTAL COST FOR OPERATIONS	(6,650,707)	
REVENUES COLLECTED (FEES/CHARGES)	\$ 1,403,978	21%
GRANTS	\$ 2,916,723	44%
TAX LEVY	(2,330,006)	35%

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

From Date: 5/1/2024 To Date: 5/31/2024

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2024 Actual	2025 Department Head Request
1001.44210.00112	LEGAL SERVICES	\$226,460	\$238,392	\$267,825	\$265,681	\$281,135	\$265,681	\$0	0
1001.44210.00328	INSURANCE	\$15,300	\$14,151	\$15,300	\$15,761	\$3,500	\$15,761	\$0	0
1001.44210.00332	EQUIPMENT RENTAL	\$17,500	\$11,885	\$12,830	\$11,315	\$0	\$11,315	\$0	0
1001.44210.00335	BUILDING RENTAL	\$252,170	\$252,170	\$252,170	\$252,170	\$252,170	\$252,170	\$0	0
1001.44210.00341	TRAVEL-LODGING-MEALS	\$200	\$0	\$300	\$0	\$590	\$0	\$0	0
1001.44210.00356	TELEPHONE	\$30,000	\$29,401	\$30,000	\$28,438	\$0	\$28,438	\$0	0
1001.44210.00362	PRINTING	\$400	\$0	\$250	\$114	\$0	\$114	\$0	0
1001.44210.00371	PROFESSIONAL DEVELOPMENT	\$0	\$0	\$0	\$0	\$850	\$0	\$0	0
1001.44210.00381	REPAIRS & MAINTENANCE	\$3,000	\$1,110	\$3,000	\$3,217	\$0	\$3,217	\$0	0
1001.44210.00411	OFFICE SUPPLIES	\$13,000	\$14,394	\$12,500	\$8,245	\$125	\$8,245	\$0	0
1001.44210.00415	POSTAGE	\$20,000	\$15,801	\$20,000	\$9,080	\$0	\$9,080	\$0	0
1001.44210.00444	COMPUTER SERVICES	\$70,570	\$72,544	\$71,725	\$72,930	\$130	\$72,930	\$0	0
1001.44210.00641	FURNITURE & EQUIPMENT	\$19,000	\$0	\$2,500	\$3,454	\$0	\$3,454	\$0	0
1001.44210.00841	DEPT OF HUMAN SERVICES	\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$0	0
1001.44210.00911	MISCELLANEOUS	\$2,000	\$1,095	\$1,600	\$640	\$0	\$640	\$0	0
DEPARTMENT: INCOME MAINTENANCE - 44210		\$679,600	\$650,944	\$700,000	\$671,044	\$538,500	\$671,044	\$0	00.00

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

Exclude inactive accounts with zero balance

From Date: 5/1/2024 To Date: 5/31/2024

Definition: 2025 Budget Expense Worksheet

2025 Department Head Request

Account Description

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.45130.00351	UTILITIES	\$2,275	\$3,583	\$4,500	\$3,913	\$4,000	\$283	<u>4500</u>
1001.45130.00382	CONTRACTED SERVICES	\$60,000	\$20,503	\$75,000	\$24,615	\$30,317	\$2,214	<u>55,000</u>
1001.45130.00423	SUPPLIES & MATERIALS	\$6,280	\$13,837	\$6,100	\$14,985	\$6,430	\$0	<u>16,000</u>
1001.45130.00609	CAPITAL OUTLAY	\$5,000	\$0	\$0	\$0	\$0	\$0	
1001.45130.00916	BOAT LANDING	\$1,000	\$0	\$15,000	\$0	\$1,000	\$0	<u>1,000</u>
DEPARTMENT: BOAT RAMPS - 45130		\$74,555	\$37,923	\$100,600	\$43,512	\$41,747	\$2,497	

A PA upgrades

85,000
161,500

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

- Print accounts with zero balance Round to whole dollars Account on new page
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 Definition: 2025 Budget Expense Worksheet

2025
Department
Head Request

Account Description

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.45160.00351	UTILITIES	\$1,400	\$963	\$1,400	\$1,011	\$1,400	\$167	1500
1001.45160.00382	CONTRACTED SERVICES	\$5,000	\$2,704	\$8,500	\$7,395	\$5,000	\$0	8500
1001.45160.00423	SUPPLIES & MATERIALS	\$500	\$75	\$500	\$23	\$500	\$0	1500
1001.45160.00609	CAPITAL OUTLAY	\$2,400	\$0	\$2,400	\$0	\$2,400	\$0	4000
1001.45160.00916	BOAT LANDING	\$1,000	\$0	\$1,000	\$0	\$1,000	\$0	1000
DEPARTMENT: MITCHELL LAKE/DRISCOLL SIBLEY PARK - 45160		\$10,300	\$3,741	\$13,800	\$8,429	\$10,300	\$167	16500

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.45180.00988	\$285,000	\$280,407	\$310,000	\$306,992	\$335,000	\$0	335,105
DEPARTMENT: CITY RECREATION - 45180	\$285,000	\$280,407	\$310,000	\$306,992	\$335,000	\$0	335,105

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County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

- Print accounts with zero balance Round to whole dollars Account on new page
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Definition: 2025 Budget Expense Worksheet

2025
Department
Head Request

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual
1001.49070.00943 LEWIS & CLARK DEVEL	\$81,593	\$80,613	\$84,471	\$83,389	\$0	\$0
1001.49070.00947 DAKOTA PRAIRE RC&D	\$100	\$25	\$100	\$0	\$0	\$0
DEPARTMENT: COUNTY ADVERTISING - 49070	\$81,693	\$80,638	\$84,571	\$83,389	\$0	\$0

~~187,956.14~~
~~197,956.14~~

Committee recommendation. 98,234.98

is Mill of Prayers Year



2025 Membership Assessment

For County Dues to Lewis & Clark RDC

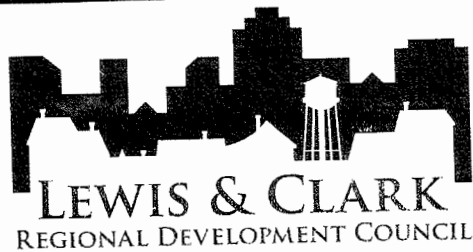
Mandan, ND 58554

701.667.7600

www.lcdgroup.org

To:
Burleigh County Mark Splonskowski, County Auditor P.O. Box 5518 Bismarck, ND 58502-5518

For Period	Date Due	Total Taxable Value	Total
Jan 1, 2025-Dec 31, 2025	January 15, 2025	\$654,899,868	98,234.98
Jan 1, 2024-Dec 31, 2024	January 15, 2025	\$611,474,432	91,721.16
		Total	\$189,956.14



May 17, 2024

Mr. Brian Bitner, Chairman
Burleigh County Commission
221 N 5th Street
Bismarck, ND 58501

Dear Mr. Bitner:

RE: Membership Assessment Notice for Budget Year 2025 and remaining balance from 2024

Enclosed is the notice of your county's membership assessment for 2025. The notice includes the assessment that remains unpaid from 2024.

The Board of the Lewis and Clark Regional Development Council, which includes representatives from the 10 county commissions in our region, has set the assessment at .15 mil of the total property value of the county. In 2024, Burleigh County had a total value of \$611,474,432 and in 2025 it rose to \$ \$654,899,868 resulting in the assessment of \$91,721.16 and 98,234.98, respectively. Assessments are due January 15.

As you well know, while lending is our primary focus, Lewis & Clark RDC is much more than a lender. Over the years, we've become an economic development engine that provides essential programs and vital grants to communities and organizations throughout our region.

Our programs have resulted in one of the most successful – and impactful – years in our organization's history. Lewis & Clark RDC provided or directly obtained more than \$15.6 million in grants and loans (\$1.4 million in Burleigh County alone) for projects during fiscal year 2023. This represents the 35th consecutive year in which Lewis & Clark RDC has delivered more than \$1 million to our region.

Outside of our loan programs, Lewis and Clark develops and maintains affordable housing. We have completed the renovation of a 120 unit family affordable project (Boulevard Avenue Apartments) in Bismarck in 2023 and are scheduled to open another 40 unit family affordable property in Bismarck (Century View Apartments) in October. These projects total over \$40 million dollars in investment into Burleigh County.

Once completed, LCDGroup also provides professional management of the properties. LCDGroup is one of the few property management companies with the ability to effectively manage the complexity of the many layers of compliance required for affordable housing properties and as such has grown to 700 units across 20 properties throughout the state.

Your county's dues have made all of this possible. Your continued support will allow Lewis and Clark RDC to remain a valuable asset to the region, not only as a lending organization but as an engine for economic and community development and growth..

On behalf of our 35-member Board with representatives from yours and nine other counties, we thank you for your support and look forward to working together as we continue grow our region.

Sincerely,

Brent Ekstrom
Executive Director

BE:dmm
Enclosures

cc: Wayne Munson, County Commissioner
Mark Splonskowski, County Auditor



County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

- Print accounts with zero balance Round to whole dollars Account on new page
 Exclude inactive accounts with zero balance
 Definition: 2025 Budget Expense Worksheet

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.49120.00958	COMMUNICATION CENTER	\$791,470	\$675,241	\$847,475	\$658,578	\$897,149	\$0	917,288
DEPARTMENT: COMMUNICATION CENTER - 49120		\$791,470	\$675,241	\$847,475	\$658,578	\$897,149	\$0	917,288

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
1001.49185.00985 CEMETERY SERVICES	\$8,500	\$9,440	\$8,500	\$10,915	\$9,500	\$0	11,200
DEPARTMENT: ABANDONED CEMETERY - 49185	\$8,500	\$9,440	\$8,500	\$10,915	\$9,500	\$0	11,200

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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Definition: 2025 Budget Expense Worksheet

2022 Adopted Budget 2022 Actual 2023 Adopted Budget 2023 Actual 2024 Adopted Budget 2024 Actual 2025 Department Head Request

Account Description

1001.49999.00999	TRANSFERS OUT	\$578,954	\$550,000	\$350,000	\$118,640	\$350,000	\$0	150,000
DEPARTMENT: TRANSFERS OUT - 49999		\$578,954	\$350,000	\$118,640	\$350,000	\$0	150,000	

**ROAD
AND
BRIDGE**

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
2140.43120.00111	\$3,218,176	\$2,966,873	\$3,410,328	\$3,004,757	\$3,523,750	\$1,092,872	1,794,228
2140.43120.00112	\$0	\$19,477	\$0	\$0	\$10,000	\$0	3,805,284
2140.43120.00211	\$1,305,927	\$1,277,204	\$1,443,726	\$1,355,977	\$1,690,319	\$570,219	3,758,645
2140.43120.00241	\$63,000	\$69,359	\$75,000	\$32,442	\$75,000	\$81,054	75,000
2140.43120.00251	\$25,000	\$2,743	\$20,000	\$200	\$20,000	\$0	20,000
2140.43120.00313	\$15,000	\$9,342	\$15,000	\$7,158	\$15,000	\$12,288	12,500
2140.43120.00328	\$92,000	\$91,822	\$95,000	\$111,804	\$100,000	\$2,531	115,000
2140.43120.00332	\$25,000	\$25,480	\$25,000	\$26,280	\$25,000	\$300	25,000
2140.43120.00341	\$10,000	\$9,670	\$10,000	\$5,029	\$10,000	\$4,720	10,000
2140.43120.00351	\$155,000	\$162,415	\$165,000	\$189,747	\$190,000	\$32,117	210,000
2140.43120.00373	\$1,500	\$1,775	\$1,500	\$631	\$2,000	\$550	1,500
2140.43120.00381	\$432,505	\$470,757	\$349,931	\$555,983	\$475,000	\$285,273	540,000
2140.43120.00411	\$30,000	\$24,241	\$30,000	\$27,043	\$30,000	\$14,178	30,000
2140.43120.00413	\$60,000	\$47,563	\$60,000	\$67,861	\$60,000	\$15,832	70,000
2140.43120.00414	\$25,000	\$1,512	\$25,000	\$3,162	\$25,000	\$250	20,000
2140.43120.00424	\$400,000	\$726,193	\$500,000	\$662,461	\$500,000	\$126,553	600,000
2140.43120.00441	\$110,000	\$119,750	\$110,000	\$100,740	\$120,000	\$58,411	180,000
2140.43120.00444	\$55,000	\$48,820	\$55,000	\$54,497	\$60,000	\$35,193	70,000
2140.43120.00447	\$17,000	\$15,017	\$17,000	\$14,426	\$17,000	\$11,505	20,000
2140.43120.00460	\$10,000	\$6,969	\$310,000	\$269,512	\$10,000	\$0	10,000
2140.43120.00494	\$40,000	\$42,823	\$50,000	\$37,666	\$50,000	\$11,946	45,000
2140.43120.00495	\$20,000	\$23,055	\$30,000	\$24,889	\$80,000	\$0	50,000
2140.43120.00641	\$25,000	\$7,472	\$25,000	\$20,158	\$90,000	\$834	70,000

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
2140.43120.00651	MACHINERY & EQUIPMENT	\$1,055,000	\$1,436,552	\$1,385,000	\$1,391,701	\$1,770,000	\$420,925	1,640,000
2140.43120.00668	CRACK POURING	\$40,000	\$68,360	\$75,000	\$38,228	\$75,000	\$22,334	50,000
2140.43120.00669	CUTTING EDGES	\$30,000	\$24,015	\$30,000	\$92,552	\$35,000	\$10,062	90,000
2140.43120.00870	CULVERTS & BRIDGES	\$35,000	\$11,064	\$40,000	\$5,522	\$70,000	\$0	40,000
2140.43120.00872	RIGHT OF WAY	\$30,000	\$0	\$30,000	\$0	\$30,000	\$1,560	15,000
2140.43120.00875	GRAVELING & CRUSHING	\$590,000	\$459,355	\$300,000	\$304,315	\$458,701	\$548	816,055
2140.43120.00876	VEGETATION CONTROL	\$4,000	\$3,750	\$4,000	\$4,100	\$4,000	\$0	4,000
2140.43120.00877	DUST CONTROL	\$140,000	\$137,026	\$140,000	\$124,215	\$140,000	\$0	100,000
2140.43120.00878	COUNTY WORK - IMPROVEMENT	\$1,150,402	\$905,370	\$5,760,906	\$7,371,469	\$3,985,718	\$41,016	0
2140.43120.00879	COUNTY WORK - MAINTENANCE	\$935,000	\$1,071,809	\$293,911	\$314,553	\$225,000	\$9,684	550,000
2140.43120.00880	STATE ARPA FUNDS	\$0	\$500,000	\$0	\$0	\$0	\$0	0
2140.43120.00881	CENTERLINE STRIPING	\$225,000	\$227,263	\$250,000	\$260,569	\$290,000	\$0	275,000
2140.43120.00885	COLD PATCHING MIX	\$400,000	\$367,942	\$400,000	\$391,189	\$500,000	\$14,548	500,000
2140.43120.00886	GRAVEL HAULING	\$250,000	\$334,393	\$275,000	\$520,666	\$382,000	\$0	350,000
2140.43120.00887	BRIDGE INSPECTION	\$50,000	\$16,088	\$50,000	\$17,945	\$50,000	\$0	50,000
2140.43120.00907	BISMARCK SHOP	\$20,000	\$18,669	\$20,000	\$1,300	\$20,000	\$11,036	20,000
2140.43120.00908	MPO DUES & COST SHARING	\$8,000	\$3,004	\$20,000	\$19,345	\$20,000	\$1,020	8,000
2140.43120.00920	CONTINUING EDUCATION	\$7,500	\$11,600	\$7,500	\$7,207	\$9,000	\$990	7,500
2140.43120.00962	TIRES	\$65,000	\$72,184	\$90,000	\$71,740	\$90,000	\$9,459	90,000
2140.43120.00963	SAFETY	\$45,000	\$51,810	\$45,000	\$42,559	\$45,000	\$23,096	45,000
2140.43120.00999	TRANSFERS OUT	\$564,000	\$1,956,625	\$1,065,000	\$1,057,625	\$1,105,000	\$0	1,149,700
DEPARTMENT: COUNTY ROAD & BRIDGE - 43120		\$13,847,215	\$17,103,802	\$18,609,220	\$16,482,488	\$2,922,904	14,127,876	

* Add new expense account: 2140.43120.00880 - Billable Maintenance work - \$600,000

This will be a pass-through expense account. All expenses will be billed to townships/government entities for expenses paid by the Highway Dept. Previously, these expenses were paid out of 00878.

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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FUND: COUNTY ROAD & BRIDGE - 2140		\$11,779,010	\$17,103,802	\$18,609,220	\$16,482,488	\$2,922,904	11,148,024	14,127,876
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John S. Hall 6/7/2024



BURLEIGH COUNTY HIGHWAY DEPARTMENT

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

2025 Highway Department Budget

Overview

The Burleigh County Highway Department's 2025 budget contains information regarding proposed Revenue and Expense accounts and a list of proposed 2025 Construction projects.

The major problem with this year's budget (as with past budgets) is a result of numerous years of underfunding 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, gas tax revenues have, in fact, been decreasing and we have received limited funding from the State. As a result, the Highway Department has fallen behind in meeting the needs of the community. Currently we have a list of over 116 million dollars' worth of construction projects that are unfunded.

Over the past 8 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. Unfortunately, the County took a step backwards last year and reduced our levy to 3.613 mills in 2024. In addition, the County Board turned back to the State/Federal government over \$16 million in 2023 in federal funds because of inadequate local funding support. These federal funds were allocated to Burleigh County through the Bismarck-Mandan Metropolitan Planning Organization (MPO) - Urban Roads Program and the Highway Safety Improvement Program. As a result of this action, it is unlikely that Burleigh County will receive any additional federal funds in the coming years.

Development of the 2025 Budget

Keeping in mind the current County Board position on the Highway Department's budget, we are presenting an expense budget that includes a continued reduction (2023 - \$17,103,802 2024 - \$16,482,488 2025 - \$14,148,026). This reduction can only be

achieved by eliminating all major construction projects and a reduction in numerous line items. Unfortunately, several line items will see increases and, by and large, were out of our control (Salaries, Fringe Benefits, Insurance, Utilities, Repairs & Maintenance, Gas Oil & Fuel, and Building Maintenance). One line item that we did increase, because of major gravel problems we have had in the last few years, is the Graveling & Crushing line item. We increased it from \$458,701 to \$816,055.

Even though we are presenting a reduced budget, the gap between existing (proposed) revenues and needed revenues is large (\$2,448,950). After reviewing the budget with our portfolio holder, it was decided to request an increase in mill levy of 3.5 mills to cover this increase.

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 a 3.5 mill increase in 2025 to the Road and Bridge account. This increase will do nothing to upgrade or expand the existing system. It will only keep the existing system maintained.

BURLEIGH COUNTY HIGHWAY DEPARTMENT PROPOSED 2025 BUDGET

ACCT. #	ACCOUNT NAME	2020		2021		2022		2023		2023		2024	
		Expenditures	Expenditures	Expenditures	Expenditures	Budget	Expenditures	Difference	Budget	Approved Budget			
111	Salaries	2,712,510	2,686,371	2,966,873				3,410,328	3,004,757	405,571			\$3,523,750
112	Temporary Services	0	0	19,477				0		0			10,000
211	Fringe Benefits	1,223,765	1,195,033	1,277,204				1,443,726	1,355,977	87,749			1,690,319
241	Workers Comp	43,239	49,209	69,359				75,000	32,442	42,558			75,000
251	Unemployment	10,258	3,837	2,743				20,000	200	19,800			20,000
313	Engineering Supplies	19,383	8,898	9,342				15,000	7,158	7,842			15,000
328	Insurance	87,498	87,930	91,822				95,000	111,804	-16,804			100,000
332	Equipment Rental	14,916	19,000	25,480				25,000	26,280	-1,280			25,000
341	Travel	1,928	1,595	9,670				10,000	5,029	4,971			10,000
351	Utilities	138,054	142,184	162,415				165,000	189,747	-24,747			190,000
373	Organization Dues	1,715	565	1,775				1,500	631	869			2,000
381	Repairs & Maint	335,618	341,141	470,757				349,931	555,983	-206,052			475,000
411	Office Supplies	26,482	22,458	24,241				30,000	27,043	2,957			30,000
413	Shop Supplies	45,663	58,973	47,563				60,000	67,861	-7,861			60,000
414	Construction Supplies	25,509	20,362	1,512				25,000	3,162	21,838			25,000
424	Gas Oil & Fuel	297,516	398,744	726,193				500,000	662,461	-162,461			500,000
441	Building Maintenance	95,233	78,328	119,750				110,000	100,740	9,260			120,000
444	Computer Services	47,679	44,121	48,820				55,000	54,497	503			60,000
447	GIS	10,000	13,000	15,017				17,000	14,426	2,574			17,000
460	Radio Service Agree	450	7,635	6,969				310,000	269,512	40,488			10,000
494	Signing	38,062	35,019	42,823				50,000	37,666	12,334			50,000
495	Salt Sand	17,974	13,010	23,055				30,000	24,889	5,111			80,000
641	Furniture & Equip	20,244	15,590	7,472				25,000	20,158	4,842			90,000
651	Machinery & Equip	1,162,115	1,076,896	1,436,552				1,385,000	1,391,701	-6,701			1,770,000
868	Crack Pouring	102	39,712	68,360				75,000	38,228	36,772			75,000
869	Cutting Edges	28,549	22,928	24,015				30,000	92,552	-62,552			35,000
870	Culverts & Bridges	26,873	1,487	11,064				40,000	5,522	34,478			70,000
872	Right of Way	14,631	0	0				30,000	0	30,000			30,000
875	Graveling & Crushing	234,759	185,813	459,355				300,000	304,315	-4,315			458,701
876	Vegetation Control	3,500	3,500	3,750				4,000	4,100	-100			4,000
877	Dust Control	131,116	137,007	137,026				140,000	124,215	15,785			140,000
878	County Work Improvement		3,536,095	905,370				5,760,906	7,371,469	-1,610,563			3,980,718
879	County Work Maint.	1,973,165	0	3,028,435				293,911	314,553	-20,642			225,000
881	Centerline Striping	197,216	215,662	227,263				250,000	260,569	-10,569			290,000
882	Billable Maintenance Work												
885	Patch Mix	337,104	344,083	367,942				400,000	391,189	8,811			500,000
886	Gravel Hauling	257,340	258,363	334,393				275,000	520,666	-245,666			382,000
887	Bridge Inspection	0	23,423	16,088				50,000	17,945	32,055			50,000
907	Bismarck Shop	3,869	0	18,669				20,000	1,300	18,700			20,000
908	MPO Dues & Cost Sh	15,519	210	3,004				20,000	19,345	655			20,000
920	Continue Education	-226	2,835	11,600				7,500	7,207	293			9,000
945	Emergency Fund	3,709	0	0				0	0	0			0
962	Tires	80,222	89,908	72,184				90,000	71,740	18,260			90,000
963	Safety	42,693	44,543	51,810				45,000	42,559	2,441			45,000

Burleigh County Data Sheet

	Estimated CY2024	Projected CY2025
<u>REVENUES</u>		
State Aid Distribution Fund (Gross)	\$ 5180926	\$ 5091483
State Highway Distribution Fund	\$ 6734272	\$ 6633258
Legacy Earnings Highway Distrib. Fund	\$ 0	\$ 2082592
Flexible Transportation Fund	\$0	Unknown
Prairie Dog Funding	\$ 0	\$ 4312155
Gross Production Tax (See Budget Memo)		
Township Road Funding (See Budget Memo)		
Senior Mill Levy Match Program	\$ 528574	\$ 584301 Maximum
Clerk of Court Funding	\$ State	\$ State
Revenue Issues Discussed in Budget Memo		
Indirect Cost Plans	Court Facilities Grants	
9-1-1 Fee Revenue	SIRN	Juvenile Justice Funding
<u>STATE PROGRAM COSTS</u>		
Special Operations Fund	\$ 800	\$ 800
Probationer Recovery Fund (See Budget Memo)		
State Radio Dispatch/Teletype (See Budget Memo)		
<u>PERSONNEL COST ISSUES</u>		
Drug/Alcohol Random Testing Fees	\$ 1455	\$ 1552
CEG Premium Estimate	\$ 439489	(CY25 Est. by early August)
Personnel Costs Discussed in Narrative		
NDPERS Health Premiums	NDPHIT Health Insurance	NDPERS Retirement
Exempt Employee Overtime	NDIRF Insurance & Liability	
Fire & Tornado Insurance	State/County Salaries	State Travel Rates
Appointed Board Compensation		

TECHNOLOGY COSTS (See Budget Memo)

Network Access Costs	ND.Gov Email
Active Directory	System Security
Virtual Private Network	Adobe Acrobat Pro
Technology Planning & Support	Computer Hardware Costs

ASSOCIATION SUPPORT/TRAINING FEES

ND County Commissioners' Assoc.	\$ 1725	\$ 1725
NDACo Core Service Support	\$ 49283	\$ 51296
NACo (National) Dues	\$ 1612	\$ 1854
POST Board licensing	\$45/officer for 3 years	\$45/officer for 3 years

Dues/Fee Issues Discussed in Narrative

Other County Associations Dues
Professional Development Fees
NDACo Event Registrations

OTHER ISSUES DISCUSSED IN NARRATIVE

Consolidated Budget Meeting Notice
Ambulance/EMS Levy
Tax Relief Package
Road & Bridge Construction – Bid Requirements
Road Equipment & Vehicle Purchases - State Bid/Auction/State Surplus
Road Machinery Lease Purchase
Lease Purchase Limitations on County Buildings
Publication Costs
Cooperative Purchasing

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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Definition: 2025 Budget Expense Worksheet

2025
Department
Head Request

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual
4140.43120.00995	\$0	\$310,419	\$0	\$317,367	\$326,769	\$159,992
4140.43120.00997	\$0	\$132,206	\$0	\$125,258	\$115,857	\$61,321
DEPARTMENT: COUNTY ROAD & BRIDGE - 43120	\$0	\$442,625	\$0	\$442,625	\$442,626	\$221,313
						<u>336,171</u>
						<u>106,456</u>
						<u>442,627</u>

Description

PRINCIPAL

INTEREST & SERVICE CHARGE

DEPARTMENT: COUNTY ROAD & BRIDGE - 43120

Thomas S. Hall

County of Burleigh

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2025
Department
Head Request

2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual
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Account Description

2150.43110.00999	TRANSFERS OUT	\$6,621,622	\$6,510,950	\$8,200,000	\$8,882,674	\$6,950,000	\$1,776,377
DEPARTMENT: HIGHWAY GAS TAX - 43110		\$6,621,622	\$8,200,000	\$8,882,674	\$6,950,000	\$1,776,377	<u>6,630,000</u>
							<u>6,630,000</u>

Thomas J. Hall

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

2025
Department
Head Request

2022 Adopted Budget 2022 Actual 2023 Adopted Budget 2023 Actual 2024 Adopted Budget 2024 Actual

Account Description

2160.43210.00999	TRANSFERS OUT	\$0	\$0	\$0	\$800,000	\$5,201,812	\$2,001,812
DEPARTMENT: SPEC ROAD & BRIDGE FUND - 43210		\$0	\$0	\$0	\$800,000	\$5,201,812	\$2,001,812

Thomas J. Hill

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
FUND: MCKENZIE HAUL ROAD - 4140		\$0	\$442,625	\$0	\$442,625	\$442,626	\$221,313	<u>442,625</u>

**OTHER
SPECIAL
REVENUE
FUNDS**



Burleigh County Library

May 22, 2024

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

Burleigh County Budget Committee:

Please see attached documentation for the Burleigh County Library's appropriation request total of \$371,000. This is a \$1,000 increase from the 2024 allocation of \$370,000, which equates to an increase of .03%. The budget request was approved by the Library Board of Directors on May 9, 2024. It was reviewed by County Library Liaison/Commissioner Woodcox on May 21, 2024.

\$315,000 of this total accounts for our estimated requested levied funds, including tax credit revenue. The remainder revenue of \$56,000 accounts for our estimated state aid distribution fund revenue (\$32,000) and state aid to public library revenue (\$24,000). Burleigh County Library's property tax appropriation request accounts for less than 1.5% of the overall levied funds in Burleigh County's budget.

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

- 2025 department budget request
- 2025 budget worksheet
- 2025 itemized budget narrative
- Burleigh County Library fact sheet

On behalf of the Bismarck Veterans Memorial Public Library/Burleigh County Library Board of Directors
Dianna Kindseth, President
Mike Fladeland, Vice President
Justin Hughes
Mike LaLonde
Sue Sorlie

Sincerely,

Christine Kujawa, MS, MM - Library Director
Bismarck Veterans Memorial Public Library/Burleigh County Library
515 N 5th St, Bismarck ND 58501 | 701-355-1482 | ckujawa@bismarcklibrary.org

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

- Print accounts with zero balance Round to whole dollars Account on new page
 Exclude inactive accounts with zero balance
 Definition: 2025 Budget Expense Worksheet

2025
Department
Head Request

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
2902.49080.00949 LIBRARY SERVICE	\$341,866	\$356,291	\$353,000	\$372,753	\$370,000	\$298,871	\$371,000
DEPARTMENT: COUNTY LIBRARY - 49080	\$341,866	\$356,291	\$353,000	\$372,753	\$370,000	\$298,871	\$371,000

Breakdown (estimate)
 \$315,000 levied revenue
 \$32,000 state aid distribution
 \$24,000 state aid to public libraries
 \$371,000 Total

City of Bismarck-Burleigh County Library

Budget Worksheet Report

Account Number Account Description 2021 Actual Amount 2022 Actual Amount 2023 Actual Amount 2024 Actual Amount 2024 Amended Budget 2025 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	0.00	25,287.07	31,913.49	12,227.57	33,000.00	32,000.00	-3%
3240-825	State Aid Distribution - Library	27,815.57	33,177.50	23,196.68	0.00	27,000.00	24,000.00	-11%
3250-200	Burleigh Bookmobile Svc	268,805.47	256,576.49	291,719.87	259,906.22	310,000.00	315,000.00	2%
<i>Account Classification Total: 3200 - Intergovernmental Revenue</i>		\$296,621.04	\$315,041.06	\$346,830.04	\$272,133.79	\$370,000.00	\$371,000.00	0%

3400 - Fines & Forfeits

3400-100	Fines	69.00	186.24	155.95	17.04	100.00	100.00	0%
<i>Account Classification Total: 3400 - Fines & Forfeits</i>		\$69.00	\$186.24	\$155.95	\$17.04	\$100.00	\$100.00	0%

3600 - Investment Earnings

3600-425	Interest-Equipment Reserv	1,020.75	(744.74)	3,588.51	1,635.17	500.00	3,600.00	620%
<i>Account Classification Total: 3600 - Investment Earnings</i>		\$1,020.75	(\$744.74)	\$3,588.51	\$1,635.17	\$500.00	\$3,600.00	620%
Division Total: 212 - Bookmobile		\$297,710.79	\$314,482.56	\$350,574.50	\$273,786.00	\$370,600.00	\$374,700.00	1%
Department Total: 210 - Bismarck Public Library		\$297,710.79	\$314,482.56	\$350,574.50	\$273,786.00	\$370,600.00	\$374,700.00	1%
REVENUES Total		\$297,710.79	\$314,482.56	\$350,574.50	\$273,786.00	\$370,600.00	\$374,700.00	1%

EXPENSES

Department: 210 - Bismarck Public Library

Division: 212 - Bookmobile

4100 - Personnel Services - Salaries & Wages

4110-000	Regular Salaries	105,595.95	110,742.17	112,711.20	57,324.50	126,689.00	127,920.00	1%
4120-000	Part-Time Wages	14,209.89	10,342.15	13,515.34	9,845.38	18,810.00	26,704.00	42%
4160-000	Annual Leave	0.00	0.00	0.00	0.00	0.00	2,000.00	N/A
<i>Account Classification Total: 4100 - Personnel Services - Salaries & Wages</i>		\$119,805.84	\$121,084.32	\$126,226.54	\$67,169.88	\$145,499.00	\$156,624.00	8%

4200 - Personnel Services - Fringe Benefits

4200-100	Health Insurance	27,993.60	30,793.20	32,311.00	15,933.50	34,764.00	34,764.00	0%
4200-200	Life Insurance	126.00	126.00	120.90	32.40	126.00	65.00	-48%
4200-300	Disability Insurance	316.68	310.43	291.64	72.66	343.00	160.00	-53%
4200-400	Pension Expense	11,036.00	11,048.00	10,769.00	12,880.00	12,880.00	9,766.00	-24%
4210-100	Social Security	7,122.89	7,095.36	7,629.25	4,213.11	9,021.00	9,587.00	6%
4210-200	Medicare	1,665.83	1,659.41	1,784.27	985.32	2,110.00	2,243.00	6%
4240-100	Workers Comp-Premium	794.74	770.40	715.69	481.45	703.90	894.68	27%
4250-400	Physical-Fringe Benefits	0.00	50.00	0.00	0.00	100.00	100.00	0%
4250-500	Tuition Reimbursement	2,000.00	3,000.00	2,000.00	0.00	0.00	0.00	N/A
<i>Account Classification Total: 4200 - Personnel Services - Fringe Benefits</i>		\$51,055.74	\$54,852.80	\$55,621.75	\$34,598.44	\$60,047.90	\$57,579.68	-4%

4300 - Professional, Legal, and Contracted Service Fees

4300-100	Acting and Auditing Fees	74.00	93.00	0.00	0.00	100.00	100.00	0%
4330-200	Service Contract	0.00	0.00	1,100.00	0.00	1,100.00	1,100.00	0%

Account Classification Total: 4300 - Professional, Legal, and Contracted Service Fees	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2024 Amended Budget	2025 Department Base	Calculated Column 1
4400 - Building, Equipment, and Vehicle Services							
4420-400 Rpr/Mtce-Vehicles	\$74.00	\$93.00	\$1,100.00	\$0.00	\$1,200.00	\$1,200.00	0%
Account Classification Total: 4400 - Building, Equipment, and Vehicle Services	\$764.91	\$990.83	\$1,430.42	\$90.31	\$5,000.00	\$1,000.00	-80%
4500 - Travel and Training							
4500-100 Lodging	0.00	1,505.04	1,009.53	0.00	1,600.00	1,600.00	0%
4500-200 Meals	0.00	538.20	281.20	0.00	700.00	600.00	-14%
4500-300 Airfare	0.00	847.00	688.40	0.00	1,200.00	1,000.00	-17%
4500-600 Travel-Mileage Reimbursmt	0.00	0.00	256.76	0.00	0.00	300.00	N/A
4500-800 Taxi/Parking	0.00	137.01	527.70	0.00	150.00	100.00	-33%
4510-100 Conference Registration	207.00	700.00	475.00	450.00	1,000.00	1,000.00	0%
4510-300 In-House Training	0.00	0.00	49.00	0.00	150.00	100.00	-33%
Account Classification Total: 4500 - Travel and Training	\$207.00	\$3,727.25	\$3,287.59	\$450.00	\$4,800.00	\$4,700.00	-2%
4600 - Other Operating Services							
4600-600 Auto Insurance	3,288.00	3,189.00	2,879.00	0.00	4,000.00	4,000.00	0%
4605-200 Cell Phones	1,370.11	1,249.24	1,366.87	573.34	1,400.00	1,400.00	0%
4610-100 Advertising/Promotions	552.71	480.04	546.38	38.00	500.00	1,400.00	180%
4615-000 Printing/Binding	263.45	400.90	595.55	343.15	800.00	800.00	0%
4621-100 Educational Program-Adult	953.13	996.52	912.02	0.00	500.00	2,000.00	300%
4621-200 Educational Prgrm-Juvenil	924.44	1,025.83	2,591.45	370.43	500.00	3,000.00	500%
4630-200 Administrative Fees	7,375.00	8,395.00	7,594.00	8,666.00	8,666.00	9,177.00	6%
4630-300 Membership/Dues	258.00	258.00	310.00	103.00	300.00	300.00	0%
4635-100 Computer Service Fees	1,312.07	2,179.54	1,275.64	579.68	1,400.00	1,500.00	7%
4655-300 Drug Testing-Recruitment	44.00	0.00	0.00	0.00	100.00	100.00	0%
Account Classification Total: 4600 - Other Operating Services	\$16,340.91	\$18,174.07	\$18,070.91	\$10,673.60	\$18,166.00	\$23,677.00	30%
4700 - Operating Supplies							
4700-100 Office Supplies	891.31	889.01	908.58	15.43	900.00	900.00	0%
4700-200 Office Small Equipment	819.95	106.77	1,069.87	126.40	400.00	900.00	125%
4700-300 Computer Small Equipment	1,158.92	430.07	385.33	0.00	500.00	500.00	0%
4700-400 Copier/Printer Supplies	183.08	1,005.48	122.98	0.00	1,200.00	1,200.00	0%
4700-600 Small Software Programs	681.24	599.88	599.88	694.88	800.00	800.00	0%
4725-200 Diesel	1,855.13	3,354.80	3,062.51	963.47	5,000.00	5,000.00	0%
4745-300 Adult Audio/Visual	8,242.16	8,216.57	13,187.08	1,549.03	10,000.00	4,000.00	-60%
4745-400 Juvenile Audio/Visual	4,185.33	4,404.63	4,268.57	1,353.42	4,000.00	4,000.00	0%
4745-500 Adult Books	30,557.21	29,675.54	25,566.57	5,091.82	25,000.00	24,000.00	-4%
4745-600 Juvenile Books	30,726.95	31,919.51	30,372.66	16,737.60	25,000.00	24,000.00	-4%
Account Classification Total: 4700 - Operating Supplies	\$79,301.28	\$80,602.26	\$79,544.03	\$26,532.05	\$72,800.00	\$65,300.00	-10%
Division Total: 212 - Bookmobile	\$267,549.68	\$279,524.53	\$285,281.24	\$139,514.28	\$307,512.90	\$310,080.68	1%
Department Total: 210 - Bismarck Public Library	\$267,549.68	\$279,524.53	\$285,281.24	\$139,514.28	\$307,512.90	\$310,080.68	1%
EXPENSES Total	\$267,549.68	\$279,524.53	\$285,281.24	\$139,514.28	\$307,512.90	\$310,080.68	1%

Fund REVENUE	Total: 210 - Bismarck Public Library	\$297,710.79	\$314,482.56	\$350,574.50	\$273,786.00	\$370,600.00	\$374,700.00	1%
Fund EXPENSE	Total: 210 - Bismarck Public Library	\$267,549.68	\$279,524.53	\$285,281.24	\$139,514.28	\$307,512.90	\$310,080.68	1%
Fund Total: 210 - Bismarck Public Library		\$30,161.11	\$34,958.03	\$65,293.26	\$134,271.72	\$63,087.10	\$64,619.32	2%
REVENUE GRAND Totals:		\$297,710.79	\$314,482.56	\$350,574.50	\$273,786.00	\$370,600.00	\$374,700.00	1%
EXPENSE GRAND Totals:		\$267,549.68	\$279,524.53	\$285,281.24	\$139,514.28	\$307,512.90	\$310,080.68	1%
Grand Totals:		\$30,161.11	\$34,958.03	\$65,293.26	\$134,271.72	\$63,087.10	\$64,619.32	2%

Estimated breakdown of 3250-200 Burleigh Bookmobile Svc revenue

MH AND RE TAX	\$311,000
HOMESTEAD CR	\$3,600
IN LIEU OF TAX	\$400
	\$315,000

Expenses

Operating budget	\$310,081
vehicle savings	\$10,000
BVMPL overhead	\$38,869
Total	\$358,950
Revenue	\$374,700
less 5% of \$315,000	\$15,750
Total	\$358,950

2025 Burleigh County Library Annual Budget GL Accounts Narrative

<i>Personal Services – Salaries & Wages</i>	<u>2024</u>	<u>2025</u>
4110.000 Regular Salaries	\$126,689	\$127,920

This account includes the base full-time salaries for two individuals at \$124,211 with a 3% increase.

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	\$18,810	\$26,704
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This account includes a part-time salary for one individual at an hourly rate of \$18.34 budgeted to work up to 28 hours/week.

4160.000 Annual Leave	-0-	\$2,000
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This account provides for the cost of paying any unused "vacation time" in a lump sum when a full-time employee resigns or retires.

Personal Services – Fringe Benefits

NOTE: These figures are estimates, provided by city finance, and may change in the final budget.

4200.100 Health Insurance	\$34,764	\$34,764
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The account includes health insurance coverage for both full-time employees under the city health plan. A single health insurance policy currently costs \$10,044 annually; a family health insurance policy is \$24,720.

4200.200 Life Insurance	\$126	\$65
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Both full-time employees are covered under the city's life insurance plan.

	<u>2024</u>	<u>2025</u>
4200.300 <u>Disability Insurance</u>	\$343	\$160
Both full-time employees are covered under the city's disability insurance plan. The cost is calculated based on a percentage of earnings.		
4200.400 <u>Pension Expense</u>	\$12,880	\$9,766
This covers the portion of the annual pension expense paid by the employer for full-time employees.		
4210.100 <u>Social Security</u>	\$9,021	\$9,587
This covers the annual social security expense for both full and part-time employees.		
4210.200 <u>Medicare</u>	\$2,110	\$2,243
This covers the annual Medicare expense for both full and part-time employees.		
4240.100 <u>Workers Comp-Premium</u>	\$703.90	\$895
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>	\$100	\$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.		
<i>Professional, Legal, & Contracted Service Fees</i>		
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>2024</u>	<u>2025</u>
<i>Building, Equipment, & Vehicle Services</i>		
4420.400 <u>Repair/Mtce - Vehicles</u>	\$5,000	\$1,000
This account covers general repair and maintenance of the Bookmobile. This category always anticipates some larger expenses such as generator repair, vehicle repair, etc. For 2025, \$4,000 is budgeted for vehicle repairs in the library's Donation budget.		

<i>Travel and Training</i>		
4500.100 <u>Lodging</u>	\$1,600	\$1,600
4500.200 <u>Meals</u>	\$700	\$600
4500.300 <u>Airfare</u>	\$1,200	\$1,000
4500.600 <u>Mileage Reimbursement</u>	\$0	\$300
4500.800 <u>Taxi/Parking</u>	\$150	\$100
4510.100 <u>Conference Registration</u>	\$1,000	\$1,000
4510.300 <u>In-House Training</u>	\$150	\$100

These accounts 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 as well as 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 (\$2,879 in 2024). A separate library policy with the ND Insurance Reserve Fund/State Fire & Tornado Fund covers the bookmobile contents (collection, office equipment, etc.).

4605.200 <u>Cell Phone</u>	\$1,400	\$1,400
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This account covers one AT&T 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>	\$500	\$1,400
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This account covers promotion of the Burleigh County Library/Bookmobile.

	<u>2024</u>	<u>2025</u>
4615.000 <u>Printing</u>	\$800	\$800
This account covers printing of the seasonal schedule and miscellaneous printing needs.		
4621.100 <u>Educational Program-Adult</u>	\$500	\$2,000
This account covers adult programming expenses.		
4621.200 <u>Educational Program-Juvenile</u>	\$500	\$3,000
This account covers juvenile programming expenses, mainly related to the Summer Reading Program.		
4630.200 <u>Administrative Fees</u>	\$8,666	\$9,177
This accounts for 10% of the total cost allocation by the city for services we receive from city administration, attorney, IT, human resources, and fiscal services. The library pays the majority 90% of this expense at \$82,591.		
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>	\$1,400	\$1,500
This covers the Verizon wireless connection at \$40/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 @ \$52 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>	\$400	\$500
This account covers office equipment purchase and repair.		

	<u>2024</u>	<u>2025</u>
4700.300 <u>Computer Small Equipment</u>	\$500	\$500
This account covers the purchase of computer software/hardware needs/updates.		
4700-400 <u>Copier/Printer Supplies</u>	\$1,200	\$1,200
This account covers the cost of paper and toner for one printer for the Burleigh County Library/Bookmobile office.		
4700.600 <u>Small Software Programs</u>	\$800	\$800
This account covers computer software, including Adobe Creative Cloud graphic design software (\$600).		
4725.200 <u>Diesel Fuel</u>	\$5,000	\$5,000
This line is estimated based on current usage and allows for some increase in fuel costs.		
4745.300 <u>Adult Audio/Visual</u>	\$10,000	\$4,000
The account is used to order new adult a/v titles and replace older items.		
4745.400 <u>Juvenile Audio/Visual</u>	\$4,000	\$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	\$24,000
The account is used to order new adult print material and to replace older items and digital titles from OverDrive/Libby.		
4745.600 <u>Juvenile Books</u>	\$25,000	\$24,000
This account is used to order new youth print material and digital titles from OverDrive/Libby.		

	<u>2024</u>	<u>2025</u>
Operations Budget	\$307,512	\$310,081

Building, utility & Administrative expenses	\$37,588	\$38,869
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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
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Fund total as of 12.31.2023 = \$146,318.95.

TOTAL BUDGET:	\$355,100	\$358,950
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Total Available Revenue: (less 5% for early payment property tax)	\$355,100	\$358,950
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Total revenue includes estimated levied property tax funds, state aid funds, and interest from the bookmobile replacement fund.

\$32,000	State aid distribution fund
\$24,000	State aid to public libraries fund
\$299,250	Tax revenue (real estate, homestead credit) less 5% for early payment tax discounts
\$3,600	Interest from bookmobile replacement fund
<u>\$100</u>	Fees
\$358,950	Total revenue



**Burleigh County
Library**



**Bismarck
Veterans Memorial
Public Library**

Burleigh County Library Fact Sheet

The Burleigh County Library has served the residents of Burleigh County since 1975. It has ten routes with 65 locations and makes 564 stops annually at rural towns, schools, assisted living facilities, post offices, and various locations throughout the county. 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 partnership between the Bismarck Veterans Memorial Public Library and Burleigh 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. Rural residents also take advantage of the City Library's year-round all-ages programs, classes, and events and public access computers available to citizens of Burleigh County.

Each year Burleigh County Library:

- Circulates 41,000 items
- Updates their collection of 19,000 items
- Welcomes 14,000 visitors
- Drives 7,000 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

Bismarck Veterans Memorial Public Library ~ Burleigh County Library

515 North Fifth Street · Bismarck, North Dakota 58501-4057 · Telephone: (701) 355-1480 · www.bismarcklibrary.org

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Definition: 2025 Budget Expense Worksheet

2025
Department
Head Request

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
2905.49110.00970	\$1,045,310	\$1,045,310	\$1,120,265	\$1,120,265	\$1,229,125	\$307,281	\$1,337,375.00
2905.49110.00971	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	25,200.00
2905.49110.00972	\$10,300	\$0	\$0	\$0	\$0	\$0	0.00
2905.49110.00973	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	6,300.00
2905.49110.00974	\$7,500	\$7,500	\$8,500	\$8,500	\$9,550	\$9,500	10,500.00
DEPARTMENT: SENIOR CITIZENS - 49110	\$1,097,610	\$1,097,310	\$1,163,265	\$1,163,265	\$1,273,175	\$351,281	\$1,379,375.00



**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). 2800			

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:	\$0.00	
B. Mill Levy/Match Funds applying for next year. (January 1-December 31):	\$1,337,375.00	
C. TOTAL LINES A & B:		\$1,337,375.00
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):		\$3,848,100.00
E. GRAND TOTAL OF ASSETS AND ANTICIPATED REVENUES: (add lines C and D)		\$5,185,475.00

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	\$47,500.00	\$407,530.00
	Home Delivered Meals	\$168,400.00	\$1,444,870.00
	Outreach		
	Health Maintenance	\$119,175.00	\$186,250.00
	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	\$11,250.00	\$0.00
H. SENIOR CENTERS: (For utilities; repair and maintenance; insurance & taxes; other)	Expenses	\$987,300.00	\$53,200.00
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:		\$1,337,375.00	
K. SUB TOTAL OF Lines F-I under the Funds Other Than Mill Levy Column:			\$2,098,100.00
L. GRAND TOTAL ANTICIPATED EXPENSES (add lines J and K) (This total will equal Line E)			\$3,435,475.00
M. ANTICIPATED CARRYOVER (Line E-Line L)			\$1,750,000.00

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 6/5/2024

2025 BUDGET REQUEST
FOR: Burleigh County Senior Adults Program
FOR THE YEAR ENDING DECEMBER 31, 2025

Account #	Item	Actual Expenditures 12 Months of 2023	Actual Expenditures through March 31, 2024	Estimated Expenditures Year End Dec. 31, 2024	Amount Requested by Department for 2025
PERSONNEL	Salaries (Gross)	261,243.29	60,791.94	372,100.00	475,300.00
	Salaries (Fringe)	69,559.15	18,132.37	105,380.00	76,750.00
TRANSPORTATION/ VOLUNTEER EXPENSES	Volunteer Expenses	2,021.79	0.00	1,250.00	1,250.00
	Transportation	720.81	586.51	2,500.00	2,500.00
BURLEIGH COUNTY SENIOR CENTER	Building Improvements	96,498.03	4,155.37	223,000.00	200,000.00
	Equipment Purchase/Repair	51,021.25	11,310.88	133,500.00	55,500.00
	Utilities	28,317.29	6,113.22	35,200.00	35,200.00
	Maintenance/Janitorial	40,876.72	15,498.60	41,250.00	45,100.00
	Insurance	18,836.00	6,682.00	15,000.00	15,000.00
	Taxes (Special Assessment)	0.00	0.00	0.00	9,000.00
	Admin/Clerical	26,972.10	12,037.22	112,200.00	69,950.00
	Travel (Admin/Council)/Training	2,272.83	172.06	5,500.00	5,500.00
TITLE III MATCH	Non Federal Share	492,953.03	57,447.92	232,245.00	335,075.00
ANNUAL AUDIT	Independent Auditor	9,150.00	0.00	10,000.00	11,250.00
	Grants to offset building improvement costs	0.00	0.00	-60,000.00	0.00
TOTAL MILL LEVY		1,100,442.29	192,928.09	1,229,125.00	1,337,375.00
REVENUE/EXPENSES	FROM OTHER SOURCES	1,632,068.33	481,838.72	2,121,050.00	2,098,100.00
GRAND TOTAL		2,732,510.62	674,766.81	3,350,175.00	3,435,475.00


 Department Head

6/5/2024
 Date

2025 BURLEIGH COUNTY SENIOR ADULTS PROGRAM BUDGET (Approved 5/23/2024)

INCOME	Mill Levy (400)	Health (300)	Nutrition (200)	General (100)	Total
PROJECT INCOME					
4100 Project Income/Congregate	\$0.00	\$0.00	\$122,750.00	\$0.00	\$122,750.00
4110 Project Income/Health	\$0.00	\$45,000.00	\$0.00	\$0.00	\$45,000.00
4120 Project Income/HDM	\$0.00	\$0.00	\$155,000.00	\$0.00	\$155,000.00
4130 Project Income/Drive thru-Take out	\$0.00	\$0.00	\$70,250.00	\$0.00	\$70,250.00
4140 Ineligible Meals	\$0.00	\$0.00	\$3,400.00	\$0.00	\$3,400.00
4150 MW/SPED/Ex-SPED	\$0.00	\$0.00	\$76,000.00	\$0.00	\$76,000.00
4160 Contract for Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PROJECT INCOME	\$0.00	\$45,000.00	\$427,400.00	\$0.00	\$472,400.00
MILL LEVY / LOCAL MATCH (NON-FEDERAL)					
4200 Mill Levy Funds/4310 ML Transfers/4320 Health Admin	\$1,002,300.00	\$119,175.00	\$215,900.00	\$0.00	\$1,337,375.00
4800 Transportation / Senior Center Shuttle	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
4300 Local Match (United Way)	\$0.00	\$13,000.00	\$15,000.00	\$0.00	\$28,000.00
TOTAL MILL LEVY / LOCAL MATCH (NON-FEDERAL)	\$1,004,800.00	\$132,175.00	\$230,900.00	\$0.00	\$1,367,875.00
STATE / FEDERAL FUNDS					
4400 State/Title III Income	\$0.00	\$128,250.00	\$1,320,000.00	\$0.00	\$1,448,250.00
4420 NSIP (Nutrition Supplement Incentive Program)	\$0.00	\$0.00	\$90,000.00	\$0.00	\$90,000.00
TOTAL STATE / FEDERAL FUNDS	\$0.00	\$128,250.00	\$1,410,000.00	\$0.00	\$1,538,250.00
GENERAL INCOME *See Attached breakdown.					
General Fund Deposits	\$0.00	\$0.00	\$0.00	\$47,900.00	\$47,900.00
Donations/Fundraising/Grants	\$0.00	\$0.00	\$0.00	\$22,500.00	\$22,500.00
Interest on Bank Accts/Dividends Received	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00
TOTAL GENERAL INCOME	\$0.00	\$0.00	\$0.00	\$90,400.00	\$90,400.00
TOTAL INCOME:	\$1,004,800.00	\$305,425.00	\$2,068,300.00	\$90,400.00	\$3,468,925.00

EXPENSES		Mill Levy (400)	Health (300)	Nutrition (200)	General (100)				Total
PERSONNEL									
6000 Gross Wages		\$435,000.00	\$201,000.00	\$820,000.00	\$0.00				\$1,456,000.00
6030 Retirement		\$40,300.00	\$18,600.00	\$76,000.00	\$0.00				\$134,900.00
6010/6020 FICA (Employer's Share)		\$33,275.00	\$15,400.00	\$62,700.00	\$0.00				\$111,375.00
6040 Health Insurance		\$35,800.00	\$16,600.00	\$67,600.00	\$0.00				\$120,000.00
6050 Dental Insurance		\$2,700.00	\$1,200.00	\$5,100.00	\$0.00				\$9,000.00
6070 Workforce Safety and Insurance		\$1,425.00	\$700.00	\$2,875.00	\$0.00				\$5,000.00
6060 Unemployment Insurance		\$850.00	\$425.00	\$1,725.00	\$0.00				\$3,000.00
6080 Background Checks		\$1,000.00	\$0.00	\$0.00	\$0.00				\$1,000.00
6650 Employee Appreciation/Assistance Program Expenses		\$1,700.00	\$850.00	\$3,450.00	\$0.00				\$6,000.00
TOTAL PERSONNEL:		\$552,050.00	\$254,775.00	\$1,039,450.00	\$0.00				\$1,846,275.00
TRAVEL/TRAINING									
6120 Mileage/Per Diem -- 6360 HDM Mileage		\$1,000.00	\$1,000.00	\$36,000.00	\$0.00				\$38,000.00
6125 Staff Training / Professional Fees		\$4,500.00	\$1,000.00	\$4,500.00	\$0.00				\$10,000.00
TOTAL TRAVEL/TRAINING:		\$5,500.00	\$2,000.00	\$40,500.00	\$0.00				\$48,000.00
FACILITY IMPROVEMENT/EQUIPMENT									
Facility									
6800 Facility Improvements		\$125,000.00	\$0.00	\$0.00	\$0.00				\$125,000.00
6810 Facility Maintenance/Repairs		\$75,000.00	\$0.00	\$0.00	\$0.00				\$75,000.00
Equipment									
6820 Equipment Purchases		\$43,000.00	\$0.00	\$0.00	\$0.00				\$43,000.00
6830 Equipment Repairs/Maintenance		\$12,500.00	\$0.00	\$0.00	\$0.00				\$12,500.00
TOTAL FACILITY IMPROVEMENT/EQUIPMENT:		\$255,500.00	\$0.00	\$0.00	\$0.00				\$255,500.00
OPERATING EXPENSES									
ADMINISTRATION									
6100 Bank/Payroll Fees		\$4,200.00	\$700.00	\$2,100.00	\$0.00				\$7,000.00
6105 Office Supplies		\$5,000.00	\$1,000.00	\$4,000.00	\$0.00				\$10,000.00
6110 Copier/Printer Maintenance Agreement/Supplies		\$6,000.00	\$1,200.00	\$4,800.00	\$0.00				\$12,000.00
6115 Managed IT Services		\$15,000.00	\$3,000.00	\$12,000.00	\$0.00				\$30,000.00
6140 Postage		\$3,500.00	\$700.00	\$2,800.00	\$0.00				\$7,000.00
6130 License/Program/Professional Fees		\$1,250.00	\$250.00	\$1,000.00	\$0.00				\$2,500.00
6150 Audit		\$11,250.00	\$0.00	\$0.00	\$0.00				\$11,250.00
6170 Advertising/Marketing		\$25,000.00	\$20,000.00	\$80,000.00	\$0.00				\$125,000.00
6160 Insurance		\$15,000.00	\$0.00	\$0.00	\$0.00				\$15,000.00
6180 Volunteer Training/WSI Expenses		\$1,250.00	\$0.00	\$3,750.00	\$0.00				\$5,000.00
6190 Legal Fees		\$10,000.00	\$0.00	\$0.00	\$0.00				\$10,000.00

6195 Special Assessments	\$9,000.00	\$0.00	\$0.00	\$9,000.00
MAINTENANCE/JANITORIAL				
6200 Janitorial Supplies	\$7,200.00	\$800.00	\$8,000.00	\$16,000.00
6210 Service Agreements (includes security)	\$22,400.00	\$5,600.00	\$28,000.00	\$56,000.00
6210-A Shop Rent	\$5,500.00	\$1,100.00	\$4,400.00	\$11,000.00
6220 Snow Removal	\$10,000.00	\$2,500.00	\$12,500.00	\$25,000.00
NUTRITION PROGRAM				
6300 Raw Food	\$0.00	\$0.00	\$675,000.00	\$675,000.00
6305 Raw Food (OAA Ineligible)	\$0.00	\$0.00	\$18,000.00	\$18,000.00
6310 Soaps & Detergents	\$0.00	\$0.00	\$10,000.00	\$10,000.00
6320 Kitchen/Paper Supplies	\$0.00	\$0.00	\$18,000.00	\$18,000.00
6330 HDM Consumables	\$0.00	\$0.00	\$50,000.00	\$50,000.00
6340 HDM Equipment	\$0.00	\$0.00	\$10,000.00	\$10,000.00
6350 HDM Special (Covid) (not using, consolidated w/6330)	\$0.00	\$0.00	\$0.00	\$0.00
HEALTH MAINTENANCE PROGRAM				
6400 Health Maintenance Program Supplies	\$0.00	\$3,000.00	\$0.00	\$3,000.00
TOTAL OPERATING EXPENSES	\$151,550.00	\$39,850.00	\$944,350.00	\$1,135,750.00
UTILITIES				
6500 Telephone/Internet/Cable	\$4,000.00	\$1,000.00	\$5,000.00	\$10,000.00
6510 Gas & Electric	\$26,000.00	\$6,500.00	\$32,500.00	\$65,000.00
6520 Garbage	\$2,000.00	\$500.00	\$2,500.00	\$5,000.00
6530 Water/Sewer	\$3,200.00	\$800.00	\$4,000.00	\$8,000.00
TOTAL UTILITIES:	\$35,200.00	\$8,800.00	\$44,000.00	\$88,000.00
GENERAL EXPENSES / TRANSPORTATION:				
Fund Expenses (*See attached breakdown.)	\$0.00	\$0.00	\$56,950.00	\$56,950.00
6700 Transportation	\$5,000.00	\$0.00	\$0.00	\$5,000.00
TOTAL GENERAL EXPENSES / TRANSPORTATION:	\$5,000.00	\$0.00	\$56,950.00	\$61,950.00
TOTAL EXPENSES:	\$1,004,800.00	\$305,425.00	\$2,068,300.00	\$3,435,475.00
NET PROFIT/LOSS	\$0.00	\$0.00	\$0.00	\$33,450.00

2025 BCSAP GENERAL FUND (100) BUDGET (Approved 5/23/24)

INCOME

General Fund		
4500 Coffee Bar	\$16,000.00	
4540 (Not using code)	-	
4530 Newsletter	\$4,250.00	
4510 Gift Shop Sales (closing out)	\$1,000.00	
4550 Contract Admin Fees (Region VII-Nutrition)	\$12,500.00	
4550 Contract Admin Fees (Region VII-Health)	\$5,000.00	
4520 Activity Fees (classes, bus trips, Billiards, cards, etc.)	\$9,000.00	
4560 Miscellaneous	\$150.00	\$47,900.00
Donations/Fundraising		
4610/4640 Charitable Donations/Grants HEALTH	\$2,500.00	
4605/4635 Charitable Donations/Grants NUTRITION	\$7,500.00	
4600/4630 Charitable Donations/Grants GENERAL	\$5,000.00	
4615 Charitable Donations/Grants Life Enrichment Activities	\$500.00	
4650 Memorials/Honorariums	\$5,000.00	
4660 Special Project Donations (Tax/Equipment)	\$2,000.00	
4670 Center Fundraisers	\$0.00	\$22,500.00
4700 Interest on Bank Accts/Dividends Received	\$20,000.00	\$20,000.00
TOTAL INCOME:	\$90,400.00	

EXPENSES

6600 Coffee Bar	\$15,000.00	
6640 Event/Activity - Volunteers	\$10,000.00	
6645 Event/Activity - Holidays	\$5,000.00	
6655 Event/Activity - Other	\$3,000.00	
6630 Newsletter	\$6,000.00	
6610 Gift Shop Expenses	\$250.00	
6620 Activity Expenses (offset by 4520)	\$17,500.00	
6670 Miscellaneous	\$100.00	
6660 Donor Recognition	\$100.00	
6910 Federal Depreciation		
6900 Non-Federal Depreciation		
TOTAL EXPENSES:	\$56,950.00	

NET: \$33,450.00

*** Any CDBG Awards received will be listed under Mill Levy, not General Fund.

**2025 MILL LEVY
POTENTIAL FACILITY MAINTENANCE / EQUIPMENT PROJECT LIST
(Approved May 23, 2024)**

ITEM/DESCRIPTION	ESTIMATED COST
6800 FACILITY IMPROVEMENTS	
Exterior Signing, Canopy over front entrance	\$65,000.00
Exterior Landscaping (replace black plastic edging with concrete edging)	\$10,000.00
Renovate Admin Offices	\$50,000.00
TOTAL 6800	\$125,000.00
6810 FACILITY MAINTENANCE	
Parking Lot Maintenance (seal cracks, total surface seal, stripe)	\$10,000.00
Kitchen Fire Door Replacement	\$25,000.00
A/V Equipment in Dining Room	\$20,000.00
Incidental (unforeseen) Maintenance	\$20,000.00
TOTAL 6810	\$75,000.00
6820 EQUIPMENT PURCHASES	
JD Tractor Payments (final payment November, 2025)	\$5,500.00
Admin Office Cubicles/Storage	\$10,000.00
Health Maintenance Equipment (not tools)	\$2,500.00
Computers: 4 computers (for replacement), Printer/Monitor replacement as needed	\$10,000.00
Incidental Equipment Purchases (general maintenance)	\$15,000.00
TOTAL 6820	\$43,000.00
6830 EQUIPMENT REPAIRS/MAINTENANCE	
Incidental Repairs (unforeseen) to Equipment	\$12,500.00
TOTAL 6830	\$12,500.00
TOTAL ESTIMATED COSTS	\$255,500.00

TOTAL AMOUNT BUDGETED:	\$255,500.00
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***Facility Maintenance / Equipment Projects will be prioritized in October/November, 2024.
Projects will be completed in order of priority and within budget parameters.**



**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:	\$9,000.00	
B. Mill Levy/Match Funds applying for next year. (January 1-December 31):	\$25,200.00	
C. TOTAL LINES A & B:		\$34,200.00
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):		
E. GRAND TOTAL OF ASSETS AND ANTICIPATED REVENUES: (add lines C and D)		\$34,200.00

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		
	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: Activities		\$2,000.00
	List:		
H. SENIOR CENTERS: (For utilities; repair and maintenance; insurance & taxes; other)	Expenses	\$23,700.00	
I. SET ASIDE FUNDS: Money to be set aside for a specific future purpose - (examples: match for a new bus, or next year's match for a future...)	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:		\$25,200.00	
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)			\$27,200.00
M. ANTICIPATED CARRYOVER (Line E-Line L)			\$7,000.00

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 4/28/2024

**2025 BUDGET REQUEST
GOLDEN WING CLUB
FOR THE YEAR ENDING DECEMBER 31, 2025**

Account #		Actual Expenditures 12 Months of 2023	Actual Expenditures through March 31, 2024	Estimated Expenditures Year End Dec. 31, 2024	Amount Requested by Department for 2025
	Non Federal Match	\$ 3,600.00	1,800.00	\$ 3,600.00	0.00
	Advertising	\$ 50.00		\$ 200.00	200.00
	Building Insurance	\$ 1,316.00		\$ 1,500.00	1,500.00
	Treasurer	\$ 1,200.00	300.00	\$ 1,200.00	0.00
	Repairs & Supplies	\$ 331.97		\$ 2,000.00	2,000.00
	Equipment	\$ 1,592.26		\$ 1,500.00	1,500.00
	Fuel	\$ 1,733.64	749.85	\$ 3,000.00	3,000.00
	Electricity	\$ 1,581.40	376.05	\$ 2,000.00	2,000.00
	Telephone/Internet/TV	\$ 2,766.87	713.73	\$ 3,000.00	3,000.00
	City Utilities	\$ 1,272.32	316.50	\$ 1,500.00	1,500.00
	Snow Removal/Lawn Care	\$ 240.00		\$ 500.00	500.00
	Secretary of State	\$ 20.00			
	Facility Renovations/Capital Improvements*	\$ 7,978.80		\$ 10,000.00	10,000.00
	*Paint \$3,156.80 + \$4,822.00				
	TOTAL MILL LEVY	\$ 23,683.26	4,256.13	\$ 30,000.00	25,200.00
	GRAND TOTAL	\$ 23,683.26	4,256.13	\$ 30,000.00	25,200.00

Ariene Olson, Treasurer
Department Head

24-May-24
Date

*2025 Capital Improvements:
Reshingle Roof and Replace A/C Unit

2024 Planned Work: Replace Front Door Steps, Install Foundation Support and Back Door Enclosure. Estimated cost \$20,000.



**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:	\$2,992.12	
B. Mill Levy/Match Funds applying for next year. (January 1-December 31):	\$6,300.00	
C. TOTAL LINES A & B:		\$9,292.12
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):		\$12,461.44
E. GRAND TOTAL OF ASSETS AND ANTICIPATED REVENUES: (add lines C and D)		\$21,753.56

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**

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

**MILL
LEVY/MATCH
DOLLARS**

**FUNDS OTHER
THAN MILL
LEVY/MATCH**

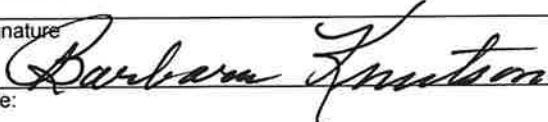
G. PROGRAMS:	List: Activity Expenses		\$1,500.00
	List:		
H. SENIOR CENTERS: (For utilities; repair and maintenance; insurance & taxes; other)	Expenses	\$6,300.00	
I. SET ASIDE FUNDS: Money to be set aside for a specific future purpose - (examples: match for a new bus, or next	Money Set Aside For:		
	Money Set Aside For:		
	Money Set Aside For:		
J. SUB TOTAL OF Lines F-I under the Mill Levy/Match Dollars Column:		\$6,300.00	
K. SUB TOTAL OF Lines F-I under the Funds Other Than Mill Levy Column:			\$1,500.00
L. GRAND TOTAL ANTICIPATED EXPENSES (add lines J and K) (This total will equal Line E)			\$7,800.00
M. ANTICIPATED CARRYOVER (Line E-Line L)			\$13,953.56

The individual signing this report makes the following assurances:

YES	NO	(Please Initial):
		1. The organization is incorporated as a non-profit organization.
		2. The budget was approved by the membership and governing body.
		3. The mill levy dollars received were kept in a separate fund.
		4. Generally accepted accounting principals were followed.
		5. Funds were expended for the purposes budgeted.
		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.
		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 		Date
Title: Chairperson		5/23/2024

**2025 BUDGET REQUEST
FOR: SE BURLEIGH GOLDEN AGE CLUB
FOR THE YEAR ENDING DECEMBER 31, 2025**

Account #	Item	Actual Expenditures 12 Months of 2023	Actual Expenditures through March 31, 2024	Estimated Expenditures Year End Dec. 31, 2024	Amount Requested by Department for 2025
	RENT	1,800.00	450.00	1,800.00	6,300.00
	SUPPLIES & EQUIPMENT	0.00	0.00	700.00	0.00
	NON FEDERAL MATCH (NUTRITION/HEALTH MAINTENANCE)	2,000.00	0.00	2,000.00	0.00
GRAND TOTAL		3,800.00	450.00	4,500.00	6,300.00

Barbara Johnston
Department Head

5/23/24
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).		885	

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:	\$0.00	
B. Mill Levy/Match Funds applying for next year. (January 1-December 31):	\$10,500.00	
C. TOTAL LINES A & B:		\$10,500.00
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):		\$62,400.00
E. GRAND TOTAL OF ASSETS AND ANTICIPATED REVENUES: (add lines C and D)		\$72,900.00

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**

		MILL LEVY/MATCH DOLLARS	FUNDS OTHER THAN MILL LEVY/MATCH
F. SERVICES:	Transportation	\$8,500.00	\$62,400.00
	Congregate Meals		
	Home Delivered Meals		
	Outreach		
	Health Maintenance		
	Chore Services		
	Other (List):		
	Other (List):		

MILL
LEVY/MATCH
DOLLARS

FUNDS OTHER
THAN MILL
LEVY/MATCH

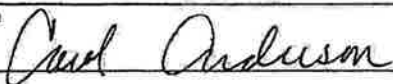
G. PROGRAMS:	List:		
	List:		
H. SENIOR CENTERS: (For utilities; repair and maintenance; insurance & taxes; other)	Expenses		
I. SET ASIDE FUNDS: Money to be set aside for a specific future purpose - (examples: match for a new bus, or next	Money Set Aside For: Bus Replacement funds	\$2,000.00	
	Money Set Aside For:		
	Money Set Aside For:		
J. SUB TOTAL OF Lines F-I under the Mill Levy/Match Dollars Column:		\$10,500.00	
K. SUB TOTAL OF Lines F-I under the Funds Other Than Mill Levy Column:			\$62,400.00
L. GRAND TOTAL ANTICIPATED EXPENSES (add lines J and K) (This total will equal Line E)			\$72,900.00
M. ANTICIPATED CARRYOVER (Line E-Line L)			

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 	
Title: Director	Date 4/2/2024

**2025 BUDGET REQUEST
WEST RIVER TRANSIT**

FOR: _____
For year ending June 30, 2025

Account #	Item	Actual Expenditures 12 Months of 2023	Actual Expenditures through March 31, 2024	Estimated Expenditures Year End June 30, 2024	Amount Requested by Department for 2025
	Fuel	11,607.00	9,509.00	12,680.00	3,000.00
	Driver physical/drug testing	108.00	54.00	110.00	
	Driver Wages	33,844.00	29,110.00	36,880.00	5,500.00
	Equipment	121.00	421.00	245.00	
	License/fees	914.00	452.00	550.00	
	Vehicle maint/repairs/parts	13,063.00	7,074.00	10,000.00	
	Social Security Exp	2,692.00	2,228.00	2,803.00	
	Driver Cell Phone	686.00	281.00	700.00	
	Driver training/travel	14.00	36.00	50.00	
	Board training/travel	64.00	121.00	242.00	
	Advertising	200.00	20.00	100.00	
	Payroll Exp	1,346.00	191.00	600.00	
	Workers Comp	598.00	722.00	963.00	
	Total	65,257.00	50,219.00	65,923.00	8,500.00
	Bus replacement Match				2,000.00
	GRAND TOTAL	65,257.00	50,219.00	65,923.00	10,500.00

Carol Anderson
Department Head

4/2/2024
Date

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

From Date: 5/1/2024 To Date: 5/31/2024

Definition: 2025 Budget Expense Worksheet

2025
Department
Head Request

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
Description							
2913.49182.00111	\$87,235	\$87,335	\$92,423	\$92,518	\$97,801	\$33,854	105,995.14
2913.49182.00211	\$40,004	\$41,288	\$44,694	\$45,492	\$48,770	\$19,955	53,585.92
2913.49182.00300	\$8,200	\$16,161	\$8,500	\$11,479	\$8,500	\$0	8500.00
2913.49182.00328	\$4,500	\$6,336	\$4,500	\$7,888	\$6,500	\$0	6500.00
2913.49182.00351	\$110,000	\$108,738	\$120,000	\$89,732	\$120,000	\$21,173	120000.00
2913.49182.00382	\$80,000	\$69,764	\$80,000	\$68,526	\$80,000	\$27,316	80000.00
2913.49182.00386	\$5,000	\$0	\$5,000	\$5,000	\$1,000	\$0	1000.00
2913.49182.00423	\$15,000	\$8,016	\$15,000	\$8,178	\$15,000	\$1,014	15000.00
2913.49182.00441	\$20,000	\$22,011	\$92,000	\$113,546	\$80,000	\$1,656	25000.00
2913.49182.00442	\$40,000	\$89,155	\$46,000	\$67,064	\$60,000	\$14,836	60000.00
2913.49182.00641	\$2,000	\$1,755	\$2,000	\$980	\$2,000	\$0	2000.00
2913.49182.00892	\$25,000	\$888	\$25,000	\$22,838	\$25,000	\$0	25000.00
2913.49182.00920	\$500	\$0	\$500	\$0	\$500	\$0	500.00
DEPARTMENT: PROVIDENT BUILDING - 49182	\$437,439	\$451,446	\$535,617	\$533,240	\$545,071	\$119,805	503,081.06

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

From Date: 5/1/2024 To Date: 5/31/2024

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
	Description						
2920.41460.00111	\$276,682	\$277,236	\$292,523	\$293,031	\$309,105	\$107,014	335,297.66
2920.41460.00211	\$123,515	\$123,811	\$137,660	\$138,294	\$150,149	\$59,159	164,981.59
2920.41460.00341	\$4,000	\$442	\$4,000	\$686	\$2,000	\$485	2,000
2920.41460.00356	\$1,800	\$1,346	\$1,800	\$1,359	\$1,800	\$341	1,800
2920.41460.00362	\$500	\$0	\$500	\$785	\$1,250	\$0	1,250
2920.41460.00373	\$300	\$55	\$300	\$365	\$300	\$20	300
2920.41460.00411	\$2,000	\$1,678	\$2,000	\$1,343	\$2,000	\$944	2,000
2920.41460.00415	\$1,800	\$1,101	\$1,800	\$1,048	\$1,800	\$264	1,800
2920.41460.00444	\$2,100	\$7,423	\$7,500	\$7,656	\$8,000	\$1,940	4,200
2920.41460.00453	\$3,000	\$6,264	\$6,500	\$5,309	\$9,500	\$8,960	9,500
2920.41460.00641	\$2,000	\$4,597	\$2,000	\$967	\$2,000	\$0	2,000
2920.41460.00920	\$1,500	\$1,410	\$1,500	\$1,050	\$1,800	\$1,200	1,800
2920.41460.00946	\$600	\$1,077	\$600	\$681	\$1,000	\$165	1,000
DEPARTMENT: VETERAN SERVICE - 41460	\$419,797	\$426,441	\$458,683	\$452,575	\$490,704	\$180,492	524,929

Mary Landis, vso 5/30/2024

W. R. 5-30-24

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

Exclude inactive accounts with zero balance

From Date: 5/1/2024 To Date: 5/31/2024

Definition: 2025 Budget Expense Worksheet

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2024 Actual	2024 Actual	2025 Department Head Request
2960.48110.00111	SALARIES	\$242,928	\$201,266	\$111,244	\$96,819	\$119,214	\$96,819	\$119,214	\$35,262	\$110,855.50
2960.48110.00113	NDSU SALARIES	\$0	\$0	\$105,973	\$105,964	\$116,187	\$105,964	\$116,187	\$24,908	\$135,297.00
2960.48110.00211	FRINGE BENEFITS	\$65,471	\$49,928	\$56,125	\$68,545	\$61,752	\$68,545	\$61,752	\$28,050	\$69,362.96
2960.48110.00335	BUILDING RENTAL	\$66,108	\$74,502	\$66,764	\$66,764	\$67,432	\$66,764	\$67,432	\$22,477	\$68,102.28
2960.48110.00341	TRAVEL-LODGING-MEALS	\$6,000	\$8,568	\$5,000	\$8,072	\$11,455	\$8,072	\$11,455	\$1,411	\$11,455.00
2960.48110.00356	TELEPHONE	\$15,000	\$14,913	\$5,200	\$4,700	\$5,200	\$4,700	\$5,200	\$1,187	\$5,200.00
2960.48110.00361	PUBLISHING & PRINTING	\$4,500	\$4,841	\$4,500	\$5,929	\$5,800	\$5,929	\$5,800	\$1,159	\$5,800.00
2960.48110.00382	CONTRACTED SERVICES	\$0	\$0	\$10,000	\$9,962	\$10,320	\$9,962	\$10,320	\$2,518	\$12,105.00
2960.48110.00411	OFFICE SUPPLIES	\$6,500	\$4,504	\$2,000	\$2,954	\$3,500	\$2,954	\$3,500	\$540	\$3,500.00
2960.48110.00415	POSTAGE	\$2,000	\$45	\$500	\$203	\$2,000	\$203	\$2,000	\$8	\$2,000.00
2960.48110.00444	COMPUTER SERVICES	\$0	\$0	\$10,200	\$10,200	\$10,200	\$10,200	\$10,200	\$2,550	\$10,200.00
2960.48110.00641	FURNITURE & EQUIPMENT	\$0	\$618	\$4,000	\$0	\$4,000	\$0	\$4,000	\$0	\$4,000.00
2960.48110.00884	4-H PREMIUMS	\$0	\$0	\$0	\$0	\$3,000	\$0	\$3,000	\$0	\$3,000.00
2960.48110.00920	CONTINUING EDUCATION	\$6,250	\$3,191	\$6,250	\$3,176	\$6,250	\$3,176	\$6,250	\$664	\$6,250.00
2960.48110.00921	PROGRAMMING	\$3,500	\$5,467	\$5,000	\$5,432	\$5,300	\$5,432	\$5,300	\$746	\$5,300.00
DEPARTMENT: COUNTY AGENT - 48110		\$418,257	\$367,843	\$392,756	\$388,718	\$431,610	\$388,718	\$431,610	\$121,481	\$452,427.74

Andy DeWent 6-25-24

DK 6/28/24

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

From Date: 5/1/2024 To Date: 5/31/2024

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2024 Actual	2025 Department Head Request
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2970.49130.00111	\$37,739	\$25,756	\$57,000	\$45,778	\$69,793	\$2,425	\$2,425	73,706.51
2970.49130.00211	\$16,976	\$8,937	\$21,500	\$8,255	\$14,331	\$1,865	\$1,865	42,004.84
2970.49130.00335	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$0	\$0	4,800
2970.49130.00341	\$2,000	\$1,407	\$2,000	\$955	\$2,000	\$0	\$0	2,000
2970.49130.00361	\$1,500	\$2,015	\$1,500	\$0	\$1,500	\$0	\$0	2,000
2970.49130.00376	\$500	\$667	\$500	\$665	\$500	\$285	\$285	750
2970.49130.00381	\$2,500	\$441	\$2,500	\$1,126	\$2,500	\$0	\$0	2,500
2970.49130.00382	\$0	\$20,450	\$5,000	\$7,906	\$5,000	\$0	\$0	10,000
2970.49130.00398	\$0	\$0	\$0	\$0	\$7,000	\$0	\$0	5,000
2970.49130.00411	\$500	\$18	\$500	\$149	\$500	\$0	\$0	500
2970.49130.00415	\$250	\$174	\$250	\$183	\$250	\$0	\$0	250
2970.49130.00424	\$4,000	\$2,455	\$4,000	\$1,538	\$4,000	\$41	\$41	4,000
2970.49130.00911	\$1,600	\$3,608	\$1,500	\$11,077	\$4,000	\$9	\$9	7,500
2970.49130.00920	\$1,000	\$300	\$1,000	\$700	\$1,000	\$0	\$0	1,000
2970.49130.00967	\$100,000	\$62,795	\$100,000	\$61,505	\$100,000	\$0	\$0	140,000
2970.49130.00969	\$185,000	\$161,949	\$185,000	\$164,307	\$185,000	\$0	\$0	260,000
DEPARTMENT: WEED CONTROL - 49130	\$358,365	\$295,771	\$387,050	\$308,944	\$402,174	\$4,626	\$4,626	556,011.35

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
FUND: WEED CONTROL - 2970	\$358,365	\$295,771	\$387,050	\$308,944	\$402,174	\$4,626	556,011.35

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

From Date: 5/1/2024 To Date: 5/31/2024

Definition: 2025 Budget Expense Worksheet

2022 Adopted Budget 2022 Actual 2023 Adopted Budget 2023 Actual 2024 Adopted Budget 2024 Actual 2024 Actual 2025 Department Head Request

Account Description

2982.45210.00351	UTILITIES	\$3,250	\$7,080	\$8,000	\$5,643	\$8,800	\$673	9400
2982.45210.00382	CONTRACTED SERVICES	\$56,850	\$40,176	\$59,000	\$58,317	\$54,800	\$97	61,925
2982.45210.00423	SUPPLIES & MATERIALS	\$9,400	\$6,031	\$9,000	\$14,021	\$9,500	\$0	15,000
2982.45210.00609	CAPITAL OUTLAY	\$0	\$2,294	\$10,000	\$0	\$0	\$0	
2982.45210.00884	4-H PREMIUMS	\$3,000	\$3,000	\$3,000	\$0	\$3,000	\$0	3000
2982.45210.00998	COUNTY FAIR GROUNDS	\$7,500	\$113	\$2,000	\$183	\$2,000	\$0	2000
2982.45210.00999	TRANSFERS OUT	\$562,946	\$562,946	\$0	\$111,138	\$0	\$0	192,400
DEPARTMENT: MISSOURI VALLEY COMPLEX - 45210		\$621,640	\$91,000	\$189,303	\$78,100	\$771		

61,075 - Grading - 85,000 - Asphalt
Credit Seal & Repairs Needed

Road Asphalt + Maint
Planning
Snow Removal
10,000

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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Description

5201.49150.00609 CAPITAL OUTLAY	\$2,000	\$0	\$0	\$0	\$931,500	\$0	1,179,200
DEPARTMENT: WATER RESOURCE DISTRICT - 49150	\$2,000	\$0	\$0	\$0	\$931,500	\$0	1,179,200

2025 Water Resource Budget Request

mill levy

\$700,000

Fiscal Year: 2025

From Date: 1/1/2025

To Date:

Account	Description	2023 Adopted Budget 2.0 mil	2023 Actual Amount	2024 Adopted Budget	2025 Department Request
Income					
	31110 · Real Estate Tax	\$1,102,000	\$889,098	\$1,014,000	\$1,050,000
	31810 · In Lieu of Tax	\$1,000	\$445	\$500	\$500
	33620 · Homestead Credit	\$6,000		\$5,000	\$0
	36110 · Interest	\$200	\$405	\$300	\$50,000
	36210 · McDowell Dam Rec. Income	\$26,500	\$22,610	\$30,000	\$25,000
	36215 · McDowell Dam Lease	\$3,200		\$3,000	\$3,200
	33610 · State Aid Distribution	\$36,000	\$62,634	\$40,000	\$50,000
	36910 · Misc Revenue	\$500		\$500	\$500
	Total Income	\$1,175,400	\$975,192	\$1,093,300	\$1,179,200
Non Budget Income					
	34220 · Operating Grants				
	43810 · Reimbursements		\$233,918		
	44110 · Operations & Maintenance		\$12,867		
	Grand Total Income	\$1,175,400	\$1,221,976	\$1,093,300	\$1,179,200
	111 · Payroll Expenses	\$30,000	\$26,069	\$35,000	\$30,000
	111A · Payroll Taxes	\$3,000	\$2,026	\$3,500	\$3,000
	112 · Management Services				
	113 - Accounting and Contract Services	\$32,000	\$26,461	\$32,000	\$32,000
	114 - Audit	\$11,000	\$9,896	\$18,000	\$10,000
	312 · Legal Fees	\$24,000	\$17,330	\$24,000	\$24,000
	315 · Engineering Administration	\$24,000	\$16,738	\$24,000	\$24,000
	328 · Liability Insurance	\$5,000	\$5,425	\$5,000	\$6,000
	335 · Building Rent	\$0		\$0	\$0
	341 · Travel	\$2,000		\$2,000	\$2,000
	376 · Dues & Publications	\$5,000	\$3,275	\$5,000	\$5,000
	411 · Office Supplies	\$3,000	\$1,900	\$3,000	\$3,000
	904 · McDowell Dam (BPRD)	\$300,000	\$292,843	\$327,500	\$330,000
	905 · McDowell Dam Capital Improvements	\$20,000	\$83,657	\$150,000	\$150,000
	905A · Fresh Water Intake	\$130,400		\$100,000	\$100,000
	910 · Projects	\$300,000	\$25,268	\$98,300	\$192,200
	911 · Misc	\$2,500	\$0	\$2,500	\$1,000
	920 · Continuing Education	\$2,500	\$0	\$2,500	\$0
	932 · City/County Watershed Planning	\$0	\$0	\$0	\$0
	933 · Missouri River General Services	\$15,000	\$124,164	\$15,000	\$20,000
	937 Design/Special Assessment	\$200,000	\$683,178	\$200,000	\$200,000
	940 Operations & Maintenance	\$20,000	\$18,397	\$20,000	\$20,000
	941 Stream Gages	\$6,000	\$6,000	\$6,000	\$7,000
	960 Drainage Complaints	\$20,000	\$17,672	\$20,000	\$20,000
	970 Storm Water Management Plans	\$20,000	\$0	\$0	\$0
	Total Expense	\$1,175,400	\$1,360,298	\$1,093,300	\$1,179,200
Non-Cash/Non-Budget Expenses:					
	50115 - Depreciation Expense		\$233,821		
	50913 - Interest Expense		\$33,730		
	Grand Total Expense	\$1,175,400	\$1,627,849	\$1,093,300	\$1,179,200
	Net Income	\$0	-\$405,873	\$0	\$0

**MISC.
CONSENT
BUDGETS**

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

2025
Department
Head Request

2022 Adopted Budget 2022 Actual 2023 Adopted Budget 2023 Actual 2024 Adopted Budget 2024 Actual

Account Description

2124.43170.00398	COUNTY SERVICES	\$22,000	\$22,000	\$23,000	\$0	\$25,000	\$0	40,000
2124.43170.00951	ROAD FUND	\$300,000	\$93,304	\$170,750	\$132,201	\$347,662	\$45,503	612,700
DEPARTMENT: BURNT CREEK UNORG TWP#24 - 43170		\$115,304	\$193,750	\$132,201	\$372,662	\$45,503	652,700	

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

2025
Department
Head Request

2022 Adopted Budget 2022 Actual 2023 Adopted Budget 2023 Actual 2024 Adopted Budget 2024 Actual

Account Description

2107.43150.00398	COUNTY SERVICES	\$1,000	\$1,000	\$1,000	\$0	\$1,000	\$0	1,000
2107.43150.00951	ROAD FUND	\$65,000	\$9,376	\$10,700	\$5,611	\$56,070	\$5,361	85,700
DEPARTMENT: CANFIELD UNORG TWP#07 - 43150		\$66,000	\$10,376	\$11,700	\$5,611	\$57,070	\$5,361	86,700

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

2025
Department
Head Request

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
2114.43155.00398	\$1,000	\$1,000	\$1,000	\$0	\$1,000	\$0	8,000
2114.43155.00951	\$12,000	\$37,656	\$41,250	\$41,996	\$25,000	\$5,989	35,000
DEPARTMENT: FLORENCE LAKE UNORG TWP#14 - 43155	\$13,000	\$38,656	\$42,250	\$41,996	\$26,000	\$5,989	43,000

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

2025
Department
Head Request

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
COUNTY SERVICES	\$4,000	\$4,000	\$4,000	\$0	\$4,000	\$0	\$0
ROAD FUND	\$300,000	\$177,427	\$47,550	\$315,524	\$50,000	\$7,288	60,000
DEPARTMENT: FORT RICE UNORG TWP#51 - 43190	\$304,000	\$181,427	\$51,550	\$315,524	\$54,000	\$7,288	64,000

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

From Date: 5/1/2024 To Date: 5/31/2024

2025
Department
Head Request

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
COUNTY SERVICES	\$31,000	\$31,000	\$33,000	\$0	\$36,000	\$0	50,000
ROAD FUND	\$550,000	\$270,510	\$401,750	\$152,007	\$309,000	\$51,207	865,500
DEPARTMENT: LINCOLN UNORG TWP#38 - 43180	\$581,000	\$434,750	\$152,007	\$345,000	\$51,207	915,500	

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

2025
Department
Head Request

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
COUNTY SERVICES	\$1,000	\$1,000	\$1,000	\$0	\$1,000	\$0	8,000
ROAD FUND	\$101,000	\$8,687	\$10,750	\$16,519	\$125,366	\$5,494	165,400
DEPARTMENT: LYMAN UNORG TWP#18 - 43140	\$102,000	\$9,687	\$11,750	\$16,519	\$126,366	\$5,494	173,400

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

2025
Department
Head Request

2022 Adopted Budget 2022 Actual 2023 Adopted Budget 2023 Actual 2024 Adopted Budget 2024 Actual

Account Description

2113.43130.00398	COUNTY SERVICES	\$1,000	\$1,000	\$1,000	\$0	\$1,000	\$0	1,000
2113.43130.00951	ROAD FUND	\$62,000	\$10,468	\$11,500	\$56,327	\$76,929	\$6,014	61,300
DEPARTMENT: PHOENIX UNORG TWP#13 - 43130		\$63,000	\$11,468	\$12,500	\$56,327	\$77,929	\$6,014	62,300

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

From Date: 5/1/2024 To Date: 5/31/2024

2025
Department
Head Request

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
COUNTY SERVICES	\$7,000	\$7,000	\$8,000	\$0	\$9,000	\$0	30,000
ROAD FUND	\$93,000	\$66,543	\$81,250	\$288,146	\$120,000	\$20,934	65,000
DEPARTMENT: RIVERVIEW UNORG TWP#23 - 43160	\$100,000	\$73,543	\$89,250	\$288,146	\$129,000	\$20,934	95,000

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
FUND: JOB DEVELOPMENT AUTHORITY - 2802	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	100,000.00

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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2910.49020.00945	\$1,423,000	\$0	\$1,300,000	\$0	\$1,468,000	\$0	1,554,000
DEPARTMENT: EMERGENCY FUND - 49020	\$1,423,000	\$0	\$1,300,000	\$0	\$1,468,000	\$0	1,554,000

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

- Print accounts with zero balance Round to whole dollars Account on new page
 - Exclude inactive accounts with zero balance
- Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2023 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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2911.49120.00335	\$550,000	\$377,124	\$425,791	\$420,855	\$420,401	\$0	458,619
BUILDING RENTAL							
DEPARTMENT: COMMUNICATION CENTER - 49120	\$550,000	\$377,124	\$425,791	\$420,855	\$420,401	\$0	458,619
						\$0	458,619

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

- Print accounts with zero balance Round to whole dollars Account on new page
 Exclude inactive accounts with zero balance
 Definition: 2025 Budget Expense Worksheet

Account	Description	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
2908.49120.00957	NDAC COMMUNICATION CENTER	\$110,000	\$109,687	\$111,000	\$123,384	\$110,000	\$0	110,000
2908.49120.00958	COMMUNICATION CENTER	\$1,110,000	\$1,114,717	\$1,110,000	\$1,225,186	\$1,110,000	\$0	1,110,000
2908.49120.00961	911 ENHANCEMENT	\$350,000	\$399,285	\$175,000	\$225,069	\$100,000	\$3,840	100,000
2908.49120.00968	SIRN 20/20	\$550,000	\$549,686	\$550,000	\$617,759	\$550,000	\$0	550,000
2908.49120.00999	TRANSFERS OUT	\$550,000	\$549,686	\$550,000	\$617,759	\$550,000	\$0	550,000
DEPARTMENT: COMMUNICATION CENTER - 49120		\$2,723,060	\$2,496,060	\$2,496,000	\$2,809,156	\$2,420,000	\$3,840	2,420,000

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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SALARIES	\$23,473	\$16,352	\$24,905	\$13,801	\$26,437	\$0	0
FRINGE BENEFITS	\$1,796	\$1,251	\$1,905	\$1,056	\$2,107	\$0	0
TRAVEL-LODGING-MEALS	\$5,000	\$609	\$5,000	\$678	\$7,000	\$2,002	\$7,000
ORGANIZATIONAL DUES	\$800	\$345	\$700	\$345	\$700	\$200	\$700
OFFICE SUPPLIES	\$20,000	\$636	\$15,000	\$768	\$15,000	\$86	\$15,000
COMPUTER SERVICES	\$7,000	\$19,478	\$7,500	\$23,353	\$7,500	\$6,568	\$7,500
SERVICE AGREEMENTS	\$21,000	\$22,050	\$23,000	\$20,402	\$24,100	\$760	\$25,500
FURNITURE & EQUIPMENT	\$20,000	\$3,262	\$20,000	\$12,281	\$20,000	\$0	\$20,000
CONTINUING EDUCATION	\$2,000	\$595	\$3,000	\$1,045	\$5,000	\$200	\$5,000
DEPARTMENT: COUNTY RECORDER - 41450	\$101,069	\$64,578	\$101,010	\$73,729	\$107,844	\$9,815	73,200

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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2985.42130.00441 BUILDING MAINTENANCE	\$300,000	\$82,978	\$300,000	\$37,543	\$300,000	\$71,674	300,000
2985.42130.00997 BOND INTEREST & SERVICE CHARGE	\$0	\$3,000	\$0	\$0	\$0	\$0	
DEPARTMENT: DETENTION CTR MAINT & CON - 42130	\$300,000	\$85,978	\$300,000	\$37,543	\$300,000	\$71,674	300,000

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Definition: 2025 Budget Expense Worksheet

2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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Account	Description
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2987.42110.00928	ANIMAL CARE	\$13,000	\$0	\$13,000	(\$7,200)	\$18,000	\$10,687	<u>13,000</u>
DEPARTMENT: SHERIFF - 42110		\$13,000	\$0	\$13,000	(\$7,200)	\$18,000	\$10,687	<u>13,000</u>

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

- Print accounts with zero balance Round to whole dollars Account on new page
 Exclude inactive accounts with zero balance
 Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
2988.42110.00911 MISCELLANEOUS - ASSET FORFEITURE	\$40,000	\$38,819	\$40,000	\$36,345	\$40,000	\$40,000	\$0
DEPARTMENT: SHERIFF - 42110	\$38,819	\$40,000	\$36,345	\$36,345	\$40,000	\$40,000	\$0
	\$40,000	\$38,819	\$40,000	\$36,345	\$40,000	\$40,000	\$0

2988.42110.00911

MISCELLANEOUS - ASSET FORFEITURE

DEPARTMENT: SHERIFF - 42110

\$40,000

\$38,819

\$40,000

\$36,345

\$40,000

\$0

\$40,000

\$38,819

\$40,000

\$36,345

\$40,000

\$0

\$0

\$0

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

Exclude inactive accounts with zero balance

From Date: 5/1/2024 To Date: 5/31/2024

Definition: 2025 Budget Expense Worksheet

2022 Adopted Budget 2022 Actual 2023 Adopted Budget 2023 Actual 2024 Adopted Budget 2024 Actual 2025 Department Head Request

Account Description

2989.41430.00641	FURNITURE & EQUIPMENT	\$9,000	\$5,023	\$9,000	\$11,601	\$9,000	\$5,789	<u>9,000</u>
2989.41430.00911	MISCELLANEOUS	\$9,000	\$0	\$9,000	\$0	\$9,000	\$0	<u>9,000</u>
DEPARTMENT: STATES ATTORNEY - 41430		\$18,000	\$5,023	\$18,000	\$11,601	\$18,000	\$5,789	<u>18,000</u>

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

2022 Adopted Budget 2022 Actual 2023 Adopted Budget 2023 Actual 2024 Adopted Budget 2024 Actual 2025 Department Head Request

Account Description

2890.49193.00911	MISCELLANEOUS	\$5,000	\$32	\$5,000	\$52	\$5,000	\$0	5,000
DEPARTMENT: HAZARDOUS CHEMICAL PREP - 49193		\$5,000	\$32	\$5,000	\$52	\$5,000	\$0	5,000

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

2022 Adopted Budget 2022 Actual 2023 Adopted Budget 2023 Actual 2024 Adopted Budget 2024 Actual 2025 Department Head Request

Account Description

2992.42110.00911	MISCELLANEOUS - 24/7	\$70,000	\$53,669	\$70,000	\$53,225	\$70,000	\$9,685	<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		\$142,700	\$142,700	\$142,700	\$125,925	\$142,700	\$9,685	<u>142,700</u>

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
2993.42120.00999 TRANSFERS OUT DEPARTMENT: DETENTION CENTER - 42120	\$400,000	\$400,000	\$400,000	\$250,000	\$250,000	\$0	\$0 <u>250,000</u>
	\$400,000	\$400,000	\$400,000	\$250,000	\$250,000	\$0	\$0 <u>250,000</u>

Description

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

2022 Adopted Budget 2022 Actual 2023 Adopted Budget 2023 Actual 2024 Adopted Budget 2024 Actual 2025 Department Head Request

Account Description

2994.49180.00989	PARKING FEES	\$65,000	\$174	\$70,000	\$68,680	\$70,000	\$22,220	0
DEPARTMENT: PARKING - 49180		\$65,000	\$174	\$70,000	\$68,680	\$70,000	\$22,220	0

SPECIAL ASSESSMENTS

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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Account Description

5101.49189.00960						\$0	\$0	\$200,000	\$200,000	\$0	25,000
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189		\$5,000	\$0	\$200,000	\$0	\$200,000	\$0	\$200,000	\$0	\$0	25,000
		\$5,000	\$200,000	\$200,000	\$0	\$200,000	\$0	\$200,000	\$0	\$0	25,000

2024

SI570	Pavement Maintenance	15 Year term	Estimate
0105-005-025	Burleigh Co Housing Auth	401 N 16th St	\$1,800-\$2,500
0642-001-001	Burleigh Co Housing Auth	425 S Washington St	\$1,800-\$2,500
0642-001-005	Burleigh Co Housing Auth	423 S Washington St	\$12,000-\$16,700
0642-001-010	Burleigh Co Housing Auth	419 S Washington St	\$11,500-\$16,000
0642-001-015	Burleigh Co Housing Auth	415 S Washington St	\$12,700-\$17,600

Sidewalk 2023

		Prepay by July 31st	Assessed	10 Year term
0125-022-020	Burleigh Co Housing Auth	820 Lincoln Avenue	\$ 250.05	\$ 261.11
0125-043-002	Burleigh Co Housing Auth	405 W. Indiana Avenue	\$ 504.36	\$ 526.68
0125-043-006	Burleigh Co Housing Auth	421 W. Indiana Avenue	\$ 354.30	\$ 369.98
0125-047-009	Burleigh Co Housing Auth	315 W. Indiana Avenue	\$ 732.60	\$ 765.02
0125-047-015	Burleigh Co Housing Auth	325 W. Indiana Avenue	\$ 588.98	\$ 615.04
0185-001-040	Burleigh Co Housing Auth	1310 W. Avenue A	\$ 756.18	\$ 789.64

2025

SI576	Downtown Pavement Rehab	7 Year term	Estimate
0001-104-001	Burleigh Co	316 N 5TH ST	\$24,800-\$34,500
0001-102-001	Burleigh Co	514 E Thayer	\$53,800-\$74,700

SI578	2024 Scrub Seal	3 Year term	Estimate
0410-008-090	Burleigh Co Housing Auth	707 N 28TH ST	\$1,500-\$2,000

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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5154.49189.00995	\$13,425	\$13,425	\$13,425	\$13,425	\$13,425	\$13,425	13,425
5154.49189.00997	\$2,600	\$2,404	\$2,300	\$2,004	\$1,812	\$929	1,410
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189	\$16,025	\$15,829	\$15,725	\$15,429	\$15,237	\$14,354	14,835

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
Description							

5155.49189.00995	\$11,575	\$11,575	\$11,575	\$11,575	\$11,575	\$11,575	11,575
PRINCIPAL							
5155.49189.00997	\$2,250	\$2,073	\$2,000	\$1,716	\$1,563	\$801	1,215
INTEREST & SERVICE CHARGE							
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189	\$13,825	\$13,648	\$13,575	\$13,291	\$13,138	\$12,376	12,790

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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Description

5158.49189.00995	\$55,000	\$55,000	\$50,000	\$50,000	\$50,000	\$50,000	50,000
5158.49189.00997	\$7,250	\$6,830	\$6,250	\$5,833	\$5,288	\$2,736	4,337
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189	\$62,250	\$61,830	\$66,250	\$55,833	\$55,288	\$52,736	54,337

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024

To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
5159.49189.00995	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	50,000
5159.49189.00997	\$6,500	\$6,700	\$5,800	\$5,700	\$6,200	\$2,600	5,200
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189	\$56,500	\$56,700	\$55,800	\$55,700	\$56,200	\$52,600	55,200

Description

PRINCIPAL

INTEREST & SERVICE CHARGE

DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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Description

5160.49189.00995 PRINCIPAL	\$24,500	\$24,500	\$24,500	\$24,500	\$24,500	\$24,500	24,500
5160.49189.00997 INTEREST & SERVICE CHARGE	\$4,550	\$4,511	\$4,100	\$3,984	\$4,246	\$1,860	3413
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189	\$29,050	\$29,011	\$28,600	\$28,484	\$28,746	\$26,360	27,913

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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Description

5161.49189.00995	\$45,500	\$45,500	\$45,500	\$45,500	\$45,500	\$45,500	45,500
5161.49189.00997	\$8,400	\$8,377	\$7,500	\$7,399	\$7,885	\$3,455	6,338
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189	\$53,900	\$53,877	\$63,000	\$52,899	\$53,385	\$48,955	51,838

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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5162.49189.00995 PRINCIPAL	\$11,180	\$11,180	\$11,180	\$11,180	\$11,180	\$11,180	13,760
5162.49189.00997 INTEREST & SERVICE CHARGE	\$3,100	\$3,055	\$2,900	\$2,817	\$2,839	\$1,348	2,458
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189	\$14,280	\$14,235	\$14,080	\$13,997	\$14,019	\$12,528	16,218

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
Description							

5163.49189.00995	PRINCIPAL	\$51,415	\$51,415	\$51,415	\$51,415	\$51,415	63,280
5163.49189.00997	INTEREST & SERVICE CHARGE	\$14,100	\$14,048	\$13,000	\$13,055	\$6,201	11,303
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189		\$65,515	\$64,415	\$64,371	\$64,470	\$57,616	74,583

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

Exclude inactive accounts with zero balance

From Date: 5/1/2024 To Date: 5/31/2024

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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5164.49189.00995	\$2,405	\$2,405	\$2,405	\$2,405	\$2,405	\$2,405	2,960
5164.49189.00997	\$700	\$657	\$700	\$606	\$611	\$290	529
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189	\$3,105	\$3,062	\$3,105	\$3,011	\$3,016	\$2,695	3,489

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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5165.49189.00995 PRINCIPAL	\$7,406	\$7,406	\$7,406	\$7,406	\$7,406	\$7,406	7,406
5165.49189.00997 INTEREST & SERVICE CHARGE	\$1,500	\$1,526	\$1,500	\$1,363	\$1,387	\$693	1,257
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189	\$8,906	\$8,932	\$8,906	\$8,769	\$8,793	\$8,099	8,663

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

2025 Department Head Request

Account Description

5166.49189.00995	PRINCIPAL	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
		\$24,173	\$24,173	\$24,173	\$24,173	\$24,173	\$24,173	24,173
5166.49189.00997	INTEREST & SERVICE CHARGE	\$4,900	\$4,980	\$4,600	\$4,615	\$4,528	\$2,270	4,101
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189		\$29,073		\$28,773	\$28,788	\$28,701	\$26,443	28,274

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
5167.49189.00995	\$26,117	\$26,117	\$26,117	\$26,117	\$26,117	\$26,117	26,117
5167.49189.00997	\$5,300	\$5,380	\$5,000	\$5,022	\$4,892	\$2,455	4,432
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189	\$31,417	\$31,497	\$31,117	\$31,139	\$31,009	\$28,571	30,549

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
Description							

5168.49189.00995	\$4,681	\$4,681	\$4,681	\$4,681	\$4,681	\$4,681	4,681
5168.49189.00997	\$1,000	\$964	\$1,000	\$886	\$877	\$439	795
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189	\$5,681	\$5,645	\$5,681	\$5,567	\$5,558	\$5,120	5,476

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
5169.49189.00995 PRINCIPAL	\$52,624	\$52,624	\$52,624	\$52,623	\$52,624	\$52,624	52,624
5169.49189.00997 INTEREST & SERVICE CHARGE	\$10,650	\$10,841	\$10,000	\$10,080	\$9,857	\$4,944	8,931
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189	\$63,274	\$63,465	\$62,624	\$62,703	\$62,481	\$57,568	61,555

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
5170.49189.00609	\$0	\$130	\$0	\$0	\$0	\$0	
5170.49189.00995	\$16,154	\$16,155	\$16,155	\$16,155	\$17,771	\$17,771	19,386
5170.49189.00997	\$3,100	\$3,197	\$2,100	\$2,108	\$2,460	\$966	2,251
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189	\$19,254	\$19,482	\$18,255	\$18,263	\$20,231	\$18,736	21,637

Description

CAPITAL OUTLAY

PRINCIPAL

INTEREST & SERVICE CHARGE

DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

Exclude inactive accounts with zero balance

From Date: 5/1/2024 To Date: 5/31/2024

Definition: 2025 Budget Expense Worksheet

2025 Department Head Request

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
Description							
5171.49189.00609	\$0	\$130	\$0	\$0	\$0	\$0	
5171.49189.00995	\$24,231	\$24,230	\$24,231	\$24,231	\$26,653	\$26,653	29,076
5171.49189.00997	\$4,600	\$4,794	\$3,000	\$3,161	\$3,689	\$1,448	3,376
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189	\$28,831	\$29,154	\$27,231	\$27,392	\$30,342	\$28,101	32,452

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

Exclude inactive accounts with zero balance

From Date: 5/1/2024 To Date: 5/31/2024

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
5172.49189.00609	\$0	\$130	\$0	\$0	\$0	\$0	
5172.49189.00995	\$9,616	\$9,615	\$9,616	\$9,614	\$10,577	\$10,577	11,538
5172.49189.00997	\$1,810	\$1,903	\$1,200	\$1,284	\$1,464	\$575	1340
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189	\$11,426	\$10,816	\$10,898	\$12,041	\$11,151	\$12,878	

Description

CAPITAL OUTLAY

PRINCIPAL

INTEREST & SERVICE CHARGE

DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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Description

5173.49189.00609	\$0	\$1,537	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY							
5173.49189.00995	\$0	\$0	\$25,148	\$25,147	\$25,147	\$25,200	25,146
PRINCIPAL							
5173.49189.00997	\$0	\$7,294	\$11,100	\$11,304	\$7,460	\$3,392	6,664
INTEREST & SERVICE CHARGE							
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189	\$0	\$8,830	\$36,248	\$36,451	\$32,607	\$28,592	31,810

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

From Date: 5/1/2024 To Date: 5/31/2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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5174.49189.00609 CAPITAL OUTLAY	\$0	\$1,608	\$0	\$0	\$0	\$0	\$0
5174.49189.00995 PRINCIPAL	\$0	\$0	\$19,853	\$19,853	\$19,853	\$19,800	19,854
5174.49189.00997 INTEREST & SERVICE CHARGE	\$0	\$5,758	\$8,700	\$8,894	\$5,890	\$2,665	5261
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189	\$0	\$28,553	\$28,747	\$25,743	\$22,465	25115	

County of Burleigh

2025 Department Budget Request

Fiscal Year: 2024-2024

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

Exclude inactive accounts with zero balance

Definition: 2025 Budget Expense Worksheet

From Date: 5/1/2024 To Date: 5/31/2024

Account	2022 Adopted Budget	2022 Actual	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Actual	2025 Department Head Request
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Description

5175.49189.00609	CAPITAL OUTLAY	\$0	\$690,310	\$0	\$24,158	\$0	\$0
5175.49189.00995	PRINCIPAL	\$0	\$0	\$0	\$0	\$30,000	\$30,000
5175.49189.00997	INTEREST & SERVICE CHARGE	\$0	\$0	\$0	\$15,616	\$17,585	\$8,181
DEPARTMENT: SPECIAL ASSESSMENT DIST - 49189		\$0	\$690,310	\$0	\$39,774	\$47,585	\$38,181
							51034