



BUDGET COMMITTEE MEETING
Wednesday, April 20, 2022; 3:00 p.m.
Fargo Park District Board Room
701 Main Avenue, Fargo

AGENDA

1. 2022 Budget Review
 - a. Reallocation of capital expenditures

2. Budget 2023
 - a. Philosophy
 - b. Schedule
 - c. CPI (March 2021 – March 2022)
 - d. Mill Levy – City Assessor Department Annual Report
 - e. Capital
 - i. Capital expenditures vs Operation maintenance
 - ii. Friends of the Depot
 - f. Personnel
 - i. Compensation
 - ii. Staffing Needs
 - g. Fees

3. Other

Next Park Board Meeting: May 10, 2022; 5:30 p.m.
Next Budget Committee Meeting: May 4, 2022; 3:00 p.m.



MEMORANDUM

DATE: April 13, 2022

TO: Fargo Park Board Budget Committee

FROM: Dave Bietz, Parks Director

RE: Agenda Item No. 1 – 2022 Budget Review - Reallocation of Capital Expenditures

Staff is requesting to do a reallocation of budgeted dollars to complete various other priority projects within the Park District. This is with the news of the Park District receiving funding through the North Dakota Parks and Recreation, Park District Facility Renovation Grant in the amount of \$726, 654.90 and combined with the knowledge that our Osgood Slope Project will be considerably under budget by approximately \$500,000, due to the ability to keep excavated material on site and the ability of getting free fill from the City of Fargo SW Regional Pond project. We anticipate an approximate surplus of \$1,225,000. Staff would like to utilize these dollars to fund other priority needs within the Park District that were cut at the last budget time to balance the budget. A list of projects is currently being generated and will be shared at the time of the meeting.

If you should have any questions, please feel free to contact me prior to the Committee Meeting.

Thank you.



MEMORANDUM

DATE: April 13, 2022

TO: Fargo Park Board Budget Committee

FROM: Broc T. Lietz, Finance Director

RE: Agenda Item No. 2 – Budget 2023

On April 20, 2022 we will begin our initial discussions on the 2023 budget.

Specific items to be covered at this meeting will be:

- Philosophy
- Budget Schedule Timeline
- Consumer Price Index (CPI)
- Mill Levy Changes for 2023
- Capitals Discussion
 - Capital expenditures vs Operation Maintenance
 - Friends of the Depot Agreement – Discussion on funds related to Depot Improvements (see attachment).
- Personnel
 - Compensation
 - Staffing needs
- Fees

The preliminary budget for 2023 is due to Cass County by August 10, 2022. Final budget approval by the board will occur on September 6, 2022 and certification to Cass County on October 10, 2022.

Attached to this memo is additional information on each item to be covered at the meeting.

Please reach out to me with any questions you may have.

Thank you.

Dave Leker, Executive Director
PARK COMMISSIONERS – Vicki Dawson * Joe Deutsch * Stacey Griggs * Dawn Morgan * Jerry Rostad
CLERK – Dave Leker

General Timeline for 2023 Budget

Commissioner Insight and Direction

- 5/4/2022 Initial meeting with Commissioners to get preliminary direction on next year's budget (i.e. mill levy, personnel, and fee status).
- 6/1/2022 Second meeting with Commissioners to confirm budget direction with staff.

Staff Development of Preliminary Budget based on Commissioner Direction

- 4/29/2022 Send out Budget sheets, capitals, professional education and staff needs with directions to each department
- 6/10/2022 First draft due back to accounting from department heads.
- 6/13/2022 - 6/17/2022 First draft compiled by accounting and ready for first review with Directors
- 6/20/2022 - 6/24/2022 Directors meet with respective teams to revise budget
- 6/27/2022 Revised Budgets with all changes are to be documented and communicated to accounting.
- 6/27/2022 - 6/30/2022 Admin Team to review budget with department heads to make any final changes
- 6/30/2022 Preliminary Budget due to Tara for Budget Committee Packet
- 7/6/2022 Preliminary budget presented at Budget Committee Meeting

Commissioner Review of Budget

- 7/6/2022 Budget Committee Meeting – review preliminary budget with board.
- 7/27/2022 Budget Committee Meeting – review final preliminary budget with board
- 8/2/2022 Preliminary budget presented to board.
- 8/9/2022 Provide preliminary mill levy request to Cass County for truth in taxation, due to County by 8/10/2022
- 8/10/2022-9/6/2022 Invite Fargo Forum to meet on budget.
- 8/10/2022-9/6/2022 Preliminary budget is available for public inspection and advertisement is placed in Forum indicating it is available
- 9/6/2022 Budget Hearing and final budget presented and approved by board.
- 10/10/2022 Final budget due to Cass County Auditor to be certified.

Budget Meeting Supporting Documentation

April 20, 2022

CPI Benchmarks

March 2021 to March 2022 CPI is 8.0% for the Midwest.

March 2020 to March 2021 CPI was 2.6% for the Midwest.

Mill Levy

The City of Fargo Assessors Report has yet to be released.

Current Levy's

General Mills	19.96 mills X \$661,357 = \$ 13,200,700
Parks & Rec Facilities	4.81 mills X \$661,357 = \$ 3,181,130
Debt Service	<u>9.08</u> mills X \$661,357 = <u>\$ 6,005,128</u>
Total	<u>33.85</u> mills X \$661,357 = <u>\$22,386,958</u>

Personnel Compensation

Research on CPI, reflecting data from March 2021 to March 2022 projects CPI at 8%. Typically, the Fargo Park District has used CPI to determine part of the increase for staff salary budgeting purposes.

	<u>Budgeted in 2022</u>
Full Time Salaries	\$7,938,467
Part Time Salaries	<u>4,209,789</u>
Totals	\$8,139,055

Fees

Administration and supervisors are reviewing the fee structure and preparing recommendations for budget consideration. Recently, a minimum consideration is to apply the CPI to the Fargo Park District fee structure. Fee proposal will be presented at future committee meetings.

AGREEMENT

#3059
Legal

THIS AGREEMENT, made this 7th day of July, 1985, by and between the Fargo Park District, City of Fargo, Fargo, North Dakota; the Friends of the Depot Plaza Committee, Fargo, North Dakota, and First Trust Company of North Dakota, as Trustee for the Fargo/Moorhead Area Foundation (hereinafter referred to as the Trustee) of Fargo, North Dakota;

WITNESS THAT:

1. The Fargo Park District and the Friends of the Depot Plaza Committee, or their contributors, will deposit funds which have accumulated and funds which might be raised in the future for the Depot Area Beautification and Maintenance Project in trust for the uses and purposes contained in the Resolution and Declaration of Trust creating the Fargo/Moorhead Area Foundation adopted by the Board of Directors of First Trust Company of North Dakota on the 23rd day of October, 1979, providing for a community charitable trust, said resolution and declaration of trust being set forth in full in the minutes of the meeting of said Board of Directors on the date forsaied as written in the corporate records of the Trustee; and said Resolution and Declaration of Trust is hereby incorporated in and made a part of this Trust Agreement to the same effect as if fully set out herein. The Fargo Park District and Friends of the Depot Plaza Committee will also keep complete records of the donations made to the Depot Area Beautification and Maintenance Project fund drive, as the same may be organized from time to time, and will make these records available to the Trustee and the Fargo/Moorhead Area Foundation at their request.

2. The Trustee hereby acknowledges receipt of the trust funds herein referred to above, accepts the trust created by this Agreement, and agrees to execute the same in accordance therewith; provided, however, that:

A. Funds deposited in this trust shall be a permanent endowment with income to be paid annually to or at the direction of the Fargo Park District and the Friends of the Depot Plaza Committee, or their Successors, to be used for the Depot Area Beautification and Maintenance Project, and;

B. The Fargo Park District and the Friends of the Depot Plaza Committee or their Successors, shall have the right to direct the Distribution Committee of the Fargo/Moorhead Area Foundation in writing, with a copy to be sent to the Trustee, to make specific payments of income of this trust for a specific improvement, general maintenance and operating expenses of the Depot Area Beautification and Maintenance Project facilities. The Distribution Committee is required to act upon such directions when submitted to it in writing and signed by the Superintendent of Fargo Parks and Recreation and a designated committee member of the Friends of the Depot Plaza Committee. The Trustee, upon order of the Distribution Committee of the Fargo/Moorhead Area Foundation will pay such amounts at the times requested and as so designated.

3. Any individual, partnership, corporation or other organization may from time to time deposit with the Trustee additional monies or securities or such other property as may be acceptable to said Trustee for the purposes of this agreement and under the terms hereof, for the benefit of the Depot Area Beautification and Maintenance Project.

4. The Fargo Park District and the Friends of the Depot Plaza Committee will pay the Trustee reasonable compensation for its expenses in administering the trust funds in accordance with this agreement.

5. In the event that the Fargo Park District and the Friends of the Depot Plaza Committee or their Successors shall determine to go out of existence, they may, prior to going out of existence, designate to which organization or organizations the remaining principal of the trust shall be paid over and shall notify the Distributions Committee of the Fargo/Moorhead Area Foundation, in writing, to that effect. Until such notification, as above referred to, is received by the Distribution Committee of the Fargo/Moorhead Area Foundation, the net income from the remaining principal of the trust hereby created shall be continued to be applied by such Distribution Committee in its discretion for the general purposes set forth in the Resolution and Declaration of Trust, with priority to be given to the Depot Area Beautification and Maintenance Project or such other similar projects within the City of Fargo, North Dakota.

6. This agreement shall be in effect from and after the date of its execution and shall terminate upon 30 days written notice by any of the respective parties herein.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

FARGO PARKS
AND RECREATION

BY: Robert D. Johnson
ITS: Supt. of Parks & Rec.

FRIENDS OF THE DEPOT PLAZA

BY: C. Warner Gitten
ITS: Chairman

FIRST TRUST COMPANY OF
NORTH DAKOTA

BY: Page Sullivan
ITS: Sr. Trust Officer

BY: Madelyn A. Laughlin
ITS: Trust Officer

Memo to File

Date: February 28, 2005
From: Karla Aaland
RE: **Depot Plaza Endowment Fund**
Discussion with Jan Ulferts-Stewart

Fuse - beautification
& maint. of Depot
Fargo Park Distr. (FPD)
Friends of the Depot (FOD)
Signature - Superintendent
of Fargo Parks & Rec
& Designated Committee
member of FOD

Question:

The founding document specifies that the donor recommendation forms required the signature of the Superintendent Fargo Parks and Recreation and a designated committee member of the Friends of the Depot Plaza Committee.

Per Jan:

The last time that the Friends of the Depot Plaza Committee met (December 24, 1998) they discussed the future of the fund and how distributions should be handled. Jim Larson, Fargo Parks and Recreation controller, has handled the account from inception and they were very comfortable with the work that the park board had accomplished at the Depot. Future funds and projects could be coordinated between the Foundation and the Park Board.

The Friends of the Depot is not an official or structured organization. They no longer meet in as a group in connection with the Depot. The endowment was put in place to provide annual project dollars for the upkeep of the Depot.

Jan would send a small note to C. Warner Litten once the yearly project had been designated to keep him abreast of how the dollars were being spent.