



THE REGULAR MONTHLY MEETING OF THE BOARD OF COMMISSIONERS OF THE PARK DISTRICT OF THE CITY OF FARGO WILL BE HELD ON **TUESDAY, AUGUST 6, 2024, AT 5:30 P.M.** IN THE BOARD ROOM AT THE FARGO PARKS SPORTS CENTER AT 6100 38th STREET SOUTH, FARGO, WITH PRESIDENT AARON HILL, PRESIDING. **Please note:** This is an in-person event and streamed virtually. Members of the public and media can view the live meeting at www.fargoparks.com/news/park-board-meeting-august-agenda-2024

- A. Call to Order
- B. Board to Approve Order of Agenda

Consent Agenda - approve the following:

- a. Minutes - July 9, 2024
- b. July Bills
- c. Approve 2025 Aquatic Fees at Island Park Pool
- d. Approve Policy 480 - Confidentiality
- e. Approve Tree removal and stump grinding bid
- f. Approve RFP Park System Master Plan Consulting Services
- g. Approve the bill of sale for the utility-cart to the City of Fargo
- h. Approve the Governance Policies

Regular Agenda

- 1. Recognition of Audience/Public Comments
- 2. Director's Report
- 3. Courts Plus Presentation; Kelly Kisell, presenter.
- 4. Board to consider and approve 2025 Fargo Park District Preliminary Budget; Broc Lietz, presenter.
- 5. Board to consider and approve Fargo Park District Strategic Plan, Susan Faus, presenter.
- 6. Adjourn

Individuals who wish to attend Park Board meetings but need special arrangements or would like to address the Board, please contact the Fargo Park District office at 499-6060 by noon on the Monday before the Board Meeting.

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE FARGO PARK DISTRICT OF JULY 9, 2024**

The regular monthly meeting of the Board of Commissioners of the Park District of the City of Fargo was held on Tuesday, July 9, 2024, at 5:30 p.m. at the Fargo Park District office at 6100 38th St. S, Fargo, North Dakota and via Restream. Present at the meeting were Commissioners Aaron Hill, Jerry Rostad, Zoë Absey, Joe Deutsch and Vicki Dawson. Also present were: Dave Bietz, Susan Faus, Jayne Gust and attorney Jeffrey Gunkelman.

Swearing in of Board Members

Zoë Absey and Jerry Rostad were sworn in as newly elected Board Members.

Approval of Agenda

Commissioner Aaron Hill moved and Commissioner Jerry Rostad seconded a motion to approve the agenda. Upon call of the roll, the motion passed unanimously.

Election of Officers

Commissioner Joe Deutsch nominated Commissioner Aaron Hill as President of the Board. Upon call of the roll, the motion passed unanimously. Commissioner Joe Deutsch nominated Vicki Dawson as Vice President of the Board. Upon call of the roll, the motion passed unanimously.

Approval of Consent Agenda

Commissioner Vicki Dawson moved and Commissioner Jerry Rostad seconded a motion to approve the following actions on the consent agenda:

- (a) The minutes from June 11, 2024 meeting;
- (b) The June 2024 bills;
- (c) Award of bid to Randall’s Excavating, Inc. in the amount of \$63,900.00 for drain pit repair project at Sports Arena;
- (d) Changes to Policy 320 – Safety Policy
- (e) Changes to Policy 530 – ADA/ADAAA Accommodations Policy
- (f) Changes to Policy 535 – Pregnancy Workers Fairness Act and Accommodations Policy
- (g) Changes to Policy 472 – MN Earned Sick and Safe Time

Upon call of the roll, the motion passed unanimously.

Public Comments

Members of the public were afforded the opportunity to discuss issues with the Board.

Director’s Report

Susan Faus presented this matter and provided an informational update to the Board on the respective departments. No action was taken on this matter.

Fargo Angels Hockey Club Presentation

Chad Eken and Paul Noah presented to the Board regarding the Fargo Angels Hockey Club, their mission, and their commitment to the Fargo Park District.

Approval of Bank Resolution

Broc Lietz presented to the Board on this matter. It was noted that a new banking resolution is required whenever the Board officers are changed.

Commissioner Vicki Dawson moved and Commissioner Jerry Rostad seconded a motion to approve the Bank Resolution. Upon call of the roll, the motion passed unanimously.

Approval of 2023 Audit

Broc Lietz and Luke Evenson presented to the Board on this matter. It was noted that the 2023 audit was prepared by Eide Bailly and relates to the Park District's financial statements from January 1, 2023 through December 31, 2023. It was noted that Eide Bailly gave the Park District an unmodified opinion which means that the auditor believes that the financial statements are free from material misstatements.

Commissioner Vicki Dawson moved and Commissioner Joe Deutsch seconded a motion to approve the 2023 audit as presented. Upon call of the roll, the motion passed unanimously.

Approval of Sale of Depot Building

Broc Lietz and attorney Jeff Gunkelman presented to the Board on this matter. It was noted in February of 2024, the Board authorized the Park District staff to start seeking offers for the sale of the Depot Building, located at 701 Main Avenue South, Fargo, North Dakota. It was noted that any sale of the building required approval from the North Dakota State Historical Society due to the building being considered a historical building. It was noted that Park District staff received several inquiries regarding the sale of the building, and eventually received two offers. It was noted that the offer from MBN Properties, LLC, has been approved by the North Dakota State Historical Society. It was noted that before the Board is a resolution approving the sale and proposed purchase agreement for the sale of the Depot Building to MBN Properties, LLC for the amount of \$1,200,000.00, with a proposed closing date of December 20, 2024.

Commissioner Jerry Rostad moved and Commissioner Joe Deutsch seconded a motion to approve the Resolution for Sale of the Depot located at 701 Main Avenue, to MBN Properties, LLC, for \$1,200,000.00 and to authorize the Executive Director of the Fargo Park District to execute the purchase agreement for such sale.

At the conclusion of the above agenda items, a motion to adjourn was made and seconded, and upon unanimous consent the meeting adjourned at approximately 6:15 p.m.

Jeff Gunkelman, Kennelly Business Law, Clerk



MEMORANDUM

DATE: August 6, 2024

TO: Fargo Park Board Commissioners

FROM: Kevin Boe, Recreation Director
Dave Klundt, Aquatic and Recreation Manager
Isabelle Sinkler, Aquatic and Recreation Supervisor

RE: Consent Agenda Item (c) - Approve 2025 Aquatic Fees at Island Park Pool

At the June Park Board Meeting the Commissioners approved the 2025 Aquatic Hours and Fees.

Staff reevaluated the fees at Island Park Pool and is proposing an adjustment to the daily admission fees and the season passes to be more comparable with facilities with similar amenities.

We have prepared a schedule of an adjusted fee structure for Island Park Pool.

If you have any questions regarding this memo, please contact me prior to the meeting.

Thank you.

Sample Motion: I make the motion to approve the 2025 fees for Island Park Pool as presented.

Updated 2025 Recommended Pool Fees 7-12-2024

		2024 Approved Fees	% Increase	Amount of Increase	2025 Recommended Fees	Updated 2025 Recommended Fees
Outdoor Swim Daily Admission						
Island Park Pool - Youth					\$ 9.00	\$ 10.00
Island Park Pool - Adult					\$ 10.00	\$ 12.00
Madison Pool - Youth		\$ 4.00	0%	\$ -	\$ 4.00	
Madison Pool - Adult		\$ 5.00	0%	\$ -	\$ 5.00	
Roger G Gress @ Northside Rec - Youth		\$ 5.00	0%	\$ -	\$ 5.00	
Roger G Gress @ Northside Rec - Adult		\$ 6.00	0%	\$ -	\$ 6.00	
Southwest Pool - Youth		\$ 5.00	10%	\$ 0.50	\$ 5.50	
Southwest Pool - Adult		\$ 6.00	8%	\$ 0.50	\$ 6.50	
Davies Pool - Youth		\$ 5.00	30%	\$ 1.50	\$ 6.50	
Davies Pool - Adult		\$ 6.00	25%	\$ 1.50	\$ 7.50	
Outdoor Season Pool Pass						
Island Park Pool	Youth	NA			\$ 162.00	\$ 180.00
Island Park Pool	Adult	NA			\$ 180.00	\$ 216.00
Island Park Pool	Family	NA			\$ 387.00	\$ 454.00
Madison Pool	Youth	\$ 72.00	0%	\$ -	\$ 72.00	
Madison Pool	Adult	\$ 92.00	0%	\$ -	\$ 92.00	
Madison Pool	Family	\$ 193.00	0%	\$ -	\$ 193.00	
Roger G Gress @ Northside Rec	Youth	\$ 72.00	25%	\$ 18.00	\$ 90.00	
Roger G Gress @ Northside Rec	Adult	\$ 92.00	17%	\$ 16.00	\$ 108.00	
Roger G Gress @ Northside Rec	Family	\$ 193.00	20%	\$ 39.00	\$ 232.00	
Southwest Rec Pool	Youth	\$ 72.00	38%	\$ 27.00	\$ 99.00	
Southwest Rec Pool	Adult	\$ 92.00	27%	\$ 25.00	\$ 117.00	
Southwest Rec Pool	Family	\$ 193.00	30%	\$ 58.00	\$ 251.00	
Davies Pool	Youth	\$ 72.00	63%	\$ 45.00	\$ 117.00	
Davies Pool	Adult	\$ 92.00	47%	\$ 43.00	\$ 135.00	
Davies Pool	Family	\$ 193.00	50%	\$ 97.00	\$ 290.00	
All Pools (Five for One)	Youth	NA			\$ 185.00	\$ 210.00
All Pools (Five for One)	Adult	NA			\$ 205.00	\$ 235.00
All Pools (Five for One)	Family	NA			\$ 440.00	\$ 500.00
Indoor Pool Admission						
	Youth	\$ 4.00	6%	\$ 0.24	\$ 4.25	
	Adult	\$ 5.00	5%	\$ 0.25	\$ 5.25	
	Family	\$ 10.00	5%	\$ 0.50	\$ 10.50	



MEMORANDUM

DATE: August 6, 2024

TO: Fargo Park Board Commissioners

FROM: Stacy Kruger, HR Director

RE: Consent Agenda Item (d) – Approve Policy 480 – Confidentiality

The HR Taskforce understands that confidential information must be treated with respect and care by any workforce member who is authorized to have access to this information.

During the review of this policy, the taskforce wanted to better explain the purpose, policy, procedure, and action in our existing policy to help employees get a better understanding of what is expected of them regarding confidential information, the steps to take to protect that information, and the process to follow if a breach of confidentiality information should occur.

If you should have any questions, please feel free to contact meeting.

Thank you.

Sample Motion: I make a motion to approve the changes of the Confidentiality Policy 480 as presented.

PARK DISTRICT OF THE CITY OF FARGO
CONFIDENTIALITY
Policy No. 480

Date Approved by Park Board 12/09/08 Date Reviewed by Staff 12/09/08, 2/23/24

Purpose

Any confidential information, whether oral, written, or electronic, pertaining to any client, vendor, partner, and/or the Park District, will be maintained in a manner that ensures its confidentiality. Confidential information includes but is not limited to, sensitive client/partner/vendor information, such as names, addresses, social security numbers, financial information, proprietary information and methods, legal documents, research data, marketing strategies, and any intellectual property. The purpose of this policy is to state Fargo Park District/Valley Senior Services' commitment to confidentiality of client and office information.

Policy

The protection of confidential information is vital to the interests and the success of the Fargo Park District/~~Valley Senior Services~~. Confidential information must be treated with respect and care by any workforce member who is authorized to have access to this information. Workforce members who are authorized to use or disclose confidential information also have the responsibility to safeguard access to such information. Therefore, it is our policy that employees of Fargo Park District/~~Valley Senior Services~~ will not discuss any client, vendor, partner, or business information with any non-employee of Fargo Park District/~~Valley Senior Services~~ without written permission from the client, vendor, partner, ~~and/or~~ Executive Director of Fargo Park District or the Valley Senior Services Director, /Director of Valley Senior Services whoever is applicable to the situation.

Unless we specifically direct otherwise, you shall not duplicate or otherwise copy any confidential materials or information. You must return all confidential materials or information in your possession immediately upon separation of employment or upon request.

We recognize that some of our information is open to the public. However, we consider all materials, information, and electronic data to be the property of the Fargo Park District. If you, or anyone else, including former employees, want to access these records or copy these records, you must do so through an open records request.

Procedure and Action

Any individual who commits, observes, or becomes aware of an unauthorized or inappropriate access, use or disclosure of confidential information is responsible for promptly reporting such to their immediate supervisor, Director, or Human Resources. ~~employee who discloses confidential information will be subject to disciplinary action, including discharge, even if he or she does not actually benefit from the disclosed information.~~

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An investigation will be conducted immediately upon awareness of a potential breach. The confidentiality of all participants shall be maintained to the extent possible, within reason, throughout the investigation.

Corrective action, if warranted, will be imposed based on the nature and severity of the violation, whether intentional or not. The employee may be subject to disciplinary action, including termination, even if he or she does not actually benefit from the disclosed information.

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MEMORANDUM

DATE: August 6th, 2024

TO: Fargo Park Board Commissioners

FROM: Tony Schmitt, Park Director

RE: Consent Agenda Item (e) - Approve Tree Removal and Stump Grinding Bid

Bids for the Tree Removal and Stump Grinding were received and opened July 15, 2024, at 1:00 P.M., at the Park District Office. Attached to this memo is the bid tab.

We received bids from Carr's Tree Service, Inc., for a total bid of \$49,736.19, and Cougar Tree Care, Inc., for a total bid of \$53,738.70. Staff recommends accepting the bid from Carr's Tree Service, Inc., for a bid amount of \$49,736.19. The bid met all specifications, is the lowest bid and is within our budgeted amount of \$50,000.00. The grant awarded to the park district from the North Dakota Forest Service America the Beautiful Program Development Grant will assist \$25,000.00 to the project and \$25,000.00 will come from the tree removal budget.

It was recommended at the July 24, 2024, Budget/Facilities Committee to bring this to the full board on the Consent Agenda for consideration and approval.

If you have any questions prior to the Board Meeting, please contact me to discuss.

Thank you.

Sample Motion: I make a motion to award Carr's Tree Service, Inc., the bid for Tree Removal and Stump Grinding, as presented.

Fargo Park District
Tree Removal & Stump Grinding
 Bid Opening: 10:00 am, Monday, July 15, 2024

	Item 1	Item 2		
	Tree Removal Price/Diameter (DBH) Inch	Stump Grinding/Removal Price/Stump	Total	Total Bid Price
Bidder				
Carr's Tree Service, Inc.	\$27.26	\$6.98	\$34.23	\$49,736.19
Cougar Tree Care, Inc.	\$27.90	\$8.26	\$36.16	\$53,738.70

Fargo Park District
Tree Removal & Stump Grinding
 Bid Opening: 10:00 am, Monday, July 15, 2024

Item 1	Item 2		
Tree Removal Price/Diameter (DBH) Inch	Stump Grinding/Removal Price/Stump	Total	Total Bid Price

Bidder



MEMORANDUM

DATE: August 6th, 2024

TO: Fargo Park Board Commissioners

FROM: Tyler Kirchner, Project Manager

RE: Consent Agenda Item (f) – Approve RFP Park System Master Plan Consulting Services for the Fargo Park District of City of Fargo

Request for Proposals (RFP) for Park System Master Plan Consulting Services for the Fargo Park District of City of Fargo were due June 27, 2024, at 11:00 a.m. at the Park District Offices. We received proposals from Confluence, HKGi, SRF, and RDg. Attached to this memo are the technical and cost proposals from Confluence as well as Scoring Rubric. Due to the size of other proposals, staff has only included Confluence's submission. All other proposals can be furnished upon request.

Technical and cost proposals were reviewed by the review committee. This committee included Susan Faus, Dave Bietz, Jayne Gust, Tyler Kirchner, Carolyn Boutain, Kevin Boe, and Tony Schmitt of the Fargo Park District. From there, consultants were interviewed by Susan Faus, Dave Bietz, Jayne Gust, and Tyler Kirchner.

Based on the review of the proposals and interviews, staff recommends awarding Confluence the contract for Park System Master Plan Consulting Services for the Fargo Park District, City of Fargo. The total cost of the RFP is \$250,945.00 (base price plus two alternates: Statistically Valid Survey and Advanced Location Analytics). The budget for this project was included in the 2024 capitals in the amount of \$250,000.00.

It was recommended at the July 24, 2024, Budget/Facilities Committee to bring this to the full board on the Consent Agenda for consideration and approval.

If you have any questions prior to the Board Meeting, please contact me to discuss.

Thank you.

Sample Motion: I make a motion to award Confluence the contract for Park System Master Plan Consulting Services for the Fargo Park District, as presented.

Susan Faus, Executive Director
PARK COMMISSIONERS – Zoë Absey * Vicki Dawson * Joe Deutsch * Aaron Hill * Jerry Rostad
Clerk-Jeff Gunkelman

Scoring Rubric (Average scores from review committee):

	Confluence	RDG	SRF	HKGi
Demonstrated Related Firm/Staff Experience (25%)	23.6	17.9	21.0	21.3
Proposed Project Understanding and Approach (25%)	24.6	19.0	22.1	20.7
Consultant's Approach to Project Budget (20%)	19.6	16.3	18.0	19.3
Consultant's Cost (30%)	29.1	21.3	24.1	28.7
Subtotal Average	96.9	74.4	85.3	90.0



PARK MASTER PLAN CONSULTING SERVICES FOR FARGO PARK DISTRICT

CITY OF FARGO, NORTH DAKOTA
JUNE 27TH, 2024

CONFLUENCE

210 Broadway North, Suite 302

Fargo, North Dakota 58102

402.973.9908

WWW.THINKCONFLUENCE.COM

In association with: PROS Consulting

June 27, 2024

Attn: Tyler Kirchner, Project Manager
6100 38th Street South, Suite A
Fargo, ND 58104

COVER LETTER

REQUEST FOR PROPOSALS: PARK MASTER PLAN CONSULTING SERVICES FOR FARGO PARK DISTRICT OF CITY OF FARGO

CONFLUENCE

Mr. Kirchner,

On behalf of the Confluence team, we are thrilled to submit our qualifications to prepare the Fargo Park District Park Master Plan. We are partnering with PRO's Consulting to bring nationally recognized expertise around program and operations assessments as well as several maintenance and park system metric analyses. Our team possesses a wealth of experience in collaborative park, trail, and open space system design, facility assessment, community engagement, and implementation strategies that we feel necessary to achieve the aspirational vision required for this growing urban community.

LOCAL UNDERSTANDING, NATIONAL EXPERTISE

Confluence and PROS have partnered for over 10 years on significant park planning work in northern metropolitan cities. Our local office has extensive knowledge of the area's existing resources, unique neighborhoods, and regional connections that will bolster this plan. Engagement and pop-up events will be seamlessly attended with our local presence, and our downtown office is always open for meetings, collaborations, or resource sharing. Confluence's collaborative approach ensures our work not only reflects best-practices locally, but allows us to bring new, innovative yet attainable ideas to the table. The Fargo and Minneapolis offices regularly collaborate and are currently working on 5 cross-office projects in North Dakota and Minnesota; and we recently completed the Red River Greenway Master Plan together. We supplement our local knowledge and talent with a suite of regional offices and specialized expertise. PROS provides a National perspective built through decades of helping communities maximize the benefits of their park systems.

COLD CLIMATE RECREATION

The recommendations that you receive will be Fargo specific. Our team has been working in cold climates and specializes in winter recreation and outdoor gathering. We understand how long and cold winters can be, and how important recreation opportunities are to resident health and wellness. We have collaborated with several cities on balancing our Northern love of hockey and skating with real world issues of maintenance and climate change uncertainty. Our design standard and guideline recommendations for park design will explore best practice elements to minimize wind tunneling and create more tolerable conditions in parks. Winter will be addressed in our operations and maintenance assessments, programming analysis, and overall recommendations and implementation planning. We believe parks and facilities should enhance the community's quality of life in all seasons.

SUSTAINABLE LONG-TERM VISION, REALISTIC IMPLEMENTATION

Our team will collaborate with your expert staff, stakeholders, and community members to develop a transparent strategic plan based on identified priorities and a sustainable funding model. We are committed to developing a plan that will facilitate successful implementation and maintenance in the near term and for the next 20 years. We take the greatest pride in developing plans that are actively implemented and do not sit on a shelf. A critical element to implementation is creating community and staff ownership with meaningful engagement. We have unmatched experience engaging a diverse array of communities to generate this input.

We welcome the opportunity to discuss our qualifications and approach with you in further detail.

Respectfully,



Brad Aldrich, PLA, ASLA, LEED AP BD+C
Principal
baldrich@thinkconfluence.com
612-237-5046

CONFLUENCE



MEET OUR TEAM
TEAM DESCRIPTION,
STAFFING, AND CAPABILITIES

MEET THE TEAM

We have assembled a team of experienced professionals with the knowledge and expertise to provide the City of Fargo with a comprehensive and community-supported Park Master Plan.

Members of our team have been involved in developing Park Systems Plans for comparable cities throughout the Midwest. However, we understand that no two projects are the same, and we know firsthand that Fargo is a unique and diverse City with a bright future. Our collective experience gives us a unique understanding of the F-M area and important issues/opportunities to consider. The team presented below has worked on previous similar projects together, with Confluence and PROS Consulting having a fifteen-year history of completing park system plans together.

CONFLUENCE + PRO CONSULTING HAVE PARTNERED ON THE FOLLOWING PROJECTS:

Edina Parks and Recreation Strategic Plan / Edina, Minnesota

Bloomington Park System Master Plan / Bloomington, Minnesota

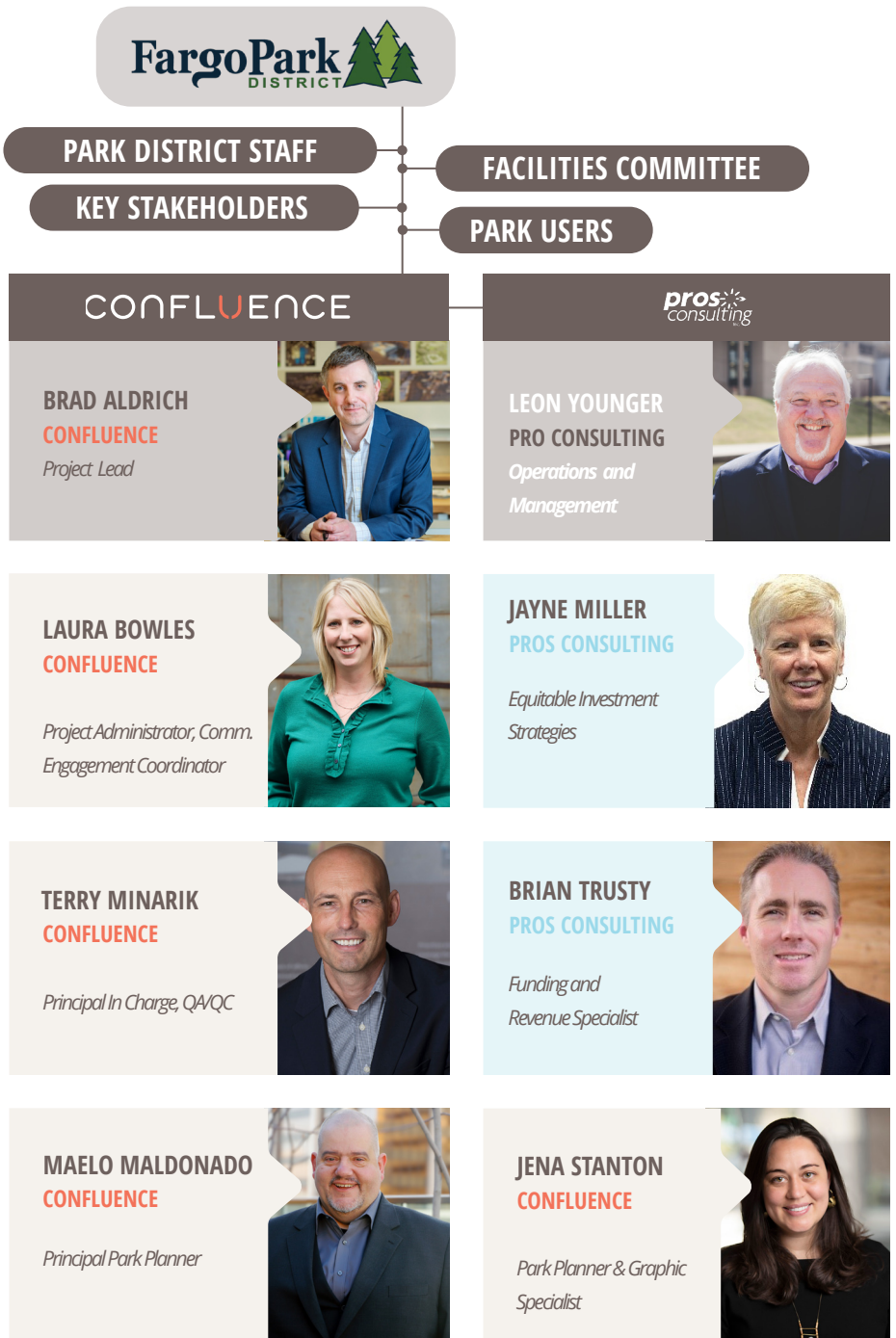
Apple Valley Park System Master Plan Update / Apple Valley, Minnesota

Hopkins Park System Master Plan / Hopkins, Minnesota

City of Mendota Heights Park System Plan / Mendota Heights, Minnesota.

North and South Service Area Master Plans / Minneapolis, Minnesota

Park Trails and Recreation Master Plan / Shakopee, Minnesota



All key staff have the capacity and availability to begin work on your project immediately. While there will be additional staff involved in a supportive role, the key team members listed will be involved throughout the duration.

FIRM PROFILES

ROLE & RESPONSIBILITIES

CONFLUENCE

PROS CONSULTING

Evaluate Existing Conditions and Opportunities



Community Needs Assessment



Establish Clear Vision



Prepare Park Master Plan



Community Engagement



Lead - Primary Investigation and Authorship



Support - Contribute Content



Advise - Review and comment on content

CONFLUENCE | FIRM PROFILE

WHO WE ARE

Confluence is a professional consulting firm comprised of landscape architects, urban designers and planners. Our staff of 75+ includes 40 licensed landscape architects and AICP certified planners—and our firm is comprised of energetic, creative, and passionate people who are involved in making our communities better places to live. We assist our clients on a wide range of public, educational, institutional and private sector projects. Our landscape architects are licensed to practice in Alaska, Arkansas, California, Colorado, Connecticut, Georgia, Kansas, Idaho, Illinois, Iowa, Michigan, Minnesota, Missouri, Montana, Nebraska, New Mexico, Nevada, North Dakota, Ohio, Pennsylvania, South Dakota, Tennessee, Texas, Utah, Wisconsin, and Wyoming—and this list continues to grow to meet our clients' needs.

WHAT WE DO

Simply stated—we create places full of life. The diversity of our work and expertise has become a hallmark of our firm, and it's a big reason why our clients engage us again and again to help establish their next creative vision for the future. We offer a wide array of design and planning capabilities, handling everything from stakeholder and community engagement activities, to crafting urban design and community planning solutions, to representing our clients during construction implementation. With over twenty years of award-winning experience and hundreds of completed projects, Confluence has shaped the practice of landscape architecture, planning and urban design across the Midwest, and we love what we do. *What can we do for you?*

HOW WE WORK

Our creative process is focused on collaboration and insightful interaction with our clients, consultants and the community in which we work. We begin by gaining an insightful and objective understanding of each project, including how it fits into the surrounding context. From vision to completion, our team excels in collaborating to shape and achieve your "what's next"—while also planning ahead on your long-term strategy. The diversity of our practice and professional experience provides a solid framework upon which to build successful strategies for achieving our client's goals.

LOCATIONS

FARGO

210 Broadway North, Suite 302
Fargo, North Dakota 58102
701.235.3990
thinkconfluence.com

Des Moines

Minneapolis

Sioux Falls

Omaha

Kansas City

Chicago

Cedar Rapids

Denver





| FIRM PROFILE

WHO WE ARE

PROS Consulting is a small firm with a big presence in the field of management consulting for parks and recreation public entities and non-profit organizations. With a small team of highly professional and experienced consultants, PROS is a flexible firm that is agile to the evolving dynamics of the social, economic, and political environments our clients operate in. PROS is among only a small handful of firms that have tremendous experience in the field as practitioners and have become nationally recognized for helping to shape and further transform the industry of parks and recreation.

AREAS OF FOCUS

Management consulting and planning services offered by PROS span the full spectrum of planning needs for public agencies, and are grouped into the following practice areas:

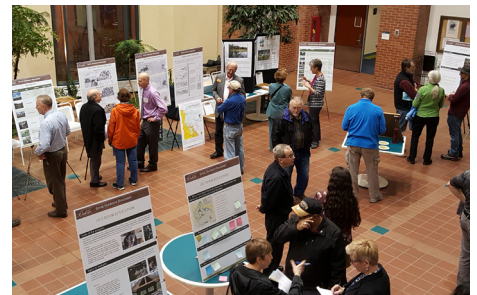
- Strategic Planning – completed over 100 strategic plans for cities, counties and state agencies to help them become established in their market or to reposition themselves.
- Master Planning – completed over 300 master plans for parks and park systems that have been successfully implemented and driven over \$5 billion worth of capital investment.
- Needs Assessment – PROS has worked on over 250 parks and recreation needs assessments on projects in similar nature as this project that include market and gap analyses, as well as extensive community input to quantify opportunities in the market place desired by the community.
- Operations, Maintenance and Organizational Development – completed over 450 plans that involved operations, maintenance and organizational development components.
- Financial Planning and Management – PROS is most renowned for providing the most innovative and proven methods for financial planning and management in the public sector with direct experience with over 150 proven ways to fund public parks and park systems.
- Feasibility Studies and Business Planning – completed over 200 feasibility studies and business plans, often counseling our clients on how they can shape their projects and their vision around the reality of what is feasible and sustainable.
- Customer Service Training – completed customer service excellent training for municipalities across the country. The training is customized to each agency's goals and outcomes and range from single day work sessions to multi-year culture change processes.

LOCATION

35 Whittington Dr., Suite 300
Brownsburg, IN 46112
877.242.7760

Years in Business Performing
Parks & Rec. Master Plans: 28
(formed in 1995)

Leon Younger, President
317.679.5615
leon.younger@proconsulting.com



BRAD ALDRICH, ASLA, PLA, LEED AP

PRINCIPAL + LANDSCAPE ARCHITECT | 530 N THIRD STREET SUITE 120
MINNEAPOLIS, MINNESOTA / 612 333 3702 EXT503

Brad creates high performance, multi-functional landscapes that provide numerous ecosystem services to the client and surrounding community. He is interested in using green infrastructure to create sustainable environments and unique places and has become a regional leader, incorporating innovative green infrastructure into the landscape. **Contact:** baldrich@thinkconfluence.com | 612-237-5046

CURRENT + NOTABLE PROJECT EXPERIENCE

- Fred Richards Nature and Ecology Park Master Plan / Edina, Minnesota
- MPRB North Service Area Master Plan / Minneapolis, Minnesota
- SandVenture Renovation / Shakopee, Minnesota
- Beyond the Yellow Ribbon Memorial / Maple Grove, Minnesota
- Shakopee Mdewakanton Sioux Community Riverfront Master Plan / Shakopee, MN
- Shakopee Park Trail Recreation Master Plan / Shakopee, Minnesota
- Edina Parks and Recreation Strategic Plan / Edina, Minnesota
- Bloomington Park System Master Plan / Bloomington, Minnesota
- St. Cloud Riverwalk Master Plan / St. Cloud, Minnesota
- Park System Master Plan Update / Apple Valley, Minnesota
- Dakota County Visitor Services and Operations Plan / Dakota County, Minnesota



EDUCATION

University of Minnesota: Master of Landscape Architecture / 2004

University of Minnesota: Bachelor of Environmental Design / 2000

REGISTRATIONS

Licensed Landscape Architect:
Minnesota / #45630



MAELO MALDONADO, ASLA

PRINCIPAL | 210 BROADWAY NORTH, SUITE 401, FARGO NORTH DAKOTA / 701-235-3990 X 701

Maelo brings more than 25 years of design and planning experience to Confluence as the leader of the Fargo, North Dakota office. He expresses his commitment to the practice through promoting an internal culture of mentorship and developing positive long-term relationships with his clients. **Contact:** maelo@thinkconfluence.com | 847-226-7948

CURRENT + NOTABLE PROJECT EXPERIENCE

- City of Milnor Placemaking Project / Milnor, North Dakota
- Grand Valley Development Park / Grand Forks, North Dakota
- University of Jamestown / Jamestown, North Dakota
- SW Fargo Growth Land Use Study / Fargo, North Dakota
- Fargo Sports Complex Phase 2 / Fargo, North Dakota
- Minnesota State University Alumni Center / Moorhead, Minnesota
- Minot State University Hartnett Hall Renovation / Minot, North Dakota
- Romeoville Community Center / Romeoville, Illinois*
- Menomonee Community Center / Menomonee, Wisconsin*
- Mokena Community Center / Mokena, Illinois*
- Magnum Electric Redevelopment / Fargo, North Dakota
- Enclave Mixed-Use Development / Fargo, North Dakota

EDUCATION

Purdue University: Bachelor of Science in Landscape Architecture

Instructor- Botanical Gardens Master Program

TERRY MINARIK, ASLA, PLA

PRINCIPAL + LANDSCAPE ARCHITECT | 530 N THIRD STREET
SUITE 120 MINNEAPOLIS, MINNESOTA | 612-333-3702 X
501

CURRENT + NOTABLE PROJECT EXPERIENCE

Park System Master Plan / Bloomington, Minnesota
Sauk Rapids Riverfront Parks & Community Event Venue / Sauk
Rapids, Minnesota
Shakopee Park Trail Recreation Master Plan / Shakopee,
Minnesota
Sandventure Natural Aquatics Center / Shakopee, Minnesota
Shakopee Riverfront Master Plan / Shakopee, Minnesota
Edina Parks and Recreation Strategic Plan / Edina, Minnesota

LAURA BOWLES, ASLA

ASSOCIATE 530 N THIRD STREET SUITE 120 | MINNEAPOLIS,
MINNESOTA | 701-235-3990 X 702

CURRENT + NOTABLE PROJECT EXPERIENCE

Fargo Sports Complex Phase 2 / Fargo, North Dakota
FM Rotary Natural Playground / Fargo, North Dakota
Red River Greenway Study / Fargo, North Dakota
SW Fargo Growth Land Use Study / Fargo, North Dakota
404 Rooftop Sky Barn / Fargo, North Dakota
World Garden Commons at Rabanus Park / Fargo, North
Dakota
The Fargo Project: North Pond / Fargo, North Dakota
Rivers Bend at the Preserve / West Fargo, North Dakota

JENA STANTON, ASLA, PLA

LANDSCAPE ARCHITECT | 530 N THIRD STREET SUITE 120
MINNEAPOLIS, MINNESOTA | 612-333-3702 X 507

CURRENT + NOTABLE PROJECT EXPERIENCE

Hopkins Park System Master Plan / Hopkins, Minnesota
Bloom! Park System Master Plan / Bloomington, Minnesota
Bloomington Park Service Area Planning and Design /
Bloomington, Minnesota
Blaine Comprehensive Plan / Blaine, Minnesota
Teddy Roosevelt Presidential Library / Medora, North Dakota
Duluth Baywalk Master Plan / Duluth, Minnesota
Enclave Mixed-Use Development / Fargo, North Dakota
Cannery District Parks Master Plan / Eau Claire, Wisconsin

PROFESSIONAL EXPERIENCE

34 Years of Experience
10 Years with Confluence

EDUCATION

University of Manitoba:
Master of Landscape
Architecture / 1995

University of Manitoba:
Bachelor of Environmental
Design / 1990

REGISTRATIONS

Licensed Landscape Architect:
Minnesota / #42242
Texas / #3448
North Dakota / #158
Connecticut / 1568
Nevada / #1021



PROFESSIONAL EXPERIENCE

13 years of Experience
2 years with Confluence

EDUCATION

North Dakota State University,
BA, Environmental Design &
Landscape Architecture

PROFESSIONAL REGISTRATION

Licensed Landscape Architect

- North Dakota #188



PROFESSIONAL EXPERIENCE

10 Years of Experience
2 Years with Confluence

EDUCATION

North Dakota State
University: Bachelor of
Landscape Architecture and
Environmental Design / 2013

REGISTRATIONS

Licensed Landscape Architect:
Minnesota / #60040
North Dakota / #170



LEON YOUNGER

OPERATIONS + MANAGEMENT / PROS CONSULTING

CURRENT + NOTABLE PROJECT EXPERIENCE

Minneapolis, MN Maintenance and Operations Plan
Shakopee, MN Parks and Recreation Master Plan
Sioux Falls, SD Parks and Recreation Master Plan
Maple Grove, MN Recreation Center Feasibility Study
Carmel, IN Parks and Recreation Master Plan
Westerville, OH Parks, Recreation and Open Space Master Plan
Upper Arlington, OH Parks and Recreation Master Plan

PROFESSIONAL EXPERIENCE

20 Years of Experience

EDUCATION

M.P.A., University of Kansas,
Aug. 1988
B.S., Kansas State University,
May 1975



JAYNE MILLER

EQUITABLE INVESTMENT STRATEGIES / PROS CONSULTING

CURRENT + NOTABLE PROJECT EXPERIENCE

Louisville, KY Parks For All Action Plan, Parks and Recreation Master Plan
BREC, East Baton Rouge Parish, LA Community Engagement Policy
Cuyahoga Valley National Forest Conservancy Strategic Plan
Pittsburgh Parks Conservancy, PA, Restoring Pittsburgh Parks, Parks and Recreation Master Plan
Pittsburgh Parks Conservancy, PA, Led PPC fundraising in 2019 raising \$12.1M in 9 months – most funds raised in a single period over the PPC's 23 - year history

PROFESSIONAL EXPERIENCE

24 Years of Experience

EDUCATION

M.A., University of Maryland
B.A., Midland Lutheran
College

REGISTRATIONS

Certified Park and Recreation
Professional



BRIAN TRUSTY

FUNDING + REVENUE / PROS CONSULTING

CURRENT + NOTABLE PROJECT EXPERIENCE

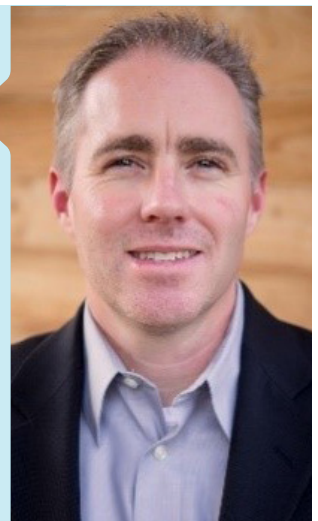
Parks and Recreation Master Plan / Richardson, Texas
Texas State Parks Business Planning Services / Austin, Texas
Derby, KS Parks and Recreation Master Plan / Derby, Kansas
Olathe, KS Parks and Recreation Master Plan / Olathe, Kansas
Cullman, AL Parks and Recreation Master Plan / Cullman, Kansas
Tennessee State Parks Master Plan / Nashville, Tennessee
State of Kentucky Parks, Operations and Financial Strategic Plan / Harrodsburg, Kentucky

PROFESSIONAL EXPERIENCE

28 Years of Experience
1 Years with PROS Consulting

EDUCATION

Texas A&M University: Master
of Science / 2000





WORK EXAMPLES
AND REFERENCES



PARK, TRAILS AND RECREATION MASTER PLAN

This comprehensive master plan is intended to provide a clear 15-year vision for the City and guide implementation priorities.

Confluence and PROS were hired by the City to develop a Parks, Trails and Recreation Master Plan. Creating a clear and dynamic vision was a critical component to this master plan. The current park and trail system requires renovation of older parks, re-visioning of the downtown riverside parks, and development of new parks in rapidly developing parts of the city. One of the primary objectives was to re-connect residents back to the Minnesota River for recreation, cultural and historical reasons. The master plan brings the community together by addressing trail gaps, provides a strong vision for integrating new and innovative recreation facilities into the community, and defines a process for maximizing the returns on parkland dedication fees and donations. The vision is communicated with simple renderings that set the tone and character for the community. Our team worked closely with City staff to engage several resident groups that are traditionally not a part of these processes. Confluence worked with the Shakopee Mdewakanton Sioux Community, the City of Shakopee, Three Rivers Park District, and Scott County to explore park and trail redevelopment in areas of significant Native American cultural resources, developing a partnership to protect important resources and history.

PROJECT DETAIL

Location

Shakopee, Minnesota

Client

City of Shakopee, Minnesota

Size

Regional

Reference

Michael Kerski
 Director of Planning and
 Development
 952-233-9346
 MKerski@shakopeemn.gov

Budget / Completion Date

TBD





Existing/ Proposed Location Study



BLOOMINGTON PARKS SYSTEM MASTER PLAN

This comprehensive update of Bloomington’s Park Master Plan establishes a clear 20-year vision for the city’s park, trail, recreation, and open space systems.

Confluence, PROS Consulting, and RSP Dreambox were hired by the City of Bloomington to lead the updating of the Park Master Plan, last updated in 2008. The City of Bloomington boasts over 36 miles of off-road trails and 94 city parks, many of which are due for upgrades and replacement that reflect the modern ways in which the communities want to be using park spaces.

Working closely with city staff, the project team developed a robust community and stakeholder engagement program that addressed system-wide issues of equality across geographical areas. Proposing improvements was done in close work with the community. Bloomington is also a riverfront community, and special attention was placed on improving connections to the region’s natural resources.

PROJECT DETAIL

Location

Bloomington, Minnesota

Client

City of Bloomington

Size

Regional

Reference

Ann Kattreh, Parks and Recreation Director
 akattreh@bloomingtonmn.gov
 952.563.8877

Budget / Completion Date

TBD





RED RIVER GREENWAY MASTER PLAN

Builds upon past planning efforts to lay out a plan for a safe, connected, equitable, accessible, and welcoming greenway experience for all types of users.

Metro COG hired a consultant team led by Confluence to create a greenway master plan for the Fargo side of the Red River Greenway. The Red River Greenway Master Plan takes a comprehensive look at the greenway’s bicycle and pedestrian networks, parks, open spaces, natural areas, cultural areas, and analyze access to and from the greenway and its various nearby amenities. The project builds upon past planning efforts and the momentum created through a series of property acquisition and buyout occurring along the riverfront. Past plans from the last 15 years have laid a foundation for this important regional amenity. This plan provides the next level of detail and direction to help plan for the Fargo side of the Red River Greenway.

PROJECT DETAILS

Location

Fargo, North Dakota

Client

Fargo-Moorhead Metropolitan Council of Governments

Size

Regional

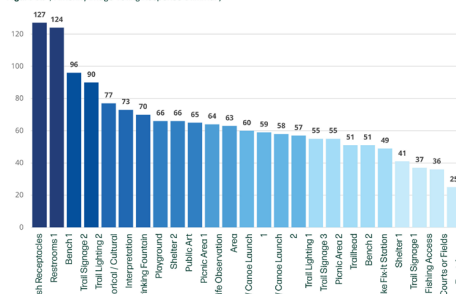
Reference

Dan Farnsworth
 Transportation Planner
 Metro COG
 farnsworth@fmmetrocog.org
 701-532-5106

Budget / Completion Date

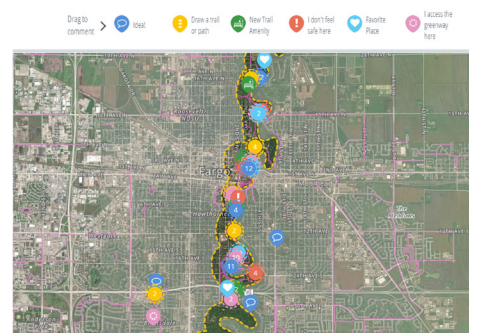
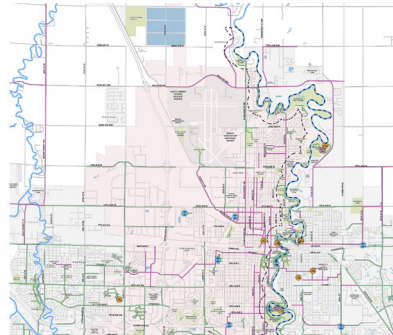
TBD

Figure 3.7 / Amenity Image Voting Response Summary



Red River Greenway Master Plan | Fargo, ND DRAFT 01-24-2023

Figure 2.2/ Distribution of Shared-Use Paths and Bike Facilities throughout the Study Area



HOPKINS PARK SYSTEMS PLAN

Developing a 20-year Vision for Hopkins’s Park System to envision how parks will better serve the growing, aging, and diversifying community.

Hopkins is a Twin Cities metropolitan-area city with a small town feel. The city is in an era of growth. Three new light rail transit stops are being built which has ushered in a rush of residential and some commercial construction. With these new incoming residents the City’s population is anticipated to grow by 10% in the next five years. The City’s land area is only 4 square miles, and this compactness contributes to the small-town feel, walkability, and attractiveness. Many parks could benefit from updates, which is why it is great that Hopkins is investing in this study and setting the stage for future improvements.

Hopkins Parks adequately serve the population now. But based on age of equipment, range of play and recreation opportunities, and the diversifying needs of a growing population, we know that the parks won’t meet future needs. This plan seeks to envision what the future parks of Hopkins could be, and inspire community support and galvanize action to improve parks to meet future needs.

Now is the time to plan for these catalyzing changes. As the population grows, the park system needs to grow and improve so that residents feel a sense of ownership and pride in their parks.



PROJECT DETAIL

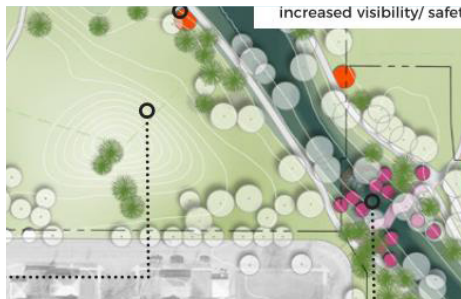
Location: Hopkins, Minnesota

Client: City of Hopkins, Minnesota

Size: Citywide—15 Parks

Reference

PeggySue Imihy Bean, AICP
Special Projects and Initiatives
Manager
1010 1st Street S.
Hopkins, MN 55343
952.548.6344



PROJECT DETAILS

Location: Minneapolis, Minnesota

Client: Minneapolis Park & Recreation Board

Size: 2 Service Areas —80+ Parks

Reference: Adam Arvidson,
Project Manager /
612.230.6470

NORTH AND SOUTH SERVICE AREA MASTERPLANS

Confluence was retained by the Minneapolis Park and Recreation Board (MPRB) to develop two separate Park Service Area Master Plans for the South Service Area and North Service Area. The Service Areas in total included almost 100 park properties, multiple community / recreation centers, and 6 regional parks and trail areas. The South and North Service Areas are the most demographically diverse in the City and the most diverse and economically challenged regions in Minnesota. The Area Master Plans written and graphic documents create a vision and implementation strategy for all parks in the service areas. They are resources for MPRB staff in implementing the designs with cost estimates, maintenance forecasts, documentation of land issues, and park backgrounds. The plans were as much process as product. A variety of community engagement was central to the development of the plans including over 100 community events and meetings in three languages including focus groups, large and small events, intercepts, and community connectors, but it was also an important community trust-builder.

Project Similarities: Park Master Planning including evaluation of existing park system facilities, benchmarking, national standards, demographics and trends analysis, public engagement, park and recreation facilities and programming; natural and cultural resources, definitions and standards for park system per National Recreation and Park Association classification standards, vision and guidelines, Implementation Plan, prioritization and equity, operations and maintenance, phasing and budgeting.

IMPROVED "ART" BRIDGE

ADULT FITNESS STATIONS

51ST AVE N

Canopy Enhancement Zone:
reestablish low growing
native understory for
increased visibility/ safety



APPROACH

TO THE SCOPE OF SERVICE

OUR UNIQUE APPROACH TO THE SCOPE OF SERVICE

We understand the City of Fargo is seeking to retain a consultant team to assist them in creating a Park Master Plan. The Master Plan will be a visionary but practical tool to guide short- and long-term planning and implementation for the city's staff and decision-makers.

A comprehensive, collaborative planning process is our specialty and we will guide you and work alongside you to create a Plan that achieves a collective community vision and provide means by which to achieve that vision. We are committed to a "team approach" and will work closely with Park District staff, Facilities Committee members, stakeholders, businesses, residents, and park users to build consensus within the community for the Park District's park system and services.

The Consulting Team's intent at the outset of our planning process is to further refine and establish the City's vision – and this involves answering three basic questions that help us to better define the planning process:

WHERE IS THE CITY OF FARGO RIGHT NOW?

It is important that the Consulting Team, the City, and the community achieve a shared understanding of the existing conditions and planning climate to efficiently and cost effectively deliver a Parks Plan and avoid duplication and overlap with previous efforts, and existing information.

While we are familiar with and reside in Fargo, gaining a better understanding from the perspectives of the District staff, commission members, diverse community members, and other stakeholders will be an essential first step in our planning process. We accomplish this through effective stakeholder and public involvement, and an analysis of existing conditions, perceptions, and perspectives.

WHAT DOES THE CITY OF FARGO WANT TO BE IN THE FUTURE?

This Master Plan is a opportunity for the City to define its vision for the future. This vision will serve as the foundation for the planning process and the plan components. We will tap into the wisdom of community leaders and stakeholders and facilitate conversations, activities, and discussions about what they want Fargo Parks to become. Not only is the Master Plan an opportunity to support successful community building within the built environment, but also the process of community involvement itself is a means to that end. Our unique integration of demographics and facilities distribution allow our team to gain a deeper understanding of the entire community.

HOW DOES THE CITY OF FARGO GET THERE?

The final document will provide a 20-year Vision for Fargo Park District parks, facilities, trails, recreation, and open space systems and will explore and identify the recreational opportunities needed to meet future community needs. Our team is future-focused and knows the importance of not just clarifying big, lasting ideas but defining how to get there. The Consulting Team will utilize community input received throughout the process, combined with our planning expertise, to create a detailed implementation plan with an accountable action plan to achieve the community vision.

Creating a strong sense of ownership in the final Park System Plan and its recommendations is critical to long-term success. Ultimately, the implementation of this plan lies in the hands of staff, community leaders, stakeholders, and residents.



TASKS

Our approach has taken into consideration what we currently know about the project, based on our knowledge and work in Fargo, research to date and knowledge gained in the development of the recent Parks and Recreation Master Plan and our team's recent experience with a number of relevant park master planning projects. It has been refined to be efficient, effective, and cost conscious. What we will accomplish in each task is addressed as follows:

TASK 1: EVALUATE EXISTING CONDITIONS + OPPORTUNITIES

1.1 KICK-OFF MEETING

An initial kick-off meeting with city Staff will be facilitated by our design team to clearly establish roles and responsibilities, identify project contacts and communication protocols, as well as determine any initial data needs. Our team will propose a final schedule (including key project milestones and deliverable) for a draft completion of the Park Master Plan by late-winter 2025. A key component of this meeting will be to review and confirm the anticipated stakeholder involvement process, community engagement plan and timing. During this meeting, our team will work with Staff to evaluate the recommendations and priorities outlined in previous planning documents and determine their relevance to today's community.

Our team will be provided with all available existing site data, past studies, reports including those listed in the RFP and ongoing CIP and Park District Studies. Confluence will prepare meeting minutes that will serve as the official record of the project and process.

1.2 DATA REVIEW AND INVENTORY

The Planning Team will review all previously prepared plans and documents, background information and other available data to analyze Fargo's existing facilities and parks, recreation fields, programs and trail amenities. This review will include:

- Evaluation of Fargo Park District provided park inventory, trails, recreation facilities and natural resources.
- Review of supporting documents including but not limited to: the 2030 Comprehensive Plan, Fargo Growth Plan 2024, demographic data and forecasts, recreation/ program related data, housing and neighborhood plans, current land use and zoning plans and mapping, the Metropolitan Bicycle and Pedestrian Plan and Bike Network, and other relevant City of Fargo Planning Documents.
- Review and evaluation of Fargo-provided information on recreation program opportunities and the recreation

services provided by the City and School District, the private sector, and associated Park and Recreation providers.

- All Relevant MetroCOG documents, including the Red River Greenway Study (completed by Confluence), MetroGROW: 2045 Metropolitan Transportation Plan Ten-Year Capital Improvement Plan, Fargo-Moorhead Bicycle and Pedestrian Plan 2022, Safe Routes to Schools and any additional information/ materials made available by the City including those listed in the RFP.

The Planning Team will utilize City documents to update/ supplement the inventory and maps for the Park System features to be included in future plans and the City's website.

1.3 REPRESENTATIVE PARK INVENTORY, ANALYSIS, AND NEEDS

The Planning Team will evaluate the adequacy of existing facilities to accommodate future needs, and current interests and demands. During this evaluation, the Planning Team will provide strategies to the Fargo Park District for reuse or retrofit of facilities that are currently under-utilized to better meet recreation needs. Evaluation will review the effectiveness of current capital repair/ replacement practices and recommend improvements to further protect the future of capital investments.

We will identify and describe key opportunities and challenges relevant to park and recreation facilities and programming; natural resources protection, enhancement and management, and Enterprise Facility analysis. The consultant team will also schedule and prioritize a limited park tour with key staff. Selected parks will be a representative cross section of the system; selected by classification/ geographical area/ popularity/ including high traffic parks, areas of needed improvement, key intersections and connection points, and other areas identified in the Kick-off meeting.

1.4 PARK AND TRAIL CLASSIFICATIONS AND LEVEL OF SERVICE STANDARDS

The Consulting Team will work with the Fargo Park District to review and confirm, modify or add to existing park classifications, and preferred facility standards for all park sites, trails, open space amenities and indoor and outdoor facilities. These classifications will consider size, population served, length of stay, and amenity types/services. Facility standards include level of service standards and the population served per recreational facilities and park amenities. Any new or modified classification or standard will be approved as required.



These are based on regional, statewide or nationally accepted parks and recreation standards, as well as the Consulting Team's national experience and comparison with peer/survey cities. Deliverables will help staff communicate Park System strengths and weaknesses to decision makers and the general public.

1.5 RECREATION PROGRAM ASSESSMENT AND EVENTS ANALYSIS

Recreation programs and special events are the backbone of park and recreation agencies. This assessment will review how well the Fargo Park District aligns itself with community needs. The goal of this process is to provide recreation program enhancements that result in successful and innovative recreation program offerings. The Consulting Team will provide insight into recreation program trends from agencies all around the country. The process includes analysis of:

- Age segment distribution
- Lifecycle analysis and Core program analysis and development
- Similar provider analysis/duplication of service
- Market position and marketing analysis
- Review of program development process
- Backstage support, or service systems and agency support needed for excellent service

Ultimately, the outcome of the process will be the creation of a dynamic recreation program plan that results in increased registration, drives customer retention and loyalty, improves customer satisfaction, and increases revenues. Additionally, it will help focus staff efforts in core program areas and create excellence

in those programs deemed most important by program participants.

1.6 SHARED AMENITY ANALYSIS & ALIGNMENT

We will build upon the program assessment to evaluate the relationship between Fargo Park District and organizations with shared amenities, including the School District. An evaluation of existing agreements, maintenance and operations, and capital expenses will be evaluated with best practice recommendations provided to guide future agreements.

1.7 DEMOGRAPHIC & TRENDS ANALYSIS

- The Planning Team will utilize the Comprehensive Plan forecasts and supplement, if necessary, with census tract demographic data obtained from Environmental Systems Research Institute, Inc. (ESRI); for comparison purposes data will also be obtained from the U.S. Census Bureau. This analysis will provide an understanding of the demographic environment for the following reasons:
 - To understand the market areas served by the park and recreation system and distinguish customer groups.
 - To determine changes occurring in Fargo and assist in making proactive decisions to accommodate those shifts.
 - Provide the basis for Service Area Analysis
- The Park District's demographic analysis will be based on US 2020 Census information, 2024 updated projections, and 5 (2023) and 10 (2028) year projections. The following

demographic characteristics will be included:

- Population density
- Age Distribution
- Households
- Gender
- Ethnicity
- Household Income

From the demographic base data, sports, recreation, and outdoor trends are applied to the local populace to assist in determining the potential participation base within the community. For the sports and recreation trends, the Consulting Team will utilize the Sports & Fitness Industry Association's (SFIA) 2013 Study of Sports, Fitness and Leisure Participation, ESRI local market potential, as well as participation trends from the Outdoor Foundation on outdoor recreation trends.

We have completed a number of recent analyses and have a good understanding of park system needs across the upper-Midwest that will inform and expedite this analysis.

1.8 MAINTENANCE AND OPERATIONS ANALYSIS

Our team will evaluate governance of the Fargo Park District's core functions in the overall structure with recommendations on how to operate in the most effective functional and efficient manner. The Consulting Team will conduct a work session with key management staff on what they consider to be core essential services, important services, and value-added services based on observations, individual interviews, focus group interviews and operating practices. The outcomes of these work sessions will be:

- All services and functions of the agency are classified as (a) Core, (b) important, or (c) Value Added based on definitions and criteria agreed upon with the Project Team.
- Appropriate performance measures for each classification of service will be determined and applied to all functions and services.
- The Consultant Team will compile the results of the work session into a summary of services and functions by classification. Additionally, broad performance standards for each service and function that align with their classification will be developed.

The Consulting Team will review, and refine if necessary, maintenance protocols for parks, open spaces and trails to ensure appropriateness, efficiency, and sustainability. The plan will identify recommendations for routine and preventative maintenance programs, work management, asset lifecycle management, customer feedback program, performance measurements, staffing levels and equipment managements.

We will also perform an analysis of the current practices of the District to evaluate its operational situation. This analysis will identify future organization and staffing needs, improved operational efficiencies, policy development, process improvements, system and technology improvements, and marketing/communication opportunities. This review will include comparison of current policies with national standards of best practice agencies. The Consulting Team will recommend policies and adjustments to current policies where enhancements may be needed or gaps are identified.

TASK 2: COMMUNITY NEEDS + ANALYSIS

2.1 BENCHMARK ANALYSIS

A benchmark analysis will compare Fargo Park District to five (5) other relevant agencies or neighboring cities. The Consultant Team will work with the Fargo Park District to identify the 15-key metrics to be surveyed and analyzed. Our team has recently completed a number of these assessments in the last few years for similar cities in the metro. These assessments will help Fargo understand how their park, trail, and recreation system performs compared to the competition - what will it take to become a 'Community of Choice.

2.2 SYSTEM-WIDE ASSESSMENTS

We will evaluate key structural elements in the park system that directly impact participant usage and the overall character of the park system. Our team will verify these elements with District Staff, but are proposing to evaluate the following elements:

- Accessibility – Inclusivity and equitable access to recreational opportunities is important to the District. We will define what accessibility means for the District, identify key issues in the system, and provide recommendations for improving accessibility for all community members, including those living with disabilities.
- Environment – We will assess the environmental impact of parks in the present and projected impacts due to climate change. Recommendations to include sustainability initiatives, conservation efforts, and habitat preservation as well as adaptation to climate change maintenance issues. The effect of the River Diversion project on the park system will be analyzed with opportunities for improvement identified.
- Winter – Fargo is a northern city that is significantly impacted by seasonal changes and specifically - winter. We will evaluate the effectiveness of park seasonality and assess winter usage. Recommendations to improve winter use will be provided based on infrastructure,

programming, and park trends.

2.3 SATISFACTION LEVELS & COMMUNITY PRIORITIES

Our team will gauge satisfaction levels and community priorities through our Community Engagement strategy, and specifically, through On-line Engagement. We will ask questions to identify overall satisfaction and highlight key likes and dislikes that need to be addressed. This engagement will be qualitative in nature and not statistically valid.

We recommend engaging in a Statistically Valid Survey that will ensure an appropriate cross section of Fargo's demographic population is heard from. ETI would provide this additional service if selected. PROS and Confluence would work with ETI to develop appropriate questions and analyze results.

TASK 3: ESTABLISH CLEAR VISION

3.1 GOALS, OBJECTIVES & GUIDING PRINCIPLES

Our engagement efforts, along with staff and officials meetings, will be focused on clearly establishing a dynamic vision for the Park System. The vision drives momentum for implementation into the future. It needs to be inspiring, aspirational, practical, simple, and easy to understand. We will use simple language and graphics to clearly establish the overall vision. This vision will directly impact the goals, objectives, and guiding principles that will guide decision-making around priorities and resource allocation. One key component of this vision is creating master plans for a key park or park facility that encompass and set the tone for future parks.

3.2 FUTURE PARK

We will work with staff to identify a park to be master planned with the overall vision as a guide. A park design/master plan is a great way to articulate a collective thought or concept into a tangible component that the public can more easily understand, and be able to comment on. What does it actually look like when we say we want to prioritize nature? How do changing trends physically change my park - are there less ball diamonds and more lacrosse fields? These concepts are more easily understood and able to be discussed with a physical plan.

3.3 BEST PRACTICE DESIGN GUIDELINES

The Vision will directly lead to recommended guidelines for infrastructure and maintenance changes. These guidelines will be synced and utilize the Park Classifications previously established. This phase of work begins to establish how the parks will be modified in the future.

3.4 PARK RESOURCE DISTRIBUTION ANALYSIS

Our team will look at the entire system and help the District evaluate if all areas of Fargo are receiving adequate park facilities and programs to meet their needs. Are playgrounds, aquatics facilities, winter recreation opportunities distributed effectively throughout the System? Are there specific gaps that need to be addressed? We will make recommendations based on this analysis.

TASK 4: PARK MASTER PLAN DEVELOPMENT

4.1 IMPLEMENTATION PLAN REFINEMENT

The supporting vision and mission statements will be affirmed or developed with senior Fargo Park District staff in a work session. Following this effort, goals/objectives, guiding principles, and policies will be established and prioritized to guide decision making. Upon consensus of all technical work, the remaining action plan will be completed with supporting strategies, actions, responsibilities, priorities/ timelines and teams. This will be reviewed with senior City staff in a half-day workshop. This plan is intended to be flexible and a living document. It will be updated as necessary by Staff to respond to internal and external changes. The plan is intended to be a resource, a toolbox to assist District staff and leadership in executing the Master Plan.

4.2 PHASING AND BUDGET PLAN

We will work with City staff to develop a phasing plan and budget describing future park and trail improvements with recommended funding sources. Additionally, our team will assist district staff in prioritizing how current and future park funds should be prioritized to best meet the community's park and recreation needs in the future.

We will work to identify major funding needs such as any future land acquisition needs, and the development of new and modified parks, trails, open space, and recreation facilities needs. Additionally, we will develop a repair and replacement schedule for major park infrastructure with an emphasis on larger, heavily used facilities. The culmination of the analysis will result in a prioritized recommendations plan providing guidance to the Fargo Park District for investing in, improving and developing parks, facilities, trails, natural resources, and open space.

A prioritization strategy will be created to evaluate the replacement/ re-purposing of facilities, park or trail acquisitions, natural area preservation and enhancement, programming and service changes, equity considerations and sustainability of the triple bottom line.

4.3 FUNDING AND REVENUE STRATEGIES

SECTION FOUR / APPROACH TO THE SCOPE OF SERVICES

Funding strategies will be developed based in part to our review and analysis of the facilities as well as the national experience brought by the Consulting Team. The Consulting Team has identified numerous funding options that can be applied to the Master Plan based on community values. The funding strategies to be evaluated for potential recommendations will include at a minimum:

- Fees and charges options and recommendations
- Endowments/Non-profits opportunities for supporting operational and capital costs
- Sponsorships to support programs, events, and facilities
- Partnerships with public/private partners, public/not-for-profit partners and public/private partnerships
- Dedicated funding sources to support land acquisition and capital improvements
- Development agreements to support park acquisition, open space and park and facility development
- Earned Income options to support operational costs
- Land or facility leases to support operational and capital costs
- Identify grant opportunities and resources to construct parks and facilities identified in the Master Plan including suggested timeline

4.4 MASTER PLAN DRAFT PREPARATION

The Planning Team will prepare a draft of the Park Master Plan which will include maps, photos, diagrams, charts, and narrative text and be consistent with the Metropolitan Council's 2040 Regional Parks Policy Plan and Planning Handbook Policies and Strategies. The document will compile and summarize the findings regarding needs, desires, challenges of the community today and into the future. The Master Plan will clearly and graphically outline a dynamic vision, goals, objectives, and guiding principles that will provide the framework for future decision-making. The document will consider the fiscal and operational impacts to the Fargo Park District as well as prioritization and a strategic action (implementation) plan. We will identify gaps and provide recommendations for parks, trails, facilities and recreation enhancements as well as updated master plans, cost estimates and prioritization for key individual parks, trails and connections in the system identified by staff. We will present to District Staff for review and comment. Any necessary revisions will be made before presentation to the Facilities Committee or Board.

Our team has extensive experience in park planning and describing the best practices related to key elements below. We will integrate these elements in draft and weave them into the overall Vision:

- Signage and Wayfinding

- Historic and Cultural Resources
- Sustainability
- Creative Placemaking and Public Art
- Communications
- Natural Resources
- Winter/ Seasonal Recreation

4.5 MASTER PLAN DRAFT PREPARATION

The Planning Team will prepare a draft of the Park Master Plan which will include maps, photos, diagrams, charts,

4.6 DRAFT PLANS AND PRESENTATIONS (FACILITIES COM.+ PUBLIC)

We will present the draft plan to District Staff, Facilities Committee, and Park Board, and other necessary agencies at 50% and 90% draft level. We propose to use Adobe PDF comments for staff review as we will be able to track edits and confirm when they have been picked up.

Additionally, elements of the draft plan (especially park concept plans) are great elements to share with the public in pop-up event formats and we will link key components to Online tools to get further feedback from interested public members. Based on feedback provided by District Staff, the Planning Team will then modify the plans and finalize the document for final submission to the Park Board.

4.7 FINAL PARK MASTER PLAN PREPARATION & ADOPTION

The final deliverable will be a written report of findings and recommendations in a highly graphic 8.5" x 11" format with a combination of text, graphics and photographs. The final plan will be prepared and delivered along with any associated appendices (technical reports organized in book format) as a stand alone document. Our team will work with District Staff, Facilities Committee, and the Park Board to finalize the Park Master Plan that will include, at a minimum, the elements listed in Section IV and VI of the RFP. The document will be easy to read, informative, and clearly articulate the Vision for the Fargo Park District. 20 printed copies and electronic copies will be provided upon completion.

TASK 5: COMMUNITY ENGAGEMENT

5.1 GENERAL ENGAGEMENT

Developing and achieving your vision is the ultimate goal. Our team will collaborate with District staff to confirm all aspects of our proposed community engagement plan and schedule to ensure they are in alignment with your needs and expectations. We will use the International Association for Public Participation Spectrum of Public Participation (IAP2) as a guide for meaningful community engagement. We have used IAP2 as a guide for high profile projects with extensive

engagement including; two service areas for the City of Minneapolis and City of Bloomington.

We are well versed in facilitating robust Public Engagement and Outreach efforts focused on not only existing users, but also non-users, and traditionally under-represented groups such as racial and ethnic minorities, people living with disabilities, elders, youth, and low income households. Different age and demographic groups receive information in different ways and some people need to receive information multiple times. We will explore a range of in-person and Online formats to engage stakeholders and the public. A mixture of traditional techniques is effective at garnering public input for active, well engaged residents. In person events located at parks or gathering events are effective ways to connect with a broader segment of the community – meeting people where they are. We will work with staff and use our extensive experience to develop some key strategies to reach these residents.

Proposed Community Engagement Strategies:

Key stakeholder interviews/ partner groups - including stakeholders listed in the RFP. Additionally, we view District staff and Facilities Committee as a prime stakeholder and will incorporate a workshop to gather input from them. We will include a member from our Fargo office in all stakeholder meetings to foster further relationships and set the stage for follow-up conversations on park topics.

Community Conversations - We will target specific events to take the issues and questions to the people - meeting them where they are - ideally in the parks that bring in a cross section of Fargo residents. Our Fargo

Online - A variety of Online engagement opportunities are available and may include a Park System Project Website, community mapping, additional surveys, and a well-thought out strategy for engagement through social media channels. We are proposing a suite of Online platforms that will complement the Community Assessment Survey and organize the engagement.

Social Pinpoint is a community mapping tool allowing residents to show us exactly where their feedback, ideas and concerns are located. Reference example - <https://confluence.mysocialpinpoint.com/red-river-greenway/map#/>

District Staff/ Project Team Coordination - we will meet regularly with Staff throughout the project in order to stay on schedule, coordinate information exchange, address opportunities and issues, and adjust scope as needed.

Committee and Board Presentation/ Workshop – presentations and workshops are an important touch point with decision makers and should be taken advantage of. We will tailor presentations and graphics to highlight key questions and input areas to garner meaningful feedback.

RECOMMENDED ADDITIONAL TASKS:

We are proposing the following Additional Tasks for your consideration. While these services weren't requested in the RFP, we feel they would provide significant Value Add to the project and understanding of the Park System and Community Needs. Both proposals include specialized sub-consultants that would be contracted directly with Confluence. Their deliverables would be integrated into the draft Master Plan. Additional information regarding additional services can be found in the Fee Proposal.

1. STATISTICALLY VALID SURVEY - ETC INSTITUTE

A higher level of engagement and data analysis includes a statistically valid survey that ensures a sampling size that mirrors Fargo's demographics. Confluence would use ETC institute to create, conduct, and report findings of the survey. We have an extensive history with ETC and would incorporate survey results directly into the Master Plan Drafts. These surveys have been influential with decision makers and leadership as statistically valid is seen as a more thorough level of engagement. This survey would be in addition to the proposed engagement strategy found throughout our proposal. The quantitative results would complement and verify qualitative results collected by our team. Both methods have validity and strengthen the overall project.

2. ADVANCED LOCATION ANALYTICS - PLACER.AI

Confluence is a preferred partner with **Placer.ai**, an advanced location analytics platform that provides detailed data about physical locations, the people and businesses that interact with them, and the market they inhabit. Placer.ai leverages mobile location data to provide market intelligence on any physical place in the U.S. They observe data from tens of millions of mobile devices and aggregate the data to ensure privacy and avoid sharing any individual-level data.

This analysis would provide a significantly deeper understanding of park and event user preferences and past interactions.



PROJECT TIMELINE AND SCHEDULE



PROPOSED PROJECT TIMELINE	SEP 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUN 2025	JUL 2025	AUG 2025	SEPT 2025	OCT 2025	NOV 2025	DEC 2025
NOTICE TO PROCEED - MID AUGUST 2024																
EVALUATION OF EXISTING CONDITIONS AND OPPORTUNITIES																
1.1 Kickoff Meeting																
1.2 Data Review & Inventory																
1.3 Representative Park Inventory, Analysis, & Needs																
1.4 Park & Trail Classification and Level of Service																
1.5 Recreation Program Assessment & Event Analysis																
1.6 Shared Amenity Analysis & Alignment																
1.7 Demographic & Trends Analysis																
1.8 Maintenance & Operation Analysis																
COMMUNITY NEEDS ANALYSIS																
2.1 Benchmark Analysis																
2.2 Sytem-Wide Assessment																
2.3 Satisfaction Levels & Community Priorities																
ESTABLISH CLEAR VISION																
3.1 Goals, Objectives, & Guiding Priciples																
3.2 Future Park																
3.3 Best Practices / Design Guidelines																
3.4 Park Resource Distribution Analysis																
PARK MASTER PLAN DEVELOPMENT																
Draft Plan - 50%																
Draft Revisions																
Revised Draft Plan - 90%																
Draft Revisions																
Final Master Plan																
COMMUNITY ENGAGEMENT																
Key Stakeholder Interviews / Partner Groups																
Community Conversations																
Online Engagement																
District Staff / Project Team Coordination																
Committee & Board Presentation / Workshops																
PARK BOARD APPROVAL																



APPROACH
TO BUDGET



APPROACH TO BUDGET, ADDENDUM RECEIPT, NON-COLLUSION

As part of the master planning process we take measures to ensure that the project does not have budget over runs or unanticipated cost impacts. Many of our Park Master Planning projects vary in scope and fee. By defining the scope and working closely with the client, we have been able to stay on budget and perform the scope required to complete the plans. It is also important to maintain open communication with the client during the project to ensure that all requirements are being met. Scheduled bi-weekly touch base meetings with the client along with regular project team meetings minimize the risk of miscommunication and additional work out of scope. If any deviation from the agreed upon scope is introduced by the client or the consultant, they are discussed and agreed upon by both parties and the appropriate scope modification and associated budget modification is made. With this level of communication it becomes easier to follow the scope identified and avoid budget overruns.

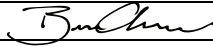
As part of the MPRB North Service area plan the MPRB requested us to perform additional community outreach to meet the demands of the community. We were also requested to attend additional Advisory Committee meetings when not all park plans could be approved in the scheduled time, which also required multiple revisions to the plans themselves for inclusion in the master plan. We agreed to do part of this work under our original scope and the additional work was defined and the fee agreed upon prior to proceeding.

COVID struck during our Park System Plan work with the City of Bloomington. Confluence quickly re-calibrated and worked with City Staff to modify the previously established engagement strategy. Communication and flexibility are keys to maintaining budget, timeline, and project goals when issues arise. We have a long history of providing clients with work that exceeds expectations and prioritize avoiding change orders.

XVI. Confirmation of Receipt of Addenda

Addendum #	Date
Addendum #1	6/25/24

I certify this Proposal complies with the RFP and conditions issued by the Park District except as clearly marked in the attached copy.

Date	6/27/24
Name	Brad Aldrich
Authorized Signature	
Title	Project Manager
Company Name	Confluence Inc.
Address	210 Broadway North, Suite 401
City, State	Fargo, North Dakota
Zip Code	58102
Telephone Number	701-235-3990
Fax Number	515-288-8359
E-mail	baldrich@thinkconfluence.com

XVII. Statement of Non-Collusion

The following statement shall be made as part of the Contractor’s proposal.

I affirm that I am the Contractor, a partner of the consulting Contractor, or an officer or employee of the Contractor’s corporation with authority to sign on the Contractor’s behalf.

I also affirm that the attached has been compiled independently and without collusion or agreement, or understanding with any other Vendor designed to limit competition.

I hereby affirm that the contents of this Proposal have not been communicated by the Contractor or its agent to any person not an employee or agent of the Park District.



	Signed
Brad Aldrich	
	Print Name
Project Manager	
	Title
6/27/2024	
	Date
Confluence Inc.	
	Contractor Name
210 Broadway North, Suite 401	
	Address
Fargo, North Dakota, 58102	
	City / State / Zip Code
701-235-3990 515-288-8359	
	Telephone and Fax Numbers
baldrich@thinkconfluence.com	
	Email Address

PARK MASTER PLAN CONSULTING SERVICES FOR FARGO PARK DISTRICT

COST PROPOSALS

CITY OF FARGO, NORTH DAKOTA

JUNE 27TH, 2024



CONFLUENCE

901 N 3rd Street. Suite 225
Minneapolis, Minnesota 55401
thinkconfluence.com

IN ASSOCIATION WITH: PROS CONSULTING





HOURLY RATE & REIMBURSABLE EXPENSES |

FEE PROPOSAL |

ADDITIONAL SERVICES |

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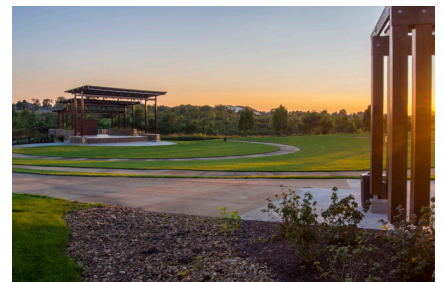
STANDARD HOURLY RATES

Senior Principal	\$175.00 - \$255.00 per hour
Principal	\$160.00 - \$220.00 per hour
Associate Principal	\$140.00 - \$190.00 per hour
Associate	\$115.00 - \$175.00 per hour
Senior Project Manager	\$105.00 - \$155.00 per hour
Project Manager	\$95.00 - \$135.00 per hour
Senior Landscape Architect	\$95.00 - \$175.00 per hour
Landscape Architect	\$85.00 - \$125.00 per hour
Senior Project Planner	\$95.00 - \$135.00 per hour
Planner II	\$85.00 - \$125.00 per hour
Planner I	\$70.00 - \$110.00 per hour
Landscape Architect-In-Training	\$75.00 - \$115.00 per hour
Landscape Architect Intern / Landscape Designer	\$75.00 - \$115.00 per hour
Draftsperson	\$55.00 - \$90.00 per hour
Graphic Designer	\$75.00 - \$105.00 per hour
Clerical / System Staff	\$75.00 - \$125.00 per hour



REIMBURSABLE EXPENSES

Social Pinpoint Public Engagement Tool	\$1,500.00
Filing Fees	\$1.15 x cost
Materials and Supplies	\$1.15 x cost
Meals and Lodging	\$1.15 x cost
Mileage	\$.655 per mile
Postage	\$1.15 x cost
Printing by Vendor	\$1.15 x cost
B/W Photocopies/Prints 8½ x 11	\$.10 each
B/W Photocopies/Prints 11x17	\$.20 each
Color Photocopies/Prints 8½ x 11	\$.75 each
Color Photocopies/Prints 11x17	\$1.50 each
Large Format Plotting – Bond	\$2.50/SF
Large Format Plotting – Mylar	\$4.50/SF
Large Format Plotting - Photo	\$5.00/SF
Flash Drives	\$10.00 each
Booklet Binding (cover, coil, back)	\$4.50 each
Foam Core	\$8.00 each
Easel Pads	\$32.75 each
Electronic Files	\$50.00 each
Online Meeting Service	\$35.00 each

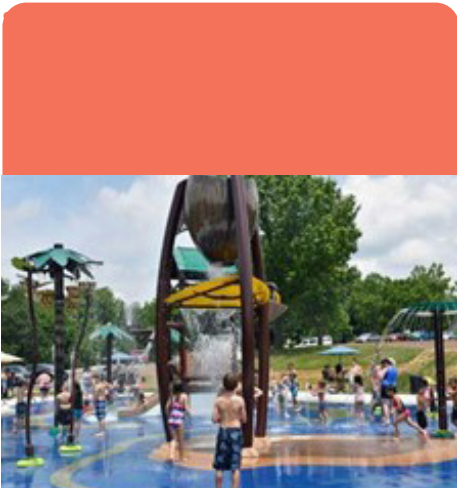


Effective 1/1/2023

FEE PROPOSAL

The following proposal represents our understanding of the requested scope of services from the Fargo Park District. A full time-task analysis is included at the end of this exhibit. The table highlights key staff roles as they relate to proposed tasks. Additional support staff team members from offices are included in the table. We are open to adjusting the scope and associated fee to fit your needs and vision for the project.

We are proposing the following Additional Services for your consideration. While these services weren't requested in the RFP, we feel they would provide significant Value Add to the project and understanding of the Park System and Community Needs. Both proposals include specialized sub-consultants that would be contracted with Confluence.



ADDITIONAL SERVICES

1.1 STATISTICALLY VALID SURVEY - ETC INSTITUTE

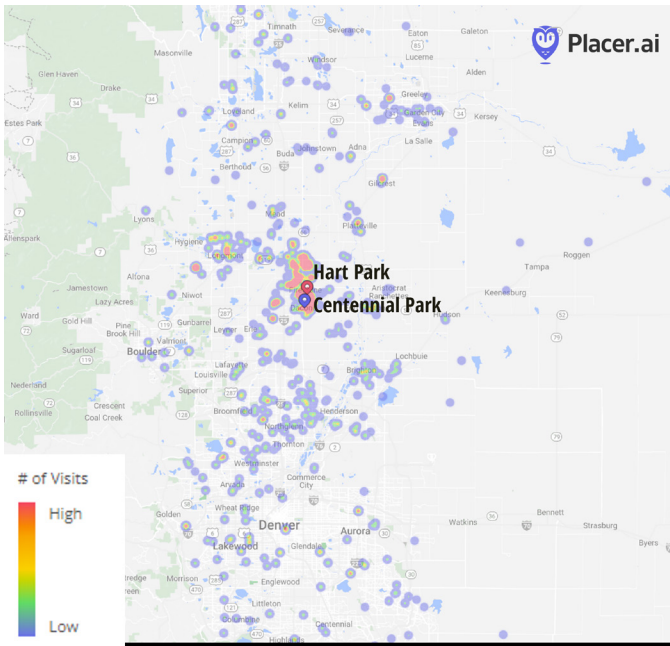
A higher level of engagement and data analysis includes a statistically valid survey that ensures a sampling size that mirrors Fargo's demographics. Confluence would use ETC institute to create, conduct, and report findings of the survey. We have an extensive history with ETC and would incorporate survey results directly into the Master Plan Drafts. These surveys have been influential with decision makers and leadership as statistically valid is seen as a more thorough level of engagement. This survey would be in addition to the proposed engagement strategy found throughout our proposal. The quantitative results would complement and verify qualitative results collected by our team. Both methods have validity and strengthen the overall project.

Proposed Fee: \$16,000 for 400-person survey conducted by ETC Institute.

1.2 ADVANCED LOCATION ANALYTICS - PLACER.AI

Confluence is a preferred partner with **Placer.ai**, an advanced location analytics platform that provides detailed data about physical locations, the people and businesses that interact with them, and the market they inhabit. Placer.ai leverages mobile location data to provide market intelligence on any physical place in the U.S. They observe data from tens of millions of mobile devices and aggregate the data to ensure privacy and avoid sharing any individual-level data.

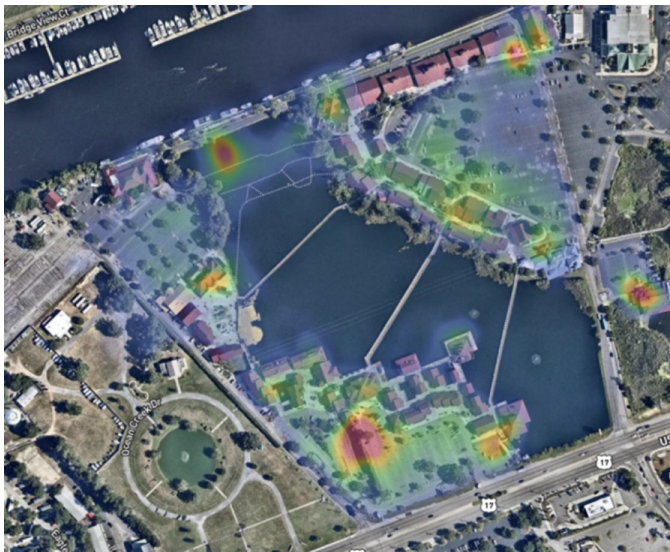
For park master plans, we use Placer.ai to better understand the actual users and service areas of parks in a community. While we typically use service areas based on set miles or walksheds, Placer.ai data allows us to show the true geographic profile of park users over the course of any time period dating back to 2017. Insights gleaned from this data include peak hours/days, demographic profile of park users, route used to get to the park, most frequented pre- and post-park trip locations, duration of trip to park, as well as factors such as how park trips have changed over time or compared to other parks.



This data could be used to complement engagement and analysis data collected through the master plan and provides real world analysis of user visits to key parks, destinations, or events. Potential uses include analyzing usage of key facilities like the Fargo Sports Complex to see who is visiting, where they are coming from, and if/ where they are staying, shopping, going following their visit. Similarly, events could be analyzed for popularity and geographic origin of attendees.

This is a new and powerful tool to help understand users, destinations, and events. We will work closely with District Staff and/ or partners to maximize the effectiveness and value of this collected data.

Proposed Fee: Approximately \$10,000. Final fee to be negotiated with Placer.AI once scope is defined..



SUMMARY STATISTIC LAST 12 MONTHS	CENTENNIAL PARK FREDERICK, CO	HART PARK FIRESTONE, CO
Total Visits	45k	21.2k
Total Unique Visitors	21.4k	8k
Visit Frequency	2.1	2.65
Average Dwelling Time	75 minutes	56 minutes
Visits Year Over Year	+39.2%	+5.3%
Year Over Three Years	+235%	+19%
Busiest Time of Day	6:00 PM	5:00 PM
Busiest Day of the Week	Saturday	Saturday



MEMORANDUM

DATE: August 6, 2024

TO: Fargo Park Board Commissioners

FROM: Dave Bietz, Deputy Director of Operations

RE: Consent Agenda Item (g) - Approve Bill of Sale for Utility Cart to the City of Fargo.

We have been coordinating with multiple departments within the City of Fargo for the past several months to discuss a path forward with homeless encampments. During these meetings one of the limiting factors for the Harms Reduction group within the city revolves around access to the river corridor. Currently the team uses a vehicle to drive the paths along the river corridor, this at times has been not allowed due to wet conditions and has created a gap in the service they are trying to provide. Part of what this team does is to help collect garbage and provide garbage bags, so people pick up after themselves.

During these discussions we had the idea of using one of the utility carts we currently have, which is scheduled to be eliminated from our fleet through the city auction, could be given to the city for use by the Harms Reeducation group to help not only make contact to people in encampments but to also help collect and transport bags of garbage from these areas.

We are asking to sell a 2005 Bobcat utility cart to the city as outlined in the attached bill of sale. Included for your reference is the Bill of Sale document as well as photos of the utility cart. It was recommended at the July 24th Budget and Facility meeting to move this item ahead to the full board and have the item placed on the consent agenda for approval.

If you have any questions prior to the Board meeting, please contact me to discuss.

Thank you.

Sample Motion: I make the motion to approve the Bill of Sale agreement with the City of Fargo as presented.

BILL OF SALE

This **QUIT CLAIM BILL OF SALE** is made this _____ day of August, 2024, between **THE PARK DISTRICT OF THE CITY OF FARGO**, a park district organized under the laws of the State of North Dakota ("**Seller**"), and **The City of Fargo**, ("**Buyer**"), whose post office address is 225 4th Street North, Fargo, North Dakota 58102.

For and in consideration of the sum of One (\$1.00) Dollar and other good and valuable consideration, Seller does hereby sell, transfer, assign, and convey unto Buyer the following described personal property:

Bobcat Utility Cart – Serial No. Gb0520 –505775

Buyer understands and acknowledges that Buyer inspected the Equipment to Buyer's satisfaction, is acquainted with and understands the Equipment's condition and is purchasing the Equipment in an "AS IS" condition, "WITH ALL FAULTS" and "WITHOUT RECOURSE" to Seller. Seller makes no representations or warranties, express or implied, oral or written, regarding the Equipment, including, but not limited to, the suitability of the Equipment for Buyer. In no event shall the Seller be liable for any defect in the Equipment or for any limitation on any of the Equipment's use. The taking possession of the Equipment by the Buyer shall be conclusive evidence that the Equipment is, in all respects, in satisfactory and acceptable condition, suitable for the intended use of the Buyer and that nothing further is required of the Seller. The Buyer is and will be relying on its own inspection of the Equipment and not on any verbal representations of the Seller or its agents as to the condition of the Equipment purchased. All remedies Buyer may have, either by contract, law or otherwise, shall be deemed waived and Buyer shall have no remedy against Seller, its commissioners and employees, or any persons acting for and on their behalf.

Seller represents that it is the owner of the Equipment and has good right to sell and convey the Equipment.

Buyer, in accepting this Bill of Sale and the Equipment herein described, acknowledges and consent to the terms described above, including specifically the "AS IS" nature of the sale.

[SIGNATURES FOLLOW]

[Signature page to Bill of Sale – Fargo Park District to City of Fargo

WITNESS the hand of the Seller the day and year first above written.

SELLER:

PARK DISTRICT OF THE CITY OF FARGO

Dave Bietz
Deputy Director of Operations

**BUYER:
CITY OF FARGO**

Ben Dow
Director of Public Works

/



PEWALK
CLOSED

Ingersoll Rand

3209

BOMAG

BW5000-50 III
5000

 Bobcat

2200 3253

MS



4x4
Utility Vehicle

Bobcat
High Capacity

2200

 Bobcat



MEMORANDUM

DATE: August 6, 2024

TO: Fargo Park Board Commissioners

FROM: Susan Faus, Executive Director

RE: Consent Agenda Item (h) – Governance Policies

The following governance policies intend to ensure that the Fargo Park District accomplishes its mission by developing and monitoring policies that guide the work of the Park District and Executive Director. The policies provide the framework and structure of the relationship and expectations between the Park District Commissioners and the Executive Director.

Dr. Jeff Schatz was the consultant leading the planning process. The committee members working on the policies was Commissioner Deutsch, Commissioner Hill, Deputy Director Dave Bietz and Executive Director Susan Faus.

It was recommended to bring this to the full board on the Consent Agenda for consideration and approval.

If you have any questions before the Board meeting, please contact me.

Thank you.

Sample Motion: I make a motion to approve the Fargo Park District Governance Policies, as presented.



GOVERNANCE POLICIES
July 2024



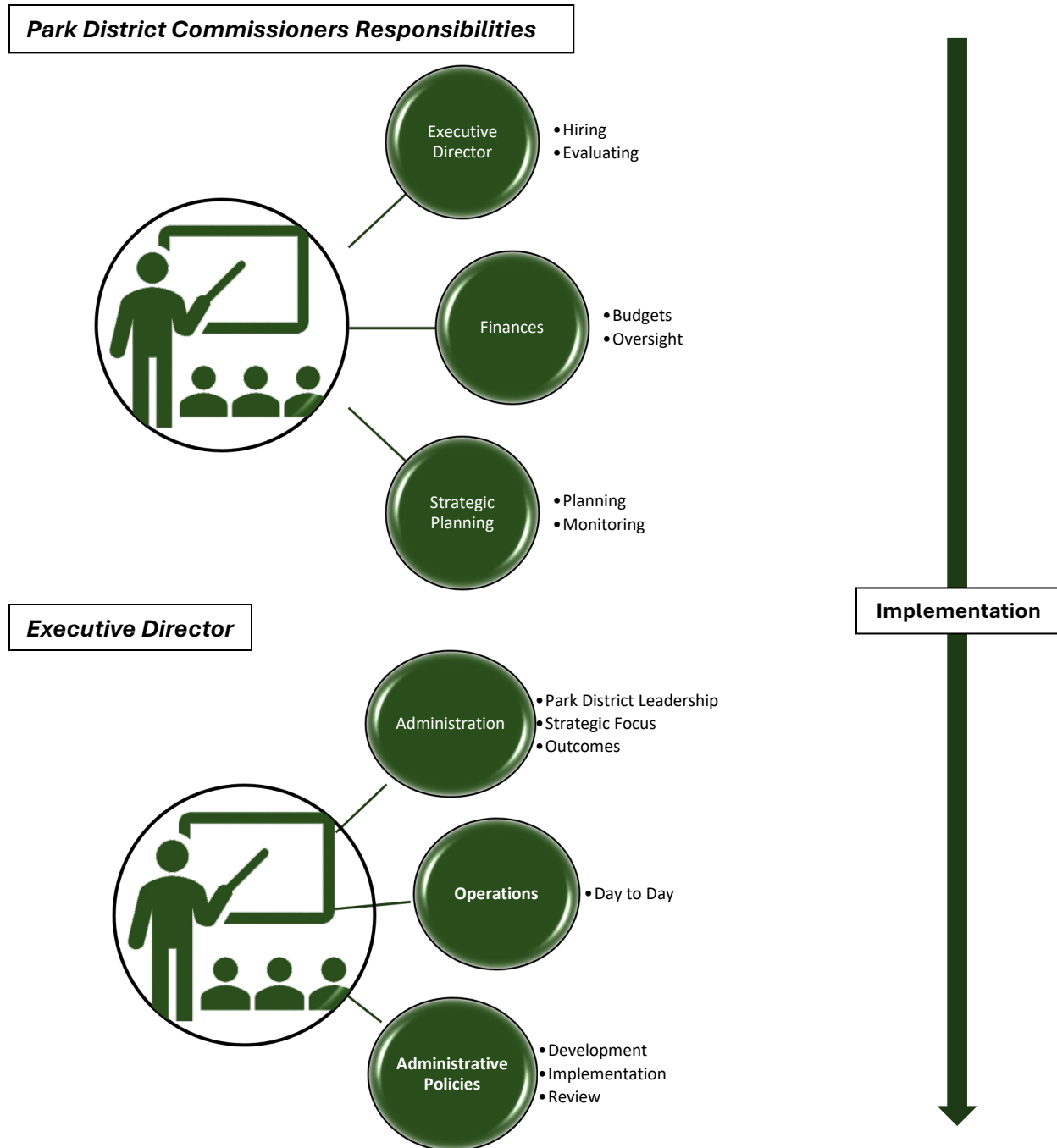
Contents

- Governance Policies Introduction4
- Governance Policies Overview.....5
- Governance Policies (GPs)6
- GP 1 Commitments.....7
- Our Mission**.....7
- Our Vision**7
- Our Values**.....7
- GP 2 Board Culture9
- GP 3 Commissioner Duties and Responsibilities 11
- GP 4 Officer Roles12
- GP 5 Committee Structure 13
- GP 6 Annual Work Plan16
- GP 7 Commissioner Code of Ethics/Conflict of Interest 17
- GP 8 Commissioners Addressing Board Member Violations21
- Commissioners/Executive Director Policies (C/EDs).....22
- C/ED-1 Single Point of Contact23
- C/ED-2 Single Unit Control24
- C/ED-3 Staff Accountability25
- C/ED-4 Authority of the Executive Director26
- C/ED-5 Executive Director Accountability27
- C/ED-6 Documentation of Annual Evaluation of Executive Director29
- C/ED-7 Executive Director Compensation30
- Operational Expectations (OEs)31
- OE-1 Emergency Succession32
- OE-2 Treatment of Community Members33
- OE-3 Personnel Administration34
- OE-4 Financial Planning and Administration35
- OE-5 Asset Protection37
- OE-6 Communication with the Board39
- OE-7 Focus on Strategic Priorities40
- FPD Governance Annual Work Plan.....41

Policy Monitoring Form (Template)42
Monitoring of Governance Policies and Results Checklist43

Governance Policies Introduction

The following governance policies aim to ensure that the Fargo Park District accomplishes its mission by developing and monitoring policies that guide the work of the Park District and Executive Director. The following diagram and subsequent policies provide the framework and structure of the relationship and expectations between the Park District Commissioners and the Executive Director.



Governance Policies Overview

Aligned to the organization's current policies, the selected policies are defined to include specific information that guides the organization's work in each category and subsequent policies.

Commissioners Governance Policies (GPs)

- GP-1 Commitments (Strategic Plan)
- GP-2 Board Culture
- GP-3 Commissioner Duties and Responsibilities
- GP-4 Officer Roles
- GP-5 Committee Structure
- GP-6 Annual Work Plan
- GP-7 Commissioner Code of Ethics/Conflict of Interest
- GP-8 Commissioners Addressing Board Member Violations

Commissioners/Executive Director Policies (CEDs)

- C/ED-1 Single Point in Contact
- C/ED-2 Single Unit Control
- C/ED-3 Staff Accountability
- C/ED-4 Authority of the Executive Director
- C/ED-5 Executive Director Accountability
- C/ED-6 Annual Evaluation of the Executive Director
- C/ED-7 Executive Director Compensation

Operational Expectations (OEs)

- OE-1 Emergency Succession
- OE-2 Treatment of Community Members
- OE-3 Personnel Administration
- OE-4 Financial Planning and Administration
- OE-5 Asset Protection
- OE-6 Communication with the Commissioners
- OE-7 Focus on Strategic Priorities

Monitoring Results (R)

- Strategic Priorities and Outcomes



Governance Policies (GPs)

Policies are designed to govern the behavior of the Commissioners.

- GP 1 Commitments (Strategic Plan)
- GP 2 Board Culture
- GP 3 Commissioner Duties and Responsibilities
- GP 4 Officer Roles
- GP 5 Committee Structure
- GP 6 Annual Work Plan
- GP 7 Commissioner Code of Ethics/Conflict of Interest
- GP 8 Commissioners Addressing Board Member Violations

GP 1 Commitments

The Fargo Park District (FPD) Commissioners support the work of staff and the community's interests. They hold themselves accountable to those they serve by ensuring that all actions follow the Commissioners' and organization's Governance Policies and beliefs.

The Commissioners are committed to governing efficiently and will be guided in their decisions by following a set of Governance Policies supported by a Strategic Plan. The main components of the strategic plan include:

Our Mission

Growing community through places, spaces, and experiences.

Our Vision

The Fargo Park District strives to be a central driving force in creating an active and healthy community by:

- Providing safe spaces to nurture personal growth and enhance social connections.
- Building a collaborative workplace with dedicated, forward-thinking staff.
- Ensuring open, accountable, and transparent communication with the public.
- Protecting Park ecosystems and surrounding environments.
- Utilizing data-driven decision-making to improve services and maximize community impact.
- Advocating for diversity, equity, and inclusion in everything we do.

Our Values

- Be Authentic
- Be Bold
- Be Collaborative

Our Strategic Priorities

Strategic Priority I Organizational Excellence

Organizational Excellence serves as a guiding principle that prioritizes the establishment of robust policy governance, the crafting of long-term strategic plans, the enhancement of people and culture, and the continuous improvement of park offerings. It is a commitment to operationalize an aspirational and sustainable vision, using a data-driven approach to decision-making that ensures policies and practices align with the park system's goals and resonate with the community's needs. This priority area is about fostering a culture of excellence that permeates every level of the organization, ensuring that every decision, policy, and plan is a step towards a more efficient, effective, and engaging park system.

Strategic Priority II Relationships

Partnerships with organizations add value for the region's citizens through combined efforts, mutual goals, and shared results. The Park District will develop and maintain relationships with collaborating partners that align with and support our mission and vision.

Strategic Priority III Places and Spaces

“Places” and “spaces” are distinct concepts relating to human environments' physical and social dimensions. We define “spaces” as our facilities' and parks' physical dimensions and geographical locations. In contrast, “places” are the cultural, social, and emotional experiences and interactions within Fargo Park District spaces. Places are imbued with meaning, memories, and social significance.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted:

GP 2 Board Culture

The Commissioners will govern lawfully, make all official decisions by formal vote, and, as a Board, govern with a long-term vision.

1. The Commissioners will function as a single unit. Individual members will voice their opinions, but the group will make decisions by a formal vote. No commissioner officer, individual, or committee will be permitted to limit the Board's performance or prevent it from fulfilling its commitments.
2. The Commissioners are accountable for their performance and dedicated to continuous improvement. They pledge to provide their members with the necessary training and professional support to govern effectively.
3. To ensure that the Board's business meetings are conducted with maximum effectiveness and efficiency, members will:
 - Use Roberts Rule of Order as the basis for the format of all Board meetings.
 - Come to meetings adequately prepared.
 - Support the President of the Board in facilitating an orderly meeting.
 - Communicate openly and actively in conversation and dialog.
 - Encourage the balanced participation of all members.
4. The Fargo Park Board adheres to a regular meeting schedule, convening on the second Tuesday of each month, except in August and September, when the meeting is held on the first Tuesday. This consistent schedule, available on the Park Board Schedule webpage, ensures the Board's business is conducted promptly and efficiently. Meetings commence at 5:30 pm at the Fargo Parks Sports Center. The agenda for regular meetings is accessible on the Park Board Meetings page by the Friday before the meeting. Additionally, the Fargo Park Board meeting agendas are published in The Fargo Forum the Monday before the meeting.
5. Board Meeting Agenda Format
 - Call to Order
 - Approve Order of Agenda
 - Consent Agenda
 - Regular Agenda
 - a. Recognition of Audience/Public Comments
 - b. Director's Report
 - c. Reports
 - d. Adjourn

6. Consent Agenda

The Board will use a consent agenda to expedite the disposition of routine matters. An item may be removed from the consent agenda upon the concurrence of a majority of the Commissioners' members present and voting. The President of the Board will place the removed item on the regular agenda.

7. Recognition of Audience/Public Comments

- Citizens wishing to address the Park Board may do so during each meeting agenda's Recognition of Audience portion.
- Those wanting to address the Board must sign up on the sheet in the Board Room before the meeting.
- Each citizen who signs up to address the Board is asked to state their name and address for the record.
- The Board is interested in hearing citizen comments and will listen carefully but may not respond or debate issues in this forum.
- To allow the most opportunity for engagement with as many residents as possible, each speaker is asked to keep their remarks to the board to 3 minutes or less.
- All comments are made to the Board and not to individuals in the audience.
- The Board will not hear personal complaints against anyone connected with the Park District.
- Groups of individuals addressing a common concern are asked to designate a spokesperson.

8. Statement read by President

9. Following the regular Fargo Park Board meetings, a video of the meeting will be posted on the Park Board Meetings page by the following week. A rebroadcast of Fargo Park Board Meetings is available on Thursdays at 9:00 p.m. and Fridays at 4:00 p.m. on Channel 56. This channel is only broadcast in the City of Fargo and is viewable by Sparklight and Midco customers. Meeting minutes are posted approximately two days after Board approval at the following month's regular meeting.

10. The Commissioners will be governed by a set of policies called "Governance Policies" and may be revised or amended at any time by majority vote. Proposed policy revisions will be referred to the Governance Committee. Subsequent committee recommendations will be brought to the full Board for approval.

Monitoring Method: Commissioner self-assessment
Monitoring Frequency: TBD
Adopted

GP 3 Commissioner Duties and Responsibilities

A board of elected park commissioners governs the Fargo Park District. The five Commissioners are elected at large, meaning that every citizen has an opportunity to vote for each of them. Commissioners are elected for four-year terms with no term limits.

Commissioner Duties & Responsibilities

- To comply with all local, state, and federal regulations in the Park District.
- To represent the Park District and constituents/stakeholders.
- To execute all duties and responsibilities of the elected office of Park Commissioner.
- To attend meetings, be prepared before meetings, and participate appropriately.
- To receive and execute all portfolio and committee responsibilities as assigned.
- To vote on all issues before the Board.
- To review financial information and understand and evaluate the information.
- To commit financial resources of the Park District at the direction of the Board.
- To adopt and monitor the execution by the administration of the operating budget and fiscal policies.
- To ensure the fulfillment of the organization's purpose/intent, approve a strategic plan that includes a Mission, Vision, and Core Values statements and uses them to form policy, goals, and planning strategies.
- To hire and supervise an Executive Director.
- To project a positive image in the community.

To fulfill these responsibilities well, a board member should attend seventy-five percent of regular meetings, be knowledgeable about the organization, participate constructively in deliberations, and vote according to one's conviction.

Board members have no legal authority outside of sessions except when the Board expressly directs it. Power is given to committees to conduct a study or negotiate on the Board's behalf. Individual Board members or committees must be mindful not to appear to commit the Board to any position in a private or public statement. Likewise, Board members should carefully avoid interfering with the efficient operation of the Park District. Their interest, suggestions, and helpfulness should be freely given, yet neither in a manner that appears dictatorial nor encroaches upon staff lines of authority and responsibility.

Individual Board members or committees cannot administratively supervise the Executive Director. Board meetings should provide a full accounting of their actions and management.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted

GP 4 Officer Roles

The Fargo Park Board will be structured using the following officers and roles. The Board President and Vice President will be nominated and approved at the first meeting of the Park Board Commissioners each July.

Board President

The role of the Board President differs from that of other Board members. The Board President is given more responsibilities than other Board members. These responsibilities include:

- To comply with all Fargo Park District's local, state, and federal regulations.
- To convene and conduct all meetings of the Board of Commissioners.
- To set the schedule and develop the agenda, in consultation with the Executive Director, for all regularly scheduled Board meetings.
- To cause timely notification of the Board of Commissioners of all meetings and activities related to their functions as Board Members.
- To appoint all Committee Chairpersons and provide for their instruction and training.
- To represent the Fargo Park District at public functions.
- To interpret the Governance policies, procedures, and intents of the Board.
- To see to it that Board Member training is conducted.
- To serve as the chief spokesperson of the Board of Commissioners with public and news media representatives.
- To initiate and conduct an annual performance review of the Executive Director using a method agreed upon by the Board.
- Authority to vote on all issues before the Board.
- Authority to commit financial resources of the Park District at the direction of the Board.
- Authority to sign legal documents such as contracts in the direction of and on behalf of the Board.

Board Vice President

In the absence of the Board President, the Board Vice President shall assume those roles and responsibilities of the Board President required to conduct the Board's business.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted

GP 5 Committee Structure

A committee is a Board committee only if it comes from the Board's organizational structure and its work is intended to support the Board's work. The only Board committees are those listed in this policy. All Board members are welcome to attend committee meetings as audience members. The committee chair and Executive Director will create committee agendas. Board members may add an item to a committee agenda by contacting the committee chair. The Executive Director and staff members serve as resources for the committees.

All committee meetings are public meetings subject to North Dakota open meeting statutes regarding public notice and written records.

Committee Meeting Protocol

- Committee meetings are open to the public; proper notification and operation must be followed under the North Dakota open meeting laws.
- Meeting minutes will be posted on the Park District website after the Board approves them.
- Committees are not empowered to make decisions for the Board; instead, they make recommendations for the entire Board's consideration.
- Meeting dates will follow the annual work plan or be scheduled as needed.

Committee Guiding Principles

When used, Board committees will support the Board's work and never interfere with delegating authority from the Board to the Executive Director.

Accordingly:

- Board committees are to assist the Board in doing its job, not direct the staff.
- Committee meetings are designed as working sessions and are less formal than regular Board meetings. However, the chairperson or any other committee member may institute Robert's Rules of Order during a meeting if they feel it is appropriate.
- Committees ordinarily assist the Board by preparing policy alternatives and implications for consideration.
- Board committees will not directly deal with staff operations unless specifically authorized by the Board.
- Board committees may not speak or act for the Board except when formally given such authority. The Board will carefully state expectations and authority to ensure that committee authority will not conflict with authority delegated to the Executive Director.
- Board committees may not exercise authority over the Executive Director or staff. Because the Executive Director works for the entire Board, any direction to the Executive Director related to a committee recommendation must come from the Board as a whole.

- This policy applies only to committees formed by Board action, whether the committees include Board members. It does not apply to committees formed under the authority of the Executive Director.
- Standing Board Committees will serve for one year. The board evaluates the committees annually and may reinstate, modify, or discontinue them by consensus. Membership expires at the time of reorganization. Standing committees appointed mid-year will serve until the time of reorganization.

The following is a list and definition of current committees:

Governance Committee

Purpose:

1. Assist the Board President and Executive Director in planning upcoming agendas.
2. Review the Board's Annual Work Calendar.
3. Coordinate and conduct new member orientation.
4. Review when directed by the Board's President and recommend updates to existing Board Governance policies for consideration and action by the Board.
5. Review and recommend updates to existing Board Ordinances for consideration and action by the Board.
6. Monitor federal, state, and city legislation and executive actions about Park District interests, keeping the Board informed regarding such issues.
7. Compile the annual review of the Executive Directors' performance and prepare a recommendation for Board consideration.
8. If there is an opening in the Executive Directors position, the Governance Committee will organize a search process and the subsequent steps necessary to hire a new Executive Director.
9. Work on other projects or issues as assigned by the action of the Board.

Membership: President and at least one other Board Member.

Staff Support: Provided by the Executive Director and Administrative Team.

Planning Committee

Purpose

1. Work with the Administration to review and maintain a strategic plan for annual renewal.
2. Work with the Administration to maintain a long-range financial plan.
3. Work with the Administration to maintain a Capital Improvement Plan.
4. Work with administration to review, create, and recommend to the Board an annual budget.
5. Work with administration to review and prepare finance and budget performance updates for the Board.

Membership: Three Board Commissioners are appointed annually by the President and approved by the Board.

Staff Support: Provided by the Executive Director and Administrative Team.

Each committee will determine the frequency of regular meetings based on its tasks and annual work plan and forward Board meeting agenda items to the Board President and Executive Director.

***The Board President may make additional assignments at the annual reorganization Board meeting, such as representing the Park District Foundation Board.*

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted

GP 6 Annual Work Plan

The Commissioners will follow an annual work plan that includes continual monitoring and review of all governance policies and activities to improve the Board and Commissioners' performance.

1. The Board's annual work plan for each year includes:
 - Governance process improvement activities, including orientation and training of candidates and new Commissioners members in the Commissioners' governance process.
 - Other discussions by the Commissioners about means to improve its performance, especially Commissioners member knowledge and skills.
 - Scheduled monitoring of all policies.
 - Commissioners Self-Evaluation.
 - Strategic Plan Review.
 - Governance Policies Monitoring.
 - Annual Workshop.
 - Executive Director meetings with Commissioners Members.
 - Executive Director Evaluation.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted:

GP 7 Commissioner Code of Ethics/Conflict of Interest

The purpose of "A Matter of Trust: Our Code of Ethics" is to help ensure that all Commissioners adhere to and promote proper ethical standards, abide by the law, and preserve the organization's integrity, reputation, and professional and business relationships.

Recognizing it is impossible to address all ways ethical issues may arise, the following principles are intended to guide in making sound judgments and decisions on behalf of its Mission.

Pledge of Personal and Professional Conduct

- **Integrity** – I will demonstrate the highest standards of individual conduct, personal accountability, trustworthiness, fair dealings, consideration of the rights of others, and the highest principles of good business relationships.
- **Excellence** – I will strive to meet the highest performance, quality, service, and achievement standards.
- **Honesty** – I will communicate directly, respectfully, honestly, and openly and avoid misrepresentation through omission.
- **Diversity** – I will support and value diversity, promoting an environment that embraces all people's similarities and differences in the organization.
- **Respect** – I will respect and act fairly toward all those I encounter and refuse to engage in or tolerate any form of discrimination or harassment.
- **Responsibility** – I will take responsibility for my actions and decisions and remain a careful steward of funds and resources.
- **Compliance** – I will comply with the FPD Commissioners' Code of Ethics and all laws and regulations affecting FPD Commissioners.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted:



Commissioner Conflict of Interest/Code of Conduct Form

Disclosure of Potential Conflicts of Interest and Duality Policy (To be completed Annually)

I have read the FPD Commissioners' Pledge of Personal and Professional Conduct and understand that as a member of the FPD Commissioners of Directors, I will not derive any personal profit or gain, directly or indirectly, from my participation as a commissioner.

In consideration of the following:

1. Conflict of interest law. A person acting in a legislative or quasi-legislative or judicial or quasi-judicial capacity for a political subdivision of the state who has a direct and substantial personal or financial interest in a matter before that board, council, commission, or other body must disclose the fact to the body of which that person is a member, and may not participate in or vote on that particular matter without the consent of a majority of the rest of the body. (N.D.C.C. 44- 04.22)
2. A Park Board member may not be directly or indirectly interested in any contract requiring the expenditure of park district funds unless the contract has been approved by two-thirds of the park board. Before the contract is approved, a motion must be made and approved that the service of the property is not readily available elsewhere at equal cost. Regardless of this section, any park board, by resolution duly adopted, may contract with park board members for minor supplies or incidental expenses. (N.D.C.C. 40-49.10)

Be it hereby resolved that the following policy of interest is adopted:

Any duality of interest or possible conflict of interest on the part of any Board member should be disclosed to other Board members and made a matter of record, either through an annual procedure or when the interest becomes a matter of Board action.

Any Board member having a duality of interest or possible conflict of interest on any matter should not vote or use her/his personal influence on the matter, and she/he should not be counted in determining the quorum for the meeting, even if permitted by law. The Minutes of

the meeting should reflect that a disclosure was made, the abstention from voting, and the quorum situation.

The preceding requirements should not be construed as preventing the Board member from briefly stating her/his position in the matter nor from answering pertinent questions of other Board members since her/his knowledge may be of great assistance.

It is further resolved that this policy be reviewed annually for the information and guidance of Board members and that any new Board member be advised of the policy upon entering the duties of her/his office. The Board President is authorized and directed to ensure this policy is followed.

Code of Conduct

As a member of the Fargo Park District Board of Commissioners, I will...

- Listen carefully to my teammates and those served by Commissioners.
- Respect the opinion of other Commissioners.
- Respect and support the majority decisions of the Commissioners.
- Recognize that all authority is vested in the Commissioners when it meets in legal session and not with individual Commissioners.
- Keep well-informed of developments relevant to issues that may come before the Commissioners.
- Participate actively in the Commissioner meetings and actions.
- Call the commissioners' attention to any issues that I believe will harm Commissioners or those we serve.
- Attempt to interpret the needs of constituents to Commissioners.
- Refer constituent or staff complaints to the proper level on the chain of command.
- Recognize that the Commissioner's responsibility is to ensure that Fargo Park District Board of Commissioners is well managed, not to manage the Board.
- Represent all constituents of the Board and not a particular geographic area or special interest group.
- Consider myself a "trustee" of Commissioners and do my best to ensure that the Park District is well maintained, financially secure, growing, and continually operating in constituents' best interests.
- Always work to learn more about Commissioner responsibilities and how to do them better.
- Declare any conflicts of interest between any personal life and my position on the Board and avoid voting on issues that appear to be a conflict of interest.

As a member of the Fargo Park District Board of Commissioners, I will not...

- Be critical of other Commissioners or their opinions in or outside of the Board meeting.
- Use my position on the Board for my advantage or the personal advantage of my friends or relatives.

- Discuss the confidential proceedings of the Board outside the Commissioner meeting.
- Promise how I will vote on any issue in the meeting before a meeting.
- Interfere with the duties of the Executive Director or undermine the Executive Director's authority.

Verification of Receipt, Review, and Signature

_____ Neither I nor, to the best of my knowledge, any member of my family has had or has an interest or taken any action which would contravene the policy of this Board.

_____ Neither I nor, to the best of my knowledge, any member of my family has had or have an interest or taken any action which would contravene the policy of this Board, except such interest or action fully disclosed below:

Name

Signature Date

*** Please sign and return to the Board President for verification of receipt and review and to be included in filing the Board meeting minutes.*

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted:

GP 8 Commissioners Addressing Board Member Violations

The Fargo Park District Commissioners are committed to faithful compliance with the provisions of the Governance policies. A Commissioner will inform the Board President or the Board, in the Board member's opinion, if individual members are not in compliance with the Board's policies. If the President is the member whom the Board member feels is not acting in compliance with policy, the Board member will inform the Vice President. In the event of a member's willful and continuing violation of policy, the Board will seek a remedy in the following order:

1. Conversation privately between the offending member and the Board President.
2. Discussion in a public meeting between the offending member and the entire Board.
3. Public censure of the offending member of the Board.
4. Removal from any officer role on the Board or any committees shall happen by a majority vote of the Commissioners.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted:



Commissioners/Executive Director Policies (C/EDs)

Policies designed to describe the relationship between the Fargo Park District Board of Commissioners and the Park District Executive Director.

C/ED-1 Single Point in Contact

C/ED-2 Single Unit Control

C/ED-3 Staff Accountability

C/ED-4 Authority of the Executive Director

C/ED-5 Executive Director Accountability

C/ED-6 Annual Evaluation of the Executive Director

C/ED-7 Executive Director Compensation

C/ED-1 Single Point of Contact

The Fargo Park District Board of Commissioners' sole direction of the operational organization is through the Executive Director.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted:

C/ED-2 Single Unit Control

The Fargo Park District Board of Commissioners will direct the Executive Director only through official decisions of the Board.

1. The Board will make decisions by formal, recorded vote to avoid ambiguity about whether direction has been given.
2. The Executive Director is neither obligated nor expected to follow the directions or instructions of individual Board members, officers, or committees unless the Board has expressly delegated the exercise of authority.
3. If the Executive Director determines that an information request from an individual Board member or a committee is unreasonable or requires a material amount of staff time, the Executive Director shall ask the committee or the member to refer such requests to the entire Board for authorization.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted:

C/ED-3 Staff Accountability

The Executive Director is responsible for all day-to-day operations of the Fargo Park District. All staff shall report directly or indirectly to the Executive Director.

1. The Board will never give direction to any employee other than the Executive Director unless directed by the Executive Director.
2. The Board will not formally or informally evaluate any staff member other than the Executive Director.
3. Except as required by law, the Board will not participate in decisions or actions involving the hiring, evaluating, disciplining, or dismissing of any employee unless requested by the Executive Director.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted:

C/ED-4 Authority of the Executive Director

The Fargo Park District Board of Commissioners will provide direction to the Executive Director through written Operational Expectations (OEs) and a Strategic Plan that defines the organizational results to be accomplished through a strategically focused set of priorities, goals, strategies, and progress monitoring indicators.

1. The Executive Director shall follow a set of OEs and, when monitored by the Board, provide interpretations and evidence of compliance with those policies.
2. The Executive Director is authorized to establish additional procedures, regulations, and Administrative Policies (APs), make decisions, establish practices, and develop activities to achieve the OEs and Strategic Plan.
3. The Executive Director is not expected to seek Board approval for decisions falling within the area of delegated authority; however, they shall collaborate with the Board in making decisions that significantly impact the Fargo Park District.
4. The Board may change its OEs, shifting the boundary between the Board and the Executive Director's areas of responsibility. The Board will respect and support the Executive Director's reasonable interpretation of its policies.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted:

C/ED-5 Executive Director Accountability

The Fargo Park District Board of Commissioners shall align the Executive Director's performance review with the organization's Strategic Plan Results and OEs. In addition, the successful completion of a set of yearly professional goals and demonstration of a set of professional competence skill sets define the Executive Director's job responsibilities and are the primary basis for the Executive Director's performance evaluation. As its Annual Work Plan outlines, the Board will determine organizational performance based on its defined systematic monitoring process.

1. All policies instructing the Executive Director (OEs and Strategic Plan Results) will be monitored according to a schedule and method determined by the Board and included in the Board's annual work plan. In addition, the Board may monitor any policy if a majority decides that conditions warrant monitoring at times other than those specified by the annual schedule.
2. In addition to the OEs and Strategic Plan Results, the Board will review and weigh in on reasonable progress made on a set of professional goals established each year by the Executive Director. The Board will monitor these goals according to a schedule and method determined by the Board and include them in the Board's Annual Work Plan.
3. In addition to the OEs and Strategic Plan Results, the Board will weigh in on successfully demonstrating a set of professional competencies defined by the Board. These competencies will be monitored according to a schedule and method determined by the Board and included in the Board's Annual Work Plan.
4. The Board will acquire monitoring data by the following methods:
 - a. By Internal Report, the Executive Director submits information that certifies and documents compliance with OEs or reasonable progress toward achieving strategic initiatives, professional goals, and professional competencies.
 - b. By Board Inspection, the whole Board, or a committee duly charged by the Board, formally assesses compliance or reasonable progress based upon specific criteria.
5. Annually, the Board will conduct a formal summative evaluation of the Executive Director. The summative evaluation will be based on data collected and decisions made by the Board during the year related to monitoring OEs and Strategic Plan Results, professional goals, and professional competencies. The Board will prepare a written evaluation document consisting of:

- a. A summary of the data from monitoring the Board's OEs during the year.
- b. Conclusions based upon the Executive Director's reasonable interpretation of the initiatives of the Strategic Plan and whether reasonable progress has been made toward its achievement.
- c. Conclusions based upon the Board's assessment of whether reasonable progress has been made toward the Executive Director's demonstration of professional competencies.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted:

C/ED-6 Documentation of Annual Evaluation of Executive Director

The purpose of the executive director's annual evaluation is to summarize the Board's actions as it monitors OEs and Strategic Plan Results during the year and concludes on that basis. Annually, the Board will conduct a formal summative evaluation of the Executive Director. The summative evaluation will be based on data collected and decisions made by the Board during the year related to monitoring OEs and Strategic Plan Results.

Results monitoring will be determined using the following rubric:

- Compliance.
- Partial Compliance.
- Non-Compliance.

Operational Expectations	Date Monitored	Board Disposition
OE – 1 Emergency Succession		
OE – 2 Treatment of Community Members		
OE – 3 Personnel Administration		
OE – 4 Financial Planning and Administration		
OE – 5 Asset Protection		
OE – 6 Communication with the Commissioners		
OE – 7 Focus on Strategic Priorities		
Strategic Plan Results		
Professional Goals Results		
Professional Competencies		

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted:

C/ED-7 Executive Director Compensation

The Executive Director is the Board's principal representative and is responsible for its efficient operation. Therefore, the Board desires to provide fair yet reasonable and not excessive compensation for the Executive Director.

The annual process for determining compensation is as follows:

- The entire Board shall annually evaluate the Executive Director on their performance and ask for their input on matters of performance and compensation.
- Based on a comparability data review, the Governance Committee will obtain research and information to recommend to the entire Board for the Executive Director's compensation (salary and benefits).
- To approve the compensation for the Executive Director, the Governance Committee will make a final recommendation to the full Board at an official Fargo Park District Board meeting.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted:



Operational Expectations (OEs)

Policies that guide the Executive Director's performance as set and monitored by the Fargo Park District Commissioners.

- OE -1 Emergency Succession
- OE-2 Treatment of Community Members
- OE-3 Personnel Administration
- OE-4 Financial Planning and Administration
- OE-5 Asset Protection
- OE-6 Communication with the Commissioners
- OE-7 Focus on Strategic Priorities

OE-1 Emergency Succession

To protect the Board in the event of an unexpected loss of Executive Director services, the Executive Director shall ensure that at least one other staff member, such as a Deputy Director, is familiar with Board and Executive Director issues and processes and can assume those responsibilities immediately should the need arise.

Accordingly, the Executive Director shall:

- Annually, provide a list of individuals whom the Board shall consider as Interim Executive Director.

Interim Executive Director Terms:

- Designation as an Interim Executive Director does not guarantee ongoing or continued employment or promotion to the Executive Director position. If the position becomes vacant, internal candidates must apply using the same process as external candidates.
- If the Executive Director position becomes available, the Governance Committee will organize a search process and the subsequent steps necessary to hire a new Executive Director.
- All other staffing positions fall under the direction of the Interim Executive Director.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted:

OE-2 Treatment of Community Members

Concerning interactions with the community, the Executive Directors shall not cause or knowingly allow conditions, procedures, actions, or decisions that are unlawful, unethical, unsafe, disrespectful, disruptive, undignified, or in violation of Board policy.

Accordingly, the Executive Director shall:

- Protect confidential information.
- Effectively handle concerns or complaints.
- Maintain an organizational culture that values individual differences in opinion.
- Protect against wrongful or illegal conditions.
- Establish standard operating policies and procedures to ensure compliance with all federal and state laws.
- Establish standard operating policies and procedures to protect against discrimination, bullying, hazing, and harassment, which explicitly include everyone but are not limited to the following characteristics: race, color, religion, sex, sexual orientation, national origin, age, mental or physical disability, gender expression/identity, genetic information, or status concerning marriage or public assistance, or standing in any group protected by federal, state, or local law.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted:

OE-3 Personnel Administration

The Executive Director shall ensure employee recruitment, employment, development, evaluation, and compensation in a manner necessary to achieve the Fargo Park District's Mission.

Staff Treatment

Concerning the treatment of paid staff, the Executive Director shall not cause or knowingly allow conditions, procedures, actions, or decisions that are unlawful, unethical, unsafe, disrespectful, disruptive, undignified, or in violation of Board policy.

Accordingly, the Executive Director shall:

- Ensure background inquiries and checks before hiring any paid personnel.
- Operate with written personnel policies which:
 - Communicate personnel rules and procedures for staff,
 - Provide for effective handling of grievances,
 - Include adequate job descriptions for all staff positions,
 - Include salary and compensation plans that comply with state law,
 - Include an effective personnel performance evaluation system,
 - Establish policies and procedures to protect against discrimination, bullying, hazing, and harassment, which explicitly include everyone but are not limited to the following characteristics: race, color, religion, sex, sexual orientation, national origin, age, mental or physical disability, gender expression/identity, genetic information, or status to marriage or public assistance, or status in any group protected by federal, state, or local law.
- Protect confidential information.
- Honor the terms of any agreements with staff.

Staff Evaluation

Concerning the evaluation of employees, the Executive Director shall develop an evaluation system that measures employee performance annually.

Accordingly, the Executive Director shall:

- Develop and administer an evaluation system designed to document staff performance, recognizing the contributions of each staff member to impact the success of the Fargo Park Board's Mission.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted:

OE-4 Financial Planning and Administration

Financial Planning

To ensure timely fiscal budget approval, the Executive Director shall provide timely budgets for the Board of Directors' approval. The Executive Director will, in collaboration with the Finance Director, create a proposed budget for each fiscal year and present it to the Planning Committee for discussion and preparation for the entire Board's approval.

Accordingly, the Executive Director shall develop a budget that:

1. In a summary format that is understandable to the Board and presented in a manner that allows the Board to understand the relationship between the budget and the Strategic Plan.
2. Describes revenues and expenditures.
3. Shows the amount spent in each budget category for the most recently completed fiscal year and budgeted for the current fiscal year.
4. Discloses budget-planning assumptions.
5. Assures fiscal soundness in future years.
6. Reflects anticipated changes in employee compensation, including inflationary adjustments, increases, and benefits.
7. Includes such amounts as necessary for the Board's governing function, including Board member training, consultation, attendance at professional conferences and events, and other matters identified by the Board.

**Reference: Long Range Financial Plan Document - Strategic Plan*

Financial Administration

The Executive Director shall not cause or allow any financial activity or condition that materially deviates from the budget adopted by the Board to cause or permit any financial situation inconsistent with achieving the Fargo Park District's Mission or jeopardize the organization's long-term financial health.

Accordingly, the Executive Director shall:

1. Assure that payroll and legitimate debts are promptly paid when due.
2. Assure that all purchases are based upon:
 - a. reasonable precaution against conflict of interest.
 - b. comparative prices based on items of similar quality.

c. a balance between long-term quality and cost.

**Reference: Procurement Policy No. 390*

3. Ensure a process is in place to monitor the execution of the approved budget related to monthly reports and updates informing the Board of Commissioners of actual revenue and expenditure performance.
4. Coordinate and cooperate with the Board's appointed financial auditor for an annual audit.
5. Make all reasonable efforts to collect funds due from any source.
6. Keep complete and accurate financial records by following Generally Accepted Accounting Principles.

Accordingly, the Executive Director shall NOT:

1. Exceed the overall expenditure budget without prior Board approval.
2. Fail to promptly provide a rationale for exceeding the expenditure budget.
3. Fail to promptly provide a rationale for revenue realization less than the revenue budget.
4. Allow the organization to become indebted without the approval of the Board.
5. Withdraw from an established credit line without prior Board approval.
6. Allow any required reports to be overdue or inaccurately filed.
7. Receive, process, or disburse funds under insufficient controls under Generally Accepted Accounting Principles.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted:

OE-5 Asset Protection

The Executive Director shall not allow assets to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked.

Accordingly, the Executive Director shall:

1. Obtain insurance coverage against theft and casualty losses to 100% of replacement value and against liability losses to Board members, staff, and the organization itself.
2. Take reasonable steps to ensure the facilities and equipment are sufficiently maintained.
3. Ensure that actions do not knowingly, recklessly, or negligently expose the organization, Board, or staff to legal liability.
4. Protect intellectual property.
5. Commit to any non-budgeted purchase or expenditure of more than *\$50,000.00* without the Board's approval.
6. Make any purchase without weighing:
 - a. reasonable precaution against conflict of interest.
 - b. comparative prices based on items of similar quality.
 - c. a balance between long-term quality and cost.

**Reference: Procurement Policy No. 390*
7. Use a competitive bidding procedure for the purchase of all supplies, materials, and equipment, and any contracted services except professional services (architectural, engineering, construction management, research, consulting) of \$50,000 or more or \$200,000 for those costs associated with construction as specified by law.

**Reference: Procurement Policy No. 390*
8. Protect information and files from loss or significant damage.
9. Ensure that a policy is in place for the encumberment or disposal of real property.
10. Preserve and dispose of all records related to affairs or business of the organization following state and federal law.
11. Ensure that any action knowingly, recklessly, or negligently endangers the organization's public image or credibility, jeopardizing its ability to accomplish its mission.

Monitoring Method: Commissioner self-assessment
Monitoring Frequency: TBD
Adopted

OE-6 Communication with the Board

The Executive Director shall ensure that the Board is fully and adequately informed about matters relating to Board work and significant organizational concerns.

Accordingly, the Executive Director shall:

1. Submit required monitoring data in a thorough, accurate, and understandable fashion, according to the Board's Annual Work Plan schedule, including the Executive Director's interpretations and relevant data to substantiate compliance or reasonable progress.
2. Inform the Board of significant money transfers within funds or other changes substantially affecting the organization's financial condition.
3. Assure the Board has adequate information from various internal and external viewpoints to ensure informed decisions.
4. Will make a reasonable effort to inform the Board of anticipated significant media coverage.
5. Treat all members impartially and ensure all members have equal access to information.
6. Inform the Board promptly of any actual or anticipated non-compliance with any OEs or any expected failure to achieve reasonable progress toward any Strategic Plan initiatives.

Monitoring Method: Commissioner self-assessment

Monitoring Frequency: TBD

Adopted:

OE-7 Focus on Strategic Priorities

The Executive Director shall ensure that the organizational Strategic Plan and priorities are implemented and monitored in alignment with a yearly Operational Plan and the Board's Annual Work Plan. The outcomes of an operational annual plan will also be monitored, and the plan's outcomes shall provide reasonable progress toward meeting the strategic priorities and goals outlined in the Fargo Park District's Strategic Plan.

The strategic priorities identified and further developed into goals, objectives, and outcomes are:

Strategic Priority I – Organizational Excellence

Strategic Priority II – Relationships

Strategic Priority III – Places and Spaces

**Reference: Fargo Park District Strategic Plan 2024*

Monitoring Method:	Board self-assessment
Monitoring Frequency:	TBD
Adopted	

FPD Governance Annual Work Plan *(Example – Needs to be Completed)*

Month	Governance Policies	Board/ED Relationships	Operational Expectations	Board/Planning Committee Meetings	Other Meetings
January			OE 4-5	i.e., dates of full Board Meetings, committee meetings, etc.	Board Workshop
February	GP 8				
March			OE 6		
April		C/ED 3			
May					
June		C/ED 6-7	OE 7		Board Workshop
July	GP 1-2 -6	C/ED 1-2			New Board Member Orientation
August	GP 3	C/ED 4-5	OE 1		
September	GP 4		OE 2		
October	GP 5		OE 3		
November					
December	GP 7				

Policy Monitoring Form (Template)

(Name of Policy being Monitored)

Summary of Compliance Status
(Date)

Executive Director Certification

Concerning (Name of Policy) taken as a whole, the Executive Director certifies that the proceeding information is accurate and complete:

- In Compliance
- In compliance with Exception (as noted in the evidence)
- Not in Compliance

Summary Statement by Executive Director

Signed: _____ Date _____

Governance Committee Recommendation for Compliance

Concerning (Name of Policy), the Board:

- Accepts the report as fully compliant.
- Accepts the report as compliant with noted exceptions.
- Finds the Executive Director to be non-compliant.

Summary statement/motion of the Board

Signed: _____ Date _____

Monitoring of Governance Policies and Results Checklist

Monitoring of Governance policies occurs through a detailed annual work plan.

Purpose of Work Plan

An annual work plan is a built-in feature of the governance policies that logically outlines and guides the work of the FPD Board and Executive Director. By developing an annual work plan, the Board:

- Empower the Board to exercise leadership.
- Prioritizes the work of the Board.
- Regulates workflow.
- Establishes a monitoring schedule of policies.
- Demonstrates accountability.
- Creates a collaborative working environment with the Executive Director.

Work is scheduled in these areas:

- GP monitoring.
- B/ED monitoring.
- Operational Expectations Monitoring.
- Board and Committee meetings.
- For any other work, the Board should plan its workaround.

Questions to consider:

- When should the Board self-assess? Should GP and B/ED policies be monitored all at once in a retreat or scheduled in quarterly meetings?
- When should Operational Expectations policies be monitored, i.e., in line during the year with budget adoption or financial audit?
- When should committee meetings be scheduled, i.e., in alignment with Board meeting times and dates?
- How should the Board monitor the Strategic Plan results?
- What other commitments will the Board have, i.e., training, public engagement, etc.?



MEMORANDUM

DATE: August 6, 2024

TO: Fargo Park Board Commissioners

FROM: Broc Lietz, Finance Director

RE: Agenda Item No. 4 - Approval of the 2025 Fargo Park District Preliminary Budget

As we presented a detailed review of the 2025 Preliminary Budget at the 7/24/2024 Budget Meeting, today we bring to you that same budget for your approval. We are presenting a balanced 2025 Preliminary Budget for review and discussion.

Below are highlights of items included in the 2025 Preliminary Budget:

- Property Tax Revenue
 - The preliminary budget is calling for a mill levy increase of 2.05 mills.
 - Moved .67 Mills from Debt Service to General Fund. This was a decrease in .67 mills in the Debt Service Fund and increase in the General Fund by .67 mills.
 - Total general fund levy for 2025 would be 36.13 mills.
- State Aid Revenue
 - Increase 6% from the 2024 Budget
- Payroll and Benefit Expenses
 - Increase of 4.5% for full time salaries
 - 5 new full-time position adds
 - Increase in health insurance of 20%
- Utility Expense
 - Increase of 5% from 2024 budget
- Transfers
 - Currently have earmarked \$1.76M for a transfer to capital projects fund

We have included the following files for your review for the 2025 Budget:

1. 2025 Preliminary Budget packet
2. Budgeted Capital Expenditure Listing

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

Sample Motion: I move to approve the 2025 Fargo Park District preliminary budget as presented.

Susan Faus, Executive Director
PARK COMMISSIONERS – Zoe Absey * Vicki Dawson * Joe Deutsch * Aaron Hill * Jerry Rostad



PARK DISTRICT OF THE CITY OF FARGO

2025 Preliminary Budget Report

08.06.2024 Board Meeting

Park District of the City of Fargo

2025 Budget

Table of Contents

Description	Page
Mill Levy Summary	1
Use of Mill Levy Taxes	2
General Fund Budget Summary	3
General Fund Revenues by Source and Expenditures by Function	4
General Fund Department Detail:	
Recreation	5
Events	6
Concessions	7
Golf Courses	8
Facilities	9
Fargo Parks Sports Center	10
Neighborhood Parks	11
Swimming Pools	12
Park Operations	13
Administration	14
Broadway Square	15
Forestry	16
Courts Plus Community Fitness	17
Debt Service Fund Budget Summary	18
Valley Senior Services Fund Budget Summary	19
Valley Senior Services Fund Budget Detail	20

PARK DISTRICT OF THE CITY OF FARGO

2025 Budget

Mill Levy Summary

Description	2024 Final		2025 Estimated	
	Amount	Mill Levy	Amount	Mill Levy
General Fund - Parks	\$ 14,787,636	18.49	\$ 17,885,523	21.21
Park & Recreation Facilities	\$ 3,438,669	4.30	\$ 3,626,014	4.30
Debt Service Fund	\$ 9,029,187	11.29	\$ 8,955,411	10.62
Totals	\$ 27,267,952	34.08	\$ 30,466,948	36.13

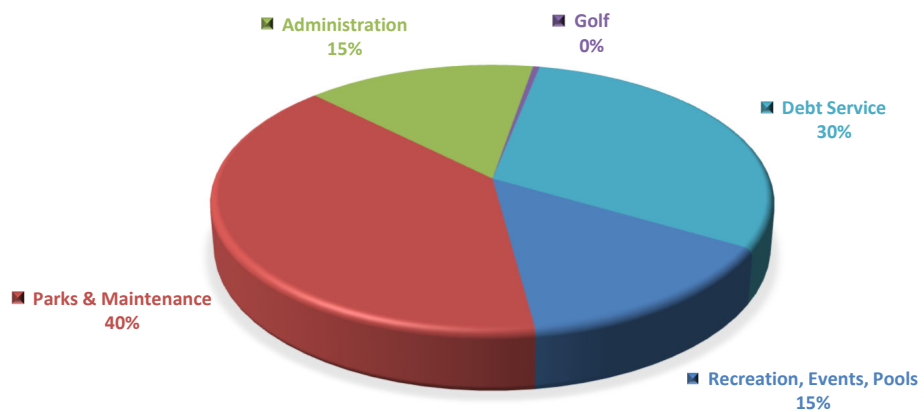
Actual/Estimated Value of 1.0 Mill	\$ 800,115	\$ 843,259
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Fargo Park District Mill Levy History 2015 to Proposed 2025 Levy

Year	Mill Levy	Change
2014	30.74	(0.51)
2015	30.72	(0.02)
2016	29.52	(1.20)
2017	28.61	(0.91)
2018	27.80	(0.81)
2019	27.83	0.03
2020	28.67	0.84
2021	29.67	1.00
2022	33.86	4.19
2023	38.09	4.23
2024	34.08	(4.01)
2025	36.13	2.05



**FARGO PARK DISTRICT
BUDGET 2025
USE OF MILL LEVY TAXES BY FUNCTION**



PARK DISTRICT OF THE CITY OF FARGO

2025 Budget

GENERAL FUND BUDGET SUMMARY

CASH BALANCE JANUARY 1, 2024	\$	17,205,908
REVISED 2024 REVENUES & TRANSFER		<u>35,491,699</u>
RESOURCES AVAILABLE FOR 2024	\$	52,697,608
REVISED 2024 EXPENDITURES & TRANSFERS		<u>(35,559,301)</u>
PROJECTED CASH BALANCE JANUARY 1, 2025	\$	17,138,307
PROJECTED 2025 REVENUES & TRANSFERS		<u>38,608,244</u>
RESOURCES AVAILABLE FOR 2025	\$	55,746,551
PROJECTED 2025 EXPENDITURES		<u>(38,608,244)</u>
PROJECTED CASH BALANCE JANUARY 1, 2025		17,138,307
<hr/>		
PROJECTED 2025 REVENUES	\$	38,608,244
PROJECTED 2025 EXPENDITURES		<u>(38,608,244)</u>
REVENUES OVER (UNDER) EXPENDITURES	\$	<u><u>(0)</u></u>

PARK DISTRICT OF THE CITY OF FARGO

2025 Budget

General Fund Revenues by Source and Expenditures by Function

	Actual 2023	Projected 2024	Budgeted 2024	Preliminary Budget 2025
REVENUES				
Taxes	\$ 17,610,139	\$ 18,099,631	\$ 17,444,248	\$ 20,435,980
Charges for Services	9,656,773	11,498,524	11,278,862	13,378,322
Intergovernmental	3,912,329	3,390,648	3,697,999	4,104,779
Interest	2,397,828	2,454,550	1,570,011	659,273
Miscellaneous	84,624	48,346	71,072	29,890
TOTAL REVENUES	\$ 33,661,694	\$ 35,491,699	\$ 34,062,193	\$ 38,608,244
EXPENDITURES				
Recreation	\$ 1,408,464	\$ 1,716,112	\$ 1,744,900	\$ 1,923,614
Events	518,436	582,492	557,947	734,072
Concessions	530,550	719,630	709,744	922,716
Golf	4,503,785	4,294,872	4,259,859	4,586,098
Facilities	3,121,183	1,060,853	1,017,997	1,164,537
Fargo Parks Center	64,231	1,601,504	1,900,339	2,707,345
Neighborhood Parks	1,252,241	2,884,341	2,841,613	900,045
Swimming Pools	1,097,926	1,291,703	1,271,233	1,911,624
Park Maintenance	4,847,427	6,632,153	6,563,867	9,777,861
Administration	6,388,675	8,104,304	7,209,949	7,610,298
Broadway Square	278,637	277,147	353,005	145,889
Forestry	1,589,154	1,542,445	1,473,231	1,759,735
Courts Plus	2,325,488	2,615,909	2,538,886	2,779,410
TOTAL EXPENDITURES	\$ 27,926,197	\$ 33,323,464	\$ 32,442,572	\$ 36,923,244
Revenue Over (Under) Expenditures	\$ 5,735,497	\$ 2,168,236	\$ 1,619,621	\$ 1,685,000
OTHER FINANCING SOURCES (USES)				
Transfer to Capital Projects Fund	\$ (1,745,904)	\$ (2,294,621)	\$ (1,644,621)	\$ (1,760,000)
Sale of Capital Assets	96,132	58,784	25,000	75,000
Bond/Lease Proceeds	162,000	-	-	-
Proceeds from subscription IT assets	6,534	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ (1,481,238)	\$ (2,235,837)	\$ (1,619,621)	\$ (1,685,000)
Net Change in Fund Balances	\$ 4,254,258	\$ (67,601)	\$ 0	\$ (0)
CASH BALANCE, BEGINNING OF YEAR	\$ 12,951,650	\$ 17,205,908	\$ 17,205,908	\$ 17,138,307
ESTIMATED CASH BALANCE-END OF YEAR	\$ 17,205,908	\$ 17,138,307	\$ 17,205,908	\$ 17,138,307

Park District of the City of Fargo
 2025 Preliminary Budget, General Fund Department Details

		Actual 2023	Projected 2024	Budget 2024	Preliminary Budget 2025
RECREATION					
Revenues					
01.01.68.4010.00	ADMISSIONS	3,227.00	5,322.00	4,200.00	4,800.00
01.01.**4060.**	MERCHANDISE SOLD	3,080.00	1,918.00	1,815.00	1,795.00
01.01.90.4065.00	BEER PERMIT FEES	13,700.00	10,150.00	13,000.00	13,000.00
01.01.**4100.**	SKI RENTALS	11,980.00	15,600.00	16,900.00	-
01.01.**4320.**	PROGRAM INCOME	525,457.84	518,648.54	555,656.30	680,837.00
01.01.**4340.**	FACILITY RENTALS	1,060.00	-	500.00	-
01.01.**4620.**	PICTURES	2,558.52	3,100.00	3,250.00	33,150.00
01.01.**4670.**	SPONSORSHIP/DONATIONS	10,000.00	12,500.01	41,350.00	34,200.00
01.01.**4671.**	GRANT REVENUE	5,952.08	-	-	-
01.01.**4672.**	ADVERTISING REVENUE	67,029.95	85,425.74	65,612.50	134,555.00
01.01.70.4675.00	FOUNDATION DONATIONS	5,437.51	-	7,000.00	-
01.01.**4700.**	MISCELLANEOUS REVENUE	2,054.00	-	1,000.00	1,000.00
Total Revenues		651,536.90	652,664.29	710,283.80	903,337.00
Expenses					
Personnel					
01.01.**5100.**	FULL TIME COMPENSATION	659,034.09	784,921.20	829,974.50	805,383.50
01.01.01.5105.00	COMMISSION	10,958.63	11,000.00	11,000.00	11,000.00
01.01.**5200.**	PART TIME COMPENSATION	444,716.47	556,980.32	546,393.40	523,368.05
01.01.90.5540.00	UNEMPLOYMENT	494.16	1,000.00	1,000.00	1,000.00
Total Personnel		1,115,203.35	1,353,901.52	1,388,367.90	1,340,751.55
Operating Expenses					
01.01.**6010.**	BANK FEES	61,438.98	59,609.76	45,500.00	75,000.00
01.01.**6030.**	PROMOTION/ADVERTISING	8,238.88	8,644.54	14,317.00	13,950.00
01.01.**6050.**	MILEAGE	14,257.78	13,243.30	15,950.00	13,850.00
01.01.**6070.**	COMPUTER SERVICE FEES	33,948.86	46,904.81	51,000.00	50,500.00
01.01.**6090.**	RECURRING MAINTENANCE	6,845.59	5,952.87	6,100.00	8,100.00
01.01.**6100.**	GENERAL SUPPLIES	998.39	8,770.64	2,200.00	9,700.00
01.01.**6115.**	UNIFORMS	4,006.06	4,712.28	4,507.20	5,776.00
01.01.01.6125.00	SOLD ADVERTISING EXPENSES	3,656.88	9,459.00	10,280.00	46,491.00
01.01.90.6130.00	MEALS & MEETINGS	-	-	100.00	100.00
01.01.**6140.**	MERCHANDISE RESALE	1,748.00	-	562.50	843.75
01.01.90.6150.00	OFFICE SUPPLIES	1,185.53	648.92	2,000.00	1,000.00
01.01.**6170.**	PRINTING	-	135.66	800.00	2,500.00
01.01.**6180.**	PURCHASED SERVICES	-	5,800.00	-	25,680.00
01.01.**6200.**	PROGRAM EXPENSES	116,809.45	137,754.20	140,612.50	269,736.90
01.01.**6230.**	SALES TAX	1,506.37	1,875.80	1,578.30	485.00
01.01.**6240.**	TELEPHONE/INTERNET	5,530.45	5,653.71	6,275.00	600.00
01.01.**6245.**	PROFESSIONAL DEVELOPMENT	7,903.39	27,374.69	28,100.00	29,550.00
01.01.**6250.**	TRAVEL	717.89	-	600.00	500.00
01.01.**6355.**	FPD FACILITY RENTAL CHARGES	-	-	-	-
01.01.**6380.**	MISC EXPENSE	-	-	350.00	300.00
01.01.**6410.**	REPAIR FACILITY & EQUIPMENT	12,730.00	-	-	-
01.01.**6420.**	REPAIR MOBILE	194.09	-	200.00	200.00
01.01.92.6455.00	RSVP	-	-	-	12,500.00
01.01.90.6480.00	POSTAGE	261.54	-	500.00	500.00
Total		281,978.13	336,540.19	331,532.50	567,862.65
Capital/Transfer/Debt					
01.01.**7020.**	SCHEDULED EQUIPMENT	4,205.00	19,566.00	20,000.00	10,000.00
01.01.**7075.**	FOUNDATION DONATION EXPENSES	6,922.51	-	-	-
01.01.90.7080.00	UNSCHEDULED RECREATION EQUIP	154.99	6,104.08	5,000.00	5,000.00
01.01.90.7800.00	TRANSFER	10,000.00	10,000.00	-	10,000.00
Total Capital/Transfer/Debt		21,282.50	35,670.08	25,000.00	25,000.00
Total Expenses		1,418,463.98	1,726,111.79	1,744,900.40	1,933,614.20
Total Recreation		(766,927.08)	(1,073,447.50)	(1,034,616.60)	(1,030,277.20)

**Park District of the City of Fargo
2025 Preliminary Budget, General Fund Department Details**

		Actual 2023	Projected 2024	Budget 2024	Preliminary Budget 2025
EVENTS					
Revenues					
01.05.**4010.**	ADMISSIONS	36,144.00	37,046.40	48,300.00	54,900.00
01.05.**4060.**	MERCHANDISE SALES	3,862.00	-	-	-
01.05.**4320.**	PROGRAM INCOME	18,320.00	16,581.00	22,152.00	13,107.00
01.05.**4620.**	VENDOR FEES	31,259.79	30,062.00	34,575.00	29,775.00
01.05.**4670.**	SPONSORSHIP/DONATIONS	29,155.82	22,513.00	36,250.00	54,312.00
Total Revenues		118,741.61	106,202.40	141,277.00	152,094.00
Expenses					
Personnel					
01.05.01.5100.00	FULL TIME COMPENSATION	212,646.65	241,071.42	198,180.00	274,274.32
01.05.**5200.**	PART TIME COMPENSATION	54,926.11	69,353.75	84,716.80	107,607.50
Total Personnel		267,572.76	310,425.17	282,896.80	381,881.82
Operating Expenses					
01.05.**6010.**	BANK FEES	6,013.90	6,020.46	-	-
01.05.**6030.**	PROMOTION/ADVERTISING	49,919.40	43,488.77	65,950.00	68,400.00
01.05.01.6050.00	MILEAGE	2,290.56	4,089.08	3,000.00	4,000.00
01.05.01.6070.00	COMPUTER SERVICE FEES	3,598.43	1,730.25	-	5,000.00
01.05.**6090.**	RECURRING MAINTENANCE	7,424.74	1,171.13	-	2,500.00
01.05.**6100.**	GENERAL SUPPLIES	606.58	533.93	-	1,000.00
01.05.01.6115.00	UNIFORMS	640.00	2,972.25	-	1,000.00
01.05.01.6130.00	MEALS & MEETINGS	45.00	688.55	750.00	100.00
01.05.**6140.**	MERCHANDISE RESALE (COGS)	-	-	-	-
01.05.01.6150.00	OFFICE SUPPLIES	1,096.18	1,303.92	1,000.00	1,000.00
01.05.**6170.**	PRINTING	393.70	3,333.29	13,925.00	18,575.00
01.05.**6180.**	PURCHASED SERVICES	8,755.07	1,631.25	9,000.00	9,000.00
01.05.**6200.**	PROGRAM/EVENT EXPENSES	149,765.75	187,424.89	165,925.00	218,115.00
01.05.**6230.**	SALES TAX	1,853.64	3,420.83	-	-
01.05.01.6240.00	TELEPHONE/INTERNET	3,361.14	3,781.28	-	-
01.05.01.6245.00	PROFESSIONAL DEVELOPMENT	12,459.17	6,257.61	10,000.00	14,500.00
01.05.**6380.**	MISC EXPENSE	-	3,753.45	500.00	9,000.00
01.05.31.6410.00	REPAIR FACILITY & EQUIPMENT	45.48	-	-	-
01.05.31.6450.00	DONATIONS	2,592.22	-	-	-
01.05.01.6480.00	POSTAGE	2.49	-	-	-
Total		250,863.45	271,600.92	270,050.00	352,190.00
Capital/Transfer/Debt					
01.05.01.7080.00	UNSCHEDULED EQUIPMENT	-	465.75	5,000.00	-
Total		-	465.75	5,000.00	-
Total		518,436.21	582,491.84	557,946.80	734,071.82
Total Events		(399,694.60)	(476,289.44)	(416,669.80)	(581,977.82)

Park District of the City of Fargo
2025 Preliminary Budget, General Fund Department Details

		Actual 2023	Projected 2024	Budget 2024	Preliminary Budget 2025
CONCESSIONS					
Revenues					
01.08.**4060.**	FOOD SALES	437,550.50	564,025.35	583,200.00	937,770.00
01.08.65.4063.00	INTERNAL CATERING	-	3,162.24	-	-
01.08.65.4065.00	CATERING - TAXABLE	-	5,580.00	-	-
01.08.85.4670.00	SPONSORSHIP/DONATIONS	15,000.00	15,000.00	15,000.00	15,000.00
Total Revenues		452,550.50	587,767.59	598,200.00	952,770.00
Expenses					
Personnel					
01.08.85.5100.00	FULL TIME COMPENSATION	172,870.91	233,080.60	223,109.10	233,937.20
01.08.**.5200.**	PART TIME COMPENSATION	114,764.90	161,761.33	167,725.00	268,944.00
01.08.85.5540.00	UNEMPLOYMENT	(17.74)	-	-	-
Total Personnel		287,618.07	394,841.92	390,834.10	502,881.20
Operating					
01.08.85.6010.01	BANK FEES	5,888.17	9,171.07	4,000.00	4,500.00
01.08.85.6030.00	PROMOTION/ADVERTISING	4.48	-	-	-
01.08.85.6050.00	MILEAGE	31.58	128.30	2,000.00	1,500.00
01.08.85.6070.00	COMPUTER SERVICE FEES	4,544.88	3,032.73	2,000.00	2,000.00
01.08.**.6090.**	RECURRING MAINTENANCE	310.00	-	1,020.00	1,020.00
01.08.**.6100.**	GENERAL SUPPLIES	5,149.34	12,306.35	6,000.00	8,100.00
01.08.85.6115.00	UNIFORMS	541.30	3,198.83	600.00	1,000.00
01.08.85.6130.00	MEALS & MEETINGS	-	79.02	100.00	100.00
01.08.**.6140.**	COGS - FOOD	157,254.61	223,121.97	218,170.00	278,645.00
01.08.85.6145.00	CONCESSION WASTE	28,285.51	17,260.57	18,000.00	18,000.00
01.08.85.6170.00	PRINTING	-	-	-	-
01.08.**.6230.**	SALES TAX	23,268.49	24,473.16	33,270.00	43,720.00
01.08.85.6240.00	TELEPHONE/INTERNET	4,593.49	6,357.06	5,000.00	-
01.08.85.6245.00	PROFESSIONAL DEVELOPMENT	1,210.92	-	6,000.00	6,000.00
01.08.85.6250.00	TRAVEL	140.17	-	-	-
01.08.85.6270.00	GAS/OIL	2,139.99	1,562.02	500.00	2,000.00
01.08.**.6380.**	MISC EXPENSE	1,447.37	2,206.69	250.00	250.00
01.08.**.6410.**	REPAIR FACILITY & EQUIPMENT	441.64	1,390.28	1,000.00	1,000.00
01.08.85.6420.00	REPAIR MOBILE	1,155.18	-	1,000.00	-
Total Operating		236,407.12	304,288.03	298,910.00	367,835.00
Capital/Transfer/Debt					
01.08.85.7020.00	EQUIPMENT	788.52	5,000.00	5,000.00	37,000.00
01.08.**.7080.**	UNSCHEDULED EQUIPMENT	5,736.57	15,500.00	15,000.00	15,000.00
Total Capital/Transfer/Debt		6,525.09	20,500.00	20,000.00	52,000.00
Total Expenses		530,550.28	719,629.95	709,744.10	922,716.20
Total Concessions		(77,999.78)	(131,862.36)	(111,544.10)	30,053.80

Park District of the City of Fargo
2025 Preliminary Budget, General Fund Department Details

		Actual 2023	Projected 2024	Budget 2024	Preliminary Budget 2025
GOLF COURSES					
Revenues					
01.10.**4060.**	FOOD SALES	-	-	-	-
01.10.**4340.**	RENTAL INCOME	94,337.13	80,821.70	73,200.00	161,200.00
01.10.46.4380.00	POP MACHINES	1,071.26	-	900.00	-
01.10.**4460.**	GREEN FEES	1,664,040.12	1,629,877.73	1,573,856.60	1,843,786.32
01.10.**4480.**	SEASON TICKETS	1,073,053.69	1,177,475.12	1,282,784.50	1,282,783.00
01.10.**4482.**	PUNCHCARDS	-	-	-	-
01.10.**4500.**	GAS GOLF CARTS	853,054.10	745,006.39	819,759.00	982,697.00
01.10.**4540.**	DRIVING RANGE	348,507.55	400,471.72	329,000.00	433,448.00
01.10.**4660.**	INSURANCE CLAIMS	-	6,746.64	-	-
01.10.46.4671.00	GRANT REVENUE	-	-	-	-
01.10.**4672.**	ADVERTISING REVENUE	8,022.50	13,976.40	35,000.00	9,880.00
01.10.**4675.**	FOUNDATION DONATIONS	18,000.00	-	-	-
01.10.**4700.**	MISC INCOME	20,403.86	13,686.14	-	-
Total Revenues		4,080,490.21	4,068,061.83	4,114,500.10	4,713,794.32
Expenses					
Personnel					
01.10.**5100.**	FULL TIME COMPENSATION	831,373.53	1,037,585.60	1,125,522.60	932,708.89
01.10.**5200.**	PART TIME COMPENSATION	868,940.71	984,498.68	877,397.60	915,692.00
01.10.**5540.**	UNEMPLOYMENT	810.24	-	-	-
Total Personnel		1,701,124.48	2,022,084.28	2,002,920.20	1,848,400.89
Operating Expenses					
01.10.**6010.**	BANK FEES	135,482.08	128,468.14	95,829.00	147,818.00
01.10.**6030.**	PROMOTION/ADVERTISING	38,098.91	71,893.80	65,779.00	65,779.00
01.10.**6050.**	MILEAGE	1,796.73	367.03	12,400.00	2,500.00
01.10.**6070.**	COMPUTER SERVICE FEES	79,763.12	128,453.31	116,875.00	83,875.00
01.10.**6090.**	RECURRING MAINTENANCE	30,517.80	35,771.16	25,450.00	41,300.00
01.10.**6100.**	GENERAL SUPPLIES	34,815.28	60,874.24	31,924.00	35,450.00
01.10.50.6110.00	INSURANCE	1,025.00	-	2,609.00	1,200.00
01.10.**6115.**	UNIFORMS	3,101.94	8,243.88	3,300.00	3,600.00
01.10.**6140.**	COGS	184.50	-	-	-
01.10.**6150.**	OFFICE SUPPLIES	3,950.24	6,414.56	3,600.00	3,900.00
01.10.**6170.**	PRINTING	9,413.44	22,742.32	9,000.00	9,900.00
01.10.**6180.**	PURCHASED SERVICES	-	9,000.00	9,000.00	25,000.00
01.10.**6190.**	RANGE BALLS	14,456.25	15,853.75	14,540.00	15,800.00
01.10.**6230.**	SALES TAX	280,903.43	297,020.92	256,667.00	309,104.00
01.10.**6240.**	TELEPHONE/INTERNET	26,205.03	24,578.31	28,610.00	26,650.00
01.10.**6245.**	PROFESSIONAL DEVELOPMENT	18,739.33	26,437.27	45,625.00	32,525.00
01.10.**6260.**	ELECTRIC	100,373.10	80,755.77	131,401.00	115,000.00
01.10.**6270.**	GAS & OIL	104,052.74	74,975.49	106,380.00	112,000.00
01.10.**6280.**	HEAT	27,998.49	22,388.74	41,250.00	34,700.00
01.10.**6300.**	TOOLS MECHANICS	1,071.15	7,787.19	2,000.00	2,000.00
01.10.**6320.**	WATER & CITY UTILITIES	49,451.35	22,822.84	55,150.00	55,150.00
01.10.**6330.**	GOLF CART RENTAL	259,893.14	256,581.94	241,750.00	295,146.00
01.10.**6350.**	RENT	44,556.95	45,456.71	43,000.00	45,000.00
01.10.**6360.**	IRRIGATION REPAIR	49,479.58	34,178.34	48,000.00	44,500.00
01.10.**6380.**	MISC EXPENSE	205.02	5,025.68	150.00	150.00
01.10.**6390.**	NURSERY	193,760.75	231,713.26	239,200.00	239,000.00
01.10.**6410.**	REPAIR FACILITY & EQUIPMENT	92,319.41	69,427.16	95,000.00	108,700.00
01.10.**6420.**	REPAIR MOBILE	89,687.81	115,764.15	79,500.00	86,900.00
01.10.**6425.**	EQUIPMENT RENTAL	-	4,137.98	3,200.00	5,500.00
01.10.**6480.**	POSTAGE/MAILING	48.82	-	-	-
Total Operating Expenses		1,691,351.39	1,807,133.97	1,807,189.00	1,948,147.00
Capital/Transfers/Debt					
01.10.**7020.**	SCHEDULED EQUIPMENT	620,322.38	436,210.00	426,250.00	693,300.00
01.10.**7080.**	UNSCHEDULED EQUIPMENT	144,460.65	29,443.95	23,500.00	96,250.00
01.10.**7620.**	BUILDING IMPROVEMENTS	144,527.80	-	-	-
01.10.50.7910.00	INTEREST	1,997.89	-	-	-
01.10.50.7950.00	PRINCIPLE	200,000.00	-	-	-
Total Capital/Transfers/Debt		1,111,308.72	465,653.95	449,750.00	789,550.00
Total Expenses		4,503,784.59	4,294,872.20	4,259,859.20	4,586,097.89
Total Golf Courses		(423,294.38)	(226,810.37)	(145,359.10)	127,696.43

Park District of the City of Fargo
 2025 Preliminary Budget, General Fund Department Details

		Actual 2023	Projected 2024	Budget 2024	Preliminary Budget 2025
FACILITIES					
Revenues					
01.15.**4010.**	ADMISSIONS	4,023.25	1,578.25	2,650.00	3,250.00
01.15.**4060.**	MERCHANDISE SOLD	183.00	184.00	450.00	300.00
01.15.**4080.**	DRY FLOOR RENTAL	112,508.42	91,018.88	106,500.00	116,600.00
01.15.**4140.**	ICE RENTAL	334,689.15	316,063.20	328,667.00	335,000.00
01.15.**4340.**	RENTAL FEES	82,828.85	69,637.60	44,725.00	39,750.00
01.15.**4380.**	POP MACHINES	5,309.86	3,006.01	1,300.00	5,100.00
01.15.**4400.**	VENDING MACHINES	-	-	250.00	-
01.15.**4560.**	SKATE SHARPENING	273.00	258.00	1,190.00	700.00
01.15.**4610.**	FPD PROGRAM RENTAL	-	-	-	-
01.15.**4620.**	VENDOR FEES	1,100.00	550.00	-	-
01.15.14.4660.00	INSURANCE CLAIMS	-	-	-	-
01.15.**4672.**	ADVERTISING REVENUE	-	-	500.00	-
01.15.**4700.**	MISC. INCOME	12,172.64	927.79	5,350.00	2,500.00
01.15.12.4910.00	BOND PROCEEDS	162,000.00	-	-	-
Total Revenues		715,088.17	483,223.73	491,582.00	503,200.00
Expenses					
Personnel					
01.15.**5100.**	FULL TIME COMPENSATION	102,049.20	99,616.60	100,484.10	147,426.72
01.15.**5200.**	PART TIME COMPENSATION	187,853.99	160,985.76	152,223.00	180,810.00
01.15.**5540.**	UNEMPLOYMENT	-	-	700.00	-
Total Personnel		289,903.19	260,602.36	253,407.10	328,236.72
Operations					
01.15.**6010.**	BANK FEES	158.41	185.86	-	100.00
01.15.**6030.**	PROMOTION/ADVERTISING	-	-	-	-
01.15.**6050.**	MILEAGE	239.74	238.52	-	250.00
01.15.**6070.**	COMPUTER SERVICE FEES	4,407.57	4,188.00	3,860.00	4,900.00
01.15.**6090.**	RECURRING MAINTENANCE	61,145.89	38,680.20	37,250.00	36,000.00
01.15.**6100.**	GENERAL SUPPLIES	25,812.40	14,335.66	35,000.00	22,000.00
01.15.16.6110.00	INSURANCE	-	-	-	-
01.15.**6115.**	UNIFORMS	895.75	2,379.40	1,650.00	1,650.00
01.15.16.6130.00	MEALS & MEETINGS	-	-	150.00	-
01.15.16.6140.00	MERCHANDISE RESALE	79.80	461.04	300.00	300.00
01.15.**6150.**	OFFICE SUPPLIES	859.43	285.88	500.00	600.00
01.15.16.6170.00	PRINTING	48.60	-	-	-
01.15.**6180.**	PURCHASED SERVICES	1,446.00	1,620.00	-	-
01.15.**6230.**	SALES TAX	312.38	269.46	330.00	450.00
01.15.**6240.**	TELEPHONE/INTERNET	16,662.25	17,337.48	13,250.00	14,500.00
01.15.16.6245.00	PROFESSIONAL DEVELOPMENT	10.00	-	5,000.00	-
01.15.10.6250.00	TRAVEL	-	-	100.00	-
01.15.**6260.**	ELECTRIC	231,323.63	218,270.97	220,500.00	234,000.00
01.15.**6270.**	GAS/OIL	3,508.57	5,501.54	7,000.00	7,500.00
01.15.**6280.**	HEAT	117,495.69	111,076.70	81,000.00	104,000.00
01.15.**6300.**	SHOP TOOLS	752.31	653.86	1,550.00	1,550.00
01.15.**6320.**	WATER & CITY UTILITIES	33,894.70	40,815.22	31,300.00	32,000.00
01.15.**6380.**	MISC EXPENSE	558.00	183.88	5,750.00	3,000.00
01.15.**6410.**	REPAIR FACILITY & EQUIPMENT	1,066,799.23	115,525.93	102,000.00	97,000.00
01.15.**6420.**	REPAIR MOBILE	12,574.89	1,899.26	3,500.00	7,500.00
Total		1,578,985.24	573,908.86	549,990.00	567,300.00
Capital/Transfers/Debt					
01.15.**7020.**	SCHEDULED EQUIPMENT	63,831.93	141,183.33	127,100.00	240,500.00
01.15.**7080.**	UNSCHEDULED EQUIPMENT	230,452.89	1,130.30	8,500.00	8,500.00
01.15.**7620.**	BUILDING IMPROVEMENTS	958,009.84	84,028.05	79,000.00	20,000.00
Total Capital/Transfers/Debt		1,252,294.66	226,341.68	214,600.00	269,000.00
Total Expenses		3,121,183.09	1,060,852.90	1,017,997.10	1,164,536.72
Total Facilities		(2,406,094.92)	(577,629.17)	(526,415.10)	(661,336.72)

Park District of the City of Fargo
2025 Preliminary Budget, General Fund Department Details

		Actual 2023	Projected 2024	Budget 2024	Preliminary Budget 2025
FARGO PARKS CENTER					
Revenues					
01.16.**4010.**	ADMISSIONS	-	-	-	134,132.50
01.16.01.4060.00	MERCHANDISE SOLD	-	-	-	2,500.00
01.16.30.4065.00	PERMIT FEES	-	-	-	2,500.00
01.16.**4340.**	RENTAL FEES	-	214,382.92	556,408.50	1,486,290.40
01.16.15.4560.00	SKATE SHARPENING	-	-	-	250.00
01.16.01.4671.00	GRANT REVENUE	-	-	210,000.00	-
01.16.**4672.**	ADVERTISING REVENUE	-	-	10,000.00	-
01.16.01.4700.00	MISCELLANEOUS REVENUE	-	-	100,000.00	207,500.00
Total Revenues		-	214,382.92	876,408.50	1,833,172.90
Expenses					
Personnel					
01.16.01.5100.00	FULL TIME COMPENSATION	62,622.28	469,004.49	468,790.00	868,302.55
01.16.**5200.**	PART TIME COMPENSATION	-	219,999.00	220,000.00	553,516.00
01.16.**5540.**	UNEMPLOYMENT	-	-	3,444.00	-
Total Personnel		62,622.28	689,003.49	692,234.00	1,421,818.55
Operations					
01.16.01.6010.01	BANK FEES	-	3,125.00	3,400.00	1,996.99
01.16.01.6030.00	PROMOTION/ADVERTISING	-	49,513.00	52,497.00	54,000.00
01.16.01.6050.00	MILEAGE	61.96	900.00	900.00	600.00
01.16.01.6070.00	COMPUTER SERVICE FEES	569.81	53,841.00	43,920.00	46,405.46
01.16.**6090.**	RECURRING MAINTENANCE	-	-	-	89,920.00
01.16.**6100.**	GENERAL SUPPLIES	768.05	49,531.00	60,000.00	139,695.00
01.16.01.6110.00	INSURANCE	-	84,210.00	85,000.00	-
01.16.01.6115.00	UNIFORMS	-	3,400.00	3,400.00	7,200.00
01.16.01.6130.00	MEALS & MEETINGS	-	300.00	300.00	2,200.00
01.16.01.6140.00	MERCHANDISE RESALE	-	-	-	2,000.00
01.16.01.6150.00	OFFICE SUPPLIES	-	300.00	-	2,500.00
01.16.01.6180.00	PURCHASED SERVICES	-	101,235.00	147,400.00	85,000.00
01.16.**6230.**	SALES TAX	-	-	-	9,532.51
01.16.01.6240.00	TELEPHONE/INTERNET	18.47	19,600.00	19,600.00	5,762.64
01.16.01.6245.00	PROFESSIONAL DEVELOPMENT	190.00	13,500.00	13,500.00	17,975.26
01.16.01.6250.00	TRAVEL	-	750.00	750.00	950.00
01.16.**6260.**	ELECTRIC	-	323,251.00	325,866.80	548,346.05
01.16.**6270.**	GAS/OIL	-	8,512.00	10,596.90	5,000.00
01.16.**6280.**	HEAT	-	98,513.00	98,696.10	139,439.64
01.16.01.6300.00	SHOP TOOLS	-	10,999.00	12,000.00	1,000.00
01.16.**6320.**	WATER & CITY UTILITIES	-	20,195.00	30,578.50	68,442.62
01.16.01.6380.00	MISC EXPENSE	-	51,203.00	67,200.00	560.00
01.16.01.6390.00	NURSERY	-	5,000.00	5,000.00	-
01.16.**6410.**	REPAIR FACILITY & EQUIPMENT	-	14,623.00	17,500.00	35,000.00
01.16.**6420.**	REPAIR MOBILE	-	-	-	5,500.00
Total Operations		1,608.29	912,501.00	998,105.30	1,269,026.17
Capital/Transfers/Debt					
01.16.01.7020.00	SCHEDULED EQUIPMENT	-	-	210,000.00	2,500.00
01.16.**7080.**	UNSCHEDULED EQUIPMENT	-	-	-	14,000.00
Total Capital/Transfers/Debt		-	-	210,000.00	16,500.00
Total Expenses		64,230.57	1,601,504.49	1,900,339.30	2,707,344.72
Total FARGO PARKS CENTER		(64,230.57)	(1,387,121.57)	(1,023,930.80)	(874,171.82)

Park District of the City of Fargo
 2025 Preliminary Budget, General Fund Department Details

		Actual 2023	Projected 2024	Budget 2024	Preliminary Budget 2025
NEIGHBORHOOD PARKS					
Revenues					
01.20.19.4040.00	CAMPERS	200,378.00	203,524.00	180,005.00	190,000.00
01.20.19.4060.00	CONCESSION SALES	3,703.00	2,268.00	3,500.00	4,000.00
01.20.**.4100.**	EQUIPMENT RENTAL	45,304.71	26,678.00	43,000.00	43,500.00
01.20.**.4340.**	RENTAL INCOME - GENERAL	97,042.05	99,296.48	85,000.00	75,000.00
01.20.**.4380.**	POP MACHINES	338.75	-	120.00	-
01.20.**.4600.**	SHELTERS	87,864.00	76,396.00	85,000.00	84,100.00
01.20.**.4620.**	VENDOR IN THE PARK FEES	2,705.51	466.40	4,500.00	1,500.00
01.20.**.4660.**	INSURANCE CLAIMS	64,936.06	-	-	-
01.20.01.4670.00	SPONSORSHIP/DONATIONS	375.00	-	-	-
01.20.36.4671.00	GRANT REVENUE	-	8,000.00	-	-
01.20.**.4672.**	ADVERTISING REVENUE	5,000.00	369.18	-	1,000.00
01.20.**.4700.**	MISC INCOME	855.00	350.00	300.00	300.00
Total Revenues		508,502.08	417,348.06	401,425.00	399,400.00
Expenses					
Personnel					
01.20.19.5100.00	FULL TIME COMPENSATION	-	-	25,000.00	-
01.20.**.5200.**	PART TIME COMPENSATION	227,775.74	268,911.24	264,392.30	327,195.00
01.20.18.5540.00	UNEMPLOYMENT	4,928.54	2,283.91	-	-
Total Personnel		232,704.28	271,195.15	289,392.30	327,195.00
Operations					
01.20.**.6010.**	BANK FEES	-	-	10,000.00	1,000.00
01.20.**.6030.**	PROMOTION/ADVERTISING	-	-	500.00	500.00
01.20.**.6070.**	COMPUTER SERVICE FEES	2,206.92	8,461.00	7,540.00	2,500.00
01.20.**.6090.**	RECURRING MAINTENANCE	63,890.36	54,151.30	49,300.00	48,950.00
01.20.**.6100.**	GENERAL SUPPLIES	43,040.34	49,551.28	46,200.00	22,250.00
01.20.**.6115.**	UNIFORMS	342.35	-	400.00	500.00
01.20.01.6125.00	SOLD ADVERTISING EXPENSES	-	-	-	1,000.00
01.20.19.6140.00	MERCHANDISE RESALE	3,610.00	2,011.05	3,500.00	3,500.00
01.20.**.6150.**	OFFICE SUPPLIES	16.74	-	200.00	200.00
01.20.**.6170.**	PRINTING	-	-	-	-
01.20.01.6180.00	PURCHASED SERVICES	-	-	-	-
01.20.**.6230.**	SALES TAX	18,273.26	4,948.18	200.00	18,500.00
01.20.**.6240.**	TELEPHONE/INTERNET	24,445.79	27,468.67	30,470.00	11,000.00
01.20.19.6245.00	PROFESSIONAL DEVELOPMENT	-	-	-	-
01.20.**.6260.**	ELECTRIC	159,754.66	198,547.87	191,500.00	86,600.00
01.20.**.6270.**	GAS/OIL	-	-	-	-
01.20.**.6280.**	HEAT	11,954.50	9,288.41	10,300.00	10,500.00
01.20.22.6290.00	YUNKER FARM UTILITES	9,298.02	7,279.92	13,000.00	10,000.00
01.20.**.6300.**	TOOLS	3,962.87	2,772.79	3,250.00	1,000.00
01.20.01.6310.00	PARK SIGNAGE	2,419.72	28,953.99	30,000.00	-
01.20.**.6320.**	WATER & CITY UTILITIES	242,704.67	211,445.02	231,800.00	119,350.00
01.20.01.6325.00	LANDFILL FEES	15,518.21	15,600.65	20,000.00	20,000.00
01.20.**.6350.**	RENTAL	10,860.57	24,436.28	10,861.00	11,000.00
01.20.**.6360.**	IRRIGATION REPAIR	31,942.85	20,096.42	27,500.00	3,200.00
01.20.**.6380.**	MISC EXPENSE	60.00	159.84	-	-
01.20.**.6390.**	NURSERY	30,187.70	7,749.00	51,500.00	-
01.20.**.6410.**	REPAIR FACILITY & EQUIPMENT	253,604.23	239,539.40	192,700.00	163,300.00
01.20.01.6412.00	PAINT & REFURBISH	39,720.00	-	-	-
01.20.**.6420.**	REPAIR MOBILE	154.19	99.18	1,500.00	-
01.20.**.6425.**	EQUIPMENT RENTAL	-	-	-	-
01.20.30.6450.00	SPONSORSHIP/DONATIONS	15,581.36	16,603.30	15,000.00	-
Total Operations		983,549.31	929,163.52	947,221.00	534,850.00
Capital/Transfers/Debt					
01.20.**.7020.**	SCHEDULED EQUIPMENT	16,895.99	6,979.96	2,000.00	25,000.00
01.20.**.7080.**	UNSCHEDULED EQUIPMENT	1,610.14	17,967.94	9,500.00	1,000.00
01.20.**.7620.**	BUILDING IMPROVEMENTS	17,481.00	1,659,034.00	1,593,500.00	12,000.00
01.20.01.7800.00	TRANSFER TO FD 40	250,000.00	-	-	-
Total Capital/Transfers/Debt		285,987.13	1,683,981.90	1,605,000.00	38,000.00
Total Expenses		1,502,240.72	2,884,340.57	2,841,613.30	900,045.00
Total Neighborhood Parks		(993,738.64)	(2,466,992.51)	(2,440,188.30)	(500,645.00)

**Park District of the City of Fargo
2025 Preliminary Budget, General Fund Department Details**

		Actual 2023	Projected 2024	Budget 2024	Preliminary Budget 2025
SWIMMING POOLS					
Revenues					
01.25.**4010.**	ADMISSIONS	227,620.70	192,713.75	207,800.00	576,360.00
01.25.10.4120.00	POOL RENTAL	-	-	-	-
01.25.**4320.**	PROGRAM REGISTRATIONS	50,480.00	51,061.50	44,325.00	61,023.60
01.25.**4340.**	RENTAL INCOME	8,062.50	2,650.00	2,000.00	21,400.00
01.25.**4380.**	POP MACHINES	-	-	-	-
01.25.**4480.**	SEASON PASSES	93,798.10	91,026.00	92,924.00	196,550.00
Total Revenues		379,961.30	337,451.25	347,049.00	855,333.60
Expenses					
Personnel					
01.25.**5100.**	FULL TIME COMPENSATION	45,116.70	48,126.67	33,381.60	49,775.60
01.25.**5200.**	PART TIME COMPENSATION	564,052.95	502,829.55	485,343.00	820,570.00
Total Personnel		609,169.65	550,956.22	518,724.60	870,345.60
Operations					
01.25.**6010.**	BANK FEES	4,098.29	3,497.65	3,854.00	8,390.00
01.25.**6030.**	PROMOTION/ADVERTISING	-	-	1,200.00	7,900.00
01.25.**6050.**	MILEAGE	56.34	-	75.00	-
01.25.**6060.**	POOL CHEMICALS	32,901.77	36,706.41	52,000.00	71,500.00
01.25.**6070.**	COMPUTER SERVICE FEES	6,698.74	5,899.10	7,850.00	9,200.00
01.25.**6090.**	RECURRING MAINTENANCE	1,701.56	913.50	4,350.00	2,800.00
01.25.**6100.**	GENERAL SUPPLIES	4,939.58	21,092.33	8,450.00	10,800.00
01.25.**6115.**	UNIFORMS	9,082.27	24,033.06	10,610.00	14,465.00
01.25.40.6130.00	MEALS & MEETINGS	-	-	-	-
01.25.10.6170.00	PRINTING	-	-	-	750.00
01.25.**6180.**	PURCHASED SERVICES	3,524.13	17,772.19	3,950.00	5,450.00
01.25.**6200.**	PROGRAM/EVENT EXPENSES	12,559.55	4,621.16	6,400.00	26,475.00
01.25.**6230.**	SALES TAX	22,171.27	229.93	20,660.00	51,998.00
01.25.**6240.**	TELEPHONE/INTERNET	4,484.68	5,862.80	2,200.00	4,500.00
01.25.**6260.**	ELECTRIC	5,543.64	2,876.15	10,250.00	21,200.00
01.25.**6280.**	HEAT	7,164.67	3,674.18	23,250.00	26,000.00
01.25.**6320.**	WATER & CITY UTILITIES	20,132.62	19,236.17	19,700.00	36,200.00
01.25.**6380.**	MISC EXPENSE	-	-	1,150.00	1,300.00
01.25.**6410.**	REPAIR FACILITY & EQUIPMENT	39,302.07	139,277.89	117,709.00	66,850.00
Total Operations		174,361.18	285,692.52	293,658.00	365,778.00
Capital/Transfers/Debt					
01.25.**7020.**	SCHEDULED EQUIPMENT	21,494.75	-	6,000.00	640,500.00
01.25.**7080.**	UNSCHEDULED EQUIPMENT	-	42,697.00	38,500.00	35,000.00
01.25.**7620.**	BUILDING IMPROVEMENTS	-	118,006.97	120,000.00	-
01.25.**7910.**	INTEREST	12,900.67	4,350.49	4,350.00	-
01.25.**7950.**	PRINCIPAL	280,000.00	289,999.51	290,000.00	-
Total Capital/Transfers/Debt		314,395.42	455,053.97	458,850.00	675,500.00
Total Expenses		1,097,926.25	1,291,702.71	1,271,232.60	1,911,623.60
Total Swimming Pools		(717,964.95)	(954,251.46)	(924,183.60)	(1,056,290.00)

Park District of the City of Fargo
2025 Preliminary Budget, General Fund Department Details

		Actual 2023	Projected 2024	Budget 2024	Preliminary Budget 2025
PARK OPERATIONS					
Revenues					
01.30.44.4100.01	EQUIPMENT RENTAL	-	-	-	13,000.00
01.30.**.4340.**	RENTAL FEES	95,815.29	35,926.50	92,222.00	115,250.00
01.30.**.4380.**	POP MACHINES	-	-	-	150.00
01.30.20.4620.00	VENDOR FEES	-	-	-	2,000.00
01.30.**.4660.**	INSURANCE CLAIMS	55,261.95	-	-	-
01.30.20.4671.00	GRANT REVENUE	-	4,000.00	-	-
01.30.50.4675.00	FOUNDATION DONATIONS	1,700.00	-	-	-
01.30.**.4700.**	MISC INCOME	5,745.73	4,127.20	-	125,000.00
01.30.01.4755.00	SALE OF EQUIPMENT	96,131.58	58,783.97	25,000.00	75,000.00
01.30.01.4900.00	OTHER REVENUE	-	-	-	50,000.00
Total Revenues		254,654.55	102,837.67	117,222.00	380,400.00
Expenses					
Personnel					
01.30.**.5100.**	FULL TIME COMPENSATION	2,206,633.57	2,552,385.15	2,405,659.40	2,612,898.97
01.30.**.5200.**	SALARIES PART-TIME	503,311.58	622,389.69	739,842.30	760,965.00
Total Personnel		2,709,945.15	3,174,774.84	3,145,501.70	3,373,863.97
Operations					
01.30.01.6010.00	BANK FEES	262.70	-	-	-
01.30.**.6050.**	MILEAGE	3,172.47	5,080.91	3,500.00	6,500.00
01.30.**.6070.**	COMPUTER SERVICE FEES	40,103.78	40,361.04	172,428.00	75,500.00
01.30.02.6080.00	CARPENTER SUPPLIES	4,339.65	3,040.02	4,000.00	4,500.00
01.30.**.6090.**	RECURRING MAINTENANCE	24,784.15	42,024.08	19,000.00	37,500.00
01.30.**.6100.**	GENERAL SUPPLIES	42,185.90	79,276.61	55,000.00	123,000.00
01.30.20.6102.00	AGRILIME - FIELDS	10,350.00	36,017.55	15,000.00	15,000.00
01.30.**.6115.**	UNIFORMS	13,326.14	32,343.77	14,500.00	21,200.00
01.30.01.6130.00	MEALS & MEETINGS	-	461.59	-	-
01.30.**.6150.**	OFFICE SUPPLIES	2,955.81	3,166.43	5,050.00	5,000.00
01.30.**.6170.**	PRINTING	321.63	559.04	1,700.00	1,200.00
01.30.**.6180.**	PURCHASED SERVICES	6,803.89	18,279.00	50,000.00	10,000.00
01.30.44.6200.00	PROGRAM/EVENT EXPENSES	-	-	-	1,000.00
01.30.44.6230.00	SALES TAX	-	-	-	1,000.00
01.30.**.6240.**	TELEPHONE/INTERNET	30,580.25	41,458.28	19,600.00	29,975.00
01.30.**.6245.**	PROFESSIONAL DEVELOPMENT	21,084.34	46,161.86	44,085.00	52,200.00
01.30.**.6250.**	TRAVEL	(19.80)	121.50	-	-
01.30.**.6260.**	ELECTRIC	37,657.70	36,071.60	38,000.00	147,000.00
01.30.**.6270.**	GAS/OIL	221,569.87	236,735.46	205,000.00	220,000.00
01.30.**.6280.**	HEAT	30,862.13	23,505.12	23,500.00	26,400.00
01.30.**.6300.**	SHOP TOOLS	22,134.71	19,699.58	13,500.00	18,750.00
01.30.01.6310.00	SIGNS	20.26	-	-	125,000.00
01.30.**.6320.**	WATER & CITY UTILITIES	19,051.55	25,497.54	21,700.00	126,200.00
01.30.**.6340.**	PUBLIC PROTECTION	26,454.00	35,593.75	35,000.00	35,000.00
01.30.20.6350.00	RENT	-	-	-	100.00
01.30.**.6360.**	IRRIGATION REPAIR	7,933.81	5,575.48	15,000.00	52,000.00
01.30.**.6380.**	MISC EXPENSE	648.45	1,243.87	-	1,000.00
01.30.**.6390.**	NURSERY	89,772.29	124,277.11	119,000.00	170,000.00
01.30.**.6410.**	REPAIR FACILITY & EQUIPMENT	208,743.58	263,840.50	299,500.00	342,000.00
01.30.**.6412.**	PAINT & REFURBISH	2,689.00	229,186.35	235,000.00	235,000.00
01.30.**.6420.**	REPAIR MOBILE	271,604.19	270,723.22	186,500.00	262,000.00
01.30.**.6425.**	EQUIPMENT RENTAL	3,187.77	1,508.56	4,000.00	4,000.00
01.30.01.6440.00	SOD & SEED	-	-	-	-
Total Operations		1,142,580.22	1,621,809.79	1,599,563.00	2,148,025.00
Capital/Transfers/Debt					
01.30.**.7020.**	SCHEDULED EQUIPMENT	770,968.11	1,035,813.00	1,033,130.20	4,064,800.00
01.30.50.7075.00	FOUNDATION DONATION EXPENSES	1,528.06	-	1,500.00	-
01.30.**.7080.**	UNSCHEDULED EQUIPMENT	52,145.53	35,448.64	40,000.00	47,000.00
01.30.**.7620.**	BUILDING IMPROVEMENTS	26,088.12	620,135.00	600,000.00	-
01.30.**.7800.**	TRANSFER TO FD 40	730,000.00	-	-	-
01.30.01.7910.00	NORWEST LEASE - INTEREST	30,239.00	27,220.00	27,220.00	24,121.00
01.30.01.7950.00	NORWEST LEASE - PRINCIPAL	113,933.00	116,952.00	116,952.00	120,051.00
Total Capital/Transfers/Debt		1,724,901.82	1,835,568.64	1,818,802.20	4,255,972.00
Total Expenses		5,577,427.19	6,632,153.27	6,563,866.90	9,777,860.97
Total Park Maintenance		(5,322,772.64)	(6,529,315.60)	(6,446,644.90)	(9,397,460.97)

Park District of the City of Fargo
2025 Preliminary Budget, General Fund Department Details

		Actual 2023	Projected 2024	Budget 2024	Preliminary Budget 2025
ADMINISTRATION					
Revenues					
01.50.01.4340.00	RENTAL INCOME	17,723.50	17,709.50	16,962.00	17,000.00
01.50.01.4420.00	BANK INTEREST	1.02	-	-	-
01.50.01.4440.00	INVESTMENT INCOME	2,397,828.05	2,454,549.99	1,570,011.00	659,273.18
01.50.10.4672.00	ADVERTISING REVENUE - BROCHURI	7,670.00	8,880.00	10,590.00	10,860.00
01.50.**.4700.**	MISC INCOME	68,115.59	31,104.26	40,000.00	50,000.00
01.50.01.4755.00	SALE OF ASSETS	-	1,925,000.00	825,000.00	-
01.50.20.4810.00	GENERAL MILL LEVY	12,629,637.33	14,704,331.99	14,794,144.00	17,885,523.00
01.50.20.4815.00	RECREATION MILL LEVY	3,309,825.65	3,395,299.00	3,440,499.00	3,626,014.00
01.50.20.4820.00	HEALTH INSURANCE MILL LEVY	516,640.30	-	-	-
01.50.**.4845.**	INTEREST & PENALTY TAXES	25,584.95	-	(790,394.90)	(1,075,557.00)
01.50.20.4850.00	STATE AID	3,912,329.25	3,390,648.20	3,697,999.00	4,104,778.89
Total Revenues		22,885,355.64	25,927,522.94	23,604,810.10	25,277,892.07
Expenses					
Personnel					
01.50.**.5100.**	FULL TIME COMPENSATION	1,713,451.52	2,058,586.57	2,056,841.80	2,092,432.77
01.50.**.5200.**	PART TIME SALARIES	13,853.01	21,134.42	57,470.40	68,990.00
01.50.**.5520.**	WORKFORCE SAFETY COMPENSATIC	48,981.69	132,220.79	58,000.00	74,151.44
01.50.**.5540.**	UNEMPLOYMENT	84.34	-	-	-
01.50.05.5545.00	BACKGROUND CHECK/DRUG SCRNR F	20,680.00	38,781.45	25,000.00	28,553.00
01.50.01.5560.00	HEALTH INSURANCE	1,477,231.50	1,763,063.71	1,601,646.00	1,873,090.00
01.50.01.5562.00	LONG TERM DISABILITY	25,086.99	32,658.74	26,500.00	92,400.00
01.50.01.5570.00	EMPLOYEE LIFE INSURANCE	12,578.04	16,199.54	9,900.00	11,000.00
01.50.01.5571.02	PPACA COVERED LIFE FEE	819.00	-	772.00	900.00
01.50.01.5580.00	PENSION	792,480.53	779,611.03	651,699.00	694,156.00
01.50.01.5582.00	EMPLOYER 457 MATCH	79,749.01	95,906.82	93,200.00	83,340.00
01.50.01.5585.00	PAYROLL TAXES	823,701.78	899,379.34	588,473.00	646,387.00
Total Personnel		5,008,697.41	5,837,542.42	5,169,502.20	5,665,400.21
Operations					
01.50.**.6010.**	BANK FEES	5,060.05	(471.43)	4,500.00	5,000.00
01.50.01.6020.00	AUDIT/ACCOUNTING	34,217.59	41,130.00	48,000.00	36,000.00
01.50.**.6030.**	PROMOTION/ADVERTISING	59,760.95	91,390.28	77,150.00	123,500.00
01.50.**.6040.**	BROCHURE	33,864.43	71,304.91	53,000.00	43,000.00
01.50.**.6050.**	MILEAGE	5,125.54	8,794.61	13,575.00	13,900.00
01.50.**.6070.**	COMPUTER SERVICE FEES	253,011.48	278,729.11	271,300.00	285,450.00
01.50.**.6090.**	RECURRING MAINTENANCE	25,990.48	18,123.12	18,100.00	4,100.00
01.50.**.6100.**	GENERAL SUPPLIES	7,559.89	90,075.50	10,250.00	14,250.00
01.50.01.6110.00	INSURANCE	377,417.00	451,275.60	320,000.00	340,000.00
01.50.**.6115.**	UNIFORMS	4,606.00	5,375.70	3,700.00	3,600.00
01.50.01.6120.00	LEGAL EXPENSE	33,917.50	56,831.50	50,000.00	60,000.00
01.50.**.6130.**	MEALS & MEETINGS	4,351.11	6,299.99	11,500.00	8,000.00
01.50.**.6150.**	OFFICE SUPPLIES	6,349.09	11,536.03	10,000.00	10,000.00
01.50.01.6160.00	PARK BOARD	34,763.75	36,886.30	35,000.00	37,500.00
01.50.**.6170.**	PRINTING	4,683.32	3,632.64	8,500.00	7,250.00
01.50.**.6175.**	RECRUITMENT	3,669.23	5,624.70	8,100.00	8,800.00
01.50.**.6180.**	PURCHASED SERVICES	40,130.83	369,912.72	379,966.00	228,675.00
01.50.**.6240.**	TELEPHONE/INTERNET	21,555.38	21,449.85	24,670.90	23,921.00
01.50.**.6245.**	PROFESSIONAL DEVELOPMENT	55,982.81	128,756.90	120,785.00	121,785.00
01.50.**.6250.**	TRAVEL	9,448.23	4,665.12	14,250.00	14,150.00
01.50.01.6260.00	ELECTRIC	17,105.79	13,794.70	9,000.00	-
01.50.01.6280.00	HEAT	12,070.16	8,460.43	10,000.00	-
01.50.01.6320.00	WATER & CITY UTILITIES	3,820.39	3,886.81	3,000.00	-
01.50.**.6350.**	RENT-VSS BROADWAY CENTER	27,322.56	32,505.75	-	-
01.50.**.6380.**	MISC EXPENSE	6,826.88	34,962.73	6,000.00	9,000.00
01.50.01.6410.00	REPAIR FACILITY & EQUIPMENT	14,860.82	14,422.10	15,000.00	-
01.50.01.6425.00	EQUIPMENT RENTAL	2,952.17	3,002.08	3,600.00	-
01.50.**.6450.**	TRUSTS/DONATIONS	262,700.10	327,000.00	327,000.00	327,000.00
01.50.**.6480.**	POSTAGE/MAILING	8,169.45	2,761.84	8,000.00	11,517.00
01.50.01.6490.00	DISCOUNTS TAKEN	(872.49)	(485.40)	(500.00)	(500.00)
Total Operations		1,376,420.49	2,141,634.17	1,863,446.90	1,735,898.00
Capital/Transfers/Debt					
01.50.**.7020.**	SCHEDULED EQUIPMENT	-	65,813.00	62,000.00	69,000.00
01.50.**.7080.**	UNSCHEDULED EQUIPMENT	3,557.09	2,794.50	25,000.00	25,000.00
01.50.15.7505.00	CONTINGENCY	-	56,520.00	90,000.00	115,000.00
01.50.**.7800.**	TRANSFER TO CONSTRUCTION	755,904.00	2,284,621.00	1,644,621.00	1,750,000.00
Total Capital/Transfers/Debt		759,461.09	2,409,748.50	1,821,621.00	1,959,000.00
Total Expenses		7,144,578.99	10,388,925.08	8,854,570.10	9,360,298.21
Total Administration		15,740,776.65	15,538,597.85	14,750,240.00	15,917,593.86

Park District of the City of Fargo
 2025 Preliminary Budget, General Fund Department Details

		Actual 2023	Projected 2024	Budget 2024	Preliminary Budget 2025
BROADWAY SQUARE					
Revenues					
02.09.**4010.**	ADMISSIONS	-	(0.86)	-	-
02.09.**4060.**	TAXABLE FOOD SOLD	3,556.00	711.00	5,900.00	3,450.00
02.09.80.4065.00	BEER PERMIT FEES	525.00	-	1,500.00	-
02.09.**4100.**	EQUIPMENT RENTAL	26,814.14	9,655.00	29,250.00	-
02.09.02.4140.00	ICE RENTAL	4,221.50	3,667.50	1,000.00	4,000.00
02.09.**4320.**	PROGRAM INCOME	230.00	-	100.00	-
02.09.**4340.**	RENTAL FEES	21,968.63	-	27,500.00	-
02.09.**4345.**	ADMINISTRATIVE FEES	4,637.50	-	7,050.00	-
02.09.02.4560.00	SKATE SHARPENING	66.00	-	150.00	100.00
02.09.**4620.**	VENDOR FEES	3,626.92	-	3,550.00	-
02.09.**4670.**	SPONSORSHIP/DONATIONS	31,000.00	25,000.00	41,000.00	35,500.00
02.09.01.4671.00	GRANT REVENUE	-	-	1,000.00	-
02.09.**4672.**	ADVERTISING REVENUE	5,500.00	2,000.00	4,000.00	8,000.00
02.09.01.4700.00	MISCELLANEOUS REVENUE	30,000.00	30,000.00	-	-
Total Revenues		132,145.69	71,032.64	122,000.00	51,050.00
Expenses					
02.09.01.5100.00	FULL TIME COMPENSATION	39,542.83	-	65,000.00	-
02.09.**5200.**	PART TIME COMPENSATION	30,965.65	31,260.90	38,500.00	3,184.00
02.09.01.5540.00	UNEMPLOYMENT	(364.01)	-	-	-
02.09.**6010.**	BANK FEES	614.02	518.10	700.00	700.00
02.09.**6030.**	PROMOTION/ADVERTISING	24,020.27	13,108.48	39,600.00	10,500.00
02.09.01.6070.00	COMPUTER SERVICE FEES	2,576.05	712.80	2,500.00	2,750.00
02.09.01.6080.00	CUSTODIAL SUPPLIES	-	-	-	-
02.09.**6090.**	RECURRING MAINTENANCE	25,852.34	18,798.89	24,600.00	3,000.00
02.09.**6100.**	GENERAL SUPPLIES	3,131.63	425.46	8,250.00	3,000.00
02.09.01.6115.00	UNIFORMS	433.00	-	400.00	-
02.09.**6125.**	SOLD SPONSORSHIP EXPENSES	-	-	3,120.00	-
02.09.**6140.**	COGS - CONCESSIONS	1,477.87	610.98	2,075.00	-
02.09.01.6150.00	OFFICE SUPPLIES	489.33	-	2,500.00	-
02.09.**6170.**	PRINTING	282.65	-	250.00	3,500.00
02.09.**6180.**	PURCHASED SERVICES	57,590.09	110,390.39	70,000.00	60,000.00
02.09.**6200.**	PROGRAM/EVENT EXPENSES	13,136.87	8,385.12	15,710.00	20,355.00
02.09.80.6205.00	RENTALS EXPENSES	2,455.00	-	3,000.00	-
02.09.**6230.**	SALES TAX	2,106.82	1,566.62	2,500.00	1,500.00
02.09.**6240.**	TELEPHONE/INTERNET	1,230.11	1,419.75	1,250.00	-
02.09.01.6245.00	PROFESSIONAL DEVELOPMENT	350.00	-	1,500.00	-
02.09.**6260.**	ELECTRIC	21,647.24	22,057.18	19,500.00	4,000.00
02.09.02.6270.00	GAS/OIL	-	-	-	-
02.09.**6280.**	HEAT	429.77	442.73	500.00	300.00
02.09.01.6290.00	UTILITIES - GENERAL	-	-	-	-
02.09.01.6310.00	SIGNS	590.22	-	400.00	600.00
02.09.01.6320.00	WATER & CITY UTILITIES	39.84	27,309.96	-	-
02.09.**6380.**	MISC EXPENSE	-	8,615.55	-	-
02.09.**6410.**	REPAIR FACILITY & EQUIPMENT	29,237.67	14,818.43	20,500.00	30,000.00
02.09.02.6420.00	REPAIR MOBILE	242.04	5,875.30	150.00	-
02.09.**6425.**	EQUIPMENT RENTAL	16,868.04	880.00	17,500.00	2,500.00
02.09.01.6450.00	SPONSORSHIP/DONATIONS	-	450.00	500.00	-
02.09.01.7020.00	SCHEDULED EQUIPMENT	-	9,500.00	10,000.00	-
02.09.01.7080.00	UNSCHEDULED EQUIPMENT	3,692.10	-	2,500.00	-
Total		278,637.44	277,146.64	353,005.00	145,889.00
Total Expenses		278,637.44	277,146.64	353,005.00	145,889.00
Total Broadway Square		(146,491.75)	(206,114.00)	(231,005.00)	(94,839.00)

Park District of the City of Fargo
2025 Preliminary Budget, General Fund Department Details

		Actual 2023	Projected 2024	Budget 2024	Preliminary Budget 2025
FORESTRY					
Revenues					
08.30.15.4670.00	SPONSORSHIP/DONATIONS	-	5,000.00	-	-
08.30.15.4671.00	GRANT REVENUE	32,513.00	-	-	-
08.30.**.4700.**	MISCELLANEOUS REVENUE	23,641.30	18,156.00	18,000.00	18,000.00
08.30.15.4825.00	FORESTRY MILL LEVY	1,128,451.18	-	-	-
Total Revenues		1,184,605.48	23,156.00	18,000.00	18,000.00
Expenses					
Personnel					
08.30.**.5100.**	FULL TIME COMPENSATION	432,684.17	490,137.14	512,196.80	581,785.45
08.30.**.5200.**	PART TIME SALARIES	290,618.24	316,844.22	241,059.60	302,050.00
08.30.15.5540.00	UNEMPLOYMENT	305.92	-	-	-
Total Personnel		723,608.33	806,981.36	753,256.40	883,835.45
Operations					
08.30.**.6070.**	COMPUTER SERVICE FEES	6,100.43	9,632.50	9,000.00	22,000.00
08.30.**.6090.**	RECURRING MAINTENANCE	550.00	-	1,800.00	2,000.00
08.30.**.6100.**	GENERAL SUPPLIES	10,113.96	20,251.98	7,250.00	7,500.00
08.30.**.6115.**	UNIFORMS	5,642.79	9,041.88	5,000.00	6,000.00
08.30.15.6150.00	OFFICE SUPPLIES	117.56	103.95	500.00	500.00
08.30.15.6170.00	PRINTING	262.42	-	-	1,000.00
08.30.**.6180.**	PURCHASED SERVICES-GENERAL	77,515.77	241,927.00	200,000.00	165,000.00
08.30.**.6240.**	TELEPHONE/INTERNET	6,810.23	8,402.98	3,800.00	6,500.00
08.30.**.6245.**	PROFESSIONAL DEVELOPMENT	8,738.52	17,155.10	10,825.00	13,200.00
08.30.15.6250.00	TRAVEL	-	-	500.00	500.00
08.30.15.6270.00	GAS & OIL	46,228.32	46,170.83	45,000.00	50,000.00
08.30.**.6300.**	TOOLS	8,151.80	12,436.43	5,000.00	7,000.00
08.30.**.6320.**	WATER & CITY UTILITIES	11,111.15	-	3,800.00	10,000.00
08.30.15.6325.00	LANDFILL FEES	31,052.97	26,043.53	20,000.00	35,000.00
08.30.**.6360.**	IRRIGATION REPAIR	669.17	-	1,500.00	1,500.00
08.30.**.6380.**	MISC EXPENSE	235.38	50.00	1,500.00	1,000.00
08.30.**.6390.**	ANNUAL PLANTING MATERIALS	77,022.11	8,631.93	50,500.00	74,200.00
08.30.15.6410.00	REPAIR FACILITY & EQUIPMENT	2,549.87	281.98	2,000.00	2,000.00
08.30.**.6420.**	REPAIR MOBILE	13,657.52	37,772.40	31,000.00	26,000.00
08.30.**.6425.**	EQUIPMENT RENTAL	1,690.20	397.80	1,500.00	1,500.00
Total Operations		308,220.17	438,300.25	400,475.00	432,400.00
Capital/Transfers/Debt					
08.30.**.7020.**	SCHEDULED EQUIPMENT	350,897.35	186,089.86	210,000.00	291,500.00
08.30.15.7075.00	FOUNDATION DONATION EXPENSES	-	-	-	-
08.30.**.7080.**	UNSCHEDULED EQUIPMENT	120,624.40	1,009.76	5,500.00	8,000.00
08.30.**.7630.**	LANDSCAPE IMPROVEMENTS	85,803.63	110,063.37	104,000.00	144,000.00
Total Capital/Transfers/Debt		557,325.38	297,162.99	319,500.00	443,500.00
Total Expenses		1,589,153.88	1,542,444.60	1,473,231.40	1,759,735.45
Total Forestry Fund		(404,548.40)	(1,519,288.60)	(1,455,231.40)	(1,741,735.45)

Park District of the City of Fargo
2025 Preliminary Budget, General Fund Department Details

		Actual 2023	Projected 2024	Budget 2024	Preliminary Budget 2025
COURTS PLUS COUMMUNITY FITNESS					
Revenues					
10.12.06.4010.00	ADMISSIONS	90,082.69	84,915.59	98,000.00	94,000.00
10.12.**.4060.**	TAXABLE CONCESSIONS	44,955.35	48,153.98	52,935.00	47,900.00
10.12.**.4220.**	MEMBERSHIPS	1,214,413.95	1,268,346.60	1,312,900.00	1,333,000.00
10.12.**.4240.**	GUEST FEES	114,619.95	125,460.56	110,000.00	125,000.00
10.12.03.4260.00	COURT FEES	141,073.74	161,976.90	125,000.00	138,000.00
10.12.**.4265.**	PRIVATE LESSONS	502,398.79	492,056.14	476,500.00	488,000.00
10.12.**.4270.**	LEAGUES	49,202.00	30,198.00	47,300.00	48,300.00
10.12.**.4275.**	TOURNAMENTS	32,192.93	18,641.82	35,000.00	33,000.00
10.12.02.4280.00	LOCKER RENTAL	2,579.77	3,439.70	3,500.00	2,500.00
10.12.06.4282.00	TANNING	5,255.92	8,172.50	5,000.00	-
10.12.06.4300.00	DAYCARE	8,667.15	30,701.04	24,000.00	27,000.00
10.12.**.4320.**	YOUTH RECREATION ACTIVITIES	77,646.35	70,709.00	60,000.00	70,000.00
10.12.**.4340.**	GYM RENTALS	172,072.00	107,270.70	121,000.00	130,000.00
10.12.02.4345.00	PROCESSING FEE	13,150.00	13,500.00	12,000.00	13,500.00
10.12.**.4380.**	NON-TAXABLE COOLER BEVERAGES	63,066.80	51,986.54	43,300.00	65,000.00
10.12.20.4400.00	VENDING MACHINES	1,037.50	869.00	1,000.00	1,000.00
10.12.**.4670.**	SPONSORSHIP/DONATIONS	27,750.00	36,898.00	16,000.00	20,000.00
10.12.20.4672.00	ADVERTISING REVENUE	228.00	1,456.00	-	5,600.00
10.12.**.4700.**	MISC. INCOME	2,334.49	4,079.98	1,000.00	1,000.00
Total Revenues		2,562,727.38	2,558,832.04	2,544,435.00	2,642,800.00
Expenses					
Personnel					
10.12.**.5100.**	FULL TIME COMPENSATION	671,609.20	685,975.98	654,049.30	734,123.13
10.12.**.5105.**	COMMISSION - FULLTIME	70,877.50	84,403.73	11,900.00	79,000.00
10.12.**.5200.**	PART TIME COMPENSATION	439,910.10	375,107.27	451,500.00	473,550.00
10.12.**.5205.**	COMMISSIONS - PART TIME	62,929.02	88,654.13	73,100.00	70,000.00
10.12.20.5540.00	UNEMPLOYMENT	(323.50)	1,096.20	-	-
10.12.20.5545.00	BACKGROUND CHECK	1,254.00	1,119.00	2,500.00	2,500.00
Total Personnel		1,246,256.32	1,236,356.30	1,193,049.30	1,359,173.13
Operations					
10.12.**.6010.**	BANK FEES	65,819.69	74,130.36	72,500.00	85,000.00
10.12.02.6015.00	BAD DEBT EXPENSE	12,046.69	12,732.21	10,000.00	15,000.00
10.12.**.6030.**	PROMOTION/ADVERTISING	24,515.85	42,148.02	45,000.00	45,000.00
10.12.**.6050.**	MILEAGE	474.03	189.27	2,250.00	3,000.00
10.12.20.6070.00	COMPUTER SERVICE FEES	41,520.71	57,335.23	50,000.00	45,000.00
10.12.20.6090.00	RECURRING MAINTENANCE	130,089.31	141,030.71	140,000.00	120,000.00
10.12.**.6100.**	GENERAL SUPPLIES - PLAYGROUND	48,090.87	56,478.25	55,300.00	67,000.00
10.12.20.6115.00	UNIFORMS	2,573.40	2,436.39	2,500.00	3,500.00
10.12.20.6125.00	SOLD ADVERTISING EXPENSES	-	-	-	700.00
10.12.20.6130.00	MEALS & MEETINGS	160.06	227.28	350.00	350.00
10.12.**.6140.**	CONCESSION COGS	55,127.15	75,071.96	71,500.00	60,000.00
10.12.20.6150.00	OFFICE SUPPLIES	1,756.01	956.87	2,500.00	2,500.00
10.12.20.6170.00	PRINTING	2,970.59	2,660.55	2,800.00	3,500.00
10.12.20.6180.00	PURCHASED SERVICES	5,905.86	933.46	5,000.00	6,000.00
10.12.**.6200.**	PROGRAM/EVENT EXPENSES	48,363.41	56,870.80	52,100.00	48,000.00
10.12.**.6220.**	YOUTH REC EXPENSES	13,022.30	17,391.10	20,000.00	14,000.00
10.12.**.6230.**	SALES TAX - CONCESSIONS	2,781.72	2,358.27	3,200.00	2,500.00
10.12.**.6240.**	TELEPHONE/INTERNET	16,239.12	18,372.42	18,000.00	20,000.00
10.12.**.6245.**	PROFESSIONAL DEVELOPMENT	7,406.01	15,000.00	15,800.00	17,050.00
10.12.**.6250.**	TRAVEL	1,856.15	1,254.24	2,300.00	-
10.12.20.6260.00	ELECTRIC	115,522.97	112,890.34	126,000.00	130,000.00
10.12.20.6270.00	GAS/OIL	3,733.59	-	-	5,000.00
10.12.20.6280.00	HEAT	25,003.58	34,903.47	36,000.00	30,000.00
10.12.20.6320.00	WATER & CITY UTILITIES	11,998.06	13,892.52	11,000.00	13,500.00
10.12.**.6380.**	MISC EXPENSE	526.51	127.58	700.00	700.00
10.12.**.6410.**	REPAIR FACILITY & EQUIPMENT	160,951.18	148,032.08	144,200.00	386,000.00
10.12.20.6480.00	POSTAGE/MAILING	1,603.33	408.09	1,200.00	1,800.00
Total Operations		800,058.15	887,831.47	890,200.00	1,125,100.00
Capital/Transfer/Debt					
10.12.**.7020.**	SCHEDULED EQUIPMENT	25,010.00	51,659.00	51,000.00	35,000.00
10.12.**.7080.**	UNSCHEDULED EQUIPMENT	9,026.68	9,695.00	9,500.00	15,000.00
10.12.20.7620.00	BUILDING IMPROVEMENTS	-	185,230.00	150,000.00	-
10.12.20.7910.00	INTEREST	27,305.00	22,099.00	22,099.00	16,769.00
10.12.20.7950.00	PRINCIPAL	217,832.00	223,038.00	223,038.00	228,368.00
Total Capital/Transfer/Debt		279,173.68	491,721.00	455,637.00	295,137.00
Total Expenses		2,325,488.15	2,615,908.77	2,538,886.30	2,779,410.13
Total Courts Plus Coummunity Fitness		237,239.23	(57,076.73)	5,548.70	(136,610.13)

PARK DISTRICT OF THE CITY OF FARGO
 2025 Budget
 DEBT SERVICE FUND BUDGET SUMMARY

CASH BALANCE JANUARY 1, 2024	\$	14,825,449
REVISED 2024 REVENUES & TRANSFER		<u>\$9,148,906</u>
RESOURCES AVAILABLE FOR 2024	\$	23,974,355
REVISED 2024 EXPENDITURES & TRANSFERS		<u>(9,148,906)</u>
PROJECTED CASH BALANCE JANUARY 1, 2025	\$	14,825,449
PROJECTED 2025 REVENUES & TRANSFERS		<u>\$10,361,466</u>
RESOURCES AVAILABLE FOR 2025	\$	25,186,915
PROJECTED 2025 EXPENDITURES		<u>(10,361,466)</u>
PROJECTED CASH BALANCE JANUARY 1, 2025		14,825,449
PROJECTED 2025 REVENUES	\$	10,361,466
PROJECTED 2025 EXPENDITURES		<u>(10,361,466)</u>
REVENUES OVER (UNDER) EXPENDITURES	\$	<u><u>-</u></u>

PARK DISTRICT OF THE CITY OF FARGO
 2025 Budget
 VALLEY SENIOR SERVICES FUND BUDGET SUMMARY

CASH BALANCE JANUARY 1, 2024	\$	4,029,653
REVISED 2024 REVENUES & TRANSFER		<u>7,200,094</u>
RESOURCES AVAILABLE FOR 2024	\$	11,229,747
REVISED 2024 EXPENDITURES & TRANSFERS		<u>(7,206,970)</u>
PROJECTED CASH BALANCE JANUARY 1, 2025	\$	4,022,778
PROJECTED 2025 REVENUES & TRANSFERS		<u>7,387,214</u>
RESOURCES AVAILABLE FOR 2025	\$	11,409,992
PROJECTED 2025 EXPENDITURES		<u>(7,387,214)</u>
PROJECTED CASH BALANCE JANUARY 1, 2025		4,022,778
PROJECTED 2025 REVENUES & TRANSFERS	\$	7,387,214
PROJECTED 2025 EXPENDITURES		<u>(7,387,214)</u>
REVENUES OVER (UNDER) EXPENDITURES	\$	<u><u>-</u></u>

Park District of the City of Fargo
Valley Senior Services Fund Detail

		Actual 2023	Projected 2024	Budget 2024	Preliminary Budget 2025
VALLEY SENIOR SERVICES					
Revenues					
****.4010.00	PROJECT INCOME - CONGREGATE	\$378,451.58	\$364,066.68	\$405,500.00	\$383,500.00
****.4010.05	PROJECT INCOME - HOME DELIVERED	\$372,168.78	\$333,241.26	\$406,600.00	\$373,200.00
****.4010.10	PROJECT INCOME - TRANSIT	\$127,642.20	\$115,395.60	\$130,400.00	\$127,198.21
20.45.20.4011.00	PROJECT INCOME - PACE	\$2,931.61	(\$919.00)	\$3,000.00	\$2,900.00
****.4340.00	RENTAL FEES	\$14,428.00	\$15,756.40	\$13,750.00	\$13,800.00
****.4420.00	BANK INTEREST	\$70.60	\$130.12	\$0.00	\$0.00
20.45.10.4440.00	INVESTMENT INCOME	\$13,645.58	\$0.00	\$0.00	\$0.00
****.4660.00	INSURANCE CLAIMS	\$15,137.68	\$77,881.64	\$0.00	\$0.00
****.4670.00	DONATIONS	\$7,999.11	\$240.00	\$2,300.00	\$3,100.00
20.45.25.4675.03	CITY OF WEST FARGO DONATIONS	\$19,500.00	\$0.00	\$0.00	\$11,000.00
20.45.25.4700.25	CREDIT CARD REBATES	\$344.03	\$0.00	\$0.00	\$0.00
20.45.25.4755.00	SALE OF ASSETS (VEHICLES)	\$23,307.24	\$0.00	\$0.00	\$0.00
****.4810.00	MILL LEVY REVENUES	\$2,119,500.00	\$2,200,000.00	\$2,312,475.00	\$2,211,183.00
****.4850.00	HCBS FUNDING	\$51,426.05	\$54,898.00	\$33,500.00	\$51,200.00
****.4855.00	FEDERAL FUNDS	\$2,050,368.68	\$2,997,451.97	\$3,070,446.00	\$2,480,091.46
****.4860.00	USDA CASH INCOME	\$445,418.02	\$279,964.00	\$196,600.00	\$78,600.00
****.4860.15	MISCELLANEOUS REVENUES	\$455,634.00	\$439,496.00	\$235,500.00	\$514,092.50
****.4860.18	5311 FEDERAL TRANSIT FUNDS	\$429,980.00	\$170,710.00	\$235,500.00	\$409,642.50
22.45.25.4860.40	MOORHEAD FUNDING	\$139,849.10	\$108,572.64	\$151,248.00	\$177,551.00
****.4861.00	RTAP FUNDING	\$2,097.70	\$0.00	\$0.00	\$0.00
****.4865.00	LOCAL MATCH	\$0.00	\$0.00	\$0.00	\$68,199.00
****.4875.00	ADDITIONAL LOCAL FUNDS	\$416.69	\$43,208.73	\$10,700.00	\$481,956.67
Total		\$6,670,316.65	\$7,200,094.04	\$7,207,519.00	\$7,387,214.34
Total Revenues		\$6,670,316.65	\$7,200,094.04	\$7,207,519.00	\$7,387,214.34
Expenses					
Personnel					
****.5100.00	FULL TIME COMPENSATION	\$565,346.63	\$886,216.40	\$752,773.50	\$1,304,994.62
****.5100.06	SECRETARY/RECEPTION/DISPATCHER	\$299,916.83	\$283,616.84	\$316,560.30	\$310,529.71
****.5100.08	TRANSIT DIRECTOR	\$22,570.99	\$21,140.89	\$21,436.90	\$22,378.08
****.5100.10	OUTREACH WAGES	\$579,973.04	\$468,930.80	\$585,285.50	\$542,731.03
18.45.20.5100.12	FULL TIME KITCHEN AID	\$46,192.84	\$22,535.18	\$43,452.50	\$0.00
****.5100.14	COOK WAGES	\$39,225.04	\$35,348.23	\$38,027.60	\$0.00
18.45.25.5100.15	FULL TIME DRIVER	\$66,482.11	\$41,559.19	\$60,839.70	\$0.00
****.5200.00	PART TIME COMPENSATION	\$831,353.66	\$905,092.67	\$812,200.00	\$829,672.00
****.5200.06	SECRETARY/RECEPTION/DISPATCHER	\$38,180.49	\$56,523.75	\$45,000.00	\$46,800.00
18.45.20.5200.12	SITE ASSISTANT WAGES	\$7,661.80	\$4,306.43	\$7,500.00	\$7,904.00
18.45.20.5200.14	COOK WAGES	\$58,486.36	\$31,976.01	\$55,500.00	\$59,280.00
18.45.25.5200.15	DRIVER WAGES	\$16,964.34	\$7,795.14	\$9,000.00	\$9,360.00
20.45.20.5200.16	NUTRITIONIST WAGES	\$9,473.31	\$7,901.67	\$5,600.00	\$5,825.00
****.5200.18	MEAL DELIVERY	\$52,064.96	\$49,355.96	\$47,250.00	\$51,177.00
****.5520.00	WORKFORCE SAFETY COMPENSATION	\$9,744.33	\$0.00	\$13,075.00	\$27,510.00
****.5520.01	WORKFORCE SAFETY COMPENSATION	\$5,193.00	\$8,973.30	\$5,250.00	\$5,400.00
****.5540.00	UNEMPLOYMENT	\$0.00	\$1,811.38	\$3,050.00	\$0.00
20.45.10.5545.00	BACKGROUND CHECK/DRUG SCR N FEE	\$5,026.00	\$11,017.65	\$0.00	\$0.00
****.5560.00	HEALTH INSURANCE	\$320,807.43	\$419,986.54	\$324,275.00	\$336,650.00
20.45.10.5562.00	LONG TERM DISABILITY	\$4,849.62	\$6,291.33	\$5,473.00	\$0.00
****.5585.00	PAYROLL TAXES	\$199,828.31	\$233,514.39	\$209,812.00	\$202,175.00
****.5610.00	DEFERRED COMPENSATION	\$85,499.57	\$102,307.17	\$86,700.00	\$86,875.00
Total		\$3,264,840.66	\$3,606,200.91	\$3,448,061.00	\$3,849,261.44
Operations					
****.6010.01	BANK FEES	\$1,652.93	\$2,593.62	\$1,350.00	\$1,650.00
****.6020.00	ACCOUNTING FEES/AUDIT	\$31,197.41	\$37,500.00	\$24,900.00	\$31,450.00
****.6030.00	PROMOTION/ADVERTISING	\$15,904.86	\$18,199.44	\$14,350.00	\$18,500.00
****.6030.50	PROMOTION/ADVERTISING	\$9,395.01	\$10,150.00	\$9,900.00	\$10,100.00
****.6050.00	CAR ALLOWANCE	\$50,398.57	\$49,297.04	\$40,600.00	\$52,725.00
****.6070.00	COMPUTER SERVICE FEES	\$31,968.12	\$63,858.22	\$35,350.00	\$32,950.00
****.6085.00	VOLUNTEER RECOGNITION	\$972.82	\$819.98	\$11,000.00	\$5,000.00
****.6090.00	RECURRING MAINTENANCE	\$59,920.50	\$62,806.88	\$60,350.00	\$61,000.00
****.6100.00	GENERAL SUPPLIES	\$156,354.81	\$144,547.72	\$203,925.00	\$160,250.00
****.6105.00	CONGREGATE MEALS	\$1,539,682.03	\$2,071,549.21	\$2,177,515.00	\$1,644,250.00
****.6105.05	HOME DELIVERED MEALS	\$236,370.16	\$223,960.40	\$242,000.00	\$267,816.00
20.45.20.6105.15	RURAL CASS MEALS	\$25,251.00	\$31,539.00	\$58,250.00	\$30,000.00
****.6105.99	FOOD REBATES	(\$2,982.39)	(\$1,755.32)	\$0.00	\$0.00
****.6110.00	INSURANCE	\$25,312.88	\$52,516.00	\$24,950.00	\$52,700.00
****.6115.00	UNIFORMS	\$4,447.45	\$4,580.48	\$6,795.00	\$8,050.00
20.45.20.6120.00	LEGAL & ADMIN	\$0.00	\$0.00	\$0.00	\$0.00
****.6130.00	MEALS & MEETINGS	\$756.53	\$707.88	\$450.00	\$850.00
****.6150.00	OFFICE SUPPLIES	\$16,942.98	\$23,720.04	\$13,525.00	\$18,975.00
****.6170.00	PRINTING	\$24,647.15	\$22,830.32	\$18,550.00	\$26,650.38
****.6175.01	RECRUITMENT - JOB ADS	\$8,533.50	\$4,638.42	\$18,400.00	\$8,625.00
****.6180.00	PURCHASED SERVICES	\$1,353.00	\$1,476.48	\$500.00	\$1,250.00
****.6185.00	MEMBERSHIPS	\$4,130.00	\$2,148.00	\$1,950.00	\$4,250.00
****.6200.00	PROGRAM/EVENT EXPENSES	\$687.84	\$984.54	\$550.00	\$600.00
****.6240.00	TELEPHONE/INTERNET	\$38,885.61	\$40,246.74	\$38,050.00	\$34,000.00
****.6245.00	PROFESSIONAL DEVELOPMENT	\$4,832.04	\$20,079.70	\$10,645.00	\$4,725.00
****.6270.00	GAS/OIL	\$104,464.09	\$100,745.42	\$118,850.00	\$119,207.00
****.6290.00	UTILITIES	\$42,114.95	\$17,208.40	\$56,200.00	\$43,800.00
****.6350.00	RENT	\$73,660.46	\$95,622.55	\$94,253.00	\$84,205.00
****.6380.00	MISC EXPENSE	\$176.23	\$21.22	\$1,300.00	\$0.00
****.6410.00	REPAIR FACILITY & EQUIPMENT	\$21,786.10	\$21,078.14	\$28,525.00	\$35,525.00
****.6420.00	REPAIR MOBILE	\$71,818.35	\$93,995.80	\$67,800.00	\$71,844.32
20.45.10.6450.00	SPONSORSHIP/DONATIONS	\$174,471.89	\$0.00	\$0.00	\$0.00
20.45.10.6450.01	NPCA SPONSORSHIP	\$5,000.00	\$0.00	\$0.00	\$0.00
****.6480.00	POSTAGE	\$27,315.87	\$30,842.30	\$25,675.00	\$27,799.20
Total Operations		\$2,807,422.75	\$3,248,528.62	\$3,406,458.00	\$2,858,746.90
Capital/Transfer/Debt					
****.7080.00	UNSCHEDULED EQUIPMENT	\$201,776.76	\$265,840.00	\$266,600.00	\$279,206.00
****.7620.00	BUILDING IMPROVEMENTS	\$0.00	\$86,400.00	\$86,400.00	\$400,000.00
Total Capital/Transfer/Debt		\$201,776.76	\$352,240.00	\$353,000.00	\$679,206.00
Total Expenses		\$6,274,040.17	\$7,206,969.54	\$7,207,519.00	\$7,387,214.34
TOTAL VSS		\$396,276.48	(\$6,875.50)	\$0.00	\$0.00

**THE BUDGET OF THE
PARK DISTRICT AND THE PARK DISTRICT RECREATION SYSTEM
OF THE CITY OF FARGO, NORTH DAKOTA**

FOR TWELVE MONTHS JANUARY 1, 2025 - DECEMBER 31, 2025

STATE OF NORTH DAKOTA)
COUNTY OF CASS) ss

I hereby certify that the within budget of the Park District and the Park District Recreation System of the City of Fargo, North Dakota for the twelve (12) months commencing January 1, 2025 is the final budget as approved and passed by the governing body on the first day of October 2024

Aaron Hill, Park Board President

2025 Budget Capital Expenses and purchases over \$5,000

Description	Explanation of Equipment/Capital Improvement	Budgeted Amount	Department	Sub department	Director
Data Servers	Current equipment is very old and needs to be updated	\$ 60,000.00	Admin	IT	Amy Longtin
Sharepoint Update	Sharepoint to be more organized and efficient for saving/sharing documents	\$ 20,000.00	Admin	IT	Amy Longtin
PlacerAI Software	Software to collect data on park users for events, sales, operations, and administration	\$ 20,000.00	Admin	Community Relations	Carolyn Boutain
Community Engagement Software (like Social PinPoint)	Digital community engagement tool to collect data from community members on projects to gain their feedback	\$ 20,000.00	Admin	Community Relations	Carolyn Boutain
Camera/Video camera and accessories	replacement of equipment, old technology, includes accessories	\$ 6,000.00	Admin	Community Relations	Carolyn Boutain
Deck Chairs Davies Pool	Davies Pool - annual replacements	\$ 8,000.00	Aquatics	Davies Pool	Kevin Boe
Diamond Brite Resurface of Davies Pool	Davies Pool - Life expectancy has passed.	\$ 320,000.00	Aquatics	Davies Pool	Kevin Boe
Deck Chairs Island Park Pool	IPP needed for start up	\$ 30,000.00	Aquatics	Island Park	Kevin Boe
New PA/Sound System Island Park Pool	IPP needed to operate pool. This is a contingency item in construction budget	\$ 30,000.00	Aquatics	Island Park	Kevin Boe
Tubes for Waterslide/Lazy River Island Park Pool	IPP needed for operation of pool.	\$ 10,500.00	Aquatics	Island Park	Kevin Boe
Renovate Pit Area Southwest Pool	Southwest Pool pit area is in rough shape and leaks	\$ 250,000.00	Aquatics	Southwest Pool	Kevin Boe
Fitness Equipment	Replacing old fitness equipment - cardio and strength	\$ 35,000.00	Courts Plus	Administration	Kelly Kisell
Cleaning Service	Cleaning crew to clean C+ after hours	\$ 100,000.00	Courts Plus	Administration	Kelly Kisell
Parking Lot/Paving Project	Fix and pave Courts Plus parking lot	\$ 40,000.00	Courts Plus	Administration	Kelly Kisell
Drainage Project	Waterproof lower northeast corner of building. Fill cracks, and downspouts	\$ 15,000.00	Courts Plus	Administration	Kelly Kisell
Flashings	Repair rubber on lower West side of building	\$ 20,000.00	Courts Plus	Administration	Kelly Kisell
EFIS/Stucco/Siding	Repair East side wall of building	\$ 205,000.00	Courts Plus	Administration	Kelly Kisell
Parking Lot Security Cameras	Add cameras to the front of the building	\$ 25,000.00	Courts Plus	Administration	Kelly Kisell
Washing Machines	Replace old washers, approx 15 years old.	\$ 30,000.00	Courts Plus	Administration	Kelly Kisell
Freezers	(3) Freezers for Food and Beverage	\$ 12,000.00	Food & Beverage	Food & Beverage	Kevin Boe
Start up Equipment/ Island Park Pool	Freezer, Cooler, Ice Maker, Warmer, Roller Grill, (2) Smoothie Machine Blenders, Oven/Pizza Oven and (2) Registers	\$ 25,000.00	Food & Beverage	Food & Beverage	Kevin Boe
Kitchen Equipment	Update kitchen equipment at Edgewood for Edgewood Tavern	\$ 25,000.00	Golf	Edgewood	Carolyn Boutain
Kitchen Equipment	Update kitchen equipment at Rose Creek for CJ's	\$ 25,000.00	Golf	Rose Creek	Carolyn Boutain
HD cart 4 wheel drive high flow hydro	Replace 2001 workman/add to fleet for topdresser	\$ 40,000.00	Golf	Edgewood	Dave Bietz
3320 extra set of reel with brushes	Add a set for new mowers	\$ 13,000.00	Golf	Edgewood	Dave Bietz
Aerifier with trailer	Replace older aerifiers	\$ 42,000.00	Golf	Edgewood	Dave Bietz
2 light duty cart Lithium	Add to fleet needed for additional people movers	\$ 35,000.00	Golf	Edgewood	Dave Bietz
Bed Mount Topdresser	Replace pull behind topdresser for more efficient distribution	\$ 17,000.00	Golf	Edgewood	Dave Bietz
Cart with cab for course & winter snow grooming with trax	Replace old groomer vehicle to eliminate cabin exhaust issues	\$ 48,000.00	Golf	Edgewood	Dave Bietz
EW master plan	Master plan for EW, the entire course (greens, cart path)	\$ 19,800.00	Golf	Edgewood	Dave Bietz
Edgewood Driving Range Net	Replace netting and associate dhardware	\$ 120,000.00	Golf	Edgewood	Dave Bietz
Pull Behind blower	Replace blower 2014 with 1600 hrs	\$ 11,000.00	Golf	Edgewood	Dave Bietz
3/4 Ton Pickup with a plow package	Replace 2004 Dodge 3/4 ton	\$ 68,000.00	Golf	Osgood	Dave Bietz
Aerifier with trailer	Upgrading from the old 2005 aerifier, keeping the 2005 aerifier for back up us	\$ 42,000.00	Golf	Osgood	Dave Bietz
Tow-Behind Fairway Aerifier	Add fairway aerifier to improve turf conditions	\$ 19,000.00	Golf	Osgood	Dave Bietz
Aerifier with trailer	Upgrading from the old 2005 aerifier, keeping the 2005 aerifier for back up us	\$ 42,000.00	Golf	Rose Creek	Dave Bietz
Conversion Assemblies for 1" Sprinkler Heads at PW	Upgrade old sprinkler heads around greens and tees at Prairiewood	\$ 8,000.00	Golf	Rose Creek	Dave Bietz
Driving Range Net Project Rose Creek	Replace 10' driving range fence with 20' fence and posts, Rose Creek	\$ 110,000.00	Golf	Rose Creek	Dave Bietz
Greens Mower with Groomers	Replace greens mower at Prairiewood	\$ 62,500.00	Golf	Rose Creek	Dave Bietz
Medium Duty Utility Cart	Replace old Gator cart	\$ 15,000.00	Golf	Rose Creek	Dave Bietz
Medium Duty Utility Cart	Replace old Gator cart	\$ 15,000.00	Golf	Rose Creek	Dave Bietz

2025 Budget Capital Expenses and purchases over \$5,000

Description	Explanation of Equipment/Capital Improvement	Budgeted Amount	Department	Sub department	Director
One Set of 3 Vibratory Rollers for Greens Mower	Replace old vibratory rollers at Prairiewood	\$ 13,000.00	Golf	Rose Creek	Dave Bietz
Tow-Behind Fairway Aerifier	Add fairway aerifier to improve turf conditions	\$ 19,000.00	Golf	Rose Creek	Dave Bietz
Sports Arena	Remodel seating area	\$ 20,000.00	Park Maintenance	Arenas	Tony Schmitt
Sports Arena	Replace two garage doors with lift	\$ 24,000.00	Park Maintenance	Arenas	Tony Schmitt
Sports Arena	Add air curtains	\$ 20,000.00	Park Maintenance	Arenas	Tony Schmitt
Sports Arena	New speakers over ice	\$ 6,000.00	Park Maintenance	Arenas	Tony Schmitt
Coliseum	Emergency light replacement	\$ 14,000.00	Park Maintenance	Arenas	Tony Schmitt
Coliseum	Electric edger	\$ 7,500.00	Park Maintenance	Arenas	Tony Schmitt
Metro Rec	Bathroom remodel	\$ 60,000.00	Park Maintenance	Metro Rec	Tony Schmitt
Metro Rec	Garage door with lift	\$ 14,000.00	Park Maintenance	Metro Rec	Tony Schmitt
Cornerstone Bank Arena	Replace generator transfer switch	\$ 60,000.00	Park Maintenance	Arenas	Tony Schmitt
Cornerstone Bank Arena	Epoxy floor in entryway	\$ 15,000.00	Park Maintenance	Arenas	Tony Schmitt
Lindenwood Park Bicycle Storage Fencing	New fencing for storing bikes	\$ 15,000.00	Park Maintenance	Lindenwood Bikes	Tony Schmitt
New Bicycle Rental Purchases	Replace bikes at Lindenwood Park Rentals	\$ 10,000.00	Park Maintenance	Lindenwood Bikes	Tony Schmitt
Yunker Farm	Air handler	\$ 12,000.00	Park Maintenance	Facilities	Tony Schmitt
1/2 Ton Pickup - Mike Steffen	Replace current SUV and assign to Sportscenter	\$ 43,000.00	Park Maintenance	Facilities	Tony Schmitt
16' Mower	Replace old 16' mower with high hours	\$ 170,000.00	Park Maintenance	Park Maintenance	Tony Schmitt
2025 Concrete Projects	Rose Creek Carth Paths, Friendship Park B-Ball, Longfellow Lot, City Trail project partnership (3)	\$ 1,500,000.00	Park Maintenance	Park Maintenance	Tony Schmitt
2025 Playground Replacement Projects	Rheault Farm, Fox Run Park, Tharaldson Little League	\$ 650,000.00	Park Maintenance	Park Maintenance	Tony Schmitt
3/4 Ton Pickup w/Plow - Tyler Hofer	Replace current SUV and assign to Sportscenter	\$ 68,000.00	Park Maintenance	Park Maintenance	Tony Schmitt
3/4 Pickup - Jeremiah Frisinger	Replace SUV with more practical pickup	\$ 56,000.00	Park Maintenance	Park Maintenance	Tony Schmitt
72" Zero Turn Mower x 2	Replace old Z mowers	\$ 45,000.00	Park Maintenance	Park Maintenance	Tony Schmitt
Boss Snowplow x 2	To replace old worn plows in fleet	\$ 22,200.00	Park Maintenance	Park Maintenance	Tony Schmitt
Cart Sprayer	To replace old run down sprayer	\$ 85,000.00	Park Maintenance	Park Maintenance	Tony Schmitt
Eagle Point Park #1 Courtesy Dock	Leisure dock @ Eagle Point 1	\$ 10,000.00	Park Maintenance	Park Maintenance	Tony Schmitt
Front PTO Blower for new JD Tractor	For new tractor that was purchased in 2024	\$ 20,000.00	Park Maintenance	Park Maintenance	Tony Schmitt
Green Garbage Cans and Stands	Approximately 340 new garbage cans and 220 new can bases	\$ 60,000.00	Park Maintenance	Park Maintenance	Tony Schmitt
Kiwanis Club-Island Park Project	Gravel Trails, Concrete Paths, Art Pedestal	\$ 50,000.00	Park Maintenance	Park Maintenance	Tony Schmitt
Riverwood Park Erosion Control Around Drain Pipe	Slope failure near the drain for the athletic fields, near Airport	\$ 65,000.00	Park Maintenance	Park Maintenance	Tony Schmitt
Skid-Steer Blower	Replace old worn blower	\$ 17,000.00	Park Maintenance	Park Maintenance	Tony Schmitt
Tommy Gate	Replace old rusted out tommy gate	\$ 6,000.00	Park Maintenance	Park Maintenance	Tony Schmitt
Used 2WD Mow Crew Pickup x 3	Replace old mow crew pickups	\$ 82,500.00	Park Maintenance	Park Maintenance	Tony Schmitt
Park Amenities	Picnic Tables, Benches, Playground Benches, Goals, Bleachers, etc.	\$ 50,000.00	Park Maintenance	Park Maintenance	Tony Schmitt
Garbage Truck	Replace 2001 Unit with an Updated Machine	\$ 150,000.00	Park Maintenance	Park Maintenance	Tony Schmitt
Bobcat Leases	Re-implement previously budgeted trade in program (2 skids, 2 toolcats, 1 mini articulating loader)	\$ 27,000.00	Park Maintenance	PM/Forestry	Tony Schmitt
Additional Shade Shelter Pepsi Soccer Complex	Very few shade options around complex for spectators or teams	\$ 30,000.00	Park Maintenance	Sports Turf	Tony Schmitt
Additional Shade Shelters North Complex	Very few shade options for patrons attending events x2 shelters	\$ 60,000.00	Park Maintenance	Sports Turf	Tony Schmitt
Adaptive Programming Van for Recreation	Replace old bus that is 27 years old to transport adaptive programming. Current Van is at bus barn	\$ 115,000.00	Park Maintenance	Recreation	Tony Schmitt
North Shop	Garage door openers	\$ 15,000.00	Park Maintenance	Facilities	Tony Schmitt
South Shop Security Cameras	6 cameras for South Shop yard security.	\$ 9,000.00	Park Maintenance	Facilities	Tony Schmitt
Drain backs - Rabanus, Elephant and Village West	Drain Backs for Curbstops	\$ 28,000.00	Park Maintenance	Facilities	Tony Schmitt
Trailer	14' Enclosed Trailer	\$ 15,000.00	Park Maintenance	Facilities	Tony Schmitt

2025 Budget Capital Expenses and purchases over \$5,000

Description	Explanation of Equipment/Capital Improvement	Budgeted Amount	Department	Sub department	Director
Mickelson Filed Lighting	New Field lights for Diamond #4	\$ 300,000.00	Park Maintenance	Sports Turf	Tony Schmitt
2 Turf Halos Tharaldson Baseball	Finish the halos for homeplates at Tharaldson Baseball	\$ 14,000.00	Park Maintenance	Sports Turf	Tony Schmitt
Anderson Dugouts 2 fields (4 Dugouts)	Finish the last 2 Fields at Anderson for New Dugouts (4 TOTAL)	\$ 85,000.00	Park Maintenance	Sports Turf	Tony Schmitt
Bulpen Mounds	finish bullpen project at Tharldson baseball	\$ 6,000.00	Park Maintenance	Sports Turf	Tony Schmitt
Field Paint Mixing Station	Currently have 15 year old station and is wearing out do to heavy use	\$ 11,000.00	Park Maintenance	Sports Turf	Tony Schmitt
North Complex Irrigation Grounding Project	The grounding for our irrigation system is not wokring great with multiple lightning strikes wiping out parts of the system.	\$ 18,000.00	Park Maintenance	Sports Turf	Tony Schmitt
Pepsi Soccer Complex Building	Siding of Clubhouse/Bathroom Facility	\$ 60,000.00	Park Maintenance	Sports Turf	Tony Schmitt
Pepsi Soccer Parking Lot Rehab	Started the project in 24' want to keep improving -Split Rail Fence	\$ 10,000.00	Park Maintenance	Sports Turf	Tony Schmitt
Replacement 1/2 ton pickup	replacement truck for route purposes replacing oldest fleet truck	\$ 28,000.00	Park Maintenance	Sports Turf	Tony Schmitt
Replacement Cart	Replacement cart for a high hour cart for sports complex	\$ 15,000.00	Park Maintenance	Sports Turf	Tony Schmitt
Replacement Field Groomer	This would replace our highest hour groomer with over 4,000 hours	\$ 34,000.00	Park Maintenance	Sports Turf	Tony Schmitt
Replacement Spray Cart	This would replace a 1997 workman spray cart that needs to be replaced.	\$ 85,000.00	Park Maintenance	Sports Turf	Tony Schmitt
Replacement Windscreen Signs	Replacement for field signs at Tharaldson Baseball 5 windscreens signs	\$ 7,100.00	Park Maintenance	Sports Turf	Tony Schmitt
Tilt Bed Trailer	Additional trailer for the department multi season use with Zamboni's	\$ 13,000.00	Park Maintenance	Sports Turf	Tony Schmitt
Tractor Attached Laser Level	Additional piece to keep our fields level	\$ 20,000.00	Park Maintenance	Sports Turf	Tony Schmitt
Island Park Irrigation	Replace irrigation for beds near pool.	\$ 30,000.00	Park Maintenance	Landscape	Tony Schmitt
Lindenwood Park Irrigation	Add irrigation to all beds at Lindenwood.	\$ 18,000.00	Park Maintenance	Landscape	Tony Schmitt
75 Horsepower 2 Speed Tracked Skidsteer	To replace 2015 T650 skid steer. Machine would be transferred to Sports Turf.	\$ 85,000.00	Park Maintenance	Forestry	Tony Schmitt
Articulating Mini Loader	To use for loading brush chipper, all forestry/landscape work, snow	\$ 50,000.00	Park Maintenance	Forestry	Tony Schmitt
Flip Screen for Skidsteer or Payloader	Screen black dirt for ease of use.	\$ 8,500.00	Park Maintenance	Forestry	Tony Schmitt
Grapple Bucket Attachment	Grapple attachment for skid steer to load brush into chipper more safely and efficiently.	\$ 12,000.00	Park Maintenance	Forestry	Tony Schmitt
20' Tilt Deck Trailer	To replace old 2014 trailer.	\$ 20,000.00	Park Maintenance	Forestry	Tony Schmitt
Utility Vehicle w/tracks	To add to fleet for winter pruning efficiency, spraying, watering, prairie restoration management	\$ 50,000.00	Park Maintenance	Forestry	Tony Schmitt
Wood Splitter Attachment	To process firewood for campgrounds.	\$ 18,000.00	Park Maintenance	Forestry	Tony Schmitt
Fargo South High Pool	Mechanical overall	\$ 250,000.00	Pools	Pools	Tony Schmitt
Livestream License at Sports Center	Working toward Livestreaming potentially being a free service to the general public to use	\$ 10,000.00	Sports Center	Admin	Kali Mork
Heartland Contracted Labor	Cleaning services for Sports Center (3 people for 4.5 hours per day for four days per week)	\$ 28,080.00	Sports Center	Admin	Kali Mork
Pest Control	Contracted service for pest control (\$500 per month)	\$ 6,000.00	Sports Center	Admin	Kali Mork
Garbage/Recycling Service	\$1200 per month	\$ 14,400.00	Sports Center	Admin	Kali Mork
Preventative Maintenance Agreement - HVAC	Annual servicing agreement	\$ 10,000.00	Sports Center	Admin	Kali Mork
Snow Removal Services	Contracted service for snow removal on lots	\$ 80,000.00	Sports Center	Admin	Kali Mork
		\$ 7,213,080.00			



MEMORANDUM

DATE: August 6, 2024

TO: Fargo Park Board Commissioners

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 5 – Approval for Fargo Park District Strategic Plan

The Fargo Park District Strategic Plan provides clarity for the overall organizational direction and alignment on mission, vision, values, and strategic priorities. The Strategic Plan outlines a road map for the strategic priorities, goals, and investments to enhance safety, accessibility, and the overall quality of Park District spaces and places.

In collaboration with internal and external stakeholders, including Park Board Commissioners, community partners and Fargo Park District staff, this Strategic Plan was assembled with passion and responsiveness for future exploration and promotion of an active and healthy community.

It was recommended at the July 24, 2024, Budget/Facilities Committee to bring this to the full board on the Regular Agenda for consideration and approval.

If you have any questions before the Board meeting, please contact me.

Thank you.

Sample Motion: I make a motion to approve the Fargo Park District Strategic Plan, as presented.



STRATEGIC PLAN
July 2024

Contents

Message from the Executive Director...	3
Board of Commissioners	3
Strategic Planning Committee Members	3
Strategic Plan Writing Team Members.....	3
Our Mission.....	4
Our Vision.....	4
Our Values	4
STRATEGIC PRIORITY I – ORGANIZATIONAL EXCELLENCE.....	5
I. Policy Governance - Rationale.....	5
Goal 1.1	5
Objective 1.1.1	5
II. Capital Improvement Plan - Rationale	7
Goal 1.2	7
Objective 1.2.1	7
III. Preventative Maintenance Plan – Rationale	8
Goal 1.3	8
Objective 1.3.1	8
Objective 1.3.2	8
IV. Long-Range Financial Planning - Rationale	9
Goal 1.4	9
Objective 1.4.1	9
Objective 1.4.2	9
Objective 1.4.3	9
Objective 1.4.4	10
V. People and Culture - Rationale.....	11
Goal 1.5	11
Objective 1.5.1	11
Objective 1.5.2	11
Objective 1.5.3	12
Objective 1.5.4	12
Objective 1.5.5	13
Objective 1.5.6	13
STRATEGIC PRIORITY II - RELATIONSHIPS	14
I. Organizational Relationships - Rationale.....	14

Goal 2.1	14
Objective 2.1.1	14
Objective 2.1.2	14
Objective 2.1.3	15
II. Community Engagement - Rationale	16
Goal 2.2	16
Objective 2.2.1	16
Objective 2.2.2	16
Objective 2.2.3	17
STRATEGIC PRIORITY III - PLACES AND SPACES.....	18
I. Informed Decision Making – Rationale	18
Goal 3.1	18
Objective 3.1.1	18
Objective 3.1.2	18
II. Ecological and Sustainable Interactions – Rationale	19
Goal 3.2	19
Objective 3.2.1	19
Objective 3.2.2	19
Objective 3.2.3	20
III. Long-Term Sustainability – Rationale	20
Goal 3.3	20
Objective 3.3.1	21
Objective 3.3.2	21
Objective 3.3.3	21
Objective 3.3.4	21
IV. Inclusive Design and Diverse Programing – Rationale	22
Goal 3.4	22
Objective 3.4.1	22
Objective 3.4.2	22
Objective 3.4.3	23
Objective 3.4.4	23
FARGO PARK DISTRICT FOUNDTION.....	24
STRATEGIC PLAN MEASURES, EVALUATION, AND ANNUAL REVIEW	26

Message from the Executive Director

To Our Community,

In 2024, the Fargo Park District initiated this strategic plan. With the dedicated involvement of the Fargo Park Board Commissioners, community partners, and our staff, the following plan was crafted with a vision to foster an active and healthy community.

We are proud to live in Fargo, a community that values its people and takes pride in its surroundings. Our collective commitment to each other is evident in our efforts to care for our neighbors and community. As a leading force in creating year-round recreational opportunities, the Fargo Park District is devoted to intentional planning and reinvestment in our parks and facilities.

This strategic plan is proactive, serving as a comprehensive roadmap that outlines our priorities, goals, and strategic investments aimed at enhancing safety, accessibility, and public engagement across the Fargo Park District. By continuously improving our infrastructure, we aim to build a sense of community, promote active and healthy lifestyles, and ensure that every resident can fully enjoy the amenities and services offered by the Fargo Park District. We are dedicated to creating vibrant and inclusive spaces across our parks, facilities, events, and programs.

The Fargo Park District Strategic Plan charts the path for our district's future. We invite you to join us in growing our community through our places, spaces, and experiences.

Susan Faus
Executive Director

Board of Commissioners

Joe Deutsch, Aaron Hill, Vicki Dawson, Jerry Rostad, Dawn Morgan (commissioner when this was worked on), Zoë Absey

Strategic Planning Committee Members

Rocky Schneider, Joe Raso, Anna Johnson, Christine Holland, Jack Wood, Lucas Paper, Dr. Jeff Schatz, Holly Huso, James Hand, Joe Burgum, Michael Beaton, Tania Blanich, Steve Smith, Barb Erbstoesser, Maegin Elshaug, Mark Williams, Stephonie Broughton, Karla Isley, Darren Dunlop, Stacey Griggs, Rock Messerschmidt, Susan Faus, Dave Bietz, Broc Lietz, Jerry Rostad, Carolyn Boutain, Oliver Summers, Tyler Kirchner, Craig Bjur, Tori Benders, Dave Klundt, Randi Litchy, Stephanie D'Ambrosio, Brian Elhard

Strategic Plan Writing Team Members

Broc Lietz, Tori Benders, Stephanie D'Ambrosio, Carolyn Boutain, Dave Bietz and Susan Faus

Dr. Jeffry M. Schatz, Schatz & Associates, LLC. Served as a consultant for this project.

Our Mission

Growing community through places, spaces, and experiences.

Our Vision

The Fargo Park District strives to be a central driving force in creating an active and healthy community by:

- *Providing safe spaces to nurture personal growth and enhance social connections.*
- *Building a collaborative workplace with dedicated, forward-thinking staff.*
- *Ensuring open, accountable, and transparent communication with the public.*
- *Protecting Park ecosystems and surrounding environments.*
- *Utilizing data-driven decision-making to improve services and maximize community impact.*
- *Advocating for diversity, equity, and inclusion in everything we do.*

Our Values

- Be Authentic
 - We uphold the highest standards of integrity, transparency, and stewardship in all our interactions and decisions. Our authenticity is reflected in our commitment to honesty, ethical practices, and genuine communication. By fostering an environment where authenticity thrives, we build trust, cultivate meaningful relationships, and ensure our actions align with our values.
- Be Bold
 - We courageously embrace challenges and push boundaries to drive growth. By fostering a culture of boldness, we inspire each other to think creatively, act decisively, take calculated risks, lead with conviction, and pursue ambitious goals.
- Be Collaborative
 - We believe in the strength that comes from diverse perspectives. We encourage innovation, enhance problem-solving and achieve greater outcomes by fostering an environment where everyone's voice is included, valued, and respected.

STRATEGIC PRIORITY I – ORGANIZATIONAL EXCELLENCE

Organizational excellence prioritizes robust policy governance, long-term strategic planning, people and culture enhancement, and continuous improvement of park offerings through data-driven decision making.

I. Policy Governance – Rationale

Implementing a policy governance model will position the Fargo Park Board of Commissioners in a strategic role, focusing on the park district’s long-term vision. The Board of Commissioners will set broad policies, define goals for the executive director and team, and monitor performance to ensure accountability and transparency.

Goal 1.1

The Fargo Park District Board of Commissioners will implement a framework of governance policies.

Objective 1.1.1

Aligned to the organization's current policies, the selected policies are defined to include specific information that guides the organization's work in each category and subsequent policies.

Commissioners Governance Policies (GPs)

- *GP-1 Commitments (Strategic Plan)*
- *GP-2 Board Culture*
- *GP-3 Commissioner Duties and Responsibilities*
- *GP-4 Officer Roles*
- *GP-5 Committee Structure*
- *GP-6 Annual Work Plan*
- *GP-7 Commissioner Code of Ethics/Conflict of Interest*
- *GP-8 Commissioners Addressing Board Member Violations*

Commissioners/Executive Director Policies (CEDs)

- *B/ED-1 Single Point in Contact*
- *B/ED-2 Single Unit Control*
- *B/ED-3 Staff Accountability*
- *B/ED-4 Authority of the Executive Director*
- *B/ED-5 Executive Director Accountability*
- *B/ED-6 Annual Evaluation of the Executive Director*
- *B/ED-7 Executive Director Compensation*

Operational Expectations (OEs)

- *OE-1 Emergency Succession*

- *OE-2 Treatment of Community Members*
- *OE-3 Personnel Administration*
- *OE-4 Financial Planning and Administration*
- *OE-5 Asset Protection*
- *OE-6 Communication with the Commissioners*
- *OE-7 Focus on Strategic Priorities*

Monitoring Results (R)

- *Strategic Priorities and Outcomes*

Strategies

1. Implementation and monitoring of the governance policies will begin in the fall of 2024.
2. Annual review of all policies will ensure relevance and ongoing monitoring of the relationship between the Fargo Park Board of Commissioners and executive director.
3. Annual summative review to ensure the relevance and sustainability of the governance policies.

Outcomes

1. Approval of an annual work plan to outline the monitoring process of the governance policies.

II. Capital Improvement Plan - Rationale

A capital improvement plan assesses current and future infrastructure needs, ensuring developments align with community demands and environmental stewardship. It provides a roadmap for phased improvements, maintenance, and expansion to enhance user experience and park service accessibility.

Goal 1.2

The Fargo Park District executive leadership team will develop and implement a capital improvement plan.

Objective 1.2.1

Conduct comprehensive reviews to assess the current condition and ongoing maintenance and capital improvement needs of Fargo Park District facilities.

Strategies

1. Develop a plan of Fargo Park District programs and facilities.
2. Assistance for improved planning of projects.
3. Implement a process to identify the needs of the entire community.
4. Maintain a current inventory of park amenities while identifying areas for growth.

Outcomes

1. Evidence of alignment between the capital improvement plan and the long-range financial plan to ensure the sustainability of the planning process.
2. Completion of an annual review of the preventative maintenance plan and adjust it when necessary to ensure its relevance and sustainability.

III. Preventative Maintenance Plan – Rationale

A comprehensive preventative maintenance plan includes periodic inspections, assessments, repairs, and replacements. It ensures optimal operation based on industry standards, local guidelines, city requirements, and manufacturer recommendations. This plan maintains park assets for safety, optimal use, and extended life cycles, maximizing return on investment.

Goal 1.3

The Fargo Park District will create a comprehensive preventative maintenance plan.

Objective 1.3.1

Conduct maintenance assessment of facilities by qualified professionals.

Strategies

1. Ensure a process for accurate budget forecasting.
2. Use assessment data to inform facility maintenance needs for capital improvement plan.

Outcomes

1. Completion of annual review of the preventative maintenance plan when necessary to ensure the relevance and sustainability of the plan.

Objective 1.3.2

Develop standards for and expectations for replacement of all equipment used within the park district.

Strategies

1. Ensure a process for accurate budget forecasting for equipment replacements.

Outcomes

1. Ensure a process for accurate budget forecasting, identify funds saved and reappropriate in the yearly budget for repair and replacement of Fargo Park District equipment.

IV. Long-Range Financial Planning – Rationale

A long-range financial plan is crucial for the park system's fiscal health, providing a clear strategy for funding, budgeting, and investment priorities. It anticipates future costs and revenues, enabling informed decisions and financial stability amid economic changes.

Goal 1.4

The Fargo Park District will create a data-driven long-range financial plan, using historical, current, and projected data aligned with the Park District's strategic priorities.

Objective 1.4.1

The Fargo Park District will research and develop a long-range financial plan.

Strategies

1. Data-driven financial decisions will be based on historical performance and future trend analysis.
2. Annual budgeting efficiency will be based on historical expense trends and estimated revenue growth.

Outcomes

1. Development and implementation of a long-range Financial Plan.

Objective 1.4.2

The Fargo Park District will develop an annual budget, approved by the Fargo Park Board of Commissioners, using data from the long-range financial plan, including historical, current, and future forecasts.

Strategies

1. Preliminary budgets will be approved by August of the previous fiscal year.
2. Final budgets will be certified with the county by October of the previous fiscal year.

Outcomes

1. Monitor the approval and certification of an annual budget.

Objective 1.4.3

Maintain transparency in fiscal management and reporting.

Strategies

1. Quarterly review of year-to-date financials with commissioners at regularly scheduled committee meetings
2. Ongoing review with the leadership team of the departmental budget for year-to-date monitoring.

Outcomes

1. Implementation of the annual budget.

Objective 1.4.4

Maintain effective cash flow management through sound accounting practices, investment strategies, debt structure, and fund balance goals.

Strategies

1. Ensure the maintenance of a favorable bond rating of Aa+ or better
2. Conduct and receive an unqualified annual audit report

Outcomes

1. Completion of an annual audit report.

V. People and Culture - Rationale

The value of people and culture in the Fargo Park District lies in its diverse workforce skills. A strong internal culture promotes effective workforce management, trust, collaboration, resilience, and support, resulting in enhanced employee engagement, productivity, and satisfaction while aligning with organizational goals.

Goal 1.5

The Fargo Park District aims to establish an employee culture that attracts and retains qualified individuals needed to provide amenities and services of the highest caliber.

Objective 1.5.1

Attract and retain talented individuals who possess the necessary skills and qualifications to excel in their roles, drive organizational success, and contribute to the achievement of strategic goals.

Strategies

1. Develop and implement a recruitment process of talented individuals to join the Fargo Park District team that is intentional and proactive.

Outcomes

1. Evidence of deeper and more diverse applicant pools.
2. Evidence of a more collaborative work environment.
3. Evidence of increased employee satisfaction.

Objective 1.5.2

Develop a comprehensive compensation and benefits philosophy that is competitive in the local, regional, and national markets for respective positions.

Strategies

1. Perform regular benchmarking studies to compare compensation and benefits packages with those of similar organizations in local, regional, and national markets.
2. Analyze industry-specific data to understand prevailing trends and standards for various positions.
3. Regularly review and update the benefits package to remain competitive and responsive to employee needs and industry trends.

Outcomes

4. Evidence of benefit and compensation structure that aligns with best practices in the local, regional, and national markets.

Objective 1.5.3

Establish training and development programs to enhance employees' current roles by focusing on job-specific skills and competencies. These initiatives include leadership training, new skill acquisition, mentorship, and overall professional growth, ensuring a long-term investment in performance improvement.

Strategies

1. Regularly assess the effectiveness of the trainings and programs through surveys, performance reviews, and feedback sessions and adjust as necessary.
2. Invest in intentional training and development opportunities that align with the career goals of specific employees and the strategic goals of the organization.
3. Create measurable standards to provide ongoing feedback for recognition, continuous growth, improvement plans, and advancement and succession planning.

Outcome

1. Increased productivity and efficiency.
2. Reduced turnover.
3. Increased performance and job satisfaction.

Objective 1.5.4

Develop a comprehensive performance review process tied to clear performance expectations, provide regular feedback, establish accountability measures, and promote ongoing recognition and appreciation for employee performance.

Strategies

1. Develop a standardized performance review template that includes key performance indicators (KPIs), competencies, and behavioral expectations.
2. Create a measurable matrix for performance-based compensation decisions.

Outcomes

1. Consistent and improved employee evaluations.
2. Clear performance expectations.
3. Improved employee development.
4. Enhanced employee retention.

Objective 1.5.5

Prioritizing employee health and well-being by offering wellness programs and resources for managing work-life balance.

Strategies

1. Prioritize flexible work schedules and remote work options to help employees manage their personal and professional responsibilities.
2. Train managers and supervisors to identify signs of burnout, stress, and declining physical and mental health. Equip them with resources to support their teams in maintaining overall well-being, including promoting work-life balance, managing workload effectively, and fostering a healthy work environment.
3. Provide programs, training, and resources through the Employee Assistance Program to focus on employee well-being.

Outcomes

1. Evidence of reduced absenteeism.
2. Increased job satisfaction and performance.
3. Evidence of a culture where mental health is discussed and valued.

Objective 1.5.6

Fargo Park District will intentionally develop a positive work culture across all departments to create an inclusive environment where all staff feel supported.

Strategies

1. Encourage frequent meetings and communication among team members within departments.
2. Promote cross-departmental collaboration through regular sessions and initiatives.
3. Ensure transparency and timely communication in decision-making processes to build trust and inclusivity among staff.
4. Encourage cross-departmental collaboration through project teams, task forces, and shared initiatives.

Outcomes

1. Evidence of employees modeling attitudes and behaviors that support building positive relationships.
2. Increased cross-departmental collaboration.

STRATEGIC PRIORITY II - RELATIONSHIPS

Partnerships with organizations enhance regional value through shared efforts, mutual goals, and collective outcomes. The Fargo Park District will cultivate and sustain relationships with collaborative partners that align with and support the mission, vision, and values of the organization.

I. Organizational Relationships - Rationale

Successful organizational relationships hinge on strong standards, including effective partnership management and community relationship-building. This fosters trust, collaboration, resilience, adaptability, and support, enhancing community engagement, productivity, and satisfaction aligned with organizational goals and values.

Goal 2.1

Fargo Park District will establish standards to guide the development of partnerships and enable informed decision-making processes when partnering with non-profit agencies, area businesses, and governmental subdivisions.

Objective 2.1.1

Staff will evaluate current partnerships and relationships to understand the existing standards, strengths, and weaknesses.

Strategies

1. Define expectations of partnerships as they relate to the mission, vision, and values of the organization.
2. Update guidelines to enhance external relationships, focusing on identified areas needing improvement to support growth.
3. Annually monitor partnership agreements.

Outcomes

1. Better aligned partnerships.
2. Mission driven community impact.
3. Enhanced effectiveness.

Objective 2.1.2

Identify key priorities to determine needs and expectations for successful community partnerships.

Strategies

1. Identify priority areas for collaboration based on community impact, alignment with the Fargo Park District's mission and resource availability.
2. Define standard procedures/processes for partnerships, including what resources will be committed and what success is expected by partnering with the organization.
3. Clearly communicate priority areas for collaboration with partners.

Outcomes

1. Clarity in partnership expectations.
2. Enhanced collaboration.

Objective 2.1.3

Apply created criteria for selecting partnerships to new and existing relationships.

Strategies

1. Establish a transparent decision-making process for forming and maintaining partnerships.
2. Create effective communication channels to keep partners informed and engaged.
3. Development of new partnerships that contribute to sustainable growth and enhance the community's well-being.
4. Monitor relationships through annual reviews, including the use of the resources and benefits, and the partnership's success in meeting established outcomes.

Outcomes

1. Better aligned partnerships.
2. Mission driven community impact.
3. Enhanced effectiveness.

II. Community Engagement - Rationale

Robust community engagement ensures the Fargo Park District initiatives align with diverse resident needs. Proactively involving the community fosters trust, transparency, and ownership, enhancing our responsiveness and sustainability for inclusive, impactful outcomes.

Goal 2.2

Create standardized community engagement practices to consistently engage community members in regular dialogue to listen, inform, consult, involve, and collaborate using IAP2 standards.

Objective 2.2.1

Standardize community engagement procedures and processes to ensure community members have ample opportunities to engage in decision-making as it relates to parks, facilities, trails, events, and programs.

Strategies

1. Develop a standardized community engagement framework and process for gathering community input on new or remodeled parks, facilities, and trails.
2. Develop a standardized community engagement framework and process for gathering community input on new or revitalized events and programs.
3. Implement a community engagement framework and process to gather community evaluations on existing programs and events regularly.

Outcomes

1. Transparency in processes for the public regarding decision-making.
2. Diversity in perspectives.
3. Increased community engagement and ownership with projects and initiatives.
4. Increased stakeholder satisfaction.

Objective 2.2.2

Invest in staff and staff training to ensure the community is engaged in projects and updates.

Strategies

1. Invest in staff positions dedicated to community engagement.
2. Invest in public participation training and continuing education for dedicated community engagement staff members.
3. Establish improved transparency with community members as trained staff apply the methods and tools aligning with IAP2 standards for a process where public participation is informed and engaged.

Outcomes

1. Transparency in processes for the public regarding decision-making.
2. Diversity in perspectives.
3. Increased community engagement and ownership with projects and initiatives.
4. Increased stakeholder satisfaction.

Objective 2.2.3

Define expectations to engage proactively with underrepresented communities.

Strategies

1. Conduct assessments to identify underrepresented communities within the service area of the Fargo Park District.
2. Create targeted outreach plans tailored to underrepresented communities, considering cultural sensitivity and specific communication preferences.
3. Collaborate with community leaders, organizations, and stakeholders to facilitate meaningful engagement.
4. Equip staff with tools and strategies to effectively communicate and build relationships across diverse cultural backgrounds.

Outcomes

1. Monitor engagement activities annually.
2. Diverse and inclusive decision making.
3. Diversity in perspectives.
4. Increased community engagement and ownership with projects and initiatives.

STRATEGIC PRIORITY III - PLACES AND SPACES

Places and spaces are distinct concepts relating to the physical and social dimensions of human environments. We define “spaces” as our facilities' and parks' physical dimensions and geographical locations. In contrast, “places” are the cultural, social, and emotional experiences and interactions within Fargo Park District spaces. Places are imbued with meaning, memories, and social significance.

I. Informed Decision Making – Rationale

Making informed decisions is crucial because it allows the Fargo Park District to base its choices on a thorough understanding of data, potential outcomes, and consequences. By carefully considering the reasoning behind each decision, we can assess risks and benefits, evaluate different options, and ultimately make choices that align with our goals and community values.

Goal 3.1

The Fargo Park District will establish standardized procedures and implement comprehensive assessments, enabling informed decision-making processes for enhancing and maintaining parks, facilities, trails, events, and programs within the Fargo Park District.

Objective 3.1.1

Create and implement a standardized assessment framework for all Fargo Park District parks, facilities, trails, events, and programs. Implementing rigorous evaluation criteria ensures that updates and improvements align with safety, accessibility, and community engagement.

Strategies

1. Create and implement standardized assessment frameworks for evaluating parks, facilities, and trails.
2. Create and implement standardized assessment frameworks for evaluating events and programs.
3. Annually monitor and use assessment data to determine ROI and relevancy of programs.

Outcomes

1. Better decision-making regarding parks, facilities, and trails.
2. Better decision-making regarding events and programs.

Objective 3.1.2

Standardize processes to ensure the Fargo Park District offers safe places, spaces, and experiences.

Strategies

1. Create and implement safety auditing processes and procedures for playgrounds, parks, and facilities.

2. Create and implement safety auditing processes and procedures for events and programs.
3. Create and implement emergency response plans for facilities, parks, and events.
4. Educate full-time and part-time staff on emergency response plans and protocol.

Outcomes

1. Evidence of safer and more proactive spaces and experiences across the Fargo Park District.

II. Ecological and Sustainable Interactions – Rationale

By fostering ecological and sustainable interactions the Fargo Park District can safeguard the well-being of present and future generations.

Goal 3.2

Targeted outreach programs, educational initiatives, programming, events, and collaborative partnerships foster a deeper appreciation for the ecological richness of parks and trails and encourage sustainable interactions that benefit both residents and the environment.

Objective 3.2.1

Develop and implement educational programs and events to increase community knowledge and appreciation of local natural spaces.

Strategies

1. Deliver educational workshops that encourage the use of outdoor spaces, targeting diverse community groups.
2. Dedicate a recreation department staff member to proactively develop and oversee diverse programs and workshops with a focus on nature and ecology.
3. Identify key target demographics, including age groups, socioeconomic backgrounds, and geographic locations, to tailor educational programs appropriately.

Outcomes

1. Evidence of program development and enhancements.
2. Annually monitor ROI and relevancy of programs.

Objective 3.2.2

Increase community involvement and awareness through targeted outreach and marketing efforts.

Strategies

1. Develop and implement a marketing campaign with a goal of encouraging the passive use of outdoor spaces.

2. Expand branding guidelines that encapsulate a voice and visual identity centered around nature and fun, creating a vibrant and engaging representation of our community's natural spaces.
3. Increase public engagement through volunteerism to help plant and care for our natural areas including the Adopt-A-Park Program and park cleanup events.
4. Better communicate and provide public access to natural resource management plans to help the community better understand why natural resources are important and managed in specific ways.

Outcomes

1. Annually review marketing targets and strategies and prove effectiveness.
2. Evidence of increased community engagement in outdoor spaces.

Objective 3.2.3

Improve the connectivity and usability of trails city-wide.

Strategies

1. Promote the community's utilization, education, and active engagement with the natural spaces within the Fargo Park District.
2. Improve trail connectivity across the community with the goal of a full trail connecting the northernmost point of the city to the southernmost point of the city.
3. Design and implement wayfinding signage along all trails including trailhead maps, mile markers, etc.

Outcomes

1. Evidence of better trail connectivity.
2. Evidence of increased use of trails and paths.

III. Long-Term Sustainability – Rationale

Long-term sustainability is paramount as it emphasizes the responsible use of resources, the protection of ecosystems, and the well-being of the Fargo Park District. The Fargo Park District acknowledges the finite nature of natural resources, the interconnectedness of economic, social, and environmental systems, and the need for mindful stewardship of our community.

Goal 3.3

The Fargo Park District will implement environmentally conscious strategies, resource-efficient management techniques, and community-driven stewardship initiatives to ensure the long-term sustainability of parks and operational practices. Natural, unique, or sensitive areas such as valuable wetlands, riverbanks, and woodlands will be prioritized and protected.

Objective 3.3.1

Integrate green infrastructure solutions to enhance environmental sustainability in park operations.

Strategies

1. Reduce water usage and promote local biodiversity.
2. Improve energy efficiency and provide additional green spaces.
3. Implement renewable energy sources in parks and facilities.

Outcomes

1. Annually monitor assessment data to determine ROI and relevance.
2. Improve energy efficiency and provide additional green spaces.

Objective 3.3.2

Adopt resource-efficient practices to minimize environmental impact and operational costs.

Strategies

1. Create an internal Sustainability Committee.
2. Implement robust recycling program in facilities, parks, trails, and events.

Outcomes

1. Annually monitor and use assessment data to determine ROI and relevance.
2. Evidence of increased recycling initiatives across the Fargo Park District.

Objective 3.3.3

Continue and expand practices to preserve and enhance the ecological integrity of parks through sustainable land management.

Strategies

1. Invest in staff positions dedicated to Natural Resource Management.
2. Improve management of prairie restoration and riparian areas.
3. Create and implement long-term natural resource management plans.
4. Preserve wildlife habitats and improve procedures for urban wildlife interactions.

Outcomes

1. Annually monitor and use assessment data to determine ROI and relevance.
2. Evidence of increased park acreage dedicated to sustainable land management.

Objective 3.3.4

Continue reforestation in response to invasive pests such as Emerald Ash Borer, Dutch Elm, and Buckthorn.

Strategies

1. Create and manage sustainable urban forest throughout the community and river corridor.
2. Improve water quality, erosion control, and wildlife habitat along the river corridor.
3. Improve the diversity of urban forests to create more resilient green infrastructure.

Outcomes

1. Annually monitor and use assessment data to determine ROI and relevance.
2. Evidence of a healthier and more vibrant urban forest.

IV. Inclusive Design and Diverse Programming – Rationale

Inclusive design and diverse programming are vital in creating welcoming environments and ensuring equitable access for all individuals. By exploring the rationale behind inclusive design and diverse programming, the Fargo Park District recognizes the importance of embracing diversity, fostering inclusivity, and promoting representation across our community.

Goal 3.4

The Fargo Park District will implement inclusive design principles, address barriers to access, and cultivate diverse programming and outreach efforts.

Objective 3.4.1

The Fargo Park District will strive to create welcoming environments that celebrate all community members' unique identities and needs and ensure everyone's access to recreational opportunities.

Strategies

1. Identify and engage experts to help identify accessibility gaps in parks, facilities, trails, programs, and events.
2. Conduct thorough accessibility audits of all parks, facilities, trails, and events to identify and address barriers to access.

Outcomes

1. Annually monitor and use assessment data to determine ROI and relevance.
2. Evidence of more inclusivity across all accessibility dimensions including cognitive ability, physical ability, language barriers, etc.

Objective 3.4.2

Develop and offer programming that reflects and celebrates the community's diversity.

Strategies

1. Utilize census data in regard to community's diversity to develop tailored programs and events that meet the unique needs and interests of all demographic groups.
2. Identify, engage, and partner with experts and local organizations to ensure that Fargo Park District programs and events cater to a broad and diverse audience.
3. Identify local cultural liaisons to assist in developing and marketing to a diverse audience.
4. Participate in and support local cultural activities and events such as Pride, public health fairs, New American programs, etc.

Outcomes

1. Annually monitor and use assessment data to determine ROI and relevance.
2. Evidence of increased diversity across events, programs, and leagues.

Objective 3.4.3

Enhance staff awareness and capability to provide inclusive and equitable services.

Strategies

1. Invest in additional staff members dedicated to diversity, equity, and inclusion such as a DEI Specialist.
2. Identify and invest in continuing education for all staff in diversity, equity, and inclusion such as conferences, sensitivity trainings, and certifications.

Outcomes

1. Annually monitor and use assessment data to determine ROI and relevance.
2. Evidence of more inclusive and confident staff members.

Objective 3.4.4

Leverage technology to assist in communication and access to information.

Strategies

1. Develop and launch a fully functioning Fargo Park District app with an emphasis in accessibility to information across abilities and languages.
2. Implement different languages on the website and marketing collateral.
3. Use QR codes on park signage that can be translated into different languages.

Outcomes

1. Annually monitor and use assessment data to determine ROI and relevance.

FARGO PARK DISTRICT FOUNDATION

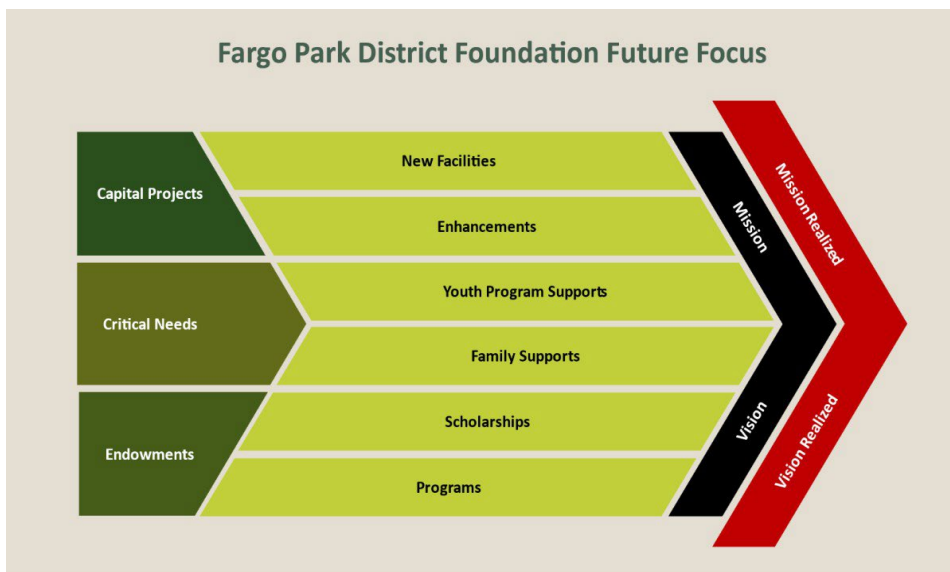
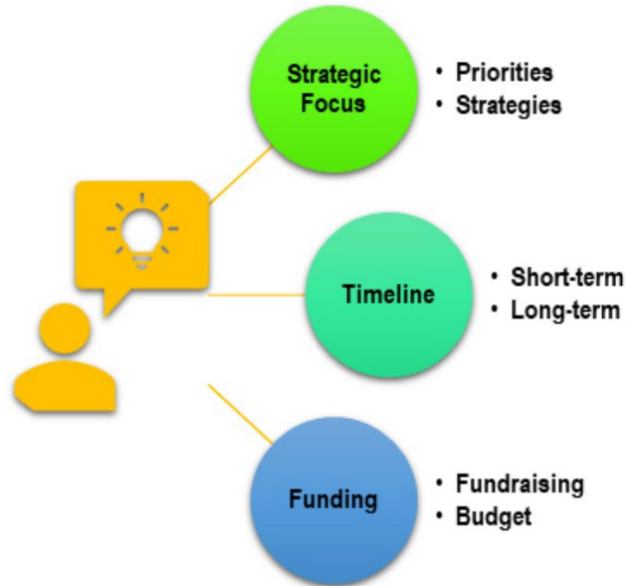
The Fargo Park District Foundation was founded in 2018. The Fargo Park District Foundation strategic plan was developed and initiated in 2022.

Mission Statement

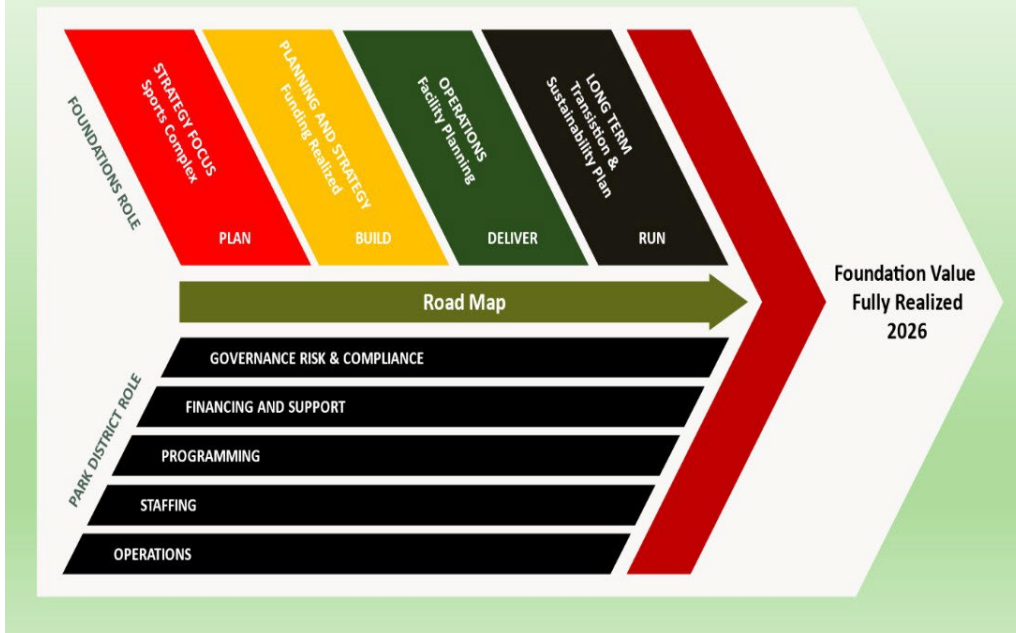
Enhance the quality of life in the metro area by developing modernized facilities, new programs, and great opportunities for all in the community.

Strategic

Development – Vision 2030



Fargo Park District Foundation Long Range Planning



Timeline:

- 2024 - PD 100% support to initiate Foundation Sustainability: Fargo Parks Sports Center realization and build, Fargo Parks Sports Center operations, Foundation transition Strategic Planning
- 2027 - PD 50% Support for Foundation Operations – Framework and Funding Realized at 50%
- 2030 - PD 30% Support for Foundation Operations – Potentially fully funded and self-supporting capability.

STRATEGIC PLAN MEASURES, EVALUATION, AND ANNUAL REVIEW

The Fargo Park District strategic plan will act as a roadmap to uphold the park district's priorities, goals, and accomplishments. This plan responds to growth, opportunity, program sustainability, and community needs. The strategic plan will be evaluated for continuous improvement annually. In June of each year, the executive leadership team will review the plan and present it to the Fargo Park District Board of Commissioners to consider adjustments.

This strategy will allow the Fargo Park District administration and staff to significantly contribute to the overall strategic plan and how it is measured. The progress indicators must be either qualitative and quantitative metrics or both. Specific measures will be identified through the operational plan. The operational plan will include:

- Indicators of expected outcomes monitoring for each strategic priority area
- Annual plan review - a summative determination of the plan's effectiveness and suggested yearly adjustments.

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