



BUDGET/FACILITIES COMMITTEE MEETING
Wednesday, July 27, 2022; 8:00 a.m.-10:00 a.m.

Fargo Park District Board Room
701 Main Avenue, Fargo

Board Committee Members:
Vicki Dawson & Dawn Morgan

AGENDA

1. Review schematic drawings and renderings for reconstruction of Island Park Pool; Kevin Boe and Tony Wolf, Zerr Berg Architects, presenters.
2. Review 2023 preliminary budget.
3. Continue discussion on an ice facility at the Fargo Parks Sports Complex in collaboration with Angel Hockey and Fargo Youth Hockey Association; Dave Leker, presenter.
4. Discussion of BerryDunn reorganization; Dave Leker and Stacy Kruger, presenters.
5. Review draft job descriptions for Deputy Director of Administration and Deputy Director of Operations positions; Dave Leker, presenter.
6. Review 2022 second quarter financials; Broc Lietz, presenter.
7. Review updated Valley Senior Services Transit Drug and Alcohol Policy and Fleet Maintenance Plan; Paul Grindeland, presenter.
8. Review request to solicit for bids for Park Division Equipment; Dave Bietz, presenter.
9. Other

Next Fargo Park Board Meeting: August 2, 2022; 5:30 p.m.
Next Facilities Committee Meeting: August 31, 2022; 8:00 a.m.



MEMORANDUM

DATE: July 20, 2022

TO: Fargo Park Board Commissioners

FROM: Kevin Boe, Recreation Director

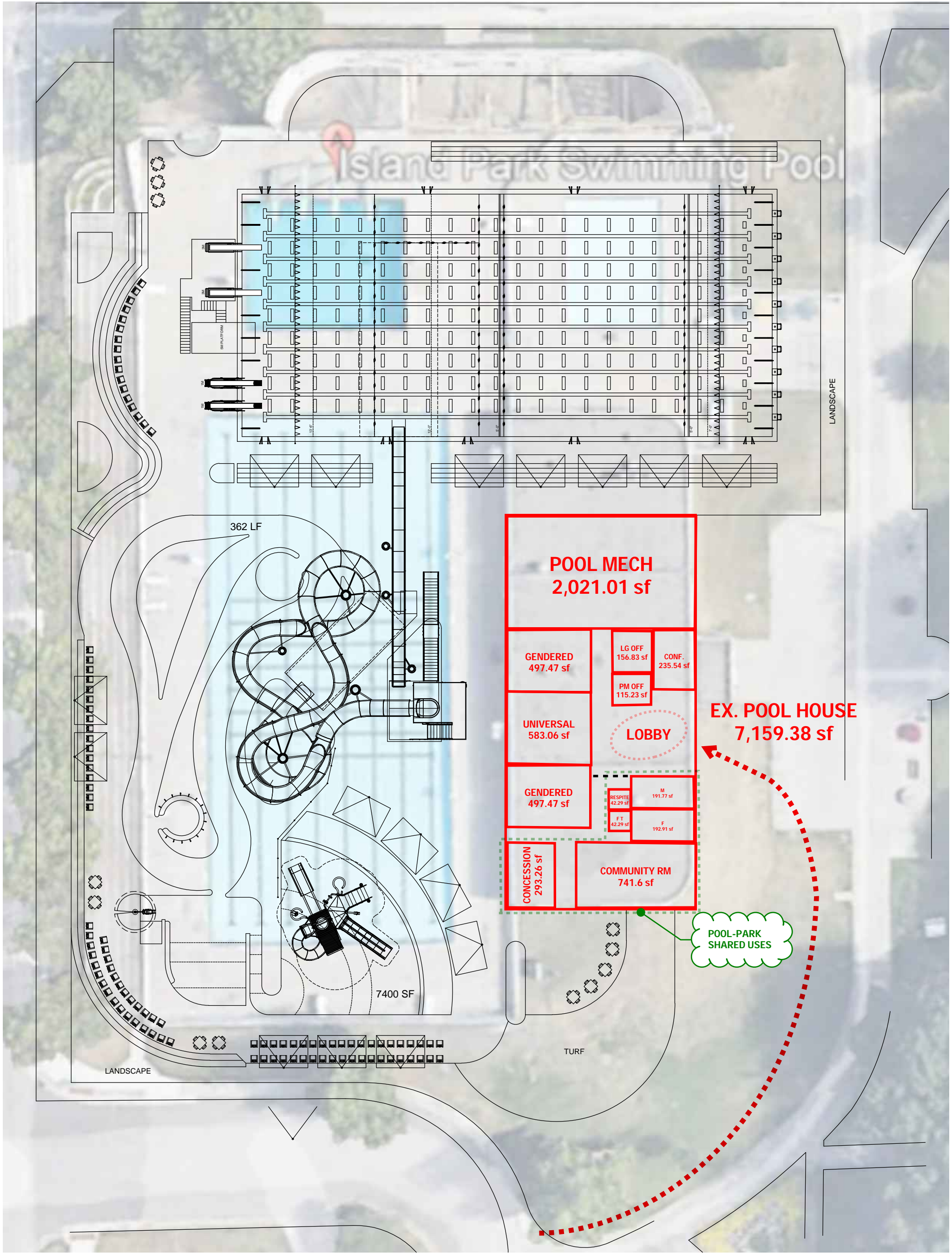
RE: Agenda Item No. 1 – Review schematic drawings and renderings for reconstruction of Island Park Pool

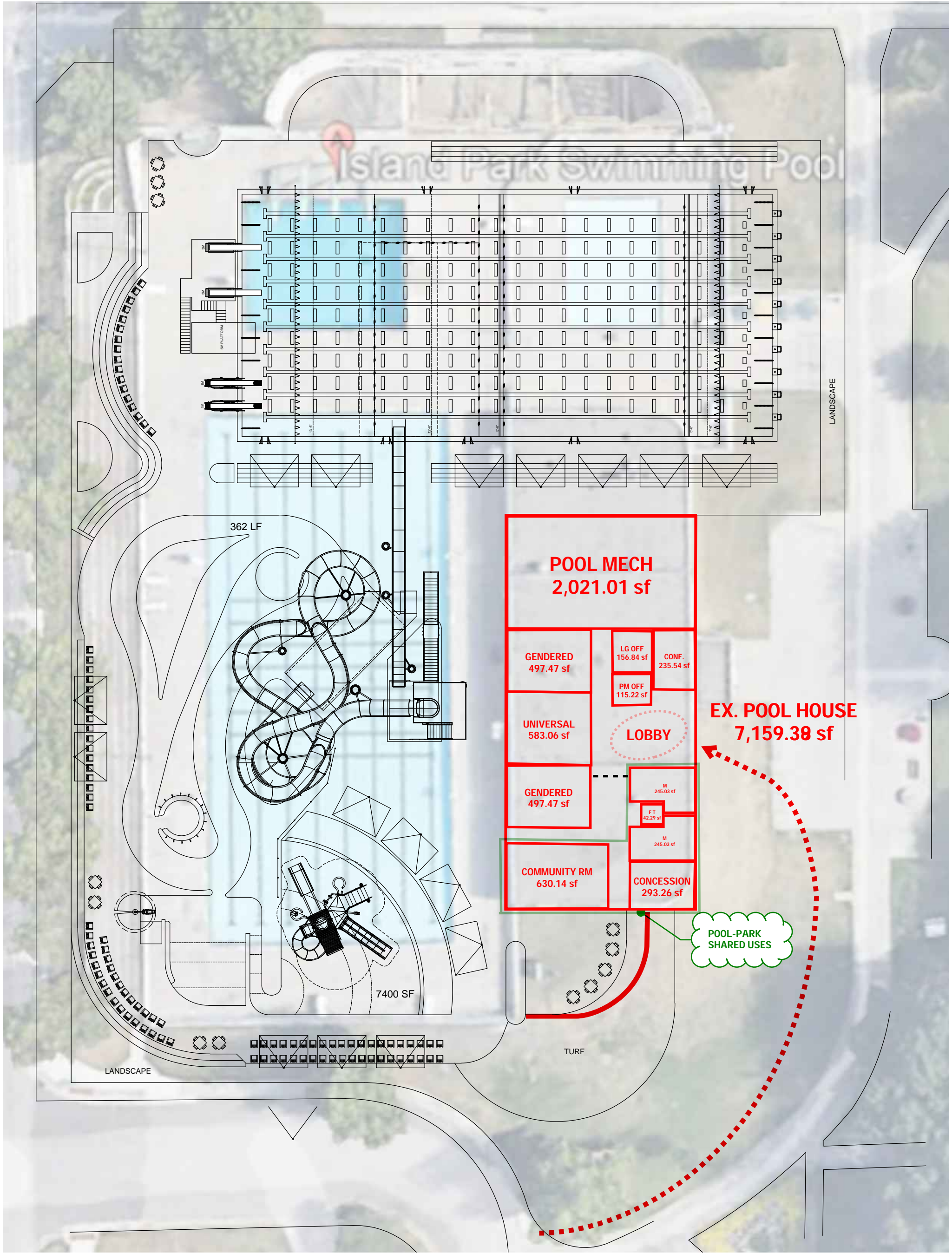
At the June 14th, 2022, Board Meeting, Commissioners agreed on the location of Island Park Pool in conjunction with the Master Plan of Island Park. Staff has been meeting with Tony Wolf (Zerr-Berg) and Doug Whiteaker (WTI) on the design, cost estimates and schedule for the reconstruction of Island Park Pool.

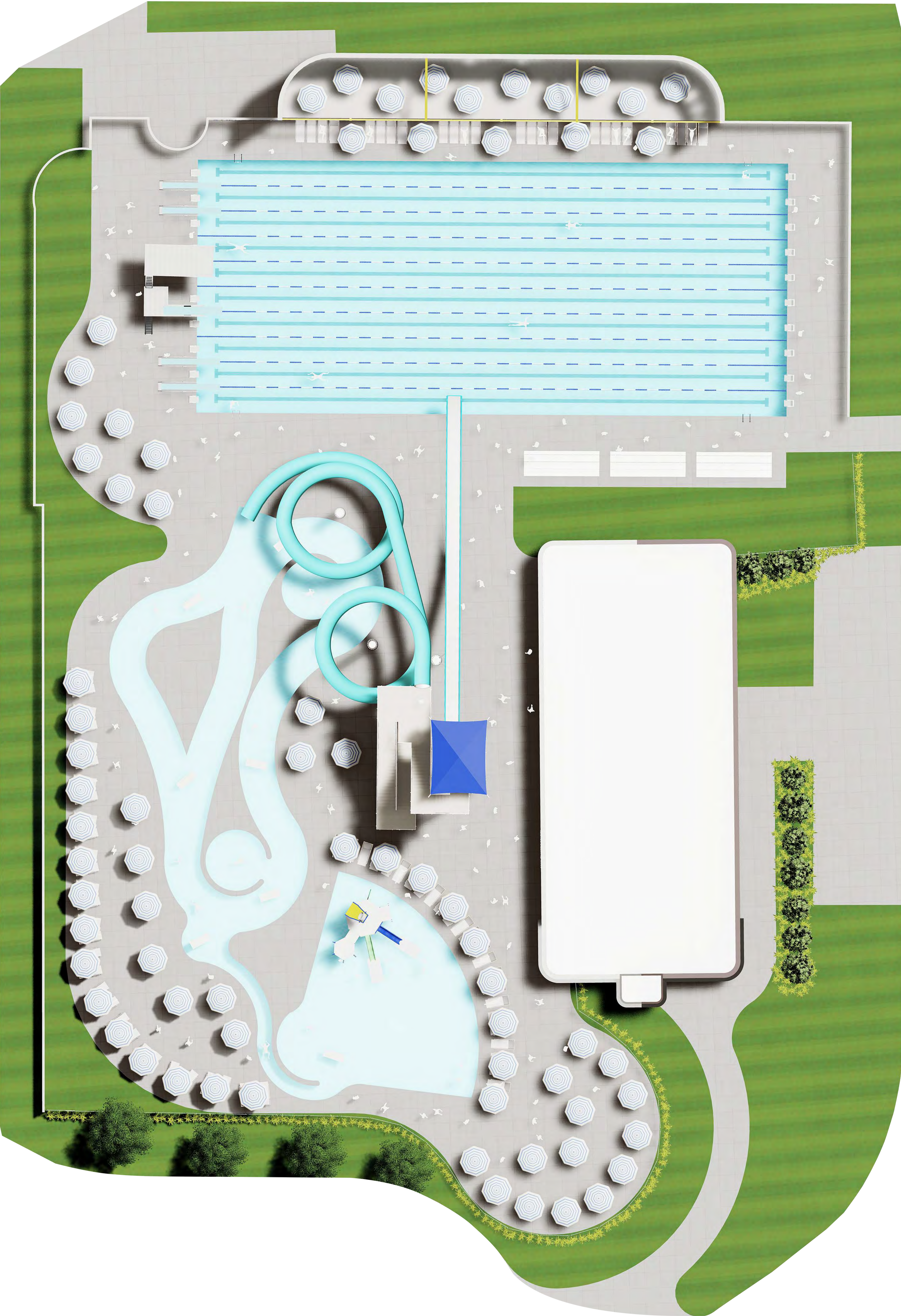
Tony Wolf (Zerr-Berg) will review schematic drawings, estimated cost, and a tentative schedule for the reconstruction of Island Park Pool.

Please let me know if you have any questions prior to the meeting.

Thank you.







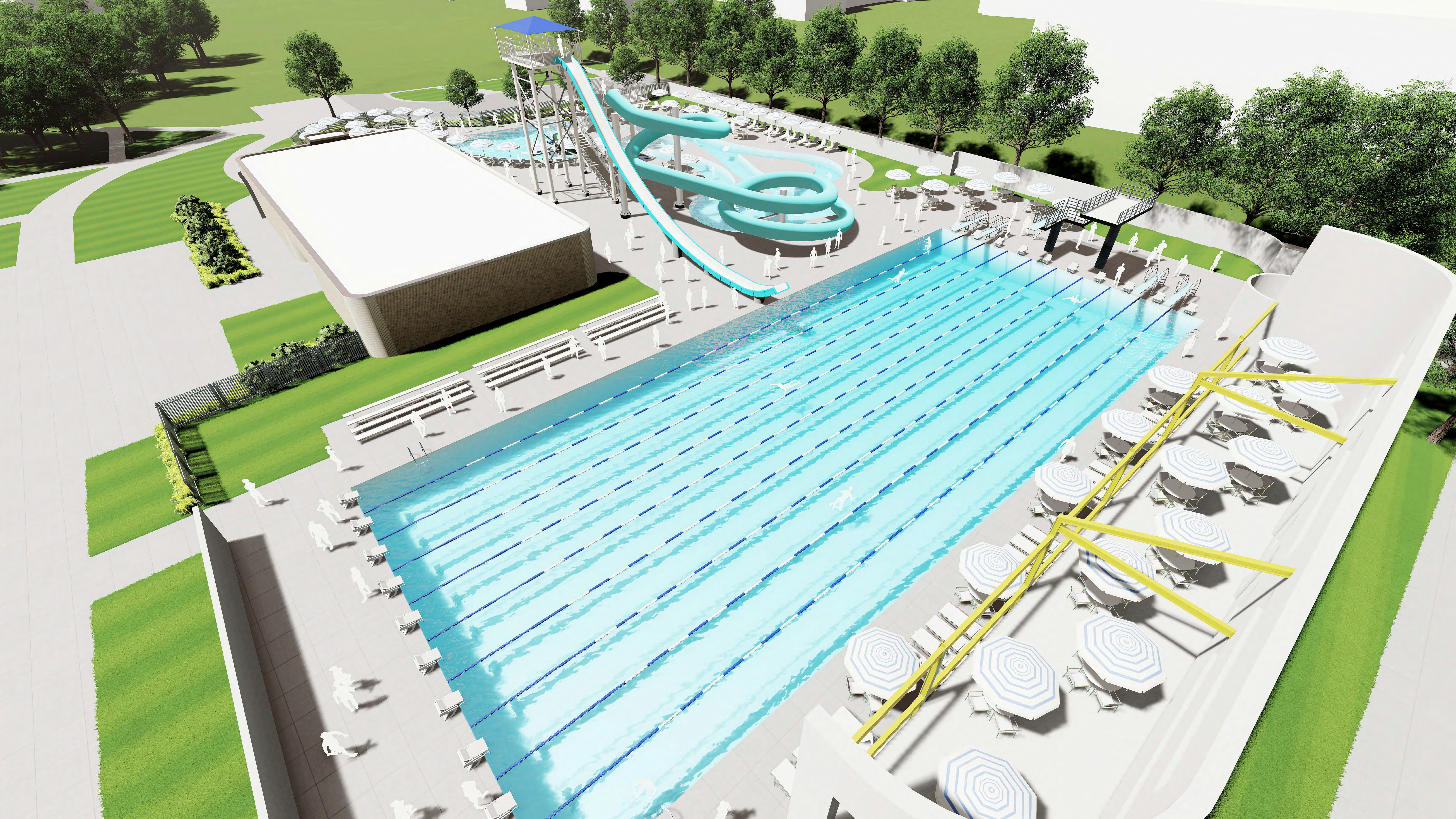














Island Park Aquatics Center
Fargo, ND
Project No. 20-027



July 20, 2022

Summary of Probable Costs

50M Competition Pool with Lifestyle Pool and Lazy River		2022 Construction	2023 Construction
Site Construction			
Demolition of Existing Facility		\$ 209,500.00	\$ 251,400.00
Civil Sitework		\$ 1,057,250.00	\$ 1,268,700.00
Landscaping & Site Amenities		\$ 686,600.00	\$ 823,920.00
	Subtotal	\$ 1,953,350.00	\$ 2,344,020.00
ND Use Tax	2.5%	\$ 48,833.75	\$ 58,600.50
General Conditions	4%	\$ 78,134.00	\$ 93,760.80
Contractor Markup (OH & P)	8%	\$ 156,268.00	\$ 187,521.60
Site Subtotal		\$ 2,236,585.75	\$ 2,683,902.90
Aquatic Construction			
Multipurpose Recreation Lifestyle Pool		\$ 2,382,000.00	\$ 1,779,500.00
Lazy River		\$ 1,260,000.00	\$ 1,260,000.00
Multipurpose 10 Lane 50M Comp Pool w/ 2 Drop Slide, 2-1 m boards, 2-3 m board, & 1-5 m platform		\$ 3,559,000.00	\$ 4,126,000.00
Water Slide Tower - 2 Body Slide w/Runout & 1 Tube Slide into River		\$ 785,000.00	\$ 685,000.00
Frost Mitigation Aggregate		\$ 291,600.00	\$ 349,920.00
	Subtotal	\$ 7,017,600.00	\$ 8,200,420.00
ND Use Tax	2.5%	\$ 175,440.00	\$ 205,010.50
General Conditions	4%	\$ 280,704.00	\$ 328,016.80
Contractor Markup (OH & P)	8%	\$ 561,408.00	\$ 656,033.60
Aquatic Subtotal		\$ 8,035,152.00	\$ 9,389,480.90
Building Construction			
5700 sf @ \$420/sf 2022 Const., 8600 sf @ \$510/sf 2023 Const.		\$ 2,394,000.00	\$ 4,386,000.00
Building Subtotal		\$ 2,394,000.00	\$ 4,386,000.00
Total Construction Cost		\$ 12,665,737.75	\$ 16,459,383.80
	2022 Const.	2023 Const.	
A/E Fee	10%	LS	\$ 840,000.00
Allowance & Misc. Owner Cost Allowance (Site Survey, Geotech, Material Testing, etc.)		3%	\$ 493,781.51
FFE Allowance		LS	\$ 186,000.00
Contingency		10%	\$ 1,645,938.38
Total Project Cost			\$ 19,625,103.69

Alternates	Estimate Cost	Inclusive of all Markups and Fees	Inclusive of all Markups and Fees
Ninja Cross Course (\$60-80k rough-in)	\$ 350,000.00	\$ 492,922.50	\$ 591,507.00
South Lot*	\$ 200,000.00	\$ -	\$ 281,670.00
YMCA Lot*	\$ 325,000.00	\$ -	\$ 457,713.75

* Does not include storm water retention if required.

Potential Scope Reduction

Opt. 1 Reduce Size of Splash Zone Wading area by 1000 sf	\$ 320,000.00	\$ 414,032.00
Opt. 2 Omit Elevated Deck Area	\$ 242,400.00	\$ 313,629.24
Opt. 3.1 Reduce Size of Building by 1600 sf	\$ 816,000.00	\$ 922,080.00
Opt. 3.2 Reduce Size of Building by 1600 sf and reuse existing structure	\$ 1,950,000.00	\$ 2,203,500.00
Opt. 4 Omit Water Slide Tower	\$ 685,000.00	\$ 886,287.25



MEMORANDUM

DATE: July 22, 2022

TO: Fargo Park Board Commissioners

FROM: Broc T. Lietz, Finance Director

RE: Agenda Item No. 2 - Review 2023 preliminary budget

The preliminary 2023 Park District budget has been prepared using a mill levy rate of 33.86. This represents no new mills from last year.

The following schedules will be presented at the July 27th committee meeting.

- 2023 budget highlights;
- 2023 Budgeted revenue and expenses by department
- 2023 Budgeted revenue and expenses by fund
- 2023 Capitals schedule;
- 2023 Continuing Education schedule.

The objective of the meeting will be to set the mill levy rate in order to finalize the preliminary budget. The final preliminary budget will be presented at the August 2nd board meeting and submitted to Cass County before August 10th.

Please let me know if you have any questions.

Thank you!

Fargo Park District Budget Highlights 2023, Preliminary Budget

Updated 7/22/2022

1. Overall Comments

- i. General Fund Budget is balanced at \$29,561,703
- ii. Mill levy rate of 33.86 for the preliminary budget, no increase in mills from 2022
- iii. All Funds

General Fund	\$29,561,703
Debt Service Fund	7,767,312
Valley Senior Services	<u>5,806,236</u>
Total All Funds	\$43,135,251

- Courts Plus had previously be a separately reported fund in our budget process and our financial reporting process. Due to change in financial reporting process for the audit, Courts Plus is now rolled into the General Fund for both.

b. Payroll changes

- i. 9 additional positions, with a budgeted cost at \$731,000
- ii. Full-time staff compensation pool increase of 5%
- iii. Seasonal staffing increases of 18%
- iv. health insurance increase of 14%

2. Capitals

- a. Capitals for 2023 Preliminary Budget of \$4,675,025. Increase of \$572,051 from 2022 budget.
- b. Detail of the 2023 Capitals Request Schedule is provided.

3. Continuing Education

- a. Final continuing education amounted to \$164,720.

4. Recreation (01)

- a. Projecting to see slight increases in revenue from recreational programs
- b. Increase in payroll related to hiring of Sports Complex Manager
- c. Decrease expenses related to scheduled equipment needs

5. Events (05)

- a. Increase in expense related to an additional staff member

6. Concessions (08)

- a. Projecting an increase in revenues of concessions for 2023 compared to 2022.
- b. Increase in expense related to additional staffing needs

7. Golf Courses (10)

- a. Project a revenue increase in revenues in 2023 compared to 2022. We expect to see a decrease in the actual figures in 2022 compared to 2021 due to weather, but otherwise the courses have been very busy in June of 2022.
- b. Expect revenue increases in our driving ranges. New turf at Osgood will extend driving range availability in the Spring and Fall.
- c. Payroll expenses will be slightly shifting, as we are proposing to bring on 3 Full Time Golf Pro Assistants. These are Part Time positions currently.
- d. Repairs expenses will be drastically decreased in 2023 budget, as the Osgood Sloughing Project was budgeted in 2022.
- e. Major Capital Expenses for 2023 include:
 - i. Osgood Irrigation Upgrade - \$400,000
 - ii. Edgewood Cart Path Updates on holes 12, 13, 14, 16, 17 - \$150,000
 - iii. Rose Creek Cart Path Widening to 8Ft - \$128,000

8. Facilities (15)

- a. Increase in revenue related to Cornerstone Agreement
- b. Increase in Capital Expenses related to:
 - i. Sports Arena Roof Replacement - \$775,000
 - ii. SWYA Cornerstone Projects - \$180,000
 - iii. SWYA Zamboni Replacement - \$93,275

9. Neighborhood Parks (20)

- a. Decrease in budgeted capital expenses

10. Pools (25)

- a. Operations of Island Park Pool not included, as it won't be open in 2023. This will lead to a decrease in both revenue and expenses.
- b. Increase in capital expenses for pool equipment. Pumps, strainer baskets, and other necessary equipment to keep pools running.
- c. Increase in debt principal and interest for Island Park Pool bridge loan by \$714,900

11. Operations (30)

- a. Increase in payroll expenses for part time staffing needs
- b. Major Capital Expenses for 2023 include:
 - i. Payloader - \$258,000
 - ii. Village West Trail Replacement - \$240,000
 - iii. McCormick Trail Replacement - \$170,000
 - iv. Repair North Softball Complex Outfall - \$150,000
 - v. Metro wide Amenities Study - \$150,000
 - vi. Masterplan for Community Parks - \$100,000

12. Administration (50)

- a. Increase in payroll mainly related to addition of two new positions, Deputy of Administration and Deputy of Operations
- b. Increase expenses in computer services and IT needs
- c. Increase in liability insurance by around \$50,000

13. Broadway Square (09)

- a. Decrease in budgeted 2023 revenues by approximately \$42,000 compared to 2022
- b. Decrease in budgeted 2023 expenses compared to 2022
 - i. Payroll by approximately \$98,000, as it will be just one Full Time Employee.
 - ii. Promotion and Advertising by approximately \$38,000

14. Park Foundation Operations

- a. Adding of a Full Time Executive Director that sole job responsibility will be for the Foundation.

15. Debt Service Fund

- a. Added new debt for Coliseum Parking Lot

16. Forestry Fund

- a. Decrease in capital expense costs by around \$300,000 from the 2022 budget.

17. Courts Plus (12)

- a. Projecting a surplus of \$42,431 for 2023. This includes no \$200,000 transfer from general fund (as Courts Plus is in the General Fund now.)
- b. Total increase in revenue, as memberships costs will go up, as well as number of members has been increasing.
- c. Total decrease in budgeted revenues of \$97,319. Mainly due to lower projected memberships, which make up \$77,749 of the total
- d. Decrease in budgeted expenses mostly related to Courts Plus note recoding deprecation on the Fund Budget Statements anymore (accounting change due to them being incorporated in the General Fund). However, they will be recording their long term lease payment as an expense now. The net change of these two changes is a positive \$167,000 for Courts Plus in the 2023 budget

18. Valley Senior Services (45)

- a. Projected deficit of \$3,495
- b. Projected increase in revenues
 - i. Increase in projected federal revenue in 2023
 - ii. Increase in projected revenue from mill levies in 2023
- c. Projected increase in expenses
 - i. Primarily due to decrease in part-time salaries.
 - ii. Also increase in meal costs

Income Statement-Budget 2023

		Actual 12/31/2021	YTD Actual 06/30/2022	Final Budget 2022	Prelim Budget 2023
<u>RECREATION</u>					
Revenues					
01.01.68.4010.00	ICE SHOW ADMISSIONS	-	3,504	4,200	4,200
01.01.**.4060.**	MERCHANDISE SOLD	236	2,035	1,915	1,815
01.01.90.4065.00	BEER PERMIT FEES	14,100	8,516	12,000	12,000
01.01.**.4100.**	SKI RENTALS	14,704	7,869	11,100	15,800
01.01.**.4320.**	RECREATION PROGRAM INCOME	446,418	208,802	509,300	533,374
01.01.**.4340.**	FACILITY RENTALS	940	375	700	300
01.01.**.4620.**	PICTURES	2,922	-	4,250	4,250
01.01.**.4670.**	SPONSORSHIP/DONATIONS	5,000	5,000	-	5,000
01.01.**.4671.**	GRANT REVENUE	-	-	7,000	-
01.01.**.4672.**	ADVERTISING REVENUE	40,420	40,935	64,895	115,290
01.01.70.4675.00	FOUNDATION DONATIONS	10,750	-	-	7,000
01.01.**.4700.**	MISCELLANEOUS REVENUE	160	-	-	-
Total Revenues		535,649	277,035	615,360	699,029
Expenses					
Personnel					
01.01.**.5100.**	FULL TIME COMPENSATION	623,842	302,886	640,997	784,466
01.01.01.5105.00	COMMISSION	5,136	4,639	6,391	420
01.01.**.5200.**	SALARIES - PART TIME INSTRU	322,717	173,209	499,721	416,127
01.01.90.5540.00	UNEMPLOYMENT	394	1,251	1,000	1,500
Total Personnel		952,090	481,986	1,148,108	1,202,513
Operating Expenses					
01.01.**.6010.**	CREDIT CARD PROCESSING FEES	17,643	22,126	-	20,400
01.01.**.6030.**	ADVERTISING	6,263	2,114	7,950	10,800
01.01.**.6050.**	MILEAGE	12,527	7,241	14,224	13,450
01.01.**.6070.**	COMPUTER SERVICE FEES	52,126	7,181	18,827	52,900
01.01.**.6090.**	RECURRING MAINTENANCE	3,953	2,338	6,000	4,600
01.01.**.6100.**	GENERAL SUPPLIES	1,214	149	2,350	2,800
01.01.**.6115.**	UNIFORMS	2,961	1,648	4,031	3,959
01.01.01.6125.00	SOLD ADVERTISING EXPENSES	11,134	4,113	-	8,380
01.01.90.6130.00	MEALS / MEETINGS	64	-	100	100
01.01.**.6140.**	MERCHANDISE RESALE	-	-	563	563
01.01.90.6150.00	OFFICE SUPPLIES	1,817	296	2,000	2,000
01.01.**.6170.**	PRINTING	-	-	8,841	300
01.01.**.6180.**	PURCHASED SERVICES	225	-	-	250
01.01.**.6200.**	PROGRAM / EVENT EXPENSES	136,554	50,883	201,936	125,001
01.01.**.6230.**	SALES TAX	1,252	940	1,175	1,804
01.01.**.6240.**	TELEPHONE/INTERNET/CABLE TV SERVICE	5,631	2,242	5,775	6,518
01.01.**.6245.**	PROFESSIONAL DEVELOPMENT	6,575	1,360	13,100	24,750
01.01.**.6250.**	MILEAGE	-	91	900	-
01.01.**.6355.**	FPD FACILITY RENTAL CHARGES	60,555	-	84,450	2,880
01.01.**.6380.**	MISC. EXPENSE	40	-	350	250
01.01.**.6410.**	REPAIR FACILITY & EQUIPMENT	36	-	9,000	10,000
01.01.**.6420.**	REPAIR MOBILE	-	-	700	-
01.01.90.6480.00	POSTAGE	11	386	300	500
Total		320,581	103,108	382,571	292,204
Capital/Transfer/Debt					
01.01.**.7020.**	SCHEDULED EQUIPMENT	2,149	5,919	105,385	3,100
01.01.70.7075.00	FOUNDATION DONATION EXPENSES	16,781	3,088	-	-
01.01.90.7080.00	UNSCHEDULED RECREATION EQUIP	1,214	1,500	8,000	2,500
01.01.90.7800.00	TRANSFER TO FD 40	10,000	-	10,000	10,000
Total Capital/Transfer/Debt		30,144	10,507	123,385	15,600
Total Expenses		1,302,816	595,601	1,654,064	1,510,317
Total Recreation		(767,166)	(318,566)	(1,038,705)	(811,288)

Income Statement-Budget 2023

RECURRING EVENTS

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
Revenues					
01.05.**.4010.**	ADMISSIONS	25,591	24,000	52,750	41,400
01.05.**.4060.**	MERCHANDISE SALES	7,072	224	-	5,100
01.05.**.4320.**	PROGRAM INCOME	17,734	14,260	26,315	20,885
01.05.**.4620.**	VENDOR FEES	36,686	3,525	29,815	35,100
01.05.**.4670.**	SPONSORSHIP/DONATIONS	26,827	12,250	32,800	22,800
01.05.**.4700.**	MISC INCOME	990	-	-	-
Total		114,900	54,259	141,680	125,285
Total Revenues		114,900	54,259	141,680	125,285
Expenses					
Personnel					
01.05.01.5100.00	SALARIES FULL TIME	108,399	54,154	109,162	176,541
01.05.**.5200.**	SALARIES - PART TIME	61,425	21,204	77,566	90,328
Total Personnel		169,823	75,358	186,728	266,869
Operating Expenses					
01.05.**.6010.**	CREDIT CARD PROCESSING FEES	3,872	4,625	-	3,700
01.05.**.6030.**	ADVERTISING	55,117	11,179	73,680	69,000
01.05.01.6050.00	MILEAGE	2,277	1,165	3,000	3,000
01.05.01.6070.00	COMPUTER SERVICE FEES	2,835	4,493	3,000	3,000
01.05.**.6090.**	RECURRING MAINTENANCE	2,864	944	-	1,000
01.05.**.6100.**	SUPPLIES GENERAL	2,763	83	1,500	4,050
01.05.01.6115.00	UNIFORMS	1,808	-	300	1,500
01.05.01.6130.00	MEALS / MEETINGS	110	149	-	200
01.05.**.6140.**	MERCHANDISE RESALE	640	-	-	-
01.05.01.6150.00	OFFICE SUPPLIES	503	233	1,000	1,000
01.05.**.6170.**	PRINTING	5,893	1,258	7,170	7,972
01.05.**.6180.**	PURCHASED SERVICES	800	848	8,200	9,000
01.05.**.6200.**	PROGRAM EXPENSES	124,542	64,453	137,253	154,230
01.05.**.6230.**	SALES TAX	2,182	1,698	-	-
01.05.01.6240.00	TELEPHONE	2,615	1,260	-	3,000
01.05.01.6245.00	PROFESSIONAL DEVELOPMENT	3,794	2,234	7,800	13,500
01.05.01.6380.00	MISC EXPENSE	40	-	500	200
01.05.31.6450.00	DONATIONS	3,177	-	-	-
01.05.01.6480.00	POSTAGE	30	1	-	1,000
Total		215,863	94,621	243,403	275,352
Capital/Transfer/Debt					
01.05.01.7020.00	SCHEDULED EQUIPMENT	-	1,155	7,200	-
01.05.01.7080.00	UNSCHEDULED EQUIPMENT	-	-	5,000	5,000
Total		-	1,155	12,200	5,000
Total		385,686	171,135	442,331	547,221
Total Recurring Events		(270,786)	(116,876)	(300,651)	(421,936)

Income Statement-Budget 2023

CONCESSIONS

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
Revenues					
01.08.**.4060.**	FOOD SALES	373,505	192,217	334,410	357,580
01.08.85.4670.00	SPONSORSHIP/DONATIONS	15,000	15,000	15,000	15,000
Total Revenues		388,505	207,217	349,410	372,580
Expenses					
Personnel					
01.08.85.5100.00	FULL TIME COMPENSATION	98,798	51,323	106,000	155,027
01.08.**.5200.**	PART-TIME WAGES	91,580	33,469	105,576	132,270
01.08.85.5540.00	UNEMPLOYMENT	-	(26)	-	-
Total Personnel		190,378	84,765	211,576	287,297
Operating					
01.08.85.6010.01	CREDIT CARD PROCESSING FEES	4,012	2,230	2,400	5,000
01.08.85.6030.00	ADVERTISING	79	-	-	-
01.08.85.6050.00	MILEAGE	1,972	415	2,000	2,000
01.08.85.6070.00	COMPUTER SERVICE FEES	1,852	1,129	1,600	2,000
01.08.**.6090.**	RECURRING MAINTENANCE	595	350	480	570
01.08.**.6100.**	GENERAL SUPPLIES	5,787	4,159	3,100	6,250
01.08.85.6115.00	UNIFORMS	391	304	500	500
01.08.85.6130.00	MEALS & MEETINGS	-	-	50	-
01.08.**.6140.**	COGS - FOOD	124,821	25,336	125,850	132,400
01.08.85.6145.00	CONCESSION WASTE	22,678	2,598	12,000	18,000
01.08.85.6170.00	PRINTING	-	-	-	100
01.08.**.6230.**	SALES TAX	20,369	8,211	21,250	19,434
01.08.**.6240.**	TELEPHONE/INTERNET/CABLE TV SERVICE	7,013	2,394	7,500	6,000
01.08.**.6245.**	PROFESSIONAL DEVELOPMENT	786	-	1,600	6,000
01.08.**.6380.**	MISC. EXPENSE	1,034	100	250	200
01.08.**.6410.**	REPAIR FACILITY & EQUIPMENT	1,260	383	2,700	500
01.08.85.6420.00	REPAIR MOBILE	470	-	1,500	500
Total Operating		193,119	47,607	182,780	199,454
Capital/Transfer/Debt					
01.08.85.7020.00	EQUIPMENT	36,868	-	-	-
01.08.**.7080.**	UNSCHEDULED EQUIPMENT	5,395	759	5,000	5,000
Total Capital/Transfer/Debt		42,262	759	5,000	5,000
Total Expenses		425,759	133,131	399,356	491,751
Total Concessions		(37,254)	74,086	(49,946)	(119,171)

Income Statement-Budget 2023

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
<u>GOLF COURSES</u>					
Revenues					
01.10.**.4060.**	FOOD SALES	6,278	4,812	425	6,250
01.10.**.4340.**	RENTAL INCOME	108,082	50,439	90,200	111,200
01.10.46.4380.00	POP MACHINES	986	204	900	900
01.10.**.4460.**	DAILY GREEN FEES	1,460,672	462,113	1,280,728	1,389,342
01.10.**.4480.**	SEASON TICKETS	1,138,500	1,073,605	920,384	959,648
01.10.**.4482.**	PUNCH CARD TICKETS	3,750	-	-	-
01.10.**.4500.**	GAS GOLF CARTS	804,264	219,116	604,079	656,276
01.10.**.4540.**	DRIVING RANGE	340,783	119,561	278,118	288,233
01.10.40.4660.00	INSURANCE CLAIMS	2,223	-	-	-
01.10.**.4672.**	ADVERTISING REVENUE	18,548	10,027	29,320	68,480
01.10.**.4700.**	MISC INCOME	23,959	4,194	4,775	4,000
Total Revenues		3,908,045	1,944,069	3,208,929	3,484,329
Expenses					
Personnel					
01.10.**.5100.**	SALARIES FULL TIME	739,727	320,679	750,526	800,008
01.10.**.5200.**	SALARIES PART TIME	750,735	238,647	824,609	807,404
01.10.**.5540.**	UNEMPLOYMENT	202	1,054	1,300	150
Total Personnel		1,490,664	560,380	1,576,435	1,607,562
Operating Expenses					
01.10.**.6010.**	BANK CHARGES	119,727	47,981	96,725	119,400
01.10.**.6030.**	PROMOTION EXPENSES	41,657	5,084	53,972	61,860
01.10.**.6050.**	MILEAGE	1,864	370	2,775	2,900
01.10.**.6070.**	COMPUTER SERVICES	58,986	47,017	51,333	91,690
01.10.**.6090.**	RECURRING MAINTENANCE	21,881	9,587	26,650	24,300
01.10.**.6100.**	GENERAL SUPPLIES	24,769	16,539	37,469	32,574
01.10.**.6110.**	INSURANCE	2,582	1,030	500	2,750
01.10.**.6115.**	UNIFORMS	2,987	3,445	2,685	3,200
01.10.**.6140.**	COGS	1,467	-	-	1,470
01.10.**.6150.**	OFFICE SUPPLIES	3,263	2,225	2,625	3,500
01.10.**.6170.**	PRINTING	7,470	1,727	6,003	9,180
01.10.**.6180.**	PURCHASED SERVICES	7,364	-	18,000	2,000
01.10.**.6190.**	RANGE BALLS	6,345	-	9,000	12,840
01.10.**.6230.**	SALES TAX	260,298	91,165	214,373	223,954
01.10.**.6240.**	TELEPHONE	25,435	13,166	24,303	25,867
01.10.**.6245.**	PROFESSIONAL DEVELOPMENT	8,424	8,148	20,110	34,910
01.10.**.6260.**	ELECTRICAL SERVICE	97,285	34,654	85,100	105,510
01.10.**.6270.**	GAS & OIL	78,098	38,862	63,200	102,000
01.10.**.6280.**	HEAT	11,191	11,140	10,075	14,350
01.10.**.6300.**	TOOLS MECHANICS	975	761	2,200	2,000
01.10.**.6320.**	WATER & CITY UTILITIES	56,927	13,912	40,100	50,150
01.10.**.6330.**	GOLF CART RENTAL	244,899	65,506	187,762	197,674
01.10.**.6350.**	RENT-LEASE	41,324	21,335	60,325	50,000
01.10.**.6360.**	IRRIGATION REPAIR	45,064	11,011	33,000	41,000
01.10.**.6380.**	MISC. EXPENSE	502	750	-	150
01.10.**.6390.**	NURSERY	189,837	136,014	216,000	237,600
01.10.**.6410.**	REPAIR FACILITY & EQUIPMENT	106,696	50,358	1,072,500	83,600
01.10.**.6420.**	REPAIR MOBILE	91,996	54,283	65,000	74,300
01.10.**.6425.**	EQUIPMENT RENTAL	3,500	3,500	-	3,000
01.10.**.6480.**	POSTAGE/MAILING	126	-	-	-
Total Operating Expenses		1,562,940	689,569	2,401,785	1,613,729
Capital/Transfers/Debt					
01.10.**.7020.**	SCHEDULED EQUIPMENT	272,549	26,972	308,580	1,445,450
01.10.**.7080.**	UNSCHEDULED EQUIPMENT & CAPITAL IMPROVEME	20,044	11,024	27,000	23,750
01.10.**.7610.**	NEW CONSTRUCTION	-	92,231	295,000	-
01.10.**.7620.**	COURSE/BUILDING IMPROVEMENTS	259,224	164,071	188,500	-
01.10.50.7910.00	INTEREST	9,029	3,663	5,662	2,000
01.10.50.7950.00	PRINCIPLE	195,000	190,000	190,000	200,000
Total Capital/Transfers/Debt		755,846	487,961	1,014,742	1,671,200
Total Expenses		3,809,449	1,737,909	4,992,962	4,892,491
Total Golf Courses		98,595	206,160	(1,784,033)	(1,408,162)

Income Statement-Budget 2023

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
<i>FACILITIES</i>					
Revenues					
01.15.**.4010.**	ADMISSIONS PUBLIC SESSIONS	2,556	669	2,200	2,650
01.15.**.4060.**	MERCHANDISE SOLD	176	148	450	450
01.15.**.4080.**	DRY FLOOR RENTAL	99,815	72,864	104,800	104,925
01.15.**.4140.**	ICE RENTAL	315,057	222,430	337,976	315,288
01.15.**.4340.**	RENTAL INCOME - GENERAL	46,598	36,569	49,725	39,800
01.15.**.4380.**	POP MACHINES	4,443	4,460	500	1,300
01.15.**.4400.**	VENDING MACHINES	-	-	1,050	250
01.15.**.4560.**	SKATE SHARPENING	351	177	1,400	1,400
01.15.**.4610.**	FPD Program Rental	60,555	-	67,854	32,398
01.15.**.4672.**	ADVERTISING REVENUE	5,780	-	-	69,425
01.15.**.4700.**	MISC. INCOME	2,482	1,983	5,350	185,300
Total Revenues		537,813	339,299	571,305	753,186
Expenses					
Personnel					
01.15.**.5100.**	SALARIES - FULL TIME	85,170	37,077	90,921	95,581
01.15.**.5105.**	COMMISSION	-	-	-	490
01.15.16.5150.00	SALES COMMISSION	-	-	-	-
01.15.**.5200.**	SALARIES - PART TIME	131,179	86,489	125,024	167,723
01.15.**.5540.**	UNEMPLOYMENT	30	4	700	700
Total Personnel		216,379	123,570	216,645	264,495
Operations					
01.15.**.6010.**	CREDIT CARD PROCESSING FEES	81	45	-	-
01.15.12.6030.00	PROMOTION/ADVERTISING	102	-	-	-
01.15.**.6050.**	MILEAGE	55	110	-	-
01.15.**.6070.**	COMPUTER SERVICES	3,082	1,080	3,860	3,860
01.15.**.6090.**	RECURRING MAINTENANCE	42,355	14,123	37,250	37,250
01.15.**.6100.**	GENERAL SUPPLIES	18,290	8,443	21,000	24,000
01.15.16.6110.00	INSURANCE	-	-	12,000	12,000
01.15.**.6115.**	UNIFORMS	2,025	656	1,500	1,500
01.15.16.6130.00	MEALS / MEETINGS	123	-	150	150
01.15.16.6140.00	MERCHANDISE RESALE	-	167	300	300
01.15.**.6150.**	OFFICE SUPPLIES	2,403	223	500	2,500
01.15.**.6180.**	PURCHASED SERVICES	-	810	-	-
01.15.**.6230.**	SALES TAX	216	70	330	330
01.15.**.6240.**	TELEPHONE	16,535	8,344	12,250	12,250
01.15.10.6250.00	TRAVEL	-	-	100	100
01.15.**.6260.**	ELECTRIC SERVICE	225,246	116,085	249,000	220,500
01.15.**.6270.**	GAS/OIL	4,999	4,079	7,000	7,000
01.15.**.6280.**	HEAT	87,155	97,807	82,400	81,000
01.15.**.6300.**	SHOP TOOLS	1,754	35	1,500	1,500
01.15.**.6320.**	WATER & CITY UTILITIES	32,500	16,440	31,300	31,300
01.15.**.6380.**	MISC. EXPENSE	1,052	170	5,750	3,250
01.15.**.6410.**	REPAIR FACILITY & EQUIPMENT	75,578	84,047	80,000	80,000
01.15.**.6420.**	REPAIR MOBILE	8,173	2,427	3,500	3,500
01.15.20.6480.00	POSTAGE	-	-	-	-
Total		521,725	355,161	549,690	522,290
Capital/Transfers/Debt					
01.15.**.7020.**	SCHEDULED EQUIPMENT	799	9,715	7,000	1,157,425
01.15.**.7080.**	UNSCHEDULED EQUIPMENT & CAPITAL IMPROVEME	12,379	4,922	13,500	13,500
01.15.**.7620.**	BUILDING IMPROVEMENTS	31,306	3,640	289,309	12,000
Total Capital/Transfers/Debt		44,484	18,277	309,809	1,182,925
Total Expenses		782,587	497,007	1,076,144	1,969,710
Total Facilities		(244,775)	(157,708)	(504,839)	(1,216,524)

Income Statement-Budget 2023

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
NEIGHBORHOOD PARKS					
Revenues					
01.20.19.4040.00	CAMPERS	181,410	87,115	165,000	180,000
01.20.19.4060.00	CONCESSION SALES	3,630	666	3,000	3,500
01.20.**.4100.**	EQUIPMENT RENTALS	39,825	12,295	40,000	43,850
01.20.**.4340.**	RENTAL INCOME - GENERAL	102,468	48,667	78,848	89,225
01.20.**.4380.**	POP MACHINES	124	-	-	150
01.20.**.4600.**	SHELTERS	74,575	24,925	65,500	46,500
01.20.**.4620.**	VENDOR IN THE PARK FEES	11,178	1,328	5,000	9,000
01.20.**.4660.**	INSURANCE CLAIMS	5,433	12,308	-	-
01.20.**.4670.**	SPONSORSHIP/DONATIONS	513	375	-	-
01.20.**.4672.**	ADVERTISING REVENUE	1,620	-	500	1,620
01.20.**.4700.**	MISC INCOME	1,325	952	1,050	300
Total Revenues		422,099	188,631	358,898	374,145
Expenses					
Personnel					
01.20.19.5100.00	FULL TIME COMPENSATION	24,671	12,829	24,000	26,941
01.20.**.5200.**	SALARIES PART TIME	202,507	73,875	216,516	317,545
01.20.**.5540.**	UNEMPLOYMENT	484	1,320	-	-
Total Personnel		227,662	88,024	240,516	344,486
Operations					
01.20.**.6010.**	CREDIT CARD PROCESSING FEES	9,959	4,892	6,900	10,000
01.20.**.6030.**	ADVERTISING	-	714	800	200
01.20.**.6070.**	COMPUTER SERVICES	5,882	1,465	7,700	7,700
01.20.**.6090.**	RECURRING MAINTENANCE	40,879	18,825	38,700	36,700
01.20.**.6100.**	SUPPLIES	29,053	24,654	43,900	44,300
01.20.**.6115.**	UNIFORMS	-	307	500	300
01.20.19.6140.00	MERCHANDISE RESALE	3,473	1,330	2,500	2,500
01.20.**.6150.**	OFFICE SUPPLIES	194	162	350	200
01.20.**.6170.**	PRINTING	1,002	-	900	300
01.20.**.6180.**	PURCHASED SERVICES	1,201	-	4,500	-
01.20.**.6230.**	SALES TAX	15,763	5,161	15,000	15,926
01.20.**.6240.**	TELEPHONE	17,963	7,187	16,820	14,370
01.20.19.6245.00	PROFESSIONAL DEVELOPMENT	-	-	-	1,200
01.20.**.6260.**	ELECTRICAL SERVICE	172,383	80,854	198,300	155,600
01.20.**.6270.**	GAS/OIL	14,292	12,519	11,000	-
01.20.**.6280.**	HEAT	7,733	9,314	9,150	10,300
01.20.22.6290.00	YUNKER FARM UTILITES	8,616	6,591	12,000	13,000
01.20.**.6300.**	TOOLS	2,786	300	2,950	2,250
01.20.01.6310.00	PARK SIGNAGE	8,058	9,025	30,000	30,000
01.20.**.6320.**	WATER & CITY UTILITIES	216,054	62,277	178,150	184,350
01.20.01.6325.00	LANDFILL FEES - GARBAGE	-	11,407	-	-
01.20.**.6350.**	COMPLEX RENTAL-HECTOR SOCCER	10,861	10,861	10,861	10,861
01.20.**.6360.**	IRRIGATION REPAIR	30,403	5,171	16,500	26,000
01.20.**.6380.**	MISC EXPENSE	84	-	-	-
01.20.**.6390.**	NURSERY	41,064	17,133	56,000	36,000
01.20.**.6410.**	REPAIR FACILITY & EQUIPMENT	123,245	61,499	275,628	152,200
01.20.01.6412.00	PAINT & REFURBISH	52,318	20,960	-	60,000
01.20.**.6420.**	REPAIR MOBILE	735	14	6,000	-
01.20.**.6425.**	EQUIPMENT RENTAL	889	352	-	350
01.20.30.6450.00	SPONSORSHIP/DONATIONS	14,687	7,527	19,848	15,000
Total Operations		829,575	380,503	964,957	829,607
Capital/Transfers/Debt					
01.20.**.7020.**	SCHEDULED EQUIPMENT	3,090	1,250	25,500	25,000
01.20.**.7080.**	UNSCHEDULED EQUIPMENT & CAPITAL IMPROVEME	5,575	619	3,500	2,500
01.20.**.7610.**	NEIGHBORHOOD PARK DEVELOPMENT	148	-	-	-
01.20.**.7620.**	BUILDING IMPROVEMENTS	35	58,134	304,500	1,000
01.20.**.7800.**	TRANSFER TO FD 40	330,000	-	302,000	330,000
Total Capital/Transfers/Debt		338,848	60,003	635,500	358,500
Total Expenses		1,396,085	528,530	1,840,973	1,532,593
Total Neighborhood Parks		(973,986)	(339,899)	(1,482,075)	(1,158,448)

Income Statement-Budget 2023

SWIMMING POOLS

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
Revenues					
01.25.**.4010.**	ADMISSIONS	237,439	108,971	206,800	162,450
01.25.**.4120.**	POOL RENTAL	4,054	4,175	4,000	-
01.25.**.4320.**	PROGRAM REGISTRATIONS	36,130	20,605	42,645	50,068
01.25.**.4340.**	RENTAL INCOME	656	-	-	-
01.25.**.4480.**	SEASON PASSES	99,021	123,948	111,783	41,036
Total Revenues		377,299	257,699	365,228	253,554
Expenses					
Personnel					
01.25.**.5100.**	Full Time Salaries	26,775	13,405	25,522	26,811
01.25.**.5200.**	SALARIES - PART TIME	577,573	165,870	576,025	474,076
Total Personnel		604,349	179,275	601,547	500,887
Operations					
01.25.**.6010.**	CREDIT CARD PROCESSING FEES	5,325	1,610	3,715	2,828
01.25.**.6030.**	ADVERTISING	640	156	2,400	400
01.25.**.6050.**	MILEAGE	-	-	25	-
01.25.**.6060.**	POOL CHEMICALS	53,198	38,973	80,500	58,500
01.25.**.6070.**	COMPUTER SERVICE FEES	3,272	7,797	3,490	2,792
01.25.**.6090.**	RECURRING MAINTENANCE	3,832	708	2,300	1,400
01.25.**.6100.**	GENERAL SUPPLIES	11,889	8,625	13,150	9,050
01.25.**.6115.**	UNIFORMS	16,635	12,036	15,670	12,620
01.25.40.6130.00	MEALS & ALLOWANCES	-	-	-	-
01.25.**.6180.**	PURCHASED SERVICES	18,641	6,913	4,200	2,900
01.25.**.6200.**	PROGRAM EXPENSES	10,257	5,496	12,665	9,310
01.25.**.6230.**	SALES TAX	23,584	3,954	22,885	14,065
01.25.**.6240.**	TELEPHONE	2,817	1,518	2,400	1,200
01.25.**.6260.**	ELECTRIC	15,147	5,434	13,500	4,500
01.25.**.6280.**	HEAT	12,641	18,066	14,000	10,500
01.25.**.6320.**	WATER & CITY UTILITIES	48,738	16,535	49,700	26,700
01.25.**.6380.**	MISCELLANEOUS EXPENSE	4,471	-	1,400	1,150
01.25.**.6410.**	REPAIR FACILITY & EQUIPMENT	72,120	71,123	177,700	46,000
Total Operations		303,207	198,944	419,700	203,915
Capital/Transfers/Debt					
01.25.**.7020.**	EQUIPMENT	-	-	-	137,000
01.25.**.7080.**	UNSCHEDULED EQUIPMENT & CAPITAL IMPROVEME	2,637	5,020	4,000	1,500
01.25.**.7620.**	RENOV. & DECK CAULKING	174,310	-	1,000	-
01.25.10.7800.00	TRANSFER TO CONSTRUCTION	750,000	-	-	-
01.25.**.7910.**	INTEREST	29,400	12,675	29,400	222,900
01.25.**.7950.**	PRINCIPAL	270,000	275,000	270,000	785,000
Total Capital/Transfers/Debt		1,226,347	292,695	304,400	1,146,400
Total Expenses		2,133,902	670,914	1,325,647	1,851,202
Total Swimming Pools		(1,756,603)	(413,215)	(960,419)	(1,597,648)

Income Statement-Budget 2023

PARK OPERATIONS

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
Revenues					
01.30.**.4340.**	RENTAL INCOME	80,775	36,871	100,000	86,400
01.30.01.4380.00	POP MACHINES	64	68	-	-
01.30.**.4660.**	INSURANCE CLAIMS	-	3,678	-	-
01.30.**.4670.**	SPONSORSHIP/DONATIONS	1,849	-	5,000	-
01.30.50.4675.00	FOUNDATION DONATIONS	579	-	-	-
01.30.**.4700.**	MISC INCOME	37,232	2,399	1,000	-
01.30.01.4755.00	SALE OF EQUIPMENT	61,271	98,845	-	-
Total Revenues		181,770	141,860	106,000	86,400
Expenses					
Personnel					
01.30.**.5100.**	SALARIES FULL-TIME	1,854,375	971,552	2,081,248	2,132,597
01.30.**.5200.**	SALARIES PART-TIME	378,148	127,621	478,119	758,550
01.30.**.5540.**	UNEMPLOYMENT	-	(83)	2,400	-
Total Personnel		2,232,522	1,099,090	2,561,767	2,891,147
Operations					
01.30.01.6010.00	FEES - LEASE PREMIUM	-	-	28,000	-
01.30.**.6050.**	MILEAGE	2,196	1,080	3,500	2,500
01.30.**.6070.**	COMPUTER SERVICES	36,417	32,219	19,000	54,500
01.30.02.6080.00	CARPENTER SUPPLIES	3,087	2,109	4,000	3,000
01.30.**.6090.**	RECURRING MAINTENANCE	19,512	11,190	36,400	18,400
01.30.**.6100.**	SUPPLIES GENERAL	58,555	27,447	27,000	54,200
01.30.20.6102.00	AGRILIME - FIELDS	18,719	-	15,000	15,000
01.30.**.6115.**	UNIFORMS	11,077	12,058	10,800	14,300
01.30.**.6130.**	MEALS / MEETINGS	-	41	-	-
01.30.**.6150.**	OFFICE SUPPLIES	4,135	1,598	4,600	4,450
01.30.**.6170.**	PRINTING	1,124	1,480	2,550	1,700
01.30.**.6180.**	PURCHASED SERVICES	8,750	-	98,000	6,000
01.30.**.6240.**	TELEPHONE	19,330	10,288	20,700	20,600
01.30.**.6245.**	PROFESSIONAL DEVELOPMENT	17,786	11,085	50,115	34,615
01.30.**.6250.**	MILEAGE	-	-	-	-
01.30.**.6260.**	ELECTRIC SERVICE	37,792	22,743	36,000	40,900
01.30.**.6270.**	GAS/OIL	140,205	103,504	165,000	180,000
01.30.**.6280.**	HEAT	19,529	27,639	21,000	20,800
01.30.**.6300.**	SHOP TOOLS	9,093	5,136	10,500	13,500
01.30.01.6310.00	SIGNS	-	-	-	-
01.30.**.6320.**	WATER & CITY UTILITIES	18,149	15,985	18,200	20,700
01.30.**.6340.**	PUBLIC PROTECTION	22,008	7,792	16,000	24,000
01.30.**.6360.**	IRRIGATION REPAIR	15,469	4,716	7,500	15,000
01.30.**.6380.**	MISC. EXPENSE	899	18	1,000	-
01.30.**.6390.**	FERTILIZER	73,692	48,618	112,000	116,000
01.30.**.6410.**	REPAIR FACILITY & EQUIPMENT	73,829	60,034	76,500	91,000
01.30.**.6420.**	REPAIR MOBILE	163,626	105,735	183,500	186,500
01.30.**.6425.**	EQUIPMENT RENTAL	1,358	660	3,700	4,000
01.30.**.6440.**	SOD & SEED	101	-	15,000	-
Total Operations		776,436	513,175	985,565	941,665
Capital/Transfers/Debt					
01.30.**.7020.**	SCHEDULED EQUIPMENT	309,088	205,522	957,500	1,662,100
01.30.50.7075.00	FOUNDATION DONATION EXPENSES	579	275	-	-
01.30.**.7080.**	UNSCHEDULED EQUIPMENT & CAPITAL IMPROVEME	34,716	13,151	39,000	41,500
01.30.**.7620.**	BUILDING REPAIR/IMPROVEMENTS	15,604	-	26,000	-
01.30.**.7800.**	TRANSFER TO FD 40	720,000	-	1,411,652	730,000
01.30.01.7910.00	NORWEST LEASE - INTEREST	36,046	33,180	33,180	30,239
01.30.01.7950.00	NORWEST LEASE - PRINCIPAL	108,126	110,992	110,992	113,993
Total Capital/Transfers/Debt		1,224,159	363,120	2,578,324	2,577,832
Total Expenses		4,233,117	1,975,385	6,125,656	6,410,644
Total Park Maintenance		(4,051,347)	(1,833,524)	(6,019,656)	(6,324,244)

Income Statement-Budget 2023

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
ADMINISTRATION					
Revenues					
01.50.**.4340.**	RENTAL INCOME	32,202	8,531	32,202	32,000
01.50.01.4420.00	INTEREST INCOME	2	316	8,000	-
01.50.01.4440.00	INVESTMENT INCOME	95,175	18,338	180,000	200,000
01.50.**.4670.**	SPONSORSHIP/DONATIONS	198	-	-	-
01.50.10.4672.00	ADVERTISING REVENUE - BROCHURE	3,500	4,550	9,400	10,590
01.50.**.4700.**	MISC INCOME	152,604	79,200	30,000	45,000
01.50.01.4755.00	SALE OF ASSETS	6,144,353	-	-	-
01.50.20.4810.00	GENERAL MILL LEVY	9,305,002	10,073,196	9,898,514	11,307,931
01.50.20.4815.00	RECREATION MILL LEVY	2,988,651	2,897,069	3,178,361	3,266,736
01.50.20.4820.00	HEALTH INSURANCE MILL LEVY	472,530	459,543	502,194	516,158
01.50.20.4840.00	FINANCIAL INSTITUTION TAX	-	-	71,619	-
01.50.**.4845.**	INTEREST & PENALTY TAXES	27,992	9,923	(646,530)	25,000
01.50.20.4850.00	STATE AID	2,980,134	1,262,671	2,847,200	3,074,900
01.50.20.4920.00	FEMA PROCEEDS	-	1,921	-	-
Total Revenues		22,202,343	14,815,258	16,110,960	18,478,314
Expenses					
Personnel					
01.50.**.5100.**	FULL-TIME SALARIES	1,151,523	607,623	1,387,212	1,838,218
01.50.**.5200.**	PART TIME SALARIES	33,717	7,325	12,885	51,775
01.50.**.5520.**	WORKER'S COMPENSATION	37,626	28,487	51,000	41,500
01.50.01.5540.00	UNEMPLOYMENT	-	-	400	-
01.50.**.5545.**	BACKGROUND CHECK/DRUG SCRNM FEE	19,136	14,486	30,000	30,000
01.50.01.5560.00	HEALTH INSURANCE	888,656	442,558	921,600	1,052,522
01.50.01.5562.00	LONG TERM DISABILITY	20,247	10,437	18,000	22,500
01.50.**.5570.**	EMPLOYEE LIFE INSURANCE	11,304	5,611	12,000	11,900
01.50.**.5571.**	PPACA REINSURANCE FEE	747	-	500	900
Total Personnel		2,162,957	1,116,527	2,433,597	3,049,315
Operations					
01.50.**.6010.**	BANK CHARGES	(1,791)	(351)	6,000	7,200
01.50.01.6020.00	AUDIT/ACCOUNTING	24,245	22,550	31,000	40,000
01.50.**.6030.**	PROMOTION/ADVERTISING	58,489	31,999	75,700	112,535
01.50.**.6040.**	BROCHURE	31,349	15,696	38,548	37,800
01.50.**.6050.**	MILEAGE	364	304	3,700	2,400
01.50.**.6070.**	COMPUTER SERVICES	122,433	74,838	125,128	175,000
01.50.**.6090.**	RECURRING MAINTENANCE	28,833	11,978	27,350	29,900
01.50.**.6100.**	SUPPLIES GENERAL	6,599	4,667	7,100	10,900
01.50.01.6110.00	INSURANCE	137,262	151,312	105,000	155,000
01.50.**.6115.**	UNIFORMS	2,045	-	2,300	2,000
01.50.01.6120.00	LEGAL EXPENSE	43,430	11,068	43,400	50,000
01.50.**.6130.**	MEALS / MEETINGS	1,692	1,610	6,500	3,150
01.50.**.6150.**	OFFICE SUPPLIES	12,317	4,040	10,500	15,000
01.50.01.6160.00	PARK BOARD	32,586	16,681	33,000	34,000
01.50.**.6170.**	PRINTING	2,377	2,103	4,250	7,600
01.50.**.6175.**	RECRUITMENT	1,581	2,133	5,500	8,500
01.50.**.6180.**	PURCHASED SERVICES	9,902	26,953	33,000	31,488
01.50.**.6240.**	TELEPHONE	20,909	10,522	21,700	21,150
01.50.**.6245.**	PROFESSIONAL DEVELOPMENT	25,857	14,047	48,225	56,105
01.50.**.6250.**	TRAVEL	6,450	1,845	5,000	7,000
01.50.01.6260.00	ELECTRIC SERVICE	16,520	8,432	15,000	19,824
01.50.01.6280.00	HEAT	7,387	10,392	9,500	8,863
01.50.01.6320.00	WATER & CITY UTILITIES	3,853	1,368	3,600	4,200
01.50.**.6350.**	RENT	24,000	11,973	24,000	12,000
01.50.**.6380.**	MISC. EXPENSE	6,890	17,720	8,000	5,000
01.50.01.6410.00	REPAIR FACILITY & EQUIPMENT	6,281	5,160	10,000	6,000
01.50.01.6425.00	EQUIPMENT RENTAL	3,455	1,727	3,000	3,500
01.50.**.6450.**	TRUSTS/DONATIONS	55,140	53,465	160,400	55,300
01.50.**.6480.**	POSTAGE/MAILING	8,090	1,301	7,000	8,000
01.50.01.6490.00	DISCOUNTS TAKEN	(720)	(664)	(1,500)	600
Total Operations		697,824	514,868	871,901	930,015
Capital/Transfers/Debt					
01.50.**.7020.**	EQUIPMENT	2,430	-	83,200	1,500
01.50.**.7080.**	UNSCHEDULED EQUIPMENT & CAPITAL IMPROVEME	25,002	2,489	16,200	8,000
01.50.01.7620.00	BUILDING REPAIR/IMPROVEMENTS	2,800	-	-	3,000
01.50.**.7800.**	TRANSFER TO CONSTRUCTION	9,128,263	-	200,000	544,000
Total Capital/Transfers/Debt		9,158,495	2,489	299,400	556,500
Total Expenses		12,019,277	1,633,884	3,604,898	4,535,830
Total Administration		10,183,066	13,181,375	12,506,063	13,942,484

Income Statement-Budget 2023

OTHER OPERATIONS

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
Expenses					
Capital/Transfers/Debt					
01.80.10.7505.00	CONTINGENCY	-	-	75,000	95,000
Total Capital/Transfers/Debt		-	-	75,000	95,000
Total Expenses		-	-	75,000	95,000
Total Other Operations		-	-	(75,000)	(95,000)

BROADWAY SQUARE

Revenues					
02.09.02.4010.00	ADMISSIONS	260	-	-	-
02.09.**.4060.**	TAXABLE FOOD SOLD	4,032	1,589	-	4,350
02.09.**.4065.**	ALCOHOL PERMIT	1,050	600	-	2,000
02.09.**.4100.**	EQUIPMENT RENTAL - FBS	37,814	11,832	-	37,500
02.09.02.4140.00	ICE RENTAL	838	550	-	1,000
02.09.**.4320.**	PROGRAM INCOME	320	149	3,000	4,000
02.09.**.4340.**	FACILITY RENTAL	26,625	8,380	76,500	30,000
02.09.**.4345.**	ADMINISTRATIVE FEES	8,720	2,060	-	10,000
02.09.02.4560.00	SKATE SHARPENING	96	69	-	100
02.09.**.4620.**	VENDOR FEES	3,150	1,097	29,400	5,320
02.09.**.4670.**	SPONSORSHIP/DONATIONS	36,550	28,000	77,500	43,750
02.09.01.4671.00	GRANT REVENUE	-	-	-	1,000
02.09.**.4672.**	ADVERTISING REVENUE	7,150	2,000	-	8,000
02.09.01.4700.00	MISCELLANEOUS REVENUE	-	30,000	3,000	-
Total Revenues		126,605	86,326	189,400	147,020
Expenses					
02.09.01.5100.00	FULL TIME COMPENSATION	90,008	33,093	125,000	69,495
02.09.**.5200.**	PART TIME COMPENSATION	14,970	10,872	42,000	-
02.09.**.6010.**	CREDIT CARD PROCESSING FEES	496	239	750	1,000
02.09.**.6030.**	PROMOTION/ADVERTISING	27,118	5,829	84,900	46,800
02.09.01.6070.00	COMPUTER SERVICE FEES	5,530	2,022	5,190	70
02.09.01.6080.00	CUSTODIAL SUPPLIES	68	-	2,000	500
02.09.**.6090.**	RECURRING MAINTENANCE	33,824	10,801	20,000	23,000
02.09.**.6100.**	GENERAL SUPPLIES	13,259	4,685	10,000	10,500
02.09.01.6115.00	UNIFORMS	338	156	1,000	500
02.09.01.6125.00	SOLD SPONSORSHIP EXPENSES	5,185	-	-	2,500
02.09.**.6140.**	COGS - CONCESSIONS	1,938	262	-	3,000
02.09.01.6150.00	OFFICE SUPPLIES	1,690	728	2,500	2,500
02.09.01.6170.00	PRINTING	976	-	10,000	2,500
02.09.**.6180.**	PURCHASED SERVICES	49,455	18,959	39,500	50,050
02.09.**.6200.**	PROGRAM EXPENSES	22,840	6,940	38,850	20,550
02.09.80.6205.00	RENTALS EXPENSES	13,674	1,178	-	14,000
02.09.**.6230.**	SALES TAX	2,913	821	2,100	6,600
02.09.**.6240.**	TELEPHONE/INTERNET/CABLE TV SERVICE	1,596	607	2,500	1,750
02.09.01.6245.00	PROFESSIONAL DEVELOPMENT	450	350	2,000	1,000
02.09.**.6260.**	ELECTRIC	19,424	10,247	24,750	20,500
02.09.02.6270.00	GAS/OIL	9	-	-	10
02.09.**.6280.**	HEAT	450	238	-	740
02.09.01.6290.00	UTILITIES - GENERAL	-	-	1,500	100
02.09.01.6310.00	SIGNS	551	355	1,000	250
02.09.01.6320.00	WATER & CITY UTILITIES	-	-	15,000	15,000
02.09.01.6380.00	MISCELLANEOUS EXPENSE	-	-	2,100	500
02.09.**.6410.**	REPAIR FACILITY & EQUIPMENT	9,361	7,808	5,000	12,500
02.09.02.6420.00	REPAIR MOBILE	202	22	-	200
02.09.**.6425.**	EQUIPMENT RENTAL	16,670	1,688	17,500	8,500
02.09.01.6450.00	SPONSORSHIP/DONATIONS	2,692	-	2,500	2,500
02.09.01.6480.00	POSTAGE	325	-	500	500
02.09.01.7020.00	SCHEDULED EQUIPMENT	15,006	-	15,000	10,000
02.09.01.7080.00	UNSCHEDULED EQUIPMENT	130,988	-	5,000	5,000
Total		(482,008)	(117,899)	(478,140)	(332,615)
Total Expenses		482,008	117,899	478,140	332,615
Total Broadway Square		(355,403)	(31,573)	(288,740)	(185,595)

Income Statement-Budget 2023

PARK FOUNDATION OPERATIONS

		Actual 12/31/2021	YTD Actual 06/30/2022	Final Budget 2022	Prelim Budget 2023
Expenses					
Personnel					
04.80.20.5100.00	FULL TIME COMPENSATION	32,583	30,201	-	192,029
04.80.20.5200.00	PART TIME COMPENSATION	18,764	14,771	-	-
Total Personnel		51,347	44,972	-	192,029
Expenses					
04.80.20.6030.00	PROMOTION/ADVERTISING	-	400	-	36,000
04.80.20.6070.00	COMPUTER SERVICE FEES	-	1,571	-	3,500
04.80.20.6100.00	GENERAL SUPPLIES	-	182	-	1,500
04.80.20.6130.00	MEALS & MEETINGS	-	267	-	3,000
04.80.20.6170.00	PRINTING	-	842	-	-
04.80.20.6180.00	PURCHASED SERVICES	-	-	-	-
04.80.**.6450.**	SPONSORSHIP/DONATIONS	46,178	-	-	12,000
04.80.20.6500.00	FUND RAISING EXPENSE	-	-	-	-
Total		46,178	3,262	-	57,000
Capital					
04.80.20.7080.00	UNSCHEDULED EQUIPMENT	-	-	-	-
Total		-	-	-	-
Total		97,525	48,234	-	249,029
Total		(97,525)	(48,234)	-	(249,029)

PENSION FUND

Revenues					
05.00.00.4830.00	PENSION MILL LEVY	1,473,547	423,264	1,551,813	991,566
05.00.00.4845.10	DISCOUNT/NON-PAYMENT TAXES	-	-	(77,591)	-
05.00.00.4925.00	TRANSFERS FROM OTHER FUNDS	-	-	-	-
Total Revenues		1,473,547	423,264	1,474,222	991,566
Expenses					
05.00.**.5580.**	PENSION-City of Fargo	450,290	563,588	469,600	668,095
05.00.00.5582.00	DEFERRED COMP 457 MATCH	77,323	40,410	84,120	89,990
05.00.00.5585.00	EMPLOYER'S SHARE OF FICA	657,673	304,937	700,000	729,000
05.00.00.7800.00	TRANSFER TO CONSTRUCTION	-	-	220,502	-
Total		1,185,286	908,934	1,474,222	1,487,085
Total Expenses		1,185,286	908,934	1,474,222	1,487,085
Total Pension Fund		288,260	(485,670)	0	(495,519)

Income Statement-Budget 2023

DEBT SERVICE FUND

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
Revenues					
06.00.00.4700.00	MISC REVENUE	7,393	7,709	-	-
06.00.00.4835.00	SPECIALS MILL LEVY	3,038,346	5,455,542	5,999,400	6,166,727
06.00.**.4836.**	SPECIAL ASSESSMENTS RECEIVED	2,152,267	1,019,179	1,974,892	1,925,150
06.00.00.4845.10	DISCOUNT/NON-PAYMENT TAXES	-	-	(299,970)	(324,565)
06.00.**.4910.**	BOND PROCEEDS	1,245,000	43,075,000	-	-
06.00.**.4911.**	BOND DISCOUNT	(18,841)	(99,892)	-	-
06.00.**.4912.**	BOND PREMIUM	6,222	5,643,381	-	-
Total Revenues		6,430,386	55,100,919	7,674,322	7,767,312
Expenses					
06.00.**.6010.**	BANK CHARGES & BOND FEES	30,960	134,788	-	-
06.00.00.6120.00	LEGAL EXPENSE	-	33,500	-	-
06.00.00.6800.00	PROPERTY TAXES	92,969	82,717	100,000	100,000
06.00.**.7805.**	DEBT SERVICE PROJECT CLOSE OUT THARALDSON	-	-	-	-
06.00.**.7910.**	SPECIALS INTEREST	798,740	458,546	2,567,669	2,571,015
06.00.**.7950.**	SPECIALS PRINCIPAL	3,914,547	6,958,367	5,006,654	5,096,298
Total		4,837,217	7,667,918	7,674,322	7,767,313
Total Expenses		4,837,217	7,667,918	7,674,322	7,767,313
Total Debt Service Fund		1,593,170	47,433,000	(0)	(0)

FRIENDS OF THE DEPOT FUND

Revenues					
07.50.05.4671.00	GRANT INCOME	3,240	3,395	-	2,500
Total Revenues		3,240	3,395	-	2,500
Total Friends of The Depot Fund		3,240	3,395	-	2,500

Income Statement-Budget 2023

FORESTRY FUND

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
Revenues					
08.30.**.4670.**	SPONSORSHIP/DONATIONS	12,620	-	-	-
08.30.15.4671.00	GRANT REVENUE	9,063	-	-	-
08.30.15.4675.00	FOUNDATION DONATIONS	5,000	-	-	-
08.30.**.4700.**	MISC. REVENUE	17,668	-	16,000	18,000
08.30.15.4825.00	FORESTRY MILL LEVY	1,032,104	1,003,739	1,096,898	1,186,734
08.30.15.4845.10	DISCOUNT/NON-PAYMENT TAXES	-	-	(54,345)	-
08.30.10.4930.00	TRANSFER FROM GENERAL FUND	-	-	243,209	-
Total Revenues		1,076,455	1,003,739	1,301,762	1,204,734
Expenses					
Personnel					
08.30.**.5100.**	SALARIES FULL TIME	326,277	170,257	327,645	410,868
08.30.**.5200.**	PART TIME SALARIES	198,541	56,206	200,018	238,720
08.30.**.5540.**	UNEMPLOYMENT	-	985	3,500	-
Total Personnel		524,818	227,449	531,162	649,588
Operations					
08.30.**.6070.**	COMPUTER SERVICE FEES	9,437	2,441	8,750	11,000
08.30.**.6090.**	RECURRING MAINTENANCE	1,685	240	3,000	1,800
08.30.**.6100.**	GENERAL SUPPLIES	6,867	3,758	5,000	6,950
08.30.**.6115.**	UNIFORMS	1,840	3,981	2,500	3,000
08.30.15.6150.00	OFFICE SUPPLIES	822	-	750	1,000
08.30.**.6180.**	PURCHASED SERVICES	36,349	40,293	65,000	60,000
08.30.**.6240.**	TELEPHONE	3,418	1,706	3,500	3,800
08.30.**.6245.**	PROFESSIONAL DEVELOPMENT	4,695	2,617	6,000	3,690
08.30.15.6250.00	TRAVEL	-	-	500	-
08.30.15.6270.00	GAS / OIL	34,639	20,092	35,000	37,000
08.30.**.6300.**	TOOLS	3,540	1,776	3,000	4,400
08.30.**.6320.**	WATER & CITY UTILITIES	-	148	2,500	3,000
08.30.15.6325.00	LANDFILL FEES - WOOD WASTE	-	3,639	-	-
08.30.**.6360.**	IRRIGATION REPAIR	1,648	1,241	250	1,250
08.30.**.6380.**	MISCELLANEOUS EXPENSE	3,126	-	200	60,100
08.30.**.6390.**	ANNUAL PLANTING MATERIALS	48,994	48,413	80,150	49,500
08.30.15.6410.00	REPAIR FACILITY & EQUIPMENT	5,502	-	1,000	1,000
08.30.**.6420.**	REPAIR MOBILE	28,941	5,276	28,500	31,000
08.30.**.6425.**	EQUIPMENT RENTAL	379	584	1,000	700
Total Operations		191,883	136,205	246,600	279,190
Capital/Transfers/Debt					
08.30.**.7020.**	SCHEDULED EQUIPMENT - NURSERY	3,476	75,420	435,000	130,000
08.30.15.7075.00	FOUNDATION DONATION EXPENSES	1,672	1,849	-	-
08.30.**.7080.**	UNSCHEDULED EQUIPMENT	6,470	1,699	4,000	5,500
08.30.**.7630.**	LANDSCAPE IMPROVEMENTS	68,930	36,577	85,000	69,000
Total Capital/Transfers/Debt		80,548	115,545	524,000	204,500
Total Expenses		797,249	479,199	1,301,762	1,133,278
Total Forestry Fund		279,206	524,540	(0)	71,456

INSURANCE FUND

Revenues					
09.50.10.4820.00	LIABILITY INSURANCE MILL LEVY	124,350	119,833	130,955	135,831
09.50.10.4845.10	DISCOUNT/NON-PAYMENT TAXES	-	-	(6,548)	-
Total Revenues		124,350	119,833	124,407	135,831
Expenses					
09.50.10.6110.00	INSURANCE (LIABILITY)	111,175	115,028	124,407	121,125
Total		111,175	115,028	124,407	121,125
Total Expenses		111,175	115,028	124,407	121,125
Total Insurance Fund		13,175	4,805	0	14,706

Income Statement-Budget 2023

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
<u>COURTS PLUS COUMMUNITY FITNESS</u>					
Revenues					
10.12.06.4010.00	ADMISSIONS - PLAYGROUND	72,623	50,099	80,000	87,000
10.12.**.4060.**	FRONT DESK TAXABLE CONCESSIONS	51,170	29,589	60,000	68,930
10.12.**.4220.**	MEMBERSHIPS	1,070,885	569,116	1,067,251	1,247,000
10.12.**.4240.**	GUEST FEES	145,744	56,535	135,000	130,000
10.12.03.4260.00	COURT FEES	100,751	69,772	100,000	110,000
10.12.**.4265.**	PRIVATE LESSONS	453,571	241,769	426,500	459,200
10.12.**.4270.**	LEAGUES	53,329	14,315	33,800	51,500
10.12.**.4275.**	TOURNAMENTS	39,133	7,762	30,000	40,000
10.12.02.4280.00	LOCKER RENTAL	2,245	1,212	3,000	2,500
10.12.06.4282.00	TANNING	1,858	2,705	500	1,500
10.12.06.4300.00	DAYCARE	2,076	1,191	2,000	2,100
10.12.**.4320.**	YOUTH RECREATION ACTIVITIES	26,382	22,776	22,250	57,000
10.12.**.4340.**	GYM RENTALS	138,095	78,857	97,000	106,000
10.12.02.4345.00	PROCESSING FEE	11,850	5,100	9,500	11,000
10.12.**.4380.**	NON-TAXABLE COOLER BEVERAGES	54,281	31,524	42,000	57,500
10.12.20.4400.00	VENDING MACHINES - MASSAGE CHAIRS	939	502	1,000	1,000
10.12.**.4670.**	SPONSORSHIP/DONATIONS	20,250	18,000	10,000	17,000
10.12.20.4671.00	GRANT REVENUE	50,000	-	-	-
10.12.20.4672.00	ADVERTISING REVENUE	240	228	-	-
10.12.**.4700.**	MISC. INCOME	2,802	641	4,500	4,000
10.12.**.4925.**	TRANSFER FROM GEN FUND	-	-	200,000	-
Total Revenues		2,298,222	1,201,690	2,324,301	2,453,230
Expenses					
Personnel					
10.12.**.5100.**	SALARIES FULLTIME	662,528	313,731	674,896	684,062
10.12.**.5105.**	COMMISSION - FULLTIME	17,581	32,781	18,000	19,200
10.12.**.5200.**	SALARIES PART TIME	272,564	153,484	331,612	432,500
10.12.**.5205.**	COMMISSIONS - PART TIME	59,366	33,035	58,800	65,900
10.12.20.5540.00	UNEMPLOYMENT	578	(94)	400	-
10.12.20.5545.00	BACKGROUND CHECK/DRUG SCRNM FEE	1,150	1,684	2,000	3,000
10.12.20.5560.00	HEALTH INSURANCE	128,422	60,926	135,000	132,000
10.12.20.5565.00	OPEB EXPENSE	6,530	-	5,000	-
Total Personnel		1,148,719	595,547	1,225,708	1,336,662
Operations					
10.12.**.6010.**	BANK FEES	44,169	29,452	39,000	60,450
10.12.02.6015.00	BAD DEBT EXPENSE	9,992	3,494	15,000	10,000
10.12.**.6030.**	ADVERTISING	34,708	14,599	60,000	50,000
10.12.**.6050.**	MILEAGE	639	179	1,250	700
10.12.20.6070.00	COMPUTER SERVICES	35,283	17,437	35,000	39,000
10.12.20.6090.00	RECURRING MAINTENANCE	129,109	62,262	125,000	125,000
10.12.**.6100.**	GENERAL SUPPLIES - PLAYGROUND	31,497	21,519	47,500	39,350
10.12.**.6115.**	UNIFORMS	1,236	1,544	3,000	3,000
10.12.20.6130.00	MEALS / MEETINGS	78	58	350	350
10.12.**.6140.**	CONCESSION COGS	64,543	35,545	65,000	76,300
10.12.20.6150.00	OFFICE SUPPLIES	3,143	1,098	2,500	3,200
10.12.20.6170.00	PRINTING	2,465	1,209	2,500	2,800
10.12.20.6180.00	PURCHASED SERVICES	4,582	2,813	5,000	5,000
10.12.**.6200.**	ADULT REC EXPENSES	43,088	14,651	34,300	39,900
10.12.**.6220.**	YOUTH REC EXPENSES	10,886	6,582	14,750	17,000
10.12.**.6230.**	SALES TAX - FRONT DESK CONCESSIONS	2,916	1,381	2,000	2,700
10.12.**.6240.**	TELEPHONE/INTERNET/CABLE TV SERVICE	14,364	7,487	14,000	16,000
10.12.**.6245.**	PROFESSIONAL DEVELOPMENT	3,788	1,338	8,658	17,350
10.12.**.6250.**	TRAVEL	725	-	2,300	1,800
10.12.20.6260.00	ELECTRIC	120,997	62,215	130,000	144,000
10.12.20.6280.00	HEAT	14,683	21,686	20,000	30,000
10.12.20.6320.00	WATER & CITY UTILITIES	9,989	5,124	14,000	11,000
10.12.**.6380.**	MISC. EXPENSE	737	200	700	200
10.12.**.6410.**	REPAIR PLAYGROUND	50,378	69,516	54,200	101,400
10.12.20.6480.00	POSTAGE/MAILING	827	492	2,000	1,000
10.12.20.6720.00	DEPRECIATION	362,070	-	385,000	-
10.12.20.6750.00	LOSS ON DISPOSAL OF ASSETS	-	-	1,000	-
Total Operations		996,893	381,880	1,084,008	797,500
Capital/Transfer/Debt					
10.12.**.7020.**	EQUIPMENT	-	9,975	28,000	25,000
10.12.**.7080.**	FITNESS EQUIPMENT	13,434	7,399	11,000	6,500
10.12.**.7910.**	INTEREST	35,478	-	32,390	27,305
10.12.20.7950.00	PRINCIPAL	-	-	-	217,832
Total Capital/Transfer/Debt		48,912	17,374	71,390	276,637
Total Expenses		2,194,525	994,801	2,381,106	2,410,799
Total Courts Plus Coummunity Fitness		103,697	206,889	(56,805)	42,431

Income Statement-Budget 2023

RANSOM COUNTY TRANSPORTATION (15)

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
Revenues					
15.45.25.4010.10	PROJECT INCOME - TRANSIT	3,018	2,138	4,000	3,000
15.45.25.4660.00	INSURANCE CLAIMS	967	-	-	-
15.45.**.4860.**	TRANSIT FUNDS	75,905	-	76,524	79,800
Total		79,890	2,138	80,524	82,800
Total Revenues		79,890	2,138	80,524	82,800
Expenses					
Personnel					
15.45.**.5100.**	FULL TIME COMPENSATION	18,562	8,859	17,373	19,650
15.45.**.5200.**	PART TIME COMPENSATION	33,264	17,147	35,030	35,828
15.45.**.5520.**	WORKER'S COMPENSATION	533	780	1,300	900
15.45.25.5560.00	HEALTH INSURANCE	2,982	1,556	3,520	3,331
15.45.25.5585.00	PAYROLL TAXES	3,906	1,982	4,087	4,216
15.45.25.5610.00	DEFERRED COMPENSATION	1,069	541	1,113	1,282
Total Personnel		60,316	30,865	62,424	65,206
Operations					
15.45.25.6030.00	PROMOTION	600	50	600	600
15.45.25.6050.00	MILEAGE & TRAVEL	1,180	432	300	500
15.45.25.6090.00	RECURRING MAINTENANCE	420	525	1,000	500
15.45.25.6100.00	GENERAL SUPPLIES	-	-	200	200
15.45.25.6110.00	INSURANCE	1,764	2,333	2,000	2,000
15.45.25.6115.00	UNIFORMS	391	110	200	200
15.45.25.6150.00	OFFICE SUPPLIES	6	-	-	-
15.45.25.6170.00	PRINTING	54	57	-	-
15.45.25.6175.01	RECRUITMENT - JOB ADS	284	943	200	200
15.45.25.6240.00	TELEPHONE	808	399	800	800
15.45.25.6245.00	PROFESSIONAL DEVELOPMENT	60	-	-	-
15.45.25.6260.00	ELECTRICAL SERVICE	-	-	200	-
15.45.25.6270.00	VAN/BUS FUEL	5,431	5,439	8,000	8,000
15.45.25.6290.00	UTILITIES	348	175	-	-
15.45.25.6350.00	RENT	1,900	1,000	1,900	1,900
15.45.25.6380.00	MISCELLANEOUS EXPENSE	-	-	200	200
15.45.25.6410.00	FACILITY MAINTENANCE	-	150	500	500
15.45.25.6420.00	VAN/BUS REPAIR	6,218	1,520	2,000	2,000
Total Operations		19,463	13,134	18,100	17,600
Capital/Transfers/Debt					
15.45.25.7080.00	UNSCHEDULED EQUIPMENT	111	60,365	-	-
Total Capital/Transfers/Debt		111	60,365	-	-
Total Expenses		79,890	104,364	80,524	82,806
Total RANSOM COUNTY TRANSPORTATION (15)		-	(102,226)	0	(6)

Income Statement-Budget 2023

RANSOM/SARGENT SENIORS FUND (16)

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
Revenues					
16.45.**.4010.**	PROJECT INCOME-CONGREGATE	88,175	43,457	93,000	88,000
16.45.10.4420.00	BANK INTEREST	2	1	-	-
16.45.**.4670.**	DONATIONS	250	-	-	-
16.45.**.4810.**	MILL LEVY REVENUES	68,750	-	-	70,000
16.45.20.4850.00	HCBS FUNDING	12,519	6,130	1,000	10,000
16.45.**.4855.**	FEDERAL FUNDS	241,720	-	230,616	239,818
16.45.**.4860.**	USDA CASH INCOME	107,305	14,388	104,420	124,462
16.45.25.4861.00	RTAP FUNDING	380	-	-	-
16.45.20.4865.00	LOCAL MATCH - C	-	-	50,000	-
16.45.**.4875.**	ADDITIONAL LOCAL	16,248	6,600	22,670	23,705
Total		535,349	70,576	501,706	555,985
Total Revenues		535,349	70,576	501,706	555,985
Expenses					
Personnel					
16.45.**.5100.**	FULL TIME COMPENSATION	148,133	79,623	178,452	167,345
16.45.**.5200.**	PART-TIME WAGES	106,692	64,828	104,824	146,492
16.45.**.5520.**	WORKERS COMPENSATION	1,081	1,388	1,595	1,645
16.45.20.5540.00	UNEMPLOYMENT	3,741	-	-	3,922
16.45.**.5560.**	HEALTH INSURANCE	28,434	16,250	33,090	37,241
16.45.**.5585.**	PAYROLL TAXES	19,028	10,884	19,050	23,802
16.45.**.5610.**	DEFERRED COMPENSATION	7,277	3,639	8,328	7,621
Total Personnel		314,385	176,613	345,339	388,069
Operations					
16.45.**.6030.**	PROMOTIONS	550	250	600	600
16.45.**.6050.**	MILEAGE & TRAVEL	9,548	4,769	6,100	8,500
16.45.**.6070.**	COMPUTER SERVICE FEES	2,997	2,141	2,467	2,467
16.45.20.6085.00	VOLUNTEER RECOGNITION	109	-	500	250
16.45.**.6090.**	RECURRING MAINTENANCE	2,252	371	600	1,100
16.45.**.6100.**	GENERAL SUPPLIES	19,800	9,187	12,000	15,000
16.45.**.6105.**	CONGREGATE MEALS	100,810	56,128	110,000	110,000
16.45.25.6110.00	INSURANCE	861	852	500	900
16.45.**.6115.**	UNIFORMS	296	-	250	250
16.45.**.6150.**	OFFICE SUPPLIES	1,627	651	850	1,350
16.45.**.6170.**	NEWSLETTER PRINTING	5,228	2,687	3,300	4,300
16.45.**.6175.**	RECRUITMENT - JOB ADS	745	1,557	1,000	1,000
16.45.**.6180.**	HEALTH & DRUG SCREENING	-	-	100	-
16.45.**.6200.**	RECREATION SUPPLIES	-	-	100	-
16.45.**.6240.**	TELEPHONE	4,374	2,133	4,200	4,200
16.45.**.6245.**	PROFESSIONAL DEVELOPMENT	560	135	-	-
16.45.25.6270.00	VAN/BUS FUEL	6,627	4,532	3,000	8,000
16.45.20.6290.00	GARBAGE/UTILITIES	1,080	572	1,200	1,200
16.45.20.6350.00	RENT	2,520	1,260	4,000	4,000
16.45.**.6380.**	MISCELLANEOUS EXPENSE	25	-	-	-
16.45.**.6410.**	FACILITY MAINTENANCE	2,628	795	2,000	1,000
16.45.25.6420.00	VAN/BUS REPAIR	2,557	957	2,000	2,000
16.45.**.6480.**	POSTAGE	1,641	906	1,600	1,800
Total Operations		166,835	89,884	156,367	167,917
Capital/Transfers/Debt					
16.45.**.7080.**	UNSCHEDULED EQUIPMENT	54,129	-	-	-
Total Capital/Transfers/Debt		54,129	-	-	-
Total Expenses		535,349	266,497	501,706	555,986
Total RANSOM/SARGENT SENIORS FUND (16)		-	(195,921)	0	(1)

Income Statement-Budget 2023

STEELE COUNTY SENIORS FUND (17)

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
Revenues					
17.45.**.4010.**	PROJECT INCOME-CONGREGATE	23,156	9,885	22,000	23,000
17.45.**.4810.**	MILL LEVY REVENUES	29,250	-	2,875	30,000
17.45.20.4855.00	FEDERAL FUNDS	54,471	-	62,145	48,700
17.45.**.4860.**	USDA CASH INCOME	56,703	3,290	56,485	59,036
17.45.**.4865.**	LOCAL MATCH - C	-	-	30,000	-
Total		163,580	13,175	173,505	160,736
Total Revenues		163,580	13,175	173,505	160,736
Expenses					
Personnel					
17.45.**.5100.**	FULL TIME COMPENSATION	38,776	20,105	39,029	42,746
17.45.**.5200.**	PART-TIME WAGES	24,972	11,352	27,000	26,664
17.45.**.5520.**	WORKER'S COMPENSATION	549	547	650	735
17.45.**.5560.**	HEALTH INSURANCE	6,790	3,511	7,508	7,498
17.45.**.5585.**	PAYROLL TAXES	4,759	2,359	5,060	5,938
17.45.**.5610.**	DEFERRED COMPENSATION	1,903	1,018	1,782	2,134
Total Personnel		77,749	38,891	81,028	85,715
Operations					
17.45.25.6030.00	PROMOTIONS	50	-	-	-
17.45.**.6050.**	MILEAGE & TRAVEL	1,100	334	1,050	1,050
17.45.**.6070.**	COMPUTER SERVICE FEES	448	-	897	883
17.45.20.6090.00	RECURRING MAINTENANCE	196	-	500	500
17.45.**.6100.**	GENERAL SUPPLIES	3,088	429	1,500	1,500
17.45.**.6105.**	CONGREGATE MEALS	68,677	8,881	75,000	60,000
17.45.25.6110.00	INSURANCE	695	717	650	700
17.45.**.6115.**	UNIFORMS	223	-	200	200
17.45.**.6150.**	OFFICE SUPPLIES	141	28	100	100
17.45.**.6170.**	NEWSLETTER PRINTING	1,027	619	500	600
17.45.**.6175.**	RECRUITMENT - JOB ADS	94	535	-	-
17.45.**.6180.**	PURCHASED SERVICES	-	-	100	-
17.45.**.6240.**	TELEPHONE	1,561	778	3,180	1,780
17.45.**.6245.**	PROFESSIONAL DEVELOPMENT	83	51	-	100
17.45.**.6250.**	TRAVEL	-	-	-	-
17.45.**.6270.**	GAS/OIL	2,760	2,660	5,000	4,000
17.45.20.6290.00	GARBAGE/UTILITIES	762	420	800	800
17.45.25.6350.00	RENT	1,760	1,120	2,000	2,000
17.45.20.6410.00	FACILITY & EQUIPMENT REPAIRS	-	-	-	-
17.45.**.6420.**	MOW VEHICLE MAINTENANCE	2,841	521	1,000	1,000
17.45.**.6480.**	POSTAGE	-	8	-	-
Total Operations		85,507	17,100	92,477	75,213
Capital/Transfers/Debt					
17.45.**.7080.**	UNSCHEDULED EQUIPMENT	324	-	-	-
Total Capital/Transfers/Debt		324	-	-	-
Total Expenses		163,580	55,991	173,505	160,928
Total STEELE COUNTY SENIORS FUND		-	(42,816)	(0)	(192)

Income Statement-Budget 2023

RICHLAND COUNTY SENIORS (18)

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
Revenues					
18.45.**.4010.**	PROJECT INCOME-CONGREGATE	95,677	43,972	101,000	98,000
18.45.10.4420.00	INTEREST INCOME	1	0	-	-
18.45.10.4670.00	DONATIONS	500	-	-	-
18.45.25.4700.01	REIMBURSABLE RIDES	2,608	-	-	-
18.45.**.4810.**	MILL LEVY REVENUES	84,825	98,000	-	101,000
18.45.20.4850.00	HCBS FUNDING	7,851	6,185	3,000	8,000
18.45.20.4855.00	FEDERAL FUNDS	230,331	-	203,251	344,000
18.45.**.4860.**	USDA CASH INCOME	200,081	14,222	199,234	118,400
18.45.25.4861.00	RTAP FUNDING	545	-	-	-
18.45.**.4865.**	LOCAL MATCH	-	-	129,829	32,516
Total		622,418	162,380	636,314	701,916
Total Revenues		622,418	162,380	636,314	701,916
Expenses					
Personnel					
18.45.**.5100.**	FULL TIME COMPENSATION	273,533	148,448	284,034	319,565
18.45.**.5200.**	PART TIME COMPENSATION	63,934	35,574	59,976	73,941
18.45.**.5520.**	WORKER'S COMPENSATION	307	351	200	400
18.45.**.5560.**	HEALTH INSURANCE	67,711	34,906	75,355	74,676
18.45.**.5585.**	PAYROLL TAXES	26,314	14,458	31,439	31,883
18.45.**.5610.**	DEFERRED COMPENSATION	11,210	5,921	11,835	12,666
Total Personnel		443,009	239,659	462,839	513,131
Operations					
18.45.10.6010.00	BANK CHARGES	1	-	-	-
18.45.**.6030.**	PROMOTIONS	2,365	1,120	2,000	2,000
18.45.**.6050.**	MILEAGE & TRAVEL	3,143	1,362	3,000	3,000
18.45.**.6070.**	COMPUTER SERVICE FEES	4,197	2,325	3,850	3,905
18.45.20.6085.00	VOLUNTEER RECOGNITION	150	-	-	-
18.45.**.6090.**	RECURRING MAINTENANCE	5,518	2,440	4,450	5,000
18.45.**.6100.**	GENERAL SUPPLIES	17,062	12,824	20,000	18,000
18.45.**.6105.**	CONGREGATE MEALS	112,105	66,406	115,000	130,000
18.45.**.6110.**	INSURANCE	2,524	1,930	2,500	2,500
18.45.**.6115.**	UNIFORMS	100	-	525	225
18.45.**.6150.**	OFFICE SUPPLIES	3,333	1,261	2,300	2,700
18.45.**.6170.**	PRINTING	380	57	200	200
18.45.20.6175.01	RECRUITMENT - JOB ADS	100	-	-	-
18.45.**.6180.**	PURCHASED SERVICES	6,363	-	100	-
18.45.**.6240.**	TELEPHONE	4,518	2,301	3,700	4,200
18.45.**.6245.**	PROFESSIONAL DEVELOPMENT	890	135	250	450
18.45.**.6270.**	GAS/OIL	6,067	4,685	7,500	8,300
18.45.25.6350.00	RENT	3,600	1,800	3,600	3,600
18.45.**.6380.**	MISC EXPENSE	-	-	-	-
18.45.**.6420.**	MOW VEHICLE MAINTENANCE	3,107	1,258	3,000	3,200
18.45.**.6480.**	POSTAGE	1,187	406	1,500	1,500
18.45.**.6650.**	INDIRECT TRANSFER	-	-	-	-
Total Operations		176,710	100,310	173,475	188,780
Capital/Transfers/Debt					
18.45.**.7080.**	UNSCHEDULED EQUIPMENT	2,699	-	-	-
Total Capital/Transfers/Debt		2,699	-	-	-
Total Expenses		622,418	339,968	636,314	701,911
Total RICHLAND COUNTY SENIORS (18)		-	(177,589)	(0)	5

Income Statement-Budget 2023

TRAILL COUNTY SENIORS (19)

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
Revenues					
19.45.**.4010.**	PROJECT INCOME-CONGREGATE	54,055	28,525	61,500	57,000
19.45.10.4670.00	DONATIONS	-	(339)	-	-
19.45.**.4810.**	MILL LEVY REVENUES	57,125	-	52,898	60,000
19.45.20.4850.00	HCBS FUNDING	9,241	3,345	15,000	9,000
19.45.20.4855.00	FEDERAL FUNDS	151,029	-	138,906	158,550
19.45.**.4860.**	USDA CASH INCOME	101,992	9,773	93,870	107,345
19.45.25.4861.00	RTAP FUNDING	215	-	-	-
19.45.**.4865.**	LOCAL MATCH	-	-	12,499	-
19.45.**.4875.**	ADDITIONAL LOCAL	44,049	281	-	13,047
Total		417,706	41,586	374,673	404,942
Total Revenues		417,706	41,586	374,673	404,942
Expenses					
Personnel					
19.45.**.5100.**	FULL TIME COMPENSATION	115,626	58,963	122,067	133,474
19.45.**.5200.**	PART-TIME WAGES	55,468	34,829	54,447	70,259
19.45.**.5520.**	WORKER'S COMPENSATION	1,385	1,328	1,400	1,700
19.45.**.5560.**	HEALTH INSURANCE	33,741	16,722	39,229	38,950
19.45.**.5585.**	PAYROLL TAXES	12,636	7,085	13,130	15,057
19.45.**.5610.**	DEFERRED COMPENSATION	7,679	3,934	8,429	8,708
Total Personnel		226,534	122,861	238,703	268,147
Operations					
19.45.25.6030.00	PROMOTION	500	-	1,000	500
19.45.**.6050.**	MILEAGE & TRAVEL	2,090	990	3,000	3,000
19.45.**.6070.**	COMPUTER SERVICE FEES	2,606	855	2,135	2,135
19.45.**.6090.**	RECURRING MAINTENANCE	613	72	300	300
19.45.**.6100.**	GENERAL SUPPLIES	15,444	6,878	10,100	10,100
19.45.**.6105.**	CONGREGATE MEALS	85,625	42,828	96,000	96,000
19.45.**.6110.**	INSURANCE	1,331	1,667	1,400	1,400
19.45.**.6115.**	UNIFORMS	654	-	500	500
19.45.**.6150.**	OFFICE SUPPLIES	373	83	375	375
19.45.**.6170.**	NEWSLETTER PRINTING	3,102	1,743	1,800	1,800
19.45.**.6175.**	RECRUITMENT - JOB ADS	1,843	1,465	-	-
19.45.**.6180.**	HEALTH & DRUG SCREENING	-	-	100	-
19.45.**.6240.**	TELEPHONE	4,369	2,238	3,400	3,700
19.45.**.6245.**	PROFESSIONAL DEVELOPMENT	369	84	-	-
19.45.**.6250.**	TRAVEL	-	-	-	-
19.45.**.6270.**	GAS/OIL	6,907	4,198	6,000	6,000
19.45.20.6290.00	GARBAGE/UTILITIES	1,089	637	-	-
19.45.**.6350.**	RENT	4,170	1,120	4,560	4,560
19.45.**.6380.**	MISCELLANEOUS EXPENSE	21	11	-	-
19.45.**.6410.**	FACILITY MAINTENANCE	1,905	-	500	-
19.45.**.6420.**	MOW VEHICLE MAINTENANCE	3,873	2,571	3,200	5,500
19.45.**.6480.**	POSTAGE	1,351	562	1,600	1,250
Total Operations		138,235	68,002	135,970	137,120
Capital/Transfers/Debt					
19.45.**.7080.**	UNSCHEDULED EQUIPMENT	52,936	100	-	-
Total Capital/Transfers/Debt		52,936	100	-	-
Total Expenses		417,706	190,963	374,673	405,267
Total TRAILL COUNTY SENIORS (19)		-	(149,377)	(0)	(325)

Income Statement-Budget 2023

CASS COUNTY SENIOR PROGRAMS (20)

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
CASS COUNTY SENIOR PROGRAMS (20)					
Revenues					
20.45.**.4010.**	PROJECT INCOME-CONGREGATE	595,168	323,731	600,000	620,000
20.45.10.4100.00	POOL TABLE REVENUE	-	-	-	-
20.45.**.4340.**	RENTAL FEES	7,049	6,431	6,000	8,000
20.45.**.4440.**	INVESTMENT INCOME	17,734	(201)	-	-
20.45.25.4660.00	INSURANCE CLAIMS	41,060	10,117	-	-
20.45.**.4670.**	DONATIONS	23,368	5,605	-	10,000
20.45.**.4675.**	CITY OF FARGO DONATIONS	21,350	6,799	-	14,000
20.45.**.4700.**	MISCELLANEOUS REVENUE	8,322	7,333	39,000	-
20.45.25.4755.00	SALE OF ASSETS	4,858	-	-	-
20.45.**.4810.**	MILL LEVY REVENUES	1,800,000	1,800,000	1,757,600	2,000,000
20.45.**.4855.**	FEDERAL FUNDS	1,480,407	782,059	533,044	699,265
20.45.**.4860.**	USDA CASH INCOME	419,251	207,608	269,714	322,286
20.45.**.4875.**	ADDITIONAL LOCAL	26,264	587	42,400	22,000
Total		4,444,830	3,150,068	3,247,758	3,695,551
Total Revenues		4,444,830	3,150,068	3,247,758	3,695,551
Expenses					
Personnel					
20.45.**.5100.**	FULL TIME COMPENSATION	838,646	446,200	887,933	990,264
20.45.**.5200.**	PART-TIME WAGES	381,937	229,055	352,387	491,519
20.45.**.5520.**	WORKER'S COMPENSATION	8,781	7,897	12,000	9,975
20.45.**.5540.**	UNEMPLOYMENT	877	50	500	900
20.45.**.5545.**	BACKGROUND CHECK/DRUG SCRIN FEE	7,412	3,253	4,000	7,311
20.45.**.5560.**	HEALTH INSURANCE	152,223	75,520	171,677	168,352
20.45.10.5562.00	LONG TERM DISABILITY	4,500	2,357	4,800	4,800
20.45.**.5585.**	PAYROLL TAXES	91,732	51,212	94,157	111,931
20.45.**.5610.**	DEFERRED COMPENSATION	46,226	23,770	49,095	52,440
Total Personnel		1,532,334	839,314	1,576,550	1,837,492
Operations					
20.45.**.6010.**	ENDOWMENT TRUSTEE FEES	1,052	664	2,000	1,090
20.45.**.6020.**	ACCOUNTING	22,021	13,166	29,000	24,000
20.45.**.6030.**	PROMOTIONS	15,191	7,953	7,700	16,200
20.45.**.6050.**	MILEAGE & TRAVEL	17,864	8,499	20,500	20,000
20.45.**.6070.**	COMPUTER SERVICES	19,765	11,101	26,021	22,645
20.45.20.6085.00	VOLUNTEER RECOGNITION	2,545	4,641	8,000	8,000
20.45.**.6090.**	RECURRING MAINTENANCE	45,121	20,964	41,400	42,400
20.45.**.6100.**	GENERAL SUPPLIES	80,667	52,723	87,500	88,500
20.45.**.6105.**	CONGREGATE MEALS	1,116,377	619,834	1,152,500	1,366,500
20.45.**.6110.**	INSURANCE	11,746	8,853	10,000	10,800
20.45.**.6115.**	UNIFORMS	2,721	464	4,300	4,300
20.45.**.6130.**	MEALS - MEETINGS	350	99	-	-
20.45.**.6150.**	OFFICE SUPPLIES	4,619	3,289	6,900	6,900
20.45.**.6170.**	NEWSLETTER PRINTING	10,207	3,242	12,500	14,000
20.45.**.6175.**	RECRUITMENT - JOB ADS	348	319	2,500	2,500
20.45.**.6180.**	PURCHASED SERVICES	-	-	3,000	500
20.45.**.6185.**	MEMBERSHIPS	3,366	610	2,800	2,800
20.45.**.6200.**	RECREATION SUPPLIES	11	289	1,700	-
20.45.**.6240.**	TELEPHONE	19,278	9,439	21,200	20,200
20.45.**.6245.**	PROFESSIONAL DEVELOPMENT	4,559	935	6,000	6,000
20.45.**.6270.**	VAN/BUS FUEL	30,605	20,305	42,500	53,000
20.45.**.6290.**	UTILITIES	35,773	10,059	28,000	38,000
20.45.**.6350.**	RENT	42,834	21,376	36,000	45,000
20.45.**.6380.**	MISCELLANEOUS EXPENSE	2,406	-	2,000	2,000
20.45.**.6410.**	FACILITY MAINTENANCE	6,601	6,828	19,000	8,000
20.45.**.6420.**	REPAIR MOBILE	30,182	20,705	26,500	32,500
20.45.**.6450.**	SENIOR COMPANION PROGRAM	8,000	-	1,500	1,500
20.45.10.6455.00	VISTA	-	-	3,500	3,500
20.45.**.6480.**	POSTAGE	18,759	9,238	19,800	20,200
Total Operations		1,552,967	855,596	1,624,321	1,861,035
Capital/Transfers/Debt					
20.45.**.7080.**	UNSCHEDULED EQUIPMENT	36,675	23,735	-	-
Total Capital/Transfers/Debt		36,675	23,735	-	-
Total Expenses		3,121,976	1,718,644	3,200,871	3,698,527
Total CASS COUNTY SENIOR PROGRAMS (20)		1,322,855	1,431,424	46,887	(2,976)

Income Statement-Budget 2023

CASS COUNTY TRANSIT FUND (21)

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
Revenues					
21.45.25.4010.10	PROJECT INCOME - TRANSIT	960	961	1,200	2,000
21.45.25.4855.00	FEDERAL FUNDS (CAPITAL)	40,926	-	-	-
21.45.**.4860.**	STATE AID	46,885	-	39,558	42,872
21.45.25.4861.00	RTAP FUNDING	495	-	-	-
Total		89,266	961	40,758	44,872
Total Revenues		89,266	961	40,758	44,872
Expenses					
Personnel					
21.45.**.5100.**	FULL TIME COMPENSATION	11,389	5,213	14,561	11,199
21.45.25.5200.00	PART TIME COMPENSATION	10,388	7,673	8,954	15,600
21.45.**.5520.**	WORKER'S COMPENSATION	279	212	325	300
21.45.25.5560.00	HEALTH INSURANCE	1,708	893	2,200	1,891
21.45.25.5585.00	PAYROLL TAXES	1,659	982	1,768	2,069
21.45.25.5610.00	DEFERRED COMPENSATION	491	267	700	563
Total Personnel		25,913	15,240	28,508	31,622
Operations					
21.45.25.6020.00	ACCOUNTING/AUDIT FEES	236	236	-	-
21.45.25.6030.00	PROMOTION	2,655	1,300	2,500	2,500
21.45.25.6050.00	MILEAGE & TRAVEL	247	131	250	250
21.45.25.6070.00	COMPUTER SERVICE FEES	461	481	-	-
21.45.25.6110.00	INSURANCE	1,758	1,664	1,200	1,200
21.45.25.6115.00	UNIFORMS	106	-	-	-
21.45.25.6150.00	OFFICE SUPPLIES	6	-	-	-
21.45.25.6170.00	PRINTING	211	57	-	-
21.45.**.6180.**	HEALTH & DRUG SCREENING	-	-	200	-
21.45.25.6240.00	TELEPHONE - INTERNET - CABLE	772	461	600	800
21.45.25.6245.00	PROFESSIONAL DEVELOPMENT	540	-	-	-
21.45.25.6270.00	VAN/BUS FUEL	1,943	1,251	3,000	4,000
21.45.25.6350.00	RENT	3,057	2,209	2,500	2,500
21.45.25.6380.00	MISCELLANEOUS EXPENSE	24	-	-	-
21.45.25.6420.00	VAN/BUS REPAIR	2,303	1,350	2,000	2,000
Total Operations		14,319	9,140	12,250	13,250
Capital/Transfers/Debt					
21.45.25.7080.00	UNSCHEDULED EQUIPMENT	49,035	-	-	-
Total Capital/Transfers/Debt		49,035	-	-	-
Total Expenses		89,266	24,380	40,758	44,872
Total CASS COUNTY TRANSIT FUND (21)		-	(23,419)	(0)	(0)

Income Statement-Budget 2023

METRO SENIOR RIDE SERVICE - MN (22)

		Actual	YTD Actual	Final Budget	Prelim Budget
		12/31/2021	06/30/2022	2022	2023
Revenues					
22.45.25.4010.10	PROJECT INCOME - TRANSIT	20,956	11,507	30,000	28,000
22.45.25.4860.40	MOORHEAD FUNDING	115,063	57,095	123,004	131,434
Total		136,019	68,602	153,004	159,434
Total Revenues		136,019	68,602	153,004	159,434
Expenses					
Personnel					
22.45.**.5100.**	FULL TIME COMPENSATION	24,647	13,196	27,500	27,552
22.45.25.5200.00	PART TIME COMPENSATION	70,853	39,518	77,500	82,562
22.45.**.5520.**	WORKER'S COMPENSATION	914	1,244	1,600	1,098
22.45.25.5560.00	HEALTH INSURANCE	3,824	2,315	5,000	4,905
22.45.25.5585.00	PAYROLL TAXES	7,238	4,008	7,166	8,403
22.45.25.5610.00	DEFERRED COMPENSATION	738	530	700	1,062
Total Personnel		108,215	60,812	119,466	125,581
Operations					
22.45.25.6010.01	CREDIT CARD PROCESSING FEES	54	34	-	-
22.45.25.6020.00	ACCOUNTING FEES/AUDIT	1,158	473	1,500	1,200
22.45.25.6030.00	PROMOTION	1,259	324	1,200	750
22.45.25.6050.00	MILEAGE & TRAVEL	250	133	300	300
22.45.25.6070.00	COMPUTER SERVICE FEES	1,514	961	2,500	2,000
22.45.25.6110.00	INSURANCE	2,987	2,981	3,000	3,150
22.45.25.6115.00	UNIFORMS	-	-	250	250
22.45.25.6170.00	PRINTING	108	-	200	200
22.45.**.6180.**	PURCHASED SERVICES	-	-	250	-
22.45.25.6185.00	MEMBERSHIPS	384	-	-	-
22.45.25.6240.00	TELEPHONE - INTERNET - CABLE	1,121	435	1,500	1,000
22.45.25.6245.00	PROFESSIONAL DEVELOPMENT	45	-	125	125
22.45.25.6250.00	TRAVEL	-	-	300	-
22.45.25.6350.00	RENT	2,842	3,448	6,895	5,194
22.45.25.6380.00	MISCELLANEOUS EXPENSE	-	-	268	484
22.45.25.6420.00	VAN/BUS REPAIR	6,193	2,451	3,000	3,000
Total Operations		26,831	17,156	33,538	33,853
Capital/Transfers/Debt					
22.45.25.7080.00	UNSCHEDULED EQUIPMENT	973	-	-	-
Total Capital/Transfers/Debt		973	-	-	-
Total Expenses		136,019	77,968	153,004	159,434
Total METRO SENIOR RIDE SERVICE - MN (22)		-	(9,366)	0	(0)

Preliminary Budget 2023
Summarized by Fund

	General Fund	Debt Service Fund	Valley Senior Services
REVENUES			
Taxes and special assessments	\$ 17,404,956	\$ 7,767,312	\$ 2,261,000
Charges for services	8,486,197	-	-
Intergovernmental	3,078,400	-	2,594,236
Miscellaneous	592,150	-	951,000
TOTAL REVENUES	\$ 29,561,703	\$ 7,767,312	\$ 5,806,236
EXPENDITURES & TRANSFERS			
Full Time salaries	\$ 7,412,756	\$ -	\$ 1,711,795
Part Time salaries	3,952,918	-	942,865
Employee benefits	2,783,757	-	660,303
Utilities	1,794,721	-	147,500
Repairs and maintenance	2,118,994	-	254,734
Program and operational costs	3,397,501	-	2,092,534
Capital equipment and improvements	4,896,825	-	-
Principal and interest on debt	1,599,269	7,767,312	-
Transfers to Capital	1,604,962	-	-
TOTAL EXPENDITURES & TRANSFERS	\$ 29,561,703	\$ 7,767,312	\$ 5,809,731
NET CHANGE IN FUND BALANCE	\$ -	\$ -	\$ (3,495)

Fargo Park District - Capital Requests

Budget 2023

Included in Capital Line item on budget

Description	Budget	Department	Director	Priorit	Explanation of Equipment/Capital Improvement
Irrigation Van	42,000.00	Sports Turf	Dave Bietz	1	Utilize a cargo van for storage of more parts for moving around the city
Auto Mow Paint Robot	40,000.00	Sports Turf	Dave Bietz	1	Add this robot to improve efficiency
3 wheeled drag	33,000.00	Sports Turf	Dave Bietz	1	Department drags have high hours and replacing oldest drag
Dura Edge 2inch cap	20,000.00	Sports Turf	Dave Bietz	1	Upgrade infield dirt at Helling Field
New Artificial Game Mounds	10,500.00	Sports Turf	Dave Bietz	1	Replace older mounds for game fields of Brunsdale and McKinley
Fitness Equipment	25,000.00	Courts Plus	Carolyn Boutain	1	New fitness equipment
Replace Men's and Women's upstairs locker rooms	30,000.00	Courts Plus	Carolyn Boutain	1	Replace old lockers that cannot find parts for. Phase 1, men's locker room with changing space
Remodel Lower whirlpool room	7,500.00	Courts Plus	Carolyn Boutain	1	Remove old whirlpool that no longer works. Make room a sitting area for steam room users.
Fairway Mower(2)	166,000.00	Edgewood	Dave Bietz	1	replace 4834. 2011 with 2700 hrs and 4835. 2011 with 2800hrs
New cart path on 12,13,14,16,17	150,000.00	Edgewood	Dave Bietz	1	install 1500 lineal ft of cart path. will allow for better access for carts during wet conditions.
Tri Plex greens mower(2)	104,000.00	Edgewood	Dave Bietz	1	Replace 4087. 2008 with 2100hrs ND 4606 2010 with 2020hrs
Topchanger Dryject machine	74,000.00	Edgewood	Dave Bietz	1	Add to aerification fleet. Will eliminate the need to pull cores.
Reel Grinder	50,000.00	Edgewood	Dave Bietz	1	Replace current machine. will allow more efficient grinding taking less time and improve quality.
Medium duty utility cart	19,000.00	Edgewood	Dave Bietz	1	replace 4610 2010 club car that only runs about half the time
Edgewood Driving Range Tee	75,000.00	Edgewood	Dave Leker	1	Addition of synthetic teeing surface at Edgewood Driving Range
Mickelson Sign Rehab	12,000.00	Facilities	Dave Bietz	1	Redo the entrance Sign to Mickelson
McCormick Park Building Siding, Windows and Doors	32,000.00	Facilities	Dave Bietz	1	Building is in bad shape
Anderson Softball Field Dugout update	30,000.00	Facilities, Anderson	Dave Bietz	1	Dugouts are in poor shape
Coliseum, Convert Bathrooms to touchless	31,750.00	Facilities, Coliseum	Kevin Boe	1	Has been a request for years by staff and public. Covid made request louder
Coliseum replace lobby furnace	16,900.00	Facilities, Coliseum	Kevin Boe	1	Wasn't replaced doing remodel. Obsolete and constantly breaking down. Multiple service calls
Sports Arena Roof Replacement	775,000.00	Facilities, Sports Arena	Dave Bietz	1	Needs new roof, and probably needs to be done sooner
Sports Arena, Convert Bathrooms to touchless	20,535.00	Facilities, Sports Arena	Kevin Boe	1	Has been a request for years by staff and public. Covid made request louder
Sports Arena Replace Tempered Glass in Lobby	6,785.00	Facilities, Sports Arena	Kevin Boe	1	Original windows. They are all scratched up
Sports Arena Convert Studio Rink lights to LED	5,770.00	Facilities, Sports Arena	Kevin Boe	1	Current 8 ft lights are being phased out. Hard to find bulbs and parts
SWYA Cornerstone Agreement Projects	180,000.00	Facilities, SWYA	Dave Bietz	1	Improvements agreed to in Fundraising and Naming agreement with Bank.
Zamboni	93,275.00	Facilities, SWYA	Kevin Boe	1	Currently have two in our system that are over 20years old and are way past the expected lifespan
SWYA, Convert Bathrooms to touchless	27,410.00	Facilities, SWYA	Kevin Boe	1	Has been a request for years by staff and public. Covid made request louder
2 john deere ATV with tracks, 60000	65,000.00	Forestry	Dave Bietz	1	Add to fleet, winter pruning, ski grooming, summer watering and spraying
1 ton with dump body	50,000.00	Forestry	Dave Bietz	1	replace old red 96 landscape 1 ton
tilt deck trailer	15,000.00	Forestry	Dave Bietz	1	16gvwr min 11k capacity
Irrigation Control Upgrade	400,000.00	Osgood	Dave Bietz	1	Toro will stop Supporting our system in the next year or 2
70" Tournament Roller	25,500.00	Osgood	Dave Bietz	1	Adding a Tournament Roller to our Golf Course
Greens Covers	7,000.00	Osgood	Dave Bietz	1	Annual Replacement of 3
iWorQ recurring yearly	20,000.00	Park Maintenance	Dave Bietz	1	Annual payment
Professional Services- Lot Sweeping	6,000.00	Park Maintenance	Dave Bietz	1	might be in the purchased services already
Payloader (924ish)	258,000.00	Park Maintenance	Dave Bietz	1	replace 1989 John Deere loader;
Village West Trail Replacement	240,000.00	Park Maintenance	Dave Bietz	1	In very bad shape; we have three spots that we had to repair with crushed concrete.
McCormick Trail Replacement	170,000.00	Park Maintenance	Dave Bietz	1	We have repaired this one but in terrible shape; very uneven & patches continue to pull up every time we plow.
2 SUV's for Project Manager and Facility Manager positons	65,000.00	Park Maintenance	Dave Leker	1	More economical vehicles for manager level positons other than 3/4 ton pickups
Toolcat	55,000.00	Park Maintenance	Dave Bietz	1	replace the one that we auctioned off this year for \$23k; leaking hydraulic pump and rusted floor
Scag Replacement- Ventrac	50,000.00	Park Maintenance	Dave Bietz	1	Replace scag mower (9 yrs old); current scag moves to crew; scag replaces one of the cub cadets.
LED Conversions	50,000.00	Park Maintenance	Dave Bietz	1	continue to upgrade lights to LED around the park district
Pool Truck/van	42,000.00	Park Maintenance	Dave Bietz	1	For pools in summer; get rid of tool truck and make the pool truck the new tool truck
Construction Company for Greenfields	30,000.00	Park Maintenance	Dave Bietz	1	hire a company with large excavator to dig out culvert that's under 1+ feet of silt and regrade area so it flows
Bobcat Trades	20,000.00	Park Maintenance	Dave Bietz	1	we currently have one skid steer and 2 Toolcats on the trade program; we'd like to add one more Toolcat if we get approved for one this year
Cart for Lindenwood	11,000.00	Park Maintenance	Dave Bietz	1	Replace 2006 Bobcat cart at LW; \$1,500 worth of repairs in the last couple years & still doesn't run well.
Cart for Urban Plains	11,000.00	Park Maintenance	Dave Bietz	1	Replace 2003 club car; has lost a lot of power over the yrs; has trouble climbing
Cart for Oak Grove	11,000.00	Park Maintenance	Dave Bietz	1	Replace 2007 Bobcat cart at Oak Grove
plow	9,800.00	Park Maintenance	Dave Bietz	1	v-plow to replace the one that used to be on Eric's old truck
Loader Tires	8,000.00	Park Maintenance	Dave Bietz	1	Needs new tires
Replace curb stop and drain back at Courts Plus	6,000.00	Park Maintenance	Dave Bietz	1	takes an hour or more to get a wrench on it
Spray truck flat bed	5,800.00	Park Maintenance	Dave Bietz	1	install on 2007 chevy
Repair North Softball Complex Outfall	150,000.00	Parks	Dave Leker	1	Repair failing outfall on pond at the North Softball Complex
Masterplan of Community Parks, Lindenwood	100,000.00	Parks	Dave Leker	1	We need top continue to masterplan our community parks
North High Track and Fitness Equipment	TBD	Parks	Dave Leker	1	Agreement with the School District to split equipment cost
Metro wide amenities study both indoor and outddor	150,000.00	Parks	Dave Leker	1	Needs assesment to help us make finacial decisions on what outdoor and inddor ammenties we should be funding.

Description	Budget	Department	Director	Priorit	Explanation of Equipment/Capital Improvement
Concrete repair needed in pool - Davies Pool	20,000.00	Recreation, Davies Pool	Kevin Boe	1	The concrete is cracking and heaving in the area of the pool at the bottom of the water slides. This needs to be repaired before it falls in.
Circulation Pump Repair - Annual - Davies Pool	10,000.00	Recreation, Davies Pool	Kevin Boe	1	All circulation pumps need to be repaired annually to avoid them seizing up after the pool has been filled each year causing delays in opening the pools.
Floor Scrubber/Cleaner - Davies Pool	7,000.00	Recreation, Davies Pool	Kevin Boe	1	The Imop we purchased a few years ago is not pulling up the dirt and the floor is filthy.
Paint pool including sand blast - Madison Pool	25,000.00	Recreation, Madison Pool	Kevin Boe	1	We have painted this pool internally for many years. That paint is no longer staying on the pool concrete and needs to be sand blasted and painted.
Splash Pad Repair - Madison Pool	20,000.00	Recreation, Madison Pool	Kevin Boe	1	There are several pipes under ground that are leaking and several play features that no longer work that need replacement.
Repair main pipe in pit area - Northside Rec Pool	20,000.00	Recreation, North pool	Kevin Boe	1	shutdown.
Circulation Pump Repair - Annual - Northside Rec Pool	6,000.00	Recreation, North pool	Kevin Boe	1	All circulation pumps need to be repaired annually to avoid them seizing up after the pool has been filled each year causing delays in opening the pools.
Sound Sytem at Rheault Farm	20,000.00	Recreation, Rheault Farm	Kevin Boe	1	Sound Systems is old and outdated. Playing Neptune Radio (sealing ads) to offset costs
Replace strainer baskets - Southwest Pool	15,000.00	Recreation, Southwest Pool	Kevin Boe	1	These five strainer baskets are original and they are leaking worse each year and need replacement.
Circulation Pump Repair - Annual - Southwest Pool	8,000.00	Recreation, Southwest Pool	Kevin Boe	1	All circulation pumps need to be repaired annually to avoid them seizing up after the pool has been filled each year causing delays in opening the pools.
Pool Vacuum - Southwest Pool	6,000.00	Recreation, Southwest Pool	Kevin Boe	1	Our old pool vacuum no longer works. This is needed to replace that one.
Cameras at Rose Creek to update the ones showing hole #1	15,000.00	Rose Creek	Carolyn Boutain	1	Current cameras are outdated and not repairable,
800' 8' wide Concrete Cart Path	128,000.00	Rose Creek	Dave Bietz	1	Replace half of the remaining asphalt path on hole 17
100" 5 Gang 4 wheel Fairway Mower	87,000.00	Rose Creek	Dave Bietz	1	Replace 2013 Toro 5210 Asset 5339
Triplex Greensmower (14 blade electric reels with groomers)	57,000.00	Rose Creek	Dave Bietz	1	Replace Triplex Greensmower
Bunker Rake	32,500.00	Rose Creek	Dave Bietz	1	Replace 2012 Toro Sand Pro, Asset 5030
Medium Duty Gas Utility Cart with Electric Lift	14,000.00	Rose Creek	Dave Bietz	1	Replace utility cart TBD
Heavy Duty Fairway Verticutter/ Sweeper	56,000.00	Rose Creek/Osgood	Dave Bietz	1	New equipment to share with Osgood

Fargo Park District - Budget 2023

Continuing Education / Professional Development, Account number 6245)

Staff member	Department	Description	Date	Cost	Account	Director
Bekey/Becky	Recreation	One day seminar	TBD	600	01.01.90.6245.00	Boe
Marcy	Recreation	One day seminar	TBD	300	01.01.90.6245.00	Boe
Shawn	Recreation	Fall NDRPA State Conference	TBD	500	01.01.90.6245.00	Boe
Shawn/Marcy/Bekey/Becky	Recreation	Women Connect	TBD	1,000	01.01.90.6245.00	Boe
Shawn/Marcy/Bekey/Becky	Recreation	NDSCS - Class	TBD	1,200	01.01.90.6245.00	Boe
(2) Program/Events Staff	Recreation	NRPA	TBD	6,000	01.01.90.6245.00	Boe
(6) Program/Events Staff	Recreation	NDRPA State Conference	TBD	3,000	01.01.90.6245.00	Boe
(6) Program/Events Staff	Recreation	NDRPA SpringConference	TBD	3,000	01.01.90.6245.00	Boe
Program Staff	Recreation	Perfectmind	TBD	5,000	01.01.90.6245.00	Boe
(2) Arena Zamboni School	Recreation	(2) Mechanics to Zamboni school	TBD	1,500	01.01.90.6245.00	Boe
Broadway Square	Recreation - Broadway Square	Events Conference	TBD	2,000	01.01.90.6245.00	Boe
Stephanie D'Ambrosio	Recreation - Events	NDRPA	TBD	500	01.01.90.6245.00	Boe
Dave Klundt/New Aquatics Supervisor	Recreation	Aquatics Conference	TBD	6,000	01.05.01.6245.00	Boe
Stephanie D'Ambrosio	Recreation - Events	International Festival & Events Convention	TBD	3,000	01.05.01.6245.00	Boe
Tatiana Friese	Recreation - Events	International Festival & Events Convention	TBD	3,000	01.05.01.6245.00	Boe
Stephanie D'Ambrosio	Recreation - Events	MNFEA	TBD	500	01.05.01.6245.00	Boe
Tatiana Friese	Recreation - Events	MNFEA	TBD	500	01.05.01.6245.00	Boe
Nerw Events Postion	Recreation - Events	MNFEA	TBD	500	01.05.01.6245.00	Boe
Carolyn Boutain	Enterprise	NDRPA	Fall	500	01.08.85.6245.00	Leker
Carolyn Boutain	Enterprise	NRPA / Leadership	Fall	2,500	01.08.85.6245.00	Leker
Sam Larson-Frobig	Enterprise	NDRPA Fall conference and meetings	TBD	1,000	01.08.85.6245.00	Boutain
Sam Larson-Frobig	Enterprise	Women's connect series or webinars	TBD	500	01.08.85.6245.00	Boutain
Chad Pfau	Enterprise	Misc. trainings and webinars	TBD	1,500	01.08.85.6245.00	Boutain
Jason Spitzner	Edgewood	Gcsaa dues	May	500	01.10.10.6245.00	Bietz
Jason Spitzner	Edgewood	NCTGA dues/conference	Feb	300	01.10.10.6245.00	Bietz
Jason Spitzner	Edgewood	Mgcsa dues	March	190	01.10.10.6245.00	Bietz
Jason Spitzner	Edgewood	GCSAA conference	Feb	4,000	01.10.10.6245.00	Bietz
Lucas Palczewski	Edgewood	Gcsaa dues	Jan	205	01.10.10.6245.00	Bietz
Lucas Palczewski	Edgewood	NCTGA dues/conference	Feb	300	01.10.10.6245.00	Bietz
Lucas Palczewski	Edgewood	Midwest GCSAA dues	Jan	125	01.10.10.6245.00	Bietz
Lucas Palczewski	Edgewood	Local training/seminar	TBD	200	01.10.10.6245.00	Bietz
Jeff Simdorn	Edgewood	Gcsaa dues	Jan	205	01.10.10.6245.00	Bietz
Jeff Simdorn	Edgewood	NCTGA dues/conference	Feb	300	01.10.10.6245.00	Bietz
Jeff Simdorn	Edgewood	South Dakota GCSAA- conference/dues	March	500	01.10.10.6245.00	Bietz
Jeff Simdorn	Edgewood	Local traing/seminars	TBD	200	01.10.10.6245.00	Bietz
1st Assistant Pro	Edgewood	Assistant Dues & PGA Education		1,500	01.10.12.6245.00	Boutain
Greg McCullough.	Edgewood/El Zagal	Conference & PGA Dues		1,500	01.10.12.6245.00	Boutain
1st Assistant Pro	El Zagal	Assistant Dues & PGA Education		1,500	01.10.20.6245.00	Boutain
PW 1st Assistant	Prairiewood Golf Shop	PGA of America Professional Dues for Assistant Professional		1,500	01.10.30.6245.00	Boutain
Eric Hansen	Golf-Rose Creek	North Central Turfgrass Association Conference & Dues	February	300	01.10.40.6245.00	Bietz
Eric Hansen	Golf-Rose Creek	South Dakota GCSA Conference & Dues	March	700	01.10.40.6245.00	Bietz
Eric Hansen	Golf-Rose Creek	ND Recreation and Park Association Conference & Dues	September	500	01.10.40.6245.00	Bietz
Eric Hansen	Golf-Rose Creek	GCSAA Conference-Virtual	February	600	01.10.40.6245.00	Bietz
Eric Hansen	Golf-Rose Creek	GCSAA Dues	November	500	01.10.40.6245.00	Bietz
Joel Sperl	Golf-Rose Creek	North Central Turfgrass Association Conference & Dues	February	300	01.10.40.6245.00	Bietz
Joel Sperl	Golf-Rose Creek	South Dakota GCSA Conference & Dues	March	700	01.10.40.6245.00	Bietz
Joel Sperl	Golf-Rose Creek	GCSAA Dues	November	205	01.10.40.6245.00	Bietz
Joel Sperl	Golf-Rose Creek	Local Development and Training Seminars	TBD	200	01.10.40.6245.00	Bietz
Eli Kollman	Golf-Rose Creek	North Central Turfgrass Association Conference & Dues	February	300	01.10.40.6245.00	Bietz
Eli Kollman	Golf-Rose Creek	South Dakota GCSA Conference & Dues	March	700	01.10.40.6245.00	Bietz
Eli Kollman	Golf-Rose Creek	GCSAA Dues	November	205	01.10.40.6245.00	Bietz
Eli Kollman	Golf-Rose Creek	Local Development and Training Seminars	TBD	200	01.10.40.6245.00	Bietz
Mechanic	South Shop	GCSAA Dues	November	205	01.10.40.6245.00	Bietz
Mechanic	South Shop	South Dakota GCSA Equipment Manager Certification Program	TBD	320	01.10.40.6245.00	Bietz
Mechanic	South Shop	South Dakota GCSA Conference & Dues	March	700	01.10.40.6245.00	Bietz
RC 1st Assistant	Rose Creek Golf Shop	PGA of America Professional Dues for Assistant Professional		1,500	01.10.42.6245.00	Boutain

Fargo Park District - Budget 2023

Continuing Education / Professional Development, Account number 6245)

Staff member	Department	Description	Date	Cost	Account	Director
Matt Cook	Rose Creek Golf Shop	Education Expense (Allowance for PGA National Merchandise and Education Seminar)		1,500	01.10.42.6245.00	Boutain
Ryan Stalboerger	Golf-Osgood	North Central Turfgrass Association-Conference and Dues	February	300	01.10.50.6245.00	Bietz
Ryan Stalboerger	Golf-Osgood	South Dakota GCSAA- COnference and Dues	March	550	01.10.50.6245.00	Bietz
Ryan Stalboerger	Golf-Osgood	ND Recreation & Park Association- Conference and Dues	September	500	01.10.50.6245.00	Bietz
Ryan Stalboerger	Golf-Osgood	Golf Course Superintendent Association of America-Conference	February	3,000	01.10.50.6245.00	Bietz
Ryan Stalboerger	Golf-Osgood	GOLF Course Superintendent Association of America- Dues	November	430	01.10.50.6245.00	Bietz
Ryan Stalboerger	Golf-Osgood	Local Development training and Seminars	TBD	200	01.10.50.6245.00	Bietz
Zach Foltz	Golf-Osgood	Local Development training and Seminars	TBD	200	01.10.50.6245.00	Bietz
Zach Foltz	Golf-Osgood	North Central Turfgrass Association-Conference and Dues	February	300	01.10.50.6245.00	Bietz
Zach Foltz	Golf-Osgood	South Dakota GCSAA- COnference and Dues	March	550	01.10.50.6245.00	Bietz
Zach Foltz	Golf-Osgood	GOLF Course Superintendent Association of America- Dues	November	220	01.10.50.6245.00	Bietz
Zach Foltz	Golf-Osgood	Golf Course Superintendent Association of America-Conference	February	3,000	01.10.50.6245.00	Bietz
Chris Larson	Osgood	Conference & PGA Dues	Spring	1,500	01.10.50.6245.00	Boutain
OS 1st Assistant	Osgood	Assistant Dues	Spring	1,500	01.10.50.6245.00	Boutain
Campground Specialist	Enterprise	Trainings and Webinars	TBD	1,200	01.20.19.6245.00	Boutain
Park Foreman	Park Maintenance	North Central Turfgrass Association- Conference and Dues	Feb.	300	01.30.01.6245.00	Bietz
Park Supervisor	Park Maintenance	North Central Turfgrass Association- Conference and Dues	Feb.	300	01.30.01.6245.00	Bietz
Maintenance Staff	Park Maintenance	North Central Turfgrass Association- Conference and Dues	Feb.	300	01.30.01.6245.00	Bietz
Maintenance Staff	Park Maintenance	North Central Turfgrass Association- Conference and Dues	Feb.	300	01.30.01.6245.00	Bietz
Park Supervisor	Park Maintenance	Northern Green Turf Conference	Jan.	800	01.30.01.6245.00	Bietz
Maintenance Staff	Park Maintenance	Northern Green Turf Conference	Jan.	800	01.30.01.6245.00	Bietz
Park Supervisor	Park Maintenance	Certified Playground Safety Inspector Course and Test	March	550	01.30.01.6245.00	Bietz
Maintenance Staff	Park Maintenance	Certified Playground Safety Inspector Course and Test	March	550	01.30.01.6245.00	Bietz
Maintenance Staff	Park Maintenance	Certified Playground Safety Inspector Course and Test	March	550	01.30.01.6245.00	Bietz
Maintenance Staff	Park Maintenance	Certified Playground Safety Inspector Course and Test	March	550	01.30.01.6245.00	Bietz
Maintenance Staff	Park Maintenance	Certified Playground Safety Inspector Course and Test	March	550	01.30.01.6245.00	Bietz
Maintenance Staff	Park Maintenance	Certified Playground Safety Inspector Course and Test	March	550	01.30.01.6245.00	Bietz
Park Supervisor	Park Maintenance	Certified Pool Operator Course and Test	April	350	01.30.01.6245.00	Bietz
Maintenance Staff	Park Maintenance	Certified Pool Operator Course and Test	April	350	01.30.01.6245.00	Bietz
Maintenance Staff	Park Maintenance	Certified Pool Operator Course and Test	April	350	01.30.01.6245.00	Bietz
Maintenance Staff	Park Maintenance	Certified Pool Operator Course and Test	April	350	01.30.01.6245.00	Bietz
Maintenance Staff	Park Maintenance	Certified Pool Operator Course and Test	April	350	01.30.01.6245.00	Bietz
Maintenance Staff	Park Maintenance	Certified Pool Operator Course and Test	April	350	01.30.01.6245.00	Bietz
Park Foreman	Park Maintenance	ND Recreation and Park Association- Conference and Dues	Sept.	500	01.30.01.6245.00	Bietz
Park Supervisor	Park Maintenance	ND Recreation and Park Association- Conference and Dues	Sept.	500	01.30.01.6245.00	Bietz
Park Supervisor	Park Maintenance	ND Recreation and Park Association- Conference and Dues	Sept.	500	01.30.01.6245.00	Bietz
Maintenance Staff	Park Maintenance	ND Recreation and Park Association- Conference and Dues	Sept.	500	01.30.01.6245.00	Bietz
Maintenance Staff	Park Maintenance	ND Recreation and Park Association- Conference and Dues	Sept.	500	01.30.01.6245.00	Bietz
Maintenance Staff	Park Maintenance	ND Recreation and Park Association- Conference and Dues	Sept.	500	01.30.01.6245.00	Bietz
Maintenance Staff	Park Maintenance	ND Recreation and Park Association- Conference and Dues	Sept.	500	01.30.01.6245.00	Bietz
Maintenance Staff	Park Maintenance	Pesticide Certification- 2; Recertification- 1	Various	350	01.30.01.6245.00	Bietz
Maintenance Staff	Park Maintenance	Misc. Development Seminars	Various	1,000	01.30.01.6245.00	Bietz
Ani Nag	Park Maintenance	Tedx and Chamber Events	Various	200	01.30.01.6245.00	Bietz
Mechanic (2)	Park Maintenance	Toro School	Feb.	2,200	01.30.01.6245.00	Bietz
Mechanic (4)	Park Maintenance	Oreilly's Night Classes	Various	600	01.30.01.6245.00	Bietz
Jake Trowbridge	Sports Turf	NCTGA Dues, STMA Dues	FEB	450	01.30.20.6245.00	Bietz
Nick Pearson	Sports Turf	NCTGA Dues, STMA Dues	Feb	450	01.30.20.6245.00	Bietz
Jimi Fogle	Sports Turf	NCTGA Dues, STMA Dues	Feb	450	01.30.20.6245.00	Bietz
Dana Naylor	Sports Turf	NCTGA Dues, STMA Dues	Feb	450	01.30.20.6245.00	Bietz
Dave Suda	Sports Turf	NCTGA Dues, STMA Dues	Feb	450	01.30.20.6245.00	Bietz
Dave Suda	Sports Turf	STMA National	Feb	3,500	01.30.20.6245.00	Bietz
Dana Naylor	Sports Turf	STMA National	Feb	3,500	01.30.20.6245.00	Bietz
Tyler Kirchner	Carpentry	ND License Renewal - 2 years	TBD	125	01.30.50.6245.00	Bietz
Tyler Kirchner	Carpentry	Council of Landscape Architect Registration Boards - Renewal (Annual)	TBD	155	01.30.50.6245.00	Bietz
Tyler Kirchner	Carpentry	American Society of Landscape Architects (Annual)	TBD	535	01.30.50.6245.00	Bietz
Tyler Kirchner	Carpentry	American Society of Landscape Architects - Conference	TBD	3,000	01.30.50.6245.00	Bietz
Nick Deery	Carpentry	Safety (OSHA) Training	TBD	300	01.30.50.6245.00	Bietz
Wade Balzvik	Carpentry	Safety (OSHA) Training	TBD	300	01.30.50.6245.00	Bietz

Fargo Park District - Budget 2023

Continuing Education / Professional Development, Account number 6245)

Staff member	Department	Description	Date	Cost	Account	Director
Jodi Buzick	Park Maint	Day Conferences	TBD	500	01.30.50.6245.00	Bietz
Jodi Buzick	Park Maint	FMWF Chamber Womens Connect Event	TBD	250	01.30.50.6245.00	Bietz
Dave Bietz	Park Maint	National Recreation and Park Association Congress	October	3,000	01.30.50.6245.00	Leker
Dave Bietz	Park Maint	North Central Turfgrass Association Dues and Conference	February	250	01.30.50.6245.00	Leker
Dave Bietz	Park Maint	North Dakota Recreation and Parks Association Dues and Conference	September	500	01.30.50.6245.00	Leker
Dave Bietz	Park Maint	North Dakota Trails Conference	August	250	01.30.50.6245.00	Leker
Dave Bietz	Park Maint	NDRPA Quarterly Meetings	Feb, May	500	01.30.50.6245.00	Leker
Dave Bietz	Park Maint	Local Development Seminars	Various	500	01.30.50.6245.00	Leker
Broc	Finance	NDRPA State Meetings	Various	500	01.50.01.6245.00	Lietz
Broc	Finance	NDRPA State Conference and Dues	Sept	500	01.50.01.6245.00	Lietz
Luke	Finance	CPA annual renewal fee	annual	85	01.50.01.6245.00	Lietz
Luke	Finance	ND CPA Society Dues	annual	200	01.50.01.6245.00	Lietz
Luke	Finance	Governmental Standards Updates	TBD	1,000	01.50.01.6245.00	Lietz
Stephanie	Finance	Day Conference(s)	TBD	500	01.50.01.6245.00	Lietz
Office	Finance	Keep up to date on Accounts Payable Publication	annual	330	01.50.01.6245.00	Lietz
Kris	Finance	Day Conference(s)	TBD	500	01.50.01.6245.00	Lietz
Kristy	Finance	Day Conference(s)	TBD	500	01.50.01.6245.00	Lietz
Kristy	Finance	Annual IOFM Membership & Certification	September	695	01.50.01.6245.00	Lietz
Deanna	Finance	Day Conference(s)	TBD	500	01.50.01.6245.00	Lietz
Amy	IT	Certification	TBD	1,000	01.50.01.6245.00	Lietz
Amy	IT	Day Conference(s)	TBD	500	01.50.01.6245.00	Lietz
Safety Coordinator - To be filled	HR	ND Safety Council Membership	Annual	300	01.50.05.6245.00	Lietz
Safety Coordinator - To be filled	HR	ND Safety Council Conference	April	700	01.50.05.6245.00	Lietz
HR Manager - Stacy Kruger	HR	SHRM Membership	Annual	250	01.50.05.6245.00	Lietz
HR Generalist - Elli Agather	HR	SHRM Membership	Annual	250	01.50.05.6245.00	Lietz
HR Generalist - To be filled	HR	SHRM Membership	Annual	250	01.50.05.6245.00	Lietz
HR Manager - Stacy Kruger	HR	FMHRA Membership	Annual	175	01.50.05.6245.00	Lietz
HR Generalist - Elli Agather	HR	FMHRA Membership	Annual	175	01.50.05.6245.00	Lietz
HR Generalist - To be filled	HR	FMHRA Membership	Annual	175	01.50.05.6245.00	Lietz
HR Generalist - Elli Agather	HR	SHRM Conference	June	4,500	01.50.05.6245.00	Lietz
HR Manager - Stacy Kruger	HR	Virtual Webinars	Annual	1,000	01.50.05.6245.00	Lietz
Pace	Marketing	Audio production online course	TBD	140	01.50.10.6245.00	Boutain
Pace	Marketing	Video production online course	TBD	200	01.50.10.6245.00	Boutain
Pace	Marketing	Digital marketing course or a Adobe software course through UND	TBD	375	01.50.10.6245.00	Boutain
Pace	Marketing	One-day Leadership & Management training	TBD	300	01.50.10.6245.00	Boutain
Pace	Marketing	Fall NDRPA State Conference	TBD	500	01.50.10.6245.00	Boutain
Pace	Marketing	Young Professionals Network	TBD	45	01.50.10.6245.00	Boutain
Katie M	Marketing	Fall NDRPA State Conference	TBD	500	01.50.10.6245.00	Boutain
Katie M	Marketing	NRPA Conference	TBD	2,500	01.50.10.6245.00	Boutain
Katie M	Marketing	Fargo TedX	TBD	100	01.50.10.6245.00	Boutain
Katie M	Marketing	One day seminar- leadership	TBD	500	01.50.10.6245.00	Boutain
Katie M	Marketing	Digital Marketing Summit	TBD	500	01.50.10.6245.00	Boutain
Katie M	Marketing	Women's Connect series with FMWF Chamber	TBD	400	01.50.10.6245.00	Boutain
Kelly	Marketing	Fall NDRPA State Conference	TBD	500	01.50.10.6245.00	Boutain
Kelly	Marketing	Fargo TedX	TBD	100	01.50.10.6245.00	Boutain
Kelly	Marketing	AAF-ND Membership (Includes Membership & Trainings)	TBD	325	01.50.10.6245.00	Boutain
Kelly	Marketing	ND Professional Communicator	TBD	45	01.50.10.6245.00	Boutain
Kelly	Marketing	Digital Marketing Summit	TBD	500	01.50.10.6245.00	Boutain
Marketing Specialist 1	Marketing	Fall NDRPA State Conference	TBD	500	01.50.10.6245.00	Boutain
Marketing Specialist 1	Marketing	Fargo TedX	TBD	100	01.50.10.6245.00	Boutain
Marketing Specialist 1	Marketing	Young Professionals Network	TBD	45	01.50.10.6245.00	Boutain
Marketing Specialist 1	Marketing	One-day Leadership & Management training	TBD	300	01.50.10.6245.00	Boutain
Marketing Specialist 1	Marketing	Women's Connect series with FMWF Chamber	TBD	400	01.50.10.6245.00	Boutain
Marketing Specialist 2	Marketing	Fall NDRPA State Conference	TBD	500	01.50.10.6245.00	Boutain
Marketing Specialist 2	Marketing	Fargo TedX	TBD	100	01.50.10.6245.00	Boutain
Marketing Specialist 2	Marketing	Young Professionals Network	TBD	45	01.50.10.6245.00	Boutain

Fargo Park District - Budget 2023

Continuing Education / Professional Development, Account number 6245)

Staff member	Department	Description	Date	Cost	Account	Director
Marketing Specialist 2	Marketing	Social media online course	TBD	300	01.50.10.6245.00	Boutain
Forester	Forestry	Dakota ISA Conference Aberdeen	January	400	08.30.15.6245.00	Bietz
Arborist Supervisor	Forestry	Dakota ISA Conference Aberdeen	January	400	08.30.15.6245.00	Bietz
Arborist	Forestry	Dakota ISA Conference Aberdeen	January	400	08.30.15.6245.00	Bietz
Arborist	Forestry	Dakota ISA Conference Aberdeen	January	400	08.30.15.6245.00	Bietz
Arborist	Forestry	Dakota ISA Conference Aberdeen	January	400	08.30.15.6245.00	Bietz
Forester	Forestry	Minnesota Shade Tree Short Course registration/lodging	March	450	08.30.15.6245.00	Bietz
Forester	Forestry	Dakota ISA workshop	TBD	50	08.30.15.6245.00	Bietz
Arborist	Forestry	Dakota ISA workshop	TBD	50	08.30.15.6245.00	Bietz
Arborist	Forestry	Dakota ISA workshop	TBD	50	08.30.15.6245.00	Bietz
Arborist	Forestry	Dakota ISA workshop	TBD	50	08.30.15.6245.00	Bietz
Arborist Supervisor	Forestry	Dakota ISA workshop	TBD	50	08.30.15.6245.00	Bietz
Horticulturist	Forestry	NDNGLA renewal and conference	January	140	08.30.15.6245.00	Bietz
All Staff	Forestry	ISA membership renewal	January	850	08.30.15.6245.00	Bietz
Group Ex Instructors	Courts Plus	Annual budget for Group Ex Continuing Education for certifications/workshops. Instructors can receive up to \$100 per year	TBD	1,800	10.12.08.6245.00	Boutain
Personal Trainers	Courts Plus	Annual Budget for Pt certifications and CEC reimbursement. Trainers can receive up to \$100 per year	TBD	700	10.12.10.6245.00	Boutain
Logan Cossette	Courts Plus	Customer Service/Management Seminars	TBD	500	10.12.20.6245.00	Boutain
Angelique Kube	Courts Plus	Customer service/accounting seminars	TBD	500	10.12.20.6245.00	Boutain
Kelly Kisell	Courts Plus	Leadership and/or Marketing Conferences	TBD	2,000	10.12.20.6245.00	Boutain
Oliver Summers	Courts Plus	USPTA renewal certification	TBD	150	10.12.20.6245.00	Boutain
Zach Zitor	Courts Plus	PTR renewal certification	TBD	200	10.12.20.6245.00	Boutain
Jason Thiner	Courts Plus	PTR renewal certification	TBD	200	10.12.20.6245.00	Boutain
Jason Thiner	Courts Plus	USTA Community Workshop	TBD	500	10.12.20.6245.00	Boutain
Zach Zitor	Courts Plus	Pickleball education workshop	TBD	500	10.12.20.6245.00	Boutain
Oliver Summers	Courts Plus	USTA National workshop	TBD	1,500	10.12.20.6245.00	Boutain
Crystal Howes	Courts Plus	Continuing Education classes related to childcare /leadership Conferences	TBD	500	10.12.20.6245.00	Boutain
Jamie Smith	Courts Plus	Continuing Education classes related to supervisory/leadership Conferences	TBD	500	10.12.20.6245.00	Boutain
Brian Elhard	Courts Plus	Building maintenance workshops	TBD	500	10.12.20.6245.00	Boutain
Wayne Herrick	Courts Plus	Leadership and/or Management Conferences	TBD	1,500	10.12.20.6245.00	Boutain
Dean Linstad	Courts Plus	Building maintenance workshops	TBD	500	10.12.20.6245.00	Boutain
2- Courts Plus Staff	Courts Plus	Fall NDRPA State Conference	TBD	700	10.12.20.6245.00	Boutain
4- Courts Plus Staff	Courts Plus	Trip to tour facilities and meet with other professionals	TBD	1,600	10.12.20.6245.00	Boutain
Dave Leker	Executive Administration	NDRPA State Conference and Dues	Sept	500	01.50.15.6245.00	Leker
Dave Leker	Executive Administration	NRPA Congress	Oct	2,500	01.50.15.6245.00	Leker
Dave Leker	Executive Administration	ND Trails Conference	Aug	250	01.50.15.6245.00	Leker
Dave Leker	Executive Administration	NDRPA State Meetings	Various	500	01.50.15.6245.00	Leker
Dave Leker	Executive Administration	Misc Meetings	Various	500	01.50.15.6245.00	Leker
Tara Nielsen	Executive Administration	Admin Professionals Conference	Sept-Oct	2,900	01.50.15.6245.00	Leker
Tara Nielsen	Executive Administration	Chamber/Misc Meetings	TBD	300	01.50.15.6245.00	Leker
		Total		164,720		



MEMORANDUM

DATE: July 22, 2022

TO: Fargo Park Board Commissioners

FROM: Dave Leker, Executive Director

RE: Agenda Item No. 3 – Continue discussion on an ice facility at the Fargo Parks Sports Complex (FPSC) in collaboration with Angel Hockey and Fargo Youth Hockey Association

At the June 14th board meeting, commissioners directed the staff to present at the June 29th Facilities Committee Meeting options to move forward with constructing a two-sheet ice facility connected to the Fargo Parks Sports Complex by investigating the pre-design phase, as well as determining the estimated cost of ice, and directing the finance department to determine funding mechanisms for this addition.

At the Facilities Committee Meeting on June 29, 2022, we presented three pre-design layouts for two sheets of ice at the Fargo Parks Sports Complex along with pre-design budget estimates. During the meeting, the finance team presented data regarding the status of fund balances throughout the district, to include limitations of restricted funds and accessibility to unrestricted funds for board consideration. Broc and Luke also discussed the previously approved bridge loan, paid through the dedication of one general fund mill, for capital projects and the annual impact it has on the annual operating budget. The foundation was asked to have a meeting with representatives from Fargo Youth Hockey and Angel Hockey to discuss the potential for private contributions toward the cost of a two-sheet ice facility.

Through discussion at the Facilities Committee and subsequent conversations, it became apparent that the district should be considering a broader scope for a Phase 2 of the FPSC. Attached to this memo are some discussion points for the Budget/Facilities Committee Meeting next week. A request was made to research the possibility of funding phase 2 in the current budget cycle through increased debt service levy and general obligation debt. The district's financial advisor had provided the following to our finance team:

- Approve a preliminary 2023 Budget that includes a mill levee increase to cover the bond repayment. Begin 60-day protest period for issuing General Obligation Bonds by issuing a notice in the Fargo Forum on August 3rd to begin the 60-day protest period. We would move the final Budget Approval from the September Board Meeting to the October Board Meeting and hold it on the 1st Tuesday of October. We will have to be confirm with our Bond Counsel this timeline works out.

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

As a result of the research staff has done under the direction of the board, we recommend the following action:

- Establish a Task Force consisting of representatives from Fargo Park District Staff, Commissioners and local stakeholder groups to discuss Phase II for the Fargo Parks Sports Complex and work through the discussion points shown on the attachment. This would allow us to gather better information for the project to include: needs assessment, updated business model to fit scope, project scope, design, budget, schedule, funding solutions and partner agreements.

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

Thank you.

Discussion Points for Phase 2 of Fargo Parks Sports Complex
July 22, 2022

1. Indoor/Outdoor Facility Needs Assessment Study.

Surface	# of Fargo Facilities	Estimated Users	Ratio
Turf	2	8797	4398:1
Hard Surfaces	2.5	4450	1780:1
Ice	4	2203	551:1

2. Update Fargo Parks Sports Complex Business Model with new scope of services.

3. Scope of Sports Complex Phase II

1-2 Ice Sheets	\$12-\$24m
4 Hard Courts	\$8m
6 Pickleball/6 Rentable Rooms/Playground	\$7m
Generator	<u>\$1m</u>
	\$28m –\$40m
Additional consideration with cost TBD:	
2 nd Indoor Turf Facility	
Additional Alternates	

4. Potential Available Funding

\$3m	cash reserves
\$6m	debt service retirement in '23 & '24
<u>\$3-\$6m</u>	private hockey commitments
\$12-\$15m	

5. Other Funding

Private/Naming for Sports Complex
and Island Park Pool – \$27m +

6. New Money

1 mills – \$10.8m over 20 years
2 mills – \$21.6m over 20 years
2.77 mills – \$30m over 20 years (max debt capacity)

7. Discuss 50/50 Public/Private cost share split.

Current Project \$78 million
Currently at (67/33) 67% public (\$52million), 33% private (\$26million)

Phase II – 4 hard courts, 6 pickleball/rooms/playground & 1 Sheet Scenario
\$78m + \$28m = \$106 million (73/27) 73% public (\$77 million), 27% private (\$29 million)

Phase II - 4 hard courts, 6 pickleball/rooms/playground & 2 Sheet Scenario
\$78m + \$40m = \$118 million (73/27) 73% public (\$86 million), 27% private (\$32 million)

8. Guaranteed rental contracts – Guaranteed current ice rental hours at facilities along with guaranteed renting of all new available hours from additional one or two sheets

9. Discussion on 650 credit hours for Fargo Youth Hockey

10. Discussion of possible new partners: (Fargo School District, etc.)



MEMORANDUM

DATE: July 20, 2022

TO: Fargo Park Board Commissioners

FROM: Dave Leker, Executive Director
Stacy Kruger, Human Resources Manager

RE: Agenda Item No. 4 - Discussion of BerryDunn Reorganization

The Executive Director, the HR Manager, along with the support of the Directors, are asking for Board permission to move forward with the components of the BerryDunn Reorganization that was received by the Board during the June Board Meeting. Your permission will allow the Park District to start the reorganization process in the following areas:

- Hiring of two Deputy Directors (Administration & Operations)
- Realignment of the departments and reporting lines
- Establishment of an Events Manager, which would only be open to internal events staff.

If you should have any questions, please feel free to contact Dave Leker or Stacy Kruger prior to the meeting.

Thank you.



MEMORANDUM

DATE: July 20, 2022

TO: Fargo Park Board Commissioners

FROM: Dave Leker, Executive Director

RE: Agenda Item No. 5 – Review draft job descriptions for Deputy Director of Administration and Deputy Director of Operations positions

We are currently working on the job descriptions for the two Deputy Director positions. Attached are the drafts our HR Department has put together with input from myself and the Director's Team.

The plan is to have one Commissioner, the Executive Director, one Park District employee and one individual from outside the Park District sit on each of the selection committees. The selection committee will review the applications that meet our position criteria. They will then rate each of the applicants along with other members of the selection committee. HR will then tabulate the scores and work with the selection committee to select which applicants we would like to interview. Our goal would be to interview three – five applicants.

The selection committee would make the final selection for each position. Our goal would be to have these two positions on staff by November 1, 2022.

Please let me know if you have any questions prior to the Committee meeting.

Thank you.

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



JOB DESCRIPTION

Job Title:	Deputy Director of Administration		
Departments:	Finance, Marketing/Communications, Human Resources, Information Services, and Valley Senior Services	Last Revised	July 2022
Reports To:	Executive Director	Status	Full Time / Benefitted
EEO Job Category	Officials & Administrators	Pay Type	Exempt
Supervises:	Finance Director, HR Manager, IT Manager, Marketing/Communications Director, & VSS Director		

SUMMARY:

This position will perform complex professional and administrative work and requires an extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop policies and procedures as well as determining efficient and innovative ways to accomplish the Park District's business strategies and goals. Serves as a strategic business partner to develop department and organizational goals and monitor progress towards them as a member of the Executive Management team with a focus on the Administration Division of the Fargo Park District. Departments included in this division: Finance, Marketing/Communications, Human Resources, Information Technology, and Valley Senior Services.

ESSENTIAL FUNCTIONS:

Evaluation of this position is based primarily on performance of the following essential functions, which include, but are not limited to:

- Serves as the principal advisor to the Executive Director on all division matters. Works closely with the Executive Director and Deputy Director of Operations, as part of the three-member Executive Team, in developing and implementing long range planning and objectives, capital improvement programs, policies, and procedures for the organization. Monitors progress by collaborating with department leaders.
- Provides strategic leadership and vision for the oversight of division departments and initiatives with a focus on maximizing personnel, budgets, and other resources including those to ensure the safety and well-being of all Park District personnel through risk management practices.
- Makes recommendations to revise policies and procedures, meeting legal requirements.
- Coordinates the overall logistics, planning, and organization of the division departments.
- Guides Park District personnel toward goal accomplishments; consistently develops and sustains cooperative working relationships as a team member and develops highly effective teams.
- Supports the Executive Director in carrying out special assignments.
- Assumes leadership role in developing and maintaining professional relationships with Park Board Commissioners and stakeholders of the Fargo Park District.
- Acts as liaison with outside organizations and agencies concerning allied services and assist the Executive Director on being the ambassador of the Park District with the public.

- Keeps the Executive Director and Park Board Commissioners informed in a timely manner on matters of significant importance.
- Acts in partnership with the Deputy Director of Operations, in the absence of the Executive Director.
- Maintains a comprehensive knowledge and awareness of new technologies and philosophies regarding park and recreation trends, standards, codes, and regulations.
- Oversees and participates in the development and administration of assigned departments, division, and district's annual budget.
- Demonstrates high moral integrity and trustworthiness through the ability to gain and maintain the trust and confidence of others and the organization through consistency and reliability.
- Exercises a high level of independent action and decision making over division operations.
- Performs critical decision-making and is given the independence to set up processes and procedures.
- Develops tools to evaluate division effectiveness.

EDUCATION/EXPERIENCE:

Accepted education and experience are as follows:

- A Bachelor's degree from an accredited college or university and at least five (5) years of progressive, related experience in an upper-level management/administrative position, with consideration given to those with experience in the fields of parks, recreation, and health and wellness that clearly demonstrates the knowledge, skills, and abilities, to perform the essential functions of the position.

CREDENTIALS/LICENSES/CERTIFICATIONS:

- Certified Park and Recreation Professional (CPRP) certification or Certified Park and Recreation Executive (CPRE) is required or ability to acquire within the established guidelines of NRPA in collaboration with the Executive Director.
- The Park District will assist the Deputy in maintaining their certification with continuing education credits.
- Must possess a valid driver's license.

REQUIREMENTS:

- Ability to prioritize, organize, and direct various operations of Finance, Marketing/Communications, Human Resources, Information Technology, and Valley Senior Services.
- Ability to develop and maintain effective working relationships with Park Board Commissioners, stakeholders, including employees and the public.
- Knowledge of federal and state laws regarding public organizations and specifically Political Subdivisions.
- High level of financial knowledge and expertise required, particularly in the development and on-going monitoring of all aspects of the Park District's budget.
- The ability to make high level decisions regarding complex issues and special projects. Must have the ability to rely on experience and judgment with a wide degree of creativity and latitude to accomplish responsibilities.
- Must be highly motivated and take direction well with excellent interpersonal skills and communication skills, both written and verbally.

- Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness.
- Establishes and fosters an open culture of communication and effective working relationships
- Demonstrate superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Knowledge of principles and practices of program development and public administration.
- Serve as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations, or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

SUCCESS FACTORS:

To successfully perform this job, the following training, knowledge, and abilities are required:

- **Required Training:** All Fargo Park District employees are required to complete all general mandatory training and/or review all applicable policies. These include, but are not limited to, blood borne pathogens, emergency communications, hazardous communications, slip/trips/falls, personal protective equipment, sexual and other forms of harassment, drug free workplace, violence in the workplace, fire prevention, concealed weapon, personal appearance/dress code, social media, distracted driving, cell phone use, ethics, and Park District computer use. Specialized and/or position specific safety training may be required.
- **Knowledge/Skills:** Must have general knowledge of Fargo Park District programs, operations, and facilities. Knowledge and skill in the operation and maintenance of computers, standard office machines, and telephone skills.
- **Staff Development:** Must develop staff in such a manner that each individual maximizes their potential. Such development should be consistent with any applicable succession plan.
- **Language/Mathematical Skills:** Ability to communicate effectively, both verbally and in writing. Ability to perform math related to budget, contract, reports, etc., consistent with the essential functions of the job.
- **Reasoning Ability:** Ability to research, plan, implement, problem-solve, and evaluate programs, activities, and operations. Ability to discern and effectively address relevant issues. Ability to troubleshoot and adopt creative solutions. Uses critical and systems thinking.
- **Attendance:** Regular and predictable attendance is expected and required. All Fargo Park District employees must be prepared to work flexible schedules, including evenings, weekends and/or holidays as required.
- **Other:** Must possess positive customer service attitude and image, dependability, good judgment, diplomacy, and appropriate confidentiality to all internal and external stakeholder groups. Must communicate effectively with all stakeholders. Ability to give and receive criticism with diplomacy. Ability to hold crucial conversations when needed.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Essential Physical Requirements	Occasional	Frequently	Continuous
Lifting – Carry	Up to 20 lbs.		
Lift			
Floor to Waist	Up to 20 lbs.		
Waist to Shoulder	Up to 20 lbs.		
Shoulder to Overhead	Up to 20 lbs.		
Push/Pull	X		
Outdoors	X		
Standing/Walking	X		
Sitting		X	
Bending – Reach	X		
Twisting	X		

Work is generally conducted in an office setting and various parks and recreation facilities. The employee may be subject to adverse conditions which may include exposure to communicable diseases, undesirable weather, and potentially infectious materials.

PRE-HIRE REQUIREMENTS

Criminal Background:	Yes
Motor Vehicle:	Yes
Social Security Trace:	Yes
Credit:	Yes
Prior Employment:	Yes
Education:	Yes
Drug Screen:	No

GENERAL EXPECTATIONS:

The employee is to report suspected or actual harassment, abuse/neglect to the chain of command and work effectively and cooperatively with others inside/outside the agency. Must possess a valid driver's license and reliable transportation in case of driving within or beyond the Park District is required.

Preserving valid certifications, licensure or registration is expected for those positions that require such, in order, to continue employment. It is essential for the employee to maintain all training required by the position.

Fargo Park District promotes a non-hostile and non-discrimination work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Employees must always adhere to respectful conduct and language. The Board of Park Commissioners expects all employees to follow the department and Park District policies/procedures, rules and regulations.

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.



JOB DESCRIPTION

Job Title:	Deputy Director of Operations		
Departments:	Parks, Programming, Golf, Courts Plus, and Sports Complex	Last Revised	July 2022
Reports To:	Executive Director	Status	Full Time / Benefitted
EEO Job Category	Officials & Administrators	Pay Type	Exempt
Supervises:	Parks Director, Programming Director, Golf Manager, Courts Plus Manager, Sports Complex Manager		

SUMMARY:

This position will perform complex professional and administrative work and requires an extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop policies and procedures as well as determining efficient and innovative ways to accomplish the Park District's business strategies and goals. Serves as a strategic business partner to develop department and organizational goals and monitor progress towards them as a member of the Executive Management team with a focus on the Operations Division of the Fargo Park District. Departments included in this division: Parks, Programming, Golf, Courts Plus, and Sports Complex.

ESSENTIAL FUNCTIONS:

Evaluation of this position is based primarily on performance of the following essential functions, which include, but are not limited to:

- Serves as the principal advisor to the Executive Director on all division matters. Works closely with the Executive Director and Deputy Director of Administration, as part of the three-member Executive Team, in developing and implementing long range planning and objectives, capital improvement programs, policies, and procedures for the organization. Monitors progress by collaborating with department leaders.
- Provides strategic leadership and vision for the oversight of division departments and initiatives with a focus on maximizing personnel, budgets, and other resources including those to ensure the safety and well-being of all Park District personnel through risk management practices.
- Makes recommendations to revise policies and procedures, meeting legal requirements.
- Coordinates the overall logistics, planning, and organization of the division departments.
- Guides Park District personnel toward goal accomplishments; consistently develops and sustains cooperative working relationships as a team member and develops highly effective teams.
- Supports the Executive Director in carrying out special assignments.
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- Acts as liaison with outside organizations and agencies concerning allied services and assist the Executive Director on being the ambassador of the Park District with the public.

- Keeps the Executive Director and Park Board Commissioners informed in a timely manner on matters of significant importance.
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- The Park District will assist the Deputy in maintaining their certification with continuing education credits.
- Must possess a valid driver's license.

REQUIREMENTS:

- Ability to prioritize, organize, and direct various operations of Parks, Programming, Golf, Courts Plus, and Sports Complex.
- Ability to develop and maintain effective working relationships with Park Board Commissioners, stakeholders, including employees and the public.
- Knowledge of federal and state laws regarding public organizations and specifically Political Subdivisions.
- High level of financial knowledge and expertise required, particularly in the development and on-going monitoring of all aspects of the Park District's budget.
- The ability to make high level decisions regarding complex issues and special projects. Must have the ability to rely on experience and judgment with a wide degree of creativity and latitude to accomplish responsibilities.

- Must be highly motivated and take direction well with excellent interpersonal skills and communication skills, both written and verbally.
- Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness.
- Establishes and fosters an open culture of communication and effective working relationships
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Sitting		X	
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Twisting	X		

Work is generally conducted in an office setting and various parks and recreation facilities. The employee may be subject to adverse conditions which may include exposure to communicable diseases, undesirable weather, and potentially infectious materials.

PRE-HIRE REQUIREMENTS

Criminal Background:	Yes
Motor Vehicle:	Yes
Social Security Trace:	Yes
Credit:	Yes
Prior Employment:	Yes
Education:	Yes
Drug Screen:	No

GENERAL EXPECTATIONS:

The employee is to report suspected or actual harassment, abuse/neglect to the chain of command and work effectively and cooperatively with others inside/outside the agency. Must possess a valid driver's license and reliable transportation in case of driving within or beyond the Park District is required.

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MEMORANDUM

DATE: July 20, 2022

TO: Fargo Park Board Commissioners

FROM: Broc T. Lietz, Finance Director

RE: Agenda Item No. 6 - Review 2022 2nd Quarter Financials

The leadership team will be providing a quarterly financial review for commissioners to provide ongoing financial data and status throughout the fiscal year. The review will contain the following items:

1. Budget-to-Actual Review YTD
2. Cash Flow and Cash Reserve Balances (current position and projections)

The data we will review on July 27, 2022, will be for the period ending June 30, 2022. Going forward we will review financials at the Facilities Committee in April, July, October, and year-end to truly reflect quarterly data.

If you have any questions prior to the Facilities Committee, please contact me to discuss.

PARK DISTRICT OF THE CITY OF FARGO

Year to Date Actual to Budget

	Governmental Funds							
	Actual YTD 6/30/2022	Budget 2022	2022 Dollar Variance	2022 % Variance	Actual YTD 6/30/2021	Actual YTD 6/30/2020	Actual YTD 6/30/2019	
REVENUES								
Taxes and special assessments	\$ 21,461,290	\$ 23,319,663	\$ (1,858,373)	92%	\$ 18,362,379	\$ 16,836,103	\$ 15,214,011	
Charges for services	4,338,071	8,333,823	(3,995,752)	52%	4,715,472	3,203,678	3,569,297	
Intergovernmental	1,266,066	2,854,200	(1,588,134)	44%	669,851	743,042	640,249	
Miscellaneous	343,763	47,844	295,919	719%	6,143,735	451,277	190,327	
TOTAL REVENUES	\$ 27,409,190	\$ 34,555,530	\$ (7,146,340)	79%	\$ 29,891,437	\$ 21,234,100	\$ 19,613,884	
EXPENDITURES								
Full Time salaries	\$ 2,956,230	\$ 6,367,519	\$ 3,411,289	46%	\$ 2,848,655	\$ 2,710,781	\$ 2,587,634	
Part Time salaries	1,196,077	3,548,470	2,352,393	34%	1,119,254	1,050,621	1,232,351	
Employee benefits	1,477,534	2,438,520	960,986	61%	1,136,684	1,066,810	1,276,306	
Utilities	869,427	1,565,025	695,598	56%	710,452	596,098	743,529	
Repairs and maintenance	1,160,649	2,707,577	1,546,928	43%	987,168	877,801	1,004,788	
Program and operational costs	1,823,964	4,575,905	2,751,941	40%	2,024,204	1,733,446	2,004,153	
Capital equipment and improvements	5,722,290	3,377,884	(2,344,406)	169%	1,888,647	1,199,045	1,608,959	
Principal and interest on debt	3,492,423	8,245,946	4,753,523	42%	3,629,580	3,713,783	3,645,021	
TOTAL EXPENDITURES	\$ 18,698,594	\$ 32,826,846	\$ 14,128,252	57%	\$ 14,344,644	\$ 12,948,385	\$ 14,102,741	
Revenue Over (Under) Expenditures	\$ 8,710,596				\$ 15,546,793	\$ 8,285,715	\$ 5,511,143	

Cash Flow Analysis Fargo Park District
Current and Future Projections

	Decr 2021 Actual	Jan 2022 Actual	Feb 2022 Actual	March 2022 Actual	April 2022 Actual	May 2022 Actual	June 2022 Actual	July 2022 Projected	Aug 2022 Projected	Sept 2022 Projected	Oct 2022 Projected	Nov 2022 Projected	Dec 2022 Projected
Beginning Cash Balance	\$ 40,861,920	\$ 40,058,224	\$ 41,883,941	\$ 47,863,276	\$ 57,633,105	\$ 98,088,013	\$ 96,741,777	\$ 95,158,490	\$ 91,425,099	\$ 86,850,319	\$ 81,655,064	\$ 74,480,771	\$ 66,851,333
Cash In, Revenues	3,090,331	3,713,321	8,705,339	17,603,733	45,626,169	2,842,884	1,837,974	1,850,130	1,850,130	1,665,742	1,411,016	1,289,988	1,289,989
Cash Out, Expenses	(3,894,027)	(1,887,604)	(2,726,004)	(7,833,905)	(5,171,260)	(4,189,121)	(3,421,262)	(5,583,521)	(6,424,911)	(6,860,998)	(8,585,308)	(8,919,427)	(5,760,526)
Ending Cash Balance	\$ 40,058,224	\$ 41,883,941	\$ 47,863,276	\$ 57,633,105	\$ 98,088,013	\$ 96,741,777	\$ 95,158,490	\$ 91,425,099	\$ 86,850,319	\$ 81,655,064	\$ 74,480,771	\$ 66,851,333	\$ 62,380,795
Net change in cash	(803,696)	1,825,717	5,979,335	9,769,829	40,454,909	(1,346,236)	(1,583,287)	(3,733,391)	(4,574,781)	(5,195,255)	(7,174,292)	(7,629,439)	(4,470,537)
Restricted Cash	30,407,000	31,088,397	33,769,793	37,816,393	79,691,711	79,711,333	76,640,263						
Assigned Cash	4,445,000	4,797,500	5,950,000	5,751,230	5,279,793	5,381,603	5,584,334						
Unassigned Cash	5,206,224	5,998,044	8,143,483	14,065,482	13,116,509	11,648,841	12,933,894						
Ending Cash	40,058,224	41,883,941	47,863,276	57,633,105	98,088,013	96,741,777	95,158,490						



Valley
Senior Services

Memo

Date: July 20, 2022

To: Fargo Park Board Commissioners

From: Paul Grindeland, Transportation Manager – Valley Senior Services (VSS)

Re: Agenda Item No. 7 – Review updated Valley Senior Services Transit Drug and Alcohol Testing Policy and Fleet Maintenance Plan

The North Dakota Department of Transportation (NDDOT) periodically requires all transit agencies to update their Transit related policies.

The Drug and Alcohol Testing and Maintenance Policies for review today are both templates provided by NDDOT; VSS adopts these templates as written. The new policies contain only a few minimal changes compared to the current versions.

Please feel free to contact me prior to the meeting with questions.

Thank you.

DRUG AND ALCOHOL TESTING POLICY
Valley Senior Services
Adopted as of:

A. PURPOSE

- 1) The Valley Senior Services provides public transit and paratransit services for the residents of Fargo/West Fargo/Moorhead/Dilworth and Cass, Traill, Steele, Richland, Ransom, Sargent, and rural Grand Forks Counties. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Valley Senior Services declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.
- 3) Any provisions set forth in this policy that are included under the sole authority of Valley Senior Services and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of Valley Senior Services will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons controlling the movement of revenue service vehicles and any transit employee who operates a non-revenue service vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

C. DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Adulterated specimen: A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

Aliquot: A fractional part of a specimen used for testing, It is taken as a sample representing the whole specimen.

Canceled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

Confirmatory Drug Test: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

Covered Employee Under FTA Authority: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

DOT, The Department, DOT Agency: These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

Dilute specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated

but would have been further damaged if so operated but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Evidentiary Breath Testing Device (EBT): A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

Initial Drug Test: (Screening Drug Test) The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial Specimen Validity Test: The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid

Invalid Result: The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Laboratory: Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

Limit of Detection (LOD): The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

Limit of Quantitation: For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has creatinine and specific gravity values that are lower than expected for human urine.

Negative result: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

Non-negative test result: A urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

Oxidizing Adulterant: A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites or affects the reagents in either the initial or confirmatory drug test.

Performing (a safety-sensitive function): A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive result: The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

Prohibited drug: Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine as specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

Rejected for Testing: The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service.

Safety-sensitive functions: Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.

- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling the movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

Split Specimen Collection: A collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted specimen: A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

Test Refusal: The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.

- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

Vehicle: A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

Verified negative test: A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use at or above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use at or above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing: The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

D. EDUCATION AND TRAINING

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable

suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

E. PROHIBITED SUBSTANCES

1) Prohibited substances addressed by this policy include the following.

- a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a Valley Senior Services supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.

- c. Alcohol: The use of beverages containing alcohol (including mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

F. PROHIBITED CONDUCT

- 1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty if they have used a prohibited drug as defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
 - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
 - i. The employee's alcohol concentration measures less than 0.02; or
 - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.

- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) Valley Senior Services, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all Valley Senior Services employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Valley Senior Services management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.

H. TESTING REQUIREMENTS

- 1) Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under Valley Senior Services authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

- 3) All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with Valley Senior Services. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.

I. DRUG TESTING PROCEDURES

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry (LC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS or LC/MS test are at or above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will

subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to Valley Senior Services. If a legitimate explanation is found, the MRO will report the test result as negative.

- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Valley Senior Services will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however Valley Senior Services will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
- 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.
- 8) Observed collections

- a. Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
 - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Valley Senior Services that there was not an adequate medical explanation for the result;
 - ii. The MRO reports to Valley Senior Services that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
 - iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
 - iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
 - v. The temperature on the original specimen was out of range;
 - vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.
 - vii. All follow-up-tests; or
 - viii. All return-to-duty tests

J. ALCOHOL TESTING PROCEDURES

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also

approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) Valley Senior Services affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

K. PRE-EMPLOYMENT TESTING

- 1) All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.

- a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
- b. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.
- c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
- d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q herein.
- e. If a pre-employment test is canceled, Valley Senior Services will require the applicant to take and pass another pre-employment drug test.
- f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide *Valley Senior Services* with signed written releases requesting

USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. *Valley Senior Services* is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide Valley Senior Services proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

- 1) All Valley Senior Services FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Valley Senior Services' authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.
- 2) Valley Seniors Services shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.

- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Valley Senior Services.
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. Valley Senior Services shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of the Valley Senior Services. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

M. POST-ACCIDENT TESTING

- 1) **FATAL ACCIDENTS** – A covered employee will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
- 2) **NON-FATAL ACCIDENTS** – A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:
 - a. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
 - b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that Valley senior Services is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Valley Senior Services may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Employees who may be covered under company authority will be selected from a pool of non-DOT-covered employees.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under Valley Senior Services authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under Valley Senior Services' authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

O. RETURN-TO-DUTY TESTING

Valley Senior Services will terminate the employment of any employee that tests positive or refuses a test as specified in section Q of this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test, or both.

P. FOLLOW-UP TESTING

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be

provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.

- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal is defined as any of the following circumstances:
 - a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
 - b. Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
 - c. Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
 - d. In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
 - e. Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
 - f. Fail or decline to take a second test as directed by the collector or the employer for drug testing.
 - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
 - h. Fail to cooperate with any part of the testing process.
 - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
 - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
 - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
 - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
 - m. Fail to remain readily available following an accident.
 - n. As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

- 4) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder of the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
- a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return-to-work agreement;
 - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Valley Senior Services employment.
 - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the sole authority of Valley Senior Services and will be performed using non-DOT testing forms.
 - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. **All tests conducted as part of the return-to-work agreement will be conducted under company authority and will be performed using non-DOT testing forms.**
 - d. **A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.**
 - e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.
 - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Valley Senior Services.

- g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

S. PROPER APPLICATION OF THE POLICY

Valley Senior Services is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

T. INFORMATION DISCLOSURE

- 1) Drug/alcohol testing records shall be maintained by the Valley Senior Services Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need-to-know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.

- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Valley Senior Services or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the *Fargo Park Board* on

President, Fargo Park Board

Attachment A

<u>Job Title</u>	<u>Job Duties</u>	<u>Testing Authority</u>
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Attachment B Contacts

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual.

[Valley Senior Services] Drug and Alcohol Program Manager

Name: Paul W. Grindeland

Title: Transit Manager - DER

Address: 2801 32nd Ave So. Fargo, ND 58102

Telephone Number: 701 293-1440

VALLEY SENIOR SERVICES FLEET MAINTENANCE PLAN

FORMAL APPROVAL OF POLICY

This Plan has been approved by

Authorized signature

Date of Approval

Valley Senior Services Maintenance Plan

Valley Senior Services, in its continuous development and concern for the safety of the staff and community members, has developed this maintenance plan. This is a living document that will be updated on an "as needed" basis and reviewed annually for compliance to new rules, regulations, and laws.

This plan is designed to keep all vehicles in safe, comfortable, reliable, and operational condition. It requires management, drivers, and related staff to be well trained and accountable for specific roles. Preventive maintenance is our goal and will come about as a result of working together as a team.

Specific Roles

Management

Management will make sure that all staff is properly trained and certified as deemed appropriate in preventive maintenance. The Program Manager must know all parts of the preventive maintenance program, supervise its implementation, and evaluate its effectiveness.

Drivers

The drivers must be certified according to State laws.

Drivers will know the proper starting, shifting, and braking procedures to extend the life of the equipment and must be vigilant in reporting observations.

Drivers will serve as vehicle fuelers and will make sure that all fluid levels are checked each time the vehicle is fueled. No vehicle will be sent into service low on oil, antifreeze, automatic transmission, windshield washer fluid, or power steering fluid.

Drivers will also be trained to spot cracked or broken belts, loose or broken brackets, or other worn parts. They will be alert for unusual noises, bad tires, noisy or poor brakes, and clutch adjustments.

Only qualified drivers should maneuver vehicles. Backing should be prohibited unless necessary. When backing is necessary, it should be done with a guide.

All drivers will be completely familiarized with the vehicles including engine compartment, driver controls, and passenger safety devices. Drivers will be trained to recognize unusual noises and describe basic mechanical problems to the supervisor.

Valley Senior Services seeks to obtain an overall goal of keeping the vehicles well maintained and servicing the community.

Our objectives include:

- Maintaining flexibility for changes in route(s), schedule(s), environment, new technology, and other impacts
- Maintaining chassis, body, and component manufacturers' recommended maintenance practices
- Systematic inspections, services, and repairs
- Defect reporting
- Maintaining the proper level of fiscal control; and,
- The proper management of parts, equipment, facilities, fleet, and personnel.

Maintenance will cover all vehicles operated by Valley Senior Services.

Manuals will be maintained for each type of vehicle being used by Valley Senior Services.

Preventive Maintenance Inspections & Services

Vehicle and component (e.g., handicapped access equipment) manufacturer's manuals that recommend maintenance practices as well as specific guidance and instructions for troubleshooting, removal, overhaul, repair, and replacement of components will be available. These manuals are an important part of the vehicle maintenance plan as they define specific maintenance intervals and provide critical information when the maintenance work is to be performed.

Oil changes will be performed on time with the required oils that meet specific industry and automaker specifications to ensure a long service life. Depending on vehicle type, vehicle age, type of oil, driving conditions, and other factors such as city driving, gravel roads, start-stop traffic, etc. will be considered when selecting the proper oil change interval. These intervals may vary but will follow, at least, the recommended factory maintenance schedule. The individual vehicle intervals used will be selected in the BlackCat Maintenance program.

At a minimum, Preventive Maintenance (PM) inspections and services will follow the manufacturer's recommended intervals by the manufacturer.

Warranty Service

Preventive maintenance services will be performed at minimum, according to the guidelines of the manufacturer so as not to jeopardize any claim to a warranty.

Some vehicles fall under the severe-duty service due to city driving, gravel roads, and stop-start traffic. This may result in cutting the recommended maintenance intervals and thus service will be performed sooner than manufacturer's recommendation. Warranties could be rejected by a

warranty arbitrator for not following the proper service requirements.

Services eligible for warranty payment will be made by the appropriate personnel and filed with the manufacturer. Documentation of such services will remain in the vehicle file.

Work performed under Warranty or Recalled by the manufacturer will be indicated by checking the Warranty/Recall Work box in BlackCat Maintenance.

PM Inspections

Preventive maintenance (PM) inspections and services will be performed according to a schedule and documented in BlackCat Maintenance or tracked through a state-approved Maintenance Program. All documentation will be kept through the life of the vehicle plus 3 years.

whenever a mechanic or tow truck is dispatched to a vehicle in service, documentation will be placed in the vehicle file.

Preventive maintenance (PM) inspections are scheduled to provide an opportunity to detect and repair damage or wear conditions before major repairs are necessary.

Each inspection will be:

- Conducted at the start of each shift by a driver trained in the procedure
- Specify each item to be checked
- Record repairs and the routine application of fluids
- Indicate inspection interval (i.e., daily, or weekly)
- Contain a pass/fail standard for each item; and
- Report any deficiencies to supervisor

Identified Defects

Identified defects will be reported to the project manager. Defects will be reviewed, and repair considered. Categories of repair include:

- **Safety Defect**
The vehicle cannot be released until the repairs are completed, except in case of an emergency. Safety cannot be compromised.
- **Mechanical Defect**
A defect that will worsen and increase cost. The vehicle cannot be released until the repairs are completed, except in case of an emergency.
- **Elective Defect**

A defect that does not compromise safety, will not cause further damage if operated but needs to be corrected prior to the next PM cycle. Repair should be scheduled. Due to transportation costs and disruption to operations, this decision should not be made lightly.

- **Elective or Cosmetic Defect**
The defect will not compromise safety and will not cause further damage or cost as it is an aesthetic defect. This vehicle should be scheduled for an off-peak time in the future, as determined by management, or at the next scheduled PM service.

If the fleet experiences recurring defects, the Program Director will check vehicle maintenance files, check manufacturers' recall notices, and service bulletins.

PM Services

The manufacturer's recommended service schedule will be adhered to within a 10 percent variance of the manufacturer recommended schedule.

Some transit agencies will group PM services into different levels, the most used are A, B, and C. These activity levels will vary by vehicle type.

Level A – The most basic and frequent level of PM services such as change oil and filter, inspect tires, electrical system, service all fluid levels, lubricate chassis and doors, check A/C, hoses, fire extinguishers, belts, brakes, lights, test drive, body damage, etc. Inspect and test vehicle lift.

Level B - All items in levels A, plus change fuel filter, replace air filter, and inspection of braking system.

Level C - Items in levels A and B, plus more complicated services performed less frequently.

PM Management by Exception

There are many good reasons to vary a scheduled PM service. It will not necessarily hurt the vehicle to have the PM service performed off schedule and still allow Valley Senior Services to manage its PM program to achieve its overall goal.

Management by exception allows flexibility in the PM program by authorizing the mechanic to make decisions on deleting or adjusting certain items listed on the PM schedule.

For example, if vehicle A comes in for level D service and according to the vehicle's records, the front wheel bearings were inspected and repacked at the time of the last front brake job (only 1300 miles ago), s/he could then delete the requirement to repeat this service.

Pre-Trip/Post Inspections

An important aspect of preventive maintenance is the establishment of strong communication between drivers and management. An easy way to ensure and document this communication link is using the driver's daily vehicle inspection checklist. A pre-trip inspection will be performed on each vehicle providing trips that day.

The driver conducts the inspection and identifies any defects and reports them to the program manager. If a problem arises during the shift, the driver will document and report this to the program manager. All checklists/inspections are to be maintained in the vehicle's permanent file.

NOTE: When malfunctions and/or defects are detected which threaten safe operating performance, the vehicle will not be used to transport persons until defects are corrected. If any malfunctions and/or defects result in removing a vehicle from service for a period longer than 2 weeks, notify the NDDOT transit office.

Prior to requiring or permitting a driver to operate a vehicle, the pre/post-trip inspection forms shall be completed and signed off by the vehicle driver. Inspections should include as a minimum:

- Cleanliness - Properly maintained and free of loose articles
- Lights and reflectors - High/low beams, taillights, turn signals
- 4-way hazard flashers, marker lights, license plate light and reflectors will be cleaned as needed
- Brakes - Both foot and emergency brakes should be capable of effectively stopping or restraining the vehicle. Brake pedal should be firm after 1–2-inch free- play on a single down stroke. No noises, vibration or steering changes should result from applying the brakes while moving
- Parking brake
- Horn - Gives an adequate and reliable warning signal
- Windshield, washer, wipers, and defroster - Surfaces must be clean and unobstructed, inside and outside. Washer reservoirs are to be filled as needed
- Mirrors - All rear vision mirrors will be clean, properly adjusted, and unobstructed. Outside mirrors must be mounted on both sides
- Tires - Must be of adequate load capacity when vehicle is fully loaded. Tires shall be inflated to recommended pressures and compatible with each set (i.e., all radials or all bias ply; no mixed sets.) Tire wear surfaces and sidewalls shall be inspected daily for debris, damage, and wear. Tires shall be replaced prior to revealing the "wear bars" between the treads at the contact surface

- Speedometer - Shall be operational and accurately record speed
- Seat Belts - If the vehicle has seat belts, they must be in good operating condition and used by all passengers and drivers. Wheelchair passenger restraints and securement systems shall be fully operational. Seat belt extensions are recommended
- Doors - Capable of being opened, shut, and locked as required.
- Fluids - All fluid levels must be checked each time the vehicle is fueled and maintained at the manufacturer's recommended operating levels. This includes engine coolant, oil, brake fluid, power steering fluid, transmission fluid and washer solvent
- Wheelchair lifts - Check operating and structural condition by operating through two (2) complete cycles
- Required Emergency Equipment – At a minimum, the following safety equipment must be present and operational:
 - Fire Extinguishers – fully charged
 - Seat Belt Cutter
 - First Aid Kits
 - Blood Borne Pathogens Clean-Up Kit
 - Reflective Warning Triangles
 - Reflective Vest
 - Flashlight

Valley Senior Services shall repair any defect or deficiency listed on the driver vehicle inspection report which would be likely to affect the safety of operation of the vehicle.

Vehicle Cleaning

Interior cleaning and sweeping of each in-service vehicle will be performed at the end of each shift by driving staff. Vehicle exteriors will be washed on a weekly basis or more frequently, as needed.

ADA Accessibility Equipment

The American Disability Act (ADA), Title 49, CFR, Section 37.161, Subpart G requires that transportation services maintain the ADA features of their vehicles in operative condition. These ADA features, include, but are not limited to:

- Lifts and other means of access to vehicles
- Securement devices
- Signage or systems to aid communications with persons who have impaired vision or hearing.

Accessibility features must be repaired promptly if they are damaged or out-of-order. When an accessibility feature is out-of-order, Valley Senior Services shall take reasonable steps to accommodate persons with disabilities who would otherwise use the feature.

ADA, Title 49, CFR, Section 37, 163 requires the establishment of regular and frequent maintenance checks of the lifts. The vehicle drivers must report, by the most immediate means available, any failure of a lift. If there is no available spare vehicle to take the place of a vehicle with an inoperable lift. Valley Senior Services will contact a repair facility within five days from the date of discovery and schedule repairs as soon as possible.

ADA, Title 49, CFR, Section 37, 173 requires all personnel to be trained to proficiency in the use of ADA equipment, as appropriate to their duties.

ADA Preventive Maintenance Plan

A preventive maintenance plan for ADA accessibility features should be in place; including a system of maintenance checks based on manufacturer's recommended guidelines within 50 cycles or yearly, whichever comes first. The ADA elements have been incorporated in the transportation program's regular maintenance plan.

(For example, NL-2 series lifts should be serviced at 750 cycles, 1500 cycles, 4500 cycles, and consecutive 750 cycles after 4500 cycles. All intervals should be within 50 cycles of the stated cycle interval)

Management of Fleet

Valley Senior Services will conduct a physical inventory of vehicles used in the transportation of passengers annually or more often, but at a minimum, during grant application timing, and preceding compliance reviews and vehicle inspection reviews.

Vehicle History File

Each vehicle will have an electronic record documenting preventive maintenance, regular maintenance, inspections, lubrications, and repairs performed. This record will be tracked in BlackCat Maintenance and BlackCat Oversight, or in other electronic systems approved by the NDDOT transit staff.

A minimum of the following information will be maintained in the records:

- Vin
- Performed Date
- Performed Mileage
- Cost
- Description of each inspection, maintenance, repair, lubrication performed

A fleet plan is an internal, working document that is updated as needed. The fleet plan is based on service needs and economic replacement life. It is used to project new equipment deliveries and disposal and helps to plan grant activities. It will serve to assist Management to consider vehicle rehabilitation or replacement in lieu of extensive repair and constant unscheduled maintenance.

Other Policies

- **No Smoking** - smoking is prohibited in all vehicles. Signs will be posted accordingly.
- **Emergency Numbers** - emergency phone numbers must be available in vehicles.
- **Vehicle Movement** - when vehicles are being moved for any reason, including fueling, speed restrictions should be followed. Personnel should ask for assistance when backing a vehicle, wear seat belts, and drive with the service door closed. If anyone is on-board, they should be properly seated and not standing in the step well area.
- **Title VI Plaque Signs** - Title VI statements must be displayed in all vehicles.
- **Vehicle Cleanliness** – it is important that vehicles are regularly cleansed inside and out. Regular vehicle cleaning helps prevent premature vehicle aging, protects exterior paint, extends the life of protective coating, and helps prevent rust.
- **Visible Identification** - Vehicles must be clearly identified as general public transit service with the accompanying phone number to call for rides displayed on the vehicles.

Attachment A

COUNTY VEHICLE DAILY INSPECTION CHECKLIST

Vehicle _____

Last 5 digits of VIN _____

INTERIOR INSPECTION			EXTERIOR INSPECTION		
1	All Seats and Seat Belts		20	Exterior Body And Components	
2	Doors/ Hinges/Latches/locks		21	Tires / Wheels – Lug Nuts, Tire Pressure	
3	Flooring/Headliner/Side Panels		22	Access Doors/Emergency Doors	
4	Mirrors		23	Fuel Cap And Port	
5	Interior Lights		24	Engine Oil /Trans. Fluid Check	
6	Exterior Lights <ul style="list-style-type: none"> • Directional • Step/door • Emergency flashers • Clearance • Head lights • Panel lights • Tail lights • Back up lights • Brake lights 		25	Power Steering Fluid Level	
7	Warning System/Horn/radio		26	Battery	
8	Starter System/Automatic Choke/Backup Alarm		27	Radiator Fluid Level	
9	Windshield Wiper/ Washers/ Windshield		28	Belts/Hoses/Wiring	
10	Windows/Emergency Windows		29	Underhood/Exhaust System	
11	AC/Heater/defroster – front /rear		30	Brakes/Brake Fluid/Brake Pedal	
12	GAUGES: Fuel/Oil/Volt/Temp		31	Parking Brake/Emergency Brake	
13	Roof Hatch		32	Acceleration/Steering/Tracking	
14	Fare Box		33	Suspension - Shocks/Springs	
15	Clean?		34	Water/Fluid Leaks	
16	Required Stickers/posters displayed		35	Lift/Ramp	
			36	Wheelchair Lift/Ramp – Cycled Y/N - Smooth Operation?	
			37	Interlock System Lift Fluid Levels	
			38	4 Tie Downs Per Position	
			39	4 Min. Safety Loop Strap Per Vehicle	
			40	Other	
			41	Fire Extinguisher/First Aid Kit/Safety Triangles	
			42	Bloodborne Kits /Seat Belt Cutter	
			43	License Plate/Operators Manual	
			44	Registration/Insurance	

ADDITIONAL COMMENTS:

Inspector: _____

Attachment A1

METRO SENIOR RIDE DAILY INSPECTION CHECKLIST

Vehicle _____

Last 5 digits of VIN _____

INTERIOR INSPECTION			EXTERIOR INSPECTION		
1	All Seats and Seat Belts		20	Exterior Body And Components	
2	Doors/ Hinges/Latches/locks		21	Tires / Wheels – Lug Nuts, Tire Pressure	
3	Flooring/Headliner/Side Panels		22	Access Doors	
4	Mirrors		23	Fuel Cap	
5	Interior Lights		24	Engine Oil /Trans. Fluid Check	
6	Exterior Lights <ul style="list-style-type: none"> • Directional • Step/door • Emergency flashers • Clearance • Head lights • Panel lights • Tail lights • Back up lights • Brake lights 		25	Power Steering Fluid Level	
7	Horn		26	Battery	
8	Starter System/Backup Alarm		27	Radiator Fluid Level	
9	Windshield Wiper/ Washers/ Windshield		28	Belts/Hoses/Wiring	
10	Windows/Emergency Windows		29	Underhood/Exhaust System	
11	AC/Heater/defroster		30	Brakes/Brake Fluid/Brake Pedal	
12	GAUGES: Fuel/Oil/Volt/Temp		31	Emergency Brake	
13	Fare Box		32	Steering	
14	Clean?		33	Suspension	
15	Required Stickers/posters displayed		34	Water/Fluid Leaks	
16	Radio		35	Bloodborne Kits /Seat Belt Cutter	
			36	License Plate/Operators Manual	
			37	Registration/Insurance	
			38	Other	

ADDITIONAL COMMENTS:

Inspector: _____



MEMORANDUM

DATE: July 20, 2022

TO: Fargo Park Board Commissioners

FROM: Dave Bietz, Parks Director

RE: Agenda Item No. 8 - Review request to solicit for bids for Park Division Equipment

Each year the Park District buys new maintenance equipment for the Parks Division, primarily in the parks and golf course departments. This equipment is either replacement equipment or in some cases new equipment that is needed for our teams to properly maintain our sports fields, golf courses, parks and urban forest. In alignment with our Procurement Policy, Policy No. 390, we are requesting permission to publicly bid for equipment for the parks division. Funds for this equipment bid will be included in our capital equipment budget for 2023. Once the 2023 budget is certified, our plan will be to advertise for bids and hold a bid opening in November or December. If approval to bid is granted, final bid tabs will be brought before the Facility Committee and ultimately the full Park Board for consideration.

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

Thank you.