



THE REGULAR MONTHLY MEETING OF THE BOARD OF COMMISSIONERS OF THE PARK DISTRICT OF THE CITY OF FARGO WILL BE HELD ON **TUESDAY, OCTOBER 3, 2023 AT 5:30 P.M.** IN THE BOARD ROOM OF THE PARK DISTRICT OFFICES AT 701 MAIN AVENUE, FARGO, WITH PRESIDENT JOE DEUTSCH, PRESIDING. **Please note:** This is an in-person event and streamed virtual. Members of the public and media can view the live meeting at www.fargoparks.com/news/park-board-meeting-october-agenda-2023

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

Consent Agenda - approve the following:

- a. Minutes - September 5, 2023
- b. September Bills
- c. Award proposal to Schatz & Associates, LLC in the amount of \$45,000 for the Services for Strategic Plan Services for the Fargo Park District.
- d. Addendum to the Memorandum of Understanding between National Audubon Society, Inc., d/b/a Audubon Great Plains, f/k/a Audubon Dakota and the Fargo Park District for additional sites for Urban Woods and Prairies Initiative.
- e. Bid award to MTI Distributing, Inc. in the amount of \$70,347.56 for Osgood Irrigation Central and Decoder Upgrade.
- f. Permission to solicit for bids for Furniture Package for the Fargo Parks Sports Center.
- g. Request for permission for appraisal of Depot.

Regular Agenda

- 1. Recognition of Audience/Public Comments
- 2. Director's Report
- 3. The Arts Partnership Presentation; Tania Blanich, Executive Director, The Arts Partnership, presenter.
- 4. Board to consider and approve awarding of sale of General Obligation bonds, Series 2023A for Phase II of Fargo Parks Sports Center; Broc Lietz, presenter.
- 5. Board to consider for approval the issuance of North Dakota Infrastructure Loan for Phase II of Fargo Parks Sports Center; Broc Lietz, presenter.
- 6. Board to consider for approval 2024 Annual Budget; Broc Lietz, presenter.
- 7. Adjourn

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

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE FARGO PARK DISTRICT OF SEPTEMBER 5, 2023**

The regular monthly meeting of the Board of Commissioners of the Park District of the City of Fargo was held on Tuesday, September 5, 2023, at 5:30 p.m. at the Fargo Park District office at 701 Main Avenue, Fargo, North Dakota and via Restream. Present at the meeting were Commissioners Dawn Morgan, Aaron Hill, Joe Deutsch, Jerry Rostad and Vicki Dawson. Also present were: Dave Bietz, Susan Faus, Carolyn Boutain, Broc Lietz, and Jeffrey Gunkelman.

Approval of Agenda

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

Approval of Consent Agenda

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

- (a) The minutes from August 8, 2023 meeting;
- (b) The August 2023 bills;

Upon call of the roll, the motion passed unanimously.

Public Comments

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

Director's Report

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

Approval of Updated Valley Senior Services Transit Title VI Plan

Cindy Girdner presented this matter. It was noted that the North Dakota Department of Transportation requires Valley Senior Services to update the Transit Title VI Plan every three years. It was noted that the changes were mostly procedural in manner.

Commissioner Vicki Dawson moved and Commissioner Aaron Hill seconded the motion to approve the updated Valley Senior Services Transit Title VI Plan as presented. Upon call of the roll, the motion passed unanimously.

Discussion on Timeline and Establish Next Steps for the Executive Director Position

Joe Deutsch led the discussion on this matter. It was noted that on June 30, 2023 Dave Bietz and Susan Faus were appointed as co-executive directors. It was noted that the Board needs to discuss the timeline and process for filling the executive director position on a permanent basis.

Dave Bietz noted that he and Susan Faus had individual meetings with each commissioner. Dave Bietz noted that the co-executive directors has brought challenges and inefficiencies. Dave Bietz stated his recommendation is to appoint Susan Faus as the sole interim director to assist the Park District and ensure that matters are moving forward at the recommended pace.

Susan Faus noted that during the interim period she can handle both the duties of executive director and deputy director of administration. Susan Faus noted that she is willing to accept the role and that she is appreciative of the dedicated and loyal staff that has come to work every day during this interim period.

Commissioner Hill applauded Dave Bietz and Susan Faus for the job that they have done and for presenting this option to the Board. Commissioner Morgan noted that she appreciates Dave Bietz and Susan Faus for sorting through their responsibilities and that she believes Susan Faus is up to the task as the sole interim executive director. Commissioner Rostad noted that he applauds Dave Bietz and Susan Faus for adjusting to the changes that were made and that the entire staff is doing a great job. Commissioner Dawson noted that is has been a pleasure watching Dave Bietz and Susan Faus work together and they have been a great team. Commissioner Deutsch noted that it has been fun working with both Dave Bietz and Susan Faus.

Commissioner Vicki Dawson moved and Commissioner Jerry Rostad seconded a motion to appoint Susan Faus as interim executive director until such time as a permanent executive director is appointed and that the deputy director of administration shall remain vacant until such time as the executive director is filled on a non-interim basis. Upon call of the roll, the motion passed unanimously.

Commissioner Aaron Hill moved and Commissioner Vicki Dawson seconded a motion to increase Susan Faus's base pay by \$1,000.00 per month effective immediately. Upon call of the roll, the motion passed unanimously.

At the conclusion of the above agenda items, a motion to adjourn was made and seconded, and upon unanimous consent the meeting adjourned at approximately 6:00 p.m.

BUDGET HEARING

The regular meeting was closed at 6:00 p.m. and the Budget hearing was opened. It was noted that the preliminary budget was approved at the August board meeting. It was noted that this was the time and place for public input regarding the budget. Multiple members of the public spoke during the hearing.

No action was taken on this matter. The Budget Hearing was closed at 6:12 p.m.

Jeff Gunkelman, Kennelly Business Law, Clerk



MEMORANDUM

DATE: September 22, 2023

TO: Fargo Park Board Commissioners

FROM: Susan Faus, Interim Executive Director

RE: Consent Agenda Item (c) – Award proposal to Schatz & Associates, LLC for Strategic Plan Services for the Fargo Park District

The Park District advertised for Request for Proposals (RFP) for Strategic Plan Services for the Fargo Park District on July 26, August 2 and 9. Proposals were to be submitted on August 18, 2023.

Three proposals for Strategic Plan Services for the Fargo Park District were received on August 18, 2023. Attached please find the scoring sheet for interview selections. After reviewing and scoring the three proposals, the evaluation selection committee interviewed Schatz & Associates, LLC and Strategic Consulting & Coaching, LLC. Interviews took place on September 8, 2023. The interview team consisted of Commissioner Jerry Rostad, Susan Faus, Interim Executive Director, Dave Bietz, Deputy Director of Operations and Tara Nielsen, Executive Assistant.

After the interviews, staff recommend Schatz & Associates, LLC for Strategic Plan Services for the Fargo Park District in the amount of \$45,000 for the Services.

This was reviewed at the September 20th Facilities Committee Meeting and the Committee recommended it be brought to the full board on the Consent Agenda.

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

Thank you.

Sample Motion: I make a motion to award the proposal to Schatz & Associates, LLC in the amount of \$45,000 for the Services for Strategic Plan Services for the Fargo Park District.

Fargo Park District
 Strategic Plan Services Proposals
 RFP Due August 18, 2023; 4:30 pm

Initial Ranking of Proposals for Interview Selection

Firm Name	Completeness of the Proposal (0-5)	Project Understand and Approach (0-30)	Prior experience or similar projects (0-30)	Project Personnel (0-20)	Cost of Services (0-25)	Total Score	Ranking	Total Cost of Project	Notes
Alla Breve Consulting	18	75	35	40	45	213	3	Lead and Assess Cost: \$25,000 Strategize Cost: \$24,500	No experience with Park and Rec; Paying for a lot of travel.
Schatz & Associates, LLC	20	120	75	55	80	350	1	Flat fee of \$45,000 for Services	Very complete; Thoroughly understands the outcome that we want to see; Vast experience with similar entities; One person team; Higher estimate.
Strategic Consulting & Coaching, LLC	20	85	55	50	75	285	2	Total Cost: \$32,500	Liked the DEI section; Leadership transitions, Coaching, Less experience with working with P & R, Lack understanding of complexities; Paying for a lot of travel; lowest proposal.



Strategic Planning Project Design Proposal

PRESENTED BY: DR. JEFFRY M SCHATZ

SCHATZ & ASSOCIATES, LLC



CONTENTS

Introduction**Error! Bookmark not defined.**

Firm Name and Contact Information – Schatz and Associates, LLC..... 2

Firm Experience, Qualifications, and Size 2

Firm Experience 3

Lead Member of the Project Team 5

References..... 5

Project Design and Definitions..... 6

Organizational Strategic Alignment 6

 Board Governance 6

 Strategic Planning 6

 Operational Planning 6

Elements of a Strategic Plan..... 7

Strategic Planning Model 7

Preparing for Strategic Planning 8

Data Collection or Environmental Scanning 9

Investment Value 13

Park Districts Role: 13

Consultants Role: 13

Total Investment Value..... 14

Proposed Schedule/Timeline 15

Appendix 1 Background - Fargo Park District Overview 16

Appendix 2 Strategic Planning 2023 17

Appendix 3 Fargo Park District Foundation Strategic Framework 19

August 18, 2023

Susan Faus, Deputy Director
Fargo Park District

Dear Susan,

For your review, I have prepared a project design document to outline the work I would engage in with the Fargo Park District. This document describes a strategy to assist the Park District in strategically focusing its work efficiently and effectively.

The process I have outlined in this proposal is one that I have found successful in developing strategic plans for various organizations. As evidenced by the list of projects I have completed over the past five years, I feel that I am highly qualified to assist and lead the Park District in a strategic planning process.

I have an intimate knowledge of the Park Districts' operations through my services as a past Board Member of the Fargo Park District Foundation. During my service, I assisted the Foundation in developing a strategic framework for its future development (see Appendix 3). In addition, I worked with the Executive Director to create a set of Governance Policies that have been adopted and guide the work of the Foundation Board and Executive Director.

Completing a strategic plan for the Fargo Park District would align directly with the focus and support that the Foundation is now positioned to facilitate.

The following information will provide information about my consulting services and explain the process I would use to assist the Park District in developing a new strategic plan.

FIRM NAME AND CONTACT INFORMATION – SCHATZ AND ASSOCIATES, LLC.



Dr. Jeffrey M. Schatz, Owner/Consultant
Schatz & Associates, LLC.
Strategic Planning and Leadership Development
Cell: 701-213-3017
jm.schatz@outlook.com



FIRM EXPERIENCE, QUALIFICATIONS, AND SIZE

A Fargo native, Dr. Jeffrey M. Schatz graduated from Fargo North High School. He completed his undergraduate studies at NDSU and received a master's degree in educational leadership and a doctorate in educational administration from UND.

Dr. Schatz has been dedicated to education and the youth of North Dakota since 1983 when he became a teacher at Sargent Central in Forman, North Dakota. From 1985 to 1988, he was the Direct of Training and Volunteers at the North Dakota Special Olympics State Office in Grand Forks. In 1988, he joined the Grand Forks Public Schools, where he devoted more than 20 years of his life to the students of that district, serving as a teacher, athletic director, associate principal, and head principal. In 2009, he joined Fargo Public Schools as the first principal of

Davies High School. The Board of Education of the City of Fargo hired Dr. Schatz as the Superintendent of Schools in the spring of 2012. He officially assumed the position in July 2012. He served the district as Superintendent for six years, retiring in June 2018.

He is the owner and Strategic Planning Consultant for Schatz and Associates, LLC. and is the *sole proprietor and employee*. He specializes in board governance review and development, leadership training, change management, and **strategic planning and implementation**. Over the past four (5) years, he has worked with 50 school districts in North Dakota and Minnesota, 18 non-profit organizations in the Fargo Moorhead region, and most recently, with the City of Fargo, ND; City of Moorhead, MN; and the City of Oakdale, MN.

FIRM EXPERIENCE

The following lists the schools, non-profits, and city municipalities I have guided and led through Strategic Planning and overall Organizational Governance *in the past five years*.

School Districts/University - Strategic Planning & Governance	
Barnes County North	Maddock
Belcourt	Midkota
Beulah	Milnor
Bismarck	Minnesota State University Moorhead
Bowman	Minto
Burke Central	New Rockford
Carrington	North Sargent (Gwinner)
Central Cass	Oakes
Devils Lake	Oberon
Edgely	Park River
Ellendale	Powers Lake
Finley-Sharon	Ray
Grand Fors	Richland #44
Griggs County Central (Cooperstown)	Rugby
Hankinson	South East Education Cooperative (SEEC)
Hettinger	Stanley
Hope-Page	Turtle lake Mercer
James River Special Education Unit	Wahpeton
Jamestown	Watford City
Kenmare	Williams County, ND - County Schools Study

Kindred	Williston
Lake Park, Mn	WilMac Special Education Unit - Williston
Lidgerwood	Wilton
Litchville-Marion	Wyndmere

Non-Profits - Strategic Planning & Governance
Barnesville Community Fund – Barnesville, MN
Boys and Girls Clubs of the Red River Valley – Fargo, ND
Downtown Community Partnership – Fargo, ND
Dakotas Electrical JATC - Electrical Apprentice Program
Emergency Food Pantry – Fargo, ND
Fargo Park District Foundation – Fargo, ND
Fargo Public Schools Foundation – Fargo, ND
Greater Northwest Career and Technical Center - Williston
HERO - Healthcare Equipment Recycling Organization – Fargo, ND
Lake Agassiz Habitat for Humanity- Cass Clay Counties
Legacy Children Foundation – Fargo, ND
Metro Flood Diversion Authority (MFDA) Metro Area Communities
ND Center for Autism – Fargo, ND
Ronald McDonald House – Fargo, ND
Ronald McDonald Siouxland Sioux City, IA
The Village Family Service Center – Fargo, ND
TNT Kids Fitness – Fargo, ND
Unity Health Care Foundation - Grafton, ND

City Municipalities
City of Fargo, ND - Governance Policies
City of Moorhead, MN - Strategic Planning
City of Oakdale, MN - Leadership Development & Governance

LEAD MEMBER OF THE PROJECT TEAM

Dr. Jeffry M. Schatz will be the lead consultant for this project.

Assistance may be obtained from Gretchen K. Schatz, an associate with the firm who has strategic planning experience as the Associate Director at UND in the Department of Extended Learning. Retired, Gretchen has assisted with projects under contract with the firm and currently provides administrative assistance.

Assistance may be contracted with Dr. David Flowers, an experienced Public Education Administrator. Dr. Flowers is an expert in Strategic Planning and overall organizational governance. If obtained to assist with this project, he would be subcontracted through Schatz & Associates, LLC. and assist with strategic planning committee meetings.

REFERENCES

Boys & Girls Clubs of the Red River Valley

2500 18th St S Fargo, ND 58103

Robin Nelson, Chief Executive Officer

Work Phone: 701.235.2147

Cell Phone: 701.238.1188

Email: robin@bgcrv.org

Fargo Public Schools Development Foundation

Becky Bakke, Executive Director

700 7th Street S Fargo ND 58103

Work Phone: 701.446.1041

Email: jagelsr@fargo.k12.nd.us

Fargo Park District Foundation

Craig Bjur, Executive Director

701 Main Ave Fargo, ND 58103

Work Phone: 701.499.6060

Cell Phone: 701.212.0734

Email: cbjur@fargoparks.com

PROJECT DESIGN AND DEFINITIONS

The following information will outline the project design and describe the relationship between organizational governance, strategic plans, and the operational execution of a strategic plan.

ORGANIZATIONAL STRATEGIC ALIGNMENT

As you engage in a strategic planning process, the following definitions can clarify overall organizational structure and alignment.

There are three main tenants of organizational governance and strategic alignment – board governance, strategic planning, and operational planning. The following definitions help clarify each role in a strategically aligned organization.

Board Governance

The Park Districts governance is provided by the Commissioners, who are the elected officials charged with hiring and supervising the Executive Director, overseeing the Park District's budgeting and finances, and ensuring that a strategic plan is in place with foundational pillars that include a Mission, Vision, and Values statements. Monitoring governance policies and the progress made to achieve the goals and strategies that guide the park district are the main roles and responsibilities of the commissioners.

Strategic Planning

A strategic plan is a living document used to communicate the Park District's short and long-range goals, the priorities needed to achieve those goals, and metrics used to measure progress on those goals. The plan outlines a mission, vision, values, and strategic initiatives (focus) for three to five years. A focused strategic plan strengthens operations and ensures that employees, commissioners, and stakeholders work toward common goals. Once strategic goals are established, the strategies for achieving the goals are developed. These strategies are generally three to five years and monitored during this period.

Operational Planning

An operational plan is a yearly plan that focuses on the Park District's work during one calendar year. The operational plan is the mechanism used to implement a strategic plan. It is directly aligned with the strategic plan and includes identified metrics to measure the plan's progress throughout the year. A one-year operational and action plan becomes the strategic assignment for administration and staff to address. The operational plan emphasizes the park district's programmatic and operational aspects. This integration provides the proper balance between planning and acting to ensure the forward movement of the strategic plan. The key is to make this challenging yet manageable, as the Park District still must meet its day-to-day responsibilities.

In short, an aligned Park District has a governing board of commissioners that approves policy and budget while monitoring results and helps shape the Park District's vision by adopting a

strategic plan. Then, the administration executes an annual operational plan to carry out the initiatives listed in the strategic plan.

ELEMENTS OF A STRATEGIC PLAN

An excellent strategic plan includes a mission statement, vision statement, belief or value statements, strategic initiatives, goals, strategies, and results.

STRATEGIC PLANNING MODEL



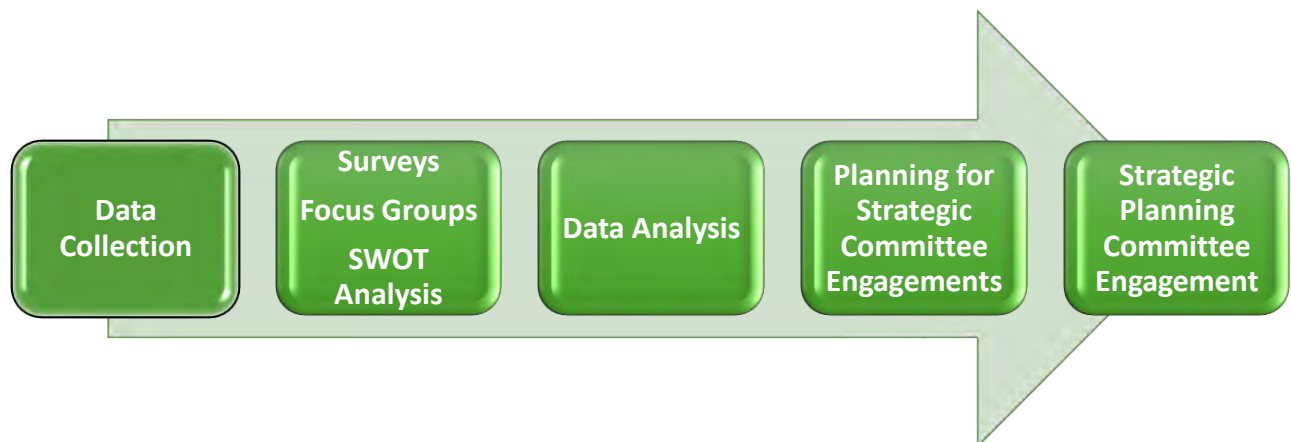
Once strategic priorities are established, the strategies for achieving the goals are developed by using the following steps:

- Rationale for Strategic Priorities (Anchors): Using data, trend information, and committee feedback, identify and articulate the rationale for this strategic anchor.
- Measurable Goals: Identify and define measurable goals to achieve desired outcomes for this priority area.
- Objectives/Strategies: Identify objectives/strategies to accomplish this priority area's defined goal(s).
- Progress Monitoring/Key Performing Indicators: Identify key performance indicators that will be used to measure and monitor progress in achieving this strategic priority. The indicators could be timelines or data metrics.

The final step in this process is to develop an implementation roadmap that aligns with the progress monitoring of your progress in meeting the goals you have outlined in your plan.

PREPARING FOR STRATEGIC PLANNING

Preparing for a strategic planning process includes several different steps. The following diagram depicts this process.



DATA COLLECTION OR ENVIRONMENTAL SCANNING

Engaging in a strategic planning process involves looking at the internal and external factors, both perceptual and factual, associated with the Park District’s current performance. A method typically used to complete this task is called “Environmental Scanning.”

Environmental Scanning is a process where internal and external factors that impact the effectiveness of a Park District are examined. The method identifies the strengths and challenges facing the Park District and occurs through several different processes, including a review of the following:

- Past and current strategic and operational plans.
- Park District policies, i.e., Phase I Strategic Planning document, etc.
- Identification and review of current Park District studies and Initiatives.

Also, with these reviews, internal and external stakeholder surveys or focus groups can be used to provide feedback regarding the perceived strengths and challenges of the Park District. These focus groups may include:

- Internal Stakeholders
 - Park District Board
 - Administrative Leadership Team
 - Staff
- External Stakeholders
- Community Leaders
- Community Partners

A SWOT Analysis Survey can identify internal and external factors that impact the effectiveness of the Park District. Strengths, weaknesses, opportunities, and threats analysis (SWOT Analysis) can assist in identifying these factors.

Strengths

Strengths are internal factors representing what you do well. Strengths are factors you have complete control over and may include programs, facilities, equipment resources, skilled employees, location, etc.

Weaknesses

Weaknesses are internal factors that hinder your progress. They inhibit you from functioning effectively. Identifying weaknesses highlights areas where improvements can be made.

Opportunities

Opportunities are external factors that, when considered, could help you enhance overall effectiveness. You can proactively communicate and collaborate with external resources by identifying possible external opportunities.

Threats

Threats are external factors that can negatively impact your ability to be effective. These external factors may include economic markets, funding, lack of resources, human resource shortages, etc.

A sample set of questions that can be used in a focus group or a survey follow:

Questions for all Staff and Board Members or External and Internal Stakeholders

1. Strengths are internal factors that represent things that Fargo Park District does well. Please identify two elements you would characterize as strengths.
2. Weaknesses are internal factors that can hinder progress in an organization. They inhibit your ability to function effectively. Please identify two things you would characterize as weaknesses in the Fargo Park District.
3. Opportunities are external factors that, when considered, could help an organization enhance overall effectiveness. Please identify two things you would characterize as opportunities that could strengthen the work of the Fargo Park District.
4. Threats are external factors out of your control but can negatively impact an organization's effectiveness. Please identify two things you would characterize as threats to the effective operations of the Fargo Park District.
5. What two things should not change in the operations of the Fargo Park District?
6. What two things should change in the operations of the Fargo Park District?
7. The Fargo Park District's core mission is focused and known by everyone in the organization.
8. The Fargo Park District has a clear vision that has been adequately communicated and shared by everyone in the organization.
9. The Fargo Park District has a clear set of values that drives the organization's work.
10. The Fargo Park District has a strategic plan that guides the strategic focus of the organization's work and accomplishments.
11. What future trends or developments should be considered when setting priorities for the future focus and work of the Fargo Park District organization?
12. What are the most critical decisions the Fargo Park District must make in the next 1-2 years?
13. As the Fargo Park District embarks on a process to focus on its future, do you have any other comments or thoughts you want to share?

** Questions can be added or deleted depending on the client's preferences.

If the Fargo Park District Board desired, I would conduct individual meetings with each commissioner to get feedback about their desired outcomes for a strategic planning process. In addition to the questions above, additional questions outlined below could be used in the one-to-one meetings.

Park Board Commissioners Survey Questions

1. In your own words, describe what you think your role is as a Park Board Commissioner.
2. The roles and responsibilities of current Commissioners are identified, defined, and guide the work of the board.
3. I get excited about my work as a Commissioner for the Fargo Park District.
4. If there were one thing about your role as a Commissioner - that changing it would improve your effectiveness - what would that be?
5. What must the Fargo Park District organization do to create the best possible Board of Commissioners?
6. What you LIKE - Behaviors or conditions you hope will continue in the board room for the Fargo Park District.
7. What DON'T you LIKE - Behaviors or conditions in the board room that bother you and why?
8. What you WANT – What improvements would you desire to ensure a positive culture for staff and the board for the Fargo Park District?
9. How would you define or describe the best possible future for the Fargo Park District and the community you serve?
10. If there were one thing about the Fargo Park District that you could change, it would improve the Fargo Park District's effectiveness - what would it be?
11. Do you have any suggestions or comments that would be helpful as we plan to engage in discussions about Fargo Park District and its strategic vision?

** Questions can be added or deleted depending on the client's preferences.

The results of this SWOT Analysis process will be used to help guide the next steps in this process.

Developing a Strategic Planning Process

Developing a strategic planning process is the agreed-upon process that identifies the steps to complete the process. This will occur through discussions with the Executive Leadership Team consisting of the Deputy Director of Administration and Deputy Director of Operations. Directly communicating with the Executive Leadership Team ensures agreement on meeting agendas, developing strategic initiatives, and ultimately developing a strategic plan.

Strategic Planning Committee

Setting strategic planning committee meeting dates and recruiting a broad-based strategic planning committee is critical in preparing for the planning process. The Deputy Director's and any associated staff would recruit a strategic planning committee. Representation should be broad-based and **may** include:

Strategic Planning Committee Members

• Park Board Commissioner(s)	(2)
• Deputy Directors	(2)
• Department Directors	(10)
• Front Line Staff	(6)
• Foundation Executive Director	(1)
• Foundation Board Members	(2)
• Community Leaders	(4)
• Community Partners	(5)
Total	(32)

The committee size will be at the discretion of the Park District executive leadership team. Individuals recruited to participate on the strategic planning committee should be committed to attending all committee meetings in person at the site selected for the meetings.

Strategic Planning Meetings and Agendas

Strategic planning committee meetings shall be 2 hours long, with agendas discussed and agreed upon with the Executive Leadership Team before each session. The following is an example of tentative agendas for a strategic planning process:

Committee Meeting #1 Orientation & Overview – TBD

- Introductions of committee members (10 minutes)
- Meeting dates, times, and locations review (5 minutes)
- Meeting Norms and Expectations – Reaching Consensus (10 minutes)
- Strategic Planning Overview – (20 minutes)
- Current Trends in Park Districts Discussion (15 minutes)
- Current Park District Initiatives Presentation (20 minutes)
- Finance Report (10 Minutes)
- Desired Outcomes Exercise (15 Minutes)
- Introduction to discussions about Mission Statements, Vision Statements, and Core Values. (15 minutes)

Committee Meeting #2 – TBD

- Pre-Strategic Planning Focus Group and Survey Data Review (30 minutes)
- Emerging Themes from pre-strategic planning data (45 minutes)
- Mission Statement, Vision/Core Values Review or Development (45 minutes)

Committee Meeting #3 – TBD

- Finalize Mission, Vision, and Values (30 minutes)
- Strategic Initiatives/Goals Discussions (60 minutes)

Committee Meeting #4 – TBD

- Review Feedback on Initiatives (30 minutes)
- Finalize Initiatives (60 minutes)
- Agree on Strategic Plan Framework (30 minutes)

Committee Meeting #5 – TBD

- Review the Draft Strategic

INVESTMENT VALUE

The desired outcome of a strategic planning process is a critical investment to be seriously considered by the Park Board. Therefore, it is essential to understand the services I will provide for you and the collaboration needed to develop a successful strategic plan. The following client and consultant responsibilities include:

PARK DISTRICT'S ROLE:

- Select and confirm meeting dates in association with the consultant's schedule.
- Complete and return to the consultant a *park district information form* (provided by the consultant at the beginning of the process)
- Select and secure a commitment from individuals to serve on your Strategic Planning Committee.
- Review with me (consultant) any current district planning documents.
- Prepare a packet/folder of Park District information for the consultant and strategic planning committee. The packet or folder should contain, if available:
 - Current Strategic and Operational Plans.
 - Demographics and Trends
 - Review of Current Initiatives
- **Identify a writing team to develop your goals, objectives, and progress monitoring metrics.** (This shall be the Executive Leadership Team and other selected staff members).
- Meeting space for the Strategic Planning Committee meetings. The area should include access to a projector, HDMI adaptor, and screen (I will bring my computer).
- Provide basic supplies such as pens, post-it notepads, poster boards, etc. In addition, provide copies of materials prepared by the consultant for meetings.
- Provide administrative assistant support if needed for the process.
- Ensure direct access to the Deputy Directors during the process.

CONSULTANTS ROLE:

- Dr. Jeffrey M. Schatz will be the sole consultant for the project.
- Review documents related to initial planning processes and policies.
- Organize and conduct/lead each of the strategic planning committee sessions.
- Create and administer (with your assistance) any feedback surveys during the process.
- Write and develop a draft and final Mission, Vision, and Values statements with the information gathered from each meeting and final approval of the committee.

- **Assist** the writing team in developing your strategic initiatives, goals, strategies, and progress monitoring metrics.
- Work directly with you between sessions to ensure we move in the same direction.
- Develop a draft strategic plan report to be reviewed by the strategic planning committee.
- **Deliverable:** Prepare a final strategic plan report which the Park Districts Marketing Department will re-produce with pictures, graphics, etc., creating a final version for distribution purposes.)
- Conduct any Park Board presentations, as requested.
- Assist with training in developing an implementation plan.

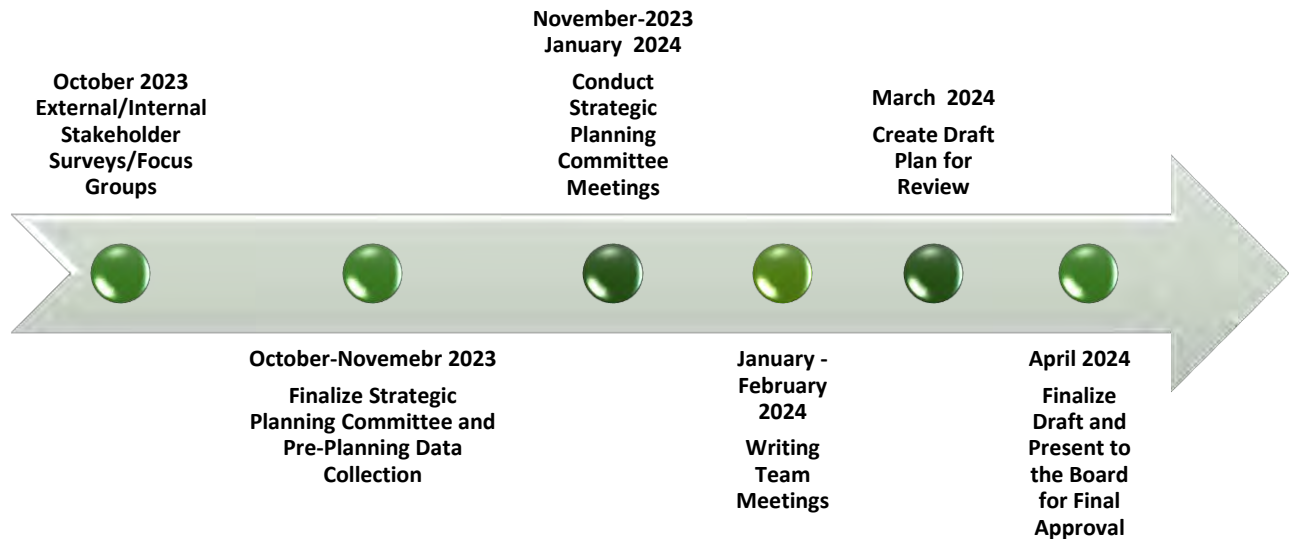
I would anticipate four to five Strategic Planning Committee meetings to complete the process of developing a Strategic Plan for the Park District. Planning for meetings, developing and executing a pre-strategic planning survey, and conducting focus groups (the focus groups would be facilitated in collaboration with the Fargo Park District Administration and Staff. I would facilitate the focus groups (using a set number of agreed-upon questions), crafting feedback loops during the process, and finalizing a Strategic Plan for Park Board approval would require an investment of a flat fee of **\$45,000.00 for the Services.**

TOTAL INVESTMENT VALUE

Engagement	Time Estimate	Total Investment
Survey Development and Analysis	40 hours X \$200.00/hour	\$8,000.00
Focus Group (3)	20 hours X \$200.00/hour	\$4,000.00
Strategic Planning Committee Meetings (4)	40 hours X \$200.00/hour	\$8,000.00
Research, Developing Meeting Agendas, Meetings with Leadership Team, and Writing Team's Final Strategic Plan Report with ongoing Operational Planning Support through Implementation	125 hours x \$200.00/hour	\$25,000.00
Total Investment	225 hours x \$200.00/hour	\$45,000.00

PROPOSED SCHEDULE/TIMELINE

The timeline for completing a strategic planning process usually occurs over 3-6 months, depending on schedules and writing team timelines. The following is an example/draft timeline that can be adjusted depending on the Park District's needs.



Summary

My background in Strategic Planning and working with a wide variety of organizations, including both non-profit and public entities, makes me uniquely qualified for this project. In addition, my service on the Park District Foundation Board and the development of strategic vision and governance for that board gives me an intimate understanding of the Park District. As a Fargo native and former Superintendent of the Fargo Public Schools, I understand our community's needs and complexities, which provides a hometown experience that I believe adds value to my service in this capacity.

Let me know if you have questions or want to discuss this proposal further. If you choose to move forward, a contract for services will be written and signed by both parties. Thank you for the opportunity to submit this proposal.

I look forward to working with the Fargo Park District Commissioners and Executive Leadership Team.

Dr. Jeffry M. Schatz,
Strategic Planning Consultant
701-213-3017
jm.schatz@outlook.com

APPENDIX 1 BACKGROUND - FARGO PARK DISTRICT OVERVIEW

Fargo is a city of about 125,000 residents along the eastern border of North Dakota. Fargo is one of several communities that make up the Fargo-Moorhead metro area. Other communities include Moorhead, MN; Dilworth, MN; West Fargo, ND; and Horace, ND. The population base of this metro area exceeds 200,000 residents.

The Park District of the City of Fargo (Park District), located at 701 Main Ave, Fargo, ND 58103, seeks consulting services to facilitate a comprehensive strategic plan for the Park District. This strategic plan will guide the Park District's short- and long-range planning by integrating board members, employees, local user groups, and community input. The Park District anticipates the final draft will take 6-8 months from initiation.

The Fargo Park District seeks to produce a Strategic Plan that:

- It is concise and easy to understand.
- It relies heavily upon graphics, photos, tables, and charts to convey information.
- Includes a template for a concise, easy-to-update, easy-to-track Annual Action Plan
- Includes tangible performance measures.
- Includes a method for tracking progress.

The Fargo Park District has its own taxing authority and publicly elected five-member Board of Commissioners. The Park District is not part of the City of Fargo or Cass County. The Fargo Park District started in 1910 with one park (Island Park). The Park District provides recreation programs, facilities, and park resources for District residents.

The Park District employs 138 full-time and 1,100 regular part-time and seasonal staff annually. The Park District maintains over a 2,400-acre system consisting of local and regional parks, playgrounds, biking and walking paths, nature parks, campground, river parks, and sports complexes; it owns and operates five golf courses, of which there are two 18 – hole courses, an urban park (Broadway Square - public/private partnership) and five outdoor pools, 100,000 square-foot fitness center, senior centers, and three indoor ice facilities. The Park District produces and manages over 500 recreational programs/events.

The Fargo Park District will open the Fargo Parks Sports Complex in the spring 2024. The entire complex will open in December 2024 – January 2025. The scope for the whole complex will consist of 8 hardwood courts, 1 indoor soccer field, an elevated 400-meter walking/running track, 2 sheets of ice, 6 pickleball courts, 3 large multipurpose community rooms, 6 small multipurpose community rooms, an indoor playground with 4 birthday party rooms, Fargo Park District offices and Sanford Sports Center.

APPENDIX 2 STRATEGIC PLANNING 2023

The Fargo Park District plans to develop its new Comprehensive Strategic Plan beginning in October 2023. The Comprehensive Strategic Plan calls for maintaining a high level of service for residents and should acknowledge the goals the Park District has set forward.

The Fargo Park District Board will adopt the Comprehensive Strategic Plan upon completion. To facilitate the eventual adoption, staff, with assistance from the consultants, will provide the board with regular updates throughout the project.

Scope of Services:

Elements to be included in the Final Strategic Plan Document

- Mission, Vision, and Values
- Strategic Goals and Objectives
- Measurable Outcomes, Including a Timeline over 5 years.
- Annual Operational Plan Template for staff utilization in planning for the use of resources and focus staff's work to achieve the annual targets.
- Executive Summary outlining the final proposed plan and documenting the process used to complete the Comprehensive Strategic Plan.

Elements to be included in the process of developing the comprehensive strategic plan.

- Environmental Scan
- SWOT analysis of strengths and weaknesses internal to the organization, opportunities, and threats, external forces.
- Surveys, focus groups, and other forms of acquiring input and feedback from/with: Staff, Commissioners, and Community Stakeholders. These might overlap with environmental scan and SWOT elements in the process.
- Development/clarification of mission, vision, goals, measures, and implementation strategy.
- Other steps/processes that the consultant(s) might use, which they should describe in their proposal.

Proposal and Submission Requirements

The proposals shall be organized as specified below to achieve a uniform review process and obtain maximum comparability.

One page shall be interpreted as one side of single-spaced, typed, 8½" x 11" sheet of paper with 1-inch margins. The typeface of all pages in this proposal shall be 12 font or greater.

Proposal Narrative

All respondents to the Request for Proposals should include the following criteria and be structured accordingly. All the listed items should be addressed entirely and follow, as closely as

possible, the order and format in which they are listed below. These categories and criteria will be major considerations in evaluating and determining the most qualified and capable firm(s).

Evaluation Criteria

Selection of the successful proposal will be based on proposal reviews and responses provided by the references. The evaluation committee will score the proposal in the following areas with the maximum points available.

Points Available 100

- Completeness of the proposal; 5
- Project Understand and Approach; 30
- Prior experience on similar projects; 20
- Project Personnel; 20
- Cost of services; 25

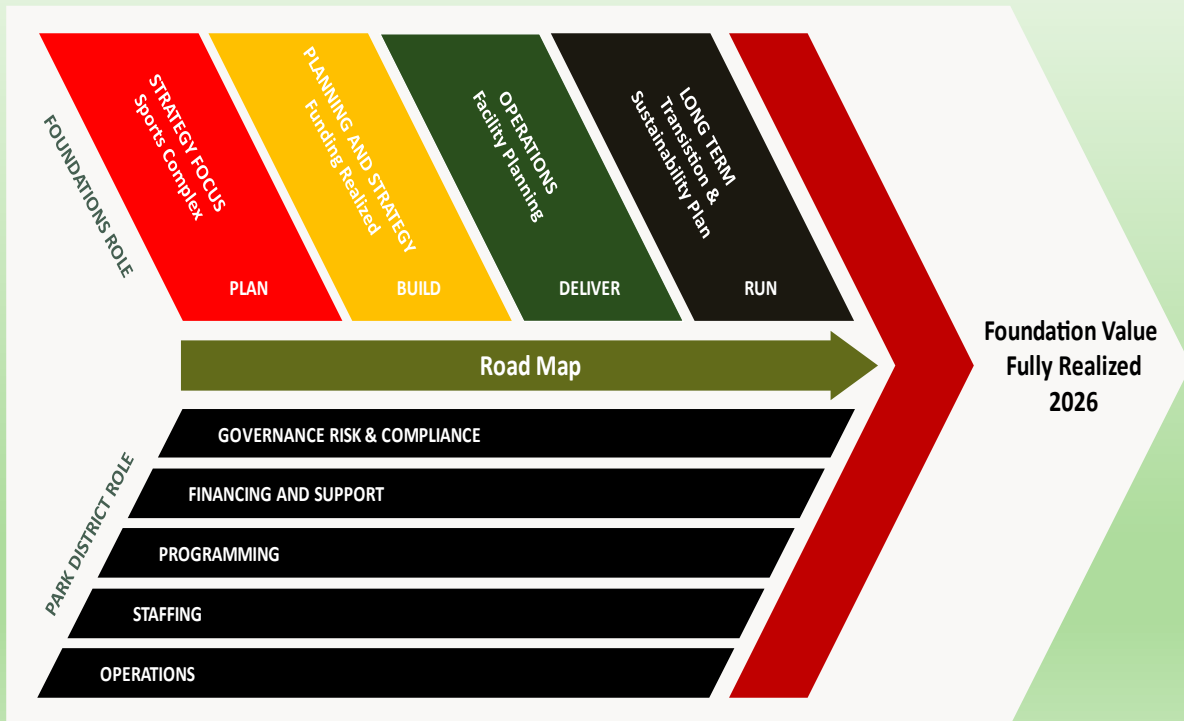
The evaluation committee will be the Executive Leadership Team consisting of the Deputy Director of Administration, Deputy Director of Operations, and one/two Park District Commissioners.

The Park District reserves the right to reject all proposals.

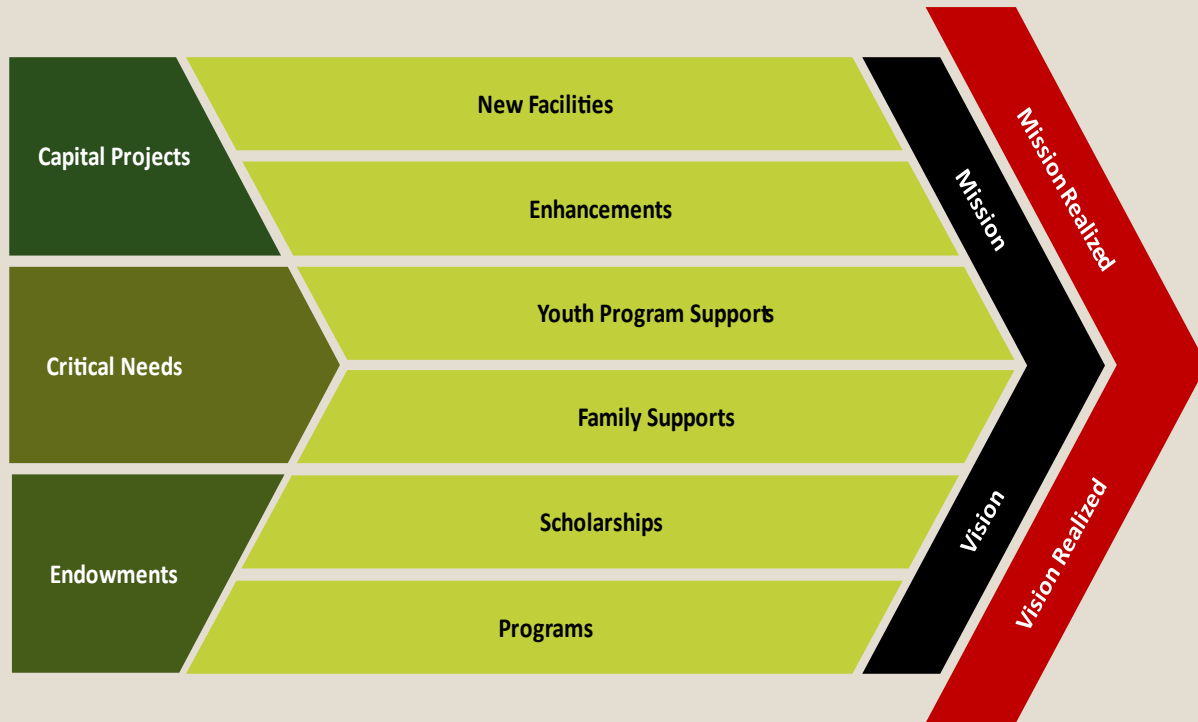
APPENDIX 3 FARGO PARK DISTRICT FOUNDATION STRATEGIC FRAMEWORK



Fargo Park District Foundation
Long Range Planning



Fargo Park District Foundation Future Focus



Timeline

2021 - PD 100% support to initiate Foundation Sustainability: Complex realization and build, sports complex operations, Foundation transition Strategic Planning

2025 - PD 50% Support for Foundation Operations – Framework and Funding Realized at 50%

2030 - PD 20% Support for Foundation Operations – Potentially fully funded and self-supporting capability.

PROPOSAL

August 17, 2023

Strategic Plan

Prepared for

Fargo Park District

by Strategic Consulting & Coaching, LLC



strategic consulting & coaching
creating new paths for growth & success

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Table of Contents

1. Cover Letter	2
2. Firm Information	3
3. Strategic Planning Experience & Reference	3
4. Parks & Recreation Experience	4
5. SCC's Qualifications	5
6. Project Lead & Consulting Team Information	9
7. Consultant Information	11
8. Scope of Services	11
9. High-Level Workplan	13
10. Meetings & Community Outreach	15
11. Project Schedule	17

PRIMARY CONTACT

Imogen Davis: Consultant
Strategic Consulting & Coaching, LLC
IDavis@Strategic-CC.com

Strategic Consulting & Coaching, LLC
2380 Wycliff Street, St. Paul, MN 55114
www.Strategic-CC.com



strategic consulting & coaching, LLC
creating new paths for growth & success

August 17, 2023

Susan Faus, Deputy Director of Administration
Fargo Park District
701 Main Avenue
Fargo, ND 58103

Dear Susan and the Fargo Park District,

Strategic Consulting & Coaching, LLC (SCC) is excited to submit a proposal for facilitation of Fargo Park District's Strategic Planning process.

SCC recognizes the importance a well-constructed strategic plan brings to an organization, and we believe our knowledge and expertise are the correct match for the Fargo Park District. Our proposal will provide you with the support of three consultants, along with the entire SCC team, in guaranteeing Fargo Park District's needs are met with the utmost professionalism. Trained in the Technology of Participation method of strategic planning, SCC will bring more than 40 years of combined experience to meet the Fargo Park District's goals of effectively creating a strategic plan, which will support the organization's mission, vision, and values. SCC will work closely with your Board of Directors, staff, members, partners, and key stakeholders to gain a well-rounded understanding of your history, programs, and goals.

Whether the SCC team is called upon to develop a strategic plan or fundraising campaign, conduct an organizational assessment, or facilitate a community vision process, we work in-depth to understand and appreciate each client's mission, culture, and purpose. We are deeply familiar with nonprofit organizations and our focus will be on moving Legal Services of North Dakota forward.

Please feel free to contact us with any additional questions or if there is any additional information we can provide in support of this opportunity.

Sincerely,

Imogen Davis
Consultant – Strategic Consulting & Coaching
IDavis@Strategic-CC.com

2. Firm Information

Name of Firm: Strategic Consulting & Coaching, LLC

Contact Information:

Address: 2380 Wycliff Street, St. Paul, MN 55114

Email: Contact@Strategic-CC.com

Phone: 612-203-4662

Staff Size: 10 Consultants

3. Strategic Planning Experience & References

Strategic Consulting & Coaching has extensive experience in completing Strategic Plans and governance structure development for coalitions, boards, and nonprofit organizations of all sizes. SCC has supported more than 20 organizations in building successful, sustainable Strategic Plans in the last year and a half. These organizations include:

Reference 1: Friends of Willow River and Kinnickinnic State Parks is a member-based nonprofit organization, led by volunteers to organize and fund supplemental park programs, projects, and events. SCC supported the organization in completing a 3-year Strategic Plan to provide direction and understanding for stakeholders about future programs, activities, and the role their new building will play in helping achieve their vision.

Name: Rita Thofern, President

Phone Number: 715-386-9340

Email: RThofern@willowkinnifriends.org

Reference 2: MN China Garden Friendship Garden Society is a nonprofit organization focused bringing the three-thousand-year-old history of China Gardens to the Twin Cities Metro Area. The Society is a partnership with the City of St. Paul Department of Parks & Recreation, community councils, and other local organizations. SCC facilitated the strategic planning process for the Garden Society and supported a board retreat for the Society focused on growing and moving the organization forward.

Name/Title: Romi Slowiak, Chair, Outreach & Poetic Inspiration Committees

Phone Number: 763-913-4438

Email: RomiSlowiak@gmail.com

Reference 3: St. Paul Parks Conservancy was founded in 2008 as the champion of St. Paul's award-winning park system. The Conservancy carries out St. Paul's vision of equitable access to active lifestyles, vibrant places, and vital environment. SCC supported the Conservancy in an organizational planning process and currently provides ongoing support through grant research. The Conservancy was recently recognized as the number 2 in the country by the Trust for Public Land in 2023. One of our consultants currently serves on their Development Committee.

Name/Title: Michael-jon Pease, Executive Director

Phone Number: 651-265-2786

Email Address: Pease@StPaulParks.org

4. Parks & Recreation Experience

Strategic Consulting & Coaching brings extensive experience in working with nonprofit and government organizations of all sizes to this proposal. We have included three examples of our work with organizations who are involved in Parks and Recreations above as references. In addition to these examples, we have also worked with community organizations. One example includes the Ausherman Family Foundation in Fredrick, Maryland. The center is a multi-purpose organization and is involved with City parks and recreation leaders, as well as several programming elements in Fredrick. SCC worked closely with the organization to complete a community assessment for the support of a youth center. This assessment included a community scan, which included interviews with more than 30 community stakeholders, with a focus on culturally diverse voices and underrepresented groups, as well as focus groups help with youth in community settings and in schools. SCC provided the Ausherman Family Foundation with a final, comprehensive report based on our findings.

SCC has also worked with the Conservation Corps of Minnesota and Iowa (CCMI) where we initially provided board coaching and development. We eventually served as interim-Executive Director in 2018, conducted a national search for a new Executive Director, and provided onboarding and coaching services. In 2019, we facilitated CCMI's three-year strategic plan which included conducting key respondent interviews, revising the mission statement, and the creation of a first-time vision statement and core values.

SCC also works with the City of LaCrosse and PaleBLUEDot providing grant writing services with a specific focus on supporting the city's green initiatives, including applying for federal grants to expand park services, plant trees, and build green infrastructure.

5. SCC's Qualifications

The consultants at Strategic Consulting & Coaching, LLC bring their extensive experience to mission-driven organizations in need of change solutions. SCC implements common sense tactics that are connected to clearly understood metrics to create lasting impacts to organizations and their members. As a specialized consulting firm, Strategic Consulting & Coaching is uniquely qualified to assist mission-driven organizations both large and small.

Founded in 2009, Strategic Consulting & Coaching (SCC) creates strong relationships with clients through our commitment to transparency, trust, and clear communication. We are known for our ability to catalyze the work of strengths-based teams and organizations that focus on mission delivery, creating greater community impact. As an all-woman consulting firm, our solutions team has the reputation and experience to deliver broad and transformational change across the sector.

Strategic Consulting & Coaching is experienced in working with organizations that focus on critical basic needs such as affordable housing, food shelves, prevention of homelessness, services to older adults, and youth services. We have supported numerous organizations in successfully developing, updating, and/or meeting their missions, vision, priorities, goals, and outcomes. SCC will combine our planning and facilitation expertise with our knowledge and understanding of the organization's culture, goals, and beliefs to create a strong, successful Strategic Plan.

Mission: Creating new paths for growth and success

Vision: The mission-driven organizations with whom SCC works have the expertise, energy, and systems in place to survive and thrive during changing or challenging times.

Values: We are guided in our work by our core values:

Integrity: We are open, honest, and transparent in all of our work

Mission centered: We are deeply committed to our clients' missions and their work in the community

Authentic leadership: We strive to discover and act upon the true strengths within ourselves, in our clients' organizations and in the world

Respectful relationships: We build solid and genuine relationships with board and staff

Community: We value and listen to the wisdom of the community and believe in giving back.

SCC brings extensive experience in:

- Working with staff and governing boards on strategy, process development, timelines, and resources
- Facilitating in-person and remote meetings that are creative, generate ideas, and lead to group-oriented consensuses
- Engaging staffs, boards, partners, and community members through a wide range of facilitation methods, including focus groups, surveys, and more
- Diversity, equity and inclusion, intercultural competencies, and anti-racism work
- Utilizing a broad array of tools and approaches to collect input and develop strategies
- Understanding philanthropy, and its importance in the community and public/private partnerships to support the common good

Diversity, Equity, & Inclusion

We believe in the power of diversity, equity, and inclusion.

We recognize that mission driven organizations face critical challenges - systemic racism, disparities in access to opportunities and the inequitable distribution of resources.

We are all in different places on the journey toward greater diversity, equity, and inclusion, and may even be on different paths. These differences create opportunities for us to learn from each other, moving us closer to an equitable community.

We engage with our clients in an intentional effort to break down racism, both immediate and systemic barriers, and to create and sustain equitable outcomes.

We recognize that BIPOC and people with marginalized identities are asked to take on the struggle for social justice in ways that are unfair. We believe that those with dominant identities must commit to shouldering a disproportionate share of this work.

We acknowledge, encourage, and prioritize a continual reexamination of our policies, practices, behaviors, and attitudes – both within SCC and within our clients' organizations.

Our Services

Strategic Planning:

SCC believes creating and sustaining a high-impact organization requires a comprehensive strategic planning process that begins with a solid understanding of an organization's external and internal environments, along with identifying opportunities and threats. SCC works in partnership with each organization to design a strategic plan that will successfully move the organization forward.

Board Development:

SCC offers workshops, training, and board coaching to support and enhance board governance and leadership. Our board training expertise will ensure that any organization's board members are prepared to advance their mission through trainings and coaching programs that are both skill-building and participatory.

Leadership Transitions:

SCC understands changes in top-management can be difficult and often result in high anxiety for staff and boards. We offer exemplary strength-based services to assist agencies and individuals through leadership transitions, organizational assessments, as well as restructuring, interim leadership, executive searches, and onboarding.

Professional Consulting:

Our team members have deep health and human services subject matter expertise, strong assessment and analytic skills, and operational know-how. We specialize in organizational assessments, program design, evaluation services, marketing and communications, operations, business planning, and resource development.

Training and Coaching:

SCC provides customized training to measure and improve both individual and organizational effectiveness. Our coaches and consultants work with organizations to bring in training for teams, new supervisors, management, and senior leaders. Participants learn frameworks that can be applied in multiple work situations, resulting in higher productivity and improved communication.

6. Project Lead & Consulting Team Information

Imogen Davis (Project Lead)

Strategic planning, program evaluation, project management, community collaborations, grant writing, data analysis

Imogen has amassed over 25 years of professional experience working in the nonprofit and education sectors as a project director and consultant. Imogen is an effective leader and facilitator who is passionate about empowering organizations to strategically improve their practice and decision-making capabilities. She is adept at developing innovative solutions through research and analysis and can diligently analyze large datasets, distilling key themes that identify areas of risk, opportunities, and trends to facilitate strategic planning.

Imogen led the development and implementation of a comprehensive portfolio of evidence-based community initiatives, developing strategic plans that partnered local government with non-profits and schools and achieved measurable community-wide objectives. As part of these initiatives, she worked effectively with elected officials as well as local government staff in community development, law enforcement and public health, creating alignments and sustainable partnerships. She has designed and executed marketing campaigns, founded, and designed collaborations, and secured funding for a wide variety of causes. Imogen can effectively develop and implement strategies to achieve goals while collaborating with a diverse array of stakeholders. She has exemplary skills in communications, grant writing, and development. Imogen also brings her experience of working with The American Indian OIC Strategic Plan.

Imogen earned her master's degree in Public and Non-Profit Administration, with Honors, from Metropolitan State University. She also completed a National Coalition Institute certificate in community problem-solving grounded in data, logic-modeling, and stakeholder analysis resulting in change. She is an accomplished public speaker and presenter.

Contact Imogen: jdavis@strategic-cc.com

Renae Oswald-Anderson, Partner

Strategic planning, interim executive director, program design, mergers & realignments, professional development training

Renae brings knowledge from over 27 years of leadership and management in health and human service organizations. Renae has extensive experience in program design, delivery and evaluation, and community collaborations of all sizes. She possesses broad nonprofit sector and community building experience in both urban and rural settings. She has worked with many boards of directors regarding strategic planning, resource development, mergers and realignments, and governance issues. Renae also serves as an adjunct faculty member in human services at Century College. She is passionate about the power of education and training to change **people's** lives. Renae led the American Indian OIC Strategic Planning process in 2021.

Renae possesses a master's degree in Nonprofit and Public Administration from Metropolitan State University and has a B.S. in Community Health with a minor in business administration. In addition, she is a 2008 graduate of the Shannon Leadership Institute and has participated in ToPs facilitation training.

Contact Renae at: roanderson@strategic-cc.com

Megan Williams, RN, MPH, PHN (Project Lead)

Program development, group facilitation, strategic planning, coaching

Megan brings more than 20 years' experience in developing, assessing, and improving programs that serve vulnerable populations to SCC. She is skilled at leading projects and promoting open communication involving multi-disciplinary teams, government agencies, diverse stakeholders, community members, and international organizations to advance public healthcare programs.

Megan has extensive experience in chronic disease management, senior health and palliative care. As the former Director of Nursing for Clare Housing, Megan is well-versed in both the Home and Community Based Services (HCBS) and Assisted Living licensure and requirements. She has worked extensively with the 55+ demographic and is knowledgeable about the need for continuity of care which enables seniors to age in place.

Megan is currently an Assistant Professor for St. Catherine University School of Nursing where she lectures and leads clinicals in nursing interventions, mental health, complex care and public health. In this position she also provides direct care at the St. Paul Opportunity Center (SPOC) that serves unhoused individuals as well as at St. Mary's Health Clinic providing free care to undocumented individuals. Megan has worked for various non-profit organizations and

universities in her career, including the Center for Global Health and Development at BUSPH, Cicutelli Associates where she led USAID public health funded projects in sub-Saharan Africa, Central America, and South America. Megan was also an ICU staff nurse at Hennepin Health.

Megan received her Bachelor of Arts degree in Anthropology from Lewis and Clark College, Master of Public Health from Boston University and Bachelor of Science in Nursing from John Hopkins School of Nursing.

Contact Megan: mwilliams@strategic-cc.com

The entire SCC team stands ready to provide support as needed.

7. Consultant Information

Strategic Consulting & Coaching will be the only consultant for the entirety of the project.

8. Scope of Services

Strategic Consulting & Coaching (SCC) believes creating and sustaining a high-impact organization requires a comprehensive strategic planning process that begins with a solid understanding of an organization's external and internal environments, along with identifying opportunities and threats. This helps lay a foundation for the organization's evolution and expansion. SCC's process assesses the organization's distinctive advantages, core competencies, and strategic challenges.

SCC brings extensive experience of working in partnership with organizations' staff, Board of Directors, community members, and key stakeholders to move the Strategic Planning process forward successfully. SCC will work closely with the Fargo Parks Department through regular meetings to guarantee your goals are being met. In addition to gathering pertinent information and documents, SCC will outline the process and timeframe, and support the Fargo Parks Department

as an organization in identifying the strategies that can be used to support you in reaching your Strategic Planning goals.

Strategic Consulting & Coaching is honored to submit this proposal to the Fargo Parks District to support the organization's mission, vision, and goals, by completing a strategic planning process which will include:

- Review and potential refresh/clarification of the organization's mission, vision, and values.
- Completing four to seven short and long-range goals and objectives.
- Measurable outcomes, including a timeline over a 5-year span.
- An annual operational plan template for staff utilization in planning for use of resources and focus staff's work to achieve the annual targets.
- An Executive Summary outlining the final proposed plan, and documenting the process used to complete the Comprehensive Strategic Plan.
- An implementation plan, which will be supported by SCC consultants.
- Graphics, photos, tables, and charts to convey information.
- A template for a succinct, easy-to-update, easy-to-track Annual Action Plan.
- Tangible performance measures and a method for tracking progress.

SCC understands that the Fargo Park District provides recreation programs, facilities, and park resources for District residents. Including maintaining over 2,400-acre system consisting of local and regional parks, playgrounds, biking and walking paths, nature parks, campgrounds, river parks, sport complexes, and owns and operates 5 golf courses, an urban park, and five (5) outdoor pools, 100,000 square-foot fitness center, senior centers, and three indoor ice facilities. Additionally, the Park District produces and manages more than 500 recreational programs and events. In the Spring of 2024, the Fargo Parks Sports Complex will open, with the entire complex opening by January 2025.

The Park District employs 138 full-time staff, 1,100 regular part-time and seasonal staff, and is overseen by a publicly elected five-member Board of Commissioners. As the Fargo Park District looks at creating a Comprehensive Strategic Plan, SCC would be honored to support the facilitation of this process, ensuring the Park District is able to meet their goals through a comprehensive process.

9. High-Level Workplan

Description	Investment (\$150/hour)
<ul style="list-style-type: none"> Initial Zoom meeting with members of the Strategic Planning Committee; gather background information, documents, and other related materials. Preparation time for the initial meeting. Review and analysis of all information. 	<p>\$1,500 10 consultant hours</p>
<ul style="list-style-type: none"> Environmental Scan/Stakeholder Engagement, including SWOT analysis: <ul style="list-style-type: none"> Hold five focus groups to include staff, commissioners, community stakeholders, and other key stakeholders. Complete ten one-on-one interviews (30 min) with staff, board leadership, and key stakeholders. Develop focus group and interview questions. Summarize environmental scan findings in preparation for planning retreat. 	<p>\$7,500 50 consultant hours</p>
<ul style="list-style-type: none"> Facilitate strategic planning retreat (1.5 days) with staff and key stakeholders to identify 4-7 critical priorities to be worked on in the Strategic Plan with 2 consultants. Preparation time for the strategic planning sessions. 	<p>\$7,500 50 consultant hours</p>
<ul style="list-style-type: none"> Travel for In-Person Focus Groups & Strategic Plan Retreat <ul style="list-style-type: none"> Travel to Fargo from St. Paul 3.5 hours (7 hours round trip) x 2 consultants: \$1,050 250 miles (500 miles round trip) + Additional Driving (50 miles) x \$0.655 (government mileage reimbursement rate): \$360.25 Hotel x 2 consultants: \$250 Food 6 meals (3 per day) x \$20 per meal x 2 consultants: \$240 Miscellaneous-\$100 Total: \$2,000 x 3 trips: \$6,000 	<p>\$6,000</p>

<ul style="list-style-type: none"> • Craft strategic plan goals and measurable outcomes, identify due dates, primary persons responsible, and metrics for various goals. • SCC co-facilitators will present a draft plan to the Strategic Planning Team or feedback and final revision. • Present final plan for approval. 	<p>\$6,000 40 consultant hours</p>
<ul style="list-style-type: none"> • Implementation Support will be provided by SCC staff to Fargo Parks District staff and key stakeholders to support the successful implementation of the Strategic Plan. 	<p>\$1,500 10 consultant hours</p>
<ul style="list-style-type: none"> • Project management and contingency 	<p>\$2,500</p>
<p>TOTAL</p>	<p>\$32,500</p>

10. Meetings & Community Outreach

SCC will conduct an environmental scan and a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis to assess each of these components. This process will include gathering background materials and data, utilizing primary and secondary resources, meetings with staff, Board Members, and key stakeholders. SCC will gather this information by holding strategic focus groups, completing one-on-one phone interviews, and providing surveys. SCC will then provide the Fargo Parks District with a report on the results of the environmental scan and SWOT analysis.

The Strategic Planning process will culminate in a comprehensive Strategic Plan, complete with four to seven goals with objectives, strategies, and action steps. The Strategic Plan will be written in conjunction with the Fargo Parks District's Strategic Planning Committee and will be reviewed and approved by the Board of Directors.

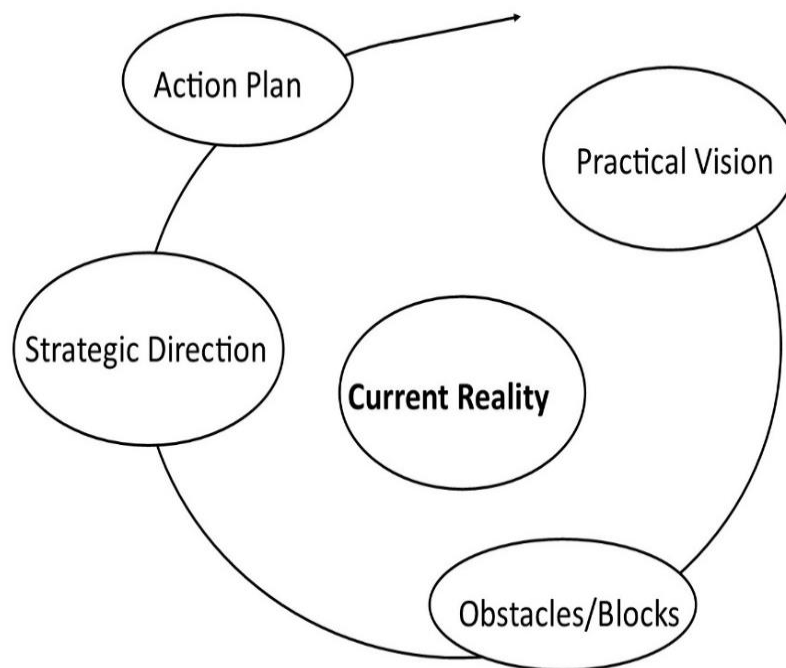
Grounded in our core values and focused on our client's mission, the SCC strategic planning framework creates exceptional, lasting value for clients through 5 flexible but distinct stages:

Grounded in our core values and focused on our client's mission, the SCC strategic planning framework creates exceptional, lasting value for clients through 5 flexible but distinct stages:

LISTEN	LEARN	PLAN	PRIORITIZE	DO
				
Survey and interview board members staff and other stakeholders to understand the organization's current realities. Conduct research to identify and understand external trends that impact operations.	Analyze and distill the scan findings and select the best lens for finding the most meaning - giving you greater knowledge, new and insights, and increased clarity.	Foster authentic engagement that gives ownership to all participant voices through inclusive facilitation and apply effective processes and models that give structure to the planning process.	Create a bold roadmap of action that guides and aligns organizational resources to increase your mission impact.	Build bridges from plan to execution through workplans or dashboards to support your success.

Methodology and use of evidenced-**based models** – SCC's Megan Williams, Imogen Davis, and Renae Oswald-Anderson will support the facilitation of the strategic planning process and are trained in the Technology of Participation (ToP) facilitation methods. ToP equips participants to be creative, generate ideas, and come to consensus in a group- oriented decision-making model. ToP generates innovation and solutions in the short term while demonstrating and modeling collaboration over the long term.

The Technology of Participation (ToP) was developed by The Institute of Cultural Affairs more than 20 years ago to support group decision-making and collaborative governance. ToP's methods have been used in more than 50 countries, as well as major international social change ventures, by the United Nation and World Bank program, and in hundreds of organizations, communities, and corporate change initiatives. ToP methods transform the way groups think, talk, and work together. SCC will utilize these methods to support the Fargo Parks District in mapping out a practical vision, analyzing any underlying contradictions, setting the strategic direction, designing systemic actions, and drawing up an implementation timeline or action plan. SCC brings extensive experience in holding consensus-oriented focus groups with diverse populations and is honored to provide our ToP trained consultants to support the Fargo Parks District strategic planning process.



11. Project Schedule

- October – December 2023

Meet with Fargo Park District's Strategic Planning Committee to launch the Strategic Plan kickoff. Begin gathering relevant background information.

Gather data, conduct environmental scan and SWOT analysis. Complete focus groups, one-on-one interviews, and surveys via Survey Monkey. Reflect on learnings and impact to the organization. SCC will provide status reports to the Strategic Planning Committee.

- January – February 2024

Facilitate strategic planning retreat.

Craft strategic direction and plan based on learnings and insights from the environmental scan and SWOT analysis. Present draft plan to the Strategic Planning Committee for an initial review and feedback.

- March 2024

Finalize Strategic Plan for Board approval.

Begin implementation support to continue until May 2024.



MEMORANDUM

DATE: September 26, 2023

TO: Fargo Park Board Commissioners

FROM: Sam DeMarais, Park Forester

RE: Consent Agenda Item (d) – Addendum to the Memorandum of Understanding between National Audubon Society, Inc., d/b/a Audubon Great Plains, f/k/a Audubon Dakota, and the Fargo Park District for additional sites for Urban Woods and Prairies Initiative

In 2014, Audubon Great Plains and partners began developing an urban initiative which sought to integrate native landscapes back into urban landscapes. With the help of city and park partners, the Urban Woods and Prairies Initiative (UWP) has seen great success!

Today, the UWP Initiative has enrolled nearly 30 sites across the cities of Fargo, Moorhead, Bismarck, Grand Forks, and Minot, totaling over 1,000 acres. Sites located in Fargo are Heritage Hills, Forest River, Orchard Glen, Iwen Park, Lions Conservancy Park, Lemke Conservancy Park, Pontes Prairie, Unicorn Park, Wildflower Grove, Urban Plains, Mickelson Park, North Softball Complex, Eagle Valley Park, and Golden Valley Park.

UWP Initiative prairie, woodland, and wetland enhancement practices are aimed at providing high quality habitat for our local bird and wildlife species, while also encouraging community members to explore and learn about our local native ecosystem. Whether you love to bird, hike, or just enjoy being in nature, UWP Initiative nature parks are open to the public and all are encouraged to explore!

Attached please find the original Memorandum of Understanding (MOU) signed and dated May 18, 2022, between the Fargo Park District and National Audubon Society, Inc., d/b/a Audubon Dakota. Also attached is an Addendum to the original MOU. The Addendum includes the following additional properties to be incorporated into the MOU for Habitat Restoration Sites: Rabanus Park – 1757 42nd St S, and Holm Park – 194 North Woodcrest Drive.

It was recommended at the September 20, 2023, Facilities Committee Meeting to bring this to the full board on the Consent Agenda for consideration and approval.

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

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

Thank you.

Sample Motion: I make a motion to approve the Addendum to the MOU between National Audubon Society, Inc., d/b/a Audubon Great Plains, f/k/a Audubon Dakota, and the Fargo Park District for additional sites to be incorporated into the MOU for Habitat Restoration at Rabanus Park and Holm Park, as presented.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (“MOU,” or “Agreement”) is entered into this 18 day of May , 2022 (hereinafter referred to as the “Effective Date”), by and between the Fargo Park District, a municipal corporation and political subdivision of the State of North Dakota (hereinafter referred to as the “Park District”), and National Audubon Society, Inc. d/b/a Audubon Dakota, whose post office address is 3002 Fiechtner Dr, Suite A, Fargo, North Dakota 58103 (hereinafter referred to as “Audubon”).

WHEREAS, Audubon is a tax-exempt organization, as described in section 501(c)(3) of the Internal Revenue Code, whose mission is to protect birds and the places they need, today and tomorrow; and

WHEREAS, Audubon is interested in preserving and enhancing the habitat for birds and other wildlife within certain “riparian zones,” such as those found along the Red River, while at the same time providing vegetation that is beneficial in terms of water storage, filtration, purification, and flood mitigation, and also providing an aesthetically pleasing nature area for local residents; and all of these goals are in line with the Park District’s goals; and

WHEREAS, Audubon desires to work with the Park District on a project called the Urban Woods and Prairies Initiative (the “Initiative”), the purpose of which is to make improvements to certain parcels of property, or habitat management sites, in order to achieve the above-described goals; and

WHEREAS, the Park District is agreeable to working with Audubon on the Initiative to achieve said goals, subject to the terms and conditions set forth in this MOU.

WHEREAS, in furtherance of the Initiative, Audubon will create and implement habitat management plan on land owned or controlled by the Park District; and

WHEREAS, the Park District will conduct necessary site preparations and grant Audubon access to the property for Audubon to implement a habitat management plan and conduct other activities in furtherance of the Initiative; and

WHEREAS, the Park District will endeavor to preserve and maintain the areas restored under this MOU for at least 20 years.

NOW THEREFORE, in consideration of the parties’ mutual covenants contained in this MOU, and other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the Park District and Audubon hereby agree:

1. **Exhibits**. The following exhibit is attached hereto and by reference made a part of this Agreement:

Exhibit A – Depiction and Area/Legal Description of Designated Habitat

Restoration Site(s).

2. **Habitat Restoration Site.** The Park District owns a certain parcel of real property located within the boundaries of Cass County, North Dakota, as depicted in the attached Exhibit A. This land shall be designated as a “Habitat Restoration Site.” A legal description of said Habitat Restoration Site is attached hereto in Exhibit A.

3. **Site Plans.** Audubon shall, in consultation with the Park District, prepare a restoration site plan for the Habitat Restoration Site (“Site Plan”). The Site Plan will include detailed descriptions of proposed enhancements, restorations, and improvements for the site, including as appropriate: plans to plant, enhance, or preserve vegetation; install or build fences or other structures; install or construct landscaping; enhance or restore the natural habitats of birds and other wildlife; implement water retention, filtration, purification, and flood control measures; stabilize banks and slopes and reduce erosion; and any other plans intended to create an aesthetically pleasing and ecologically beneficial area. The Site Plan should also describe any necessary preparations (“Site Preparations”) that must be performed by the Park District before the Site Plan may be implemented, including without limitation, any required herbicide applications, mowing, or disking.

4. **Funding.** Audubon is a non-profit conservation organization. Audubon’s obligation to implement and complete the Site Plan improvements is conditioned upon its receipt of sufficient funding.

5. **Approval by Park District.** The Site Plan must be approved in writing by the Park District before Audubon commences implementation. If the Park District reasonably withholds approval of the Site Plan, and Audubon is unable to modify the Site Plan in such a way as to earn the Park District’s approval, this MOU shall terminate and the parties shall be released from any obligations hereunder. The Park District covenants that it has all necessary authorization to enter into this agreement, to grant Audubon access to the Habitat Restoration Site, s, and to permit any other actions set forth in this MOU.

6. **Site Preparations.** Upon approval of the Site Plan submitted by Audubon, the Park District shall commence, as soon as weather conditions will allow, with the necessary Site Preparations, before Audubon begins implementing the Site Plan improvements. Site Preparations must be completed in accordance with the Site Plan and to Audubon’s reasonable satisfaction within one year after the date when the Park District issued its written consent and approval of the Site Plan.

7. **Enhancement Period.** A five year “Enhancement Period” shall commence upon Audubon’s acceptance of the Park District’s completion of the Site Preparations. During the Enhancement Period, Audubon shall, at its own cost and expense, but subject to adequate funding, complete the preservations, enhancements, and improvements described in the approved Site Plan for the Habitat Restoration Site.

a. **Site Access.** The Park District grants Audubon a license to access and enter the Habitat Restoration Site for the purpose of implementing and maintaining the Site

Plan.

- b. **Extension.** If the five-year Enhancement Period becomes an insufficient amount of time to implement the proposed improvements, due to unforeseen or unavoidable circumstances such as flood, drought, delay or unavailability of supplies, government restrictions, etc., the parties may agree in writing to extend the Enhancement Period.
- c. **Failure to Implement Site Plans; Damage to Improvements.** If Audubon fails to complete the preservations, restorations, and improvements described in the approved Site Plan within the Enhancement Period (as extended), the Park District may terminate this MOU, in which event Audubon will remove any of its equipment and other personal property from the Habitat Restoration Site. If the Park District performs unauthorized management or otherwise damages the restoration or improvement, the Park District shall be responsible to either restore the restorations or to pay for all expenses required for Audubon to rectify the damage.

8. **Ongoing Site Management.** After completion of the Site Plan improvements, Audubon shall deliver to the Park District a long-term habitat management plan or guidance on habitat management. Such plan will recommend appropriate management tools and schedules to maintain the restored native habitat. The Park District will resume the exclusive control of the Habitat Restoration Site and agrees to use its best efforts to maintain the improvements made by Audubon for 20 or more years in accordance with the long-term management plan or guidance. Audubon intends to continue to advise the Park District on proper habitat management after the completion of restoration. As resources permit, Audubon will also endeavor to work with the Park District to sponsor outdoor education programming or research at the Habitat Restoration Site. The Park District retains the option to add amenities to the sites that are in general conformance with and enhance the site plans.

9. **Flooding Situations.** The parties understand that the Habitat Restoration Site is located within a floodplain and is therefore subject to occasional and unpredictable flooding outside of the parties' control. As a result, the parties agree to work cooperatively in flooding situations, by allowing for reasonable extensions of the deadlines contemplated in this MOU and working together to return to the status quo that existed before the flooding subject to the availability of sufficient funds to finance repairs. In the event that the Habitat Restoration Site is flooded, neither party shall be held liable to the other party for any loss or damage incurred as a result of the flood. Once the Enhancement Period has ended and the Park District has undertaken to maintain the improvements made to the Habitat Restoration Site, the Park District will use reasonable efforts to repair any minor damage to the improvements resulting from a flood, so long as sufficient Park District funds are available to finance such minor repairs, but in no event shall the Park District be obligated to repair or replace improvements that have incurred substantial damage as the result of a flood.

10. **Marketing and Signage.** As part of its overall marketing and publicity effort for the Initiative, Audubon shall prepare signage and printed informational materials. Subject to

approval of the Park District, Audubon will install informational signage at the Habitat Restoration Site and distribute printed information on the Initiative.

11. **Utility Services.** No utilities may be provided for or connected to the Habitat Restoration Site without the express written consent of the Park District.

12. **Indemnification.** Audubon agrees to indemnify and hold harmless the Park District and any of its officers, employees, contractors, consultants, representatives, agents, and assigns from and against any and all liability, damages, penalties, judgments, or claims of whatever nature arising from injury to persons or property resulting from the negligent acts or omissions of Audubon, Audubon contractors', successors', or assigns' in connection with their use of the Habitat Restoration Site in furtherance of the Initiative, and Audubon shall, at Audubon's own cost and expense, defend any and all suits or actions (just or unjust) which may be brought against the Park District or in which the Park District may be joined with other parties upon any such above-mentioned matter or claims. The Park District agrees to indemnify and hold harmless Audubon and any of its officers, employees, directors, contractors, consultants, representatives, agents, and assigns from and against any and all liability, damages, penalties, judgments, or claims of whatever nature arising from injury to persons or property resulting from the negligent acts or omissions of the Park District, its employees, commissioners, or contractors in connection with the Habitat Restoration Site and Audubon's use thereof, and the Park District shall, at its own cost and expense, defend any and all suits or actions (just or unjust) which may be brought against Audubon or in which Audubon may be joined with other parties upon any such above-mentioned matter or claims. These mutual agreements to indemnify and hold harmless will include indemnity against all costs, expenses, and liabilities, including any attorney fees, reasonably incurred in or in connection with any such claims or proceedings brought thereof. This section will survive the termination of this MOU and any subsequent agreements of the parties contemplated herein.

13. **Assignment.** Neither party may transfer or assign this MOU, nor any rights or obligations under this MOU, without the express written consent of the other party.

14. **Amendments.** No amendment, modification, or waiver of any condition, provision, or term of this MOU will be valid or of any effect unless made in a writing signed by the party or parties to be bound, or a duly authorized representative, and specifying with particularity the extent and nature of such amendment, modification, or waiver. Any waiver by any party of any default of another party will not affect or impair any right arising from any subsequent default. Except as expressly and specifically stated otherwise, nothing herein will limit the remedies and rights of the parties thereto under and pursuant to this MOU.

15. **Governing Law.** This MOU will be controlled by the laws of the State of North Dakota. Any action brought as a result of any claim, demand, or cause of action arising under the terms of this MOU must be brought in an appropriate venue in the State of North Dakota.

16. **Merger Clause.** This MOU constitutes the entire agreement by and between the parties, and any other prior representations or agreements are deemed merged herein, and those not specified herein do not represent any agreements, promises, covenants, or representations on the part of either party hereto.


17. **Severability Clause.** Each provision, section, sentence, clause, phrase, and word of this MOU is intended to be severable. If any provision, section, sentence, clause, phrase, or word hereof is held by a court of competent jurisdiction to be illegal or invalid for any reason whatsoever, such illegality or invalidity will not affect the legality or validity of the remainder of this MOU.

18. **Grammatical Construction.** Whenever the singular number is used herein, the same will include the plural where appropriate, and the words of any gender will include any other genders where appropriate.

19. **Agreement Binding on Successors.** This MOU will be binding upon and inure to the benefit of the parties hereto and their respective personal representatives, successors, and assigns.

20. **Headings.** Headings in this MOU are for convenience only and will not be used to interpret or construe its provisions.

IN WITNESS WHEREOF, the parties executed this MOU on the Effective Date:

FARGO PARK DISTRICT
By: 
Its: PRESIDENT

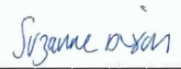
NATIONAL AUDUBON SOCIETY
(AUDUBON DAKOTA)
By: 
Its: Vice President, MS & Central Flyway

Exhibit A – Depiction and Area/Legal Description of Designated Habitat Restoration Site(s).

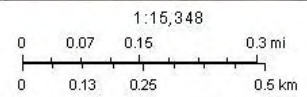
SW Pond

160 acres located at an area within Fargo, ND legally described as 4-138-49 and 4-138-49

SW Pond Fargo, ND UWP



12/23/2021



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Urban Plains

Approximately 18,933 square feet along the perimeter of an area within Fargo, ND legally described as SPL/FR 25-0000-02060-000 "PLATTED FROM 01-3502-00150-000 & 01-3500-04916-000 (7/28/2006 BV-1, P-86) *8/11/06 SPL/FR 01-3505-00150-000 & 01-6500-04916-000 "3/14/07 SPL/FR 01-8010-00260-000 *REPLATTED LTS 5-9, BLK 6 & LTS 5-12, BLK 7 URBAN PLAINS BY BRANDT 1ST ADON & LT 7, BLK 1, URBAN PLAINS REC FACILITY ADON (6/4/2007, B-WI, P-45)



ADDENDUM TO MEMORANDUM OF UNDERSTANDING

THIS ADDENDUM (“ADDENDUM”) TO MEMORANDUM OF UNDERSTANDING (“MOU”) DATED THE 18TH DAY OF MAY, 2022 is entered into this 3rd day of October, 2023 (the “Effective Date”), by and between the Fargo Park District, and National Audubon Society, Inc. d/b/a Audubon Great Plains (formerly Audubon Dakota), whose post office address is 3002 Fiechtner Dr S, Ste. A, Fargo, 58103 (“Audubon”).

WHEREAS, Section 1 includes the following additional Exhibits attached hereto and by reference made a part of the MOU:

1. **Properties.** The following Exhibits are attached hereto and by reference made a part of the MOU:
 - a. Exhibit B – Depiction of Designated Habitat Restoration Sites.
 - b. Exhibit C – Area/Legal Description of Designated Habitat Restoration Sites.

Collectively, the properties set forth in Exhibits B and C are referred to in this Agreement as the “Properties.”

NOW, THEREFORE, in consideration of the parties’ mutual covenants contained within the MOU and this Addendum, with all previously agreed upon terms and conditions remaining, the City and Audubon hereby evidence their mutual understanding and acceptance of the terms and conditions in connection with the above-described Addendum:

(Signatures appear on the following page.)

IN WITNESS WHEREOF, the parties executed this Agreement on the Effective Date:

FARGO PARK DISTRICT

BY: _____
Joe Deutsch
President

BY: _____
NAME:
TITLE

AUDUBON GREAT PLAINS

BY: _____
Kristal Stoner
VP & Executive Director

Exhibits B & C

Rabanus:

- Land address: 1757 42nd ST S, Fargo, 58103.
- Legal: Addition name - West Acres Business Park 4th. Block Legal 1, Lot Legal 1, 2. PLSS 138-49-14, quarter section 113



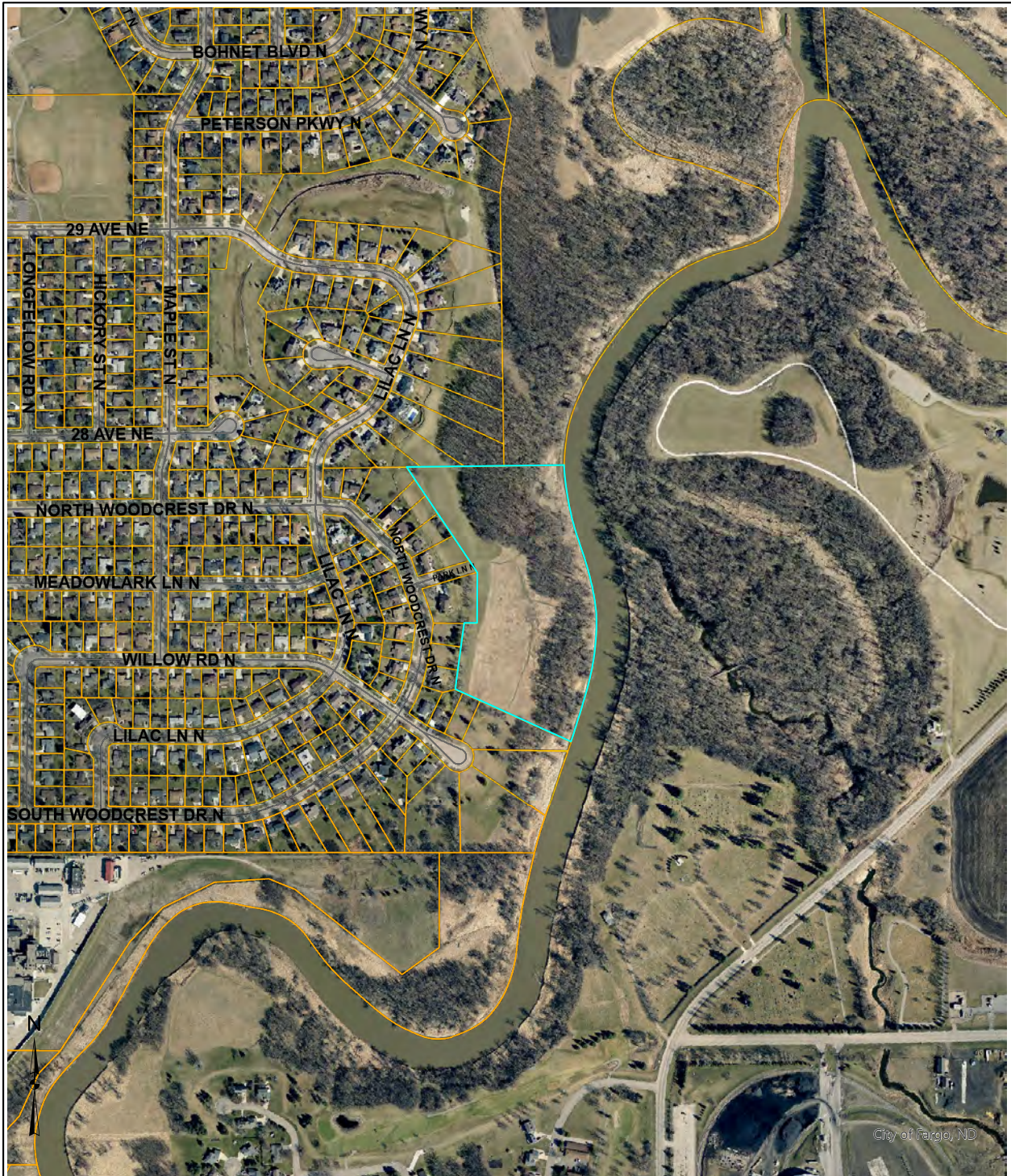
These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

<h2>Rabanus</h2>	
1:9,954	6/14/2023 6:27 AM
<small>This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.</small>	



Holm:

- Land address: 194 North Woodcrest Dr N Fargo, ND 58102
- Legal: Addition name - Woodcrest Park. Block Legal 23. PLSS 140-48-29, quarter section 4



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

holm park

1:9,954

6/14/2023 6:29 AM

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.





MEMORANDUM

DATE: September 26, 2023

TO: Fargo Park Board Commissioners

FROM: Dave Bietz, Deputy Director of Operations

RE: Consent Agenda Item (e) – Bid award to MTI Distributing, Inc., in the amount of \$70,347.56 for Osgood Irrigation Central and Decoder Upgrade

Bids for the Osgood Golf Course Irrigation Central and Decoder Upgrade were received and opened Thursday, September 7, 2023, at 10:00am, at the Park District Office. Attached to this memo is the bid tab.

We received three bids; (1) MTI Distributing, Inc., for a total bid of \$70,347.56, (2) SiteOne Landscapes for a total bid of \$79,946.80, and (3) Ferguson Waterworks for a total bid of \$128,042.19. The bids submitted were only for the parts portion of the project which was budgeted to be around \$200,000.00 We had a total budget of \$400,000.00 for the entire project. The remaining budget is for installation of the decoders for the irrigation heads on the course. Each irrigation head needs to be dug up and the old decoder removed and the new one will be wired to the irrigation head. Staff is currently working with contractors that may be able to do this work and we also exploring a plan to do the work with Park District staff.

Staff recommends awarding the bid to MTI Distributing, Inc. for a total bid price of \$70,347.56 as it meets all bid specifications for the parts portion of this upgrade.

It was recommended at the September 20, 2023, Facilities Committee Meeting to bring this to the full board on the Consent Agenda for consideration and approval.

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

Thank you.

Sample Motion: I make a motion to award MTI Distributing Inc., the bid in the amount of \$70,347.56 for the Osgood Irrigation Central and Decoder Upgrade, as presented.

Fargo Park District
Osgood Golf Course Irrigation Central and Decoder Upgrade

Bid Opening: 10:00 am, September 7, 2023

	Item 1	
	Osgood Golf Course Irrigation Central and Decoder Upgrade	Total Bid
Bidder		
MTI Distributing, Inc.	\$70,347.56	\$70,347.56
SiteOne Landscape	\$79,946.80	\$79,946.80
Ferguson Waterworks	\$128,042.19	\$128,042.19



MEMORANDUM

DATE: September 26, 2023

TO: Fargo Park Board Commissioners

FROM: Kali Mork, Director of Fargo Parks Sports Center

RE: Consent Agenda Item (f): Permission to solicit bids for Furniture Package for the Fargo Parks Sports Center

In alignment with our Procurement Policy, Policy No. 390, we are requesting permission to publicly bid the furniture package for the Fargo Parks Sports Center. Funds for these projects are included in the costs for the Fargo Parks Sports Center. The timeline for the bid process will be as follows:

- Public Bid Opening November 9, 2023
- Possible award by Park Board Commissioners December 12, 2023

It was recommended at the September 20, 2023, Facilities Committee Meeting to bring this to the full board on the Consent Agenda for consideration and approval.

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

Thank you.

Sample Motion: I make a motion to grant permission to solicit bids for the Furniture Package for the Fargo Parks Sports Center, as presented.



MEMORANDUM

DATE: September 27, 2023

TO: Fargo Park Board Commissioners

FROM: Broc T. Lietz, Finance Director

RE: Consent Agenda Item (g): Request for permission for appraisal of Depot

As the Fargo Park District has planned and is now under construction of the Fargo Parks Sports Center, which includes relocation of the Fargo Park District Administrative offices, one of the ongoing discussions has been the existing footprint of the district from a facilities perspective. Specifically, the administration and commissioners have discussed the RDJ building and the Depot.

As we prepare for relocation in April of 2024, administration is once again considering next steps regarding the Depot.

In July 2019, the district secured an appraisal from Appraisal Services Inc for the Depot, located at 701 Main Avenue. In this appraisal, "the market value of the conditional fee simple interest in the appraised property, as of July 3, 2019, was \$1,200,000 to \$1,300,000". It is the advice of Petter Eriksmoen, Appraisal Services Inc., that there has been enough change in the downtown Fargo market to warrant a new appraisal. Attached to this memo is the former appraisal from July 2019.

It was approved at the September 20, 2023, Facilities Meeting that administration solicit a new appraisal of the Depot building.

For additional information or questions, please contact Broc Lietz.

Thank you.

Sample Motion: I make the motion to approve the request for permission to obtain a current appraisal of the Depot Building.

APPRAISAL REPORT

SUBJECT

**FARGO PARK DISTRICT OFFICE-DEPOT
701 Main Avenue
Fargo, ND 58102**

DATE OF REPORT

July 15, 2019

Appraisal Services Inc.

1220 MAIN AVENUE, SUITE 125
FARGO, NORTH DAKOTA 58103
PHONE: (701) 235-1189

CLIENT

Fargo Park District
701 Main Avenue
Fargo, ND, 58102

EFFECTIVE DATE OF VALUE

As Is Value - July 3, 2019

PREPARED BY

Neal A. Eriksmoen, MAI

neal@asind.com

File # 19E189

Appraisal Services Inc.

Neal A. Eriksmoen, MAI
Marit M. Eriksmoen
Petter N. Eriksmoen
Alan P. Leirness, MAI, CCIM
Jeffrey M. Mangen

1220 Main Avenue, Suite 125
Fargo, ND 58103-8201
Phone (701) 235-1189
Fax (701) 235-9465

July 15, 2019

Mr. Tyler Kirchner, RLA
Fargo Park District
701 Main Avenue
Fargo, ND, 58102

Dear Mr. Kirchner, RLA:

Per your request, I have completed an appraisal of the following described property:

Fargo Park District Office-Depot
701 Main Avenue
Fargo, ND

This appraisal report was prepared at the request of Fargo Park District to be used as the basis for a potential sale. The intended user is limited to Fargo Park District. It is not to be relied on by any other parties for any other purpose, whatsoever.

The appraised property is improved with a two-story, masonry depot building that was constructed in 1898. It is located on a narrow rectangular shaped parcel with about 680 feet of frontage on Main Avenue and a fee-owed depth ranging from 64 feet to 74.50 feet. The width of the site is expanded 29.5 feet to 30 feet by two permanent easements, allowing encroachment of the main building and areas for on-site parking and walkways unto adjacent railway right-of-way. The building has been renovated into office space and is occupied by the Fargo Park District. Additional site improvements include a small park area and on-site parking for 70 parking spaces.

The appraisal relate the conditional fee simple interest (subject to easements), as if vacant and ready for occupancy.

I personally viewed the appraised property and have conducted an appraisal analysis of the factors that bear upon the value of the real estate. Based on the appraisal analysis summarized herein, it is my opinion that the market value of the conditional fee simple interest in the appraised property, as of July 3, 2019, was \$1,200,000 to \$1,300,000.

The appraised value includes the site, existing building and site improvements. The appraised value does not include any of the occupant's furniture, fixtures or equipment.

The value conclusion includes the current balance of special assessments, which are reported to be \$4,626.92. It is customary in the local area for the buyer to assume special assessments since they are normally financed at low simple interest rates. The balance of special assessments is minimal and has little impact on the overall value of the property.

The accompanying appraisal report contains a summary of the data, reasoning and analysis, which was used in the appraisal process to develop the appraiser's opinion of value. Additional supporting

Mr. Kirchner, RLA
July 15, 2019
Page 2

documentation has been retained in the appraiser's work file. The report is considered to conform to the Uniform Standards of Professional Appraisal Practice (USPAP).

This appraisal assignment was not based on a requested minimum valuation or specific valuation or approval of a loan. The appraised value reflects a typical exposure period of nine to eighteen months. Due to stable market conditions, the marketing time was also estimated to be nine to eighteen months.

Please call if any further information is required.

Respectfully submitted,

APPRAISAL SERVICES INC.

A handwritten signature in black ink, appearing to read 'Neal A. Eriksmoen', with a long horizontal flourish extending to the right.

Neal A. Eriksmoen, MAI
ND Certified General Appraiser #CG-1027
MN Non-Resident Appraiser: Certified General License #4000890
SD State Certified General Appraiser License #859CG

NAE/tim



MEMORANDUM

DATE: September 27, 2023

TO: Fargo Park Board Commissioners

FROM: Susan Faus, Interim Executive Director

RE: Agenda Item No. 3 – The Arts Partnership Presentation

At the Park Board Meeting on October 3, 2023, Tania Blanich, Executive Director, of The Arts Partnership will share information about The Arts Partnership and give an update on what they do.

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

Thank you.



MEMORANDUM

DATE: September 27, 2023

TO: Fargo Park Board Commissioners

FROM: Broc T. Lietz, Finance Director

RE: Agenda Item No. 4 - Board to consider and approve awarding of sale of General Obligation bonds, Series 2023A for Phase II of Fargo Parks Sports Center

On October 3, 2023, Public Finance Management will be receiving bids for the General Obligation Bonds, Series 2023A. This was brought to August 8, 2023, board meeting, at which time the commissioners approved the RESOLUTION PROVIDING FOR THE COMPETATIVE SALE OF \$34,000,000 GENERAL OBLIGATION BONDS, SERIES 2023A. The Fargo Park District has also applied for and received a commitment letter for a \$2.8 million Bank Of North Dakota Infrastructure loan. As a result, the General Obligation Bonds, Series 2023A will be for \$31.2 million with the BND loan making up the difference.

We will not know our rates until the time of the board meeting, so there will be a full presentation and completed resolution regarding the results of the bond bid at the meeting. Should the bonds not be favorable the board will be able to reject bids and look at a secondary option. Currently, we are not anticipating any issues for an unfavorable rate, but want to assure you that the board has the final decision at the time of the board meeting.

Should you have any questions regarding the pending bond bid and sale, please feel free to contact me prior to the board meeting.

Thank you.

Sample Motion: I move to approve the sale of General Obligation Bonds, Series 2023A, as presented.



MEMORANDUM

DATE: September 28, 2023

TO: Fargo Park Board Commissioners

FROM: Broc T. Lietz, Finance Director

RE: Agenda Item No. 5 - Board to consider for approval the issuance of North Dakota Infrastructure Loan for Phase II of Fargo Parks Sports Center

The 2023 North Dakota State Legislative Assembly passed legislation which made the Bank Of North Dakota (BND) Infrastructure loan program available to Park Districts throughout the state. This is an interest reduction loan program offered to state entities and political subdivisions. Currently, the infrastructure loan has a fixed 2% rate. The legislation also carried an emergency clause, with an April 11, 2023, effective date.

As a result, the Fargo Park District worked collaboratively with our partners, JLG Architects, McGough Construction, and PFM, Financial Advisors LLC to determine what infrastructure costs associated with the Fargo Parks Sports Center qualified under the new legislation. The team has identified \$2.8 million in associated costs. The district finance team completed the application and received a commitment letter from the BND on August 29, 2023, awarding the Fargo Park District \$2.8 million in infrastructure loan. This loan will reduce the General Obligation Bond, Series 2023A, by the same amount.

The BND Loan documentation is General Obligation Park Facilities Bond, Series 2023, attached to this memo. This bond will be issued on November 1, 2023. As previously stated, this is in connection to the \$34,000,000 General Obligation Bond, Series 2023A.

Should you have any questions regarding the pending BND Loan, please feel free to contact me prior to the board meeting.

Thank you.

Sample Motion: I move to approve the General Obligation Park Facilities Bond, Series 2023 as presented.

\$2,800,000
PARK DISTRICT OF THE CITY OF FARGO, NORTH DAKOTA
GENERAL OBLIGATION PARK FACILITIES BOND, SERIES 2023

BOND RESOLUTION

BE IT RESOLVED by the Board of Park Commissioners (the "Board") of the Park District of the City of Fargo, North Dakota (the "Park District"), as follows:

SECTION 1. AUTHORIZATION AND NEGOTIATED TERMS.

1.01. The Board has determined it necessary to make infrastructure improvements related to the Fargo Park Sports Complex (the "Project"). On August 2, 2022, the Board adopted an Initial Resolution by a two-thirds vote for the purpose of authorizing the issuance of up to \$34,000,000 in general obligation bonds under the authority of N.D.C.C. Section 21-03-07(11). The Initial Resolution was published on August 3, 2022 in the *Fargo Forum*, a newspaper of general circulation, printed and published in the City of Fargo, North Dakota. The Clerk has certified that, within 60 days after the aforementioned publication, there were not received written protests against adoption of the Initial Resolution signed by the owners of taxable property having an assessed valuation equal to five percent or more of the assessed valuation of all taxable property within the Park District. It is hereby found and determined that it is desirable and in the best interest of the Park District to now issue bonds for the purpose of providing funds, together with any other funds available, to finance the Project.

1.02. The Park District has received a commitment from the Bank of North Dakota ("BND") dated August 29, 2023 (the "Commitment Letter") to provide up to \$2,800,000 of financing through the Infrastructure Revolving Loan Fund, N.D.C.C. Section 6-09-49. The Board hereby finds and determines that acceptance of this commitment is in the best interest of the Park District. The Park District has received a proposed Loan Agreement dated as of November 1, 2023 (the "Loan Agreement"), from BND to purchase the Bond upon the terms and conditions set forth therein and in the Commitment Letter.

1.03. There is hereby authorized to be issued a bond of the Park District to be designated "Park District of the City of Fargo, North Dakota, General Obligation Park Facilities Bond, Series 2023" (the "Bond") in the principal amount of \$2,800,000. The Bond is issued pursuant to N.D.C.C. Chapter 21-03. The Bond shall be issued in accordance with the terms and conditions set forth in this Resolution, the Loan Agreement, and the Commitment Letter.

1.04. The issuance of the Bond will not exceed any statutory or constitutional limit on indebtedness of the Park District.

SECTION 2. FORM OF BOND.

2.01. The Bond shall be printed in substantially the form on file with the Clerk.

SECTION 3. BOND TERMS, EXECUTION, AND DELIVERY.

3.01. The Bond shall be initially issued as a single fully registered bond, numbered R-1, dated November 1, 2023, and shall be payable in annual installments of principal and interest each May 1 commencing May 1, 2024, in accordance with the amortization schedule to be attached to the Bond. The final maturity date of the Bond shall be May 1, 2043. The Bond shall bear interest on the outstanding principal from date of first loan advance until maturity or earlier redemption at the rate of 2.00% per annum.

Scheduled debt service shall be paid by check or draft mailed by the Clerk as Paying Agent to the registered owner of the Bond on the close of business on the fifteenth (15th) day (or the following business day) of the immediately preceding month; provided, however, that the final principal payment is payable only upon presentation and surrender of this Bond at the principal office of the Bond Registrar and Paying Agent.

The Bond is subject to redemption at the option of the Park District in whole or in part on any date at a price of par plus accrued interest. Not less than thirty (30) days prior to the date specified for redemption of any of the Bond, the Park District will mail notice of the call thereof to the registered owner and the Paying Agent. Upon partial redemption of any Bond, an appropriate notation will be made to the amortization schedule attached to the Bond specifying the remaining principal and interest payments on the Bond.

The principal amount of a partial prepayment may, in the sole option and discretion of the Park District, (i) be applied to a future principal payment of the Bond in a manner determined by BND, or (ii) be applied to reduce each unpaid principal installment required with respect to the Bond in the proportion that such installment bears to the total of all unpaid principal installments (i.e., the remaining principal payment schedule shall be re-amortized to provide proportionately reduced principal payments in each year).

3.02. The Bond shall be executed on behalf of the Park District by the manual signatures of the President and Clerk. When the Bond has been prepared and executed, the Park District Clerk shall deliver the same to the purchaser thereof. The purchaser shall not be obligated to see to the application of the purchase price, but such net proceeds, other than accrued interest, shall be disbursed solely in payment of valid claims duly allowed by the Board for the purpose for which the Bond was authorized.

3.03. Books for the registration and for the transfer of the Bond as provided in this Resolution shall be kept by the Clerk, who is hereby appointed the Bond Registrar and Paying Agent of the Park District for the Bond. Upon surrender for transfer of any Bond at the office of the Bond Registrar duly endorsed for transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing, the Park District shall execute, and the Bond Registrar shall authenticate and deliver in the name of the transferee or transferees a new Bond for a like aggregate principal amount.

The Bond Registrar shall not be required to transfer or exchange any Bond (i) during the period beginning on the fifteenth (15th) day of the month next preceding any Interest Payment Date and ending on such Interest Payment Date, (ii) during the period of fifteen (15) days next preceding the day for the selection of Bond to be redeemed or, (iii) selected, called, or being called for redemption in whole or in part.

SECTION 4. BOND PRINCIPAL DRAW REQUESTS.

4.01. The principal amount of the Bond shall be advanced, from time to time, by BND to the Park District, only for the purpose of paying cost of issuance of the Bond and amounts due to contractors or others for the cost of construction of the Project properly incurred, or the reimbursement to the Park District for payments made for the cost of construction of the Project properly incurred. BND shall disburse the principal amount of this Bond upon receipt of a voucher signed by an authorized officer of the Park District in substantially the form on file with the Clerk in accordance with Section 1.06 of the Loan Agreement. Loan advances shall be recorded on the grid on the back of the Bond.

4.02. For purposes of complying with the requirements of this Section, BND may conclusively rely and shall be protected in acting or refraining from acting upon receipt of the voucher from the Park District, which may be submitted electronically or by facsimile. BND shall not be bound to make an investigation into the facts or matters stated in any principal draw request of the Park District. BND shall not be responsible to collect lien waivers.

SECTION 5. BOND LOAN FUND AND TAX LEVIES.

5.01. So long as any of the Bonds are outstanding and unpaid, the Clerk shall maintain a sinking fund to be designated “General Obligation Park Facilities Bond, Series 2023 Bond Fund” (the “Bond Fund”) as a separate and special bookkeeping account on the official books and records of the Park District to be used for no purpose other than the payment of the principal of and interest on the Bond. The Clerk shall deposit in the Bond Fund the proceeds of all taxes levied and other money which may, at any time, be received for or appropriated to the payment of such Bond and interest, including the taxes levied by this Resolution. The Bond Fund shall be applied commencing May 1, 2024, and annually thereafter to and including May 1, 2043, to the payment of the principal of and interest on the Bond as such principal and interest becomes due.

If the balance in the Bond Fund is ever insufficient to pay all principal and interest then due on such Bond, the Park District shall nevertheless provide sufficient money from other funds of the Park District which are available for that purpose, and such other funds shall be reimbursed from the proceeds of the taxes levied for the Bond Fund.

5.02. The full faith and credit and taxing powers of the Park District are irrevocably pledged for the prompt and full payment of the principal of and interest on the Bond as such principal and interest respectively become due. For that purpose, a direct, annual, ad valorem tax is levied upon all taxable property within the corporate limits of the Park District, in addition to

all taxes heretofore levied, to be spread upon the tax rolls prepared in each of the following years and collected in each of the respective ensuing years in the following respective amounts:

<u>Levy Years</u>	<u>Collection Years</u>	<u>Amount</u>	<u>Levy Years</u>	<u>Collection Years</u>	<u>Amount</u>
2023	2024	\$190,500	2033	2034	\$176,500
2024	2025	\$189,500	2034	2035	\$175,000
2025	2026	\$188,000	2035	2036	\$173,500
2026	2027	\$186,500	2036	2037	\$172,000
2027	2028	\$185,500	2037	2038	\$170,500
2028	2029	\$184,000	2038	2039	\$169,000
2029	2030	\$182,500	2039	2040	\$167,500
2030	2031	\$181,000	2040	2041	\$166,000
2031	2032	\$179,500	2041	2042	\$164,500
2032	2033	\$178,000	2042	2043	\$162,500

Said taxes shall be irrevocable so long as the Bond is outstanding and unpaid, provided that the Park District reserves the right and power to reduce the levy in the manner and to the extent permitted by N.D.C.C. Section 21-03-15. And provided further that the Park District reserves the right and power to modify the levy in accordance with the final amortization schedule with the consent of BND. Pursuant to N.D.C.C. Section 57-15-31(2) the levy is 105% of annual debt service requirements rounded off to accommodate the discount for taxes paid prior to February 15th of each tax year and late payments. The Board shall reduce the annual levy as necessary to accommodate any surplus.

SECTION 6. CERTIFICATIONS OF PROCEEDINGS.

6.01. There shall be filed in the office of the Cass County Auditor a copy of this Resolution and said County Auditor shall provide a certificate stating that this Resolution has been so filed and that the Bond has been recorded substantially in the manner provided in N.D.C.C. Section 21-03-23.

6.02. The officers of the Park District are authorized and directed to prepare and furnish to the purchasers of the Bond and to Bond Counsel certified copies of all proceedings and records of the Park District relating to the authorization and issuance of the Bond and such other affidavits and certificates as may reasonably be required to show the facts appearing from the officers' books and records or are otherwise known to them. All such certified copies, certificates, and affidavits, including any heretofore furnished, constitute representations of the Park District as to the correctness of the facts recited therein and the actions stated therein to have been taken.

6.03. The Loan Agreement is hereby approved in substantially the form heretofore presented to the Park District, and in the form executed is hereby incorporated by reference and made a part of this Resolution. Each and all of the provisions of this Resolution relating to the Bond are intended to be consistent with the provisions of the Loan Agreement, and to the extent that any provision in the Loan Agreement is in conflict with this Resolution as it relates to the

Bond, that provision in the Loan Agreement shall control and this Resolution shall be deemed accordingly modified. The President and Clerk, in consultation with counsel, are hereby authorized and directed to execute the Loan Agreement. The execution of the Loan Agreement by the appropriate officers shall be conclusive evidence of the approval of the Loan Agreement in accordance with the terms hereof. The Loan Agreement may be attached to the Bond and shall be attached to the Bond if the holder of the Bond is any person other than BND.

6.04. When the Bond has been discharged as provided in this paragraph, all pledges, covenants, and other rights granted by this Resolution shall cease. The Park District may discharge the principal installments on the Bond due on any date by depositing with BND on or before that date a sum sufficient for the payment thereof in full; or if the Bond should not be paid when due, the same may nevertheless be discharged by depositing with BND a sum sufficient for the payment thereof in full with interest accrued from the due date to the date of such deposit. The Park District may also discharge the Bond called for redemption on any date when it is prepayable according to its terms, by depositing with BND on or before said date the principal, premium, if any, and interest then coming due.

6.05. The President and Clerk, in consultation with counsel, are hereby authorized to deliver certificates which cure ambiguities, defects or omissions herein, correct, amend, or supplement any provision herein, all in furtherance of the financing contemplated by the Commitment Letter. Such authorization shall include, but is not limited to, adjustment of the amortization schedule and issuance of a revised bond in the event the amortization schedule is adjusted with the consent of BND.

Dated: October 3, 2023.

**PARK DISTRICT OF THE
CITY OF FARGO, NORTH DAKOTA**

ATTEST:

President, Board of Park Commissioners

Clerk

(S E A L)

The governing body of the Park District acted on the foregoing resolution at a properly noticed meeting held in Fargo, North Dakota, on October 3, 2023, with the motion for adoption made by _____ and seconded by _____, and the roll call vote on the motion was as follows:

"Aye" _____

"Nay" _____

Absent _____

Abstain _____



MEMORANDUM

DATE: September 27, 2023

TO: Fargo Park Board Commissioners

FROM: Broc Lietz, Finance Director

RE: Agenda Item No. 6 – Board to discuss and consider approval of 2023 Annual Budget

At the August 8, 2023, Board Meeting, the commissioners approved the 2024 preliminary budget. The Fargo Park District held its annual budget hearing on September 5, 2023, for the purpose of public input on the 2024 budget.

The administration has made minor line-item adjustments within the budget since preliminary approval which were presented and discussed at the September 20, 2023 Facilities Meeting. Included in the 2024 Budget Report is an estimated reduction in the Tax Mill Levy of 1.35 Mills.

The recommendation for your consideration is to approve the 2024 annual budget as presented and direct the administration to submit the budget to the county for final certification.

For additional information or questions, please contact Broc Lietz.

Thank you.

Sample Motion: I move to approve the 2024 Annual Budget as presented.



PARK DISTRICT OF THE CITY OF FARGO

2024 Final Budget Report

Park District of the City of Fargo

2024 Budget

Table of Contents

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

PARK DISTRICT OF THE CITY OF FARGO

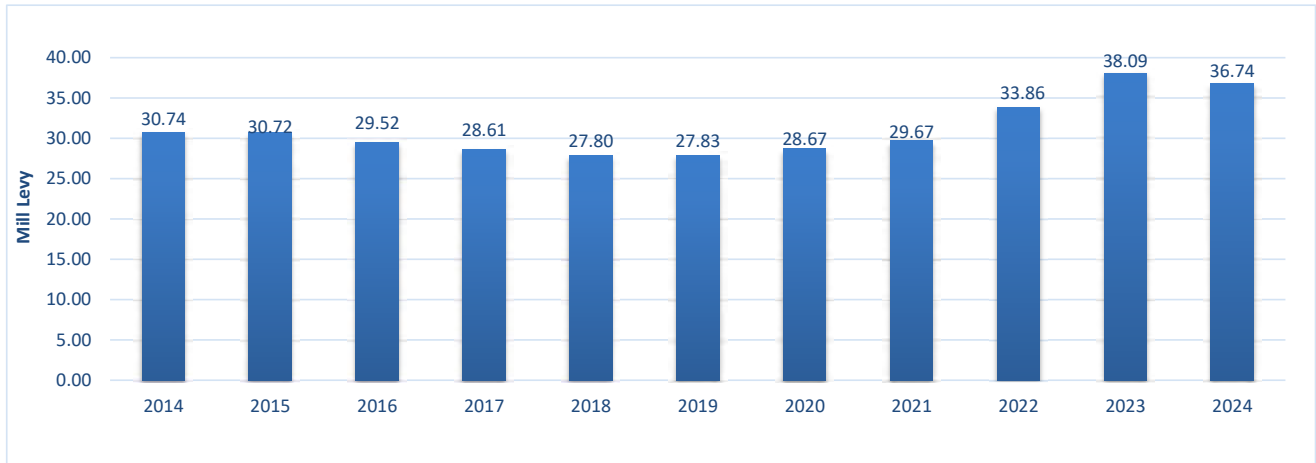
2024 Budget

Description	2023 Final		2024 Estimated	
	Amount	Mill Levy	Amount	Mill Levy
General Fund - Parks	\$ 14,787,636	20.66	\$ 16,562,152	20.62
Park & Recreation Facilities	\$ 3,442,814	4.81	\$ 3,863,839	4.81
Debt Service Fund	9,032,912	12.62	9,085,244	11.31
Totals	\$ 27,263,362	38.09	\$ 29,511,235	36.74

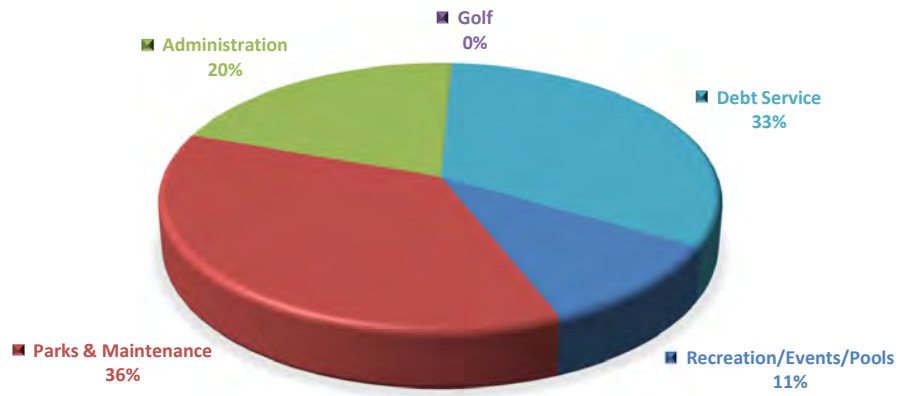
Actual/Estimated Value of 1.0 Mill	\$ 715,762	\$ 803,296
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Fargo Park District Mill Levy History 2014 to Proposed 2024 Levy

Year	Mill Levy	Change
2014	30.74	(0.51)
2015	30.72	(0.02)
2016	29.52	(1.20)
2017	28.61	(0.91)
2018	27.80	(0.81)
2019	27.83	0.03
2020	28.67	0.84
2021	29.67	1.00
2022	33.86	4.19
2023	38.09	4.23
2024	36.74	(1.35)



FARGO PARK DISTRICT
BUDGET 2024
USE OF MILL LEVY TAXES 2024



PARK DISTRICT OF THE CITY OF FARGO

2024 Budget

2024 GENERAL FUND BUDGET SUMMARY

CASH BALANCE JANUARY 1, 2023	\$	13,003,099
REVISED 2023 REVENUES & TRANSFER		<u>29,979,984</u>
RESOURCES AVAILABLE FOR 2023	\$	42,983,082
REVISED 2023 EXPENDITURES & TRANSFERS		<u>(30,578,869)</u>
PROJECTED CASH BALANCE JANUARY 1, 2024	\$	12,404,213
PROJECTED 2024 REVENUES & TRANSFERS		<u>34,137,423</u>
RESOURCES AVAILABLE FOR 2024	\$	46,541,636
PROJECTED 2024 EXPENDITURES		<u>(34,137,423)</u>
PROJECTED CASH BALANCE JANUARY 1, 2024		12,404,213

PROJECTED 2024 REVENUES	\$	34,137,423
PROJECTED 2024 EXPENDITURES		<u>(34,137,423)</u>
REVENUES OVER (UNDER) EXPENDITURES	\$	<u><u>(0)</u></u>

PARK DISTRICT OF THE CITY OF FARGO
 2024 Budget
 General Fund Revenues by Source and Expenditures by Function

	Actual 2022	Projected 2023	Budgeted 2023	Final Budget 2024
REVENUES				
Taxes	\$ 15,838,821	\$ 17,331,054	\$ 18,455,122	\$ 19,669,478
Charges for Services	9,500,988	8,631,028	8,589,747	10,360,284
Intergovernmental	3,428,738	3,292,326	3,074,900	3,425,000
Interest	276,514	612,035	200,000	570,011
Miscellaneous	281,571	113,540	259,100	112,650
TOTAL REVENUES	\$ 29,326,633	\$ 29,979,984	\$ 30,578,869	\$ 34,137,423
EXPENDITURES				
Recreation	\$ 1,325,622	\$ 1,425,223	\$ 1,500,317	\$ 1,744,901
Events	416,564	548,678	547,221	557,947
Concessions	356,566	497,721	483,629	709,744
Golf	3,917,892	5,120,162	4,892,491	4,107,393
Facilities	2,586,181	2,329,914	1,969,709	1,002,997
Fargo Parks Center	-	-	-	1,900,789
Neighborhood Parks	1,452,692	1,231,894	1,107,593	2,758,613
Swimming Pools	1,262,024	1,141,982	1,851,202	1,207,738
Park Maintenance	4,458,027	5,714,639	5,680,644	6,457,613
Administration	5,915,240	5,993,008	6,761,467	7,338,468
Broadway Square	316,894	321,014	337,615	353,005
Forestry	1,204,935	1,172,517	1,193,278	1,473,231
Courts Plus	2,256,135	2,405,554	2,427,799	2,442,986
TOTAL EXPENDITURES	\$ 25,468,773	\$ 27,902,306	\$ 28,752,965	\$ 32,055,425
Revenue Over (Under) Expenditures	\$ 3,857,860	\$ 2,077,677	\$ 1,825,904	\$ 2,081,998
OTHER FINANCING SOURCES (USES)				
Transfer to Capital Projects Fund	\$ (3,700,945)	\$ (1,745,904)	\$ (1,825,904)	\$ (2,106,998)
Sale of Capital Assets	164,865	-	-	25,000
Bond/Lease Proceeds	1,534,413	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ (2,001,667)	\$ (1,745,904)	\$ (1,825,904)	\$ (2,081,998)
Net Change in Fund Balances	\$ 1,856,193	\$ 331,773	\$ (0)	\$ (0)
CASH BALANCE, BEGINNING OF YEAR	\$ 11,146,906	\$ 13,003,099	\$ 13,003,099	\$ 13,003,099
ESTIMATED CASH BALANCE-END OF YEAR	\$ 13,003,099	\$ 13,334,872	\$ 13,003,099	\$ 13,003,098

Park District of the City of Fargo
 2024 Final Budget, General Fund Department Details

		Actual 2022	Projected 2023	Budget 2023	Final Budget 2024
RECREATION					
Revenues					
01.01.68.4010.00	ADMISSIONS	3,504	6,454	4,200	4,199
01.01.**.4060.**	MERCHANDISE SOLD	2,065	6,160	1,815	1,815
01.01.90.4065.00	PERMIT FEES	15,150	12,444	12,000	13,000
01.01.**.4100.**	SKI RENTALS	10,262	23,960	15,800	16,900
01.01.**.4320.**	PROGRAM INCOME	483,276	479,962	533,374	555,656
01.01.44.4340.00	FACILITY RENTALS	675	960	300	500
01.01.**.4620.**	PICTURES	3,178	-	4,250	3,250
01.01.**.4670.**	SPONSORSHIP/DONATIONS	5,000	20,000	5,000	41,350
01.01.**.4672.**	ADVERTISING REVENUE	68,305	72,453	115,290	65,613
01.01.70.4675.00	FOUNDATION DONATIONS	2,553	182	7,000	7,000
01.01.90.4700.00	MISCELLANEOUS REVENUE	2,000	-	-	1,000
Total Revenues		595,967	622,576	699,029	710,283
Expenses					
Personnel					
01.01.**.5100.**	FULL TIME COMPENSATION	653,863	678,798	784,466	829,975
01.01.01.5105.00	COMMISSION	8,660	10,508	420	11,000
01.01.**.5200.**	PART TIME COMPENSATION	383,060	464,749	416,127	546,393
01.01.90.5540.00	UNEMPLOYMENT	502	(610)	1,500	1,000
Total Personnel		1,046,084	1,153,445	1,202,513	1,388,368
Operating Expenses					
01.01.**.6010.**	BANK FEES	41,833	60,684	20,400	45,500
01.01.**.6030.**	PROMOTION/ADVERTISING	4,492	7,089	10,800	14,317
01.01.**.6050.**	MILEAGE	12,886	17,501	13,450	15,950
01.01.**.6070.**	COMPUTER SERVICE FEES	35,948	16,298	52,900	51,000
01.01.**.6090.**	RECURRING MAINTENANCE	4,791	6,173	4,600	6,100
01.01.**.6100.**	GENERAL SUPPLIES	322	1,931	2,800	2,200
01.01.**.6115.**	UNIFORMS	2,190	7,294	3,959	4,507
01.01.01.6125.00	SOLD ADVERTISING EXPENSES	5,202	1,828	8,380	10,280
01.01.90.6130.00	MEALS & MEETINGS	-	-	100	100
01.01.68.6140.00	MERCHANDISE RESALE	-	3,496	563	563
01.01.90.6150.00	OFFICE SUPPLIES	670	1,880	2,000	2,000
01.01.**.6170.**	PRINTING	-	-	300	800
01.01.64.6180.00	PURCHASED SERVICES	-	-	250	-
01.01.**.6200.**	PROGRAM EXPENSES	91,368	121,057	125,001	140,613
01.01.**.6230.**	SALES TAX	1,332	2,643	1,804	1,578
01.01.**.6240.**	TELEPHONE/INTERNET	4,358	5,558	6,518	6,275
01.01.**.6245.**	PROFESSIONAL DEVELOPMENT	6,075	4,804	24,750	28,100
01.01.**.6250.**	TRAVEL	91	-	-	600
01.01.70.6355.00	FPD RENT	-	-	2,880	-
01.01.**.6380.**	MISC EXPENSE	-	-	250	350
01.01.64.6410.00	REPAIR FACILITY & EQUIPMENT	-	6,660	10,000	10,000
01.01.**.6420.**	REPAIR MOBILE	541	-	-	200
01.01.90.6480.00	POSTAGE	442	-	500	500
Total		212,542	264,895	292,204	341,533
Capital/Transfer/Debt					
01.01.**.7020.**	SCHEDULED EQUIPMENT	50,131	4,205	3,100	10,000
01.01.70.7075.00	FOUNDATION DONATION EXPENSES	9,701	2,678	-	-
01.01.90.7080.00	UNSCHEDULED RECREATION EQUIP	7,163	-	2,500	5,000
01.01.90.7800.00	TRANSFER TO FD 40	10,000	10,000	10,000	-
Total Capital/Transfer/Debt		76,996	16,883	15,600	15,000
Total Expenses		1,335,622	1,435,223	1,510,317	1,744,901
Total Recreation		(739,655)	(812,647)	(811,288)	(1,034,618)

Park District of the City of Fargo
 2024 Final Budget, General Fund Department Details

		Actual 2022	Projected 2023	Budget 2023	Final Budget 2024
EVENTS					
Revenues					
01.05.**.4010.**	ADMISSIONS	35,420	45,738	41,400	48,300
01.05.**.4060.**	MERCHANDISE - TAXABLE	7,857	-	5,100	-
01.05.**.4320.**	PROGRAM INCOME	19,571	22,715	20,885	22,152
01.05.**.4620.**	VENDOR FEES	29,448	22,910	35,100	34,575
01.05.**.4670.**	SPONSORSHIP/DONATIONS	17,960	28,438	22,800	36,250
01.05.43.4700.00	MISCELLANEOUS INCOME	72	-	-	-
Total Revenues		110,327	119,800	125,285	141,277
Expenses					
Personnel					
01.05.01.5100.00	FULL TIME COMPENSATION	150,959	181,322	176,541	198,180
01.05.**.5200.**	PART TIME COMPENSATION	55,365	87,423	90,328	84,717
Total Personnel		206,325	268,744	266,869	282,897
Operating Expenses					
01.05.**.6010.**	BANK FEES	5,528	9,998	3,700	-
01.05.**.6030.**	PROMOTION/ADVERTISING	41,378	65,681	69,000	65,950
01.05.01.6050.00	MILEAGE	2,384	1,331	3,000	3,000
01.05.01.6070.00	COMPUTER SERVICE FEES	6,810	3,435	3,000	-
01.05.**.6090.**	RECURRING MAINTENANCE	5,135	4,909	1,000	-
01.05.**.6100.**	GENERAL SUPPLIES	411	54	4,050	-
01.05.01.6115.00	UNIFORMS	-	1,080	1,500	-
01.05.01.6130.00	MEALS & MEETINGS	149	90	200	750
01.05.31.6140.00	MERCHANDISE RESALE (COGS)	42	-	-	-
01.05.01.6150.00	OFFICE SUPPLIES	602	391	1,000	1,000
01.05.**.6170.**	PRINTING	2,727	2,982	7,972	13,925
01.05.**.6180.**	PURCHASED SERVICES	2,008	16,166	9,000	9,000
01.05.**.6200.**	EVENT EXPENSES	127,811	149,289	154,230	165,925
01.05.**.6230.**	SALES TAX	2,661	1,830	-	-
01.05.01.6240.00	TELEPHONE/INTERNET	2,659	3,361	3,000	-
01.05.01.6245.00	PROFESSIONAL DEVELOPMENT	2,234	14,337	13,500	10,000
01.05.01.6380.00	MISC EXPENSE	-	-	200	500
01.05.31.6450.00	DONATIONS	2,312	-	-	-
01.05.01.6480.00	POSTAGE	5	-	1,000	-
Total		204,855	274,934	275,352	270,050
Capital/Transfer/Debt					
01.05.01.7020.00	SCHEDULED EQUIPMENT	5,384	-	-	-
01.05.01.7080.00	UNSCHEDULED EQUIPMENT	-	5,000	5,000	5,000
Total		5,384	5,000	5,000	5,000
Total		416,564	548,678	547,221	557,947
Total Events		(306,237)	(428,878)	(421,936)	(416,670)

Park District of the City of Fargo
 2024 Final Budget, General Fund Department Details

		Actual 2022	Projected 2023	Budget 2023	Final Budget 2024
CONCESSIONS					
Revenues					
01.08.**.4060.**	FOOD SALES	323,153	369,216	349,580	583,200
01.08.85.4670.00	SPONSORSHIP/DONATIONS	15,000	15,000	15,000	15,000
Total Revenues		338,153	384,216	364,580	598,200
Expenses					
Personnel					
01.08.85.5100.00	FULL TIME COMPENSATION	117,060	150,597	144,027	223,109
01.08.**.5200.**	PART TIME COMPENSATION	74,801	122,200	140,313	167,725
01.08.85.5540.00	UNEMPLOYMENT	(26)	-	-	-
Total Personnel		191,835	272,797	284,340	390,834
Operating					
01.08.85.6010.01	BANK FEES	3,872	6,097	5,000	4,000
01.08.85.6030.00	PROMOTION/ADVERTISING	-	9	-	-
01.08.85.6050.00	MILEAGE	984	-	2,000	2,000
01.08.85.6070.00	COMPUTER SERVICE FEES	5,396	5,997	2,000	2,000
01.08.**.6090.**	RECURRING MAINTENANCE	350	380	570	1,020
01.08.**.6100.**	GENERAL SUPPLIES	5,134	6,591	6,250	6,000
01.08.85.6115.00	UNIFORMS	304	1,083	500	600
01.08.85.6130.00	MEALS & MEETINGS	-	-	-	100
01.08.**.6140.**	COGS - FOOD	104,119	161,857	127,600	218,170
01.08.85.6145.00	CONCESSION WASTE	17,603	8,977	18,000	18,000
01.08.85.6170.00	PRINTING	-	-	100	-
01.08.**.6230.**	SALES TAX	17,712	19,000	19,069	33,270
01.08.85.6240.00	TELEPHONE/INTERNET	5,048	4,385	6,000	5,000
01.08.85.6245.00	PROFESSIONAL DEVELOPMENT	-	1,290	6,000	6,000
01.08.85.6250.00	TRAVEL	-	280	-	-
01.08.85.6270.00	GAS/OIL	340	1,675	-	500
01.08.**.6380.**	MISC EXPENSE	785	470	200	250
01.08.**.6410.**	REPAIR FACILITY & EQUIPMENT	1,925	-	500	1,000
01.08.85.6420.00	REPAIR MOBILE	-	1,132	500	1,000
Total Operating		163,573	219,223	194,289	298,910
Capital/Transfer/Debt					
01.08.85.7020.00	EQUIPMENT	-	701	-	5,000
01.08.**.7080.**	UNSCHEDULED EQUIPMENT	1,158	5,000	5,000	15,000
Total Capital/Transfer/Debt		1,158	5,701	5,000	20,000
Total Expenses		356,566	497,721	483,629	709,744
Total Concessions		(18,413)	(113,505)	(119,049)	(111,544)

Park District of the City of Fargo
2024 Final Budget, General Fund Department Details

		Actual 2022	Projected 2023	Budget 2023	Final Budget 2024
GOLF COURSES					
Revenues					
01.10.**.4060.**	FOOD SALES	5,014	-	6,250	-
01.10.**.4340.**	RENTAL INCOME	102,990	70,405	111,200	73,200
01.10.46.4380.00	POP MACHINES	865	147	900	900
01.10.**.4460.**	GREEN FEES	1,441,261	1,268,556	1,389,342	1,573,857
01.10.**.4480.**	SEASON TICKETS	1,088,892	1,115,618	959,648	1,282,784
01.10.**.4500.**	GAS GOLF CARTS	751,490	686,839	656,276	819,759
01.10.**.4540.**	DRIVING RANGE	314,121	317,322	288,233	329,000
01.10.46.4671.00	GRANT REVENUE	1,009	-	-	-
01.10.**.4672.**	ADVERTISING REVENUE	12,427	11,690	68,480	35,000
01.10.40.4675.00	FOUNDATION DONATIONS	-	12,000	-	-
01.10.**.4700.**	MISC INCOME	32,730	14,196	4,000	-
Total Revenues		3,750,799	3,496,773	3,484,329	4,114,500
Expenses					
Personnel					
01.10.**.5100.**	FULL TIME COMPENSATION	744,444	752,422	800,008	1,125,523
01.10.**.5200.**	PART TIME COMPENSATION	753,460	877,436	807,404	724,932
01.10.**.5540.**	UNEMPLOYMENT	1,088	2,026	150	-
Total Personnel		1,498,991	1,631,883	1,607,562	1,850,454
Operating Expenses					
01.10.**.6010.**	BANK FEES	138,048	174,853	119,400	95,829
01.10.**.6030.**	PROMOTION/ADVERTISING	20,226	90,082	61,860	65,779
01.10.**.6050.**	MILEAGE	1,680	499	2,900	12,400
01.10.**.6070.**	COMPUTER SERVICE FEES	64,035	179,604	91,690	106,875
01.10.**.6090.**	RECURRING MAINTENANCE	29,378	32,346	24,300	25,450
01.10.**.6100.**	GENERAL SUPPLIES	30,246	55,919	32,574	31,924
01.10.50.6110.00	INSURANCE	2,609	2,563	2,750	2,609
01.10.**.6115.**	UNIFORMS	3,627	5,891	3,200	3,300
01.10.**.6140.**	COGS	640	-	1,470	-
01.10.**.6150.**	OFFICE SUPPLIES	4,996	5,442	3,500	3,600
01.10.**.6170.**	PRINTING	3,667	17,170	9,180	9,000
01.10.**.6180.**	PURCHASED SERVICES	15,900	-	2,000	9,000
01.10.**.6190.**	RANGE BALLS	9,000	19,891	12,840	14,540
01.10.**.6230.**	SALES TAX	251,856	268,725	223,954	256,667
01.10.**.6240.**	TELEPHONE/INTERNET	26,347	34,309	25,867	28,610
01.10.**.6245.**	PROFESSIONAL DEVELOPMENT	12,659	24,348	34,910	45,625
01.10.**.6260.**	ELECTRIC	87,833	115,385	105,510	131,401
01.10.**.6270.**	GAS & OIL	97,016	101,432	102,000	106,380
01.10.**.6280.**	HEAT	24,665	46,780	14,350	41,250
01.10.**.6300.**	TOOLS MECHANICS	1,956	157	2,000	2,000
01.10.**.6320.**	WATER & CITY UTILITIES	50,838	18,709	50,150	55,150
01.10.**.6330.**	GOLF CART RENTAL	228,933	204,457	197,674	241,750
01.10.50.6350.00	BUILDING RENT	41,998	51,655	50,000	43,000
01.10.**.6360.**	IRRIGATION REPAIR	29,742	79,682	41,000	48,000
01.10.**.6380.**	MISC EXPENSE	790	450	150	150
01.10.**.6390.**	NURSERY	198,175	239,752	237,600	239,200
01.10.**.6410.**	REPAIR FACILITY & EQUIPMENT	390,199	110,905	83,600	95,000
01.10.**.6420.**	REPAIR MOBILE	84,287	114,153	74,300	79,500
01.10.**.6425.**	EQUIPMENT RENTAL	3,500	-	3,000	3,200
Total Operating Expenses		1,854,842	1,995,157	1,613,729	1,797,189
Capital/Transfers/Debt					
01.10.**.7020.**	SCHEDULED EQUIPMENT	58,691	1,076,396	1,445,450	436,250
01.10.**.7080.**	UNSCHEDULED EQUIPMENT & CAPITAL IMPROVEMENTS	12,783	20,250	23,750	23,500
01.10.10.7610.00	CONSTRUCTION	92,231	49,950	-	-
01.10.**.7620.**	BUILDING IMPROVEMENTS	204,691	144,528	-	-
01.10.50.7910.00	INTEREST	5,663	1,998	2,000	-
01.10.50.7950.00	PRINCIPLE	190,000	200,000	200,000	-
Total Capital/Transfers/Debt		564,059	1,493,122	1,671,200	459,750
Total Expenses		3,917,892	5,120,162	4,892,491	4,107,393
Total Golf Courses		(167,094)	(1,623,388)	(1,408,162)	7,107

Park District of the City of Fargo
2024 Final Budget, General Fund Department Details

		Actual 2022	Projected 2023	Budget 2023	Final Budget 2024
FACILITIES					
Revenues					
01.15.**.4010.**	ADMISSIONS	2,692	2,356	2,650	2,650
01.15.**.4060.**	MERCHANDISE SOLD	185	200	450	450
01.15.**.4080.**	DRY FLOOR RENTAL	118,308	110,607	104,925	106,500
01.15.**.4140.**	ICE RENTAL	342,720	320,739	315,288	328,667
01.15.**.4340.**	RENTAL FEES	45,886	68,585	39,800	44,725
01.15.**.4380.**	POP MACHINES	5,657	6,757	1,300	1,300
01.15.10.4400.00	VENDING MACHINES	-	-	250	250
01.15.**.4560.**	SKATE SHARPENING	264	284	1,400	1,190
01.15.16.4610.00	FPD PROGRAM RENTAL	-	-	32,398	-
01.15.**.4620.**	VENDOR FEES	-	1,663	-	-
01.15.14.4660.00	INSURANCE CLAIMS	356,887	-	-	-
01.15.**.4672.**	ADVERTISING REVENUE	-	50,000	69,425	500
01.15.**.4700.**	MISC. INCOME	2,956	19,907	185,300	5,350
01.15.12.4910.00	BOND PROCEEDS	-	-	-	-
Total Revenues		875,554	581,097	753,186	491,582
Expenses					
Personnel					
01.15.**.5100.**	FULL TIME COMPENSATION	76,140	107,391	95,581	100,484
01.15.**.5105.**	COMMISSION	-	-	490	-
01.15.**.5200.**	PART TIME COMPENSATION	162,587	211,599	167,723	152,223
01.15.**.5540.**	UNEMPLOYMENT	(40)	-	700	700
Total Personnel		238,687	318,990	264,494	253,407
Operations					
01.15.**.6010.**	BANK FEES	104	75	-	-
01.15.25.6030.00	PROMOTION/ADVERTISING	-	-	-	-
01.15.**.6050.**	MILEAGE	281	251	-	-
01.15.**.6070.**	COMPUTER SERVICE FEES	3,700	2,003	3,860	3,860
01.15.**.6090.**	RECURRING MAINTENANCE	42,771	33,952	37,250	37,250
01.15.**.6100.**	GENERAL SUPPLIES	31,219	25,717	24,000	35,000
01.15.16.6110.00	INSURANCE	-	-	12,000	-
01.15.**.6115.**	UNIFORMS	1,312	1,971	1,500	1,650
01.15.16.6130.00	MEALS & MEETINGS	149	-	150	150
01.15.16.6140.00	MERCHANDISE RESALE	167	176	300	300
01.15.**.6150.**	OFFICE SUPPLIES	1,108	838	2,500	500
01.15.16.6170.00	PRINTING	74	107	-	-
01.15.**.6180.**	PURCHASED SERVICES	810	1,980	-	-
01.15.**.6230.**	SALES TAX	220	129	330	330
01.15.**.6240.**	TELEPHONE/INTERNET	16,203	17,796	12,250	13,250
01.15.16.6245.00	PROFESSIONAL DEVELOPMENT	-	-	-	5,000
01.15.10.6250.00	TRAVEL	-	-	100	100
01.15.**.6260.**	ELECTRIC	238,307	244,718	220,500	220,500
01.15.**.6270.**	GAS/OIL	7,243	3,291	7,000	7,000
01.15.**.6280.**	HEAT	150,402	201,120	81,000	81,000
01.15.**.6300.**	SHOP TOOLS	1,101	699	1,500	1,550
01.15.**.6320.**	WATER & CITY UTILITIES	31,693	38,049	31,300	31,300
01.15.**.6380.**	MISC EXPENSE	170	396	3,250	5,750
01.15.**.6410.**	REPAIR FACILITY & EQUIPMENT	222,410	163,469	80,000	80,000
01.15.**.6420.**	REPAIR MOBILE	7,868	3,663	3,500	3,500
Total		757,313	740,401	522,290	527,990
Capital/Transfers/Debt					
01.15.**.7020.**	SCHEDULED EQUIPMENT	37,202	745,123	1,157,425	112,100
01.15.**.7080.**	UNSCHEDULED EQUIPMENT & CAPITAL IMPROVEMENTS	1,542,181	55,773	13,500	97,500
01.15.**.7620.**	BUILDING IMPROVEMENTS	10,798	469,628	12,000	12,000
Total Capital/Transfers/Debt		1,590,181	1,270,523	1,182,925	221,600
Total Expenses		2,586,181	2,329,914	1,969,709	1,002,997
Total Facilities		(1,710,627)	(1,748,817)	(1,216,524)	(511,415)

Park District of the City of Fargo
 2024 Final Budget, General Fund Department Details

		Actual 2022	Projected 2023	Budget 2023	Final Budget 2024
FARGO PARKS CENTER					
Revenues					
01.16.01.4340.00	RENTAL FEES	-	-	-	556,409
01.16.01.4671.00	GRANT REVENUE	-	-	-	210,000
01.16.**.4672.**	ADVERTISING REVENUE	-	-	-	10,000
01.16.01.4700.00	MISCELLANEOUS REVENUE	-	-	-	100,000
Total Revenues		-	-	-	876,409
Expenses					
Personnel					
01.16.01.5100.00	FULL TIME COMPENSATION	-	-	-	468,790
01.16.01.5200.00	PART TIME COMPENSATION	-	-	-	220,000
01.16.01.5540.00	UNEMPLOYMENT	-	-	-	3,444
Total Personnel		-	-	-	692,234
Operations					
01.16.01.6010.01	BANK FEES	-	-	-	3,400
01.16.01.6030.00	PROMOTION/ADVERTISING	-	-	-	53,247
01.16.01.6050.00	MILEAGE	-	-	-	900
01.16.01.6070.00	COMPUTER SERVICE FEES	-	-	-	43,920
01.16.01.6100.00	GENERAL SUPPLIES	-	-	-	60,000
01.16.01.6110.00	INSURANCE	-	-	-	85,000
01.16.01.6115.00	UNIFORMS	-	-	-	3,400
01.16.01.6180.00	PURCHASED SERVICES	-	-	-	147,400
01.16.01.6240.00	TELEPHONE/INTERNET	-	-	-	19,600
01.16.01.6245.00	PROFESSIONAL DEVELOPMENT	-	-	-	13,500
01.16.01.6250.00	TRAVEL	-	-	-	750
01.16.**.6260.**	ELECTRIC	-	-	-	325,867
01.16.**.6270.**	GAS/OIL	-	-	-	10,597
01.16.**.6280.**	HEAT	-	-	-	98,696
01.16.01.6300.00	SHOP TOOLS	-	-	-	12,000
01.16.**.6320.**	WATER & CITY UTILITIES	-	-	-	30,579
01.16.01.6380.00	MISC EXPENSE	-	-	-	67,200
01.16.01.6390.00	NURSERY	-	-	-	5,000
01.16.01.6410.00	REPAIR FACILITY & EQUIPMENT	-	-	-	17,500
Total Operations		-	-	-	998,555
Capital/Transfers/Debt					
01.16.01.7075.00	SCHEDULED EQUIPMENT	-	-	-	210,000
Total Capital/Transfers/Debt		-	-	-	210,000
Total Expenses		-	-	-	1,900,789
Total FARGO PARKS CENTER		-	-	-	(1,024,380)

Park District of the City of Fargo
 2024 Final Budget, General Fund Department Details

		Actual 2022	Projected 2023	Budget 2023	Final Budget 2024
NEIGHBORHOOD PARKS					
Revenues					
01.20.19.4040.00	CAMPERS	181,055	179,097	180,000	180,005
01.20.19.4060.00	CONCESSION SALES	3,546	3,864	3,500	3,500
01.20.**.4100.**	EQUIPMENT RENTAL	42,427	35,911	43,850	43,000
01.20.**.4340.**	RENTAL INCOME - GENERAL	97,272	93,871	89,225	89,000
01.20.**.4380.**	POP MACHINES	197	161	150	120
01.20.**.4600.**	SHELTERS	74,282	62,265	46,500	82,000
01.20.**.4620.**	VENDOR IN THE PARK FEES	9,322	1,639	9,000	4,500
01.20.**.4660.**	INSURANCE CLAIMS	12,308	10,676	-	-
01.20.01.4670.00	SPONSORSHIP/DONATIONS	375	1,125	-	-
01.20.**.4672.**	ADVERTISING REVENUE	-	1,023	1,620	-
01.20.**.4700.**	MISC INCOME	1,856	435	300	300
Total Revenues		422,639	390,067	374,145	402,425
Expenses					
Personnel					
01.20.19.5100.00	FULL TIME COMPENSATION	22,102	-	26,941	-
01.20.**.5200.**	PART TIME COMPENSATION	236,270	290,633	222,545	264,392
01.20.18.5540.00	UNEMPLOYMENT	1,584	8,788	-	-
Total Personnel		259,957	299,421	249,486	264,392
Operations					
01.20.**.6010.**	BANK FEES	13,279	2,000	10,000	10,000
01.20.**.6030.**	PROMOTION/ADVERTISING	714	-	200	500
01.20.**.6070.**	COMPUTER SERVICE FEES	3,160	5,019	7,700	7,540
01.20.**.6090.**	RECURRING MAINTENANCE	43,127	65,037	36,700	49,300
01.20.**.6100.**	GENERAL SUPPLIES	36,675	49,744	44,300	46,200
01.20.**.6115.**	UNIFORMS	307	1,027	300	400
01.20.19.6140.00	MERCHANDISE RESALE	2,280	10,830	2,500	3,500
01.20.**.6150.**	OFFICE SUPPLIES	249	50	200	200
01.20.**.6170.**	PRINTING	23	-	300	-
01.20.**.6230.**	SALES TAX	15,952	7,272	15,926	200
01.20.**.6240.**	TELEPHONE/INTERNET	15,369	32,560	14,370	30,470
01.20.19.6245.00	PROFESSIONAL DEVELOPMENT	-	-	1,200	-
01.20.**.6260.**	ELECTRIC	166,626	155,823	155,600	191,500
01.20.**.6270.**	GAS/OIL	23,980	-	-	-
01.20.**.6280.**	HEAT	13,469	22,227	10,300	10,300
01.20.22.6290.00	YUNKER FARM UTILITES	10,838	18,063	13,000	13,000
01.20.**.6300.**	TOOLS	1,247	4,496	2,250	3,250
01.20.01.6310.00	PARK SIGNAGE	20,206	2,109	30,000	30,000
01.20.**.6320.**	WATER & CITY UTILITIES	208,804	163,042	184,350	231,800
01.20.01.6325.00	LANDFILL FEES	21,067	16,306	-	20,000
01.20.**.6350.**	COMPLEX RENTAL-HECTOR SOCCER	10,861	32,582	10,861	10,861
01.20.**.6360.**	IRRIGATION REPAIR	29,203	58,137	26,000	27,500
01.20.35.6380.00	MISC EXPENSE	-	180	-	-
01.20.**.6390.**	NURSERY	28,116	23,335	36,000	51,500
01.20.**.6410.**	REPAIR FACILITY & EQUIPMENT	340,505	153,151	152,200	168,500
01.20.01.6412.00	PAINT & REFURBISH	29,311	63,060	60,000	-
01.20.**.6420.**	REPAIR MOBILE	1,350	424	-	1,500
01.20.**.6425.**	EQUIPMENT RENTAL	452	-	350	-
01.20.30.6450.00	SPONSORSHIP/DONATIONS	15,128	15,000	15,000	-
Total Operations		1,052,297	901,473	829,607	908,021
Capital/Transfers/Debt					
01.20.**.7020.**	SCHEDULED EQUIPMENT	26,158	25,000	25,000	2,000
01.20.**.7080.**	UNSCHEDULED EQUIPMENT	619	2,500	2,500	1,580,200
01.20.**.7620.**	BUILDING IMPROVEMENTS	113,662	3,500	1,000	4,000
01.20.01.7800.00	TRANSFER TO FD 40	302,000	250,000	330,000	-
Total Capital/Transfers/Debt		442,439	281,000	358,500	1,586,200
Total Expenses		1,754,692	1,481,894	1,437,593	2,758,613
Total Neighborhood Parks		(1,332,053)	(1,091,827)	(1,063,448)	(2,356,188)

Park District of the City of Fargo
2024 Final Budget, General Fund Department Details

		Actual 2022	Projected 2023	Budget 2023	Final Budget 2024
SWIMMING POOLS					
Revenues					
01.25.**.4010.**	ADMISSIONS	241,431	192,185	162,450	207,800
01.25.10.4120.00	POOL RENTAL	4,675	-	-	-
01.25.**.4320.**	PROGRAM REGISTRATIONS	41,819	42,505	50,068	44,325
01.25.**.4340.**	RENTAL INCOME	75	2,338	-	2,000
01.25.**.4380.**	POP MACHINES	1,142	-	-	-
01.25.**.4480.**	SEASON PASSES	125,465	102,388	41,036	92,924
Total Revenues		414,607	339,415	253,554	347,049
Expenses					
Personnel					
01.25.**.5100.**	FULL TIME COMPENSATION	29,538	43,757	26,811	33,382
01.25.**.5200.**	PART TIME COMPENSATION	601,522	462,369	474,076	485,343
Total Personnel		631,060	506,126	500,887	518,725
Operations					
01.25.**.6010.**	BANK FEES	3,697	3,115	2,828	3,854
01.25.**.6030.**	PROMOTION/ADVERTISING	489	-	400	1,200
01.25.50.6050.00	MILEAGE	39	-	-	75
01.25.**.6060.**	POOL CHEMICALS	60,943	65,962	58,500	52,000
01.25.**.6070.**	COMPUTER SERVICE FEES	10,780	10,533	2,792	7,850
01.25.**.6090.**	RECURRING MAINTENANCE	4,368	480	1,400	4,350
01.25.**.6100.**	GENERAL SUPPLIES	11,022	2,857	9,050	8,450
01.25.**.6115.**	UNIFORMS	13,169	13,623	12,620	10,610
01.25.**.6180.**	PURCHASED SERVICES	6,913	7,048	2,900	3,950
01.25.**.6200.**	PROGRAM/EVENT EXPENSES	9,351	12,513	9,310	6,400
01.25.**.6230.**	SALES TAX	25,743	367	14,065	20,660
01.25.**.6240.**	TELEPHONE/INTERNET	4,572	2,986	1,200	2,200
01.25.**.6260.**	ELECTRIC	15,418	6,046	4,500	10,250
01.25.**.6280.**	HEAT	33,005	6,394	10,500	23,250
01.25.**.6320.**	WATER & CITY UTILITIES	37,627	22,228	26,700	19,700
01.25.**.6380.**	MISC EXPENSE	-	-	1,150	1,150
01.25.**.6410.**	REPAIR FACILITY & EQUIPMENT	88,446	54,653	46,000	56,489
Total Operations		325,581	208,805	203,915	232,438
Capital/Transfers/Debt					
01.25.**.7020.**	SCHEDULED EQUIPMENT	-	137,000	137,000	-
01.25.**.7080.**	UNSCHEDULED EQUIPMENT & CAPITAL IMPROVEMENTS	9,159	1,500	1,500	162,225
01.25.**.7910.**	INTEREST	21,224	8,551	222,900	4,350
01.25.**.7950.**	PRINCIPAL	275,000	280,000	785,000	290,000
Total Capital/Transfers/Debt		305,383	427,051	1,146,400	456,575
Total Expenses		1,262,024	1,141,982	1,851,202	1,207,738
Total Swimming Pools		(847,418)	(802,567)	(1,597,648)	(860,689)

Park District of the City of Fargo
2024 Final Budget, General Fund Department Details

		Actual 2022	Projected 2023	Budget 2023	Final Budget 2024
PARK OPERATIONS					
Revenues					
01.30.**.4340.**	RENTAL FEES	89,923	74,481	86,400	92,222
01.30.01.4380.00	POP MACHINES	68	-	-	-
01.30.01.4660.00	INSURANCE CLAIMS	3,678	-	-	-
01.30.50.4675.00	FOUNDATION DONATIONS	275	3,910	-	-
01.30.50.4700.00	MISC. REVENUES	4,414	3,990	-	-
01.30.01.4755.00	SALE OF EQUIPMENT	164,865	-	-	25,000
01.30.01.4900.00	OTHER REVENUE	76,413	-	-	-
Total Revenues		339,635	82,381	86,400	117,222
Expenses					
Personnel					
01.30.**.5100.**	FULL TIME COMPENSATION	2,141,383	2,135,623	2,132,597	2,748,107
01.30.**.5200.**	SALARIES PART-TIME	438,727	734,690	758,550	397,395
01.30.01.5540.00	UNEMPLOYMENT	(157)	-	-	-
Total Personnel		2,579,953	2,870,313	2,891,147	3,145,503
Operations					
01.30.01.6010.00	BANK FEES	-	189	-	-
01.30.**.6050.**	MILEAGE	2,276	2,615	2,500	3,500
01.30.**.6070.**	COMPUTER SERVICE FEES	53,275	41,692	54,500	56,000
01.30.02.6080.00	CARPENTER SUPPLIES	4,140	6,444	3,000	4,000
01.30.**.6090.**	RECURRING MAINTENANCE	24,464	18,223	18,400	19,000
01.30.**.6100.**	GENERAL SUPPLIES	64,068	51,106	54,200	55,000
01.30.20.6102.00	AGRILIME - FIELDS	12,497	-	15,000	15,000
01.30.**.6115.**	UNIFORMS	14,924	16,133	14,300	14,500
01.30.01.6130.00	MEALS & MEETINGS	41	-	-	-
01.30.**.6150.**	OFFICE SUPPLIES	4,767	3,107	4,450	5,050
01.30.**.6170.**	PRINTING	2,727	643	1,700	1,700
01.30.01.6180.00	PURCHASED SERVICES	9,533	11,505	6,000	50,000
01.30.**.6240.**	TELEPHONE/INTERNET	18,439	31,173	20,600	19,600
01.30.**.6245.**	PROFESSIONAL DEVELOPMENT	20,967	24,029	34,615	44,085
01.30.01.6250.00	TRAVEL	-	(40)	-	-
01.30.**.6260.**	ELECTRIC	41,209	45,146	40,900	38,000
01.30.**.6270.**	GAS/OIL	223,063	209,475	180,000	205,000
01.30.**.6280.**	HEAT	40,472	49,236	20,800	23,500
01.30.**.6300.**	SHOP TOOLS	11,721	17,553	13,500	13,500
01.30.01.6310.00	SIGNS	362	-	-	-
01.30.**.6320.**	WATER & CITY UTILITIES	32,504	16,400	20,700	21,700
01.30.50.6340.05	PUBLIC PROTECTION-SECURITY COMPANY	27,504	13,436	24,000	35,000
01.30.**.6360.**	IRRIGATION REPAIR	9,744	5,215	15,000	15,000
01.30.**.6380.**	MISC EXPENSE	174	472	-	-
01.30.**.6390.**	NURSERY	98,772	95,566	116,000	119,000
01.30.**.6410.**	REPAIR FACILITY & EQUIPMENT	138,161	115,593	91,000	215,000
01.30.**.6412.**	PAINT & REFURBISH	-	-	-	235,000
01.30.**.6420.**	REPAIR MOBILE	201,654	191,908	186,500	186,500
01.30.**.6425.**	EQUIPMENT RENTAL	1,875	2,062	4,000	4,000
Total Operations		1,059,333	968,878	941,665	1,398,635
Capital/Transfers/Debt					
01.30.**.7020.**	SCHEDULED EQUIPMENT	644,846	1,662,100	1,662,100	1,520,053
01.30.50.7075.00	FOUNDATION DONATION EXPENSES	275	1,528	-	1,500
01.30.**.7080.**	UNSCHEDULED EQUIPMENT & CAPITAL IMPROVEMENTS	29,448	41,500	41,500	247,750
01.30.01.7620.00	BUILDING IMPROVEMENTS	-	26,088	-	-
01.30.**.7800.**	TRANSFER TO FD 40	1,388,945	730,000	730,000	-
01.30.01.7910.00	NORWEST LEASE - INTEREST	33,180	30,239	30,239	27,220
01.30.01.7950.00	NORWEST LEASE - PRINCIPAL	110,992	113,993	113,993	116,952
Total Capital/Transfers/Debt		2,207,686	2,605,448	2,577,832	1,913,475
Total Expenses		5,846,972	6,444,639	6,410,644	6,457,613
Total Park Maintenance		(5,507,337)	(6,362,258)	(6,324,244)	(6,340,391)

Park District of the City of Fargo
2024 Final Budget, General Fund Department Details

		Actual 2022	Projected 2023	Budget 2023	Final Budget 2024
ADMINISTRATION					
Revenues					
01.50.01.4340.00	RENTAL INCOME	16,962	19,481	32,000	16,962
01.50.01.4420.00	BANK INTEREST	319	2	-	-
01.50.01.4440.00	INVESTMENT INCOME	276,514	612,035	200,000	570,011
01.50.10.4672.00	ADVERTISING REVENUE - BROCHURE	7,800	9,570	10,590	10,590
01.50.**.4700.**	MISC INCOME	112,496	47,994	47,500	5,000
01.50.20.4810.00	GENERAL MILL LEVY	10,635,841	11,797,676	11,424,102	16,596,033
01.50.20.4815.00	RECREATION MILL LEVY	3,059,846	3,250,851	3,438,669	3,863,839
01.50.20.4820.00	HEALTH INSURANCE MILL LEVY	484,531	508,002	543,324	-
05.00.00.4830.00	PENSION MILL LEVY	446,280	481,658	1,694,313	-
09.50.10.4820.00	LIABILITY INSURANCE MILL LEVY	126,349	137,617	142,980	-
01.50.**.4845.**	INTEREST & PENALTY TAXES	27,655	13,033	25,000	(790,395)
01.50.20.4850.00	STATE AID	3,425,809	3,292,326	3,074,900	3,425,000
01.50.20.4920.00	FEMA PROCEEDS	1,921	-	-	-
Total Revenues		18,622,322	20,170,244	20,633,378	23,697,041
Expenses					
Personnel					
01.50.**.5100.**	FULL TIME COMPENSATION	1,238,077	1,763,611	1,838,218	2,056,842
01.50.**.5200.**	PART TIME SALARIES	17,613	43,434	51,775	57,470
01.50.**.5520.**	WORKFORCE SAFETY COMPENSATION	31,918	47,443	41,500	58,000
01.50.05.5545.00	BACKGROUND CHECK/DRUG SCRNM FEE	21,002	30,958	30,000	25,000
01.50.01.5560.00	HEALTH INSURANCE	1,742,775	1,346,011	1,126,968	1,601,646
01.50.01.5562.00	LONG TERM DISABILITY	19,659	24,922	22,500	26,500
01.50.01.5570.00	EMPLOYEE LIFE INSURANCE	10,746	12,407	11,900	9,900
05.00.**.5580.**	PENSION-City of Fargo	808,469	664,785	668,095	651,699
05.00.00.5582.00	EMPLOYER 457 MATCH	81,724	87,724	89,990	93,200
05.00.00.5585.00	EMPLOYER'S SHARE OF FICA	714,847	717,732	729,000	588,473
01.50.01.5571.02	PPACA COVERED LIFE FEE	773	800	900	772
Total Personnel		4,687,602	4,739,826	4,610,847	5,169,502
Operations					
01.50.**.6010.**	BANK FEES	(910)	4,751	7,200	4,500
01.50.01.6020.00	AUDIT/ACCOUNTING	30,235	45,000	40,000	48,000
01.50.**.6030.**	PROMOTION/ADVERTISING	68,743	55,207	112,554	77,150
01.50.**.6040.**	BROCHURE	31,014	42,309	37,800	53,000
01.50.**.6050.**	MILEAGE	1,676	3,799	2,400	13,575
01.50.**.6070.**	COMPUTER SERVICE FEES	166,374	235,507	170,000	399,819
01.50.**.6090.**	RECURRING MAINTENANCE	25,532	28,374	29,900	18,100
01.50.**.6100.**	GENERAL SUPPLIES	8,921	5,463	10,900	10,250
01.50.01.6110.00	INSURANCE	267,015	306,299	276,125	320,000
01.50.**.6115.**	UNIFORMS	100	8,820	2,000	3,700
01.50.01.6120.00	LEGAL EXPENSE	35,750	64,540	50,000	50,000
01.50.**.6130.**	MEALS & MEETINGS	3,612	5,682	3,150	11,500
01.50.**.6150.**	OFFICE SUPPLIES	17,352	8,790	15,000	10,000
01.50.01.6160.00	PARK BOARD	34,745	33,847	34,000	35,000
01.50.**.6170.**	PRINTING	2,846	2,983	7,600	8,500
01.50.**.6175.**	RECRUITMENT	3,641	10,836	8,500	8,100
01.50.**.6180.**	PURCHASED SERVICES	81,096	35,806	31,488	129,966
01.50.**.6240.**	TELEPHONE/INTERNET	19,447	18,237	21,150	24,671
01.50.**.6245.**	PROFESSIONAL DEVELOPMENT	33,930	67,568	64,095	120,785
01.50.**.6250.**	TRAVEL	7,180	9,754	7,000	14,250
01.50.01.6260.00	ELECTRIC	17,806	17,142	19,829	9,000
01.50.01.6280.00	HEAT	13,982	20,409	8,850	10,000
01.50.01.6320.00	WATER & CITY UTILITIES	3,200	4,550	4,200	3,000
01.50.01.6350.01	RENT-VSS BROADWAY CENTER	23,973	30,645	12,000	-
01.50.**.6380.**	MISC EXPENSE	25,744	2,490	6,000	6,000
01.50.01.6410.00	REPAIR FACILITY & EQUIPMENT	53,246	15,720	6,000	15,000
01.50.01.6425.00	EQUIPMENT RENTAL	3,455	3,455	3,500	3,600
01.50.**.6450.**	COMMUNITY PARTNERS	155,835	52,000	328,329	327,000
01.50.01.6480.00	POSTAGE/MAILING	7,375	6,820	8,000	8,000
01.50.01.6490.00	DISCOUNTS TAKEN	(1,192)	(1,120)	600	(500)
Total Operations		1,141,724	1,145,682	1,328,170	1,741,966
Capital/Transfers/Debt					
01.50.**.7020.**	SCHEDULED EQUIPMENT	388	1,500	1,500	62,000
01.50.**.7080.**	UNSCHEDULED EQUIPMENT & CAPITAL IMPROVEMENTS	85,526	8,000	8,000	275,000
01.50.15.7505.00	CONTINGENCY	-	95,000	95,000	90,000
01.50.01.7620.00	BUILDING IMPROVEMENTS	-	3,000	3,000	-
01.50.01.7800.00	TRANSFER TO CONSTRUCTION	2,000,000	755,904	755,904	2,106,998
01.50.01.7910.00	INTEREST	-	-	304,000	-
01.50.01.7950.00	PRINCIPAL	-	-	410,950	-
Total Capital/Transfers/Debt		2,085,914	863,404	1,578,354	2,533,998
Total Expenses		7,915,240	6,748,912	7,517,371	9,445,466
Total Administration		10,707,082	13,421,332	13,116,007	14,251,575

Park District of the City of Fargo
2024 Final Budget, General Fund Department Details

		Actual 2022	Projected 2023	Budget 2023	Final Budget 2024
BROADWAY SQUARE					
Revenues					
02.09.12.4010.00	ADMISSIONS	(30)	-	-	-
02.09.**.4060.**	TAXABLE FOOD SOLD	5,515	5,165	4,350	5,900
02.09.80.4065.00	BEER PERMIT FEES	1,500	450	2,000	1,500
02.09.**.4100.**	EQUIPMENT RENTAL	29,111	31,460	37,500	29,250
02.09.02.4140.00	ICE RENTAL	550	5,998	1,000	1,000
02.09.**.4320.**	PROGRAM INCOME	484	154	4,000	100
02.09.80.4340.00	FACILITY RENTAL	26,363	18,338	30,000	27,500
02.09.**.4345.**	ADMINISTRATIVE FEES	7,660	4,115	10,000	7,050
02.09.02.4560.00	SKATE SHARPENING	153	132	100	150
02.09.**.4620.**	VENDOR FEES	3,276	4,251	5,320	3,550
02.09.**.4670.**	SPONSORSHIP/DONATIONS	31,075	33,600	43,750	41,000
02.09.01.4671.00	GRANT REVENUE	-	-	1,000	1,000
02.09.**.4672.**	ADVERTISING REVENUE	4,500	4,000	8,000	4,000
02.09.01.4700.00	MISCELLANEOUS REVENUE	30,000	30,000	-	-
Total Revenues		140,156	137,662	147,020	122,000
Expenses					
02.09.01.5100.00	FULL TIME COMPENSATION	67,410	57,118	69,495	65,000
02.09.**.5200.**	PART TIME COMPENSATION	24,973	36,522	-	38,500
02.09.01.5540.00	UNEMPLOYMENT	1,235	(130)	-	-
02.09.**.6010.**	BANK FEES	589	802	1,000	700
02.09.**.6030.**	PROMOTION/ADVERTISING	28,224	19,564	46,800	39,600
02.09.01.6070.00	COMPUTER SERVICE FEES	2,702	2,793	70	2,500
02.09.01.6080.00	CUSTODIAL SUPPLIES	-	-	500	-
02.09.**.6090.**	RECURRING MAINTENANCE	21,887	23,786	23,000	24,600
02.09.**.6100.**	GENERAL SUPPLIES	8,039	3,483	10,500	8,250
02.09.01.6115.00	UNIFORMS	246	626	500	400
02.09.**.6125.**	SOLD SPONSORSHIP EXPENSES	-	-	2,500	3,120
02.09.**.6140.**	COGS - CONCESSIONS	2,610	2,310	3,000	2,075
02.09.01.6150.00	OFFICE SUPPLIES	1,417	2,447	2,500	2,500
02.09.01.6170.00	PRINTING	34	38	2,500	250
02.09.**.6180.**	PURCHASED SERVICES	60,283	38,295	50,050	70,000
02.09.**.6200.**	PROGRAM/EVENT EXPENSES	20,039	14,205	20,550	15,710
02.09.80.6205.00	RENTALS EXPENSES	3,391	6,975	14,000	3,000
02.09.**.6230.**	SALES TAX	2,368	2,413	6,600	2,500
02.09.01.6240.00	TELEPHONE/INTERNET	1,221	1,421	1,750	1,250
02.09.01.6245.00	PROFESSIONAL DEVELOPMENT	2,691	700	1,000	1,500
02.09.**.6260.**	ELECTRIC	19,223	22,684	20,500	19,500
02.09.02.6270.00	GAS/OIL	-	-	10	-
02.09.**.6280.**	HEAT	439	428	740	500
02.09.01.6290.00	UTILITIES - GENERAL	-	-	100	-
02.09.01.6310.00	SIGNS	448	1,180	250	400
02.09.01.6320.00	WATER & CITY UTILITIES	13,049	15,000	15,000	-
02.09.**.6380.**	MISC EXPENSE	60	-	500	-
02.09.**.6410.**	REPAIR FACILITY & EQUIPMENT	32,495	25,012	12,500	20,500
02.09.02.6420.00	REPAIR MOBILE	134	46	200	150
02.09.**.6425.**	EQUIPMENT RENTAL	1,688	23,781	8,500	17,500
02.09.01.6450.00	SPONSORSHIP/DONATIONS	-	-	2,500	500
02.09.01.6480.00	POSTAGE	-	-	500	-
02.09.01.7020.00	SCHEDULED EQUIPMENT	-	15,000	15,000	10,000
02.09.01.7080.00	UNSCHEDULED EQUIPMENT	-	4,515	5,000	2,500
Total		316,894	321,014	337,615	353,005
Total Expenses		316,894	321,014	337,615	353,005
Total Broadway Square		(176,738)	(183,352)	(190,595)	(231,005)

Park District of the City of Fargo
 2024 Final Budget, General Fund Department Details

		Actual 2022	Projected 2023	Budget 2023	Final Budget 2024
FORESTRY					
Revenues					
08.30.15.4671.00	GRANT REVENUE	-	10,000	-	-
08.30.15.4675.00	FOUNDATION DONATIONS	2,100	-	-	-
08.30.**.4700.**	MISCELLANEOUS REVENUE	21,153	-	18,000	-
08.30.15.4825.00	FORESTRY MILL LEVY	1,058,319	1,142,218	1,186,734	-
Total Revenues		1,081,572	1,152,218	1,204,734	-
Expenses					
Personnel					
08.30.**.5100.**	FULL TIME COMPENSATION	356,186	409,511	410,868	512,197
08.30.**.5200.**	PART TIME SALARIES	171,760	225,031	238,720	241,060
08.30.15.5540.00	UNEMPLOYMENT	1,197	-	-	-
Total Personnel		529,143	634,542	649,588	753,256
Operations					
08.30.**.6070.**	COMPUTER SERVICE FEES	4,849	10,538	11,000	9,000
08.30.15.6090.00	RECURRING MAINTENANCE	540	770	1,800	1,800
08.30.**.6100.**	GENERAL SUPPLIES	5,736	10,189	6,950	7,250
08.30.**.6115.**	UNIFORMS	5,121	8,819	3,000	5,000
08.30.15.6150.00	OFFICE SUPPLIES	22	259	1,000	500
08.30.15.6170.00	PRINTING	-	360	-	-
08.30.**.6180.**	PURCHASED SERVICES-GENERAL	55,137	51,745	60,000	200,000
08.30.**.6240.**	TELEPHONE/INTERNET	3,391	7,588	3,800	3,800
08.30.**.6245.**	PROFESSIONAL DEVELOPMENT	6,491	8,516	3,690	10,825
08.30.15.6250.00	TRAVEL	-	-	-	500
08.30.15.6270.00	GAS & OIL	47,164	47,777	37,000	45,000
08.30.**.6300.**	TOOLS	4,673	13,200	4,400	5,000
08.30.**.6320.**	WATER & CITY UTILITIES	2,400	2,500	3,000	3,800
08.30.15.6325.00	LANDFILL FEES	17,209	31,265	60,000	20,000
08.30.**.6360.**	IRRIGATION REPAIR	1,241	1,274	1,250	1,500
08.30.**.6380.**	MISC EXPENSE	24	60,100	60,100	1,500
08.30.**.6390.**	ANNUAL PLANTING MATERIALS	51,381	49,679	49,500	50,500
08.30.15.6410.00	REPAIR FACILITY & EQUIPMENT	11,140	-	1,000	2,000
08.30.**.6420.**	REPAIR MOBILE	16,677	20,184	31,000	31,000
08.30.**.6425.**	EQUIPMENT RENTAL	584	-	700	1,500
Total Operations		233,780	324,762	339,190	400,475
Capital/Transfers/Debt					
08.30.15.7020.00	SCHEDULED EQUIPMENT - FORESTRY	368,641	130,000	130,000	210,000
08.30.15.7075.00	FOUNDATION DONATION EXPENSES	1,849	-	-	-
08.30.**.7080.**	UNSCHEDULED EQUIPMENT	2,599	8,813	5,500	5,500
08.30.**.7630.**	LANDSCAPE IMPROVEMENTS	68,923	74,399	69,000	104,000
Total Capital/Transfers/Debt		442,012	213,213	204,500	319,500
Total Expenses		1,204,935	1,172,517	1,193,278	1,473,231
Total Forestry Fund		(123,363)	(20,299)	11,456	(1,473,231)

Park District of the City of Fargo
 2024 Final Budget, General Fund Department Details

		Actual 2022	Projected 2023	Budget 2023	Final Budget 2024
COURTS PLUS COUMMUNITY FITNESS					
Revenues					
10.12.06.4010.00	ADMISSIONS	86,760	95,171	87,000	98,000
10.12.**.4060.**	FRONT DESK TAXABLE CONCESSIONS	55,222	42,153	68,930	52,935
10.12.**.4220.**	MEMBERSHIPS	1,119,551	1,230,336	1,247,000	1,312,900
10.12.**.4240.**	GUEST FEES	103,913	113,848	130,000	110,000
10.12.03.4260.00	COURT FEES	123,879	151,330	110,000	125,000
10.12.**.4265.**	PRIVATE LESSONS	459,628	520,153	459,200	476,500
10.12.**.4270.**	LEAGUES	43,445	30,862	51,500	47,300
10.12.03.4275.10	USTA TOURNAMENTS	34,976	15,223	40,000	35,000
10.12.02.4280.00	LOCKER RENTAL	2,419	2,557	2,500	3,500
10.12.06.4282.00	TANNING	4,665	5,652	1,500	5,000
10.12.06.4300.00	DAYCARE	2,359	8,922	2,100	24,000
10.12.**.4320.**	YOUTH RECREATION ACTIVITIES	56,053	56,189	57,000	60,000
10.12.**.4340.**	GYM RENTALS	154,563	126,336	106,000	121,000
10.12.02.4345.00	PROCESSING FEE	9,850	12,825	11,000	12,000
10.12.**.4380.**	NON-TAXABLE COOLER BEVERAGES	59,620	63,491	57,500	43,300
10.12.20.4400.00	VENDING MACHINES - MASSAGE CHAIRS	884	1,046	1,000	1,000
10.12.03.4670.00	SPONSORSHIP/DONATIONS	21,520	26,000	17,000	16,000
10.12.20.4672.00	ADVERTISING REVENUE	228	433	-	-
10.12.**.4700.**	MISC. INCOME	1,896	1,008	4,000	1,000
Total Revenues		2,341,431	2,503,534	2,453,230	2,544,435
Expenses					
Personnel					
10.12.**.5100.**	FULL TIME COMPENSATION	656,623	671,384	684,062	654,049
10.12.**.5105.**	COMMISSION - FULLTIME	63,286	73,976	19,200	-
10.12.**.5200.**	PART TIME COMPENSATION	338,658	479,593	432,500	451,500
10.12.**.5205.**	COMMISSIONS - PART TIME	70,108	70,767	65,900	73,100
10.12.20.5540.00	UNEMPLOYMENT	(888)	-	-	-
10.12.20.5545.00	BACKGROUND CHECK/DRUG SCR N FEE	2,149	1,714	3,000	2,500
10.12.20.5560.00	HEALTH INSURANCE	119,012	-	125,000	-
Total Personnel		1,248,948	1,297,433	1,329,662	1,181,149
Operations					
10.12.**.6010.**	BANK FEES	58,083	72,358	60,450	72,500
10.12.02.6015.00	BAD DEBT EXPENSE	8,873	11,118	10,000	10,000
10.12.**.6030.**	PROMOTION/ADVERTISING	28,263	25,857	50,000	45,000
10.12.**.6050.**	MILEAGE	745	226	700	2,250
10.12.20.6070.00	COMPUTER SERVICE FEES	38,418	45,426	39,000	50,000
10.12.20.6090.00	RECURRING MAINTENANCE	128,898	136,719	125,000	140,000
10.12.**.6100.**	GENERAL SUPPLIES - PLAYGROUND	40,043	48,838	39,350	55,300
10.12.20.6115.00	UNIFORMS	1,912	3,249	3,000	2,500
10.12.20.6130.00	MEALS & MEETINGS	137	212	350	350
10.12.**.6140.**	CONCESSION COGS	66,951	73,782	76,300	71,500
10.12.20.6150.00	OFFICE SUPPLIES	1,687	1,945	3,200	2,500
10.12.20.6170.00	PRINTING	2,801	2,671	2,800	2,800
10.12.20.6180.00	PURCHASED SERVICES	2,813	5,906	5,000	5,000
10.12.**.6200.**	PROGRAM/EVENT EXPENSES	47,389	53,645	57,900	52,100
10.12.**.6220.**	YOUTH REC EXPENSES	11,784	15,664	17,000	20,000
10.12.**.6230.**	SALES TAX - FRONT DESK CONCESSIONS	2,472	2,770	8,700	3,200
10.12.20.6240.00	TELEPHONE/INTERNET	14,325	17,176	16,000	18,000
10.12.**.6245.**	PROFESSIONAL DEVELOPMENT	3,616	5,572	17,350	15,800
10.12.**.6250.**	TRAVEL	1,514	673	1,800	2,300
10.12.20.6260.00	ELECTRIC	118,845	130,624	144,000	126,000
10.12.20.6270.00	GAS/OIL	-	7,841	-	-
10.12.20.6280.00	HEAT	33,974	41,380	30,000	36,000
10.12.20.6320.00	WATER & CITY UTILITIES	10,488	12,272	11,000	11,000
10.12.**.6380.**	MISC EXPENSE	683	50	200	700
10.12.**.6410.**	REPAIR FACILITY & EQUIPMENT	143,335	114,267	101,400	226,200
10.12.20.6425.00	EQUIPMENT RENTAL	(55,090)	-	-	-
10.12.20.6480.00	POSTAGE/MAILING	1,371	1,244	1,000	1,200
Total Operations		714,330	831,484	821,500	972,200
Capital/Transfer/Debt					
10.12.**.7020.**	SCHEDULED EQUIPMENT	28,713	25,000	25,000	35,000
10.12.**.7080.**	UNSCHEDULED EQUIPMENT	19,007	6,500	6,500	9,500
10.12.20.7910.00	INTEREST	32,390	27,305	27,305	22,099
10.12.20.7950.00	PRINCIPAL	212,747	217,832	217,832	223,038
Total Capital/Transfer/Debt		292,857	276,637	276,637	289,637
Total Expenses		2,256,135	2,405,554	2,427,799	2,442,986
Total Courts Plus Community Fitness		85,296	97,980	25,431	101,449

PARK DISTRICT OF THE CITY OF FARGO
 2024 Budget
 DEBT SERVICE FUND BUDGET SUMMARY

CASH BALANCE JANUARY 1, 2023	\$	10,864,256
REVISED 2023 REVENUES & TRANSFER		<u>\$9,401,209</u>
RESOURCES AVAILABLE FOR 2023	\$	20,265,465
REVISED 2023 EXPENDITURES & TRANSFERS		<u>(5,468,863)</u>
PROJECTED CASH BALANCE JANUARY 1, 2024	\$	14,796,603
PROJECTED 2024 REVENUES & TRANSFERS		<u>10,169,246</u>
RESOURCES AVAILABLE FOR 2024	\$	24,965,849
PROJECTED 2024 EXPENDITURES		<u>(10,169,246)</u>
PROJECTED CASH BALANCE JANUARY 1, 2024		14,796,603
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PROJECTED 2024 REVENUES	\$	10,169,246
PROJECTED 2024 EXPENDITURES		<u>(10,169,246)</u>
REVENUES OVER (UNDER) EXPENDITURES	\$	<u><u>-</u></u>

PARK DISTRICT OF THE CITY OF FARGO
 2024 Budget
 VALLEY SENIOR SERVICES FUND BUDGET SUMMARY

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CASH BALANCE JANUARY 1, 2023	\$	4,029,653
REVISED 2023 REVENUES & TRANSFER		<u>5,785,057</u>
RESOURCES AVAILABLE FOR 2023	\$	9,814,710
REVISED 2023 EXPENDITURES & TRANSFERS		<u>(5,782,644)</u>
PROJECTED CASH BALANCE JANUARY 1, 2024	\$	4,032,066
PROJECTED 2024 REVENUES & TRANSFERS		<u>7,207,519</u>
RESOURCES AVAILABLE FOR 2024	\$	11,239,585
PROJECTED 2024 EXPENDITURES		<u>(7,207,519)</u>
PROJECTED CASH BALANCE JANUARY 1, 2024		4,032,066
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PROJECTED 2024 REVENUES & TRANSFERS	\$	7,207,519
PROJECTED 2024 EXPENDITURES		<u>(7,207,519)</u>
REVENUES OVER (UNDER) EXPENDITURES	\$	<u><u>0</u></u>

Park District of the City of Fargo
2024 Final Budget, Valley Senior Services Fund Department Details

		Actual 2022	Projected 2023	Budget 2023	Final Budget 2024
VALLEY SENIOR SERVICES					
Revenues					
.*.*.4010.	CHARGES FOR SERVICE	927,185	906,861	919,000	942,500
20.45.20.4011.00	PROJECT INCOME - PACE	-	4,203	-	3,000
.*.*.4340.	FACILITY RENT	13,316	9,690	8,000	13,750
.*.*.4420.	BANK INTEREST	17	44	-	-
.*.*.4440.	INVESTMENT INCOME	(34,033)	-	-	-
.*.*.4660.	INSURANCE CLAIMS	11,154	3,785	-	-
.*.*.4670.	SPONSORSHIP/DONATIONS	47,910	9,138	10,000	2,300
.*.*.4675.	FOUNDATION DONATIONS	6,799	10,000	14,000	-
.*.*.4700.	MISC REVENUE	7,333	-	-	-
.*.*.4810.	MILL LEVY REVENUES	2,060,000	2,263,160	2,261,000	2,312,475
.*.*.4850.	STATE FUNDING	34,606	28,165	27,000	33,500
.*.*.4855.	FEDERAL FUNDS	2,423,389	1,485,510	1,490,333	3,070,446
.*.*.4860.	USDA CASH INCOME	1,177,380	975,117	985,635	818,848
18.45.15.4865.00	LOCAL MATCH	-	29,541	32,516	-
.*.*.4875.	ADDITIONAL LOCAL FUNDS	27,859	59,843	58,752	10,700
Total		6,702,915	5,785,057	5,806,236	7,207,519
Expenses					
Personnel					
.*.*.5100.	FULL TIME COMPENSATION	1,636,385	1,583,993	1,711,795	1,818,376
.*.*.5200.	PART TIME COMPENSATION	923,135	948,491	942,865	982,050
.*.*.5520.	WORKFORCE SAFETY COMPENSATION	16,432	26,792	16,753	18,325
.*.*.5540.	UNEMPLOYMENT	3,133	-	4,822	3,050
.*.*.5545.	BACKGROUND CHECK/DRUG SCRIN FEE	5,891	5,000	7,311	-
.*.*.5560.	HEALTH INSURANCE	302,704	319,169	336,844	324,275
.*.*.5562.	LONG TERM DISABILITY	4,786	4,895	4,800	5,473
.*.*.5585.	EMPLOYER'S SHARE OF FICA	193,528	197,378	203,298	209,812
.*.*.5610.	DEFERRED COMPENSATION	80,645	84,763	86,475	86,700
Total		3,166,638	3,170,482	3,314,963	3,448,061
Operations					
.*.*.6010.	BANK FEES	1,407	1,681	1,090	1,350
.*.*.6020.	ACCOUNTING FEES/AUDIT	23,775	24,023	25,200	24,900
.*.*.6030.	PROMOTION/ADVERTISING	21,476	26,134	23,150	24,250
.*.*.6050.	MILEAGE	37,241	46,407	36,600	40,600
.*.*.6070.	COMPUTER SERVICE FEES	34,212	35,973	34,035	35,350
.*.*.6085.	VOLUNTEER RECOGNITION	10,858	3,009	8,250	11,000
.*.*.6090.	RECURRING MAINTENANCE	57,475	53,256	49,800	60,350
.*.*.6100.	GENERAL SUPPLIES	197,808	77,182	133,300	203,925
.*.*.6105.	CONGREGATE / HD MEALS	1,661,967	1,768,394	1,762,500	2,477,765
.*.*.6110.	INSURANCE	22,785	23,841	22,650	24,950
.*.*.6115.	UNIFORMS	5,629	1,978	5,925	6,795
.*.*.6130.	MEALS & MEETINGS	243	596	-	450
.*.*.6150.	OFFICE SUPPLIES	12,424	11,956	11,425	13,525
.*.*.6170.	PRINTING	16,820	21,940	21,100	18,550
.*.*.6175.	RECRUITMENT - JOB ADS	13,053	9,447	3,700	18,400
.*.*.6180.	PURCHASED SERVICES	420	-	500	500
.*.*.6185.	MEMBERSHIPS	1,417	1,530	2,800	1,950
.*.*.6200.	PROGRAM EXPENSES	550	391	-	550
.*.*.6240.	TELEPHONE/INTERNET	36,456	38,145	36,680	38,050
.*.*.6245.	PROFESSIONAL DEVELOPMENT	6,943	763	6,675	10,645
.*.*.6270.	GAS/OIL	103,022	98,629	107,500	118,850
.*.*.6290.	UTILITIES - GENERAL	50,954	34,106	40,000	56,200
.*.*.6350.	BUILDING RENT	(1,566)	74,581	68,754	94,253
.*.*.6380.	MISC EXPENSE	676	52	2,684	1,300
.*.*.6410.	REPAIR FACILITY & EQUIPMENT	23,007	16,394	9,500	28,525
.*.*.6420.	REPAIR MOBILE	57,731	50,562	51,200	67,800
.*.*.6450.	DONATIONS	7,000	-	1,500	-
20.45.10.6455.00	RSVP	-	-	3,500	-
.*.*.6480.	POSTAGE	22,700	23,765	24,750	25,675
Total Operations		2,426,483	2,444,733	2,494,768	3,406,458
Capital/Transfer/Debt					
.*.*.7080.	UNSCHEDULED RECREATION EQUIP	160,282	167,428	-	266,600
.*.*.7620.	BUILDING IMPROVEMENTS	-	-	-	86,400
.*.*.7910.	SPECIAL ASSESSMENT PAYMENT - INTEREST	5,277	-	-	-
.*.*.7950.	SPECIAL ASSESSMENT PAYMENT - PRINCIPAL	64,228	-	-	-
Total Capital/Transfer/Debt	Total Capital/Transfer/Debt	229,787	167,428	-	353,000
Total Expenses		5,822,908	5,782,644	5,809,731	7,207,519
TOTAL VALLEY SENIOR SERVICES		880,008	2,413	(3,495)	0

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

FOR TWELVE MONTHS JANUARY 1, 2024 - DECEMBER 31, 2024

STATE OF NORTH DAKOTA)
COUNTY OF CASS) ss

I hereby certify that the within budget of the Park District and the Park District Recreation System of the City of Fargo, North Dakota for the twelve (12) months commencing January 1, 2024 is the final budget as approved and passed by the governing body on the third day of October 2023

Dr. Michael Joseph Deutsch