



MEMORANDUM

TO: Arts and Culture Commission

FROM: Maegin Elshaug, Planning Coordinator
Maggie Squyer, Assistant Planner

DATE: February 12, 2021

RE: Arts and Culture Commission Meeting

The next meeting of the Arts and Culture Commission will be a **virtual meeting** held on Wednesday, February 17 at 5:00 p.m. If you are not able to participate, please contact staff at 701.241.1474 or Planning@FargoND.gov. Thank you.

ARTS AND CULTURE COMMISSION Wednesday, February 17, 2021, 5:00 p.m. Virtual Meeting AGENDA

1. Approve Order of Agenda.....Action Item
2. Approval of Minutes – January 20, 2021.....Action Item
3. 7th Avenue North Utility Box Art Wraps.....Action Item
4. Staff Presentation: Carrying Out the Work Plan
5. 2021 Budget Memo Discussion
6. Public Comment
7. Other Business
 - a. Next Regularly Scheduled Meeting March 17, 2021

Arts and Culture Commission meetings are broadcast live on cable channel TV Fargo 56 and can be seen live by video stream on www.FargoND.gov/streaming. They are rebroadcast each Saturday at 4:00 p.m. Minutes are available on the City of Fargo Web site at www.FargoND.gov/artsandculture.

People with disabilities who plan to attend the meeting and need special accommodations should contact the Planning Office at 701.241.1474 or TDD at 701.241.8258. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Individuals wishing to address the commission virtually during public comment must contact the Planning Department in advance at 701-241-1474 for instructions.

ARTS AND CULTURE COMMISSION MINUTES

Regular Meeting:

Wednesday, January 20, 2021

The Regular Meeting of the Arts and Culture Commission of the City of Fargo, North Dakota, was held in the Commission Chambers at City Hall virtually at 5:00 p.m., Wednesday, January 20, 2020.

The Arts and Culture Commissioners present or absent were as follows:

Present: Deb Williams, Tracy Jordre, Jon Offutt, Tracy Walvatne, Joe Williams,
Monika Browne-Ecker, Ann Arbor Miller, Brad Bachmeier
Absent: Denise Kolpack

Also Present: City Commissioner John Strand

Chair D. Williams called the meeting to order and welcomed Members to the meeting.

Item 1: Order of Agenda

Member Offutt moved to approve the Order of Agenda. Second by Member Bachmeier. All Members present voted aye and the motion was declared carried.

Item 2: Minutes: Regular Meeting of October 21, 2020

Member Browne-Ecker moved the Minutes of the October 21, 2020 Arts and Culture Commission meeting be approved. Second by Member J. Williams. All Members present voted aye and the motion was declared carried.

Item 3: Fargo Lions Club Project Presentation

Jane Pettinger of the Fargo Lions Club presented the "Spirit of the Sandbagger", a sculpture the Lions Club would like to commission and gift to the City of Fargo in honor of the City's historic sandbagging efforts. The sculpture will be located at the northeast corner of 1st Avenue North and 2nd Street North. The project is scheduled to be constructed this spring.

Item 4: Gifts of Artwork/Donations Policy and Fargo Lions Club Project

Planning Coordinator Maegin Elshaug highlighted the policy set by the Arts and Culture Commission in 2018 for reviewing and accepting gifts of artwork. Maintenance of the sculpture is taken into consideration as part of this review.

Member Walvatne moved to recommend to the City Commission the acceptance of the Fargo Lions Club project "Spirit of the Sandbagger" as a gift, and work through technical details related to development, maintenance, and legalities with City staff and City Attorney. Second by Member Jordre. Discussion was held in which members of the Arts and Culture Commission questioned the idea of recommending acceptance of an incomplete work of art. All Members present voted nay and the motion failed.

Director of Planning and Development Nicole Crutchfield suggested that the Arts and Culture Commissioners could make a new motion that accurately captures their support of the project without accepting the unfinished sculpture.

Member Browne-Ecker moved to recommend to the City Commission the approval of the general concept for the Fargo Lions Club project “Spirit of the Sandbagger” and work through technical details related to the development, maintenance, and legalities with City staff and City Attorney. Second my Member Arbor Miller. All Members present voted aye and the motion was declared carried.

Item 5: Fargo Community Water Tower Process Documents

Chair D. Williams presented documents that explain how the public art process was conducted for the community water tower.

Item 6: Other Business and Public Comment

The 2021 meeting calendar was presented.

Item 6b: Next Meeting—February 17, 2021

The time at adjournment was 5:49 p.m. Members of the Arts and Culture Commission then moved to a different virtual platform to discuss 2021 work priorities.

MEMORANDUM

TO: Arts and Culture Commission

FROM: Maegin Elshaug, Planning Coordinator

DATE: February 12, 2021

RE: Meeting Memo

Item 3. 7th Avenue North Utility Box Wraps.....Action Item

The DCP/BID (Downtown Community Partnership/Business Improvement District) has been working with the Engineering Department to wrap three new utility boxes as part of the 7th Avenue North reconstruction project. The DCP/BID sought submittals for art, which were reviewed by a selection committee. Because the project is on City infrastructure in the downtown area, the ACC is authorized and required to approve the art based on the art being appropriate on City infrastructure. The images are attached to the packet. No funds are being requested.

Recommended Motion: *"To approve the art proposed by the DCP/BID for the 7th Avenue North utility boxes."*

Item 4. Staff Presentation: Carrying Out the Work Plan

Planning staff have begun to roll out a training for all the executive committees of boards and commissions staffed by the Planning Department. Staff will provide a summary of this material. Staff will also discuss how the ACC can use this information to carry out the goals of the work plan.

Item 5. 2021 Budget Memo Discussion

Planning staff will discuss the City of Fargo's 2021 budget and changes to allocation for the Planning Department boards and commissions (including the ACC). An explanatory memo is included in the packet.

Image 1

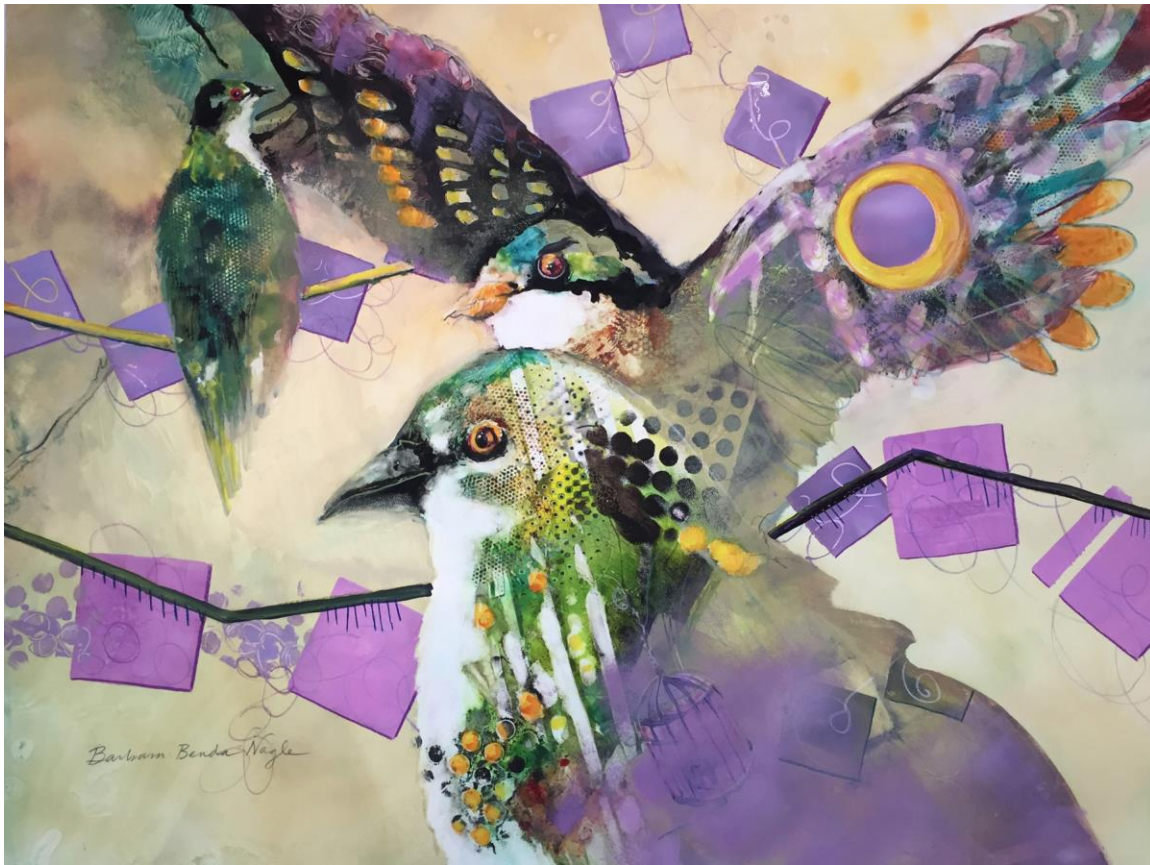


Image 2



Image 3





MEMORANDUM

TO: Members of Human Relations Commission, Arts and Culture Commission, and Native American Commission

FROM: Nicole Crutchfield, Planning Director

DATE: January 27, 2021

RE: Planning Department supported commissions' budget processes – Human Relations Commission (HRC), Arts and Culture Commission (ACC), Native American Commission (NAC), Fargo Youth Initiative (FYI)

City activities and programs are accounted for annually in the City of Fargo's annual budget. This memo further explains the budgeting and purchasing processes.

The adoption of 2021's budget clarifies the Planning Department's activities and programs, including the work of the boards and commissions that the department oversees. Beginning this year, funds are now combined by activity category in lieu of by board name. This means Native American Commission, Human Relations Commission, Fargo Youth Initiative, and Arts and Culture Commission no longer have their own budget. This change allows more flexibility. As an example, a city - wide initiative such as increasing diversity, equity and inclusion (a focus area for multiple city boards) can be more swiftly aligned for city and community integration for broader impact, since it's the activity or program that is the subject of discussion and action, not necessarily the funding that is the subject of discussion. This financial oversight change also aligns with other boards that historically have no budget, such as, Planning Commission and Community Development Committee.

The source of funds remains the same. Activities or initiatives continue to be funded through the City's Social Services Funds and the Planning Department General Fund. In order to understand how best to impact City spending, a description of city budget and purchasing policy is presented below. Practices for spending prior to 2021 have not been in compliance with City Purchasing policies, so part of this governance change is also to rectify this.

Integrated work:

This year also marks a shift in budgeting for funds historically part of the Native American Commission and the Arts and Culture Commission in order to simplify expectations and procedures. This year the budget identified two specific partner agencies that are key to the community and work on behalf of City of Fargo's missions and goals. This year a direct line item was created for allocation for the Indigenous Association for \$30,000 and The Arts Partnership for an allocation of \$90,000. The payments for these activities will not need to come forward in front of regular business of the Arts and Culture Commission or Native American Commission since they were included within the City of Fargo budget and continue the work of programs that are already in existence.

The City's Budget Process

The City's fiscal year runs January 1 through December 31. Planning for the following year's budget happens much earlier, a year in advance. In Spring 2021, departments will present initiatives, activities, and priorities to the Mayor's Budget committee for the 2022 fiscal year. Budget proposals may include new ideas or programs in addition to regular operational costs and capital costs. In general, budget increases are very modest, if at all, and need to connect to a strategy or work plan item. Generally, these goals and initiatives are led through major studies or strategic plans. Examples for the Planning Department would be Downtown InFocus, GO2030, or the upcoming Core Neighborhood Plan. These plans and documents are vetted and approved at the City Commission and are formed by input from stakeholders, steering committees, and boards and commissions.

The Mayor then considers these requests from each department head and city commissioner and then drafts a proposed budget for the public and City Commission's review and approval. This entire process typically occurs from May through October with the department head's involvement primarily focused over 4-6 weeks in March-May.

Implications of the City Budget Process to Individual Board Work

We no longer can continue to support and receive sponsorship applications without a direct tie to work plan and initiatives or goals. While January 2021 may feel like a budgetary "fresh start," the Planning Department (and the City) already have identified priorities and initiatives for the year with adoption in October 2020. For historic context, the work of some boards and commissions, including their individual budgets have sat outside the city budget process for good reason which made sense 20 years ago. However this also means, the individual boards have not been able to operationalize within the city's organizational structure as it evolved. City leadership desires the work of the boards to be operational and integrated into the overall city governance for effective and transparent long-term change.

Staff recognizes that not all initiatives and goals can be captured in strategic planning processes, and a goal or initiative may arise during a fiscal year after the Planning Department's budget is adopted. In these situations, the new goal or initiative could be pursued under the following process:

1. The new initiative or goal is brought to and vetted by full board as an action to pursue.
2. The Planning Director coordinates with Liaison City Commissioner and Assistant City Administrator to confirm the item aligns with the City's priorities.
3. If supported by the full board and it is recommended to Finance Committee and the City Commission for final approval.

Combining the steps above, adopting a new initiative or goal in the middle of a year could be ninety days or more.

Budget

To help illustrate the Planning Department and Social Services budget, a table is included below as well as brief explanations of each funding category. The amounts listed are shared with other boards and commissions and in some cases other departments. To access these funds, City staff must follow the City Purchase Policy. The authority to allocate those funds depends on the activity and dollar amount, as referenced in the purchase policy (explained below).

Social Services & Arts Fund	\$223,400
Boards Support	\$8,000
Event Support	\$25,000

Social Services and Arts Fund. This fund is under the City of Fargo's general fund, but managed by the Planning Department. The fund supports critical programs or pilot projects carried out by nonprofit agencies or specific project initiatives generally sought out through an application or request for proposals. Primarily these assist community partners to carry out activities, such as, during COVID, education and outreach to vulnerable populations during COVID testing and quarantine and isolation support for housing and food assistance. These funds also have been recently refocused on assisting with housing, homelessness and continued quarantine support during the pandemic. Pre-pandemic, and over the past five years, these funds have also been used for public art projects.

Boards Support. This category is new and is used by the Planning Department to promote training or registration fees for board members to attend local conferences or booth rentals at community events.

Event Support. This category is intended for City of Fargo signature events led by board and commissions. These events are typically developed through an event planner in collaboration with community volunteers and city staff.

Expenditure Approval Process

For an expense to be approved, it must meet these requirements:

- It is appropriate to the budget category. There should be clear answers to how the request meets the goals of the board or activity, and how the activity supports the goal and mission.
- The activity is in line with the initiative, policy or goal as adopted and the activity is confirmed by the board overseeing that activity.
- The appropriate approvals are obtained according to the City Purchase Policy (e.g., Director, Finance Committee and City Commission)
- The expense meets a goal or priority of the Planning Department's work plan

City Purchase Policy

The full City of Fargo Purchase Policy is attached. A summary table of relevant purchase levels is below. All purchases made must be appropriate to the account to which it is charged. As described above, every new activity or operational element regardless of purchase amount must be approved by Finance Committee or City Commission; otherwise it needs to be allocated as part of a budget adjustment or proposed in the preceding year.

Purchase Description	Approval Requirement
\$10,000 or less	Planning Director
Sole Source or Piggyback and purchases between \$10,001 - \$50,000	Finance Committee
\$100,000+	City Commission

Follow up:

Staff sincerely hopes this report serves to explain in more detail the City of Fargo budget process and the roles of staff, the appointed boards, and the approval authorities. As we begin 2021 and the budget process for 2022, please do reach out with any questions or comments.

Purchasing Requirements At-A-Glance

	Micro Purchase, Sole Source and Piggyback Contract Purchases \$0 - \$10,000	Purchases \$10,001 - \$25,000	Purchases \$25,001 - \$50,000	Sole Source and Piggyback Contract Purchases \$10,000 - \$50,000	Sole Source and Piggyback Contract Purchases \$50,000 & Over	Purchases \$50,001 & Over
Decision Made By:	Division Head or Department Head	Division Head with Department Head concurrence	Department Head	Finance Committee Approval	Formal Process - Requires City Commission Approval	Formal Process - Requires City Commission Approval
Quote Form:	No	Yes (if no RFP) The purchasing quote form must accompany the first invoice.	Yes (if no RFP) The purchasing quote form must accompany the first invoice.	No	No	No
Fixed Asset Form:	Yes (if Applicable)	Yes (if Applicable)	Yes (if Applicable)	Yes (if Applicable)	Yes (if Applicable)	Yes (if Applicable)
AD #:	No	Optional A QF number may be obtained & referenced on all subsequent invoices.	Optional A QF number may be obtained & referenced on all subsequent invoices.	SSP or PBC	SSP or PBC	Yes
AD #'s: (Formal advertised process)	RFP	Request for Proposal: Proposal for products or services. Proposals will be collected on due date and are not opened publicly.				
	RFQ	Request for Qualifications: Proposal from companies that might pre-qualify to do services under specific criteria. Proposals will be collected on due date and are not open publicly.				
	RFV	Request for Vendor: Proposal for vendors to do services. Proposals will be collected on due date & are not opened publicly.				
	RSA	Rental Service Agreement				
	AFB	Advertise Bids: Bids from companies for product or services. Bids will be opened & read publicly on a bid opening date.				
Finance Committee	SSP	Sole Source Procurement: Procurement directed to a single vendor without going through a competitive procurement process.				
	PBC	Piggyback Contract: Purchases off of a competitively procured contract executed by State officials.				
Quote Form	QF	Quote Form: If the department requests to have a number assigned instead of attaching a quote form to subsequent invoices.				
Other	NDCC	ND Century Code				