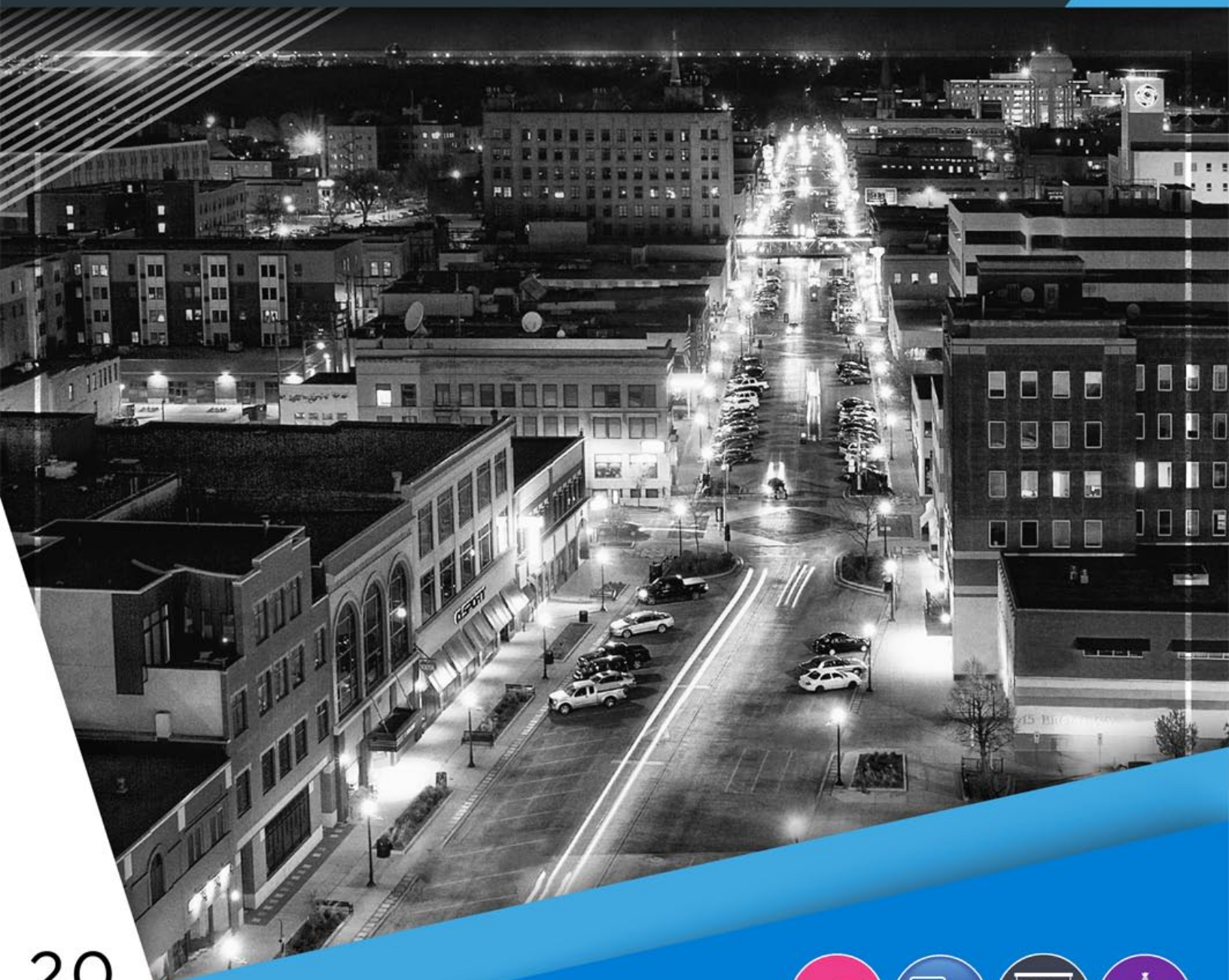


# THE APPROVED 2018 BUDGET

THE CITY OF FARGO, NORTH DAKOTA

SEPTEMBER 11, 2017



20  
18





*This page is intentionally left blank.*

**CITY OF FARGO, NORTH DAKOTA**  
**2018 PRELIMINARY BUDGET**  
**TABLE OF CONTENTS**

**Introductory Section**

Mayor's Budget Message.....	1
Fargo Mayor and Commissioners .....	4
Listing of Principal Officials .....	5
City of Fargo Organization Chart .....	7
City of Fargo Budget Development Process .....	10
City of Fargo Budgeted Funds Structure.....	12
Consolidated Budget Summary - All Budgeted Funds .....	14
Consolidated Budget Summary - Three Year Summary of All Budgeted Funds.....	16
Major Revenue Sources - Review and Discussion .....	18
Fund Balance Reporting .....	27
Schedule of Changes in Governmental Fund Balances.....	28

**General Fund**

**Summary Budget Data**

General Fund Fiscal Trends and Comments.....	31
General Fund Revenue Pie Chart by Source.....	32
General Fund Revenue Analysis by Source .....	33
General Fund Resource Trends Last Five Years.....	34
General Fund Expenditure Pie Chart by Function.....	35
General Fund Expenditure Analysis by Cost Category .....	36
General Fund Expenditure History Last Five Years.....	37
General Fund Mid-Year Budget Adjustment Recommendations.....	38
General Fund Budget Accuracy - Revenues for Last Ten Years .....	39

**Departmental Data and Budget History**

City Administrator.....	40
Human Resources .....	42
Information Services .....	44
Public Information .....	46
City Attorney .....	50
City Prosecution.....	52
Baseball Stadium .....	54
City Auditor .....	56
Municipal Court .....	58
Incarceration .....	60
City Assessor .....	62
General Support.....	64
Buildings & Grounds .....	66
Planning and Development .....	68
Inspections.....	70
Transit (all Divisions).....	72
Engineering Department .....	80
Traffic Engineering.....	84
Street Department.....	86
Central Garage .....	88
Fire Department.....	90
Police Department .....	94
Fargo Cass Public Health .....	96
Fargo Public Library.....	98
City Commission .....	102
Fargo Civic Center .....	104
Social Service Allocation.....	106
Capital Outlay .....	108
Vehicle Replacement .....	110
Unallocated .....	112
Transfers to Other Funds .....	114

## TABLE OF CONTENTS, CONTINUED

### Special Revenue Funds

Special Revenue Funds Fiscal Trends and Comments .....	117
Special Revenue Funds Summary .....	118
Special Revenue Mid-Year Budget Adjustment Recommendations .....	120
FM Convention and Visitors Bureau Operating Budget .....	122
FM Convention and Visitors Bureau Capital Budget .....	127

### Debt Service and Capital Projects Funds

Debt Service Funds Fiscal Trends and Budget Comments .....	129
Debt Service Funds Summary of Source and Uses of Funds .....	130
Refunding Improvement Bonds.....	131
Sales Tax Revenue Bonds.....	132
Other Governmental Debt .....	133
Tax Increment Financing District Obligations.....	134
Debt Service Funds Mid-Year Budget Adjustment Recommendations .....	135
Capital Project Funds Fiscal Trends and Budget Comments.....	137

### Proprietary Funds

#### Summary Budget Data

Proprietary Funds Fiscal Trends and Budget Comments .....	139
Proprietary Funds Revenue Analysis.....	140
Proprietary Funds Expenditure Analysis by Fund .....	141
Proprietary Funds Expense Analysis by Cost Category.....	142
Municipal Airport Authority Budget.....	143
Proprietary Funds Mid-Year Budget Adjustment Recommendations .....	144

#### Departmental Data and Budget History

Water Treatment .....	146
Water Mains & Hydrants .....	148
Water Meters .....	150
Utility Billing Services .....	152
Water Operating.....	154
Water Infrastructure Projects .....	155
Water Revenue Bond.....	156
Wastewater Treatment.....	158
Southeast Cass Sewer .....	162
Storm Sewer .....	164
Vector Control.....	168
Street Lighting.....	170
Solid Waste.....	172
Forestry.....	174
Fargo Airport Authority .....	176
FARGODOME .....	178

### Pension Trust Funds

Pension Trust Funds Fiscal Trends and Budget Comments .....	183
Pension Trust Fund Revenues.....	184
Pension Trust Fund Expenditures.....	185

### Statistical Section

Statistical Section Fiscal Trends and Budget Comments.....	187
Population Trends.....	188
Demographic Data .....	189
Building Permit History.....	190
Property Tax Valuation Trends .....	191
Major Employers .....	192
General Fund Balance History .....	193
Sales Tax Revenue Trends.....	194
State Intergovernmental Revenue History .....	195



## TABLE OF CONTENTS, CONTINUED

### Capital Outlay Requests

Capital Outlay Requests/Funding Listing .....	197
---	-----

### Personnel Requests

Personnel Requests/Funding Recommendations .....	201
--	-----

### General Fund Operating Requests

Operating Requests .....	202
--------------------------	-----



*This page is intentionally left blank.*



## **THE OFFICE OF THE MAYOR, DR. TIMOTHY J. MAHONEY**

---

Members of the Fargo community and Fargo City Commissioners,

The City of Fargo's 2018 Preliminary Budget is being presented for your review and consideration. I would like to express my appreciation to the department heads, division heads, commissioners and the budget team for their excellent work in arriving at a budget plan that will work for Fargo.

### **INTRODUCTION**

When we began this process, I had five goals in mind for the 2018 Preliminary Budget, as follows:

1. Limited or no growth in the General Fund budget.
2. A property tax reduction of two mills.
3. Moving a portion of the General Fund capital into a Capital Projects Fund.
4. Utilizing a portion of regionalization revenue to fund City capital projects.
5. Continuing our increased investments into public safety priorities.

We then began the process of meeting with each department, during which ideas, recommendations and conversations occurred to create the document before you today. Throughout this process, we have all remained devoted to providing the high quality of services that our residents have come to expect, while also continuing our commitment to being fiscally conservative with the people's money.

It goes without saying that we were impacted by the recent challenges surrounding the budget of the State of North Dakota. However, you will see in the 2018 City budget our utility strategies are not only helping other metro communities by providing excellent drinking water and wastewater solutions, they are helping Fargo residents by providing for increased and reliable revenue streams. With the help of the commissioners, the budget team feels the 2018 Preliminary Budget addresses the needs of a city transitioning into one of the Midwest's most vibrant urban areas.

### **WEIGHING THE NEEDS OF A GROWING CITY**

Our community is continuing its upward trajectory in several measureable ways, including population, geographic footprint, infill development activities and stronger neighborhoods. While there has been substantial progress, there is always more to attain as we strive to implement smart growth strategies. We are constantly seeking new partnerships with the private sector to achieve sustainable and impactful growth. The Fargo community has almost 40 recognized neighborhoods and we need to continually work together to ascertain ways of empowering and energizing residents to become civic leaders within these neighborhoods to truly allow our city to thrive.

Fargo finds itself within a global society that consumes data at an unbelievable rate. We took a huge step forward by launching an entirely new City website at the end of May to improve and expand our digital,

online City Hall. This process allowed for a full site reorganization and the generation of new content for our residents and visitors, all optimized for mobile devices. Relatedly, our staff members serving on the Data Governance Committee are in the process of inventorying the types of data currently held within various print and electronic documents in the City. This will help to determine what could be interesting and useful to make available on an open data portal for public use.

In 2017 and 2018, the City of Fargo is focusing on customer satisfaction and service improvements with the Customer Service Experience Initiative. This study focuses on our current performance while identifying strategies for future incorporation to provide the highest level of service. The Preliminary 2018 Budget continues these efforts and invests in the City of Fargo customer service brand and outcomes. Additionally, we have also included funding within this budget to implement the first steps of the emerging Public Arts Master Plan, which seeks to identify opportunities within our community for the incorporation for art and arts education.

We continue to see the necessity of a strong commitment to public safety within our city. Calls for service are ever increasing, which is the product of urbanization. Our new investments, coupled with our past commitments, are a testament to the value we place on ensuring Fargo is a safe community for everyone. Fargo's actions to promote sustainability are stronger than ever, highlighted by the launch of our new All-In-One recycling program in mid-2017. This program will help reduce the amount of materials being placed into our landfill and contribute to the larger mission of recycling in the nation. The community has embraced the All-In-One program, with nearly 90% of residents opting into the service.

As always, the health of our people is extremely important. The issue of opioid overdoses has devastated our community. The Mayors' Blue Ribbon Commission on Addiction and Fargo Cass Public Health are collaboratively working on this issue and we will continue to strongly support their efforts. Strategic tactics for economic development and workforce training are complimentary to each other and vital for our community's long-term success. While there have been notable achievements, we are redoubling our efforts in these sectors to ensure we are doing everything possible to lay the groundwork for the next decade and beyond.

### **PRIORITY AREAS IDENTIFIED FOR 2018**

#### **PUBLIC SAFETY**

- This budget includes five new police officers and their corresponding equipment.
- The purchase of a new pumper truck for the Fire Department.
- Continued support for the Mayors' Blue Ribbon Commission on Addiction.

#### **EMPLOYEE COMPENSATION**

- Competitive Wage Adjustment of 2% for full-time employees on Jan. 1, 2018.

#### **ARTS & CULTURE**

- Additional and expanded Arts & Culture opportunities.
- Potential repurposing of the Civic Center.

#### **BUILDINGS & GROUNDS**

- Completion and fit-up of the new City Hall.
- Police Department lease of Border States Electric warehouse.
- Demolition of the old City Hall and redevelopment of the City Plaza.



## INFRASTRUCTURE

- Permanent flood protection (FM Diversion and in-town levees).

## TRANSPARENT CAPITAL PROGRAM

- A portion of General Fund capital has been moved into the Capital Projects Fund.

## OTHER PRIORITIES

- Growth of regionalized utility services.
- New focus on strategic planning and Gov. Doug Burgum's Main Street Initiative.
- Reorganization of the Department of Planning and Development.
- Reorganization of the Enterprise Utility Departments.

## SUMMARIZING THE 2018 BUDGET

The reduction in aid from the State of North Dakota required us to tighten our belts and we responded accordingly. We have formulated a preliminary budget that is balanced, while also offering our citizens a level of property tax relief through a two-mill reduction in the total mill levy. The City's General Fund budget is proposed to just slightly increase by 0.7%, with a 5.6% decrease in operating expenses. We are proposing the addition of eight new full-time employees (3.5 from the General Fund and 4.5 from the Enterprise Fund).

This budget includes a modest increase of utility rates, which haven't been raised for several years. We have conducted rate analyses, which resulted in these recommendations. The proposed increases would raise the average homeowner's water fees by less than \$1 per month and wastewater fees by less than \$0.50 per month. Fargo's municipal utility rates are at the lower end of the spectrum compared to other North Dakota cities, with our residents continuing to highly rank the quality of Fargo services. These rate adjustments are a slight increase that will pay dividends in maintaining our services and facilities.

**Simply put, this is a smart, strategic and lean budget.** It addresses the ongoing needs of our growing city while minimizing the growth of government. Our entire City of Fargo team of employees are devoted to providing excellent services at a reasonable cost. We are using technologies and efficiencies to improve our services while keeping costs down. Thank you to everyone who played an active role in this process.

## LET'S WORK TOGETHER TO ACHIEVE OUR MISSION OF BEING 'FAR MORE'

Undoubtedly, the next several years will bring abundant opportunities, trying challenges and unexpected surprises. However, we have a strong foundation to build on and Fargo remains the envy of many in the region. It is a tremendous honor to be a part of this community and its local government. Fargo truly offers **Far More** than people expect. We can bring this city to even greater heights if we work together to advance the interests of our citizens.

Sincerely yours,



**Dr. Timothy J. Mahoney**  
Mayor of the City of Fargo

# THE BOARD OF FARGO CITY COMMISSIONERS



**DR. TIM MAHONEY**  
Mayor

**Elected:** 2005, 2006, 2010, 2014, 2015

**Term Expires:** June 2018

**Department Liaison:** Police, Operations, City Commission, Finance and Human Resources

**Committee Liaison:** Greater F-M Economic Development Corporation, Position Evaluation, Vector Control, Ambulance Committee, Community Development, Tax Exempt Review, Lake Agassiz Water Authority, Diversion Authority, Cass County Planning, Finance, Public Works Projects Evaluation Committee, Utility Committee and Renewable Energy



**DAVE PIEPKORN**  
Deputy Mayor & Commissioner

**Elected:** 2008, 2014

**Term Expires:** June 2018

**Department Liaison:** Engineering

**Committee Liaison:** Metropolitan Council of Governments, Greater F-M Economic Development Corporation, Liquor Control, Position Evaluation, Renaissance Zone, Tax Exempt Review, Fargodome Finance Committee, Diversion Authority, Alternate to the Lake Agassiz Water Authority, Finance Committee and Traffic Technical Advisory Committee

**Board Liaison:** Fargo Dome Authority, Special Assessment, Auditorium, Parking, Red River Basin Board and Downtown Community Partnership



**TONY GEHRIG**  
Commissioner

**Elected:** 2015

**Term Expires:** June 2018

**Department Liaison:** Enterprise/Utilities, Fire and Transit

**Committee Liaison:** Metropolitan Council of Governments, Metro Area Transit Coordinating Board, Liquor Control, Alternate to Diversion Authority and Utility Committee

**Board Liaison:** Airport Authority, Civil Service and Red River Basin Board



**TONY GRINDBERG**  
Commissioner

**Elected:** 2016

**Term Expires:** June 2020

**Department Liaison:** Planning and Transit

**Committee Liaison:** Metropolitan Council of Governments, Renaissance Zone, Diversion Authority and Metro Area Transit Coordinating Board

**Board Liaison:** Board of Appeals, Board of Adjustment and Housing Authority



**JOHN STRAND**  
Commissioner

**Elected:** 2016

**Term Expires:** June 2020

**Department Liaison:** Health and Information Services

**Committee Liaison:** Metropolitan Council of Governments, Community Development, Alternate to Diversion Authority and Food Systems Advisory Committee

**Board Liaison:** Board of Health, Library, Historic Preservation, Human Relations, Native American Commission, Fargo Youth Initiative and Arts & Culture



## PRINCIPAL OFFICIALS FOR THE CITY OF FARGO

### ELECTED OFFICIALS

<b>Dr. Tim Mahoney</b>	<i>Mayor</i>	Term Expires in June of 2018
<b>Dave Piepkorn</b>	<i>Deputy Mayor</i>	Term Expires in June of 2018
<b>Tony Gehrig</b>	<i>Commissioner</i>	Term Expires in June of 2018
<b>Tony Grindberg</b>	<i>Commissioner</i>	Term Expires in June of 2020
<b>John Strand</b>	<i>Commissioner</i>	Term Expires in June of 2020
<b>Steve Dawson</b>	<i>Municipal Judge</i>	Term Expires in June of 2020

### THE MAYOR'S CABINET

<b>Bruce P. Grubb</b>	<i>City Administrator</i>
<b>Michael J. Redlinger</b>	<i>Assistant City Administrator</i>
<b>Kember Anderson</b>	<i>Executive Assistant to the Commission</i>
<b>Mark Bittner</b>	<i>Director of Engineering</i>
<b>Julie Bommelman</b>	<i>Transit Director</i>
<b>Kent Costin</b>	<i>Director of Finance</i>
<b>Timothy Dirks</b>	<i>Library Director</i>
<b>Steve Dirksen</b>	<i>Fire Chief</i>
<b>Ben Dow</b>	<i>Director of Operations (Public Works)</i>
<b>James Gilmour</b>	<i>Director of Planning and Development</i>
<b>Ron Gronneberg</b>	<i>Chief Information Officer</i>
<b>Troy Hall</b>	<i>Water Utility Director</i>
<b>Jim Hausauer</b>	<i>Waste Water Utility Director</i>
<b>Terry Ludlum</b>	<i>Solid Waste Utility Director</i>
<b>Jill Minette</b>	<i>Director of Human Resources</i>
<b>Ruth Roman</b>	<i>Director of Fargo Cass Public Health</i>
<b>Gregg Schildberger</b>	<i>Manager of Communications &amp; Public Affairs</i>
<b>Rob Sobolik</b>	<i>General Manager of the FARGODOME</i>
<b>David Todd</b>	<i>Chief of Police</i>
<b>Vacant</b>	<i>City Engineer</i>

### OTHER CITY OFFICIALS

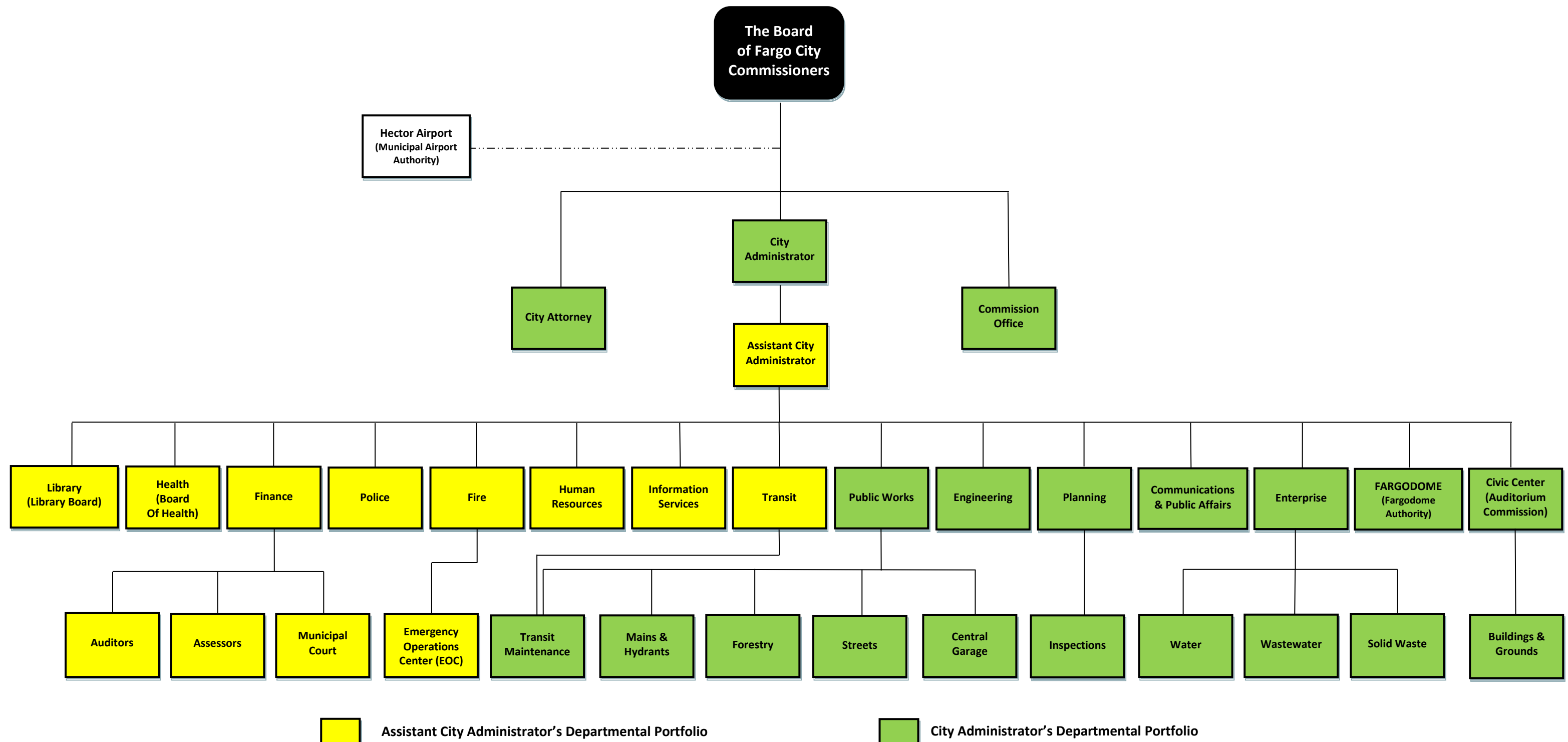
<b>Shawn Dobberstein</b>	<i>Airport Executive Director</i>
<b>Jeremy Gorden</b>	<i>Traffic Engineer</i>
<b>Ben Hushka</b>	<i>City Assessor</i>
<b>Erik Johnson</b>	<i>City Attorney</i>
<b>Scott Liudahl</b>	<i>City Forester</i>
<b>Harold Pedersen</b>	<i>Fleet Services Manager</i>
<b>Vacant</b>	<i>Water Treatment Plant Superintendent</i>
<b>Leon Schlafmann</b>	<i>Emergency Services Coordinator</i>
<b>Steve Sprague</b>	<i>City Auditor</i>
<b>Scott Stenvold</b>	<i>Physical Plant Coordinator</i>
<b>Bruce Taralson</b>	<i>Inspections Administrator</i>
<b>Susan Thompson</b>	<i>Clerk of Municipal Court</i>
<b>Don Tucker</b>	<i>Waste Water Treatment Plant Superintendent</i>
<b>Mark Williams</b>	<i>Public Works Services Manager</i>



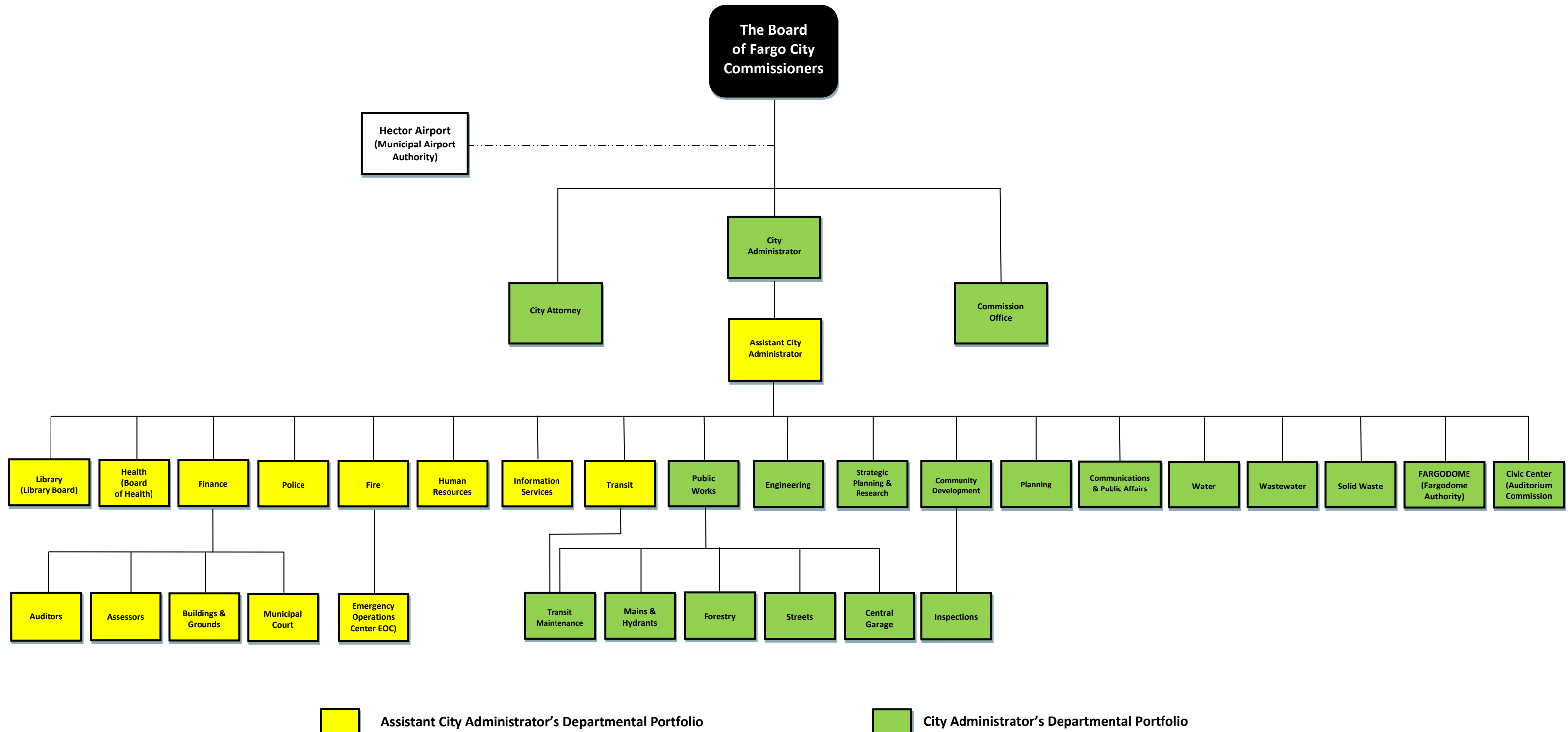
*This page is intentionally left blank.*



## The City of Fargo's Organizational Chart (Current)



## The City of Fargo's Proposed Organizational Chart





*This page is intentionally left blank.*

## City of Fargo Budget Development Process

A budget timeline and related budget development tasks are summarized in the chart below:

Overview of Budget Process	Jan	Feb	Mar.	April
<b>Reporting Financial Results</b>				
Prepare CAFR and Complete Audit	*****			
Present Financial Results to City Commission				
GFOA Certificate of Excellence in Reporting Award				
Publish CAFR and Post to Municipal Disclosure Repository				
<b>Ongoing Strategic Planning</b>				
Assessment of Community Needs	*****			
Update of Utility Infrastructure Master Plan		*****		
Update of Capital Improvement Plans	*****			
Timelines Developed for Long Term Financings	*****			
<b>Budget Development Activities</b>				
Monitor Revenues and Expenditures	*****			
Assessment of Economic Conditions	*****			
Board of Equalization Property Tax Valuations			*****	
Finance Department Revenue Projections				*****
Departmental Budget Instructions / Calendar Set				
Departmental Budget Proposals Developed				
Budget Team Meetings with Department Heads				
Preparation of Mayor's Preliminary Budget				*****
Mayor's Preliminary Budget Message Finalized				
<b>Budget Adoption Process</b>				
Mayor's Preliminary Budget Filed with Commission				
Commission Adoption of Preliminary Budget				
Notice of Budget Hearings Published				
Public Hearings on Tax Levies and Preliminary Budget				
Approval of Final Budget (October 7th)				
Certification of Tax Levies and Final Budget				



May	June	July	Aug	Sept.	Oct.	Nov.	Dec.
*****							
	*****						
	*****						
		***					
*****							
*****							
*****							
*****							
*****	*****	*****					
*****	*****	*****					
*****	*****	*****					
*****	*****	*****					
*****	*****	*****					
*****	*****	*****	*****				
			*****				
			**				
			**				
				**			
				**			
					**		
					**		

**CITY OF FARGO**  
**BUDGETED FUNDS STRUCTURE**

GOVERNMENTAL FUNDS			
GENERAL (1)	SPECIAL REVENUE (16)	DEBT SERVICE (5)	CAPITAL PROJECTS (10)
<b>General (Major Fund)</b>	City Share Assessments	Tax Increment	<b>General Infrastructure (Major Fund)</b>
	Noxious Weed	<b>Improvement Bonds (Major Fund)</b>	Building Fund
	Convention Bureau	Sidewalks	General Capital
	Regional Training Center	<b>Sales Tax Bonds (Major Fund)</b>	Grant Equipment
	Court Forfeits	Other Revenue Debt	Disaster Recovery
	Skyway Maintenance		Street Infrastructure
	Parking Authority		Water Infrastructure
	Parking Repairs		Wastewater Infrastructure
	Parking Surplus		Flood Sales Tax
	Community Development		FM Diversion Sales Tax
	HUD Home Program		
	Neighborhood Stabilization		
	HUD Home Participating Jurisdiction		
	Downtown BID		
	NRI Loans		
	Baseball Stadium		

**Budgeted Funds Information:**

- North Dakota Century Code (NDCC) 40-40 requires budget approval for General, Special Revenue and Debt Service Funds
- City of Fargo budgets for funds required in NDCC 40-40 plus enterprise funds, and pension trust funds
- Capital project funds are not budgeted as projects are authorized in capital improvement plans or as developed and approved individually
- Agency Funds are not budgeted
- Major funds are identified in the chart above and are categorized based upon being more than 10% of the consolidated budget total as further described on the next page
- All capital project and debt service funds are consolidated in the presentation of our Comprehensive Annual Financial Report (CAFR)

PROPRIETARY FUNDS		TRUST FUNDS	AGENCY FUNDS
MAJOR ENTERPRISE (6)	NON-MAJOR ENTERPRISE (4)	PENSION TRUST (2)	(4)
<b>Water (Major Fund)</b> Wastewater Storm Sewer Solid Waste FargoDome Municipal Airport	SE Cass Sewer Vector Control Street Lighting Forestry	City Employee Police	Performance Deposits Park District Special Assmts. FM Diversion Authority Red River Regional Dispatch

### Major Fund Descriptions:

#### General Fund:

The General Fund accounts for all financial resources not allocated to other funds. Majority of revenues derived from State Intergovernmental revenues, property taxes, and charges for services.

#### Improvement Bond Fund:

This fund accounts for all refunding improvement bond funds required by bond covenants from individual Refunding Improvement Bond issues. It accounts for all special assessments levied for the payment of bonded indebtedness.

#### Sales Tax Bonds Fund:

The Sales Tax Bond Fund accounts for all resources and related debt payments associated with sales tax revenue bonds. This fund is structured to comply with various bond covenants associated with individual sales tax backed debt issues. Sales tax resources are voter approved and have been authorized for a twenty to sixty year period. Three authorizations are currently outstanding.

#### Water Fund:

This fund accounts for the activities (revenues, operating and capital expenses) of the City's water system. The City receives user fee revenues derived from sale of water and other related services to the general public.

City of Fargo, North Dakota Summary of All Budgeted Funds FY 2018	Governmental Funds		
	General Fund	Debt Service	Special Revenue
<b>Revenues &amp; Transfers In</b>			
Property Taxes	\$ 24,498,000	\$ 4,469,000	\$ 556,000
Sales Taxes	-	13,633,714	-
Other Taxes	-	-	2,315,000
Special Assessments	-	33,936,840	420,000
Franchise Fees	5,391,500	-	-
Licenses & Permits	4,790,000	-	-
Federal Intergovernmental	4,273,838	-	1,567,000
State/Local Intergovernmental	18,502,627	7,499,650	40,999
Charges for Services	16,837,863	-	2,062,000
Fines & Forfeits	2,536,500	-	100,000
Investment Income	3,366,000	500,000	-
Miscellaneous	937,672	-	267,456
Transfers In	15,249,000	12,656,162	533,666
Public Utility Revenue	-	-	-
Utility Byproduct Sales	-	-	-
Employee/Employer Contributions	-	-	-
<b>Total Revenues &amp; Transfers In</b>	<b>96,383,000</b>	<b>72,695,366</b>	<b>7,862,121</b>
<b>Financial Uses:</b>			
General Government	17,171,212	-	-
Public Safety	39,390,974	-	240,000
Public Works	11,923,785	-	426,000
Public Health & Welfare	11,755,199	-	20,373
Recreation & Culture	4,909,457	-	3,046,000
Urban Development	-	-	1,698,514
Public Transportation	8,442,657	-	1,005,121
General Support	1,282,700	-	-
Unallocated	(2,214,235)	-	-
Public Utilities	-	-	-
Capital Outlay	630,100	-	-
Debt Service Normal Redemption	-	30,098,000	-
Debt Service Early Redemption	-	-	-
Debt Service - Interest & Fees	-	25,268,704	-
Plan Administration	-	-	-
Plan Benefits	-	-	-
Transfers Out	3,076,151	15,534,914	1,400,335
<b>Total Financial Uses</b>	<b>96,368,000</b>	<b>70,901,618</b>	<b>7,836,343</b>
<b>Surplus (Deficit)</b>	<b>15,000</b>	<b>1,793,748</b>	<b>25,778</b>
<b>Fund/Equity Balance, Beginning</b>	<b>34,382,177</b>	<b>107,611,771</b>	<b>1,299,490</b>
<b>Intra-fund Transfer</b>	<b>(1,200,000)</b>	<b>-</b>	<b>-</b>
<b>Fund/Equity Balance, Ending</b>	<b>\$ 33,197,177</b>	<b>\$ 109,405,519</b>	<b>\$ 1,325,268</b>

- Notes:**
- NDCC 40-40 defines Municipal Budget laws
  - Non Major Utility Funds includes Wastewater, Storm Sewer, Solid Waste, Street Lighting, Forestry, Vector Control, SE Cass, Fargodome and Airport Authority. Budget approval required pursuant to City Home Rule Charter
  - All Debt Service fund balances are restricted for future debt payments in accordance with bond covenants
  - Capital project funds are considered non budgeted funds pursuant to NDCC 40-40
  - Proprietary Fund Equity = Total Net Assets
  - Depreciation of Net Assets is not a budgeted item



Proprietary Funds		Fiduciary Funds	
Water Utility	Non Major Utilities	Pension Funds	Consolidated Totals
\$ -	\$ 1,003,000	\$ -	\$ 30,526,000
-	-	-	13,633,714
-	-	-	2,315,000
-	22,000	-	34,378,840
-	-	-	5,391,500
-	-	-	4,790,000
-	8,000,000	-	13,840,838
-	290,000	-	26,333,276
-	4,365,094	-	23,264,957
-	-	-	2,636,500
-	2,496,650	7,105,000	13,467,650
15,000	5,040,800	-	6,260,928
-	10,379,000	-	38,817,828
30,027,000	41,027,139	-	71,054,139
-	1,405,000	-	1,405,000
-	-	7,266,000	7,266,000
<b>30,042,000</b>	<b>74,028,683</b>	<b>14,371,000</b>	<b>295,382,170</b>
-	-	-	17,171,212
-	-	-	39,630,974
-	-	-	12,349,785
-	-	-	11,775,572
-	6,520,530	-	14,475,987
-	-	-	1,698,514
-	30,100,916	-	39,548,694
-	-	-	1,282,700
-	-	-	(2,214,235)
21,808,409	22,502,587	-	44,310,996
-	-	-	630,100
16,000	2,105,000	-	32,219,000
-	-	-	-
32,500	402,700	-	25,703,904
-	-	311,500	311,500
-	-	7,000,000	7,000,000
9,604,732	14,986,983	-	44,603,115
<b>31,461,641</b>	<b>76,618,716</b>	<b>7,311,500</b>	<b>290,497,818</b>
(1,419,641)	(2,590,033)	7,059,500	4,884,352
<b>249,006,654</b>	<b>535,049,095</b>	<b>98,855,830</b>	<b>1,026,205,017</b>
-	-	-	(1,200,000)
<b>\$ 247,587,013</b>	<b>\$ 532,459,062</b>	<b>\$ 105,915,330</b>	<b>\$ 1,029,889,369</b>

City of Fargo, North Dakota Three Year Summary of All Funds (In Thousands of Dollars)	GOVERNMENTAL FUNDS											
	General Fund (Major Fund)			Debt Service Fund (Major Fund)			Non Major Funds			Total Governmental Funds		
	2016 Actual	2017 Budget	2018 Budget	2016 Actual	2017 Budget	2018 Budget	2016 Actual	2017 Budget	2018 Budget	2016 Actual	2017 Budget	2018 Budget
Revenues & Transfers In												
Property Taxes	\$ 22,100.8	\$ 23,668.0	\$ 24,498.0	\$ 3,510.6	\$ 4,022.0	\$ 4,469.0	\$ 462.4	\$ 517.0	\$ 556.0	\$ 26,073.8	\$ 28,207.0	\$ 29,523.0
Sales Taxes	-	-	-	23,189.8	20,148.3	13,633.7	-	-	-	23,189.8	20,148.3	13,633.7
Other Taxes	-	-	-	-	-	-	2,339.8	1,906.9	2,315.0	2,339.8	1,906.9	2,315.0
Special Assessments	-	-	-	36,744.9	29,700.0	33,936.8	231.3	294.0	420.0	36,976.3	29,994.0	34,356.8
Franchise Fees	4,839.2	5,159.5	5,391.5	-	-	-	-	-	-	4,839.2	5,159.5	5,391.5
Licenses & Permits	4,832.5	4,920.0	4,790.0	-	-	-	-	-	-	4,832.5	4,920.0	4,790.0
Federal Intergovernmental	4,799.7	4,951.1	4,273.8	-	-	-	855.8	1,567.0	1,567.0	5,655.5	6,518.1	5,840.8
State/Local Intergovernmental	18,506.5	17,733.5	18,502.6	228.0	-	7,499.7	49.7	41.0	41.0	18,784.2	17,774.5	26,043.3
Charges for Services	22,161.4	17,551.3	16,837.9	-	-	-	1,795.0	1,931.0	2,062.0	23,956.4	19,482.3	18,899.9
Fines & Forfeits	2,121.6	2,536.5	2,536.5	-	-	-	219.7	100.0	100.0	2,341.2	2,636.5	2,636.5
Investment Income	2,525.9	3,129.0	3,366.0	767.9	300.0	500.0	0.6	-	-	3,294.4	3,429.0	3,866.0
Miscellaneous	1,030.9	955.8	937.7	12.9	-	-	771.6	760.6	267.5	1,815.4	1,716.4	1,205.1
Transfers In	11,515.0	13,466.0	15,249.0	1,779.8	11,138.6	12,656.2	100.3	69.5	533.7	13,395.1	24,674.2	28,438.8
Public Utility Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Utility Byproduct Sales	-	-	-	-	-	-	-	-	-	-	-	-
Loans/Bonds/Capital Leases Issued	-	-	-	79,856.0	-	-	-	-	-	79,856.0	-	-
Capital Contributions	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues & Transfers In	94,433.5	94,070.7	96,383.0	146,089.9	65,309.0	72,695.4	6,826.2	7,187.0	7,862.1	247,349.6	166,566.7	176,940.5
Financial Uses:												
General Government	15,850.4	17,141.2	17,171.2	-	-	-	-	-	-	15,850.4	17,141.2	17,171.2
Public Safety	35,804.8	37,588.5	39,391.0	-	-	-	258.9	240.0	240.0	36,063.7	37,828.5	39,631.0
Public Works	10,662.5	11,335.0	11,923.8	656.9	-	-	287.5	352.0	426.0	11,606.9	11,687.0	12,349.8
Public Health & Welfare	10,762.5	10,960.3	11,755.2	-	-	-	34.9	-	20.4	10,797.3	10,960.3	11,775.6
Recreation & Culture	4,770.8	5,699.8	4,909.5	-	-	-	2,808.6	2,942.0	3,046.0	7,579.4	8,641.8	7,955.5
Urban Development	-	-	-	235.40	-	-	1,442.9	1,725.0	1,698.5	1,678.3	1,725.0	1,698.5
Public Transportation	7,093.0	7,802.1	8,442.7	-	-	-	869.8	1,228.4	1,005.1	7,962.8	9,030.5	9,447.8
General Support	1,057.1	1,167.0	1,282.7	-	-	-	-	-	-	1,057.1	1,167.0	1,282.7
Unallocated	-	(74.8)	(2,214.2)	-	-	-	-	-	-	-	(74.8)	(2,214.2)
Public Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	2,611.8	3,981.7	630.1	-	-	-	83.5	-	-	2,695.3	3,981.7	630.1
Debt Service Normal Redemption	68.35	-	-	23,220.4	28,230.0	30,098.0	-	-	-	23,288.8	28,230.0	30,098.0
Debt Service Early Redemption	-	-	-	76,290.0	850.0	-	-	-	-	76,290.0	850.0	-
Debt Service - Interest & Fees	9.71	-	-	21,217.8	20,857.5	25,268.7	-	-	-	21,227.5	20,857.5	25,268.7
Non Operating Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	4,822.1	2,284.2	3,076.2	6,520.6	16,379.2	15,534.9	2,036.1	943.6	1,400.3	13,378.8	19,607.0	20,011.4
Total Financial Uses	93,513.0	97,885.0	96,368.0	128,141.1	66,316.7	70,901.6	7,822.1	7,431.0	7,836.3	229,476.3	171,632.7	175,106.0
Surplus (Deficit)	920.5	(3,814.3)	15.0	17,948.8	(1,007.7)	1,793.7	(995.9)	(244.0)	25.8	17,873.3	(5,066.0)	1,834.5
Fund/Equity Balance, Beginning	39,176.1	39,396.5	34,382.2	90,670.7	108,619.5	107,611.8	2,539.4	1,543.5	1,299.5	132,386.1	150,959.5	147,093.4
Intra-fund Transfer	(700.0)	(1,200.0)	(1,200.0)	-	-	-	-	-	-	(700.0)	(1,200.0)	(1,200.0)
Fund/Equity Balance, Ending	\$ 39,396.5	\$ 34,382.2	\$ 33,197.2	\$ 108,619.5	\$ 107,611.8	\$ 109,405.5	\$ 1,543.5	\$ 1,299.5	\$ 1,325.3	\$ 150,959.5	\$ 147,093.4	\$ 150,128.0

City of Fargo, North Dakota Three Year Summary of All Funds (In Thousands of Dollars)	Water Utility (Major Fund)					Proprietary Funds					Consolidated Totals				
	2018		2017		2018 Budget	Non Major Utilities		2017		2018 Budget	Total Proprietary Funds		2018		2018 Budget
	2016 Actual	2017 Budget	2016 Actual	2017 Budget		2016 Actual	2017 Budget	2016 Actual	2017 Budget		2016 Actual	2017 Budget	2016 Actual	2017 Budget	
<b>Revenues &amp; Transfers In</b>															
Property Taxes	\$ -	\$ -	\$ -	\$ -		\$ -	932.3	\$ -	932.3	\$ 1,003.0	840.4	\$ -	\$ 26,914.3	\$ 29,139.3	\$ 30,526.0
Sales Taxes	-	-	-	-		-	-	-	-	-	-	-	23,189.8	20,148.3	13,633.7
Other Taxes	-	-	-	-		-	-	-	-	-	-	-	2,339.8	1,906.9	2,315.0
Special Assessments	-	-	-	-		-	8.0	-	8.0	22.0	-	-	36,976.3	30,002.0	34,378.8
Franchise Fees	-	-	-	-		-	-	-	-	-	-	-	4,839.2	5,159.5	5,391.5
Licenses & Permits	-	-	-	-		-	-	-	-	-	-	-	4,832.5	4,920.0	4,790.0
Federal Intergovernmental	-	-	-	-		12,781.0	6,883.0	-	6,883.0	8,000.0	12,781.0	-	18,436.5	13,401.1	13,840.8
State/Local Intergovernmental	-	-	-	-		585.8	140.0	-	140.0	290.0	585.8	-	19,370.1	17,914.5	26,333.3
Charges for Services	-	-	-	-		6,578.9	4,363.8	-	4,363.8	4,365.1	6,578.9	-	30,535.4	23,846.1	23,265.0
Fines & Forfeits	-	-	-	-		-	-	-	-	-	-	-	2,341.2	2,636.5	2,636.5
Investment Income	191.4	-	-	-		3,651.6	2,466.7	-	2,466.7	2,496.7	3,843.0	-	7,137.4	5,895.7	6,362.7
Miscellaneous	196.9	15.0	-	15.0		694.3	1,543.1	-	1,543.1	5,040.8	891.2	-	2,706.6	3,274.5	6,260.9
Transfers In	45.8	3,942.6	-	-		530.0	4,066.5	-	4,066.5	10,379.0	575.8	-	13,970.9	32,683.3	38,817.8
Public Utility Revenue	21,779.6	24,076.0	-	30,027.0		36,981.5	37,517.6	-	37,517.6	41,027.1	58,761.1	-	58,761.1	61,593.6	71,054.1
Byproduct Sales	-	-	-	-		1,275.4	1,185.0	-	1,185.0	1,405.0	1,275.4	-	1,275.4	1,185.0	1,405.0
Loans/Bonds Issued	-	-	-	-		-	-	-	-	-	-	-	79,856.0	-	-
Capital Contributions	40,497.7	-	-	-		26,049.1	-	-	-	-	66,546.9	-	66,546.9	-	-
<b>Total Revenues &amp; Transfers In</b>	<b>62,711.461</b>	<b>28,033.6</b>	<b>30,042.0</b>	<b>30,042.0</b>		<b>89,968.1</b>	<b>59,105.9</b>	<b>87,139.5</b>	<b>87,139.5</b>	<b>104,070.7</b>	<b>152,679.6</b>	<b>104,070.7</b>	<b>400,029.2</b>	<b>253,706.2</b>	<b>281,011.2</b>
<b>Financial Uses:</b>															
General Government	-	-	-	-		-	-	-	-	-	-	-	15,850.4	17,141.2	17,171.2
Public Safety	-	-	-	-		-	-	-	-	-	-	-	36,063.7	37,828.5	39,631.0
Public Works	-	-	-	-		-	-	-	-	-	-	-	11,606.9	11,687.0	12,349.8
Public Health & Welfare	-	-	-	-		-	-	-	-	-	-	-	10,797.3	10,960.3	11,775.6
Recreation & Culture	-	-	-	-		-	10,412.8	-	10,412.8	6,520.5	-	-	7,579.4	19,054.6	14,476.0
Urban Development	-	-	-	-		-	-	-	-	-	-	-	1,678.3	1,725.0	1,698.5
Public Transportation	-	-	-	-		-	18,561.0	-	18,561.0	30,100.9	-	-	7,962.8	27,591.5	39,548.7
General Support	-	-	-	-		-	-	-	-	-	-	-	1,057.1	1,167.0	1,282.7
Unallocated	-	-	-	-		-	-	-	-	-	-	-	-	(74.8)	(2,214.2)
Public Utilities	10,558.5	12,876.7	-	21,808.4		28,707.5	24,001.7	-	24,001.7	22,502.6	39,266.0	-	39,266.0	36,878.5	44,311.0
Capital Outlay	-	-	-	-		-	-	-	-	-	-	-	2,695.3	3,981.7	630.1
Debt Service Normal Redemption	-	3,856.0	-	16.0		-	719.5	-	719.5	2,105.0	-	-	23,288.8	32,805.5	32,219.0
Debt Service Early Redemption	-	-	-	-		-	-	-	-	-	-	-	76,290.0	850.0	-
Debt Service - Interest & Fees	232.7	135.1	-	32.5		1,373.7	182.9	-	182.9	402.7	1,606.4	-	22,833.9	21,175.5	25,703.9
Depreciation	4,190.4	-	-	-		18,859.4	-	-	-	-	23,049.8	-	23,049.8	-	-
Non Operating Expenses	48.8	-	-	-		43.7	-	-	-	-	92.6	-	92.6	-	-
Transfers Out	7,020.7	11,717.6	-	9,604.7		7,323.5	6,763.0	-	6,763.0	14,987.0	14,344.2	-	27,723.0	38,087.6	44,603.1
<b>Total Financial Uses</b>	<b>22,051.1</b>	<b>28,585.4</b>	<b>31,461.6</b>	<b>31,461.6</b>		<b>56,307.8</b>	<b>60,640.9</b>	<b>76,613.7</b>	<b>89,226.3</b>	<b>108,080.4</b>	<b>78,358.9</b>	<b>89,226.3</b>	<b>307,835.2</b>	<b>260,859.0</b>	<b>283,186.3</b>
<b>Surplus (Deficit)</b>	<b>40,660.4</b>	<b>(551.8)</b>	<b>(1,419.6)</b>	<b>(1,419.6)</b>		<b>33,660.2</b>	<b>(1,534.9)</b>	<b>(2,590.0)</b>	<b>(2,086.8)</b>	<b>(4,009.7)</b>	<b>74,320.6</b>	<b>(2,086.8)</b>	<b>92,193.9</b>	<b>(7,152.8)</b>	<b>(2,175.1)</b>
<b>Fund/Equity Balance, Beginning</b>	<b>208,898.1</b>	<b>249,558.5</b>	<b>249,006.7</b>	<b>249,006.7</b>		<b>502,923.8</b>	<b>536,584.0</b>	<b>535,049.1</b>	<b>535,049.1</b>	<b>532,459.1</b>	<b>711,821.9</b>	<b>786,142.5</b>	<b>844,208.1</b>	<b>937,102.0</b>	<b>931,149.2</b>
<b>Intra-fund Transfer</b>	-	-	-	-		-	-	-	-	-	-	-	(700.0)	(1,200.0)	(1,200.0)
<b>Fund/Equity Balance, Ending</b>	<b>\$ 249,558.5</b>	<b>\$ 249,006.7</b>	<b>\$ 247,587.0</b>	<b>\$ 247,587.0</b>		<b>\$ 536,584.0</b>	<b>\$ 535,049.1</b>	<b>\$ 532,459.1</b>	<b>\$ 532,459.1</b>	<b>\$ 532,459.1</b>	<b>\$ 786,142.5</b>	<b>\$ 784,055.7</b>	<b>\$ 937,102.0</b>	<b>\$ 931,149.2</b>	<b>\$ 930,174.0</b>

## **Major Revenue Sources Review and Discussion**

The Government Finance Officers Association (GFOA) best budget practices guidance recommends a discussion of major revenue source as an integral part of the budget document. A discussion of each major revenue source is provided to assist budget users in understanding where our funding is derived and how it is predicted in the annual budget process. The revenue categories are listed in order by the amount from largest to smallest and this discussion covers 73% of City-wide revenues.

### **Public Utility Revenue**

#### **Utility Fees**

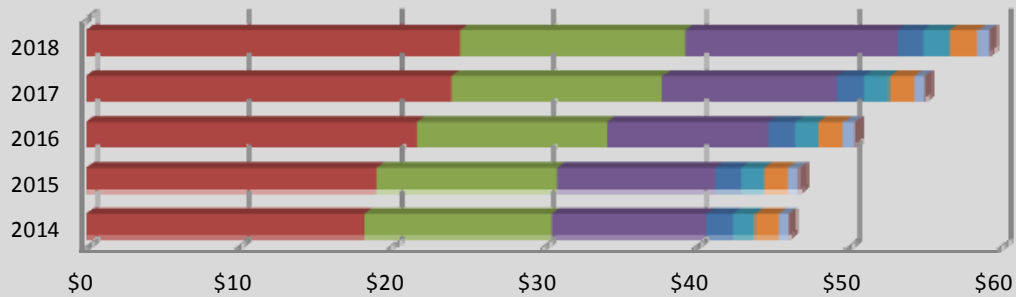
The City provides municipal utilities including water, wastewater, solid waste, storm sewer, street lighting, vector control and forestry services. All fees are established by resolution of the City Commission and are set at levels to sustain our utility services. We anticipate collecting \$59.31 million in public utility fees in 2018, up from \$55.13 in 2017. In 2018, Fargo will become a wastewater service provider to the City of West Fargo and the City of Horace. We expect Wastewater Fund revenues to increase by an additional \$2.4 million due to the change in our customer base. Rate increases of 3% are recommended in Water and Wastewater and will be recommended in Storm Sewer as a result of a rate study to be completed in 2017.

Budgeting methodology for public utility fees include historical analysis of growth and demand for new services as new subdivisions develop. The City is a regional water service provider to Cass Rural Water Users District that operates in our southern areas as well as providing water services to smaller cities adjacent to Fargo, including West Fargo.

We are also cognizant of what other cities charge for these utility services and participate in a regional rate study each year that compares several rate structures in other nearby cities as well as using innovative methods to keep our rates as low as possible. Currently, Fargo utility fees for water, wastewater, and storm sewer fees are approximately 16% lower than the average of thirteen other North Dakota cities.

Long term master planning for both operational and capital planning is updated annually. Sales tax resources and utility rate revenues are used to fund expensive infrastructure.

## Public Utility Fees (in Millions)



	2014	2015	2016	2017	2018
Water	\$18.31	\$19.13	\$21.78	\$24.01	\$24.60
Solid Waste	\$12.31	\$11.85	\$12.50	\$13.87	\$14.78
Wastewater	\$10.18	\$10.33	\$10.53	\$11.48	\$13.90
Street Lighting	\$1.70	\$1.75	\$1.81	\$1.72	\$1.73
Forestry	\$1.44	\$1.46	\$1.48	\$1.68	\$1.68
Storm Sewer	\$1.58	\$1.60	\$1.63	\$1.65	\$1.87
Vector Control	\$0.66	\$0.68	\$0.70	\$0.70	\$0.72
SE Cass	\$0.04	\$0.03	\$0.03	\$0.02	\$0.02
Total	\$46.21	\$46.84	\$50.46	\$55.13	\$59.31

## Byproduct Revenue

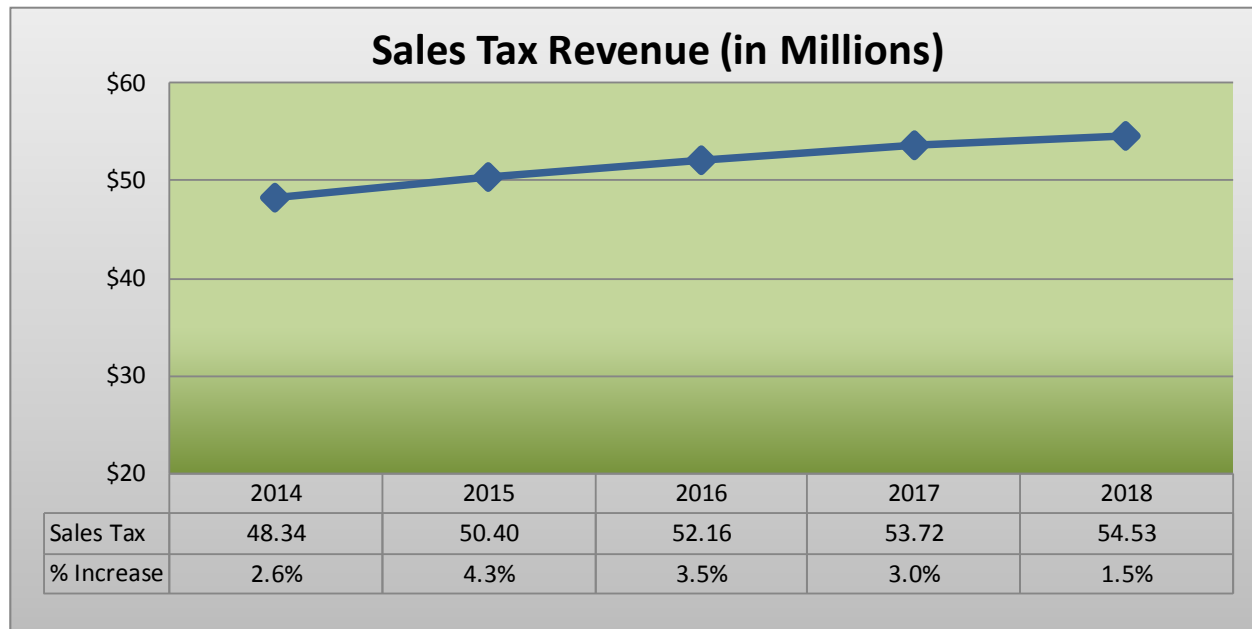
Fargo has been a leader in innovation by leveraging our utility operations to maximum benefit. Innovative projects include converting methane gas from our landfill to electricity, selling surplus methane gas to a local business, and reusing wastewater for ethanol production. All of these initiatives are producing additional revenue as byproducts of our traditional utility operations. Long term agreements are in place and these operations continued to be a mutual benefit to our citizens and private partners. A total of \$1.4 million is being budgeted for 2018.

## **Sales Taxes**

Sales taxes have been voter approved and are managed in accordance with the City's Home Rule Charter sections 3(S), (T) and (U). All sales tax collected are dedicated by Charter for infrastructure projects and financing. Section 3(T) and (U) are dedicated for exclusive use on flood risk mitigation projects while section 3(S) has a broader definition of infrastructure. The combined sales tax rate levied by the City of Fargo is 2%. The State of North Dakota currently levies 5% sales and use tax and Cass County collects another .5% for flood risk mitigation. All collections are administered by the State Tax Commission's Office under contract with the City. Collections are remitted monthly as collected by the State. The City uses historical trending and a local economic assessment process in projecting future sales tax revenues. The City uses the same sales tax exemptions methodology as deployed by the State of North Dakota. We are forecasting revenue of \$54.5 million in 2018. A growth assumption of 1.5% has been applied to the sales tax revenue forecast. This growth assumption was reduced from the prior year assumption due to actual year to date sales tax revenue being down 9.4% compared to the prior year.

All sales tax resources are dedicated for infrastructure funding. A portion of our sales tax revenue is pledged to long term debt repayment for projects already constructed. Of the total expected sales tax revenue of \$54.5 million, \$13.6 million is budgeted in the debt service funds and the remaining amount of \$40.9 is allocated to the capital project fund. North Dakota State law does not require that capital project funds be included in our annual budget so the portion allocated to this fund group is not shown in our consolidated budget totals.

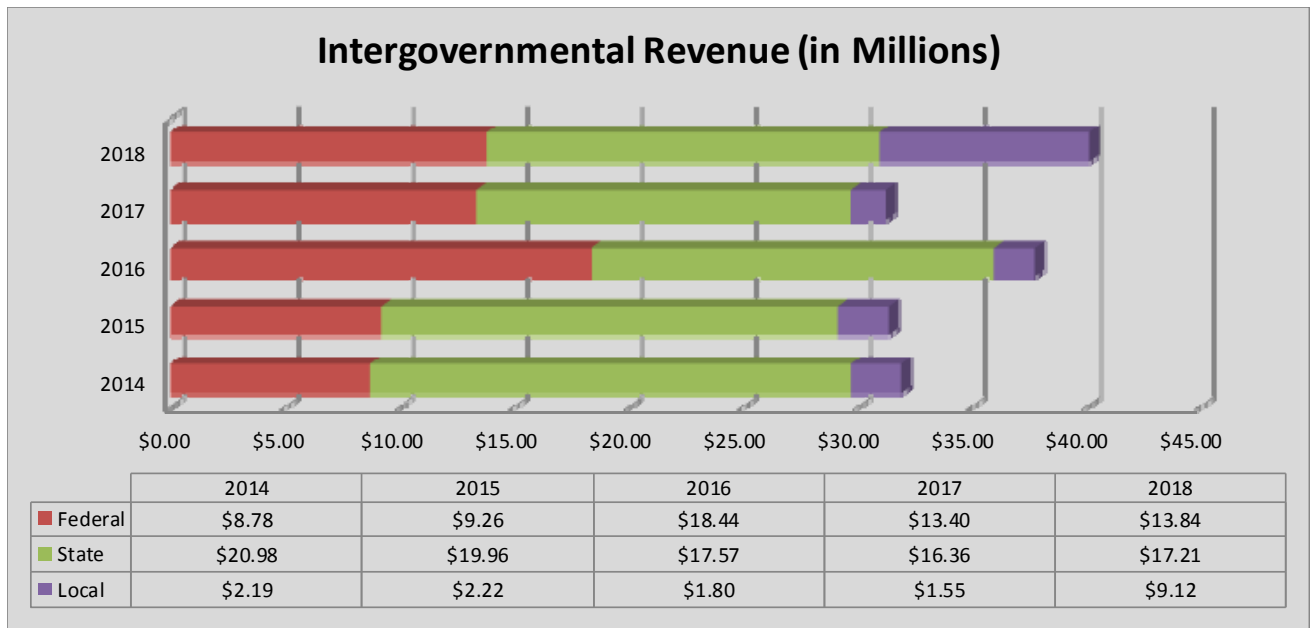
In November, 2016 the citizens of the City of Fargo voted to extend our sales tax authority for HRC Sections 3(T) and 3(U) until 2084. This will provide a long term funding source for the FM Area Diversion Project which was approved by the Army Corp of Engineers in July, 2016. The City also dedicated an additional ½ cent sales tax, HRC Section 3(U), for flood control commencing January 1, 2017. The sales tax will be dedicated through the life of the project.



## Intergovernmental Revenues

Intergovernmental revenues come directly from other governmental units. Funding is received from federal, state and local agencies. Revenues are commonly received in the form of grants for specific purposes or may be more general in nature.

In 2016 and 2017, we experienced a significant decline in the State of North Dakota's economic conditions which resulted in a decline to the City's state aid resources. The largest single State intergovernmental revenue source is from state aid that is derived from statewide sales tax collections. We are projecting state aid revenue to be similar to the 2017 budgeted level and are projecting a slight increase in state highway funds of \$530,000 due to a rising state economic forecast. Both of these revenues are accounted for in the General Fund. Local intergovernmental revenue shows an increase of \$7.5 million. This increase is the result of flood protection related debt being folded into the FM Area Diversion Project financial plan. The debt service payments on this debt will be reimbursed to the City by the Diversion Authority. Historical revenue trends for intergovernmental revenues in governmental funds are shown in the following chart.



The City budgets for grant revenue based upon approved grant agreements. Budgets are modified during the year as new grants are awarded and approved by the Board of City Commissioners. State intergovernmental revenues are estimated based upon financial statistics reported by the State of North Dakota or other entities, historical trending and an assessment of the statewide economy. We do not use an external economist to predict State revenues sources; however, our existing budget process contains a mid-year revenue revision if needed.

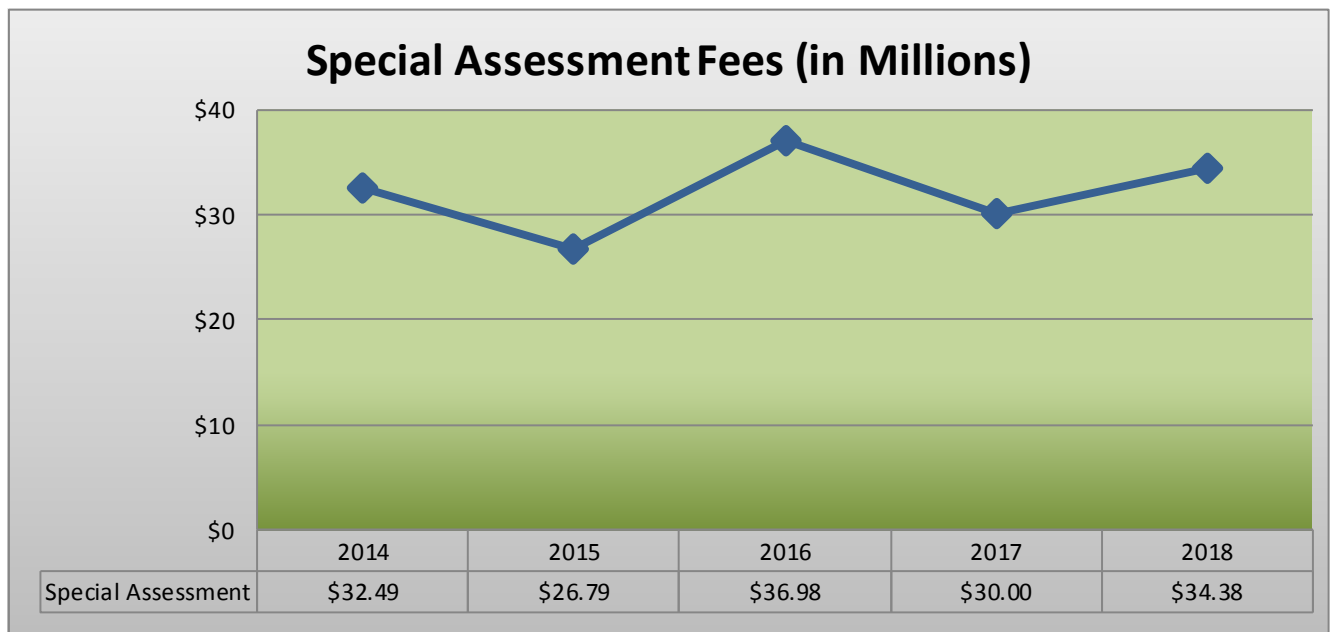


## Special Assessments

Special assessments are a widely used method of funding infrastructure projects in North Dakota.

Those who benefit from infrastructure projects help pay for these capital improvements. Special assessment benefit districts are established during the project planning phase and final project costs are allocated to property parcels after the projects are completed based upon the benefits they receive. Assessments are accounted for on a project specific basis and therefore we are able to predict our certified assessment revenues with a high degree of certainty. Most assessments are collected over a twenty-five-year period which mirrors the useful life of the infrastructure asset. A property owner may choose to prepay their entire assessment. Accumulated prepaid assessments are restricted within debt service funds for the payment of long term debt.

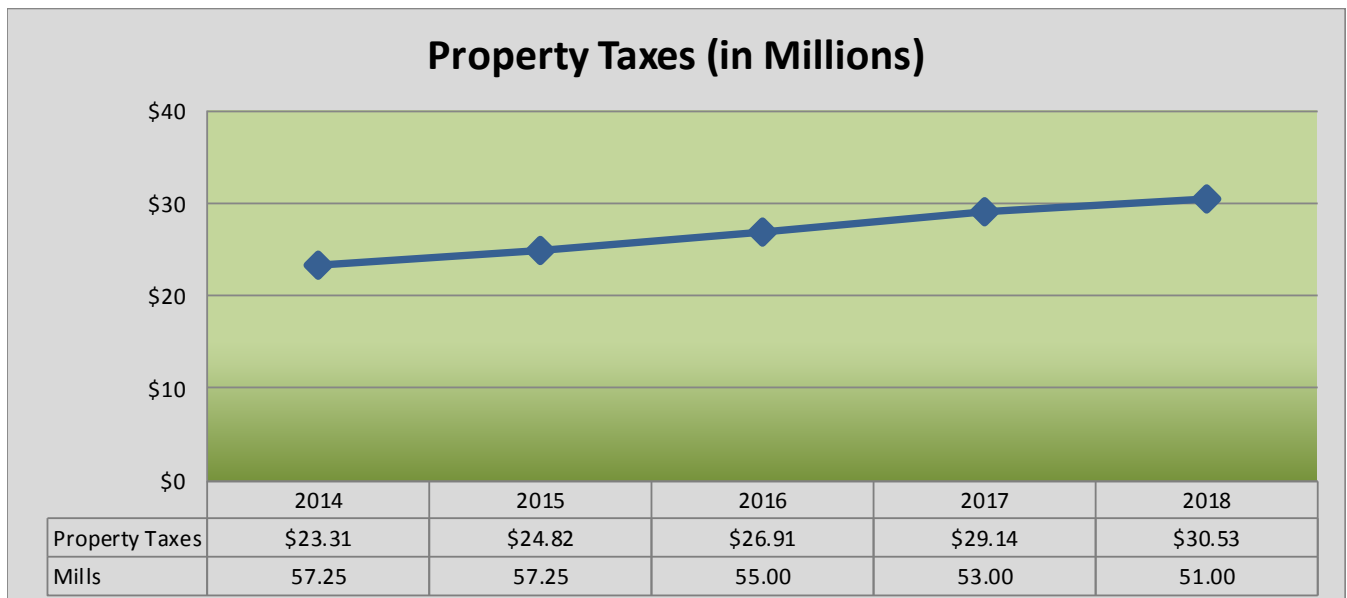
The amount budgeted for special assessment revenue in 2018 of \$34 million is based upon projects currently on the assessment rolls and an allowance for assessment prepayments. This revenue source will continue to rise as our community continues to grow. Funds collected from certified assessment collections plus assessment prepayment accumulations are sufficient to cover our annual debt service requirements.



## Property Taxes

Property taxes provide about 25% of our overall General Fund revenues. The City's Home Rule Charter contains a tax mill cap of 64 mills. The 2018 approved budget recommends a mill levy reduction of two mills to 51 mills. This leaves an unused tax capacity of thirteen mills. Tax collections are based upon the mill levy established by the Board of City Commissioners which is evaluated as part of our annual budget process. Tax collections are estimated based upon the final property tax rolls and are collected by Cass County and remitted to the City as they become due in February. We are projecting total property tax collections of \$30.53 million an increase of 4.76%.

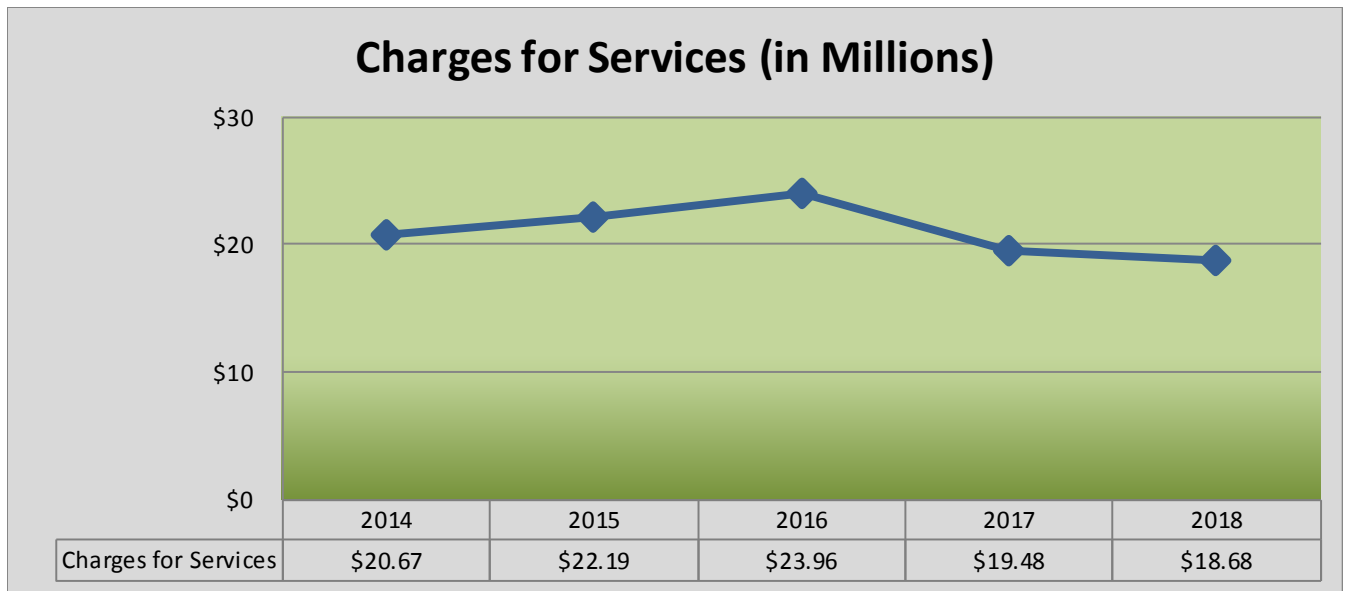
The City of Fargo reduced our tax mill levy by 2.25 mills during the 2016 budget development process and by 2 mills during the 2017 budget development process due to rising property values.



## Charge for Services

### Charge for Services

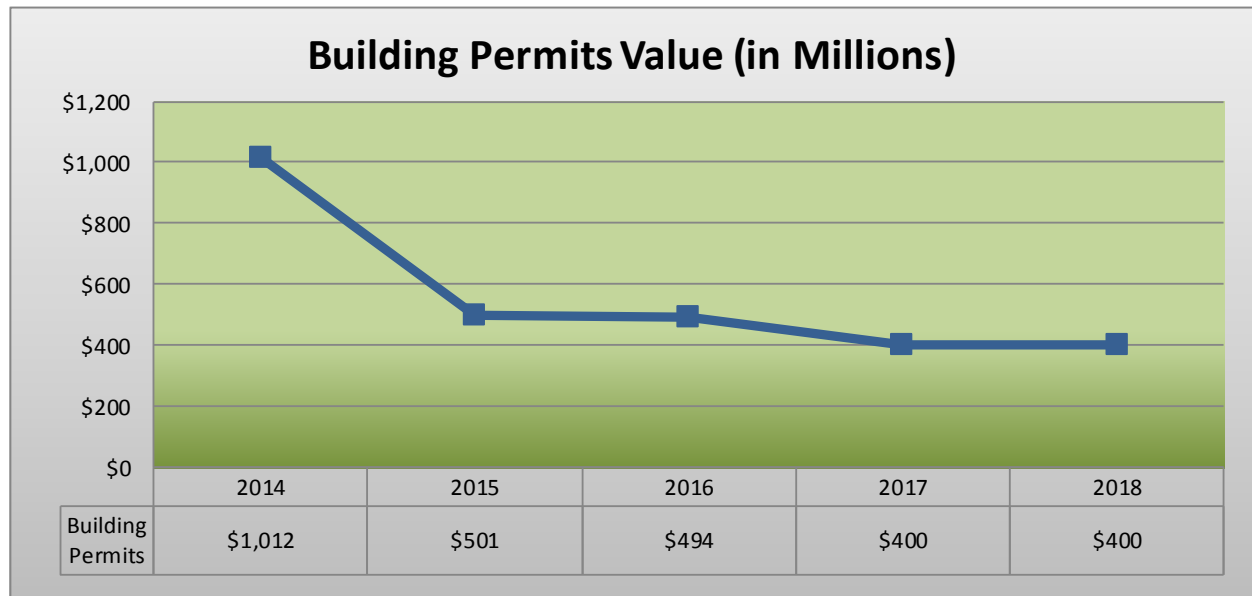
The trend for all charge for services revenue accounts is shown in the following graph. We anticipate overall revenue levels to decrease slightly due to a smaller than normal infrastructure capital improvement plan.



### Building Permits

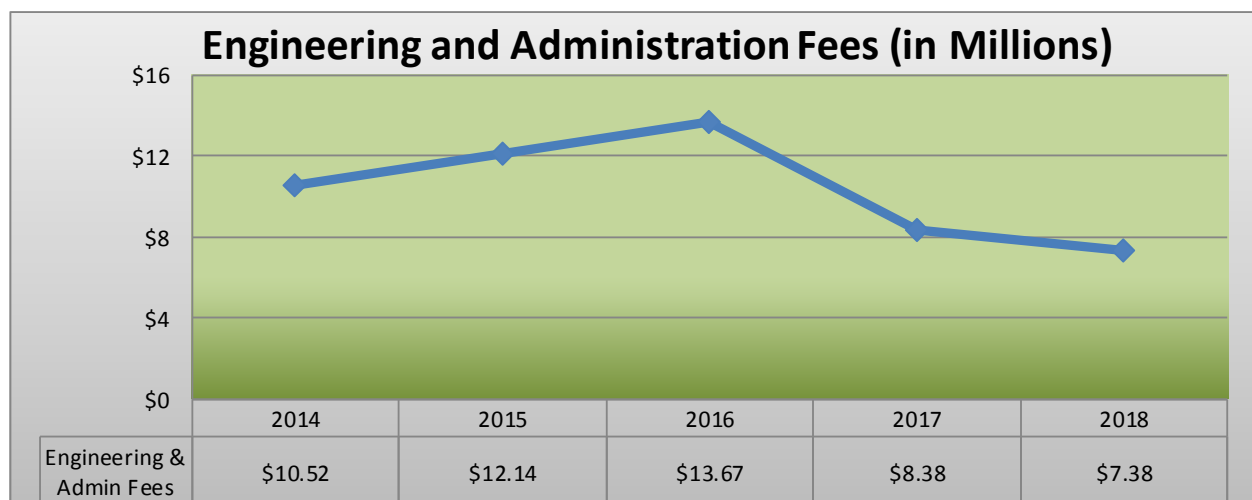
The City charges a variety of fees associated with the delivery of services to our citizens. Building permits are one of the most prominent of our fees. They are an important indicator of our economic strength and the level of construction activity in our local economy. Fees are established by the City Commission and are updated periodically.

Fargo set an all-time record level of building activity in 2014 with permit values exceeding \$ 1 billion. Significant expansions are occurring in our health services sector with Sanford and Essentia Hospitals building more or expanded capacity to meet the needs of the region. The past two years permit activity reflects continued strong demand for both residential and commercial construction. The revenue projection for permit fees reflects continued confidence in our local economy and are projected at levels similar to the 2017 budget.



### Capital Project Engineering and Administrative Fees

Engineering and administrative fees are charged for the management and delivery of capital projects. These fees are part of our base revenues associated with the design, development, construction and administration of a robust infrastructure deployment program. The table below shows the trend of this revenue source. We expect this revenue source to decrease slightly due to a smaller than normal infrastructure capital improvement plan.



Fund Balance Definitions	Fiscal Trends and Comments
<p>Fund balance is the difference between assets and liabilities and is one of many measurements of an entities overall financial strength.</p> <p>Pursuant to the Governmental Accounting Standards Board standard fund balances should be categorized as follows:</p> <p><b>Non-spendable</b> – Cannot be spent as is legally restricted.</p> <p><b>Restricted</b> – Subject to externally imposed restrictions, laws, bond covenants or other means.</p> <p><b>Committed</b> – Constrained by action of the Board of City Commissioners. Cannot be used for other purposes unless approved at the same level of authority.</p> <p><b>Assigned</b> – Intended to be used for a specific purpose. Intent can be expressed by City Commission or someone to whom authority has been delegated.</p> <p><b>Unassigned</b> – Unrestricted and available to appropriate.</p>	<ul style="list-style-type: none"> <li>• General Fund Balances are maintained in this budget in accordance with the City’s fund balance policies.</li> <li>• There continues to be significant accumulation of resources in our Debt Service funds associated with the prepayment of special assessments.</li> <li>• A schedule of projected changes in governmental fund balances is included in the following pages by fund type. Capital project funds have been excluded since they are not required to be included in the budget pursuant to North Dakota budget law.</li> </ul>

## Schedule of Changes in Governmental Fund Balances

<b>Fund</b>	<b>Year</b>	<b>Fund Balance January 1</b>	<b>Revenues &amp; Transfers In</b>
<b>General Fund</b>			
	2014 (Revised)	33,280,588	93,283,503
	2015	37,230,038	92,760,292
	2016	39,176,052	94,433,477
	2017 (Revised Budget)	39,396,504	94,070,719
	2018	34,382,177	96,383,000
<b>Special Revenue Funds</b>			
	2014	379,949	10,904,165
	2015	1,821,148	7,002,858
	2016	2,539,394	6,826,212
	2017	1,543,490	7,187,000
	2018	1,299,490	7,862,121
<b>Debt Service Funds</b>			
	2014	102,874,688	108,037,441
	2015	61,094,853	94,700,412
	2016	90,670,688	146,089,924
	2017	108,619,474	65,308,982
	2018	107,611,771	72,695,366
<b>Total All Budgeted Governmental Funds</b>			
	2014	136,535,225	212,225,109
	2015	100,146,039	194,463,562
	2016	132,386,134	247,349,613
	2017	149,559,468	166,566,701
	2018	143,293,438	176,940,487



Expenditures & Transfers Out	Intra-fund Transfer	Fund Balance December 31	Increase / (Decrease)	% Change In Fund Balance
89,334,053	-	37,230,038	3,949,450	12%
90,814,278	-	39,176,052	1,946,014	5%
93,513,025	700,000	39,396,504	220,452	1%
97,885,046	1,200,000	34,382,177	(5,014,327)	-13%
96,368,000	1,200,000	33,197,177	(1,185,000)	-3%
9,462,966	-	1,821,148	1,441,199	379%
6,284,612	-	2,539,394	718,246	39%
7,822,116	-	1,543,490	(995,904)	-39%
7,431,000	-	1,299,490	(244,000)	-16%
7,836,343	-	1,325,268	25,778	2%
149,817,276	-	61,094,853	(41,779,835)	-41%
65,124,577	-	90,670,688	29,575,835	48%
128,141,138	-	108,619,474	17,948,786	20%
66,316,685	-	107,611,771	(1,007,703)	-1%
70,901,618	-	109,405,519	1,793,748	2%
248,614,295	-	100,146,039	(36,389,186)	-27%
162,223,467	-	132,386,134	32,240,095	32%
229,476,279	-	150,259,468	17,873,334	14%
171,632,731	-	144,493,438	(5,066,030)	-3%
175,105,961	-	145,127,964	1,834,526	1%



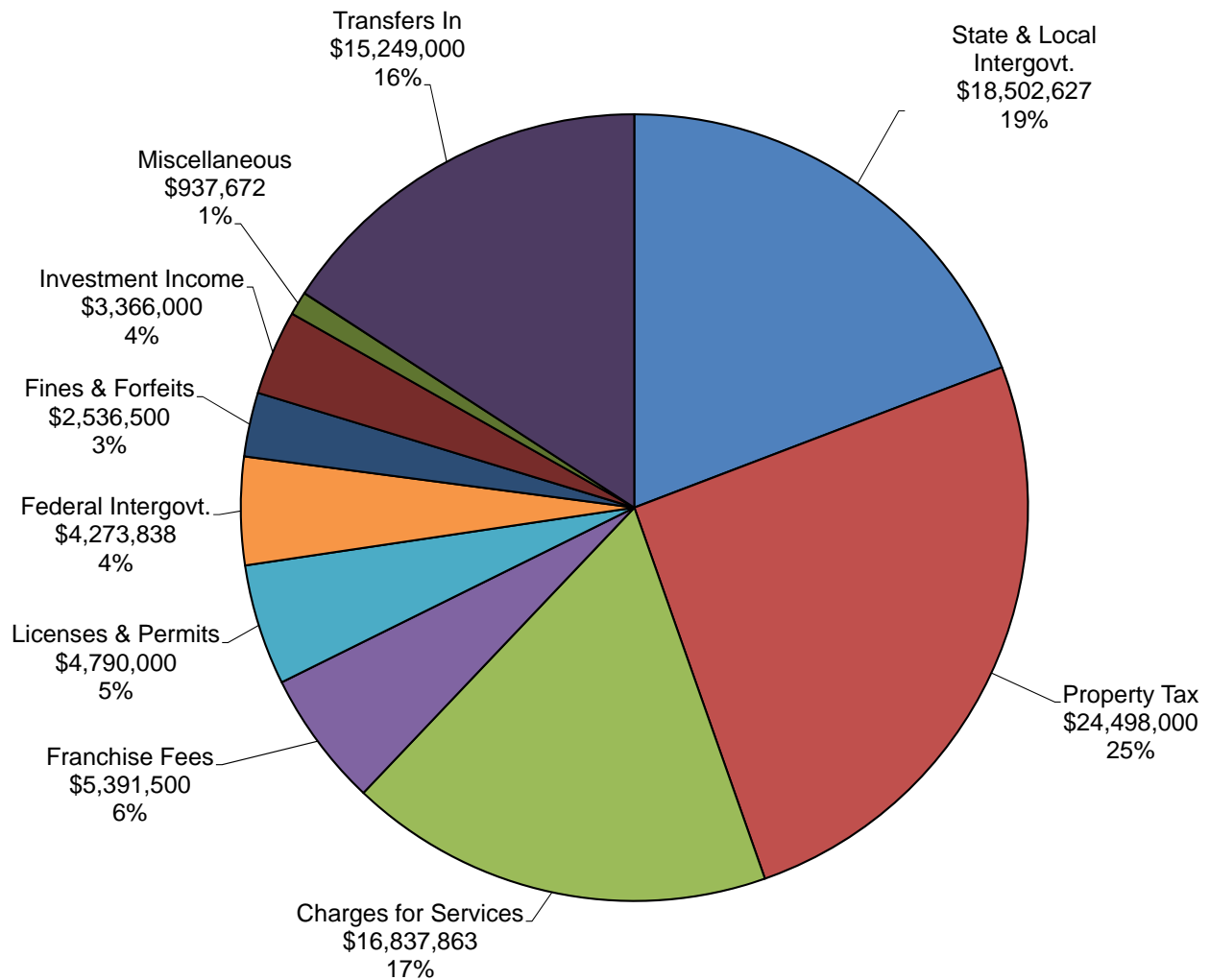
*This page is intentionally left blank.*



Fund Description	Fiscal Trends
<p>The General Fund accounts for all revenues and expenditures of the City of Fargo which are not accounted for in other funds and is the largest and most important operating fund.</p> <p>Our revenue sources include a diverse blend of taxes, licenses &amp; permits, intergovernmental revenues, charges for services, fines and forfeits, interest and other revenues.</p> <p>Major functional programs include General Governmental Services, Public Safety, Public Works, Public Health and Welfare, Recreation &amp; Culture, Public Transportation, General Support, and Capital Outlay.</p>	<ul style="list-style-type: none"> <li>• Budget strategy is focused on continuation of providing high quality services and lowering the budget growth and modest use of fund balance. Growth in the 2018 budget is lower than our long term average budget growth.</li> <li>• Property tax values continue to increase as a result of a high level of residential and commercial construction. We expect this trend to continue.</li> <li>• State revenues have decreased significantly due to the slow-down in the North Dakota's economic conditions. State officials predict an economic recovery in tax collections in late 2017 or 2018.</li> <li>• Construction activity and building permit revenues remain strong.</li> <li>• There are consistent demands upon our allocable resources for items related to growth such as municipal facilities, staffing and operational costs.</li> <li>• General Fund balance goals will be maintained in accordance with our fund balance policies.</li> </ul>

# CITY OF FARGO, ND

## 2018 GENERAL FUND BUDGETED REVENUES



Total Budgeted Revenues = \$96,383,000

**CITY OF FARGO, NORTH DAKOTA  
GENERAL FUND REVENUE ANALYSIS  
BY SOURCE**

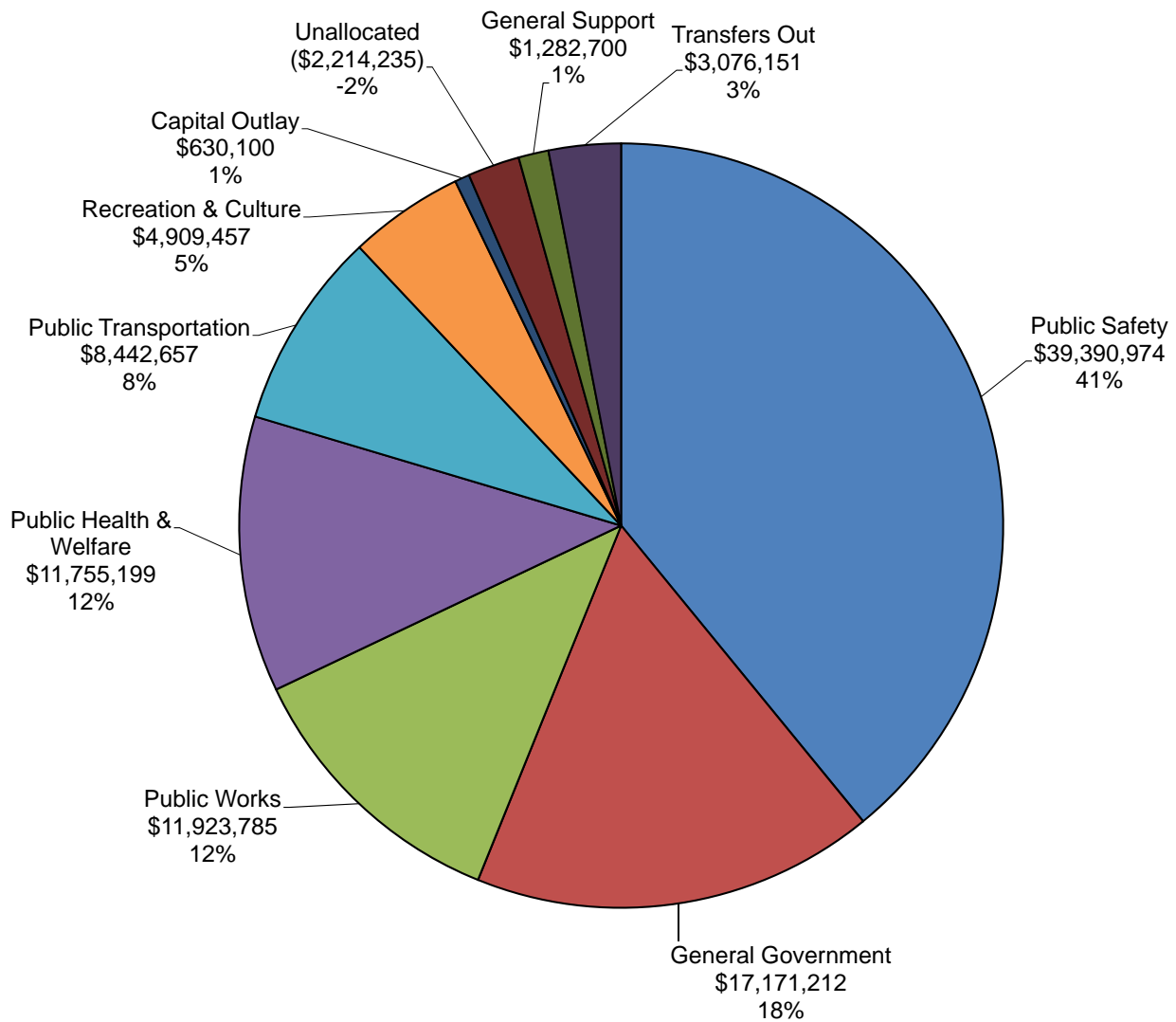
<b>Revenue Source</b>	<b>2017 Approved Budget</b>	<b>2018 Approved Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Property Taxes	\$ 23,668,000	\$ 24,498,000	830,000	3.5%
Franchise Fees	5,391,500	5,391,500	-	0.0%
Licenses & Permits	4,790,000	4,790,000	-	0.0%
Federal Grants	4,019,080	4,273,838	254,758	6.3%
State Share Revenues	16,191,317	16,921,796	730,479	4.5%
Local Grant Revenues	1,430,673	1,580,831	150,158	10.5%
Charges for Services	17,637,863	16,837,863	(800,000)	-4.5%
Fines	2,536,500	2,536,500	-	0.0%
Interest	3,129,000	3,366,000	237,000	7.6%
Miscellaneous	921,067	937,672	16,605	1.8%
Transfers In	13,066,000	15,249,000	2,183,000	16.7%
<b>Totals</b>	<b>\$ 92,781,000</b>	<b>\$ 96,383,000</b>	<b>\$ 3,602,000</b>	<b>3.9%</b>

**CITY OF FARGO, NORTH DAKOTA**  
**GENERAL FUND RESOURCES TRENDS**

REVENUE SOURCES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 APPROVED BUDGET	2018 APPROVED BUDGET
Property Tax	\$ 21,009,268 25.1%	\$ 20,395,061 24.8%	\$ 22,100,797 26.7%	\$ 23,668,000 29.7%	\$ 24,498,000 30.2%
Franchise Fees	5,177,263 6.2%	4,943,428 6.0%	4,839,169 5.8%	5,391,500 6.8%	5,391,500 6.6%
Licenses & Permits	7,224,633 8.6%	4,990,708 6.1%	4,832,455 5.8%	4,790,000 6.0%	4,790,000 5.9%
Federal Intergovt.	4,603,373 5.5%	4,325,830 5.3%	4,799,729 5.8%	4,019,080 5.0%	4,273,838 5.3%
State & Local Intergovt.	20,221,659 24.2%	21,285,924 25.9%	18,506,519 22.3%	17,621,990 22.1%	18,502,627 22.8%
Charges for Services	19,161,378 22.9%	20,609,014 25.1%	22,161,433 26.7%	17,637,863 22.1%	16,837,863 20.8%
Fines & Forfeits	2,265,238 2.7%	2,443,652 3.0%	2,121,582 2.6%	2,536,500 3.2%	2,536,500 3.1%
Investment Income	2,724,205 3.3%	2,117,194 2.6%	2,525,865 3.0%	3,129,000 3.9%	3,366,000 4.1%
Miscellaneous	1,152,319 1.4%	1,144,199 1.4%	1,030,899 1.2%	921,067 1.2%	937,672 1.2%
Total Revenues	\$ 83,539,336 100.0%	\$ 82,255,010 100.0%	\$ 82,918,448 100.0%	\$ 79,715,000 100.0%	\$ 81,134,000 100.0%
Operating Transfers In	9,744,167	10,505,282	11,515,029	13,066,000	15,249,000
Total Revenues & Transfers In	\$ 93,283,503	\$ 92,760,292	\$ 94,433,477	\$ 92,781,000	\$ 96,383,000

# CITY OF FARGO, ND

## 2018 GENERAL FUND BUDGETED EXPENDITURES



Total Budgeted Expenditures = \$96,368,000

**CITY OF FARGO, NORTH DAKOTA  
GENERAL FUND EXPENDITURES  
BY CATEGORY**

Expense Category	2017 Approved Budget	2018 Divisional Requests	2018 Approved Budget	% of Total	Change from 2017 Approved Budget to 2018 Approved Budget	
					\$	%
Salaries	\$ 48,830,866	\$ 51,172,102	\$ 51,221,395	<b>53.2%</b>	\$ 2,390,529	<b>4.9%</b>
Benefits	17,616,445	18,482,622	18,784,535	<b>19.5%</b>	1,168,090	<b>6.6%</b>
Other Services	10,421,095	11,433,210	10,418,545	<b>10.8%</b>	(2,550)	<b>0.0%</b>
Capital Outlay	3,045,300	7,660,202	630,100	<b>0.7%</b>	(2,415,200)	<b>-79.3%</b>
Transfers	2,284,190	2,998,670	3,076,151	<b>3.2%</b>	791,961	<b>34.7%</b>
<b>Major Cost Categories</b>	<b>82,197,896</b>	<b>91,746,806</b>	<b>84,130,726</b>	<b>87.3%</b>	<b>1,932,830</b>	<b>2.4%</b>
Energy	3,173,495	3,227,203	2,327,203	<b>2.4%</b>	(846,292)	<b>-26.7%</b>
Repairs and Maintenance	3,537,741	3,476,800	3,476,800	<b>3.6%</b>	(60,941)	<b>-1.7%</b>
General Supplies	2,643,861	2,727,054	2,534,411	<b>2.6%</b>	(109,450)	<b>-4.1%</b>
Miscellaneous	1,075,318	1,205,556	1,068,468	<b>1.1%</b>	(6,850)	<b>-0.6%</b>
Travel & Education	831,379	862,884	822,779	<b>0.9%</b>	(8,600)	<b>-1.0%</b>
Insurance	634,527	686,762	751,762	<b>0.8%</b>	117,235	<b>18.5%</b>
Communications	495,301	510,942	488,456	<b>0.5%</b>	(6,845)	<b>-1.4%</b>
Rentals	742,222	1,006,735	1,006,735	<b>1.0%</b>	264,513	<b>35.6%</b>
Advertising and Printing	291,160	340,260	282,560	<b>0.3%</b>	(8,600)	<b>-3.0%</b>
Major Supplies	61,000	73,000	61,000	<b>0.1%</b>	-	<b>0.0%</b>
Debt Service	22,100	17,100	17,100	<b>0.0%</b>	(5,000)	<b>-22.6%</b>
Unallocated	-	-	(600,000)	<b>-0.6%</b>	(600,000)	<b>0.0%</b>
<b>Minor Cost Categories</b>	<b>13,508,104</b>	<b>14,134,296</b>	<b>12,237,274</b>	<b>12.7%</b>	<b>(1,270,830)</b>	<b>-9.4%</b>
<b>Totals</b>	<b>\$ 95,706,000</b>	<b>\$ 105,881,102</b>	<b>\$ 96,368,000</b>	<b>100.0%</b>	<b>\$ 662,000</b>	<b>0.7%</b>

**CITY OF FARGO, NORTH DAKOTA**  
**GENERAL FUND EXPENDITURES AND TRANSFERS**

<b>FUNCTIONAL COST CATEGORY</b>	<b>2014 ACTUAL</b>	<b>2015 ACTUAL</b>	<b>2016 ACTUAL</b>	<b>2017 APPROVED BUDGET</b>	<b>2018 DIVISIONAL REQUESTS</b>	<b>2018 APPROVED BUDGET</b>
<b>General Government</b>	\$ 14,255,796 17.6%	\$ 15,087,608 17.6%	\$ 15,850,432 17.9%	\$ 16,901,825 18.1%	\$ 17,592,877 17.1%	\$ 17,171,212 18.4%
<b>Public Safety</b>	31,097,859 38.4%	33,326,475 38.9%	35,804,818 40.4%	36,998,992 39.7%	38,774,375 37.8%	39,390,974 42.2%
<b>Public Works</b>	9,646,066 11.9%	9,716,904 11.3%	10,662,455 12.0%	11,675,588 12.5%	11,860,160 11.5%	11,923,785 12.8%
<b>Public Health &amp; Welfare</b>	9,647,197 11.9%	10,412,765 12.2%	10,762,458 12.1%	11,224,691 12.0%	11,921,935 11.6%	11,755,199 12.6%
<b>Recreation &amp; Culture</b>	4,364,445 5.4%	4,390,993 5.1%	4,770,797 5.4%	4,601,818 4.9%	4,851,384 4.7%	4,909,457 5.3%
<b>Unallocated</b>	- 0.0%	- 0.0%	- 0.0%	(519,803) -0.6%	540,672 0.5%	(2,214,235) -2.4%
<b>Public Transportation</b>	7,162,185 8.8%	7,031,084 8.2%	7,092,990 8.0%	8,326,384 8.9%	8,443,127 8.2%	8,442,657 9.0%
<b>General Support</b>	1,000,608 1.2%	1,200,135 1.4%	1,057,122 1.2%	1,167,015 1.2%	1,237,700 1.2%	1,282,700 1.4%
<b>Capital Outlay</b>	3,896,102 4.8%	4,504,952 5.3%	2,689,823 3.0%	3,045,300 3.3%	7,660,202 7.4%	630,100 0.7%
<b>Total Expenditures</b>	100.0% \$ 81,070,258	100.0% \$ 85,670,916	100.0% \$ 88,690,895	100.0% \$ 93,421,810	100.0% \$ 102,882,432	100.0% \$ 93,291,849
<b>Transfers Out to Other Funds</b>	8,263,795	5,143,362	5,522,130	2,284,190	2,998,670	3,076,151
<b>Total Expenditures and Transfers Out</b>	\$ 89,334,053	\$ 90,814,278	\$ 94,213,025	\$ 95,706,000	\$ 105,881,102	\$ 96,368,000

**CITY OF FARGO, NORTH DAKOTA  
2017 GENERAL FUND MID-YEAR BUDGET ADJUSTMENTS**

Adjustment Detail	Fund/Use	Type	Amounts	Account #	Reason For Adjustments
<b>Recommended General Fund Revenue Adjustments:</b>					
Xcel Energy	General/ Unrestricted	TX	(100,000)	101-0000-316-10-01	Seasonal Adjustment
Cass County Electric	General/ Unrestricted	TX	(50,000)	101-0000-316.10-02	Seasonal Adjustment
Cable One Franchise Fees	General/ Unrestricted	TX	(60,000)	101-0000-316.40-01	Market Share Adjustment
Midcontinent Communications	General/ Unrestricted	TX	60,000	101-0000-316.40-02	Market Share Adjustment
Right of Way Fees	General/ Unrestricted	TX	(82,000)	101-0000-316.90-00	Midcontinent Buildout Complete
Weight Restriction Permits	General/ Unrestricted	FN	80,000	101-0000-322.20-00	Synchronize to Trend
Sidewalk and Paving Permits	General/ Unrestricted	CS	50,000	101-0000-322.11-01	Synchronize to Trend
FTA Transit Grants	General/ Transit	IG	(70,000)	101-0000-331.12-25	Federal Appropriations Reduced
Municipal Highway Funds	General / Street & Engineering	IG	220,000	101-0000-335.10-00	Revenue Trend Improvement
Homestead Credit	General / Unrestricted	IG	(50,000)	101-0000-335.23-00	Estimated Appropriation
Fire Premiums Tax	General / Unrestricted	IG	(90,000)	101-0000-335.50-00	Change in Legislative Appropriation
Cigarette Tax	General / Unrestricted	IG	(60,000)	101-0000-335.40-00	Expected Tax Collections
NDSU Transit Services	General / Transit	CS	(70,000)	101-0000-335.80-10	Contract Renewal Amendments
Transfers In	General / Unrestricted	TR	400,000	101-0000-391-50-01	Surplus Water Sales
<b>Total General Fund Revenues</b>			<b>\$ 178,000</b>		
<b>Recommended General Fund Expenditure Adjustments:</b>					
Police - Full time Overtime Reimbursed	Police	PS	150,000	101-5010-411.11-04	Budget Correction
<b>Total General Fund Expenditures</b>			<b>\$ 150,000</b>		
<b>Net Change in Budget Status</b>			<b>\$ 28,000</b>		



**City of Fargo**  
**General Fund Revenue Projection Accuracy (In Millions)**  
**Summary of Last Ten Fiscal Years**

<b>Fiscal Year</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Final Results</b>	<b>Variance</b>	<b>Variance %</b>
2016	83.3	82.9	82.7	(0.2)	-0.2%
2015	80.6	81.8	82.1	0.3	0.4%
2014	75.9	78.8	83.2	4.4	5.6%
2013	70.5	79.5	79.9	0.4	0.5%
2012	66.0	71.0	72.4	1.4	2.0%
2011	60.3	67.4	73.1	5.7	8.5%
2010	58.9	62.8	66.8	4.0	6.4%
2009	56.2	62.6	63.5	0.9	1.4%
2008	52.1	56.1	58.7	2.6	4.6%
<b>Ten Year</b>	<b>\$ 603.8</b>	<b>\$ 642.9</b>	<b>\$ 662.4</b>	<b>\$ 19.5</b>	<b>3.0%</b>

**Analysis Notes:**

Larger variances shown in 2010 and 2011 are a result of rapidly increasing State intergovernmental revenues derived from a very strong North Dakota economy which were unprecedented and very difficult to predict.

Larger variance shown in 2014 was the result of a record year for building permits issued. The total value of building permits issued was \$1.012 billion which is an all time record for the City. There was also a large increase in charges for services due to a large volume and demand for infrastructure in new housing developments.

Data has been extracted from audited financial statements which are posted online @ [www.cityoffargo.com](http://www.cityoffargo.com)

Description of Service Provided	Current or Emerging Issues
<p>The City Administrator's office serves in the lead staff position responsible for policy and overall operations of the City. It also serves as the primary liaison position between Departments and the City Commission. The City Administrator and Assistant City Administrator are appointed position. Responsibilities include leadership, direction and ongoing support for City operations in addition to representing the City on numerous other Agencies and Authorities including:</p> <p><b>External:</b>            FM Diversion Authority            Lake Agassiz Water Authority            North Dakota Water Coalition            Fargodome Building Committee            Metropolitan Council of Governments            Red River Valley Dispatch Center            Local Governmental &amp; Educational Units</p> <p><b>Internal:</b>            Budget Team, Public Works Evaluation, Personnel Evaluation, Utilities, CDBG, Building Authority, Emergency Management, Chair of Mayor's Cabinet, and other ad hoc committees assigned by the Mayor and City Commissioners.</p>	<p>In 2016, a reorganization of the City Administrator's Office occurred which added an assistant position as a new FTE. As a result, Michael Redlinger was competitively selected as the City's first Assistant City Administrator. The day-to-day departmental administrative duties have been divided in to portfolio assignments shared between the City Administrator and Assistant City Administrator.</p> <p>Major goals in 2018 include the following:</p> <ul style="list-style-type: none"> <li>• Continue construction of FM Diversion Project</li> <li>• Continue construction of In-City Flood Protection</li> <li>• Begin construction of Red River Valley Water Supply Project</li> <li>• Completion of City Hall Construction Project</li> <li>• Begin construction of Civic Plaza</li> <li>• Begin private fund raising effort for Civic Center</li> <li>• Renovation/Replacement</li> <li>• Continue focus on Downtown Parking</li> <li>• New focus on economic development opportunities</li> <li>• Completion of Water Plant Expansion Project</li> <li>• Begin design of Wastewater Plant Expansion Project</li> <li>• Begin conversion of landfill gas to compressed natural gas</li> <li>• Continued focus on Public Safety</li> </ul>

## City Administrator

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 236,940	\$ 317,630	\$ 340,775	\$ 354,133
Benefits	48,440	74,129	66,623	69,100
Other Services	11,000	50,200	88,120	25,200
Repairs and Maintenance	-	500	500	500
Rentals	-	-	-	-
Insurance	727	730	730	730
Communications	1,862	1,400	1,400	1,400
Advertising and Printing	-	1,900	1,900	1,900
Travel & Education	4,377	15,700	15,700	15,700
Energy	-	-	-	-
General Supplies	2,408	7,600	7,600	7,600
Major Supplies	-	-	-	-
Miscellaneous	1,540	2,500	2,500	2,500
Capital Outlay	10,888	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 318,182	\$ 472,289	\$ 525,848	\$ 478,763
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	2	2	2	2
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	2	2	2	2

Description of Service Provided	Current or Emerging Issues
<p>The Human Resources Department is responsible for the direction of all human resource programs including the following:</p> <ul style="list-style-type: none"> <li>• Recruiting and Promotional Processes</li> <li>• New Employee Orientation</li> <li>• Compensation</li> <li>• Job Classification</li> <li>• Job Descriptions</li> <li>• Benefit Administration</li> <li>• Policy Development</li> <li>• Performance Management</li> <li>• Employee Relations</li> <li>• Safety and WSI Administration</li> <li>• Training and Development</li> <li>• Compliance with Federal, state and local laws and regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Benefit and Leave Administration</b> Based on pension eligibility projections, increased Affordable Care Act (ACA) Compliance requirements and the workload associated with leave of absences, the need for a Benefit and Leave Coordinator has become more evident. The development of a coordinator role would allow the HR Generalists to work more closely with their primary departments on employee engagement, employee relations, recruitment, performance management and succession planning.</li> <li>• <b>Employee Engagement</b> A critical need exists to begin to measure the level of engagement and satisfaction for City of Fargo employees through an employee engagement survey. The survey results would give administration, HR and department heads the data needed to determine focus areas for continuous improvement in the employment experience.</li> <li>• <b>Training and Development</b> The implementation of a Target Solutions, a learning management system, will allow an efficient and effective delivery method for essential training.</li> </ul>

#### Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Total Employees	1,825	1,900	1,950
Total Positions Posted	136	145	160
Total Applicants	3,671	3,725	3,800
Employment Actions Processed	1,116	1,150	1,175

## Human Resources

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 479,186	\$ 564,369	\$ 557,776	\$ 588,671
Benefits	144,633	168,253	165,394	162,821
Other Services	127,394	164,010	164,010	164,010
Repairs and Maintenance	-	-	-	-
Rentals	7,542	9,506	9,506	9,506
Insurance	2,257	2,185	2,185	2,185
Communications	1,890	5,810	5,810	5,810
Advertising and Printing	30,037	34,000	34,000	34,000
Travel & Education	29,359	58,325	58,325	58,325
Energy	-	-	-	-
General Supplies	5,729	5,877	5,877	5,877
Major Supplies	-	-	-	-
Miscellaneous	23,718	77,500	77,500	77,500
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 851,745	\$ 1,089,835	\$ 1,080,383	\$ 1,108,705
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	7	7	7	7
Part Time Benefited	-	1	1	1
Contracted Employees	-	-	-	-
<b>TOTAL</b>	7	8	8	8

Description of Service Provided	Current or Emerging Issues
<p>The Information Services Department provides technology innovations, solutions, services, and support to all City of Fargo Departments and the Red River Regional Dispatch Center. IS also provided the same services to the Family HealthCare.</p> <p>The major services delivered are:</p> <ul style="list-style-type: none"> <li>• Support end users with the Helpdesk services to all technology needs.</li> <li>• Maintain and support hardware and software systems and lifecycle deployments.</li> <li>• Administer network infrastructure, servers, phone and deliver expansion for growth.</li> <li>• Manage the systems and software of all departments, including off-the-shelf and custom build software, integrations and data.</li> <li>• Manage and support the Public Safety software system used by all law enforcement and fire agencies in Cass and Clay Counties.</li> <li>• Lead and design custom built software solutions for internal business process and public services.</li> <li>• Provide, maintain and analyze GIS solutions, maps, aerial imagery, and data sets used throughout the city and regional area for city, regional, state, and federal projects.</li> <li>• Support and maintain the H.T.E. Accounting system on the IBM midrange platform.</li> <li>• Plan and support the technology needs for all city departments, the dispatch center, and Family HealthCare.</li> </ul>	<ul style="list-style-type: none"> <li>• Managing Tablets and Smart Phones.</li> <li>• Mobility of applications and access to software.</li> <li>• Security for the mobile trending workplace.</li> <li>• Cloud/Software-as-a-Service (SAAS) services and solutions changing the software being used and solutions being provided.</li> <li>• Increase dependency on GIS information and applications to support workflow processes in the field.</li> <li>• Data Privacy/Transparency.</li> <li>• Increased demands for greater bandwidth (both wireless and wired).</li> <li>• Promotion of open data.</li> </ul>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Help Desk Tickets	10,159	10,145	10,125

## Information Services

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 1,536,088	\$ 1,609,676	\$ 1,593,938	\$ 1,655,133
Benefits	480,327	487,719	487,513	514,813
Other Services	15,240	21,000	21,000	21,000
Repairs and Maintenance	781,746	876,392	876,392	876,392
Rentals	157	1,000	1,000	1,000
Insurance	7,647	5,895	5,895	5,895
Communications	140,102	85,560	85,560	85,560
Advertising and Printing	-	-	-	-
Travel & Education	21,979	36,000	36,000	36,000
Energy	1,062	1,443	1,081	1,443
General Supplies	20,539	19,000	19,000	19,000
Major Supplies	-	-	-	-
Miscellaneous	1,096	4,550	4,550	4,550
Capital Outlay	46,169	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 3,052,152	\$ 3,148,235	\$ 3,131,929	\$ 3,220,786
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	24	24	24	24
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	24	24	24	24

Description of Service Provided	Current or Emerging Issues
<p>The Manager of Communications and Public Affairs provides <b>proactive administrative and technical assistance</b> to the Mayor, Commissioners, department heads and the media. The office also plans, coordinates and provides management direction to other departmental public information officers (PIOs) regarding the timely dissemination of information.</p> <p>Communications and Public Affairs oversees <b>external communications</b> for the City of Fargo, including media relations, multimedia promotional campaigns, the City websites, overall web presence, social media outlets, branding, organizational communication policies, printed publications and the operation of government access television channels.</p> <p>The office also manages <b>internal communications</b>, including the quarterly employee newsletter, the intranet site, electronic communications and printed publications. It also maintains the City's <b>crisis communication plan</b> and directs communications efforts across departments during City emergencies.</p> <p><b>Major services delivered include:</b></p> <ul style="list-style-type: none"> <li>• Citizen engagement</li> <li>• Media relations</li> <li>• Employee outreach</li> <li>• Promotional campaigns</li> <li>• City websites</li> <li>• FargoOne mobile app</li> <li>• Social media</li> <li>• Communication policies</li> <li>• Publications</li> <li>• Operation of government access television channels</li> <li>• Creation of educational videos</li> </ul>	<ul style="list-style-type: none"> <li>• After four years of discussions, planning, development and training, <b>the City of Fargo's new website launched</b> on May 31, 2017. This process included the introduction of a new content management system (CMS) created by the Information Services Department. The new mobile-responsive site features intuitive information architecture, a unified calendar of public meetings, graphically-appealing layouts, language translation services and adjustable font sizes. The conversion to the new site was the collective work of many individuals within the City organization, including departmental content editors.</li> <li>• <b>Brand cohesiveness</b> continues to be a challenge across the various departments of the City. The introduction of a brand standards guide in the third quarter of 2017 and continual reinforcement efforts are intended to aid in solidifying the City's commitment to the presentation of a unified brand.</li> <li>• The usage of <b>FargoOne</b>, the citizen reporting application, continues to increase. Precipitated by the current contract expiring at the end of 2017, a solicitation for interested vendors will be issued during the fourth quarter of 2017 for these services. Following the selection of the vendor, additional training will be conducted across departments to ensure the application is being utilized to its fullest potential. A set of policies will be created to allow for uniform responses across the organization.</li> </ul>



	<ul style="list-style-type: none"> <li>• In 2016, the Engineering Department contracted with an external marketing firm for <b>Public Information Coordinator (PIC)</b> services to assist with outreach surrounding several road construction projects in the metro. This contract is still in place and is being jointly overseen by Engineering and Comm./ Public Affairs.</li> <li>• There are currently <b>26 social media platforms</b> deployed throughout the City's departments, with another 7 planned for implementation in the second half of 2017.</li> </ul> <p><b>Department Goals for 2018:</b></p> <ul style="list-style-type: none"> <li>• <b>Website optimization</b> - The value of the City's new website will only be fully realized if an on-going commitment to content assessment, analytic review and improvement is made. An overall goal to review each department's webpages at least once annually with applicable departmental staff to maximize effectiveness.</li> <li>• <b>Media requests and reporting</b> – A peer analysis will be conducted of other local municipalities to assess the manner in which media interviews are facilitated, as well as solutions for dissemination of media reports to the applicable staff members within the City.</li> <li>• <b>Communication policies</b> – Several policies, including those involving accessibility, privacy and social media (for both customers and employees) will be reviewed and modified in 2018.</li> </ul>
--	--

#### Operational Measures

Description	2014 Actual	2015 Actual	2016 Actual
Website Hits	1,272,993	1,378,527	1,239,551
Users	745,192	759,584	653,841

## Public Information

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 112,053	\$ 149,772	\$ 149,772	\$ 157,484
Benefits	30,865	36,214	36,214	40,143
Other Services	41,854	52,400	52,400	52,400
Repairs and Maintenance	-	-	-	-
Rentals	-	-	-	-
Insurance	392	730	730	730
Communications	-	1,250	1,250	1,250
Advertising and Printing	307	1,200	1,200	1,200
Travel & Education	4,066	7,720	7,720	7,720
Energy	-	-	-	-
General Supplies	862	1,000	1,000	1,000
Major Supplies	-	-	-	-
Miscellaneous	12,265	15,000	15,000	15,000
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 202,664	\$ 265,286	\$ 265,286	\$ 276,927
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	2	2	2	2
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	2	2	2	2



*This page is intentionally left blank.*

Description of Service Provided	Current or Emerging Issues
<p>General legal services – upon request by all departments and elected officials.</p> <p><b>Litigation oversight:</b></p> <ul style="list-style-type: none"> <li>• Coordinate and support legal defense of claims against (and by) the city</li> <li>• NDIRF covers most claims (Serkland)</li> </ul> <p><b>Additional affiliated or related services (billed separately):</b></p> <ul style="list-style-type: none"> <li>• Bond Counsel services (w Paul Tietz)</li> <li>• FargoDome Authority</li> <li>• FM HRA</li> <li>• Diversion Authority</li> <li>• RRRDC</li> </ul>	<ul style="list-style-type: none"> <li>• With respect to City “general” legal services, the past 1+ years have brought a number of large and/or complicated projects which, in turn, has substantially increased the City’s demand for City Attorney assistance. This office continues to monitor the pace of that activity and said demand.</li> <li>• With respect to City “extra” legal services provided, the transition that occurred (early 2017) on the Diversion Project has been beneficial in allowing this office being capable of meeting the demand for city attorney services at current staff levels.</li> <li>• Significant development and growth of the city generates commensurate demand for legal services by city departments and elected officials.</li> </ul>

## City Attorney

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Other Services	634,008	545,000	545,000	558,000
Repairs and Maintenance	-	-	-	-
Rentals	-	-	-	-
Insurance	-	-	-	-
Communications	-	-	-	-
Advertising and Printing	-	-	-	-
Travel & Education	-	-	-	-
Energy	-	-	-	-
General Supplies	-	-	-	-
Major Supplies	-	-	-	-
Miscellaneous	-	-	-	-
Capital Outlay	-	-	-	-
Claims	7,130	20,000	20,000	15,000
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 641,138	\$ 565,000	\$ 565,000	\$ 573,000

Description of Service Provided	Current or Emerging Issues
<p>Prosecution of all violations of city ordinance in Municipal Court and Cass County District Court (occasional appeals to ND Supreme Court)</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>Codes enforcement in Municipal Court</li> <li>Health Department matters (tobacco compliance and alcohol serving compliance)</li> <li>Limited advising of police officers</li> </ul>	<ul style="list-style-type: none"> <li><b>ND Legislative change</b> (remand law) may cause significant increase in demand for prosecutors' time in Cass County District--at least marginally reversing recent practice by Prosecutor Office in optimizing city's share of fines by remanding virtually 100% of cases from District Court back to Municipal Court. (City keeps 100% of fines when paid into Municipal Court and only 20% of fines when paid into District Court.)</li> <li><b>MARCY'S LAW</b> was approved by voters in 2016, causing, thus far, some impact on our Prosecution Office but thus far we have been able to absorb the additional effort with existing resources. Implementation of the "SAVIN" victim notification system will be helpful in this regard.</li> <li>In 2015 we replaced loss of all existing lawyers in prosecution office with single full-time prosecutor and with assistance from contracted lawyers and from City Attorney office. Salary and hourly-rate adjustments are needed.</li> </ul>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
City Prosecution	\$276,500	\$276,900	\$326,630

## City Prosecution

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Other Services	274,333	276,000	276,000	325,730
Repairs and Maintenance	-	-	-	-
Rentals	-	-	-	-
Insurance	791	900	900	900
Communications	-	-	-	-
Advertising and Printing	-	-	-	-
Travel & Education	-	-	-	-
Energy	-	-	-	-
General Supplies	-	-	-	-
Major Supplies	-	-	-	-
Miscellaneous	-	-	-	-
Capital Outlay	1,335	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 276,459	\$ 276,900	\$ 276,900	\$ 326,630

Description of Service Provided	Current or Emerging Issues
<p>The City of Fargo constructed a 4,500-seat baseball stadium located on the campus of North Dakota State University (NDSU). It is the home of the FM-Redhawks baseball team, a member of the Northern League.</p> <p>The stadium is also leased to North Dakota State University for use by their college baseball program.</p> <p>Stadium naming rights and suite rentals pursuant to a lease agreement with Fargo Baseball, LLC, and Newman Outdoor Signs paid for the original cost the stadium (\$5.2 million).</p> <p>This recreational and entertainment facility continues to provide top quality events for our citizens to enjoy during the summer season.</p>	<p>Maintenance costs are trending higher due to the age of the facility that was built in 1995.</p> <p>A Stadium Management Committee structure is in place to oversee the operations and interaction with Stadium stakeholders.</p>

## Operational Measures

Description	2015 Actual	2016 Actual	2017 Expected
Number of Seats	4,422	4,422	4,172
RedHawks Attendance	187,099	180,345	183,000



## Baseball Stadium

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Other Services	-	5,000	5,000	5,000
Repairs and Maintenance	84,927	59,900	59,900	59,900
Rentals	-	-	-	-
Insurance	3,758	2,000	2,000	2,000
Communications	-	-	-	-
Advertising and Printing	-	-	-	-
Travel & Education	-	-	-	-
Energy	-	-	-	-
General Supplies	-	-	-	-
Major Supplies	-	-	-	-
Miscellaneous	50	2,000	2,000	2,000
Capital Outlay	-	25,000	25,000	25,000
Debt Service	2,040	2,100	2,100	2,100
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 90,775	\$ 96,000	\$ 96,000	\$ 96,000

Description of Service Provided	Current or Emerging Issues
<p>The Auditor's Office provides fiscal administration services in support of our governmental functions. It also provides services to the Red River Regional Dispatch Center and the FM Diversion Authority pursuant to fiscal services agreements.</p> <p>The major services delivered include:</p> <ul style="list-style-type: none"> <li>• General Accounting and Payroll</li> <li>• Budgeting</li> <li>• Capital Financing &amp; Debt Management</li> <li>• Comprehensive Annual Financial Report</li> <li>• Treasury Management</li> <li>• Insurance and Risk Management</li> <li>• Auditing and Financial Reporting</li> <li>• Special Assessments</li> <li>• City Utility Billing</li> <li>• Licenses &amp; Permits</li> <li>• Records Management</li> <li>• Defined Benefit Pension Administration</li> <li>• Financial Policy Development</li> <li>• Fiscal Agent for the FM Diversion</li> </ul>	<ul style="list-style-type: none"> <li>• We delivered our Comprehensive Annual Financial Report (CAFR) and related independent audit report with a clean opinion and no audit findings. We expect the same results going forward. We received the GFOA Certificate of Excellence in Financial Reporting for the past 19 years.</li> <li>• Our credit card bill payment method business strategy continues to grow producing an estimated rebate of \$280,000 in 2017. Life to date rebates received total \$633,000.</li> <li>• We expected interest rates to rise in FY 2018 providing additional budgetary resources after several years of very low investment returns.</li> <li>• Our automated payment methods in our utility billing services exceed industry averages providing for efficiency in this business process.</li> </ul>

#### Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Vendor Checks Processed	9,800	9,800	9,800
Credit Card Payments	\$19 million	\$20 million	\$21 million
Credit Card Annual Rebate	\$257,000	\$280,000	\$294,000
Number of Bond Issues	3	4	2
Number of Financial Documents Digitized	195,000	195,000	195,000

## City Auditor

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 1,036,099	\$ 951,263	\$ 938,610	\$ 981,564
Benefits	316,360	261,600	261,394	277,348
Other Services	78,965	82,400	82,400	78,900
Repairs and Maintenance	832	1,500	1,500	1,400
Rentals	3,355	2,600	2,600	3,500
Insurance	3,694	3,870	3,870	3,870
Communications	1,655	1,450	1,450	1,410
Advertising and Printing	8,372	10,000	10,000	6,800
Travel & Education	13,203	19,225	19,225	18,525
Energy	-	-	-	-
General Supplies	11,926	19,800	19,800	15,200
Major Supplies	-	-	-	-
Miscellaneous	1,276	1,000	1,000	750
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 1,475,737	\$ 1,354,708	\$ 1,341,849	\$ 1,389,267
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	15	12	12	12
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	15	12	12	12

Description of Service Provided	Current or Emerging Issues
<p>The Fargo Municipal Court has jurisdiction over criminal and non-criminal violations of Fargo City Ordinances. These include class B misdemeanors, infractions, and traffic violations (as defined by the Fargo Municipal Code) that occur within the City of Fargo.</p> <p>Municipal Court currently holds 5-6 court sessions per day on Tues, Wed and Thurs, and 1 session per day on Monday and Friday. Courtroom appearances can total over 100 per day.</p> <p>The Clerk's office is responsible for administration of court records according to state and local statute, rules and policies.</p> <p>The major services delivered include:</p> <ul style="list-style-type: none"> <li>• Court Case Management</li> <li>• Filing of Court Cases and Documents</li> <li>• Management of the Court Calendar</li> <li>• Court Policy Development</li> <li>• Court Sentence Programming</li> <li>• Monitoring of Court Sentences</li> <li>• Payments of Traffic Tickets</li> <li>• Fine Collection</li> <li>• Management of Warrants and Summons</li> <li>• Online access to court cases. Public terminal provides access to scanned court documents.</li> </ul>	<ul style="list-style-type: none"> <li>• Municipal Court recently migrated to the North Dakota Supreme Court's case management program. Ongoing collaboration with the Supreme Court to enhance features, and improve reporting and programming.</li> <li>• Continual research and interpretation of city and state laws and pending legislation, court rules, judicial system policies and court operations; determining any changes in operational procedures necessary to comply with law.</li> <li>• There is a trend toward alternative non-traditional payment methods. Municipal Court offers phone payments, online web based payments, debit and credit card payments, and traditional mail and window payments.</li> </ul>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Warrants Issued	3,142	3,462	3,400
Total collections	\$1.6 million	\$1.6 million	\$1.7 million
Receipts Issued	19,074	17,700	18,700
Cases filed	19,337	18,000	19,000
# of Documents Filed and Scanned	108,849	110,000	110,000
Hearings Scheduled	18,115	18,226	18,000

## Municipal Court

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 432,459	\$ 443,851	\$ 443,851	\$ 490,208
Benefits	149,686	154,829	154,550	174,545
Other Services	224,872	227,450	227,450	227,450
Repairs and Maintenance	2,168	4,900	4,900	4,900
Rentals	-	-	-	-
Insurance	2,098	2,185	2,185	2,185
Communications	681	640	640	640
Advertising and Printing	1,012	1,500	1,500	1,500
Travel & Education	1,507	4,845	4,845	4,845
Energy	26,548	32,000	32,000	30,000
General Supplies	3,987	5,000	5,000	5,000
Major Supplies	-	-	-	-
Miscellaneous	225	3,100	3,100	1,500
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 845,243	\$ 880,300	\$ 880,021	\$ 942,773
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	7	7	7	7
Part Time Benefited	1	1	1	1
Contracted Employees	-	-	-	-
<b>TOTAL</b>	8	8	8	8

Description of Service Provided	Current or Emerging Issues
<p>Class B misdemeanors are the only offenses under Fargo Municipal Code subject to imprisonment. These carry a maximum imprisonment penalty of 30 days.</p> <p>Most offenses do not carry a minimum mandatory imprisonment. Mandatory sentencing means the Judge does not have the choice to impose a lesser sentence.</p> <p>Offenses requiring mandatory minimum imprisonment include:</p> <ul style="list-style-type: none"> <li>• Driving Under Suspension – suspension a result of a DUI requires 4 days’ imprisonment.</li> <li>• DUI – second offense within 7 years requires 10 days’ imprisonment.</li> </ul> <p>Incarceration services are provided by Cass County and Centre Inc. The City funds these costs from General Fund appropriation based upon incarceration service agreements in place.</p> <p>Centre Inc. provides minimum security incarceration at a lesser cost to the City than traditional jail. Centre inmates are sometimes assessed court costs if there is an indication that the person has the ability to pay, which further reduces the cost to the City.</p> <p>In-home electronic monitoring is an additional option which is self-pay by the defendant.</p>	<p>Current trends are to sentence first time offenders to incarceration at Centre or electronic monitoring. A majority of these include DUI and DUS sentences. Sentences served on electronic monitoring are generally of a short duration due to being self-pay in advance.</p> <p>The majority of sentences served in the Cass County Jail are repeat offenders and those arrested on warrants for failing to comply with their sentences.</p> <p>Changes in DUS laws will result in fewer convictions and fewer sentences of incarceration.</p>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Days served in Cass County Jail	7,647	9,240	9,000
Days served in Centre Inc.	3,287	3,000	2,600
Days served on electronic monitoring	1,243	1,532	1,500

## Incarceration

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Other Services	804,953	820,000	820,000	820,000
Repairs and Maintenance	-	-	-	-
Rentals	-	-	-	-
Insurance	-	-	-	-
Communications	-	-	-	-
Advertising and Printing	-	-	-	-
Travel & Education	-	-	-	-
Energy	-	-	-	-
General Supplies	-	-	-	-
Major Supplies	-	-	-	-
Miscellaneous	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 804,953	\$ 820,000	\$ 820,000	\$ 820,000

Description of Service Provided	Current or Emerging Issues
<p>The City Assessor's Office is responsible for maintenance and circulation of all property ownership and legal description boundary information in the City of Fargo. The Assessor's Office also appraises the value of property in the city as well as administers all property tax exemptions.</p> <p>The major services delivered include:</p> <ul style="list-style-type: none"> <li>Assist the public in understanding and utilizing available tax exemptions.</li> <li>Provide property tax and valuation estimates to developers, real estate professionals, and taxpayers.</li> <li>Assist and coordinate valuation efforts of proposed projects for future development &amp; private/public financing concerns.</li> <li>Provide the legislature information on assessment valuation, procedure, and administration matters.</li> <li>Provide projected valuation information to local taxing jurisdictions for budgeting and levying purposes.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing legislative action relating to property tax levels and administration continue to evolve. This impacts the ability of our department to deliver services to the public.</li> <li>Functional support is continuing to assist with property acquisitions in City and Diversion flood protection efforts.</li> <li>Work processes are continually being analyzed and modified to create positive, productive, and efficient outcomes.</li> <li>The recent increase in market valuations appears to be tapering off to more normal levels after two consecutive years of high property inflation rates.</li> </ul>

## Operational Measures

Description	2015 Actual	2016 Actual	2017 Projected
True & Full Property Valuation	\$11,946,935,000	\$13,284,450,300	\$14,381,438,118
True & Full Exempt Valuation	\$2,577,248,618	\$2,764,283,000	\$2,918,519,600
Taxable Valuation (% of T&F)	\$436,837,979	\$488,909,842	\$527,045,274
Estimated Property Taxes Generated	\$128,292,519	\$143,424,362	\$145,486,368
Estimated City Taxes Generated	\$22,824,784	\$25,545,539	\$26,536,673
Number of Parcels	35,194	35,477	36,072

- Due to the fact that property taxes are paid in arrears, the valuations presented are for the assessment year prior to the column headings.
- These amounts will differ somewhat due to timing of value estimates, mill levy calculations, and actual tax payments.
- Current year estimated taxes to be generated are based on the previous year certified mill levy.



## City Assessor

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 792,149	\$ 836,691	\$ 836,691	\$ 877,459
Benefits	249,428	255,327	254,650	288,788
Other Services	7,163	15,620	15,620	13,245
Repairs and Maintenance	710	6,700	6,700	2,600
Rentals	70,126	79,320	79,320	55,687
Insurance	3,987	4,505	4,505	4,505
Communications	148	160	160	160
Advertising and Printing	680	2,040	2,040	2,040
Travel & Education	15,106	24,480	24,480	24,480
Energy	9,562	16,893	15,926	11,093
General Supplies	15,148	18,100	18,100	13,100
Major Supplies	-	-	-	-
Miscellaneous	50	1,100	1,100	1,100
Capital Outlay	13,883	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 1,178,140	\$ 1,260,936	\$ 1,259,292	\$ 1,294,257
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	11	11	11	11
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	11	11	11	11

Description of Service Provided	Current or Emerging Issues
<p>General Support is a divisional cost center that pools costs that have not been allocated to other General Fund departmental budgets.</p> <p>Cost categories include worker's compensation, communications, auditing fees, banking fees, credit card fees, security services, automobile and animal impounding, insurance, investment management fees, office supplies, publishing and other administrative costs.</p> <p>This cost center is managed by the Finance Department.</p>	<ul style="list-style-type: none"> <li>Workers' compensation premiums are increasing by as a result of program changes including raising the base for which premiums are charged.</li> <li>The auditing services budget has been increased to allow for review of PILOT and other tax exemptions pursuant to a proposed change in City tax exemption policies.</li> <li>Insurance costs are expected to increase with the addition of new City facilities</li> <li>City staffs continue to refine our digital records management processes to reduce the cost of records administration. Staffs in the Auditor's Office are seeking records management certifications.</li> </ul>

#### Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Workers Compensation Premiums	\$479,000	\$390,000	\$480,000
Insurance Costs	178,490	151,215	205,900
Credit Card Fees	45,436	44,000	48,000

## General Support

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ -	\$ -	\$ -	\$ -
Benefits	426,349	480,000	480,000	480,000
Other Services	293,218	361,800	361,800	360,800
Repairs and Maintenance	9,774	16,000	16,000	13,000
Rentals	-	-	-	-
Insurance	178,490	151,215	151,215	270,900
Communications	(613)	-	-	-
Advertising and Printing	54,522	63,000	63,000	63,000
Travel & Education	-	-	-	-
Energy	-	-	-	-
General Supplies	77,706	95,000	95,000	95,000
Major Supplies	-	-	-	-
Miscellaneous	11,815	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 1,051,261	\$ 1,167,015	\$ 1,167,015	\$ 1,282,700

Description of Service Provided	Current or Emerging Issues
<p>Buildings &amp; Grounds is in charge of maintaining seven downtown structures, five “off-campus” facilities, a Public Safety Building, and the Fargo Cass Public Health facility.</p> <p>At these locations staff takes care of the HVAC systems, plumbing, electrical, and mechanical. In addition, inspections, testing, and service for alarm systems, sprinkler systems, emergency generators, fire extinguishers, and elevators are provided.</p> <p>Buildings &amp; Grounds employees oversee grounds keeping, sidewalks, and parking lots through the four seasons.</p> <p>Staff also assists one City bus terminal and seven fire stations with troubleshooting and consultations on maintenance related issues.</p> <p>Buildings &amp; Grounds is available for consultation with all City Departments regarding maintenance, roofs, asbestos, indoor air quality concerns, recommended vendors, etc.</p>	<p>Janitorial services previously provided under contract with Fargo Public Schools were transitioned to our own janitorial staffing in 2016. Staffing was increased in 2017. This transition is going smoothly.</p> <p>A new City Hall, currently under construction will become operational in July 2018. The Buildings &amp; Grounds budget has been modified for increases in utilities, maintenance and insurance.</p> <p>Building maintenance functions will be automated and integrated into the City’s centralized asset management system in 2017 and 2018. This provides a more structured and automated environment to monitor City owned facilities.</p> <p>The boilers in the Downtown Fargo Public Library location are scheduled for replacement in 2017.</p>

#### Operational Measures

Description	2016 Actual	2017 Expected	2018 Expected
Number of Buildings Serviced	13	15	17
Building Repairs	\$209,000	\$150,000	\$163,000
Energy	\$185,000	\$230,000	\$251,500

## Buildings & Grounds

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 476,386	\$ 594,079	\$ 582,654	\$ 657,187
Benefits	187,252	258,902	249,021	250,638
Other Services	596,396	457,040	375,000	367,000
Repairs and Maintenance	209,139	282,607	282,607	163,000
Rentals	5,487	10,000	10,000	7,000
Insurance	4,450	5,065	5,065	5,210
Communications	6,567	4,500	4,500	3,720
Advertising and Printing	-	-	-	-
Travel & Education	7,179	1,000	1,000	1,000
Energy	185,030	230,000	228,259	251,500
General Supplies	147,035	168,330	168,330	168,330
Major Supplies	-	-	-	-
Miscellaneous	12,742	11,000	11,000	11,000
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 1,837,663	\$ 2,022,523	\$ 1,917,436	\$ 1,885,585
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	13	13	13	14
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	13	13	13	14

Description of Service Provided	Current or Emerging Issues
<p><b>Land Use Planning</b> - Responsibilities include comprehensive planning, growth plans, park plans, and special plans, studies, and area plans.</p> <p><b>Development Review</b> – Responsibilities include review of applications for text amendments, map amendments, conditional use permits, variances, alternative access plans, and other applications provided for in the Land Development Code (LDC). Site plan reviews are done to check for compliance with the Land Development Code.</p> <p><b>Land Development Code Administration</b> – Responsibilities include providing information on regulations and procedures to developers, builders, and property owners, and enforcement of the code.</p> <p><b>Community Development Planning</b> – This includes the development of community development plans, housing plans, and neighborhood plans.</p> <p><b>Community Development Program Administration</b> – This is the administration and implementation of housing and community development programs funded by HUD programs.</p> <p><b>Downtown Development and Redevelopment</b> – Responsibilities consist of planning for and encouraging redevelopment. Programs include the Renaissance Zone program, storefront rehab/downtown projects, tax increment financing, and PILOT incentives.</p> <p><b>Parking</b> – This is the planning and management of the downtown parking system, including parking ramps, the Ground Transportation Center, and surface lots.</p> <p><b>Special Commissions &amp; Boards</b> – Staff support is provided to the Planning Commission, Community Development Committee, Historic Preservation Commission, Human Relations Commission, Native American Commission, Arts and Culture Commission, Fargo Youth Initiative, efargo and other special task forces.</p>	<ul style="list-style-type: none"> <li>• The growth of Fargo will require annexations, land use plans, and utility extensions to allow for future growth in the city.</li> <li>• The larger number of requests for development review may cause delays in their review. The volume of requests also delays land use planning and special studies.</li> <li>• Redevelopment and infill projects continue to gain interest as land value increases and availability of green fields decreases.</li> <li>• There is a continued need for neighborhood planning and code enforcement from older neighborhoods.</li> <li>• Decreasing federal resources makes it more difficult to address community development and housing needs.</li> <li>• There is a growing interest in new buildings in downtown, as many underutilized buildings have been redeveloped. This will require more parking.</li> <li>• All downtown parking facilities are at capacity. One new parking facility opened in 2017, but the downtown will still be short of parking.</li> </ul>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Planning Commission Cases	119	100	100
Site Plan Reviews	382	350	350
Parking Spaces in City Facilities	1,289	1,679	1,639

## Planning and Development

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 930,178	\$ 919,841	\$ 908,933	\$ 972,778
Benefits	258,425	261,666	261,412	277,046
Other Services	610,114	442,440	1,027,903	342,440
Repairs and Maintenance	-	-	-	-
Rentals	495	-	-	-
Insurance	3,295	2,430	2,430	2,430
Communications	2,271	1,800	1,800	1,800
Advertising and Printing	5,993	6,600	6,600	6,600
Travel & Education	28,596	24,250	28,081	24,250
Energy	-	-	-	-
General Supplies	1,639	2,000	8,000	2,000
Major Supplies	-	-	-	-
Miscellaneous	7,636	2,000	2,000	2,000
Capital Outlay	5,092	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 1,853,734	\$ 1,663,027	\$ 2,247,159	\$ 1,631,344
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	15	15	15	15
Part Time Benefited	1	2	2	2
Contracted Employees	-	-	-	-
<b>TOTAL</b>	16	17	17	17

Description of Service Provided	Current or Emerging Issues
<p>The Inspections Division provides code enforcement services through review of building plans and the issuance of permits of various types for construction approval. Types of permits issued include building construction, energy, electrical, plumbing, HVAC, and signs. This is a law enforcement function of the City.</p> <p>Services provided:</p> <ul style="list-style-type: none"> <li>• Review of construction plans</li> <li>• Permit issuance</li> <li>• Construction inspections</li> <li>• Inspections of existing buildings – residential rentals</li> <li>• Inspections for junk and junked vehicle complaints</li> <li>• Interpretations of code requirements</li> <li>• Day care inspections</li> <li>• Complaint response</li> <li>• Zoning Inspections</li> <li>• Certificate of Occupancy issuance</li> <li>• Records retention</li> <li>• Sign permits and code enforcement</li> </ul>	<p>An all-pervasive issue is the scope, diversity, and number of building projects coming into the community as well as the need to maintain the resources to provide the expected service in a manner that satisfies demand effectively and assures the continued safety of our built community. Increasing geographic distance adds to the complexity of providing inspections in the timely and thorough manner to which our customers and citizens are accustomed.</p> <p>Another current issue is maintenance of the city's stock of existing buildings through enforcement of its minimum standards.</p> <p>An increasing reliance on digital records requires more connectivity on the parts of our inspectors. New software allows customers to submit inspection requests on-line but more-flexible digital tools will be needed to offer the utility in permitting and payment that the public is coming to expect. New software may be implemented in 2018-2019.</p> <p>The area South of Interstate 94 and West of 45<sup>th</sup> Street will continue to develop rapidly with a wide variety of hotel, apartment, retail, and service industry projects intended to serve both the new hospital and the large amount of residential development in the southern end of the city.</p>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Commercial Plan reviews	382	390	395
Permits (all types)	11,370	11,400	11,500
Inspections (all types)	30,454	30,700	31,000
Day care inspections	46	20	32
Apartment inspections	3,257 units	3,300 units	4,000 units
Vehicle removals	58	100	105



## Inspections

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 1,339,588	\$ 1,501,005	\$ 1,486,895	\$ 1,523,066
Benefits	470,237	513,306	512,280	528,388
Other Services	637,727	310,150	453,605	10,150
Repairs and Maintenance	50	500	500	500
Rentals	1,683	2,000	2,000	2,000
Insurance	10,110	8,565	8,565	8,565
Communications	17,323	17,000	17,000	17,000
Advertising and Printing	1,668	1,750	1,750	1,750
Travel & Education	24,434	32,500	32,500	32,500
Energy	18,707	23,075	19,227	23,075
General Supplies	6,255	8,000	8,000	8,000
Major Supplies	-	-	-	-
Miscellaneous	5,246	8,500	8,500	8,500
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 2,533,028	\$ 2,426,351	\$ 2,550,822	\$ 2,163,494
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	22	23	23	23
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	22	23	23	23

Description of Service Provided	Current or Emerging Issues
<p>Transit provides transportation services on the fixed route bus system and the complementary paratransit system (service for people with disabilities unable to navigate the fixed route system). In the past, the Transit Department has worked closely with the Central Garage Department for inventory control, technicians, building maintenance, and bus washers – with the addition of the Transit Fleet Services and Building Maintenance Position, improvements are beginning to emerge; the Finance Department assists with grant management; the IS Department has been a critical resource. Overall, Transit’s responsibilities fall into the following categories:</p> <ul style="list-style-type: none"> <li>• Provide safe, efficient mass transportation within the community.</li> <li>• Fiscally responsible management of local, state and federal funding.</li> <li>• Market the Transit system to attract choice riders and still serve needs of transit dependent.</li> <li>• Develop and maintain relationships with partners.</li> <li>• Demonstrate the technical capacity to provide grants administration and fiscal cash management.</li> <li>• Participate in program management and coordinated plans within the region and at the state levels.</li> <li>• Ensure adequate oversight of contractors and lessees.</li> <li>• Work closely with Maintenance to ensure proper oversight of federally funded assets.</li> </ul>	<ul style="list-style-type: none"> <li>• The over-arching concern is the changes in funding formula from the Federal Transit Administration should the Fargo-Moorhead metro area reach the 200,000 population in the 2020 census. The funding is currently formula for operating which is 50/50 (federal/local share), should the population reach 200,000, funding for operating changes and the City needs to explore a Transit Authority concept to preempt funding changes and be prepared for funding change impacts.</li> <li>• The 5-year Transit Development Plan identified gaps in transit services and proposed various cost ranges of needs/improvements requiring attention.</li> <li>• An on-going concern is the lack of adequate administrative staffing to entirely address the needs of the Transit system. Existing staff has been able to <i>minimally</i> keep pace with all the requirements of the system. Additional staffing would foster a healthy growth of the Transit system and a more proactive approach. The administrative staff was increased by one position (Planner) in 2016, but had not increased since 2008 when the Mobility Manager position was moved from a half time position to a full time position.</li> <li>• Capital investments are struggling to catch up. The fixed route fleet and paratransit fleet status will be discussed in detail by Central Garage representatives. Please note access to discretionary funding for capital expenses has been drastically reduced.</li> <li>• The Metro Transit Garage (MTG) was built in late 2006. At the time, the facility was built 25% larger than the current need identified. This number has been exceeded and the MTG will require an expansion in the future.</li> </ul>

<ul style="list-style-type: none"> <li>• Develop programs and guidelines to ensure compliance with ADA and Civil Rights (i.e. Title VI and DBE).</li> <li>• Procurement to ensure all local, state and federal requirements and certifications are met.</li> <li>• Satisfactory continuing control of all Transit assets.</li> <li>• Ensure public comment processes are followed for service and fare changes, Transit Plans and projects.</li> <li>• Ensure the federal criteria are met for fare structures.</li> <li>• Ensure there is an element of Safety and Security to the local Transit system.</li> </ul> <p>Develop, adopt and implement a Drug &amp; Alcohol Policy which meets Federal Transit Requirements. This includes being responsible for the program and oversight of any contractors and lessees.</p>	<ul style="list-style-type: none"> <li>• The Ground Transportation Center (GTC) was built in 1984 and acts as the main hub/transfer center for both Fargo and Moorhead. Moving forward the GTC will require not only on-going upkeep, but given the state of disrepair of both the exterior and interior, a remodel project will be required to address the concerns.</li> <li>• Federal funding is now in a transportation bill, but the current administration has proposed cuts. State funding is diminishing and unpredictable.</li> </ul> <p>Fargo is a large regional destination for medical care, including the new regional Sanford medical complex opening July 2017. As the population ages, transit becomes a viable option for residents and visitors. That aging population will be the largest generation to require services.</p>
--	---

### Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Fixed Route Ridership	1,443,870	1,443,870	1,443,870
Paratransit Ridership	52,033	53,074	53,074
Peak number of buses in service in Fargo - West Fargo	39	39	39

## Transit Service Fixed Route

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 213,093	\$ 263,771	\$ 260,417	\$ 277,755
Benefits	71,135	85,341	85,341	80,471
Other Services	2,445,890	2,752,984	2,752,984	2,819,112
Repairs and Maintenance	6,149	7,000	7,000	6,700
Rentals	-	-	-	-
Insurance	155,112	121,782	121,782	121,782
Communications	17,433	18,000	18,000	18,000
Advertising and Printing	16,273	26,300	26,300	21,300
Travel & Education	15,306	18,950	18,950	18,950
Energy	2,296	1,890	1,890	2,000
General Supplies	2,034	2,800	2,800	2,600
Major Supplies	-	-	-	-
Miscellaneous	168	1,000	1,000	1,000
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 2,944,889	\$ 3,299,818	\$ 3,296,464	\$ 3,369,670
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	4	4	4	4
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	4	4	4	4

## Paratransit

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 114,005	\$ 118,853	\$ 114,199	\$ 110,109
Benefits	44,899	44,425	44,425	45,165
Other Services	718,735	782,000	782,000	782,000
Repairs and Maintenance	-	-	-	-
Rentals	-	-	-	-
Insurance	20,526	35,425	35,425	35,425
Communications	7,505	9,975	9,975	9,800
Advertising and Printing	-	-	-	-
Travel & Education	708	2,000	2,000	2,000
Energy	86,000	33,193	88,643	33,193
General Supplies	7,487	8,800	8,800	7,400
Major Supplies	-	-	-	-
Miscellaneous	333	1,000	1,000	1,000
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 1,000,198	\$ 1,035,671	\$ 1,086,467	\$ 1,026,092
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	3	3	3	3
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	3	3	3	3

## Ground Transportation Terminal

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Other Services	389,946	378,860	378,860	373,860
Repairs and Maintenance	19,661	31,000	31,000	30,500
Rentals	-	-	-	-
Insurance	3,774	3,180	3,180	3,180
Communications	-	-	-	-
Advertising and Printing	-	-	-	-
Travel & Education	-	-	-	-
Energy	23,661	24,819	24,819	27,808
General Supplies	15,581	17,000	17,000	17,000
Major Supplies	-	-	-	-
Miscellaneous	620	1,500	1,500	1,500
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 453,243	\$ 456,359	\$ 456,359	\$ 453,848

## Transit Planning

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 24,077	\$ 32,427	\$ 32,427	\$ 36,925
Benefits	8,123	11,537	11,537	12,653
Other Services	-	20,100	20,100	20,100
Repairs and Maintenance	-	-	-	-
Rentals	-	-	-	-
Insurance	-	-	-	-
Communications	-	-	-	-
Advertising and Printing	-	-	-	-
Travel & Education	-	-	-	-
Energy	-	-	-	-
General Supplies	-	-	-	-
Major Supplies	-	-	-	-
Miscellaneous	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 32,200	\$ 64,064	\$ 64,064	\$ 69,678

## Transit Maintenance Organization

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 48,638	\$ 65,270	\$ 65,270	\$ 73,346
Benefits	17,449	22,765	22,765	24,974
Other Services	172	2,200	2,200	1,600
Repairs and Maintenance	-	-	-	-
Rentals	-	-	-	-
Insurance	-	-	-	-
Communications	692	500	500	500
Advertising and Printing	3,518	6,000	6,000	6,000
Travel & Education	2,235	4,000	4,000	4,000
Energy	-	-	-	-
General Supplies	356	600	600	600
Major Supplies	-	-	-	-
Miscellaneous	1,979	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 75,039	\$ 101,335	\$ 101,335	\$ 111,020
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	1	1	1	1
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	1	1	1	1



## Transit Maintenance Facility

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 724,100	\$ 791,828	\$ 785,050	\$ 825,573
Benefits	225,167	274,953	260,782	284,420
Other Services	46,776	58,100	58,100	58,100
Repairs and Maintenance	814,753	920,204	920,204	920,204
Rentals	-	-	-	-
Insurance	10,932	9,120	9,120	9,120
Communications	14,053	18,500	18,500	18,500
Advertising and Printing	4,619	3,500	3,500	3,500
Travel & Education	4,877	6,700	6,700	6,700
Energy	598,383	1,216,482	665,703	1,216,482
General Supplies	38,193	47,500	47,500	47,500
Major Supplies	-	-	-	-
Miscellaneous	16,863	22,250	22,250	22,250
Capital Outlay	2,096	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 2,500,812	\$ 3,369,137	\$ 2,797,409	\$ 3,412,349
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	13	15	15	15
Part Time Benefited	2	2	2	2
Contracted Employees	-	-	-	-
<b>TOTAL</b>	15	17	17	17

Description of Service Provided	Current or Emerging Issues
<p><b>Engineering Services Division</b></p> <p>Support Platting Process with Technical Analysis of proposed plats</p> <p>Pre Development Support for Developers</p> <p>Site plan reviews</p> <p>Right of Way Acquisition, including permanent and temporary easements</p> <p>Annual Reporting</p> <p>Provides mapping support city-wide</p> <p>Surveying, building, and lawn grades, and sidewalk.</p> <p>Row of Way Occupancy and Encroachment Management including the development of appropriate agreement documents</p> <p>Excavation permitting</p> <p>Small Cell and WiFi Ordinance</p> <p>Mapping Utility locations &amp; Providing field locates for City Owned Utilities</p> <p>New Development -Design and Construction Administration and Construction Inspection</p> <p>Oversight of Consultants that have been hired to perform Design, Construction Administration, and Construction Inspection of New Developments</p> <p>IT communication and software support</p>	<p>The number of new development plats has tapered, but there is a considerable amount of plats associated with redevelopment requests. The outlook for 2018 is that the new developments will continue around this level with redevelopment staying higher.</p> <p>With a number of plats and numerous infill projects, we have a high level of coordination for pre development meetings and site plan reviews. This has taken staff away from the normal design activities. The size and complexity of Site Plans has increased the time needed for staff review.</p> <p>Service provided for both new developments and reconstruction projects. Needs in this area have been escalating to keep up with the demand many duties have been pushed to the City Attorney's office.</p> <p>We have been working to provide some redundancy of ability within this area. We have started cross training additional staff to assist with the increased demands. Survey has been increasingly busy as we continue to support the elevations certificates for the new flood map along with the numerous construction projects and sidewalks, driveways, and rear yard grades. The city continues to provide survey to the impacted properties for elevation certificates that they may need for insurance purposes.</p> <p>More of the encroachments are now a result of reconstruction projects and redevelopment of zero setback lots.</p> <p>As construction activity and the City grows permitting and locating responsibilities pick up as well. There has been a continuous demand for Right of Occupancy Requests associated with private utilities. This year we received a 20 mile route request for a telecom to support a cellular company.</p> <p>With the new small cell and wifi ordinance, we currently are reviewing 18 sites for one provider and 17 sites for a second provider. We are also completing the Wifi requirements with two pending requests. There will also be additional review for routing to the small cell with fiber and power.</p> <p>Midcontinent is scheduled to complete their rollout this year. There still will be many areas that will need to be connected as consumers join their service. We are also seeing a high number of right of way route requests to support the increase service for cellular companies. The City hired 3 contract</p>

Description of Service Provided	Current or Emerging Issues
	<p>employees in 2014 to assist us in keeping up with the MidContinent buildout. Although it will be completed this year, there is still a large need to keep the additional staff. We want to keep these employees an additional year as we evaluate the Small Cell roll out along with locating and routing demands. We have not expanded our locating department with permanent staff since the inception of ONE CALL over 15 years ago.</p> <p>Driven by developer requests for infrastructure. We anticipate bidding an estimated \$24 Million in new development of which \$14 Million is the 19th Avenue North construction. This does not include carry over from 2016. This area continues to be demanding as the areas being developed are established areas that do not have infrastructure or are on the perimeters of our utilities.</p> <p>As the City implements new programs, we have to have staff that is trained to manage and assist other staff with questions. This is crucial in keeping up with the demand whether it be project related, survey requests, locates, or inspections.</p>
<p><b>Design and Construction Division</b></p> <p>Design and construction administration.</p> <p>Bidding process.</p> <p>Construction specifications and standards.</p> <p>New construction, reconstruction, and rehabilitation of municipal infrastructure.</p> <p>Oversight and management of a strategy for Watermain Replacement.</p> <p>Pavement Management Program.</p> <p>Sidewalk construction and reconstruction Program.</p> <p>Plan Review (In house- and Consultant designed) for New and Rehabilitation projects.</p> <p>Coordination of Sewer Spot Repair projects with Public Works.</p> <p>Day to day implementation and management of sewer repair policy.</p>	<p>Responsible for consistency of practices in the design and installation of infrastructure.</p> <p>Need for online bidding in near future.</p> <p>Primary responsibility for keeping City construction practices up with industry standards.</p> <p>Over all City index is good, largely due to new streets that raise the average. However, to continue to maintain an acceptable rating a larger investment needs to be made in the Pavement Rehabilitation Program.</p> <p>This is driven completely by public requests and needs.</p>

### Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Excavation Permits	7,235	7,600	8,000
Right of Occupancy Permits	17	17	17
One Call Tickets	24,429	27,000	28,500
Elevation Certificate Surveys	200	100	100
Sidewalk Survey	509	550	580
Driveway Survey	471	500	530
Yard Grades	442	480	500
Encroachment Agreements	9	5	10
Sidewalk Inspections	561	603	644
Driveway Approach Inspections	530	547	563

- One Call Tickets were \$1.10 in 2017.
- Midcontinent is now franchised which will reduce the Right of Occupancy Permits.

## Engineering

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 3,638,842	\$ 3,695,660	\$ 3,668,056	\$ 3,757,914
Benefits	958,670	989,146	981,704	1,032,010
Other Services	61,811	58,500	58,500	58,500
Repairs and Maintenance	25,455	32,800	32,800	32,800
Rentals	1,586	2,500	2,500	2,500
Insurance	22,242	18,935	18,935	18,935
Communications	27,052	32,700	32,700	32,700
Advertising and Printing	18,303	18,350	18,350	18,350
Travel & Education	42,332	75,737	75,737	75,737
Energy	36,053	42,837	36,582	42,837
General Supplies	25,214	54,150	54,150	54,150
Major Supplies	-	-	-	-
Miscellaneous	2,959	20,100	20,100	20,100
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 4,860,519	\$ 5,041,415	\$ 5,000,114	\$ 5,146,533
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	38	38	38	38
Part Time Benefited	1	1	1	1
Contracted Employees	3	3	3	3
<b>TOTAL</b>	42	42	42	42

Description of Service Provided	Current or Emerging Issues
<p>The Traffic Engineering Department includes the City Transportation Engineer and the Sign and Signal Shop Operations. The Department is jointly operated and managed as part of the City's Engineering Department. The Traffic Engineering Department is responsible for the following activities:</p> <ul style="list-style-type: none"> <li>• Design, operation, management and maintenance of the City's traffic signal &amp; intelligent transportation system</li> <li>• Installation and maintenance of all regulatory, parking and warning signs (approx 25,000)</li> <li>• Conducting traffic studies &amp; traffic calming program</li> <li>• Construction administration of traffic signals, pavement markings and traffic safety devices</li> <li>• Coordinate and staff the City's Traffic Technical Advisory Committee</li> <li>• Review traffic related features of site plans, plats and long range plans, most notably access control for driveways and intersections to city roadways.</li> <li>• Coordination &amp; planning with NDDOT &amp; Metro COG federal Aid transportation improvement projects</li> <li>• Coordination with contractors on lane/road closures, and other entities for special event traffic control</li> <li>• Responsible for shared use path planning and construction</li> <li>• Responsible for management of city bridges</li> <li>• 11 full time staff- 6 located in City Hall, 5 at Sign &amp; Signal Shop</li> </ul>	<ul style="list-style-type: none"> <li>• Improved intersection traffic controls at intersections, whether it be flashing yellow left turn arrows at traffic signals or it be roundabouts at other intersections, will continue to be recommended for implementation.</li> <li>• The Complete Street design concept, or streets planned and designed for all users, will continue to be recommended for implementation, as recommended in the G02030 comp plan.</li> <li>• As the City continues to grow and how the traffic signal world becomes more technologically based, there will be a need in the future for a new FTE for a Traffic Signal Electronic Specialist to assist with maintaining the Citywide system.</li> </ul>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Salaries	876,372	848,157	854,865
Pavement Markings	517,862	350,000	500,000
Traffic Signal Maintenance	118,857	151,400	151,400
Electricity	62,556	63,000	65,000
Truck Regulatory Revenues	362,219	250,000	250,000

## Traffic Engineering

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 876,372	\$ 848,157	\$ 848,157	\$ 890,382
Benefits	224,964	208,767	208,767	222,410
Other Services	574,187	642,060	642,060	642,060
Repairs and Maintenance	217	17,000	17,000	17,000
Rentals	-	-	-	-
Insurance	6,768	6,240	6,240	3,645
Communications	6,797	6,850	6,850	5,500
Advertising and Printing	669	-	-	-
Travel & Education	6,715	13,650	13,650	13,650
Energy	76,203	78,145	77,157	65,000
General Supplies	177,849	176,400	176,400	176,400
Major Supplies	-	-	-	-
Miscellaneous	1,590	12,150	12,150	12,150
Capital Outlay	445	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 1,952,776	\$ 2,009,419	\$ 2,008,431	\$ 2,048,197
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	11	11	11	11
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	11	11	11	11

Description of Service Provided	Current or Emerging Issues
<p>The Public Works Street Department strives diligently to preserve and enhance the social and environmental quality of life in the City of Fargo. Through effective, efficient, and quality service the department not only maintains but focuses on improving public infrastructure that will assist in safeguarding the health, safety and welfare of all citizens.</p> <p>The Street Department provides a wide range of services essential to the public which can vary from street and utility repair to fighting major floods and snow storms. Overall the department's primary responsibilities can be categorized into the following activities:</p> <ul style="list-style-type: none"> <li>• Street &amp; Bridge Maintenance: <ul style="list-style-type: none"> <li>○ Asphalt &amp; Concrete Street Repair</li> <li>○ Mudjacking</li> <li>○ Gravel Street &amp; Alley Maintenance including dust control</li> <li>○ Sweeping</li> <li>○ Snow Removal &amp; Anti Ice Measures for all Public Streets</li> <li>○ Maintenance &amp; Snow Removal of all City Owned Sidewalks</li> </ul> </li> <li>• Gravity Sanitary Sewer System Maintenance &amp; Televising</li> <li>• Storm Sewer System Maintenance &amp; Televising</li> <li>• Right-of-Way Grooming</li> <li>• Street Sign Designation Replacement &amp; Repair</li> <li>• Sidewalk Ordinance Enforcement</li> <li>• Parking Restriction Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• The Public Works facility has reached a point in which an expansion and remodel is needed to bring the workspace into ADA compliance, provide facilities for female employees and add needed office space to accommodate current staffing. The facility was built in 1968 and has had no improvements made to the office spaces, HVAC, plumbing and electrical since the original construction. <ul style="list-style-type: none"> <li>○ When built, ADA requirements were not a factor so the building was not designed to accommodate handicapped individuals. Staff offices and general public areas were constructed on the second floor and no elevator was installed. The facility currently has no ADA restroom within the staff office or general public areas. Door widths and door spacing throughout the facility do not meet the required widths to accommodate wheel chair movement.</li> <li>○ When the building was built in 1968 the design focus was around an all-male workforce so only male locker room facilities were constructed. We have since diversified our workforce and have several female employees working in our Streets and Forestry Departments. We are not able to offer locker room and restroom facilities to our female employees as we are our male.</li> <li>○ In 1968 the amount of office work space constructed was designed and built for staffing levels at that time. Now almost 50 years later we have optimized the space to accommodate as many people as possible which has led us to have two and three employees sharing a work space at one time. Additional space is needed to provide room for current and future staffing.</li> </ul> </li> </ul>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Lane Miles of Roadway Maintained	2,069	2,076	2,088
Miles of Sanitary Sewer Maintained	427	429	432
Miles of Storm Sewer Maintained	473	490	496
Storm Lifts Stations Maintained	76	76	76
Acres Mowed	880	872	872



## Street Department

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 3,012,062	\$ 3,345,907	\$ 3,292,063	\$ 3,394,312
Benefits	1,008,818	1,083,198	1,072,125	1,148,022
Other Services	219,469	470,300	470,300	468,200
Repairs and Maintenance	28,910	35,000	35,000	64,600
Rentals	248,135	260,256	260,256	269,956
Insurance	57,594	95,925	95,925	95,925
Communications	10,040	9,900	9,900	8,800
Advertising and Printing	40	900	900	500
Travel & Education	24,886	19,700	19,700	19,700
Energy	194,005	467,741	233,404	467,741
General Supplies	337,924	307,600	307,600	301,750
Major Supplies	569,585	515,046	515,046	515,046
Miscellaneous	29,377	22,700	22,700	22,700
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 5,740,845	\$ 6,634,173	\$ 6,334,919	\$ 6,777,252
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	55	55	55	55
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	55	55	55	55

Description of Service Provided	Current or Emerging Issues
<p>Along with its two divisions, Emergency Services and Transit, Central Garage provides a wide range of services to the City of Fargo departments. This is achieved by operating a maintenance facility and parts storeroom at both the Public Works building and the Metro Transit Garage. Overall the department's primary responsibilities can be categorized into the following activities:</p> <ul style="list-style-type: none"> <li>• Vehicle and Equipment Procurement</li> <li>• Developing and managing the vehicle and equipment replacement schedule</li> <li>• Liquidation of assets</li> <li>• Preventative Maintenance Program</li> <li>• Vehicle and Equipment Repairs</li> <li>• Major Repair Outsourcing</li> <li>• Road Service Assistance</li> <li>• Process Licensing Documents</li> <li>• Insurance Claim Processing</li> <li>• Fuel Contract Purchases</li> <li>• Fuel Sales to other Governmental Agencies</li> <li>• Fueling Site Operation and Maintenance at Public Works and Metro Transit Garage</li> <li>• Track Lifecycle Costs for Vehicles and Equipment</li> <li>• DOT inspections, breathing apparatus certification, aerial equipment certification</li> <li>• Parts Storeroom <ul style="list-style-type: none"> <li>○ Perform inventory control procedures</li> <li>○ Ensure parts are processed to the work orders</li> <li>○ Provide monthly billing reports</li> <li>○ Reconcile purchasing documentation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The Public Works Building is in good overall condition, but there are deficiencies that need to be addressed. <ul style="list-style-type: none"> <li>○ Installing an elevator for ADA compliance</li> <li>○ Upgrading the electrical infrastructure</li> <li>○ Adding additional office space</li> </ul> </li> <li>• The nationwide technician shortage is still in effect and is evident when we have an opening. This trend is expected to continue as the number entering the workforce is not keeping up with the number of technicians retiring.</li> <li>• We are experiencing substantial increases in costs associated with equipment maintenance, especially related to diesel emissions. These added costs are prompting us to continue to look at other options like CNG fueled engines.</li> <li>• Key to overall Fleet condition is to have an adequately funded Vehicle Replacement Fund. Replacing vehicles and equipment on schedule helps keep maintenance costs in check by removing old high maintenance units and also helps reduce fuel costs by bringing in vehicles with increased fuel efficiencies. The General Fund Departments account for over \$35,000,000.00 in vehicles and equipment. Assuming a 15 year life cycle, to maintain this schedule requires a budget of \$2,330,000.00/year.</li> </ul>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Repairs less than 1 day	82%	81%	80%
Repairs 1 to 2 days	7%	6%	8%
Repairs more than 2 days	11%	13%	12%
Fleet Availability	93.6%	93.5%	94%
Billable Labor Hours	28,224	28,300	28,350
Number of Work Orders Generated	8898	8950	9000
Fuel Contract Savings	\$402,407	\$380,000	\$350,000

## Central Garage

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 1,201,097	\$ 1,430,524	\$ 1,391,280	\$ 1,479,826
Benefits	433,660	501,236	491,678	563,244
Other Services	5,099	29,900	29,900	29,900
Repairs and Maintenance	795,691	884,452	884,452	909,452
Rentals	-	12,500	12,500	13,393
Insurance	11,329	11,150	11,150	11,150
Communications	4,907	4,300	4,300	4,300
Advertising and Printing	-	400	400	400
Travel & Education	17,943	28,300	28,300	28,300
Energy	25,745	197,794	96,167	197,794
General Supplies	30,863	37,950	37,950	37,950
Major Supplies	-	-	-	-
Miscellaneous	21,352	25,000	25,000	25,000
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 2,547,686	\$ 3,163,506	\$ 3,013,077	\$ 3,300,709
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	23	23	23	24
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	23	23	23	24

Description of Service Provided	Current or Emerging Issues
<p>The fire department provides fire prevention, emergency medical response and fire suppression response to the citizens, businesses, and visitors to the City of Fargo.</p> <ul style="list-style-type: none"> <li>The Fire Marshal oversees the <b>Fire Prevention</b> division. Five Fire Inspector/Investigators are assigned the duties of inspections, investigations, plan review, and public education. Public education provides fire and life safety programs to area schools and business.</li> <li>The <b>Operations</b> division is overseen by an Assistant Fire Chief. 108 personnel are assigned to this division. These personnel perform the duties of emergency medical services, fire suppression, hazardous materials, and technical rescue response. The Operations personnel also perform annual commercial building inspections and hydrant flushing for the nearly 7,000 fire hydrants in Fargo.</li> <li>The <b>Administration</b> division is overseen by an Assistant Fire Chief. Two fire captains and the Emergency Manager assist in carrying out the duties of training, planning, personnel administration, accreditation, and emergency management.</li> </ul> <p><b>2018 Departmental Goals</b></p> <ol style="list-style-type: none"> <li>Respond to all emergencies with 8:12</li> <li>Develop plan for replacement of current radio system.</li> <li>Write new 5-year Strategic Plan to implement in 2020.</li> <li>Study opportunities to improve EMS delivery in an effective and efficient manner.</li> <li>Implement plan to reduce apparatus responses.</li> </ol> <p>Develop plan for hydrant flushing that will reduce vehicle fuel and maintenance costs.</p>	<ul style="list-style-type: none"> <li>The current radio system will be unsupported in 2019. This will require a major investment in radio system infrastructure in the next 2 years. This requires a \$14.5 million investment for all of Cass County. \$3.5 million of that investment will be just to replace the radios for the City of Fargo. \$500,000 of the \$3.5 million will be needed for replacement of Fire Department radios.</li> </ul> <p><b>Emerging Issues</b></p> <ul style="list-style-type: none"> <li>Calls for assistance continue to increase. The increase is most noticeable in the downtown and South Fargo areas. The City will need a station in South Fargo within the next 3 years to meet service demands.</li> <li>Fire Station 2 is in need of an update. It was recommended by the accreditation team that we look to move the station. There is not a suitable area for the station to be moved to. A remodel of the building is needed.</li> <li>The fire burn building located with Station 4 is in need of repairs. The building is over 40 years old and the interior protective coating is starting to fall off. The facility needs to be made usable in the interim but a new facility is needed.</li> <li>With the community growth we continue to upgrade and add to our warning system. New sirens are needed as well as replacement.</li> </ul>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Calls for Service	10,462	10,500	11,000
Number of Stations	7	7	7
Number of Apparatus	16	16	16
Property Preserved	\$140,661,645	\$200,000,000	\$200,000,000
Property Lost	\$2,719,401	\$3,500,000	\$3,500,000
Call to 1 <sup>st</sup> Unit Arrival at 90 <sup>th</sup> Percentile	8 min 12 sec	8 min 12 sec	8 min 12 sec
Percentage of Time Goal is Met	90.9%	90%	90%
Hydrants Flushed	6,980	7,000	7,000
Suppression Inspections	5,290	5,250	5,300
Bureau Inspections	1,182	1,300	1,350
ISO Rating	2	2	2

## Fire Department

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 8,090,839	\$ 8,270,624	\$ 8,281,726	\$ 8,514,583
Benefits	3,171,392	3,361,014	3,412,456	3,740,460
Other Services	159,996	195,000	275,000	175,000
Repairs and Maintenance	105,284	134,230	134,230	137,000
Rentals	-	-	-	-
Insurance	42,717	35,020	35,020	35,020
Communications	14,643	21,500	21,500	21,500
Advertising and Printing	2,223	9,500	9,500	9,500
Travel & Education	48,235	74,000	120,810	74,000
Energy	190,624	232,492	200,195	232,492
General Supplies	91,771	117,100	125,368	117,100
Major Supplies	-	-	-	-
Miscellaneous	132,320	122,000	122,000	122,000
Capital Outlay	620	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 12,050,664	\$ 12,572,480	\$ 12,737,805	\$ 13,178,655
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	122	122	122	122
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	122	122	122	122



*This page is intentionally left blank.*

Description of Service Provided	Current or Emerging Issues
<p>The Fargo Police Department provides the community with a wide range of basic, complex and emergency policing services, which includes investigating and resolving crime, enforcing the city's traffic regulations, responding to calls-for-service received from the public and mitigating public-safety concerns coming to our attention.</p> <p>The Fargo Police Department is divided into three operational divisions, each of which is commanded by a deputy chief:</p> <p><b>The Field Services Division</b> consists of Patrol, SROs, Traffic Safety Unit, Truck Regulatory, Cultural Liaison.</p> <p><b>The Investigations Division</b> consists of the following teams: Personal Crimes, Property Crimes, Financial Crimes, Intelligence, Narcotics and Street Crimes.</p> <p><b>The Administrative Division</b> oversees training, budgets, grants, H.R., crime prevention, crime free housing, public information officer, media and marketing.</p> <p>The Field Services Division is divided into four patrol districts, each of which is managed by a police lieutenant who is responsible for police operations within their district. Each district is further divided into three patrol beats where the officers assigned each area are supervised by a police sergeant.</p> <p>The department utilizes processes known as "CompStat" and "Intelligence Led Policing". These processes facilitate the use of data and intelligence information to assess when and where department resources are deployed, thus making the most effective and efficient use of those resources.</p>	<p>As Fargo continues its rapid and vibrant expansion the public-safety issues associated with such growth will continue to increase as well.</p> <p>In order to maintain a relatively low crime rate throughout the city, the police department will need to add both sworn and non-sworn personnel at a rate that meets the city's growth rate.</p> <p>In addition to adding personnel to keep up with the city's growth, the department's on-going initiatives to mitigate crime through prevention, public interaction and public awareness will be the best approach in maintaining the existing quality of life status throughout the City.</p> <p>Opioid overdoses and deaths have become a critical issue locally, regionally and nationally. The police department has dedicated significant resources in personnel to battle this through awareness, education and enforcement efforts.</p> <p>We are very excited about the acquisition of the Border States Industries building at 105 25th St. N. for a future Fargo Police Station. We have entered into a sublease and are beginning construction as part of phase 1 of this project to move the Field Services Division into the building.</p>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Calls-for-Service	78,784	84,100	89,416
Total Offenses	10,296	10,876	11,456
Traffic Crashes	4,088	4,131	4,174



## Police Department

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 12,496,666	\$ 12,747,138	\$ 12,946,590	\$ 13,880,439
Benefits	4,227,172	4,736,184	4,726,179	5,390,151
Other Services	174,335	224,100	182,850	179,100
Repairs and Maintenance	117,141	133,190	133,190	142,486
Rentals	18,332	292,000	431,327	561,102
Insurance	73,698	57,610	57,610	57,610
Communications	123,228	133,456	133,456	133,456
Advertising and Printing	17,274	34,500	34,500	34,500
Travel & Education	168,244	160,150	201,391	157,150
Energy	228,129	265,657	237,590	266,777
General Supplies	195,584	231,535	231,535	227,635
Major Supplies	-	-	-	-
Miscellaneous	183,521	155,222	155,222	150,222
Capital Outlay	197,111	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 18,220,435	\$ 19,170,742	\$ 19,471,440	\$ 21,180,628
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	185	196	196	201
Part Time Benefited	-	-	-	-
Contracted Employees	2	1	1	1
<b>TOTAL</b>	187	197	197	202

Description of Service Provided	Current or Emerging Issues
<p>Fargo Cass Public Health mission is to assure a healthy community for all people through ongoing assessment, education, advocacy, education, prevention and collaboration. Currently there are 146 employees equating to 124 FTE's.</p> <p>The major services delivered include:</p> <ul style="list-style-type: none"> <li>• Environmental Health (food inspections, water quality, nuisance complaints, other)</li> <li>• PH Emergency Preparedness</li> <li>• WIC Nutritional Supplement Program</li> <li>• Health Promotion (obesity prevention, tobacco prevention, worksite wellness)</li> <li>• Clinic based services (family planning, immunizations)</li> <li>• Nursing (home based, school, correctional health)</li> <li>• Disease Control (tuberculosis, sexually transmitted disease, HIV)</li> <li>• Employee Health</li> <li>• Gladys Ray Shelter</li> <li>• Fargo Detox Center</li> <li>• Grants management/ Accreditation/Quality Improvement</li> </ul>	<p>Drug abuse and mental health continue to increase and are affecting the entire community as well as several of our program areas. Staff at are active in the Mayor's Blue Ribbon Commission on Addiction and have applied for several grants to fund programs in this area. The safety of FCPH staff at the shelter and detox center is of concern as they work with guests who are often unpredictable and under the influence of unknown substances. Nursing staff who visit individuals in their homes are reporting more clients with significant mental health and substance abuse issues.</p> <p>Grant funding at both the federal and state level have increased, reversing a downward trend that had been noted over the past few years. Insurance payments also continue to increase. Some grant funding continues to be awarded on a regional basis rather than per individual county. This trend has increased our need to work collaboratively with other counties in the SE region. I anticipate that this trend will increase as federal and state funding patterns change.</p> <p>FCPH continues to move forward with voluntary National Public Health Accreditation. This process will continue through 2017. Doing so will identify FCPH as a nationally recognized, high quality health department. Throughout this process are focusing on continuous quality improvement, performance management, as well as reviewing policies, procedures and programmatic areas.</p> <p><b>3-5 Year Needs:</b> the current building at the Gladys Ray Shelter/Detox facility will need to be addressed. While the goal is to have less clients in both of these facilities, we have not seen this trend as of yet.</p>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Federal Grants	\$1,583,312	\$1,440,000	\$1,675,000
State Grants	\$620,449	\$272,000	\$550,628
State Aid	\$581,068	\$572,317	\$560,491
% of Health Records converted to electronic	100% of identified programs	Add jail	Add detox and shelter
Self-Pay Revenue	\$510,000	\$413,000	\$378,000
Insurance Revenues	\$580,000	\$675,000	\$695,000
Revenue from Environmental Health Licenses	\$408,676	\$310,000	\$375,000

## Fargo Cass Public Health

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 6,958,817	\$ 7,317,123	\$ 7,311,123	\$ 7,379,630
Benefits	2,018,341	2,139,695	2,129,957	2,201,480
Other Services	710,525	530,720	695,092	1,001,020
Repairs and Maintenance	16,942	17,000	17,000	17,000
Rentals	14,062	9,000	9,000	15,000
Insurance	32,286	25,365	25,365	25,365
Communications	48,218	43,100	43,900	39,700
Advertising and Printing	14,917	16,600	23,429	16,600
Travel & Education	117,509	142,200	154,040	137,300
Energy	93,443	82,588	77,741	108,304
General Supplies	492,938	476,900	539,699	389,400
Major Supplies	23,644	20,000	20,000	20,000
Miscellaneous	1,242	1,000	1,000	1,000
Capital Outlay	41,820	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 10,584,704	\$ 10,821,291	\$ 11,047,346	\$ 11,351,799
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	95	98	98	94
Part Time Benefited	39	38	38	38
Contracted Employees	1	-	-	-
<b>TOTAL</b>	135	136	136	132

Description of Service Provided	Current or Emerging Issues
<p><b>Technology Access to include Public Internet, Wireless Internet and Printing:</b> All Library locations provide public Internet stations, wireless access and printing for a small fee. Staff is also available to assist patrons with technology related questions.</p> <p><b>Access to Books and AV Materials including non-English language resources:</b> The library provides both print and audio visual items for all ages to include a world language collection for non-English speaking residents. In 2014 Fargo Public Library circulated over 1 million items to local citizens and had over half a million.</p> <p><b>Access to Statewide E-Content:</b> The library is part of a statewide E-book consortia known as Library 2GO. Our membership allows the citizens of Fargo to have access to E-content from twenty-eight different libraries statewide.</p> <p><b>Technology Instruction/Programming:</b> We provide beginner computer and Internet classes to the public. We also provide beginner mobile device classes that give an overview of the many devices and how to use a mobile device to access E-books. We also provide programs related to emerging technologies such as 3D printing.</p> <p><b>Children's Early Literacy Programming:</b> The library's children's department provides a number of programs designed to promote early literacy skills such as Baby Rhyme Time, <b>Story time for Preschoolers and Toddlers and Ready to Read workshops for parents and guardians.</b></p> <p><b>Cultural Events:</b> The library provides a wide variety of cultural events such as the Fall Jazz Concert series, author visits, story tellers and film series.</p> <p><b>Inter-Library Loan Services:</b> Fargo residents are able to receive materials from other libraries around the country through our Inter-library loans services.</p>	<p><b>Continued growth of the community and user expectations:</b> The continued growth of the community adds the challenge of expanding programming and collections with limited resources. The citizens of Fargo continue to request additional programming and services. The community growth has also necessitated the development of services for vulnerable citizens.</p> <p><b>Continue Growth in the demand for Electronic Content i.e. E-books:</b> The continued growth of the number of mobile devices in our community has fueled the continued demand for more E-book and E-Audio book offerings from our Library 2Go consortia. Fargo Public Library strives to be leader in providing high demand collections in the many formats available. To be successful in this regard the library will need to expand the number of content providers we offer to the community.</p> <p><b>Continued growth in demand for Outreach Services:</b> With the continued growth in the community of the number of retired citizens, the number of organizations that serve retired citizens has increased. The library anticipates additional requests for Outreach Services. This will challenge the Outreach Services Dept. that is staffed primarily with volunteers.</p>

Description of Service Provided	Current or Emerging Issues
<p><b>Access to Electronic Databases:</b> The library provides a wide variety of online resources. The topics include: Auto Repair, Books and Reading, Encyclopedias, Genealogy, Health Resources, Investing, Language Learning, Legal Resources, Library Catalogs, Local History, Magazines and Newspapers, Non Profits, Research, Small Business, Teachers and Educators, Test Preparation and Skill Improvements.</p> <p><b>Reference and Readers Advisory Services:</b> The library provides staff dedicated to assisting patron's informational needs.</p> <p><b>Community Gathering Spaces:</b> Each library location has meeting/program space available for community businesses, organizations and individual citizens.</p> <p><b>Recreational and Educational Programming for all Ages:</b> Along with the cultural programs discussed above, the library continually provides the community a diverse offering of programs for all ages. <a href="http://www.cityoffargo.com/CityInfo/Departments/Library/CalendarofEvents">http://www.cityoffargo.com/CityInfo/Departments/Library/CalendarofEvents</a></p> <p><b>Outreach Services:</b> The library provides library materials to citizens in over twenty retirement and assistant living facilities to include a number of homebound individuals.</p> <p><b>Job Seeker Services:</b> The library has provided classes for resume' building and interview skills.</p>	

### Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Items Circulated	987,851	990,000	1,003,000
Library Visits	517,154	510,800	518,000
Program Attendance	21,197	22,900	24,500

## Fargo Public Library

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 2,136,318	\$ 2,191,387	\$ 2,191,387	\$ 2,326,717
Benefits	619,161	680,862	679,127	759,731
Other Services	59,744	55,700	55,700	55,700
Repairs and Maintenance	73,442	63,366	63,366	63,366
Rentals	59,221	59,040	59,040	63,591
Insurance	24,571	21,555	21,555	21,555
Communications	40,929	70,450	70,450	70,450
Advertising and Printing	27,132	27,000	27,000	27,000
Travel & Education	24,230	32,200	32,200	32,200
Energy	148,031	158,864	158,573	169,664
General Supplies	883,971	807,554	807,554	807,554
Major Supplies	-	-	-	-
Miscellaneous	3,674	2,100	2,100	2,100
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 4,100,424	\$ 4,170,078	\$ 4,168,052	\$ 4,399,628
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	28	29	29	30
Part Time Benefited	22	22	22	22
Contracted Employees	-	-	-	-
<b>TOTAL</b>	50	51	51	52



*This page is intentionally left blank.*

Description of Service Provided	Current or Emerging Issues
<p>The City Commission Office provides administrative services in support of the governing body including the Mayor and City Commissioners as well as the City Administrator. The Office also serves as the contact between constituents and their elected officials.</p> <p>The major services delivered include:</p> <ul style="list-style-type: none"> <li>• City Commission agenda creation</li> <li>• Compilation of agenda packets to include review of recommended motions to assure appropriate action by Commission</li> <li>• Preparation of on-line agenda packets to link agenda items with background information</li> <li>• Preparation of City Commission minutes</li> <li>• Proper follow-up of City Commission actions taken at meetings</li> <li>• Review of pending legislation prior to and during Legislative sessions and work with Legislators and various Departments</li> <li>• Ensure proper media notification of meetings to conform with open meetings laws</li> <li>• Liaison between City departments and the Commissioners</li> <li>• Liaison between the public and Commissioners</li> <li>• Arrange meetings for the Mayor, City Commissioners, the City Administrator and Assistant City Administrator.</li> <li>• Preparation of Proclamations</li> <li>• Preparation of various documents for the Mayor, Commissioners and City Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• The Commission Office in conjunction with the Auditor's Office and the IS Department are going to begin the search for an Agenda/Meeting Management System. We are hoping for implementation still in 2017 or early 2018.</li> <li>• In June of 2018 there is the potential for a new Mayor and two new City Commissioners to be elected.</li> </ul>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Agenda Preparation	26	26	27
Minute Preparation	26	26	27
Legislative Bills Review	N/A	834	N/A



## City Commission

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 299,193	\$ 321,812	\$ 321,812	\$ 336,284
Benefits	104,454	130,073	111,817	118,787
Other Services	64,504	11,000	11,000	11,000
Repairs and Maintenance	-	500	500	500
Rentals	-	-	-	-
Insurance	1,616	1,945	1,945	1,945
Communications	3,482	5,000	5,000	5,000
Advertising and Printing	24,376	26,000	26,000	26,000
Travel & Education	71,937	99,600	99,600	99,600
Energy	-	-	-	-
General Supplies	1,762	4,350	4,350	4,350
Major Supplies	-	-	-	-
Miscellaneous	45,584	43,000	43,000	43,000
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 616,908	\$ 643,280	\$ 625,024	\$ 646,466
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	3	3	3	3
Part Time Benefited	5	5	5	5
Contracted Employees	-	-	-	-
<b>TOTAL</b>	8	8	8	8

Description of Service Provided	Current or Emerging Issues
<p>The Fargo Civic Center provides multi-purpose event space for concerts, trade shows, sporting events, corporate functions and community/regional events.</p> <p>Event services provided by the Fargo Civic Center includes:</p> <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Equipment set-up and rental</li> <li>• Ticketing</li> <li>• Concessions</li> </ul>	<p>Centennial Hall was decommissioned in March of 2015. The decommissioning resulted in a loss of 50% of the rentable square footage. Demolition of Centennial Hall began in July of 2016 to facilitate the construction of a new City Hall.</p> <p>In spite of the loss of Centennial Hall, the Civic Center auditorium continues to schedule and host events. The Civic staff is committed to increasing activity by scheduling more events in the Civic Center in 2018.</p> <p>On August 31, 2015, the City Commission received and filed a feasibility study regarding a potential repurposing of the Civic Center to a multi-purpose performance venue. In 2017, staff will revisit the results of the feasibility study and begin working on a potential plan for repurposing the Civic Center and evaluating possible financing scenarios.</p>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Days occupied	75	80	90

## Fargo Civic Center

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 197,855	\$ 216,199	\$ 213,276	\$ 240,967
Benefits	66,785	56,024	73,902	96,927
Other Services	37,973	22,500	22,500	22,500
Repairs and Maintenance	6,414	13,000	13,000	13,000
Rentals	498	2,500	2,500	2,500
Insurance	1,224	1,000	1,000	1,000
Communications	2,559	1,500	1,500	1,500
Advertising and Printing	-	120	120	120
Travel & Education	-	400	400	400
Energy	76,371	67,582	67,582	80,000
General Supplies	5,598	6,915	6,915	6,915
Major Supplies	26,737	41,000	41,000	41,000
Miscellaneous	1,387	3,000	3,000	3,000
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 423,401	\$ 431,740	\$ 446,695	\$ 509,829
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	3	4	4	4
Part Time Benefited	1	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	4	4	4	4

Description of Service Provided	Current or Emerging Issues
<p>The City of Fargo provides financial assistance to certain not-for-profit organizations that benefit youth, arts, human services and others.</p> <p>Funds are appropriated in the annual budget process.</p> <p>This social services grant allocation process is managed by the Community Development Committee and final funding recommendations are approved by the City Commission.</p> <p>Funds are typically disbursed in February in conjunction with the Dakota Medical Foundation Giving Hearts Day event.</p>	<p>Our Social Services Grant program is recognized by Dakota Medical Foundation as a community gift. Agencies are now eligible to leverage their grant dollars by using social service funding from the City of Fargo. This designation has increased funding to various non-profit agencies.</p> <p>Approximately 60% of grants are made to human service agencies within the community.</p> <p>Arts funds have been segregated into its own budget line for 2016 in the amount of \$108,600.</p> <p>The Arts Partnership is requesting an increase in awards for 2017 to \$150,000.</p>

## Operational Measures

Description	2014 Actual	2015 Actual	2016 Actual
Social Services			
Amount of Awards	\$253,000	\$253,000	\$253,000
Number of Awards	24	24	29
Arts			
Amount of Awards	\$110,000	\$110,000	\$150,000
Number of Awards	2	2	2

## Social Service & Arts

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Other Services	327,515	403,400	358,400	403,400
Repairs and Maintenance	-	-	-	-
Rentals	-	-	-	-
Insurance	-	-	-	-
Communications	-	-	-	-
Advertising and Printing	-	-	-	-
Travel & Education	-	-	-	-
Energy	-	-	-	-
General Supplies	-	-	-	-
Major Supplies	-	-	-	-
Miscellaneous	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 327,515	\$ 403,400	\$ 358,400	\$ 403,400

Description of Service Provided	Current or Emerging Issues
<p>Capital assets are a key part of providing quality services to our citizens. Resources need to be allocated in amounts sufficient to meet the demands of our growing City.</p> <p>All General Fund capital outlay requests are accumulated in the Capital Outlay Division for ease of budgeting and tracking. There is a detailed schedule of capital outlay requests and related funding in later section of this document.</p> <p>Department Heads are responsible to forecast their need for capital items to include buildings, heavy equipment, vehicles, equipment, software and other items that may be unique to their service delivery.</p> <p>The Budget Team reviews all capital requests and allocates budgetary resources for the highest priority initiatives. In some cases, a fixed dollar amount is allocated and Department Heads can determine which items will be purchased.</p>	<p>Capital outlay funding has been reduced in the 2018 budget by approximately \$708,200 million to help offset recent decline of State intergovernmental revenues.</p> <p>The construction of a new City Hall is presently underway. This facility is a significant expansion of our governmental headquarters and is expected to be completed by July, 2018.</p> <p>Management continues to evaluate equipment replacement schedules to determine optimum useful life strategies. Replacement lives have been extended in the past two budget cycles due to lack of resources.</p> <p>A portion of 2018 capital outlay was transferred to capital projects.</p>

## Capital Outlay

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
City Auditor	\$ 27,827	\$ -	\$ 110,700	\$ -
City Assessor	15,300	-	15,300	-
Buildings & Grounds	2,778	50,000	185,262	-
Transit	103,456	118,000	155,544	-
Planning	83,349	-	37,151	-
Inspections	-	41,300	41,300	-
Engineering	54,162	34,000	119,758	28,000
Streets & Sewers	158,169	42,000	42,000	2,000
Central Garage	65,202	173,000	260,798	-
Fire Department	304,417	62,000	206,020	10,000
Police Department	270,693	176,000	267,692	37,600
Health Department	-	5,000	5,000	8,000
Public Library	54,262	35,000	133,212	-
City Commission	32,008	-	-	-
Human Resources	2,891	30,000	30,000	60,500
Municipal Court	9,613	2,000	43,187	-
Civic	-	25,000	25,000	-
Street Rehabilitation	87,826	-	12,173	-
Miscellaneous General Capital	1,192	-	13,808	-
Traffic Engineering	52,330	40,000	40,670	-
Citywide Initiatives	21,800	-	3,900	-
Outdoor Warning Sirens	54,526	65,000	117,120	-
Public Works Sewer Inspect	4,397	-	-	-
Public Information	-	-	10,000	-
IT Capital Pool	281,587	440,000	694,126	484,000
<b>TOTAL</b>	<b>\$ 1,687,785</b>	<b>\$ 1,338,300</b>	<b>\$ 2,569,721</b>	<b>\$ 630,100</b>

Description of Service Provided	Current or Emerging Issues
<p>The Fleet Purchasing Department provides a wide range of services essential to all departments by utilizing the City of Fargo Purchasing policy. Overall the department's primary responsibilities can be categorized into the following activities:</p> <ul style="list-style-type: none"> <li>• Product evaluations</li> <li>• Vendor demonstrations</li> <li>• Department Requests</li> <li>• Fleet justifications</li> <li>• Developing equipment specifications</li> <li>• Requesting Proposals</li> <li>• Asset Management</li> <li>• Auction Services</li> <li>• Equipment Liquidation</li> </ul> <p>Enterprise fund vehicles and equipment are charged directly to the fund that utilizes them and are not included in this Divisional budget.</p> <p>This cost center is used to track ongoing end of life unit replacement of our fleet. Significant funding is needed to replace unit on a timely basis. Failure to replace them in an optimal timeline drives up repair costs.</p> <p>A Vehicle Replacement Committee meets periodically to monitor replacement recommendations and strategies to get the most value from our investment in these assets.</p>	<ul style="list-style-type: none"> <li>• Extending life cycles of equipment per budget restraints.</li> <li>• Premature replacement of squad cars due to DAPL Support. A 300,000 increase in mileage due to increased travel.</li> <li>• Both fleet expansion and staffing increases make equipment requests difficult to fulfill within the given budget.</li> <li>• Cost benefit of early cycle trading to keep up with inflation and equipment's useful life.</li> <li>• Utilizing a motor pool system with a comprehensive life cycle billing.</li> </ul> <p>Expected future equipment cost.</p> <ul style="list-style-type: none"> <li>• Street Sweeper \$272,000</li> <li>• Fire Truck (Pumper) \$550,000</li> <li>• Squad car w/equip \$60,000</li> <li>• Snow Plow Truck \$190,000</li> <li>• Motor grader \$312,000</li> </ul> <ul style="list-style-type: none"> <li>• Vehicle replacements have been moved into a capital project fund in the 2018 budget and will be financed with other sources.</li> </ul>

## Operational Measures

Equipment Class	Equipment Count	Desired Replacement	Actual Replacement	Average Age by Year
Fire / Emergency Equipment	27	12	18	10
Police Squad	47	3	3.5	4
Sedans	70	10	12	6
SUV	56	10	14	7
Van	13	10	15	9
Pickup Trucks	71	10	15	10
1 Ton	31	12	15	6
Refuse	50	12	16	7
Dump / Plow trucks	54	12	15	11
nstruction / Misc	66	12	14	7



## Vehicle Replacement

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Streets & Sewers	\$ 521,876	\$ 801,000	\$ 801,000	\$ -
Central Garage	147,578	280,000	280,000	-
Fire Department	587,240	295,000	-	-
Police Department	295,430	331,000	331,000	-
<b>TOTAL</b>	\$ 1,552,124	\$ 1,707,000	\$ 1,412,000	\$ -

# Unallocated Costs

Description of Service Provided	Current or Emerging Issues
<p>The Unallocated Division is used during the budget process to posit budgetary resources that will be categorized into Divisional budgets after the budget has been approved.</p> <p>This procedure allows for efficient completion of the preliminary budget and integration of our core budget system.</p> <p>Reclassification of unallocated items occurs after the final budget has been approved.</p>	<ul style="list-style-type: none"> <li>• An estimate of \$600,000 is included that represents a portion of our typical year-end spending patterns. Departments generally come in under budget by 2% - 3% each year. We believe that this trend will continue as part of our normal operations, and therefore this estimate has been included.</li> <li>• The City executes fixed price contracts for a significant portion of our overall fuel consumption to eliminate budget inflation risk. We expect to be able to lower prior budget levels by \$900,000 to synchronize to current market prices.</li> <li>• Preliminary competitive wage adjustments are placed in this cost center until final approval by the Board of City Commissioners</li> <li>• A portion of overall General Fund salary savings within Departmental budgets are reserved here to help offset pension costs in conjunction with the pension funding policy adopted in 2012.</li> </ul>

## Unallocated

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ -	\$ (713,991)	\$ (552,431)	\$ (561,050)
Benefits	-	339,280	339,280	-
Other Services	-	(74,839)	(74,839)	(82,932)
Repairs and Maintenance	-	-	-	-
Rentals	-	-	-	-
Insurance	-	-	-	-
Communications	-	-	-	-
Advertising and Printing	-	-	-	-
Travel & Education	-	(70,253)	(70,253)	(70,253)
Energy	-	-	839,037	(900,000)
General Supplies	-	-	-	-
Major Supplies	-	-	-	-
Miscellaneous	5,862	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
Unallocated	-	-	-	(600,000)
<b>TOTAL</b>	\$ 5,862	\$ (519,803)	\$ 480,794	\$ (2,214,235)

## Transfers To Other Funds

Description of Service Provided	Current or Emerging Issues
<p>Fund transfers are used to move General Fund resources to other governmental funds for specific purposes as appropriated by the Board of City Commissioners.</p> <p>Specific uses include local share of capital grants, debt service, special revenue funding and capital projects.</p> <p>Certain budgeted expenditures are reclassified during the Comprehensive Annual Financial Report as transfers to other funds.</p>	<p>Transit equipment grant funding and related local share of grant funding is included for the transit system. Federal and local cost shares are typically 80% federal and 20% local funding. Amount include for local share is \$390,000.</p> <p>Transfers to other funds increased by \$790,000 due to debt service requirements for City Hall, Downtown Fire Station remodeling, and the Fargo Cass Public Health capital projects recently completed or currently under construction.</p>

## Transfers To Other Funds

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
To Special Revenue Funds	\$ 30,845	\$ 69,000	\$ 69,000	\$ 69,000
To Debt Service Funds	1,415,625	1,677,520	1,677,520	2,617,151
To Capital Project Funds	175,660	537,670	537,670	390,000
To Street Rehabilitation	3,900,000	-	-	-
<b>TOTAL</b>	\$ 5,522,130	\$ 2,284,190	\$ 2,284,190	\$ 3,076,151



*This page is intentionally left blank.*

Fund Description	Fiscal Trends and Comments
<p>There are sixteen Special Revenue Funds maintained by the City of Fargo.</p> <p>Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditures of a particular purpose.</p>	<ul style="list-style-type: none"> <li>• Parking Authority fund balances have been expended on the newly opened Robert Street Parking Ramp in Downtown.</li> <li>• The Parking Authority will transfer \$736,000 to the Robert Street Ramp bond debt service fund to pay for the bonds issued to finance this project.</li> <li>• An appropriation from the Parking Authority's Repair &amp; Replacement Fund budget is included in the amount of \$420,000 to make repairs on the Civic Ramp.</li> <li>• The Downtown Business Improvement District will be expanded in 2018. Revenue and expenditure budgets have been increased in anticipation of this action.</li> <li>• There are no other significant changes in the composition or amount of Special Revenue Funds in 2017 other than the items listed above.</li> </ul>

CITY OF FARGO, NORTH DAKOTA  
SPECIAL REVENUE FUNDS 2018 BUDGET SUMMARY

Fund Name	Fund	1/1/2017		2017		2017
		Fund Balance		Revenues		Mid Year Revenue Adjustments
City Share of Special Assessments	202	\$	697,899	\$	517,000	\$ -
Noxious Weed Control	203		89,201		-	-
Convention & Visitors Bureau Operating	206		29,609		2,400,000	-
Regional Law Enforcement Training Center	208		180,995		100,000	-
Court Forfeits	215		150,986		100,000	-
Skyway Maintenance	219		113,119		100,000	-
Downtown Business Improvement District	221		69,901		194,000	-
NRI Loan Program	230		146,444		161,000	-
Community Development	231		253,559		723,000	-
HUD HOME Program	233		52,458		23,000	-
Neighborhood Stabilization	234		144,911		419,000	-
Home Participating Jurisdiction	239		107,421		483,000	-
Parking Authority	240		(310,111)		1,711,000	100,000
Parking Authority Repair & Replacement	241		258,879		36,000	-
Parking Authority Surplus Fund	242		747,592		-	-
Baseball Stadium	268		(1,189,373)		220,000	-
<b>Total Special Revenue Funds</b>		\$	<b>1,543,490</b>	\$	<b>7,187,000</b>	\$ <b>100,000</b>



2017 Expenditures	2017 Mid Year Expenditure Adjustments	1/1/2018 Projected Fund Balance	2018 Revenues	2018 Expenditures	1/1/2019 Projected Fund Balance
\$ (500,000)	\$ -	\$ 714,899	\$ 556,000	\$ (555,000)	\$ 715,899
(50,000)	-	39,201	-	(35,000)	4,201
(2,400,000)	-	29,609	2,315,000	(2,360,000)	(15,391)
(80,000)	-	200,995	100,000	(90,000)	210,995
(160,000)	-	90,986	100,000	(160,000)	30,986
(102,000)	-	111,119	90,000	(136,000)	65,119
(220,000)	-	43,901	330,000	(330,000)	43,901
(21,000)	-	286,444	161,000	(21,409)	426,035
(722,978)	-	253,581	723,000	(722,791)	253,790
(30,000)	-	45,458	23,000	(30,000)	38,458
(419,000)	-	144,911	419,000	(419,308)	144,603
(519,330)	-	71,091	483,000	(525,379)	28,712
(1,589,000)	-	(88,111)	1,862,000	(1,811,456)	(37,567)
(375,000)	-	(80,121)	500,121	(420,000)	-
(747,592)	-	-	-	-	-
(220,000)	-	(1,189,373)	200,000	(220,000)	(1,209,373)
\$ (8,155,900)	\$ -	\$ 674,590	\$ 7,862,121	\$ (7,836,343)	\$ 700,368

**CITY OF FARGO, NORTH DAKOTA**  
**2017 SPECIAL REVENUE FUND MID-YEAR BUDGET ADJUSTMENTS**

Adjustment Detail	Fund/Department	Amounts	Account #	Reason For Adjustments
<b>Revenue Adjustments:</b>				
GTC Underground Ramp	Parking Authority	30,000	240-2101-363-51.04	Revenue Trend
NP Avenue Lot	Parking Authority	20,000	240-2101-363-52.01	Revenue Trend
3rd Avenue Lot	Parking Authority	19,000	240-2101-363-52-03	Revenue Trend
Other Lots	Parking Authority	(25,000)	240-2101-363-52-06	Revenue Trend
4th Street Lot	Parking Authority	10,000	240-2101-363-52-06	Revenue Trend
2nd Ave Lot	Parking Authority	46,000	240-2101-363-52-07	Revenue Trend
<b>Total Revenue Adjustments</b>		<b>\$ 100,000</b>		



*This page is intentionally left blank.*

## 2016 - 2018 FM CVB OPERATING BUDGET

	2017 - 2018 Budget	2016 - 2017 Budget	2015 - 2016 Budget
<b>REVENUES</b>			
Fargo Lodging Tax	\$ 1,543,470	\$ 1,558,755	\$ 1,680,000
In-Kind Contribution	188,120	125,000	-
Moorhead Lodging Tax	144,916	229,220	260,961
West Fargo Lodging Tax	125,000	118,930	144,000
Grant Income	-	-	-
Gift Shop Revenue	66,000	56,000	29,850
FMVG Advertising Revenue	15,000	15,000	15,000
Interest Income	9,166	7,172	10,107
Industry Partner Participation	-	-	-
Housing Bureau Revenue	233,494	263,170	2,700
Miscellaneous	2,500	2,500	2,500
Frostival Event Revenue	26,850	24,000	-
<b>TOTAL REVENUES</b>	<b>2,354,516</b>	<b>2,399,747</b>	<b>2,145,118</b>

### EXPENDITURES

#### Salaries Expenditures

Salaries	669,526	640,129	634,500
Temporary Salaries	82,656	78,315	82,019
Overtime	900	3,600	-
Payroll Taxes	57,542	54,961	54,814
Retirement	20,086	19,204	18,742
Unemployment	8,365	8,285	8,285
Workers Comp	1,650	1,650	1,650
Health-Dental Ins/Benefits	90,610	84,511	72,931
<b>Total Salaries</b>	<b>931,334</b>	<b>890,655</b>	<b>872,941</b>

## 2016 - 2018 FM CVB OPERATING BUDGET

	2017 - 2018 Budget	2016 - 2017 Budget	2015 - 2016 Budget
<b>Administration Expenditures</b>			
Professional Fees	10,980	8,580	8,420
Accounting Services	20,070	17,520	19,200
Insurance	9,500	9,500	8,700
Postage & Shipping	18,000	22,800	23,850
Utilities	30,940	31,986	32,714
Telecommunications/PR	29,220	23,976	23,976
Office Repairs & Maintenance	1,800	2,000	2,000
Office & Clerical Supplies	9,860	9,125	9,125
Other Supplies	4,260	4,260	4,260
Maintenance Supplies	2,241	2,241	2,241
VIC Supplies	7,100	7,185	7,185
Airport Info Center	1,177	1,177	1,177
Scholarship	1,000	1,000	1,000
Maintenance Contracts - Office & Equipment	-	1,000	1,000
Software Leases	6,912	3,192	4,164
Dues & Subscriptions	28,008	30,527	28,454
Miscellaneous	1,200	2,400	2,400
Gift Shop Merchandise	52,000	51,520	16,000
Bank & Credit Card Fees	3,000	3,000	1,800
Rent	125,000	125,000	-
Airfare	6,050	7,350	10,150
Lodging, Meals, Misc.	9,750	13,950	24,100
Tradeshow Expenses	16,100	16,140	13,000
Entertaining	2,200	2,400	2,400
Donations & Contributions	3,000	4,800	9,600
Travel - Vehicle	3,180	3,960	5,460
Promotional Products	400	400	400
Registration Fees	5,020	10,219	13,179
Continuing Education	-	-	450
Staff Clothing	400	400	-
Promotional Sponsorships	26,750	32,050	48,050
Walk of Fame	1,050	1,400	2,100
<b>Total Administration</b>	<b>436,168</b>	<b>451,058</b>	<b>326,555</b>

## 2016 - 2018 FM CVB OPERATING BUDGET

	2017 - 2018 Budget	2016 - 2017 Budget	2015 - 2016 Budget
<b>Convention Sales Expenditures</b>			
Software Leases & Subscriptions	13,500	13,500	19,500
Dues & Subscriptions	6,269	5,194	5,155
Airfare	7,350	4,100	6,560
Lodging, meals, misc.	9,735	8,650	16,531
Tradeshow Expenses	8,400	8,900	15,425
Entertaining	840	1,390	1,750
Relationship Building	1,140	1,140	-
Travel - Vehicle	3,600	3,600	700
Directories	-	1,135	1,375
Promotional Products	1,000	1,000	1,950
Events/Receptions	15,400	10,400	14,300
Annual Awards Event	-	4,500	5,000
Event Assistance	41,500	45,000	39,800
Event Hospitality	1,200	1,560	4,825
Registration Fees	22,216	5,178	7,333
Continuing Education	500	-	885
Staff Clothing	500	200	-
Fam Tours/Site Inspections	5,200	1,100	-
Promotional Sponsorships	7,000	11,750	10,850
<b>Total Convention Sales</b>	<b>145,350</b>	<b>128,297</b>	<b>151,939</b>

<b>Tourism Sales Expenditures</b>			
Dues & Subscriptions	6,000	4,000	4,325
Airfare	750	-	800
Lodging, Meals, Misc.	500	350	1,050
Tradeshow Expenses	250	250	750
Entertaining	500	500	-
Travel - Vehicle	-	430	-
Advertising	-	500	-
Promotional Products	250	200	-
Events/Receptions	500	500	-
Registration Fees	-	-	550
FAM Tours/Site Inspections	3,000	6,500	8,450
Promotional Sponsorships	250	5,000	270
<b>Total Tourism Sales</b>	<b>12,000</b>	<b>18,230</b>	<b>16,195</b>

## 2016 - 2018 FM CVB OPERATING BUDGET

	2017 - 2018 Budget	2016 - 2017 Budget	2015 - 2016 Budget
<b>Marketing Expenditures</b>			
Marketing Software Leases/Subscriptions	40,140	31,536	29,088
Dues & Subscriptions	1,050	1,745	380
Miscellaneous	900	1,200	1,200
Contract Labor	9,050	10,150	12,900
Airfare	4,100	3,550	8,450
Lodging, Meals, Miscellaneous	6,300	7,900	15,000
Entertaining	2,500	1,500	1,440
Relationship Building	600	600	600
Donations & Contributions	675	1,200	-
Travel-Vehicle	1,750	1,950	2,000
Advertising	1,200	2,400	9,600
Newspaper	-	-	23,063
Magazine	41,557	55,449	79,997
Radio/TV/Cable TV	-	20,500	41,352
Convention Program Ads	1,235	1,235	5,590
Photography/Film	2,300	1,675	5,770
Internet Advertising	64,275	85,371	98,549
Directories	8,035	12,402	11,515
Outdoor Advertising	-	-	10,000
Promotional Products	2,000	3,300	3,500
Display Booth	-	400	2,150
Festival Annual Event Expense	7,900	14,325	-
Visitor Guide	88,000	72,000	70,000
Visitor Guide Distribution	13,275	8,525	13,950
City Maps	3,600	5,900	7,000
Website	67,470	58,705	2,350
Agency Fees	24,000	27,000	33,000
Registration Fees	7,085	6,010	10,220
Continuing Education	400	400	1,500
Printing - Gen. & Admin	18,650	21,380	27,500
Special Promotions	10,000	10,080	20,450
Marketing Research	600	1,425	1,725
Staff Clothing	500	600	600
Promotional Sponsorships	2,500	2,500	6,250
<b>Total Marketing Sales</b>	<b>431,647</b>	<b>472,913</b>	<b>556,689</b>

## 2016 - 2018 FM CVB OPERATING BUDGET

	2017 - 2018 Budget	2016 - 2017 Budget	2015 - 2016 Budget
<b>Athletic Sales Expenditure</b>			
Dues & Subscriptions	2,485	2,830	2,400
Miscellaneous	10	10	10
Airfare	4,380	3,320	6,550
Lodging, Meals, Misc	12,800	9,175	10,700
Tradeshaw Expenses	550	500	1,350
Entertaining	1,800	1,800	2,400
Relationship Building	3,050	780	-
Travel - Vehicle	2,500	2,625	2,575
Promotional Products	5,200	5,200	13,100
Event Assistance	19,000	41,500	80,000
Frostival Annual Event Expense	45,850	46,000	-
Event Hospitality	13,700	14,500	15,300
Registration Fees	17,290	10,075	15,225
Continuing Education	3,150	1,800	2,800
Bid Fees	-	-	5,000
Staff Clothing	400	400	-
Fam Tours	1,000	600	600
Promotional Sponsorships	3,000	3,000	3,350
<b>Total Athletic Sales</b>	<b>136,165</b>	<b>144,115</b>	<b>161,360</b>

### Housing Bureau Expenditures

Housing Bureau/Meeting Max	38,842	42,660	3,500
Housing Bureau Activity	160,860	180,850	1,550
<b>Total Housing Bureau</b>	<b>199,702</b>	<b>223,510</b>	<b>5,050</b>

### Event Services Expenditures

In Town Delivery Service	900	900	1,550
Dues & Subscriptions	440	365	285
Contract Labor	1,000	2,250	2,900
Airfare	650	650	845
Lodging, Meals, Misc	1,600	1,300	1,820
Travel - Vehicle	840	650	360
Promotional Products	8,000	7,000	-
Event Hospitality	8,630	8,980	6,840
Banners and Supplies	12,000	13,200	12,600
Badges	25,200	33,600	30,000
Registration Fees	2,084	1,179	1,320
Continuing Education	500	500	250
Event Services In-Town Meals	300	460	375
<b>Total Event Services</b>	<b>62,144</b>	<b>71,034</b>	<b>59,145</b>

<b>TOTAL REVENUES</b>	\$ 2,354,516	\$ 2,399,747	\$ 2,145,118
<b>TOTAL EXPENSES</b>	\$ 2,354,511	\$ 2,399,812	\$ 2,149,873

<b>VARIANCE</b>	\$ 6	\$ (65)	\$ (4,755)
-----------------	------	---------	------------



## 2016 - 2018 FMCVB CAPITAL BUDGET

REVENUES	2017 - 2018 BUDGET	2016 - 2017 BUDGET	2015 - 2016 BUDGET
<b>REVENUES</b>			
Fargo Lodging Tax *	\$ 771,737	\$ 774,377	\$ 840,000
West Fargo Lodging Tax **	69,546	58,370	72,000
Interest Income	7,067	7,277	7,277
<b>TOTAL REVENUES</b>	<b>848,350</b>	<b>840,024</b>	<b>919,277</b>
<b>EXPENDITURES</b>			
Furnishings - Asset (Unknown)	3,000	3,000	3,000
Technology Purchases - Asset	-	16,000	6,000
Bldg & Grounds Improv. - Asset	-	2,000	2,000
Vehicle - Asset (trade-in)	-	26,000	-
Capital Grant Program	435,000	437,500	537,500
Insurance (City Policies)	7,000	7,000	7,000
Telecommunications Expense	3,000	3,000	2,800
Technology Maintenance/Upgrades	41,932	105,609	182,045
Building Repair/Maintenance/Upgrades	20,750	17,450	22,450
Office Repair/Maintenance/Upgrades	1,200	1,200	9,200
Grounds Maintenance	35,350	33,350	33,350
Equipment Leases	-	-	-
Maintenance Contracts - Office & Equip	32,000	32,000	31,900
Depreciation	73,200	73,200	73,200
Real Estate Specials and Drains	5,000	5,000	5,000
Bid Fees/Event Assistance	119,250	102,750	20,000
Future Capital Allocation Fund	-	-	60,000
<b>TOTAL EXPENSES</b>	<b>776,682</b>	<b>865,059</b>	<b>995,445</b>
<b>TOTAL REVENUES</b>	<b>\$ 848,350</b>	<b>\$ 840,024</b>	<b>\$ 919,277</b>
<b>TOTAL EXPENSES</b>	<b>\$ 776,682</b>	<b>\$ 865,059</b>	<b>\$ 995,445</b>
<b>VARIANCE</b>	<b>\$ 71,668</b>	<b>\$ (25,035)</b>	<b>\$ (76,168)</b>

\* Fargo Lodging Tax based on 1/2 of 2% estimate on operating budget

\*\* West Fargo Lodging Tax based on 1/2 of 2% estimate on operating budget



*This page is intentionally left blank.*

Fund Description	Fiscal Trends and Comments
<p>Debt Service Funds are used to accumulate resources for the payment of long-term debt.</p> <p>Financial resources are provided from various sources depending upon what type of debt is issued and what revenue streams are pledged for debt repayment.</p> <p>The City of Fargo has several different debt types currently outstanding and routinely issues additional bonds for infrastructure capital financing.</p> <p>Fargo is highly rated by Moody's and Standard &amp; Poor's Corporation. Moody's assigns an Aa1 rating for Fargo's refunding improvement bonds while Standard &amp; Poor's assigns an AA- rating. Their credit rating reports cite strong economic data and consistently managed financial results.</p>	<ul style="list-style-type: none"> <li>• Adequate financial resources are available to pay all scheduled debt service payments and maintain the City's bond covenant requirements.</li> <li>• A direct bank loan that was executed in 2016 for the FM Diversion project in the amount of \$100 million. This note will be paid by sales tax resources that have are currently authorized. Cass County, ND a co-sponsor of this project borrowed an equal amount for this project.</li> <li>• Future debt issuance include continuation of Refunding Improvement Bonds for the growth and expansion of City infrastructure in 2018. The amount issued is dependent upon projects authorized by the City Commission and the status of their completion. We typically issue this type of debt in amounts in the \$25 to \$35 million range.</li> <li>• The City anticipates the maintenance of our existing bond ratings with Moody's and Standard &amp; Poor's Corporation based upon the overall strength of our economy.</li> </ul>

**CITY OF FARGO, NORTH DAKOTA  
GOVERNMENTAL DEBT SERVICE FUNDS  
SUMMARY BUDGET DATA**

<b>Sources &amp; Uses of Funds</b>	<b>Approved Budget 2017</b>	<b>Approved Budget 2018</b>
<b>Revenues:</b>		
Tax Increment District Property Taxes	\$ 4,022,000	\$ 4,469,000
Special Assessments Certified	24,750,000	28,280,700
Special Assessment Prepayments	4,950,000	5,656,140
Sales Taxes	20,148,345	13,633,714
Metro Diversion Authority Reimbursement	-	7,499,650
Bond Proceeds	-	683,888
Interest on Debt Service Reserves	300,000	500,000
Transfer In From General Fund for GO Debt	1,677,520	2,617,151
Transfer In From Special Revenue	735,635	736,335
Transfer in From Debt Service	616,800	-
Transfer For Sales Tax Bond Payments and Reserves	8,108,682	8,618,788
<b>Total Revenues</b>	<b>\$ 65,308,982</b>	<b>\$ 72,695,366</b>
<b>Expenditures &amp; Transfers:</b>		
General Obligation Bond Principal	1,601,000	2,040,000
General Obligation Bond Interest & Fees	1,432,555	3,200,974
Refunding Improvement Bond Principal	14,500,000	15,890,000
Refunding Improvement Bond Interest & Fees	13,412,103	15,732,752
Sales Tax Revenue Bonds and Notes Principal	8,395,000	7,624,000
Sales Tax Revenue Bonds and Notes Interest & Fees	6,012,842	6,334,978
Tax Increment District Development Obligations	4,524,000	4,469,000
Debt Residual Expenditures	60,000	75,000
Transfer Debt Residuals	1,450,000	1,450,000
Transfer To Debt Service Funds	8,725,482	8,618,788
Transfer Sidewalk and Sewer Assessments to Capital Project Fund	463,200	451,200
Transfer Sales Tax Surplus to Capital Project Funds	5,740,503	5,014,926
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 66,316,685</b>	<b>\$ 70,901,618</b>

**CITY OF FARGO, NORTH DAKOTA  
2018 DEBT SERVICE BUDGET  
REFUNDING IMPROVEMENT (SPECIAL ASSESSMENT) BONDS**

BOND ISSUES	FUND	CERTIFIED SPECIAL ASSMT.	UNCERTIFIED SPECIAL ASSMT.	INTEREST	TRANSFER OTHER FUNDS	OTHER SOURCES	TOTALS
<b>Revenues:</b>							
General Debt Service	310	\$ 234,000	\$ 46,800	\$ 500,000	\$ -	\$ -	\$ 780,800
2000 Storm Sewer SRF	342	67,000	13,400	-	-	-	80,400
2005 RIB Refunding Series (2014D)	355	1,189,000	237,800	-	-	-	1,426,800
2005 RIB Refunding Series B	356	3,700	740	-	-	-	4,440
2007 RIB Series B	360	774,000	154,800	-	-	-	928,800
2009 RIB Series A	318	791,000	158,200	-	-	-	949,200
2016 RIB Series B (Refunding)	362	2,094,000	418,800	-	-	-	2,512,800
2010 B RIB (2014 E RIB)	363	1,339,000	267,800	-	-	-	1,606,800
2010 RIB Series C	364	430,000	86,000	-	-	-	516,000
2011 RIB Series A	365	1,149,000	229,800	-	-	-	1,378,800
2011 RIB Series C	366	998,000	199,600	-	-	-	1,197,600
2011 RIB Series B	324	321,000	64,200	-	-	-	385,200
2011 RIB Series D	325	655,000	131,000	-	-	-	786,000
2011 RIB Series E (Refunding)	367	775,000	155,000	-	-	-	930,000
2012 RIB Series A (Refunding)	368	2,807,000	561,400	-	-	-	3,368,400
2013 RIB Series C	369	1,220,000	244,000	-	-	-	1,464,000
2014 RIB Series D	370	2,540,000	508,000	-	-	-	3,048,000
2014 RIB Series F	371	2,612,000	522,400	-	-	-	3,134,400
2014 Taxable RIB Series G	372	529,000	105,800	-	-	-	634,800
2014 Taxable RIB Series G	373	1,043,000	208,600	-	-	-	1,251,600
2015 RIB A Refunding (2006B & 2007B)	374	1,855,000	371,000	-	-	-	2,226,000
2015 RIB Series D	375	1,756,000	351,200	-	-	-	2,107,200
2016 RIB Series C	326	2,254,000	450,800	-	-	-	2,704,800
2017 RIB Series C	328	466,000	93,200	-	-	-	559,200
<b>TOTAL RIB FUND REVENUES</b>		<b>\$ 27,901,700</b>	<b>\$ 5,580,340</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,982,040</b>

BOND ISSUES	FUND	ORIGINAL ISSUE	PRINCIPAL	INTEREST	PAYING AGENT	TRANSFERS OUT	TOTALS
<b>Expenditures &amp; Transfers :</b>							
General Debt Service	310	\$ -	\$ -	\$ -	\$ -	\$ 1,450,000	\$ 1,450,000
2000 Storm Sewer SRF	342	1,816,295	110,000	8,250	3,175	-	121,425
2005 RIB Refunding Series (2014D)	355	12,640,000	690,000	448,025	1,800	-	1,139,825
2005 RIB Refunding Series B	356	10,675,000	360,000	7,650	1,800	-	369,450
2007 RIB Series B	360	13,045,000	445,000	385,808	1,800	-	832,608
2008 RIB Series E	361	26,285,000	845,000	1,081,750	1,800	-	1,928,550
2009 RIB Series A	318	13,190,000	1,325,000	76,188	1,800	-	1,402,988
2016 RIB Series B (Refunding)	362	27,485,000	700,000	950,587	1,800	-	1,652,387
2010 B RIB (2014 E RIB)	363	19,440,000	720,000	584,631	1,800	-	1,306,431
2010 RIB Series C	364	8,250,000	520,000	241,150	1,800	-	762,950
2011 RIB Series A	365	17,485,000	650,000	674,438	1,800	-	1,326,238
2011 RIB Series C	366	19,400,000	555,000	655,212	1,800	-	1,212,012
2011 RIB Series E (Refunding)	367	8,385,000	600,000	200,962	1,800	-	802,762
2012 RIB Series A (Refunding)	368	34,180,000	2,395,000	896,200	1,800	-	3,293,000
2013 RIB Series C	369	16,705,000	515,000	603,299	1,800	-	1,120,099
2014 RIB Series D	370	39,760,000	1,175,000	1,544,175	1,800	-	2,720,975
2014 RIB Series F	371	40,445,000	1,120,000	1,695,050	1,800	-	2,816,850
2014 Taxable RIB Series G	372	8,355,000	245,000	291,750	1,800	-	538,550
2015 RIB A Refunding (2006B & 2007B)	373	18,250,000	1,000,000	701,263	1,800	-	1,703,063
2015 RIB Series B (Refunding)	374	15,325,000	-	600,312	1,800	-	602,112
2015 RIB Series D	375	34,675,000	1,040,000	1,145,544	1,800	-	2,187,344
2016 RIB Series C	326	41,745,000	880,000	1,401,925	1,800	-	2,283,725
2017 RIB Series C	328	39,850,000	-	1,497,608	1,800	-	1,499,408
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>		<b>\$ 479,981,295</b>	<b>\$ 15,890,000</b>	<b>\$ 15,691,777</b>	<b>\$ 40,975</b>	<b>\$ 1,450,000</b>	<b>\$ 33,072,752</b>

**CITY OF FARGO, NORTH DAKOTA**  
**2018 DEBT SERVICE REVENUES AND EXPENDITURES**  
**SALES TAX REVENUE DEBT SERVICE FUNDS BUDGETS**

BOND FUNDS:		SALES TAX COLLECTIONS			OTHER * SOURCES			TOTALS	
REVENUES									
CFP FLOOD SALES TAX REVENUE BONDS	603				\$	6,299,650		\$ 6,299,650	
SRF UTILITY WATER PROJECTS BONDS	607			6,816,857		-		6,816,857	
SRF UTILITY WASTEWATER PROJECTS BONDS	608			6,816,857		-		6,816,857	
TOTAL SALES TAX COLLECTIONS				\$ 13,633,713	\$	6,299,650		\$ 19,933,363	
BOND ISSUES OUTSTANDING:		FUND	ORIGINAL ISSUANCE	FY PRINCIPAL	FY INTEREST	STATE ADMIN. FEE	PAYING AGENT	TRANSFER OUT	TOTALS
EXPENDITURES & TRANSFERS									
SRF UTILITY PROJECTS WATER BONDS	607			-	-	-	-	\$ 3,304,369	\$ 3,304,369
SRF UTILITY PROJECTS WASTEWATER BONDS	608			-	-	-	-	1,710,557	1,710,557
CFP SALES TAX REVENUE BONDS:									
SERIES 2013A	603	51,375,000	2,040,000	1,675,550	-	1,800	-	3,717,350	
SERIES 2014B	603	32,512,000	1,354,000	1,226,500	-	1,800	-	2,582,300	
TOTAL FLOOD CONTROL SALES TAX BONDS		83,887,000	3,394,000	2,902,050	-	3,600	-	6,299,650	
SRF NOTES: (UTILITY INFRASTRUCTURE)									
SALES TAX REVENUE BONDS, SERIES 2008A	630	63,725,000	3,300,000	1,138,375	219,425	1,800	-	4,659,600	
SALES TAX REVENUE BONDS, SERIES 2008B	610	14,110,422	480,000	195,003	34,575	1,800	-	711,378	
SALES TAX REVENUE BONDS, SERIES 2008C	632	1,630,000	85,000	27,375	5,475	1,800	-	119,650	
SALES TAX REVENUE BONDS, SERIES 2008D	612	2,270,000	130,000	36,875	7,375	1,800	-	176,050	
SALES TAX REVENUE BONDS, SERIES 2010A	634	699,374	40,000	2,475	2,475	1,800	-	46,750	
SALES TAX REVENUE BONDS, SERIES 2010D	636	4,071,140	190,000	73,750	14,750	1,800	-	280,300	
SALES TAX REVENUE BONDS, SERIES 2013B	614	66,352,000	5,000	1,327,040	331,760	1,800	-	1,665,600	
TOTAL SRF SALES TAX BONDS		152,857,936	4,230,000	2,800,893	615,835	12,600	-	7,659,328	
TOTAL SALES TAX OBLIGATIONS		\$ 236,744,936	\$ 7,624,000	\$ 5,702,943	\$ 615,835	\$ 16,200	\$ 5,014,925	\$ 18,973,903	

REVENUE BOND DEBT SERVICE COVERAGE RATIOS:							DEBT COVERAGE %
CFP SALES TAX REVENUE BONDS (2 issues)		Flood Control					100%
SRF SALES TAX REVENUE WATER (3 issues)		Water					267%
SRF SALES TAX REVENUE WASTEWATER (4 issues)		Wastewater					133%
			FINANCING RESERVE REQUIRED	RESERVE BALANCE 1/1/2018	DEPOSITS	DEPOSIT NO.	RESERVE BALANCE 12/31/2018
REVENUE BOND RESERVE REQUIREMENTS:							
SALES TAX REVENUE BONDS, SERIES 2008A	631	Wastewater	\$ 4,442,000	\$ 4,442,000	-	5 of 5	4,442,000
SALES TAX REVENUE BONDS, SERIES 2008B	611	Water	2,094,826	2,094,826	-	5 of 5	2,094,826
SALES TAX REVENUE BONDS, SERIES 2008C	633	Wastewater	118,375	118,375	-	5 of 5	118,375
SALES TAX REVENUE BONDS, SERIES 2008D	613	Water	173,250	173,250	-	5 of 5	173,250
SALES TAX REVENUE BONDS, SERIES 2010A	635	Wastewater	47,794	47,794	-	5 of 5	47,794
SALES TAX REVENUE BONDS, SERIES 2010D	637	Wastewater	281,875	281,875	-	5 of 5	281,875
SALES TAX REVENUE BONDS, SERIES 2013B	615	Water	4,797,300	-	959,460	1 of 5	959,460
STATUS OF BOND RESERVE FUNDING			\$ 11,955,420	\$ 7,158,120	\$ 959,460		\$ 8,117,580

**CITY OF FARGO, NORTH DAKOTA  
OTHER GOVERNMENTAL DEBT**

Other Obligations	FUND	CERTIFIED SPECIALS	UNCERTIFIED SPECIALS	OTHER SOURCES	TRANSFER IN	TOTALS	
Revenues:							
2006-2015 Sidewalk	379	\$ 134,000	\$ 26,800	\$ -	\$ -	\$ 160,800	
General Sewer	388	245,000	49,000	-	-	294,000	
2009 G.O. Development Revenue Bonds (Fire Station # 7)	384	-	-	-	188,813	188,813	
2014 US Bank Direct Loan (Public Health Building)	390	-	-	-	641,800	641,800	
2015 G.O. Development Bond, Series E (Parking)	376	-	-	-	736,335	736,335	
2016 G.O. Development Bond, Series A (City Hall)	396	-	-	-	1,786,538	1,786,538	
2017 Wells Fargo Loan, Metro Flood Diversion Financing *	398	-	-	1,200,000	-	1,200,000	
2017 Annual Appropriations Bonds, Series B (Block 9)	391			683,888	-	683,888	
TOTAL REVENUES		\$ 379,000	\$ 75,800	\$ 1,883,888	\$ 3,353,486	\$ 5,692,174	
BOND ISSUES	FUND	ORIGINAL ISSUE	PRINCIPAL	INTEREST	PAYING /FISCAL	TRANSFER OUT	TOTALS
Expenditures & Transfers:							
2006-2015 Sidewalk	379		\$ -	\$ -	\$ 1,800	\$ 159,000	\$ 160,800
General Sewer	388		-	-	1,800	292,200	294,000
2009 G.O. Development Bonds (Fire Station #7)	384	2,875,000	125,000	62,013	1,800	-	188,813
2014 US Bank Direct Loan (Public Health Building)	390	6,000,000	575,000	65,000	1,800	-	641,800
2015 G.O. Development Bond, Series E (Parking)	376	10,230,000	435,000	299,535	1,800	-	736,335
2016 G.O. Development Bond, Series A (City Hall)	396	25,640,000	905,000	879,738	1,800	-	1,786,538
2017 Wells Fargo Loan, Metro Flood Diversion Financing	398	100,000,000	-	1,200,000	-	-	1,200,000
2017 Annual Appropriations Bonds, Series B (Block 9)	391	17,260,000	-	682,088	1,800	-	683,888
TOTAL EXPENDITURES & TRANSFERS		\$ 162,005,000	\$ 2,040,000	\$ 3,188,374	\$ 12,600	\$ 451,200	\$ 5,692,174

**CITY OF FARGO, NORTH DAKOTA**  
**TAX INCREMENT FINANCING REVENUE AND DISTRICT OBLIGATIONS**

TAX INCREMENT DISTRICTS		CURRENT MARKET VALUE	BASE YEAR MARKET VALUE	YEAR STARTED	PROPERTY TAXES
<b>Revenues:</b>					
C-1 TAX INCREMENT	301	\$ 21,735,000	\$ 2,846,200		\$ 267,000
GREAT NORTHERN DEPOT	303	1,338,900	298,700		15,000
TAX INCREMENT 2001-01 ( MATRIX)	305	212,466,600	347,144	2001	2,746,000
TAX INCREMENT 2002-01 ( ND HORSE PARK)	306	4,377,000	78,040	2002	54,000
TAX INCREMENT 2005-01 ( FAYLAND)	309	56,028,100	102,000	2005	734,000
TAX INCREMENT 2006-01 (BRISTOL ON BDWY)	311	6,892,500	408,100	2006	87,000
TAX INCREMENT 2006-02 (JPR 19TH AVE NO.)	313	15,375,400	1,408,400	2006	197,000
TAX INCREMENT 2007-01 (FM DEVELOPMENT PHASE I)	314	2,633,000	208,080	2007	34,000
TAX INCREMENT 2007-02 (FEDER 12TH AVE N)	315	2,385,600	316,980	2007	29,000
TAX INCREMENT 2008-01 (FM DEVELOPMENT II)	320	4,254,000	334,140	2008	55,000
TAX INCREMENT 2011-01 (SHOTWELL)	321	6,469,900	462,444	2011	76,000
TAX INCREMENT 2012-01 (914 LLC)	323	2,566,200	195,900	2012	33,000
TAX INCREMENT (710 LOFTS)	304	1,703,000	163,400	2016	22,000
TAX INCREMENT (BUTLER BUSINESS PARK)	302	6,802,000	2,117,700	2016	61,000
TAX INCREMENT (ROBERT STREET PARKING RAMP)	307	4,449,000	236,000	2016	59,000
TAX INCREMENT (BLOCK 9) - Development Pending	327	-	-	2017	-
<b>TOTAL TAX INCREMENT REVENUES</b>		<b>\$ 349,476,200</b>	<b>\$ 9,523,228</b>		<b>\$ 4,469,000</b>

TAX INCREMENT DISTRICTS				PAYMENT OF OBLIGATIONS
<b>Expenditures &amp; Transfers :</b>				
C-1 TAX INCREMENT				\$ 267,000
GREAT NORTHERN DEPOT				15,000
TAX INCREMENT 2001-01 ( MATRIX)			2001	2,746,000
TAX INCREMENT 2002-01 ( ND HORSE PARK)			2002	54,000
TAX INCREMENT 2005-01 ( FAYLAND)			2005	734,000
TAX INCREMENT 2006-01 (BRISTOL ON BDWY)			2006	87,000
TAX INCREMENT 2006-02 (JPR 19TH AVE NO.)			2006	197,000
TAX INCREMENT 2007-01 (FM DEVELOPMENT PHASE I)			2007	34,000
TAX INCREMENT 2007-02 (FEDER 12TH AVE N)			2007	29,000
TAX INCREMENT 2008-01 (FM DEVELOPMENT II)			2008	55,000
TAX INCREMENT 2011-01 (SHOTWELL)			2011	76,000
TAX INCREMENT 2012-01 (914 LLC)			2012	33,000
TAX INCREMENT (710 LOFTS)			2016	22,000
TAX INCREMENT (BUTLER BUSINESS PARK)			2016	61,000
TAX INCREMENT (ROBERT STREET PARKING RAMP)			2016	59,000
TAX INCREMENT (BLOCK 9)			2016	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>				<b>\$ 4,469,000</b>



**CITY OF FARGO, NORTH DAKOTA  
2017 DEBT SERVICE FUNDS MID-YEAR BUDGET ADJUSTMENT**

Adjustment Detail	Fund/Department	Amounts	Account #	Reason For Adjustments
<b>Expenditure Adjustments:</b>				
Transfer to Capital Project Fund	C-1 Tax Increment	274,000	301-8502-555.90-40	Repair beam/wall at GTC
<b>Total Debt Service Fund Expenditures</b>		<b>\$ 274,000</b>		



*This page is intentionally left blank.*

Fund Description and Purpose	Fiscal Trends and Comments
<p>Capital Project funds are used to account for ongoing investment in municipal capital assets. Currently, the State of North Dakota's budget law does not require a budget for capital project funds, and therefore none is presented.</p> <p>Fargo is a large regional economic center that requires quality infrastructure. Continued and systematic expansion of the City creates the need for extended collector roadways, local neighborhood streets, bridges, flood control assets, sanitary sewer, storm sewer, and water and wastewater infrastructure. As a result of continued need for infrastructure, voters have approved a local sales tax to help fund these expensive projects. Sales taxes are our largest single revenue source.</p> <p>A formalized and long term capital improvement plan that spans a twenty-year planning horizon is updated annually for all municipal utility assets to include water and wastewater systems. A master planning effort links the needs of critical infrastructure projects to funding sources. Projects related to the utility master plan are incorporated into the budget approval process.</p> <p>General infrastructure planning for streets &amp; roadways, subdivision underground utilities, pavement management, sidewalk construction, flood control projects, and other non utility projects are administered by the City Engineering Department. A capital improvement plan is prepared annually at year-end which provides authorization to proceed with the subsequent year's construction season.</p> <p>All assets in excess of \$5,000 with an expected life of at least two years are capitalized and reported in the annual financial statements.</p>	<ul style="list-style-type: none"> <li>• Demand for expansion of new housing subdivisions is strong. Single family building permits exceed last year's levels by about 50%.</li> <li>• A single largest capital project in process the expansion of our water treatment plant. The expansion will increase our capacity to 45 mgd and will be capable of removing sulphate from Devils Lake discharges into the Sheyenne River. This includes actual plant expansion and work on the Sheyenne River pumping station.</li> <li>• Work continues on a multi-year flood control capital improvement plan to raise our flood levees to a higher level and seek a permanent long term solution to protecting ourselves from flooding. Funds will be allocated for home removals and raising protection levels along the Red River Corridor when the Engineering Department's capital improvement plan is approved in December.</li> <li>• The FM Diversion project has been approved by the Army Corp. of Engineers. Work will progress on this project later this fall. Voters will be asked to extend sales tax authorization in Fargo and Cass County to fund this project on a long term basis. This is a large flood control project that will take several years to construct.</li> </ul>



*This page is intentionally left blank.*

Fund Description	Fiscal Trends and Comments
<p>The City of Fargo operates ten Enterprise Funds to provide traditional municipal utility services to our citizens. There are approximately 41,000 customers serviced in our municipal utility services.</p> <p>They include Water, Wastewater, Solid Waste, Forestry, Street Lighting, Storm Sewer, Vector Control, Southeast Cass Sewer, Municipal Airport and the FargoDome.</p> <p>The Water fund is the largest municipal utility and is shown as a major fund in this budget document.</p> <p>Enterprise funds are operated on a business-like basis and each fund carries all assets within the fund with final measurement of net assets.</p> <p>Utility rates are monitored annually and set by resolution of the Board of City Commissioners.</p>	<ul style="list-style-type: none"> <li>• Rate increases of 3% are recommended for water and wastewater services in 2018 as required by our long-term system adequacy model.</li> <li>• Fargo became a regional water services provider under contract with the City of West Fargo beginning in June, 2016, and will become a wastewater provider for West Fargo and Horace in 2018.</li> <li>• A recent comparison of Fargo's utility bill for an average household for water, wastewater and storm sewer fees showed that Fargo's fees were in the lower quadrant of fees charged by other North Dakota cities.</li> <li>• Local sales tax revenues and utility rate revenues pay for capital projects associated with utility infrastructure and, as a result, Fargo has been able to keep utility rates constant for the past several years.</li> <li>• A twenty-year capital improvement plan and related revenue adequacy model is updated annually to assure that there will be adequate resources to provide high quality utility services. This includes rate revenue as well as sales tax revenue for capital programming.</li> <li>• A water treatment plant expansion is currently underway that will increase Fargo's treatment and distribution capacity to 45 mgd.</li> <li>• There are two large capital projects budgeted by the Municipal Airport Authority for 2018. These include a cargo apron expansion and an enclosed parking skywalk project. The estimated cost of these projects is \$20 million.</li> <li>• Water Revenue Bonds Series 1997 were paid in full in 2017</li> <li>• The Fargodome long-term capital fund is currently \$38.7 million. This is reserved for the long-term care and maintenance of the Dome.</li> </ul>

**CITY OF FARGO, NORTH DAKOTA  
PROPRIETARY FUNDS REVENUE ANALYSIS BY FUND**

Utility Funds	2017 Approved Budget	2018 Approved Budget	\$ Change	% Change
<b>Major Funds:</b>				
Water	\$ 24,091,000	\$ 30,042,000	\$ 5,951,000	24.7%
Water Bond	3,942,600	-	(3,942,600)	-100.0%
<b>Total Major Utility Funds</b>	<b>28,033,600</b>	<b>30,042,000</b>	<b>2,008,400</b>	<b>7.2%</b>
<b>Non Major Utility Funds:</b>				
Airport	17,018,167	29,735,589	12,717,422	74.7%
Solid Waste	15,382,000	15,522,000	140,000	0.9%
Wastewater	11,669,505	14,071,000	2,401,495	20.6%
Fargodome	8,850,246	8,264,094	(586,152)	-6.6%
Street Lighting	1,952,000	1,973,000	21,000	1.1%
Forestry	1,863,000	1,853,000	(10,000)	-0.5%
Storm Sewer	1,650,000	1,870,000	220,000	13.3%
Vector Control	697,000	716,000	19,000	2.7%
Southeast Cass	24,000	24,000	-	0.0%
<b>Total Other Utility Funds</b>	<b>59,105,918</b>	<b>74,028,683</b>	<b>14,922,765</b>	<b>25.25%</b>
<b>Total All Utility Funds</b>	<b>\$ 87,139,518</b>	<b>\$ 104,070,683</b>	<b>\$ 16,931,165</b>	<b>19.4%</b>
<b>Budget Notes:</b>				
West Fargo and Horace wastewater services contracts executed in 2017.				

**CITY OF FARGO, NORTH DAKOTA**  
**PROPRIETARY FUNDS EXPENDITURE ANALYSIS BY FUND**

<b>Utility Funds</b>	<b>2017 Approved Budget</b>	<b>2018 Approved Budget</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Major Fund:</b>				
Water	\$ 24,642,832	\$ 31,461,641	\$ 6,818,809	27.7%
Water Bond	3,942,600	-	(3,942,600)	-100.0%
<b>Total Major Utility Fund</b>	<b>28,585,432</b>	<b>31,461,641</b>	<b>2,876,209</b>	<b>10.1%</b>
<b>Other Utility Funds:</b>				
Airport	18,610,992	31,770,916	13,159,924	70.7%
Solid Waste	16,490,425	17,512,100	1,021,675	6.2%
Wastewater	10,574,440	12,864,775	2,290,335	21.7%
Fargodome	8,461,473	7,019,114	(1,442,359)	-17.0%
Street Lighting	1,962,005	2,018,845	56,840	2.9%
Forestry	2,051,327	2,077,266	25,939	1.3%
Storm Sewer	1,685,005	2,201,000	515,995	30.6%
Vector Control	756,500	1,106,000	349,500	46.2%
Southeast Cass	48,700	48,700	-	0.0%
<b>Total Other Utility Funds</b>	<b>60,640,867</b>	<b>76,618,716</b>	<b>15,977,849</b>	<b>26.3%</b>
<b>Total All Utility Funds</b>	<b>\$ 89,226,299</b>	<b>\$ 108,080,357</b>	<b>\$ 18,854,058</b>	<b>21.1%</b>

**CITY OF FARGO, NORTH DAKOTA**  
**PROPRIETARY FUNDS EXPENSE ANALYSIS BY COST CATEGORY (ALL FUNDS)**

Expense Category	2017 Approved Budget	2018 Approved Budget	Change	% Change
Salaries	\$ 12,605,129	\$ 13,499,483	894,354	7.1%
Benefits	3,814,642	4,073,050	258,408	6.8%
Other Services	10,416,218	9,966,347	(449,871)	-4.3%
Repairs and Maintenance	3,008,850	3,524,925	516,075	17.2%
Rentals/ Leases	1,446,008	1,284,900	(161,108)	-11.1%
Insurance	610,853	615,368	4,515	0.7%
Communications	87,475	89,375	1,900	2.2%
Advertising / Printing	332,211	338,591	6,380	1.9%
Travel / Education / Dues	364,370	271,449	(92,921)	-25.5%
Energy	5,852,297	6,555,170	702,873	12.0%
General Supplies	1,507,751	1,629,348	121,597	8.1%
Miscellaneous	3,513,063	3,968,377	455,314	13.0%
Capital Outlay	16,948,010	35,016,055	18,068,045	106.6%
Debt Service	6,451,822	2,656,204	(3,795,618)	-58.8%
Transfers To Other Funds	22,267,600	24,591,715	2,324,115	10.4%
<b>Totals</b>	<b>\$ 89,226,299</b>	<b>\$ 108,080,357</b>	<b>\$ 18,854,058</b>	<b>21.1%</b>



**CITY OF FARGO, NORTH DAKOTA  
MUNICIPAL AIRPORT AUTHORITY  
SUMMARY BUDGET**

<b>Fund</b>	<b>2017 Approved Budget</b>	<b>2018 Approved Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Operation & Maintenance	\$ 5,347,737	\$ 5,535,116	\$ 187,379	3.5%
Construction	10,563,255	23,605,800	13,042,545	123.5%
Passenger Facility Surcharge	2,700,000	2,630,000	(70,000)	-2.6%
<b>Totals</b>	<b>\$ 18,610,992</b>	<b>\$ 31,770,916</b>	<b>\$ 13,159,924</b>	<b>70.7%</b>

**CITY OF FARGO, NORTH DAKOTA  
2017 ENTERPRISE FUNDS MID YEAR BUDGET ADJUSTMENTS**

Adjustment Detail	Fund/Department	Type	Amounts	Account #	Reason For Adjustments
Enterprise Fund Revenue Adjustments:					
Water Revenue Contract	Water Fund	CS	(1,000,000)	501-3050-380.40-20	West Fargo Synchronize Sales \$4.2 to \$3.2M
West Fargo Contract	Wastewater Fund	CS	600,000	521-3081	West Fargo Wastewater Services Contract
Water Sales	Water Fund	CS	2,000,000	501-3050	Surplus water sales
Total Enterprise Fund Revenues			\$ 1,600,000		
Enterprise Fund Expenditure Adjustments:					
Transfer to General Fund	Water Fund		400,000	501-3055	Transfer surplus water sales
Total Enterprise Fund Expenditures			\$ 400,000		



*This page is intentionally left blank.*

Description of Service Provided	Current or Emerging Issues
<p>The Water Treatment Plant is responsible for operating and maintaining a state-of-the-art 30 million gallon per day (MGD) surface water treatment plant and all reserve storage facilities that supplement the City's water distribution system. The reserve storage facilities include 11 elevated storage tanks and 2 ground storage reservoirs and pumping stations with a total capacity of 20 million gallons. The water treatment plant supplies safe drinking water to the City of Fargo, portions of the Cass Rural Water Users District (consecutive user), and the City of West Fargo as of June 1, 2016.</p> <p>The City's surface water treatment plant utilizes water from the Red and Sheyenne Rivers. River water is piped to the WTP from pumping stations located on both the Red and Sheyenne Rivers. At the WTP, the water goes through a series of treatment processes including pretreatment, lime and soda ash softening, ozone disinfection and filtration.</p> <p>Following treatment, the finished water is pumped through the City's water distribution system to meet the daily and peak demand of consumers.</p>	<p>In 2015, the City began construction on a WTP expansion project. The project involves installation of a parallel membrane treatment system, which will expand the overall treatment capacity to 45 MGD. The new treatment system will include pretreatment, MF/UF (micro/ultra filtration) membranes, RO (reverse osmosis) membranes and disinfection. The capital expense associated with the WTP expansion is being financed with infrastructure sales tax. The ND State Water Commission has provided \$30 million in grant funds toward design and construction. The membrane plant is expected to be operational in the Summer of 2018.</p> <p>The 2018 budget has been increased to account for membrane operation and moving Environmental Lab Staff to the Water Utility. One of the pretreatment chemicals for membrane plant operation has gone up in cost considerably since design and is reflected in the budget request. However, the additional revenue from West Fargo curbs increases in expenses and will help stabilize water rates to Fargo customers.</p> <p>With West Fargo as a customer, there are several regionalization-related capital projects in planning, design, or construction. The Water Utility is anticipating the use of infrastructure sales tax funds to cover these costs and has secured grant funds with the State Water Commission to assist in this effort (60% Cost-Share - construction).</p>

## Operational Measures

Description	2015 Actual	2016 Expected	2017 Projected
Average Day Demand	12,600,000 gallons	13,500,000 gallons	13,500,000 gallons
Peak Day Demand	29,500,000 gallons	30,000,000 gallons	30,000,000 gallons
Total Water Produced	4,600,000,000 gallons	4,900,000,000 gallons	5,000,000,000 gallons
Consecutive User Demand	760,000,000 gallons	1,095,000,000 gallons	1,100,000,000 gallons
Water Meter Count	29,154	29,500	29,850
WTP Expansion	50% Complete	80% Complete	100% Complete
Sheyenne Pump Station	NA	30% Complete	100% Complete

## Water Treatment

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 1,577,351	\$ 1,767,072	\$ 1,767,072	\$ 2,181,240
Benefits	590,180	709,986	708,151	868,301
Other Services	1,392,314	1,764,776	1,785,376	1,540,776
Repairs and Maintenance	151,304	189,500	189,500	231,000
Rentals	5,269	7,000	7,000	7,000
Insurance	80,769	61,390	61,390	61,390
Communications	13,887	13,800	13,800	15,800
Advertising and Printing	12,406	14,000	14,000	14,000
Travel & Education	34,515	134,000	134,000	48,500
Energy	937,183	1,135,500	1,108,906	1,809,500
General Supplies	341,876	255,000	255,000	347,000
Major Supplies	2,205,423	2,600,000	2,600,000	3,050,000
Miscellaneous	19,626	18,500	18,500	18,500
Capital Outlay	204,585	228,700	228,700	228,500
Debt Service	-	-	-	-
Transfers	11,011,894	11,717,600	7,775,000	9,604,732
<b>TOTAL</b>	\$ 18,578,582	\$ 20,616,824	\$ 16,666,395	\$ 20,026,239
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	27	29	29	33
Part Time Benefited	-	-	-	-
Contracted Employees	1	-	-	-
<b>TOTAL</b>	28	29	29	33

Description of Service Provided	Current or Emerging Issues
<p>The Mains and Hydrants Department provides a wide range of services essential to the public which can vary from fire hydrant repair to repair of broken water mains and even assisting with flood/snow events.</p> <p>The major services delivered include:</p> <ul style="list-style-type: none"> <li>• Repair of Water Main Failures</li> <li>• Fire Hydrant Maintenance Program</li> <li>• Water Main Valve Exercising Program</li> <li>• Water Main Valve Maintenance</li> <li>• Street Patch Repair</li> <li>• Water Service Inspection</li> <li>• New Construction/Rehab Inspection</li> <li>• Boulevard Restoration and Repair</li> <li>• Water Service Repairs</li> <li>• Water Main &amp; Service Locations</li> <li>• Water Main Tapping Service</li> <li>• Assisting other Departments</li> </ul>	<ul style="list-style-type: none"> <li>• Cityworks has been implemented for over two years. The data collected has been better than ever and has provided the benefit of detailed analysis of the department's operation. However, the ways in which data has been collected and used have changed. For example, iPads are being utilized in the field for organizing work flow and uploading detailed photos with notes of assets. The utilization of the new technology has brought learning curves that will be ongoing for a while.</li> <li>• Mains &amp; Hydrants has become more proactive in day to day operations. Water service lines prone to freezing are being lowered and the gate turning program reduces the overall neighborhood impact in the event of a water main break. In addition, lead service lines that need maintenance are being replaced instead of repaired. These activities require more staff attention.</li> <li>• Midcontinent Communications is finishing their city wide project this year. It was anticipated that utility locates would be reduced after the project was completed. However, small cell systems are being planned, Century Link and Cable one are planning on updating their main lines and 702 Communication will be installing 20 miles of fiber for Verizon. These new projects will continue to increase the water main locates within the department.</li> </ul>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Water Main Breaks	38	40	41
Service Leaks/Frozen/Lowered/replaced	124	125	142
Water Main Valves Repaired	46	41	35
Water Main Taps	125	123	120
Hydrant Repair/Replaced	140	130	122
Water Service Inspections	763	707	651
Water Main Gates Exercised	131	250	275

## Water Mains & Hydrants

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 667,594	\$ 758,607	\$ 758,607	\$ 814,550
Benefits	257,685	272,747	272,302	281,465
Other Services	102,710	146,500	146,500	156,500
Repairs and Maintenance	42,456	47,800	47,800	47,800
Rentals	53,300	101,500	101,500	109,000
Insurance	-	-	-	-
Communications	6,280	5,200	5,200	7,100
Advertising and Printing	875	1,175	1,175	1,175
Travel & Education	15,014	14,800	14,800	15,800
Energy	36,734	74,069	37,400	74,069
General Supplies	195,348	130,900	130,900	145,900
Major Supplies	73,087	139,500	139,500	129,500
Miscellaneous	8,926	8,612	8,612	8,612
Capital Outlay	206,212	214,500	220,000	278,500
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 1,666,221	\$ 1,915,910	\$ 1,884,296	\$ 2,069,971
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	12	12	12	12
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	12	12	12	12

Description of Service Provided	Current or Emerging Issues																														
<p>The Water Meters division is responsible for procuring and installing all public water meters in the City of Fargo ranging in size from 5/8-inches to 10-inches. The division is also responsible for the replacement, calibration and maintenance of all public water meters in the City. At the request of the Auditor's office, the division conducts all water service shut-off or turn-on activities. At the request of the Auditor's office, the division assists with gathering monthly meter reading data for billing purposes. The meter count at the end of 2016 was as follows:</p> <table> <tr> <th>Meter Size</th><th>Count</th></tr> <tr> <td>5/8</td><td>13,514</td></tr> <tr> <td>3/4</td><td>12,036</td></tr> <tr> <td>1</td><td>827</td></tr> <tr> <td>1-1/2</td><td>1,256</td></tr> <tr> <td>2</td><td>1,147</td></tr> <tr> <td>3</td><td>259</td></tr> <tr> <td>4</td><td>83</td></tr> <tr> <td>6</td><td>19</td></tr> <tr> <td>8</td><td>3</td></tr> <tr> <td>10</td><td>10</td></tr> <tr> <td><b>TOTAL</b></td><td><b>29,154</b></td></tr> </table>	Meter Size	Count	5/8	13,514	3/4	12,036	1	827	1-1/2	1,256	2	1,147	3	259	4	83	6	19	8	3	10	10	<b>TOTAL</b>	<b>29,154</b>	<p>The Water Meters division currently obtains (reads) individual monthly meter data via manual reads, handheld touch pad devices or mobile radio devices. At this time, the meter reading technology distribution is as follows:</p> <table> <tr> <td>Manual Read Meters</td><td>3</td></tr> <tr> <td>Touch Pad Read Meters</td><td>19,212</td></tr> <tr> <td>Mobile Read Meters</td><td>9,939</td></tr> </table> <p>The meters division has been researching/evaluating newer technology for obtaining monthly meter data. The newer technology is referred to as a fixed network where all meter data can be obtained from a central location. The division is researching a migrate-able system to allow continued use of the City's existing radio read meters.</p>	Manual Read Meters	3	Touch Pad Read Meters	19,212	Mobile Read Meters	9,939
Meter Size	Count																														
5/8	13,514																														
3/4	12,036																														
1	827																														
1-1/2	1,256																														
2	1,147																														
3	259																														
4	83																														
6	19																														
8	3																														
10	10																														
<b>TOTAL</b>	<b>29,154</b>																														
Manual Read Meters	3																														
Touch Pad Read Meters	19,212																														
Mobile Read Meters	9,939																														

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
New Meters	348	325	325
Meters Replaced	9	10	10
Registers Replaced	120	110	100
R900's Replaced	24	25	25
Frozen Meters	33	35	35
Total Meter Count	29,154	29,500	29,800



## Water Meters

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 364,301	\$ 364,508	\$ 257,870	\$ 261,658
Benefits	124,911	148,585	106,569	109,610
Other Services	5,886	10,000	10,000	10,000
Repairs and Maintenance	24,570	26,100	26,100	26,600
Rentals	27,600	27,600	27,600	27,600
Insurance	100	-	-	-
Communications	1,697	1,755	1,755	1,755
Advertising and Printing	389	550	550	550
Travel & Education	-	-	-	-
Energy	13,091	15,500	15,313	15,300
General Supplies	4,545	6,050	6,050	5,250
Major Supplies	-	-	-	-
Miscellaneous	1,655	2,400	2,400	2,300
Capital Outlay	171,798	180,000	180,000	180,000
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 740,543	\$ 783,048	\$ 634,207	\$ 640,623
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	5	4	4	4
Part Time Benefited	-	-	-	-
Contracted Employees	2	-	-	-
<b>TOTAL</b>	7	4	4	4

Description of Service Provided	Current or Emerging Issues
<p>Utility Billing Services provides administration, analysis, and payment processing services for the city's utility bills.</p> <ul style="list-style-type: none"> <li>• Water Meter Reading &amp; Analysis</li> <li>• Utility Bill Account Assessment and Production</li> </ul> <p>The City of Fargo is servicing approximately 32,000 utility accounts.</p> <p>Customer payment options include EFT debits, credit cards, and online. Automated payment options are available.</p>	<ul style="list-style-type: none"> <li>• There is significant, steady growth in the use of automatic payments as shown in the operational data table below.</li> <li>• Population projections expect continued steady growth in utility billing accounts.</li> </ul>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Utility Accounts Active	31,139	32,150	33,000
Total Utility Revenue	37,466,000	38,500,000	40,500,000
Utility Phone Calls	36,804	36,500	37,000
Internet & IVR Payments	84,891	97,500	105,000
Utility ACH & Auto pay	127,260	125,000	120,000
Mail Utility Payments	111,526	108,000	105,000

## Utility Billing Services

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ -	\$ 148,634	\$ 255,272	\$ 264,731
Benefits	-	57,861	99,274	94,493
Other Services	-	346,000	(7,000)	31,000
Repairs and Maintenance	-	1,000	1,000	1,000
Rentals	-	-	-	-
Insurance	-	-	-	-
Communications	-	-	-	-
Advertising and Printing	-	-	-	-
Travel & Education	-	-	-	-
Energy	-	-	-	-
General Supplies	-	2,000	2,000	2,000
Major Supplies	-	-	-	-
Miscellaneous	-	2,000	2,000	2,000
Capital Outlay	-	3,000	3,000	3,000
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ -	\$ 560,495	\$ 355,546	\$ 398,224
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	-	6	6	6
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	-	6	6	6

## Water Operating

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Other Services	901,991	674,447	674,447	665,476
Repairs and Maintenance	-	-	-	-
Rentals	-	-	-	-
Insurance	38,647	31,608	31,608	31,608
Communications	-	-	-	-
Advertising and Printing	-	-	-	-
Travel & Education	-	-	-	-
Energy	-	-	-	-
General Supplies	-	-	-	-
Major Supplies	-	-	-	-
Miscellaneous	12,209	12,000	12,000	12,000
Capital Outlay	3,822,591	-	-	-
Debt Service	29,577	48,500	48,500	48,500
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 4,805,015	\$ 766,555	\$ 766,555	\$ 757,584

## Infrastructure Projects

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Other Services	-	-	-	1,004,000
Repairs and Maintenance	-	-	-	-
Rentals	-	-	-	-
Insurance	-	-	-	-
Communications	-	-	-	-
Advertising and Printing	-	-	-	-
Travel & Education	-	-	-	-
Energy	-	-	-	-
General Supplies	-	-	-	-
Major Supplies	-	-	-	-
Miscellaneous	-	-	-	-
Capital Outlay	-	-	-	6,565,000
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ 7,569,000

Description of Service Provided	Current or Emerging Issues
<p>Water revenue bonds were issued to pay for the water treatment plant built in 1992.</p> <p>Pursuant to the bond resolution, a bond fund has been established to pay for the long-term debt outstanding.</p> <p>Bonds were issued in 1992 and were refinanced in 2007. They have a final maturity date of 1/1/2017.</p> <p>All bonds from this series are non-callable bonds and will be paid in accordance with the existing debt service schedule.</p>	<p>Construction of an expanded water treatment facility began in 2015. This project will be funded by North Dakota State Water Commission appropriations and the local share will be financed with the issuance of State Revolving Fund loans repaid with infrastructure sales tax.</p> <p>The expanded plant will increase Fargo's water treatment capacity to 45 mgd and sulphate removal equipment will be installed.</p> <p>The 2007 revenue bond issues was retired in full in 2017.</p>

## Water Revenue Bond

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Other Services	-	-	-	-
Repairs and Maintenance				
Rentals	-	-	-	-
Insurance	-	-	-	-
Communications	-	-	-	-
Advertising and Printing	-	-	-	-
Travel & Education	-	-	-	-
Energy	-	-	-	-
General Supplies	-	-	-	-
Major Supplies	-	-	-	-
Miscellaneous	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	221,984	3,942,600	3,942,600	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 221,984	\$ 3,942,600	\$ 3,942,600	\$ -

Description of Service Provided	Current or Emerging Issues
<p>The Wastewater Treatment Plant (WWTP) is responsible for the treatment of wastewater before it can be discharged into the Red River. The WWTP has the capacity to treat an average daily flow (ADF) of 17.5 million gallons per day (MGD). In 2016, the ADF was 12.42 MGD resulting in a total of 4,544 billion gallons of treated. The WWTP recorded a one-day peak flow of 17.62 MG.</p> <p>The WWTP employs a mechanical and biological process creating a high quality effluent that is discharged to the Red River after meeting strict regulatory standards. Biosolids (solids) accumulated and generated in the wastewater process are treated (stabilized) using a biological process known as anaerobic digestion. One of the beneficial byproducts of the digestion process is methane biogas. This biogas is used to heat WWTP buildings in the winter months. Stabilized biosolids are then dewatered using drying beds and belt filter presses. Dewatered biosolids are disposed of in the city's landfill. The total amount of biosolids delivered to the landfill in 2016 was 2951 dry metric tons.</p> <p>The WWTP also operates and maintains 67 sanitary lift stations throughout the City of Fargo as well as the surrounding area. The SE Cass sewer system, which includes many rural subdivisions and small cities, utilize over 52 grinder pumps that are maintained by WWTP staff.</p> <p>The Sump Pump Compliance program has been reclassified to a Wastewater Compliance group. This change will allow staff to regulate the sump pump and foundation drain program, but will expand duties to include investigation of fats, oils and grease (FOG) issues, odor complaints, sample collection and provide assistance with the EPA regulated Industrial Pretreatment Program.</p> <p>The WWTP staff also operates and maintains an Effluent Reuse Facility (ERF). Treated effluent is diverted to the ERF and is further treated to high quality water that is pumped to an ethanol plant in Casselton. The technology used to achieve this high quality includes microfiltration and reverse osmosis. In 2016, the WWTP ERF produced over 368 million gallons of reclaimed water. In May 2017, the ERF had surpassed 2.68 billion gallons produced and sold since 2009.</p>	<p>The WWTP has recently updated the 2010 Facility Plan to reflect significant changes that have occurred since the original document was submitted in October 2010.</p> <p>The Facility Plan recommendations are prioritized in a phased approach based on the immediate needs. Phase I recommendations include equipment upgrades to existing components due to age, condition, capacity and safety. These improvements were the most critical from a vulnerability standpoint to adequately and safely treat wastewater. The Phase I improvements were bid and awarded in 2015, with completion in 2017.</p> <p>Nutrient reduction recommendations for both the existing WWTP and proposed future plant expansion were addressed in the new document. Potential impacts of becoming a larger regional facility (potential service to West Fargo, Horace &amp; Mapleton) were also included.</p> <p>The updated facility plan included applicable technologies and costs to address nutrients in the WWTP effluent, and will provide staff a single document for Commissioners and Funding Agencies to illustrate that the Fargo Wastewater Utility is well prepared if additional effluent limits are implemented in the future.</p> <p>The plan also included analysis for plant expansion, an opinion of cost with an implementation schedule. The improvements will be ranked in order of importance to ensure efficient, reliable and trouble free operation of the WWTP well into the future. Some of the new technologies being considered include (but not limited to):</p> <ul style="list-style-type: none"> <li>• Integrated Fixed Film Activated Sludge (IFAS)</li> <li>• Moving Bed Biofilm Reactor (MBBR)</li> <li>• Membrane Bioreactor (MBR)</li> </ul> <p>The WWTP historically has operated 24/7 with a minimum of one operator on duty at all times. In January 2015, the WWTP began to automate the processes so as not to have staff 24/7. Currently a call-out alarm system has successfully been implemented along with the installation of a security gate. These changes have allowed the plant to reduce staffing to 20 hours per day. The goal is to reduce staffing even further in the near future.</p>



## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Sewer Operating	\$4,012,828	\$513,158	\$512,158
Wastewater Treatment	\$5,008,727	\$5,852,015	\$5,381,347
Wastewater Transfers	\$3,070,579	\$3,168,000	\$5,924,883
Sewer Collection	\$370,532	\$520,000	\$520,000
Sump Pump	\$140,534	\$174,084	\$179,204
Wastewater	\$374,495	\$347,183	\$347,183
Total	\$12,977,965	\$10,574,440	\$12,864,775

## Wastewater Treatment

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 1,284,768	\$ 1,300,475	\$ 1,300,475	\$ 1,375,150
Benefits	448,734	496,282	495,397	487,424
Other Services	1,274,824	960,815	960,815	997,450
Repairs and Maintenance	970,475	1,096,500	1,096,500	1,121,500
Rentals	24,530	70,000	70,000	70,000
Insurance	61,102	50,200	50,200	50,200
Communications	12,897	8,000	8,000	8,000
Advertising and Printing	769	3,750	3,750	3,750
Travel & Education	12,539	14,100	14,100	14,100
Energy	983,199	945,568	922,164	945,568
General Supplies	92,161	71,200	71,200	71,200
Major Supplies	623,171	487,500	487,500	487,500
Miscellaneous	11,493	17,350	17,350	17,346
Capital Outlay	4,050,898	1,884,700	1,884,700	1,210,700
Debt Service	55,556	-	-	80,004
Transfers	3,070,579	3,168,000	3,168,000	5,924,883
<b>TOTAL</b>	\$ 12,977,695	\$ 10,574,440	\$ 10,550,151	\$ 12,864,775
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	20	20	20	20
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	20	20	20	20



*This page is intentionally left blank.*

Description of Service Provided	Current or Emerging Issues
<p>The Southeast Cass Sewer District provides wastewater collection and treatment services to rural Southeast Cass developments as well as numerous small communities such as Frontier, Prairie Rose, Briarwood and North River.</p> <p>Pursuant to the sewer agreements, operation, maintenance and monitoring of the SE Cass infrastructure is provided by the City of Fargo. The Southeast Cass collection system consists of six lift stations and over 55 grinder pumps.</p> <p>Southeast Cass residents are charged the prevailing rate that City of Fargo residents pay for sewer services as well as a surcharge to provide budgetary resources for their share of maintenance costs provided by the City.</p>	<p>The number of lift stations, grinder pumps, and service connections has decreased since the project was installed, due to flood protection buyouts as well as land annexed by the City of Fargo, resulting in infrastructure being converted to municipal standards.</p>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Units Served	375	370	365

## Southeast Cass Sewer

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Other Services	-	-	-	-
Repairs and Maintenance	6,913	1,500	1,500	1,500
Rentals	-	-	-	-
Insurance	-	-	-	-
Communications	-	-	-	-
Advertising and Printing	-	-	-	-
Travel & Education	-	-	-	-
Energy	28,463	12,863	12,863	12,863
General Supplies	13,969	21,337	21,337	21,337
Major Supplies	-	-	-	-
Miscellaneous	-	13,000	13,000	13,000
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	\$ 49,345	\$ 48,700	\$ 48,700	\$ 48,700

Description of Service Provided	Current or Emerging Issues
<p>The Storm Sewer Utility collects, routes and discharges precipitation back into the river throughout the City. To achieve this, a complex series of conveyances including natural features, legal drains, inlets, underground pipes, lift stations and retention ponds are used.</p> <ul style="list-style-type: none"> <li>• Site plan reviews- Floodplain-Stormwater (retention and quality).</li> <li>• Floodplain: <ul style="list-style-type: none"> <li>○ Pre and post construction determinations &amp; verifications of building elevations</li> <li>○ Issuance of Elevation Certificates</li> <li>○ LOMC administration, GIS &amp; archive</li> <li>○ LOMR-F Community Acknowledgement Form review and approval</li> <li>○ Regulate and enforce restrictions on use of floodway and river setback ordinance</li> </ul> </li> <li>• Establishment of required minimum build elevations for developers.</li> <li>• Review site plans for non-structural development in the floodplain and issue Development Permits for construction activities in the floodplain and river setback areas.</li> <li>• Respond to citizen complaints regarding use of floodway, development of floodplain and/or disturbance within the river setbacks.</li> <li>• Administer the Community Rating System (CRS) program by documenting actions being done to manage floodplain, developing new ways to educate public, and new ways to pro-actively manage the floodplain. The City receives a discount for its citizens required to carry flood insurance by participating in this program. The responsibility for this program is a function of floodplain management.</li> <li>• Floodplain Mitigation: <ul style="list-style-type: none"> <li>○ Manage a list of properties affected by flooding. List information on elevation and river gage levels that affect the homes.</li> <li>○ Proactively seek to increase the level of protection and affected residents through the Flood Protection and Incentive Program (FPIP) in areas that are not identified as areas of need for projects under the City-wide comprehensive plan. City provides a cost share for properties increasing their level of protection through elevation of rear yards or floodwalls.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The site plan submittals have leveled from last year yet still require substantial staff review time.</li> <li>• Administration of the SFHA &amp; 41 WSEIA has moved from a high frequency volume into challenging and complex enforcement issues requiring increasing staff time commitments.</li> <li>• Letter of Map Change administrative tasks have decreased 50% by 1Q 2017 and is anticipated to continue declining throughout the end of 2017.</li> <li>• Variance requests have begun to be submitted for the modification of the City Imposed 41' inundation area requirements.</li> <li>• In 2015, we successfully completed a CRS 5-year cycle audit. Although FEMA experienced staffing changes resulting in a delayed "final review" ultimately we advanced to a Class 5.</li> <li>• This level of designation provides select flood insurance policies (those in high risk areas) a 25% premium reduction. This equates to a future monetary savings estimated at \$116,055.</li> <li>• Unfortunately this Class level mandates a 3-year cycle audit which significantly increases the administrative requirements.</li> <li>• Due to the rapid growth south of current edges of the City we are currently in the final process of completing a master planning study for future storm trunk lines, storm sewer lift stations and flood protection options. This master planning will be very beneficial in the future planning of new developments in the southwest quadrant of the City.</li> <li>• With the recent new development, we have constructed and are in the process of constructing additional lift stations to handle the new infrastructure within these new additions. The additional lift stations will require additional work for scheduled maintenance and up keep, while there is an increasing need for repairs/replacement to existing lift stations that are reaching the end of their useful life.</li> <li>• With the success of the voluntary buyout program this list is every changing. This list will continue to be updated as needed so that the City's emergency efforts during a possible flood fight are readily available.</li> </ul>

Description of Service Provided	Current or Emerging Issues
<ul style="list-style-type: none"> <li>○ Identify areas of greatest risk and work to develop concepts and ultimately construction projects to reduce and/or eliminate risks associated with riverine flooding or flooding from intense storms. This typically requires the City to leverage partnerships with FEMA, USACE, NDSWC, SE Cass WRD, Cass County and other agencies.</li> <li>● Stormwater: Create and administer Storm System maintenance programming and corresponding projects. <ul style="list-style-type: none"> <li>○ Maintain Storm Sewer Design Manual and Standards.</li> <li>○ Keep record of existing lift stations and the equipment, design capacities and operational features that are unique to each station.</li> <li>○ Develop and maintain comprehensive Storm Sewer Lift Station Operations and Maintenance Manual</li> <li>○ Provide for scheduled maintenance and upkeep of lift stations</li> <li>○ Review and track private connections to the storm sewer system</li> <li>○ Review site-plans for minimum storm water retention/quality standards</li> </ul> </li> <li>Develop concepts for long term handling of storm water in areas of growth (Master Drainage Plan (MOP)). <ul style="list-style-type: none"> <li>○ Size trunk line infrastructure appropriately to handle future contributing drainage areas</li> <li>○ Determine future locations where lift stations will be necessary</li> <li>○ Develop concepts to relieve stress from existing, aging drain systems that are at or approaching capacity on a regular basis with current development.</li> <li>○ Research, develop and gain approval for Storm Sewer Utility Fee to fund the MOP</li> <li>○ Address ongoing concerns of the public related to individual local drainage systems and how they function</li> </ul> </li> <li>● Administer and update City of Fargo Stormwater Management Plan addressing the six minimum control measures mandated in the state MS4 discharge permit.</li> <li>● Creating projects for maintenance to City's storm sewer system.</li> <li>● Development of a Storm Sewer Utility Fee</li> </ul>	<ul style="list-style-type: none"> <li>● The implementation of the City-wide comprehensive is continuing. This year we have numerous projects under construction as well as continuing to design numerous projects with a goal of completing enough projects to start some property removals from the Special Flood Hazard Area by 2018.</li> <li>● Future considerations with the implementation of the flood protection measures will be the long term annual inspections and operations and maintenance of the levees. Both items will require additional staff time and cost.</li> <li>● In 2015 NDDOH issued a new NPDES permit that placed more stringent construction BMP requirements, which our staff is administering along with the new MS4 permit</li> <li>● Current rate structure of the Storm Sewer Utility is out of date and needs updating. Funds generated from the current rate are insufficient for being able to complete required maintenance to the storm sewer system.</li> <li>● Evaluate the existing storm sewer fee setup and determine a more equitable way to collect revenue to allow maintenance and repairs to occur at a higher level of service.</li> <li>● Update fee schedule parameters for impervious area each three year cycle of the Ariel photography project.</li> </ul>

### Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Construction Stormwater Violations	278	425	375
Setback/Floodplain Violations	2	3	5
Stormwater Permits Issued	510	400	380
Floodplain Development Permits	22	21	20
Resident Calls (Drainage, Floodplain, Flood Insurance, etc.)	254	250	200
Building Elevation Requests & Issuance of Elevation Certificates	200	100	100
Number of Lift Stations	75	75	76



## Storm Sewer

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 338,693	\$ 422,081	\$ 422,081	\$ 463,766
Benefits	79,963	99,982	99,982	113,941
Other Services	103,737	133,722	133,722	135,832
Repairs and Maintenance	90,837	62,500	62,500	62,500
Rentals	-	-	-	-
Insurance	14,863	12,890	12,890	12,890
Communications	2,773	3,250	3,250	3,250
Advertising and Printing	1,194	3,400	3,400	3,400
Travel & Education	7,184	15,825	15,825	16,125
Energy	138,034	152,752	151,306	152,752
General Supplies	4,707	6,400	6,400	6,441
Major Supplies	-	-	-	-
Miscellaneous	397	5,548	5,548	5,748
Capital Outlay	4,349,254	85,655	170,905	182,355
Debt Service	151,533	-	-	-
Transfers	630,902	681,000	681,000	1,042,000
<b>TOTAL</b>	\$ 5,914,071	\$ 1,685,005	\$ 1,768,809	\$ 2,201,000
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	5	5	5	5
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	5	5	5	5

Description of Service Provided	Current or Emerging Issues
<p>The City of Fargo Vector Control program focuses on the widespread prevention of mosquitoes. Through aggressive adulticide management along with the use of both truck and aerial ULV applications the Vector Control program has been successful in providing the residents of Fargo relief from the pesky bite of our northern mosquito.</p> <p>Integrated mosquito management methods employed by the city's Vector Control program have been specifically tailored to safely counteract each stage of the mosquito life cycle. Larval control through water management and source reduction is a prudent pest management alternative as is the use of the environmentally friendly EPA-registered larvicides.</p> <p>Without the Vector Control program within the City of Fargo we would see:</p> <ul style="list-style-type: none"> <li>• Parents having to console their child as they attempt to fall asleep with 30 fresh mosquito bites from playing in the backyard for 15 minutes earlier in the evening.</li> <li>• Residents having to stay indoors on glorious, warm, balmy evenings; constantly lathering up with sticky repellents; or wearing long-sleeves and long pants during hot weather.</li> </ul>	<ul style="list-style-type: none"> <li>• Through the expansion of neighborhood developments along with the growth of the city's extraterritorial limits the Vector Control program will need increase efforts on standing water pretreatments.</li> <li>• The infectious West Nile Virus is a growing concern as nationwide human infections are on the rise.</li> <li>• With more conscious mosquito efforts taking place by other communities, resources needed for aerial applications have become more difficult to schedule on a moment's notice.</li> <li>• The Zika Virus is a growing concern as nationwide human infections are on the rise in the southern portion of the United States.</li> </ul>

## Operational Measures

Description	2015 Actual	2016 Expected	2017 Projected
Application of Pesticide Cost	\$75,327	\$85,284	\$90,250
Total Vector Control Expenditures	\$275,740	\$290,691	\$293,321
ULV Truck Cost Per Application	\$3,000	\$3,000	\$3,000
ULV Aerial Cost Per Application	\$51,197	\$53,416	\$54,325
ULV Truck Applications Per Year	8	8	8
ULV Aerial Applications Per Year	3	4	4

## Vector Control

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Other Services	296,762	458,878	458,878	458,878
Repairs and Maintenance	-	6,200	6,200	6,200
Rentals	-	-	-	-
Insurance	2,176	3,020	3,020	3,020
Communications	-	-	-	-
Advertising and Printing	-	2,536	2,536	2,536
Travel & Education	-	-	-	-
Energy	-	7,716	-	7,216
General Supplies	-	6,000	6,000	6,000
Major Supplies	75,327	65,000	65,000	65,000
Miscellaneous	(14)	150	150	150
Capital Outlay	5,309	-	-	-
Debt Service	-	-	-	-
Transfers	207,000	207,000	207,000	557,000
<b>TOTAL</b>	\$ 586,560	\$ 756,500	\$ 748,784	\$ 1,106,000

Description of Service Provided	Current or Emerging Issues
<p>The Street lighting Department includes two Signals and lighting Operations Technicians. The Department is jointly operated and managed as part of the City's Engineering Department. The Street Lighting Department is responsible for the following activities:</p> <ul style="list-style-type: none"> <li>• Operation and maintenance of the City's street lighting system</li> <li>• Scheduling and coordinating repairs utilizing contractors</li> <li>• Meeting with suppliers on the latest trends in street lighting</li> <li>• 2 full time staff, both located at Public Safety Building</li> <li>• Maintain approximately 10,000 City owned street lights</li> <li>• Coordinate, along with Xcel Energy and Cass County Electric Cooperative, the maintenance of over 1600 utility company owned street lights</li> <li>• Maintain over 425 street light feed points</li> <li>• Maintain over 400 miles of underground wire</li> </ul>	<ul style="list-style-type: none"> <li>• As the City continues to grow, there will be a need in the future for a new FTE for another Maintenance Electrician to assist with maintaining the citywide system.</li> <li>• LED technology continues to be the new street light fixture of choice as we continue to design and construct new roadways in town.</li> </ul>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Salaries	\$150,524	\$151,780	\$160,997
Street Light Maintenance	\$359,989	\$255,064	\$255,064
Electricity	\$1,082,179	\$1,200,000	\$1,250,000

## Street Lighting

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 150,524	\$ 151,780	\$ 151,780	\$ 167,340
Benefits	41,953	40,208	40,208	43,058
Other Services	16,585	35,922	35,922	35,917
Repairs and Maintenance	230,243	182,000	182,000	182,000
Rentals	-	-	-	-
Insurance	7,475	6,085	6,085	-
Communications	2,204	2,000	2,000	2,000
Advertising and Printing	108	50	50	50
Travel & Education	582	2,525	2,525	2,525
Energy	1,087,556	1,210,571	1,205,569	1,250,000
General Supplies	129,746	73,064	73,064	73,155
Major Supplies	-	-	-	-
Miscellaneous	11,509	800	800	800
Capital Outlay	1,537,930	-	-	-
Debt Service	-	-	-	-
Transfers	257,000	257,000	257,000	262,000
<b>TOTAL</b>	\$ 3,473,415	\$ 1,962,005	\$ 1,957,003	\$ 2,018,845
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	2	2	2	2
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	2	2	2	2

Description of Service Provided	Current or Emerging Issues
<p>The Division of Solid Waste is responsible for managing and directing all aspects of waste collection, disposal, and materials recycling which occurs in the City of Fargo (public and private).</p> <p>Specifically, the Division provides solid waste services in the following areas:</p> <ul style="list-style-type: none"> <li>• Administration</li> <li>• Residential Collection</li> <li>• Commercial Collection</li> <li>• Roll-off Collection</li> <li>• Municipal Solid Waste (MSW) Landfill- to include Renewable Energies</li> <li>• Recycling</li> <li>• Household Hazardous Waste</li> </ul>	<ul style="list-style-type: none"> <li>• Single Stream Recycling -An optional service offered to all single-family residents to replace the existing sorted curbside program. The program implementation included the procurement of approximately 26,000 carts and 3 automated trucks.</li> <li>• Reclamation and reuse of the former landfill - located on 150-acres directly east of the current landfill, utilized from 1950-1980. Reclamation would involve removal of the existing waste and placement in a newly constructed cell at the site. The intent would be for additional future landfill capacity and elimination of potential environmental liability due to off-site migration of contaminants.</li> <li>• Renewable Energy Expansion - Expand the landfill gas collection system in filled areas of the current landfill. Complete Phase I of project, which is converting the landfill gas to natural gas quality, which will require less maintenance on the LFG electric generator. Begin Phase II, which will include utilizing the converted gas as a fuel source for the Solid Waste fleet. In addition, continue to explore other renewable energy markets for the sale of captured and converted landfill gas.</li> </ul>

#### Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Residential Accounts	24,565	25,302	26,060
Single Stream Recycling	10% Complete	100% Complete	Completed
Commercial Accounts	966	1,020	1,036
Roll Off Activity (Pulls)	3,733	3,800	3,900
Landfill Tonnage	210,421	214,600	219,000
Old Landfill Reclamation	10% Complete	15% Complete	25% Complete
Renewable Energy Expansion (LFG-CNG)	10% Complete	50% Complete	75% Complete

## Solid Waste

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 2,900,601	\$ 3,021,327	\$ 3,021,327	\$ 3,137,203
Benefits	1,064,666	1,109,838	1,106,613	1,161,394
Other Services	1,121,318	1,142,888	1,142,888	1,324,923
Repairs and Maintenance	724,494	638,025	638,025	1,083,025
Rentals	20,863	1,214,108	1,214,108	1,030,400
Insurance	116,191	94,020	94,020	94,020
Communications	12,174	11,270	11,270	11,270
Advertising and Printing	18,479	19,450	19,450	19,450
Travel & Education	11,535	37,770	37,770	37,770
Energy	632,527	924,660	619,555	924,976
General Supplies	565,966	539,600	539,600	539,600
Major Supplies	-	-	-	-
Miscellaneous	1,394,563	44,119	44,119	44,119
Capital Outlay	2,130,300	4,491,000	4,671,000	2,721,000
Debt Service	397,757	902,350	902,350	1,502,850
Transfers	2,966,029	2,300,000	2,300,000	3,880,100
<b>TOTAL</b>	\$ 14,077,463	\$ 16,490,425	\$ 16,362,095	\$ 17,512,100
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	50	50	50	50
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	50	50	50	50

Description of Service Provided	Current or Emerging Issues
<p>The Forestry Division works aggressively to promote and maintain a safe, healthy, and continuously progressive urban forest for the benefit of all residents.</p> <ul style="list-style-type: none"> <li>Increased storm resistance due to regular street tree pruning and maintenance</li> <li>Insect and disease management</li> <li>Planting: in-house and contracted</li> <li>Residential Planting Assistance Program</li> <li>Removals and diversification</li> <li>Public education, workshops, &amp; presentations</li> <li>Volunteer coordination for forestry projects</li> <li>Annual risk assessment</li> <li>Respond to residential tree health requests</li> <li>Planting beds and small tree maintenance</li> <li>Residential Brush Chipping Program</li> <li>Annual Arbor Day celebration</li> </ul>	<ul style="list-style-type: none"> <li>Preparation efforts for the arrival of Emerald Ash Borer continues. This includes aggressive diversification, in-fill of vacant street tree locations, contractor agreements, public education opportunities, and partnerships with the ND Dept. of Agriculture and the ND Forest Service. Currently there are 15,600 ash street trees that make up 27.5% of the entire population.</li> <li>In 2016, Dutch Elm Disease caused the removal of nearly 300 city property elm trees. It is anticipated that 2017 and 2018 will be approximately the same.</li> <li>Land Development Code requires that street trees be planted. Enforcement efforts are on-going in new residential areas.</li> <li>Median and enhanced landscaping requests are becoming increasingly common from developers and planning. Additional funds for either in-house or contracted staff will be necessary to keep up with required maintenance of these areas. Examples include 45th St S, 52nd Ave S, South University Dr., and Veterans Boulevard.</li> </ul>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Trees Pruned	8,599	6,500	9,000
Trees Planted	2,281	1,800	2,000
Trees Removed	971	800	900
Service Volunteers	400	450	450



## Forestry

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 787,582	\$ 844,061	\$ 844,061	\$ 849,928
Benefits	258,277	271,826	271,084	268,506
Other Services	413,053	438,872	438,872	439,364
Repairs and Maintenance	43,273	45,000	45,000	51,000
Rentals	2,500	16,500	16,500	17,400
Insurance	12,684	11,940	11,940	11,940
Communications	1,949	2,500	2,500	2,500
Advertising and Printing	-	650	650	650
Travel & Education	11,684	20,650	20,650	20,650
Energy	28,352	63,276	29,832	63,276
General Supplies	36,458	57,200	57,200	57,200
Major Supplies	-	-	-	-
Miscellaneous	5,708	8,852	8,852	8,852
Capital Outlay	168,641	170,000	170,000	184,000
Debt Service	-	-	-	-
Transfers	92,000	100,000	100,000	102,000
<b>TOTAL</b>	\$ 1,862,161	\$ 2,051,327	\$ 2,017,141	\$ 2,077,266
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	11	11	11	11
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	11	11	11	11

Description of Service Provided	Current or Emerging Issues
<p>The Municipal Airport Authority is a five-member board that was established to oversee airport activities and implementation of the airport master plan, and has since invested time and money into improvements to provide a safe and efficient airport.</p> <p>The Municipal Airport Authority normally meets the 2nd and 4th Tuesday of each month in the boardroom at the terminal building.</p> <p>Fargo's Hector International Airport provides the following services:</p> <ul style="list-style-type: none"> <li>• Commercial air service to 11 markets, corporate, general and military aviation</li> <li>• 24/7 FAA Air Traffic Control Tower; US Customs &amp; Border Protection clearance; Foreign Trade Zone #267</li> <li>• Fixed Base Operator Services for charter, aircraft fuel and maintenance</li> <li>• Long term auto parking and car rental services</li> </ul>	<ul style="list-style-type: none"> <li>• There are ongoing issues regarding the timely availability of Federal funding via the Airport Improvement Program. These funds are used to pay for eligible airport improvement projects.</li> <li>• Mergers in the airline industry have resulted in fewer airline options to provide service.</li> <li>• The industry is experiencing a pilot shortage that will have a significant impact on service to small communities unless the federal government reverses recent changes to pilot qualification requirements.</li> <li>• There is a need to increase State funding for North Dakota airports during the next biennium. Progress was made during the last session.</li> <li>• The Airport Authority is in the process of updating the Airport Master Plan and Airport Layout Plan.</li> </ul>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Enplaned Passengers	395,614	405,500	414,000
Aircraft operations	74,276	77,000	79,000

## Fargo Airport Authority

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 1,669,144	\$ 1,781,110	\$ 1,781,110	\$ 1,847,343
Benefits	542,859	607,327	605,617	644,858
Other Services	1,439,254	4,000,600	4,000,600	2,887,800
Repairs and Maintenance	286,186	447,000	447,000	447,000
Rentals	232	1,000	1,000	1,000
Insurance	94,010	95,300	95,300	105,900
Communications	1,347	4,700	4,700	4,700
Advertising and Printing	224,423	249,150	249,150	248,650
Travel & Education	45,097	76,200	76,200	77,500
Energy	410,228	585,150	585,150	571,650
General Supplies	182,791	231,000	231,000	243,015
Major Supplies	-	-	-	-
Miscellaneous	39,503	32,000	32,000	32,500
Capital Outlay	3,253,789	8,700,455	8,700,455	22,889,000
Debt Service	634,628	100,000	100,000	100,000
Transfers	2,637,636	1,700,000	1,700,000	1,670,000
<b>TOTAL</b>	\$ 11,461,127	\$ 18,610,992	\$ 18,609,282	\$ 31,770,916
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	27	27	27	27
Part Time Benefited	-	-	-	-
Contracted Employees	-	-	-	-
<b>TOTAL</b>	27	27	27	27

Description of Service Provided	Current or Emerging Issues
<p>The FARGODOME is a City-owned 19,000 seat indoor entertainment arena. The venue is governed by the seven member Fargo Dome Authority (FDA) who are appointed by the Fargo City Commission from nominations from the City of Fargo (2), NDSU (2), the Fargo Park Board (1), the Fargo School Board (1), and the Cass County Commission (1). The FDA contracts with Spectra by Comcast Spectacor to manage FARGODOME Food &amp; Beverage. Other than Spectra's onsite Director of Food &amp; Beverage, FARGODOME full-time and part-time staff are employees of the City of Fargo.</p> <p>The FARGODOME is a multi-purpose facility. Events generally fall into one of the following categories:</p> <ul style="list-style-type: none"> <li>• Concerts</li> <li>• NDSU Football</li> <li>• Family Shows</li> <li>• Theatre Shows</li> <li>• Trade Shows</li> <li>• Festivals</li> <li>• Amateur Sports</li> <li>• Convention/Miscellaneous</li> <li>• Professional Sports</li> <li>• Motorsports</li> <li>• Meeting Rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Management and the FDA strive to keep the FARGODOME efficient, modern and relevant through annual capital upgrades funded by the FARGODOME's escrow account.</li> <li>• Throughout its 25-year history, the FARGODOME facility, our staff, and the community have developed a strong reputation within the concert industry. Promoters know that the building will accommodate their exact specifications, staff will be attentive to their show and patron needs, and the region will purchase tickets. That said, entertainment venues are at the mercy of the often cyclical concert touring business: which artists are touring, what genres are being represented, how does the geographical routing line-up, etc.</li> <li>• The FARGODOME maintains a solid line-up of recurring events, including primary tenant NDSU football, trade shows, our Gate City Bank Broadway series, Happy Harry's Ribfest, motorsports, and amateur sporting events.</li> <li>• Since we rely on 600+ part-time employees, we are challenged to attract and retain part-time staff in Fargo's low unemployment environment.</li> </ul>

## Operational Measures

Description	2016 Actual	2017 Expected	2018 Projected
Net Operating Income*	\$1,045,387	\$524,313	\$442,441
Event Attendance	593,489	474,192	478,200
Event Days	92	95	92
Gross Ticket Revenues	\$11,268,118	\$4,936,723	\$5,833,875
Gross Concessions Rev	\$3,006,210	\$1,865,125	\$1,977,071

\* Restated for 2017 change in financial statement position

## FARGODOME

Expenditures	2016 Actual	2017 Approved Budget	2017 Revised Budget	2018 Approved Budget
Salaries	\$ 2,938,852	\$ 2,045,474	\$ 2,045,474	\$ 2,136,574
Benefits	-	-	-	-
Other Services	252,902	302,798	302,798	243,431
Repairs and Maintenance	352,222	265,725	265,725	263,800
Rentals	11,146	8,300	8,300	22,500
Insurance	239,948	244,400	244,400	244,400
Communications	-	35,000	35,000	33,000
Advertising and Printing	1,630	37,500	37,500	44,380
Travel & Education	28,573	48,500	48,500	38,479
Energy	775,974	724,672	724,672	728,000
General Supplies	127,245	108,000	108,000	146,250
Major Supplies	-	-	-	-
Miscellaneous	810,417	55,736	55,736	70,450
Capital Outlay	2,659,236	990,000	990,000	574,000
Debt Service	134,273	1,458,368	1,458,368	924,850
Transfers	9,065,131	2,137,000	2,137,000	1,549,000
<b>TOTAL</b>	\$ 17,397,549	\$ 8,461,473	\$ 8,461,473	\$ 7,019,114
Authorized Positions	2016 Actual	2017 Approved	2017 Revised	2018 Approved
Full Time Employees	20	22	22	22
Part Time Benefited	1	1	1	1
Contracted Employees	-	-	-	-
<b>TOTAL</b>	21	23	23	23

## FARGODOME

### 2018 APPROVED BUDGET

Operating Revenues	\$	<b>4,365,094</b>
<hr/>		
Operating Expenditures		
Labor		2,136,574
Operations		1,134,550
Management Fee		131,191
General and Administrative		498,499
Miscellaneous		21,839
Total Expenditures		<b>3,922,653</b>
<hr/>		
<b>Net Income</b>	<b>\$</b>	<b>442,441</b>

## FARGODOME

### 2018 CAPITAL BUDGET

Description	Project #	Amount
Parking Lot/Misc. Concrete Repair	FD1801	20,000
Parking Lot Striping	FD1802	15,000
Handicap Access Corners	FD1803	50,000
Replacement of East Lobby Lockable Doors	FD1804	45,000
Chiller Overhaul/Eddy Current Testing	FD1805	40,000
Pump Motors	FD1806	17,500
Cooling Tower Repair/Maintenance	FD1807	75,000
Fire Alarm Panel Updated/Updgrade	FD1808	25,000
Switchgear Full Service	FD1809	22,500
Building Electrical System Arc Flash Study	FD1810	25,000
Wireless Access Points Replacement/Additions	FD1811	23,000
SonicWall Replacement	FD1812	17,000
Football Turf Winch Ropers	FD1813	32,500
Painting: Field Level & Railings	FD1814	26,500
Equipment - Food Service	FD1815	25,000
Lighting & Audio Items	FD1816	25,000
Building Security Camera Additions	FD1817	15,000
Building Radio Communications	FD1818	25,000
MityLife Tables	FD1819	15,000
Unallocated Capital		35,000
		\$ 574,000



*This page is intentionally left blank.*



Fund Description	Fiscal Trends and Comments																																		
<p>A defined benefit pension option is offered to all full-time employees of the City.</p> <p>Currently, the City administers two plans and has employee membership in two other plans that are maintained by other agencies.</p> <p>The pension plans includes:</p> <p>City Employee Police North Dakota Public Employee Retirement System Fire Relief Association</p> <p>The Board of City Commissioners have administrative control over the City Employee and Police pension systems, while the Fire Relief and the NDPERS is maintained by other governmental bodies.</p> <p>City-administered plans are managed by elected Pension Board members who are City employees. Discretion includes asset management and investment policy recommendations. Accounting and financial reporting is handled by the City Finance and Human Resource staff.</p> <p>In addition to defined benefit pension plans, voluntary employee elective contributions can be made to Section 457 deferred compensation plans. These plans allow employees to save for retirement on a pre-tax basis. Approximately 44% of eligible employees participate in Section 457 plans.</p> <p><u>Active Members:</u></p> <table> <tr><td>City Employee</td><td>129</td></tr> <tr><td>Police</td><td>181</td></tr> <tr><td>Fire Relief Assn.</td><td>118</td></tr> <tr><td>NDPERS</td><td>539</td></tr> </table> <p><u>Retirees and beneficiaries:</u></p> <table> <tr><td>City Employee</td><td>224</td></tr> <tr><td>Police</td><td>118</td></tr> <tr><td>Fire Relief Assn.</td><td>94</td></tr> </table> <p><u>Market Value of Investments held for Pension Benefits:</u></p> <table> <tr><td>City Employee</td><td>\$41,946,924</td></tr> <tr><td>Police</td><td>\$50,520,906</td></tr> <tr><td>Fire Relief Assn.</td><td>\$26,913,051</td></tr> </table> <p><u>Net Pension Liability:</u></p> <table> <tr><td>City Employee</td><td>\$14,627,452</td></tr> <tr><td>Police</td><td>\$21,474,770</td></tr> <tr><td>Fire Relief Assn.</td><td>\$18,668,576</td></tr> <tr><td>NDPERS</td><td>\$26,729,038</td></tr> </table>	City Employee	129	Police	181	Fire Relief Assn.	118	NDPERS	539	City Employee	224	Police	118	Fire Relief Assn.	94	City Employee	\$41,946,924	Police	\$50,520,906	Fire Relief Assn.	\$26,913,051	City Employee	\$14,627,452	Police	\$21,474,770	Fire Relief Assn.	\$18,668,576	NDPERS	\$26,729,038	<ul style="list-style-type: none"> <li>A defined benefit pension funding policy was adopted in 2012 that increased employee and employer contributions to sustainable levels with the goal of fully funding the actuarial determined contribution (ADC) by FY 2018.</li> <li>Investment returns for 2016 have improved and are close to our actuarial investment goal of 7.25%. 2017 mid-year investment results are ahead of expectations.</li> <li>Funding levels are improving as a result of an improved funding policy adopted in 2012.</li> <li>A multi-year amortization period is in place with the goal of achieving a 100% funded status with current contribution levels for City sponsored plans.</li> <li>The funded status of each plan as of as of the most recent actuarial study is: <table> <tr><td>City Employee</td><td>74.1%</td></tr> <tr><td>Police</td><td>70.2%</td></tr> <tr><td>Fire Relief Assn.</td><td>59.0%</td></tr> </table> </li> </ul>	City Employee	74.1%	Police	70.2%	Fire Relief Assn.	59.0%
City Employee	129																																		
Police	181																																		
Fire Relief Assn.	118																																		
NDPERS	539																																		
City Employee	224																																		
Police	118																																		
Fire Relief Assn.	94																																		
City Employee	\$41,946,924																																		
Police	\$50,520,906																																		
Fire Relief Assn.	\$26,913,051																																		
City Employee	\$14,627,452																																		
Police	\$21,474,770																																		
Fire Relief Assn.	\$18,668,576																																		
NDPERS	\$26,729,038																																		
City Employee	74.1%																																		
Police	70.2%																																		
Fire Relief Assn.	59.0%																																		

**CITY OF FARGO, NORTH DAKOTA  
PENSION TRUST FUNDS REVENUE ANALYSIS**

<b>Plans Administered</b>	<b>2017 Approved Budget</b>	<b>2018 Approved Budget</b>
<b>City Employees Pension: (Closed Membership)</b>		
Investment Income	\$ 3,045,000	\$ 3,190,000
City - Employer Normal Contribution	584,000	531,000
Park - Employer Normal Contribution	98,000	106,000
City Supplemental ADC Contribution	1,153,000	1,390,000
Park Supplemental ADC Contribution	71,000	149,000
City Employee Contribution	495,000	450,000
Park Employee Contribution	98,000	90,000
<b>Total City Employee Pension</b>	<b>5,544,000</b>	<b>5,906,000</b>
<b>Police Pension: (Open Membership)</b>		
Investment Income	3,550,000	3,915,000
Employer Normal Contribution	1,675,000	1,816,000
Employer Supplemental ADC Contribution	1,234,000	1,457,000
Employee Contribution	1,177,000	1,277,000
<b>Total Police Pension</b>	<b>7,636,000</b>	<b>8,465,000</b>
<b>Total City Administrated Plans</b>	<b>\$ 13,180,000</b>	<b>\$ 14,371,000</b>

**CITY OF FARGO, NORTH DAKOTA  
PENSION TRUST FUNDS EXPENDITURE ANALYSIS**

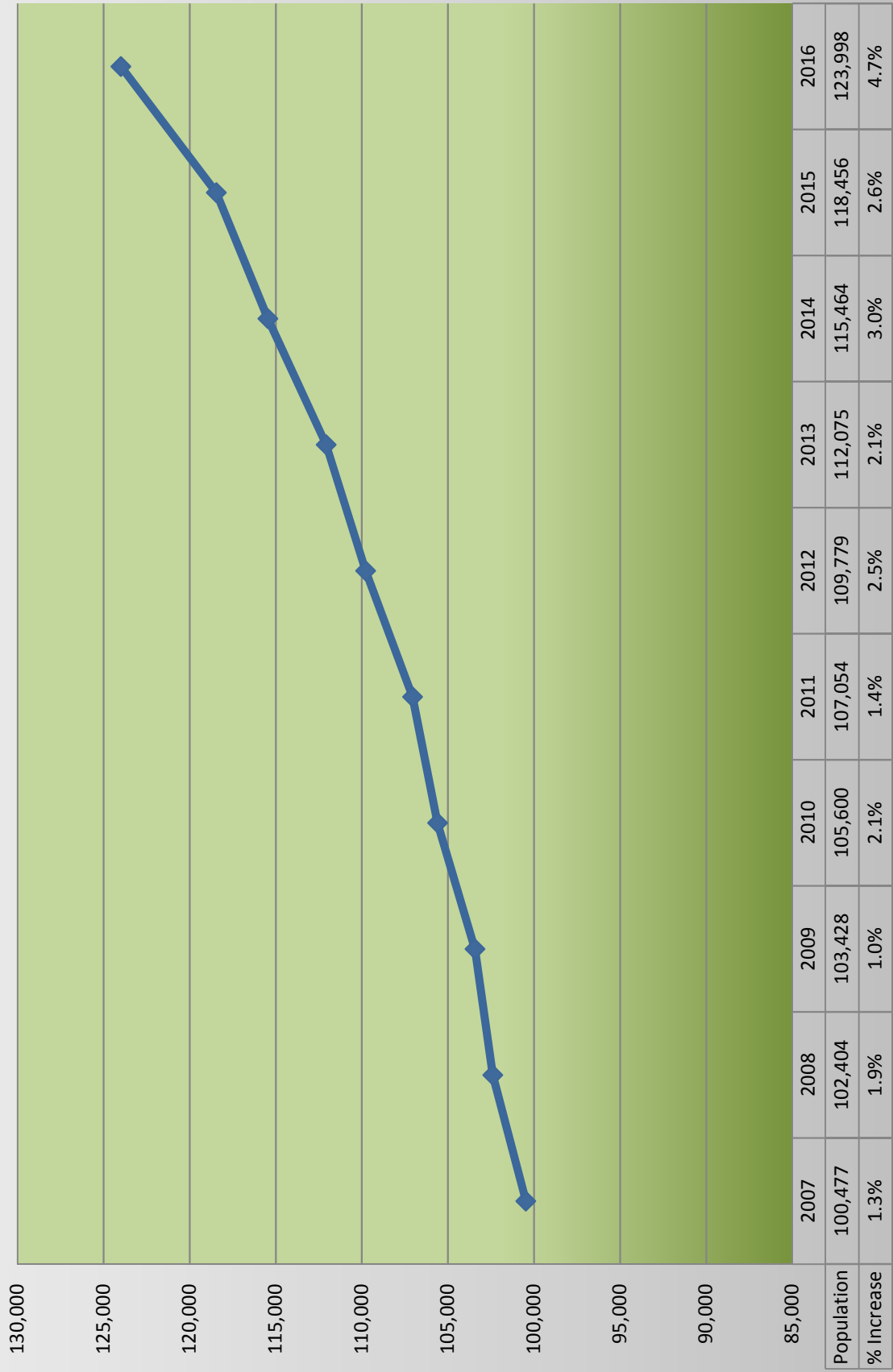
<b>Plans Administered</b>	<b>2017 Approved Budget</b>	<b>2018 Approved Budget</b>
<b>City Employees Pension:</b>		
Plan Administration	\$ 62,000	\$ 66,000
Plan Benefits	2,785,000	3,145,000
<b>Total City Employee Pension</b>	<b>2,847,000</b>	<b>3,211,000</b>
<b>Police Pension:</b>		
Plan Administration	245,000	245,500
Plan Benefits	3,700,000	3,855,000
<b>Total Police Pension</b>	<b>3,945,000</b>	<b>4,100,500</b>
<b>Total Pension Funds</b>	<b>\$ 6,792,000</b>	<b>\$ 7,311,500</b>



*This page is intentionally left blank.*

Description	Fiscal Trends and Comments
<p>The statistical section of the budget is designed to give budget readers a longer term view of significant financial and economic trends of the City over time. Several long term charts are included for review that helps readers to understand the consistent strength in our economy and the City's financial performance.</p> <p>Fargo has a long-standing track record of a consistently growing regional economy with a sound and stable employment base.</p> <p>The growth trend is evident and ongoing with population, income and property values.</p> <p>A more robust statistical section compiled in conformance with GFOA standards of reporting is included in the City's Comprehensive Annual Financial Report (CAFR) that can be accessed on our City web site at <a href="http://www.cityoffargo.com">www.cityoffargo.com</a>. Readers are encouraged to visit this section of the report as a compliment to the statistics compiled in this section of the budget.</p>	<p>The statistical section provides long term trend data for the following items:</p> <ul style="list-style-type: none"> <li>• Population</li> <li>• Per Capita Income</li> <li>• Labor Force</li> <li>• Building Permit Values</li> <li>• Property Value Trends</li> <li>• Major Employers</li> <li>• General Fund Balance Levels</li> <li>• Sales Tax Revenue</li> <li>• State Intergovernmental Revenues</li> </ul>

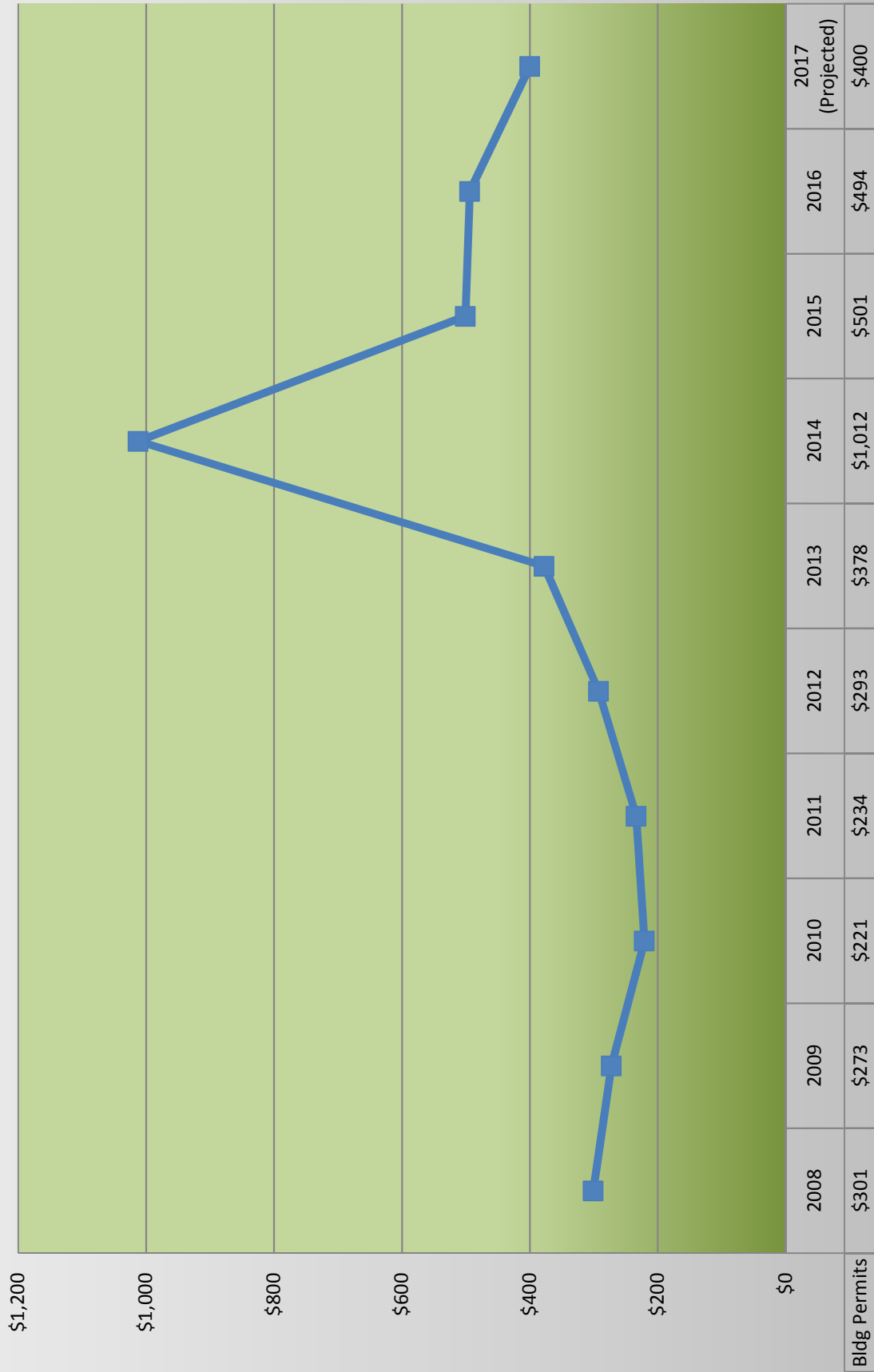
## City of Fargo - Population



## City of Fargo - Per Capita Personal Income

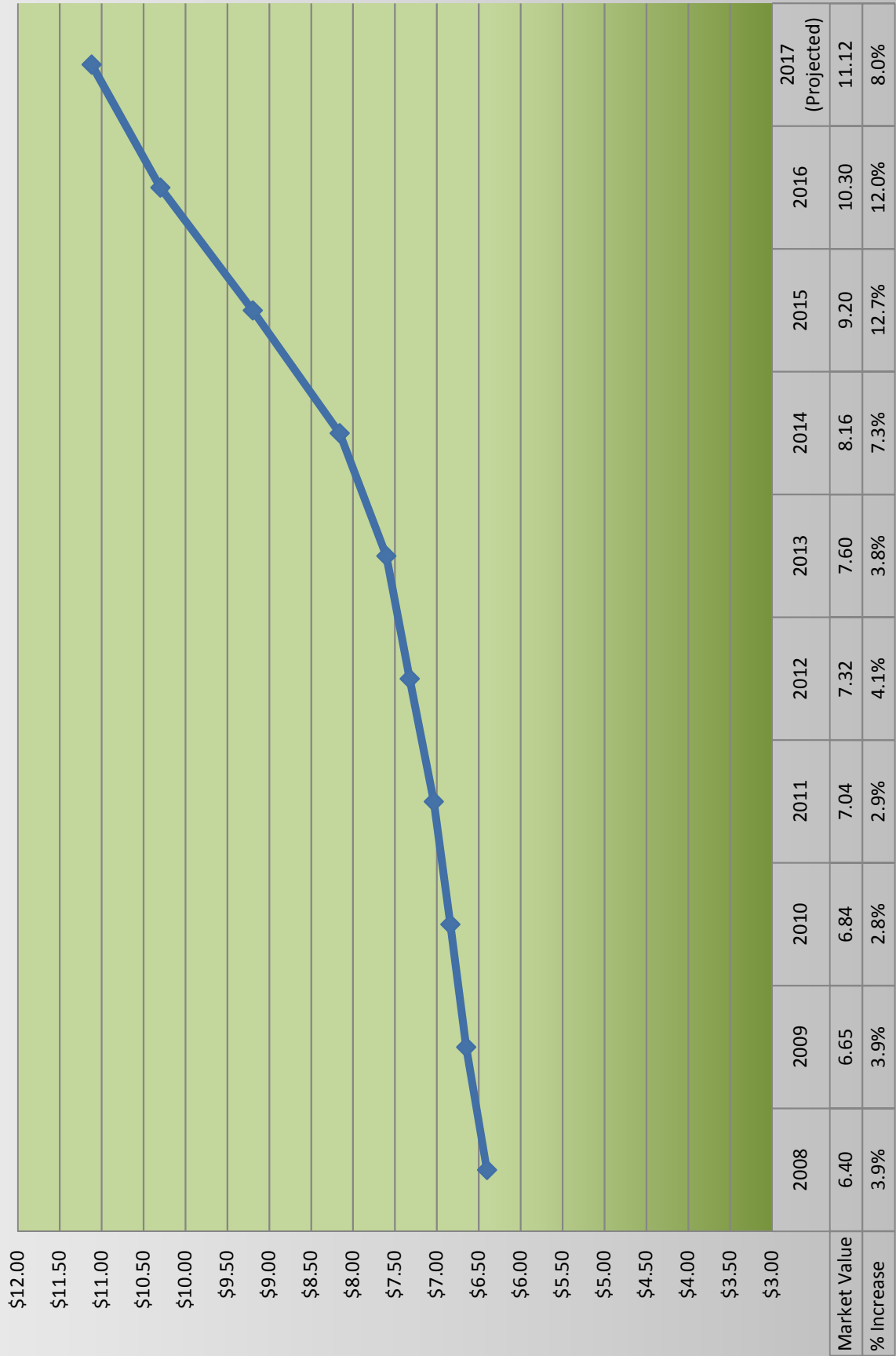


## City of Fargo - Building Permit Value (Millions)

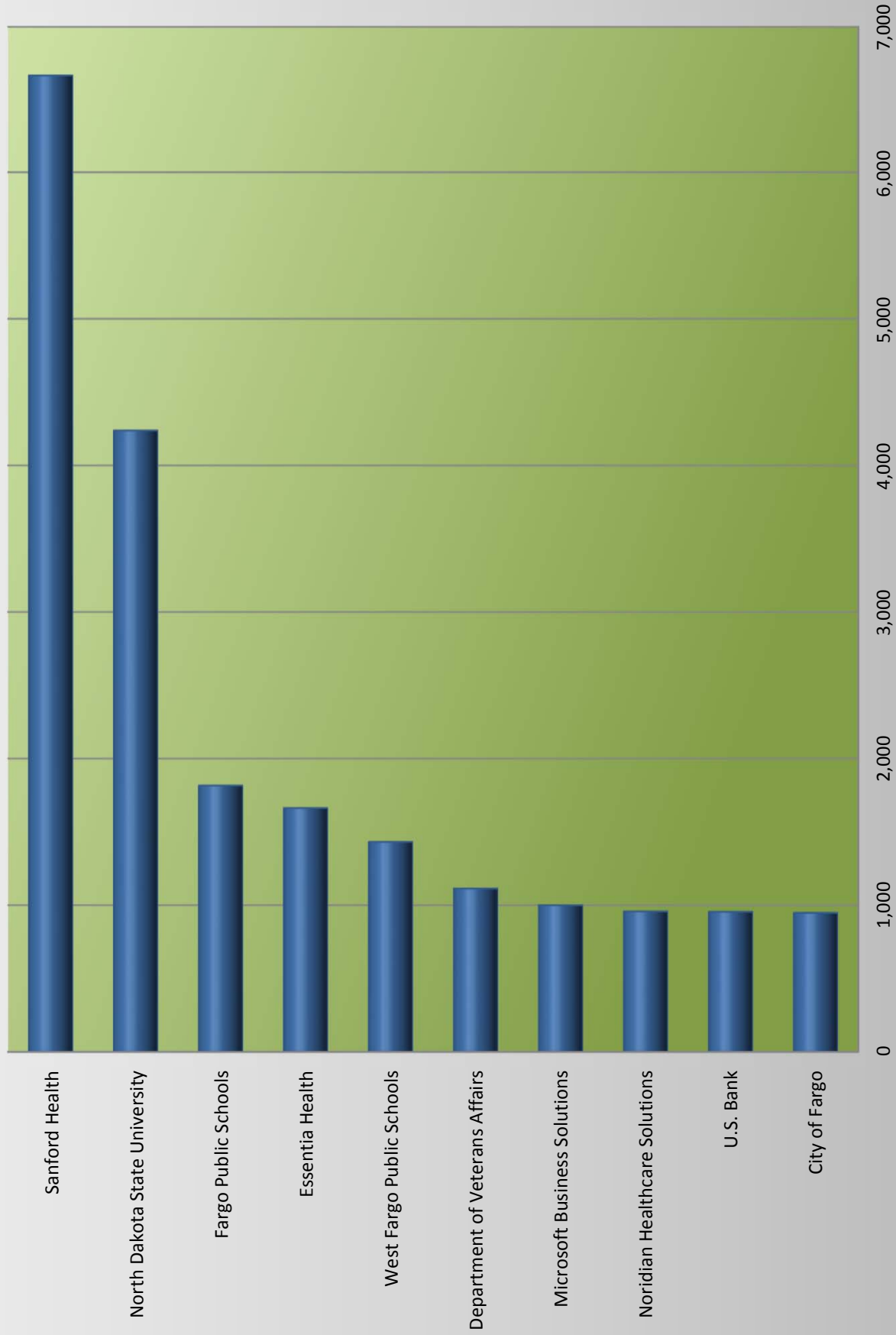




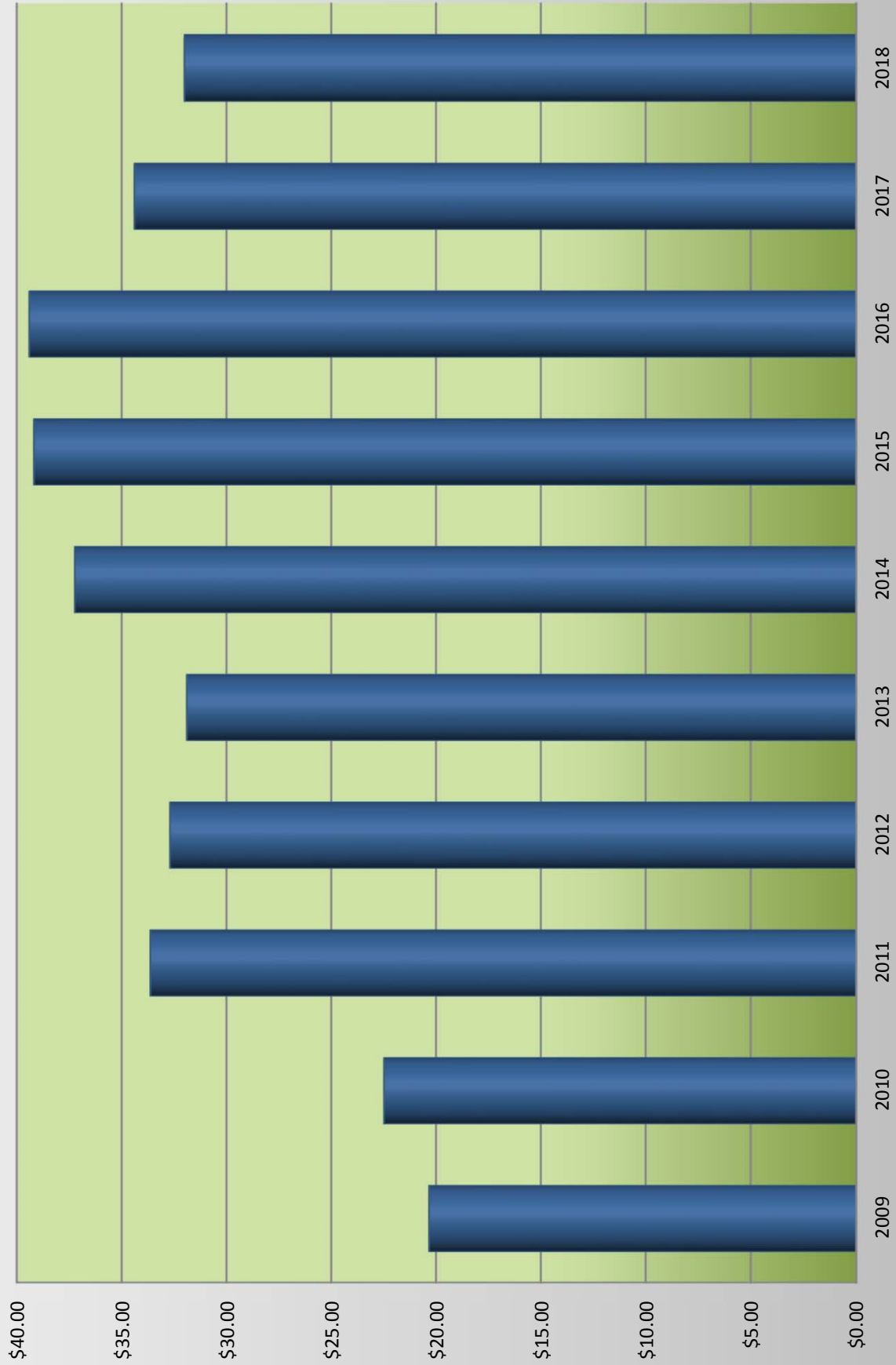
## City of Fargo - Property Market Value (Billions)



**City of Fargo - Major Employers (Number of Employees)**

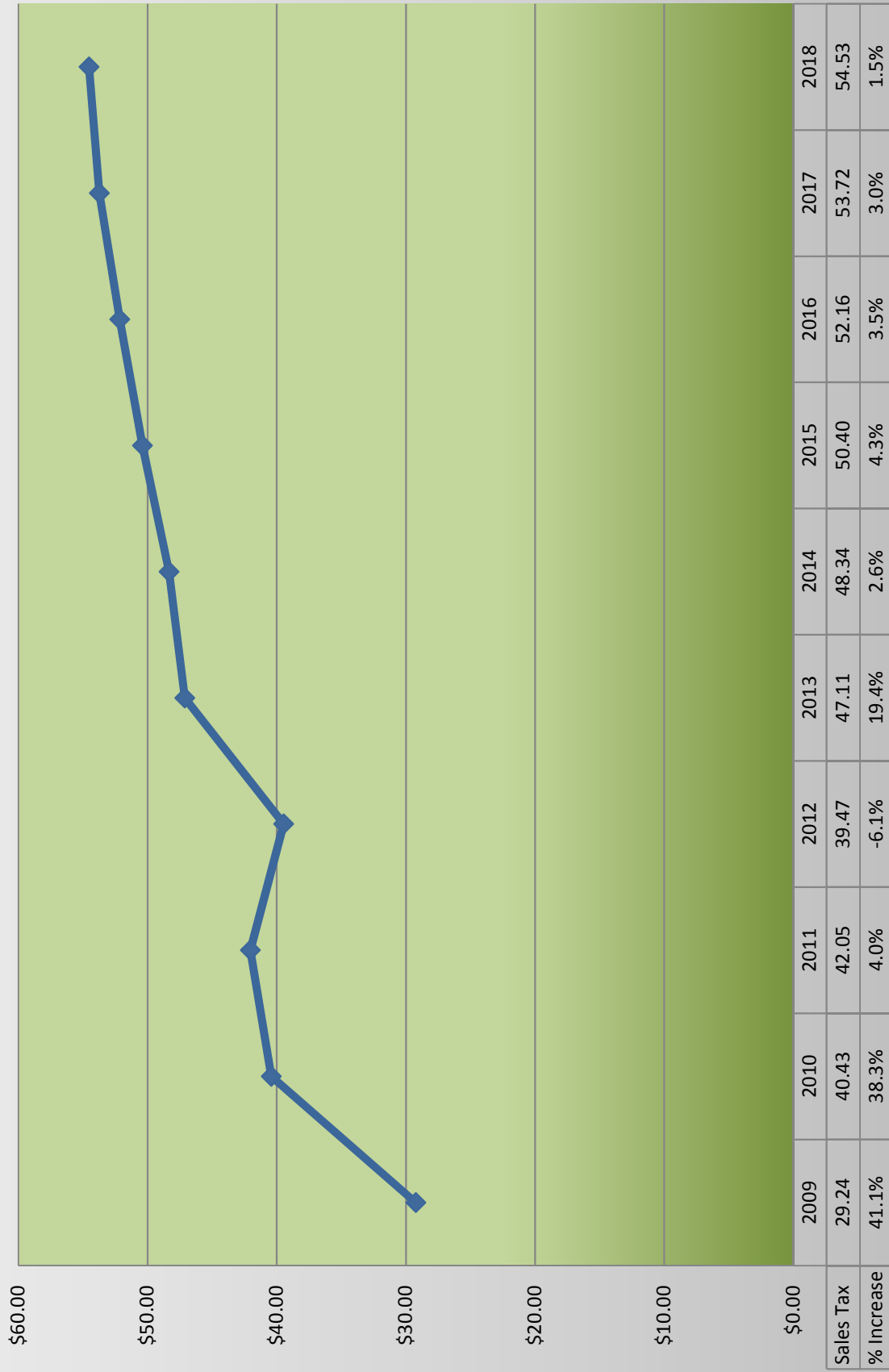


## City of Fargo - General Fund Balance Last Ten Years (Millions)

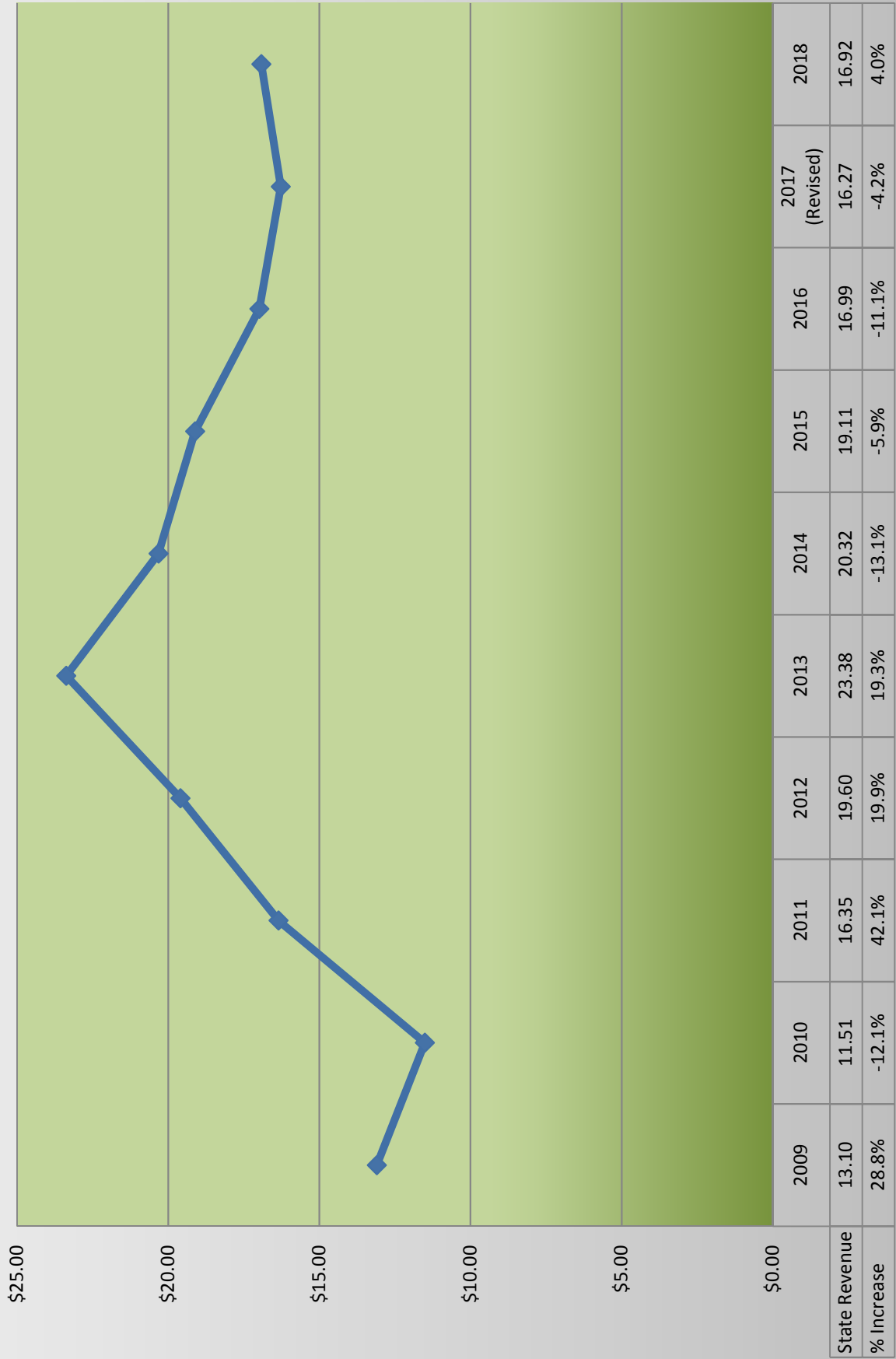


Note: Schedule includes revenue stabilization fund.

## City of Fargo - Sales Tax Revenue (Millions)



## General Fund - State Intergovernmental Revenue (Millions)





*This page is intentionally left blank.*

**CITY OF FARGO, NORTH DAKOTA**  
**CAPITAL OUTLAY REQUESTED AND FUNDED**

DEPARTMENT	ACCOUNT NUMBER	DESCRIPTION OF REQUEST	AMOUNT REQUESTED	DIVISIONAL TOTALS	2018 APPROVED FUNDING
<b>GENERAL FUND</b>					
Human Resources	101-8550-510.77-18	Target Solutions - learning management system	\$ 56,000		
	101-8550-510.77-18	Benefits enrollment platform	67,000		
	101-8550-510.77-18	Computer equipment	4,500	\$ 127,500	\$ 60,500
Engineering	101-8550-510.77-09	Laser levels	8,400		
	101-8550-510.77-09	Smart phone purchases	2,100		
	101-8550-510.77-09	Magnetic locators	1,600		
	101-8550-510.77-09	Survey small tools	2,650		
	101-8550-510.77-09	Various software needs	2,000		
	101-8550-510.77-09	Aurigo Masterworks customized reports	5,000		
	101-8550-510.77-09	Survey controllers and software	6,500	28,250	28,000
Street Department	101-8550-510.77-10	Ipads (4)	2,000	2,000	2,000
Fire	101-8550-510.77-13	Radio equipment removal and replace to paint water towers	10,000	10,000	10,000
Police	101-8550-510.77-14	Narcotics K9 (Dog, kennel, training)	12,000		
	101-8550-510.77-14	Refurbish water tower radio repeater	10,000		
	101-8550-510.77-14	Equipment for K9 vehicle	12,000		
	101-8550-510.77-14	Cellbrite forensic cellphone analyzer	3,600	37,600	37,600
Health Department	101-8550-510.77-15	Refrigerator	3,000		
	101-8550-510.77-15	Power exam table	5,000	8,000	8,000
IS	101-8552-510.76-22	Laserfiche public portal	40,000		
	101-8552-510.76-22	Desktops - standard (165)	132,000		
	101-8552-510.76-22	Desktops - high end (8)	9,600		
	101-8552-510.76-22	Laptops - standard (50)	60,000		
	101-8552-510.76-22	Laptops - mid level (8)	12,000		
	101-8552-510.76-22	Ipads (25)	15,000		
	101-8552-510.76-22	Tablets	37,200		
	101-8552-510.76-22	Police MDCs	235,000		
	101-8552-510.76-22	Microsoft Office licenses	44,275		
	101-8552-510.76-22	Extending Wi-Fi to additional City departments	10,000		
	101-8552-510.76-22	Spare IVN equipment	15,000		
	101-8552-510.76-22	Shortel - training	1,800		
	101-8552-510.76-22	Block of time for POWERS (cityworks support)	10,000		
	101-8552-510.76-22	Block of time for AVI (commission room support)	2,000		
	101-8552-510.76-22	SAN - Growth	48,000		
	101-8552-510.76-22	Phone repairs (25)	7,500		
	101-8552-510.76-22	Switches	35,550		
	101-8552-510.76-22	Servers	47,000		
	101-8552-510.76-22	NAS - lifecycle	2,400		
	101-8552-510.76-22	SAN - regular storage	96,000		
	101-8552-510.76-22	Shortel shoregear switch replacements	42,380		
	101-8552-510.76-22	Firewall	2,550		
	101-8552-510.76-22	Maintenance for Alienvault	6,500		
	101-8552-510.76-22	PTP wireless links	24,000		
	101-8552-510.76-22	2018 Aerial from pictometry	40,000		
	101-8552-510.76-22	ArcGIS server geoevent extension	4,500		
	101-8552-510.76-22	LINKnrg improvements	50,000		
	101-8552-510.76-22	3D building and surface creation for downtown area	40,000	1,070,255	484,000
<b>TOTAL GENERAL FUND</b>			\$ 1,283,605	\$ 1,283,605	\$ 630,100

DEPARTMENT	ACCOUNT NUMBER	DESCRIPTION OF REQUEST	AMOUNT REQUESTED	DIVISIONAL TOTALS	2018 APPROVED FUNDING
<b>CAPITAL PROJECT FUNDS</b>					
City Auditor	475-1010-510	Mini computer hardware replacement	75,000	75,000	75,000
Planning	475-2010-510	Repair beam/wall at GTC	274,000		
	475-2010-510	The Fargo Project	30,000	304,000	30,000
Inspections	475-2040-510	Inspections & Planning software system	200,000	200,000	200,000
Engineering	475-3015-510	Wide format scanner/printer	40,000		
	475-3015-510	Surface books and accessories	20,000	60,000	60,000
Traffic Engineering	475-3020-510	Traffic signal replacement program	40,000		
	475-3020-510	Truck regulatory vehicle	60,000		
	475-3020-510	Public safety building storage yard	125,000		
	475-3020-510	Roadway message boards (2)	35,000	260,000	75,000
Engineering - One Call	475-3017-510	Locating dispatch software	50,000		
	475-3017-510	GPS equipment	14,000	64,000	64,000
Street Department	475-3025-510	ADA transition, HVAC improvements, and office space	901,050		
	475-3025-510	Fit-up of Bergseth Facility	180,000	1,081,050	800,000
Central Garage	475-3030-510	Building remodeling	901,050	901,050	-
Street Department Vehicles	475-3025-510	Track Loader, cycle trade (2)	10,000		
	475-3025-510	Tool cat/ cycle trade (2)	15,000		
	475-3025-510	Tracked paver (2)	200,000		
	475-3025-510	Tandem trucks (2)	364,000		
	475-3025-510	Service truck one ton (1)	42,500		
	475-3025-510	Dump truck (1)	42,500		
	475-3025-510	Asphalt recycler	100,000		
	475-3025-510	Riding mower (2)	22,000		
	475-3025-510	Steamer	60,000	856,000	856,000
Central Garage Vehicles	475-3025-510	Sedans (6) / (3)	108,000		
	475-3025-510	Engineering (3) SUV's & trucks (6) / (3)	150,000		
	475-3025-510	Van motor pool - SUV or truck	23,000		
	475-3025-510	Motor pool SUV / trucks (4) / (2)	100,000		
	475-3025-510	Surveyor truck	35,000	416,000	237,000
Fire Vehicles	475-4010-510	Fire pumper truck	465,000		
	475-4010-510	4x4 pickup	29,000	494,000	465,000
Police Vehicles	475-5010-510	Patrol vehicles (10) / (7)	296,000		
	475-5010-510	Large patrol vehicle	35,000	331,000	242,000
Fire	475-4010-510	Roof replacement at station 4	40,000		
	475-4010-510	Concrete replacement at stations	15,000		
	475-4010-510	Equipment replacement for new fire trucks	100,000		
	475-4010-510	Valve for GTC underground fire suppression	5,000	160,000	160,000
Police	475-5010-510	Patrol vehicles (4) / (2)	120,000		
	475-5010-510	Equipment for patrol vehicles (4) / (2)	120,000		
	475-5010-510	Automated license plate recognition (3)	57,000		
	475-5010-510	Plain car for Police Information Specialist	25,000		
	475-5010-510	Utility van for Police Operations Technician	25,000		
	475-5010-510	Patrol rifle replacement	25,000		
	475-5010-510	K9 vehicle	35,000	407,000	274,600
Civic Center	475-8005-510	Site improvements	25,000	25,000	25,000
Outdoor Warning Sirens	475-8550-510	Replace outdoor warning sirens (3)	106,242	106,242	106,000
Public Work Sewer Inspection	475-3025-510	Sewer televising camera truck	230,000	230,000	-
Public Arts	475-2010-510	Public Arts Project	85,000	85,000	85,000
Transit	404-2064-510	Security cameras at Metro Transit Garage	80,000		
	404-2064-510	Additional customer service window for downtown GTC	7,000		
	404-2061-510	Support/Transfer vehicle	24,000		
	404-2061-510	Replace passenger shelter trash receptacles shelter	40,000		
	404-2061-510	Hybrid batteries for 2011 busses (2)	95,000		
	404-2061-510	Additional passenger shelters (10)	75,000		
	404-2061-510	West Acres Hub architectural/engineering services	50,000		
	404-2061-510	Mini-van for senior ride program	24,000	395,000	321,000
Transit Capital Grant Equipment	404-2061-510-74-10	Additional cost of 3 buses approved in 2017 budget - local share	15,000		
	404-2061-510-74-10	Replacement vehicles - large buses (4) - local share	400,000		
	404-2061-510-74-10	Bus shelters (4) - local share	6,000		
	404-2061-510-74-10	Security system at GTC - local share	20,000		
	404-2061-510-74-10	West Acres hub - local share	40,000	481,000	481,000
Water - SRF & Sales Tax	SRF Funded	Water plant expansion	20,897,896		
	SRF Funded	Sheyenne pump station	850,000		
	SRF Funded	Residuals facility	250,000	21,997,896	870,000
	Sales Tax Funded	Water facility R & R	200,000		
	Sales Tax Funded	RRVWSP Preliminary design	850,000		
	Sales Tax Funded	Drain 27 improvements	200,000	1,250,000	1,359,000
WW - SRF & Sales Tax	SRF Funded	45th St interruptor	4,437,375		
	SRF Funded	WWTP Clarifiers	45,030		
	SRF Funded	Stabilization ponds	204,000		
	SRF Funded	Northside sewer system	83,750	4,770,155	4,770,155
	Sales Tax Funded	Wastewater facilities R & R	337,000		
	Sales Tax Funded	Wastewater master plan	1,442,350		
	Sales Tax Funded	Flood protection	60,000		
	Sales Tax Funded	Effluent force main improvements - phase 2	350,000		
	Sales Tax Funded	Broadway force main improvements	38,599		
	Sales Tax Funded	Lift station #1 & #2 improvements	526,500		
	Sales Tax Funded	Lift station R & R	408,000		
	Sales Tax Funded	Future lift stations and forcemains	304,000		
	Sales Tax Funded	Sewer cleaning and televising	146,000		
	Sales Tax Funded	Wastewater system GIS	97,000		
	Sales Tax Funded	Sanitary sewer rehab and replacement	649,000	4,358,449	4,313,749
<b>TOTAL CAPITAL PROJECTS</b>			<b>\$ 39,307,842</b>	<b>\$ 39,307,842</b>	<b>\$ 15,869,504</b>



DEPARTMENT	ACCOUNT NUMBER	DESCRIPTION OF REQUEST	AMOUNT REQUESTED	DIVISIONAL TOTALS	2018 APPROVED FUNDING
<b>PROPRIETARY FUNDS</b>					
<b>WATER</b>					
Water Treatment Plant	501-3051-441-74-10	Gas chromatographer	100,000		
	501-3051-441-74-10	Spyder crane	40,000		
	501-3051-441-74-10	Humidifier replacement	9,000		
	501-3051-441-74-10	HVAC filtration system	29,500		
	501-3051-441-74-10	LSWTP SCADA improvements	42,000		
	501-3051-441-74-10	Floor cleaner	8,000	228,500	228,500
Water Mains/Hydrants	501-3052-441-74-10	Articulating wheel loader	249,000		
	501-3052-441-74-10	GPS survey system	20,000		
	501-3052-441-74-11	Computer maintenance and expansion	4,000		
	501-3052-441-74-30	Furniture replacements	5,500		
	501-3052-441-72-20	Portion of public works remodel	705,822		
	501-3054-441-90-40	Water main replacement	2,800,000		
	501-3054-441-90-40	Distribution system extension	157,000	3,941,322	3,235,500
Water Meters	501-3053-441-74-10	Meter replacement	180,000	180,000	180,000
Water Infrastructure Projects Financed	501-3055-441-73-62	New downtown water tower (New SRF)*	6,750,000		
	501-3055-441-73-62	Red River PS flood protection (New SRF)*	5,200,000		
	501-3055-441-73-62	Ozone AOP improvements (New SRF)*	4,250,000	16,200,000	5,400,000
Wastewater Infrastructure Projects Cash	501-3055-441-73-62	Facility plan phase two	7,500,000		
	501-3055-441-73-62	Water tower 4 & 9 Valves	275,000		
	501-3055-441-73-62	Water tower 7 reconditioning	700,000		
	501-3055-441-73-62	Master plan update	120,000		
	501-3055-441-73-62	Transmission pipe lining - 10th street project	300,000		
	501-3055-441-74-12	Water distribution GIS	101,000	8,996,000	2,169,000
<b>Total Water</b>			<b>29,545,822</b>	<b>29,545,822</b>	<b>11,213,000</b>
<b>WASTEWATER</b>					
	521-3061-442-73-63	Regional connections improvements	500,000		
	521-3061-442-73-63	Harwood lagoon decommissioning	500,000		
	521-3061-442-73-63	Lift station #19, 23, 25, 60 wear items	120,000		
	521-3061-442-74-10	Mower	12,000		
	521-3061-442-74-10	Middle lift station pump rehab	25,000		
	521-3061-442-74-10	Mini crawler	40,000	1,197,000	1,197,000
<b>Total Wastewater</b>			<b>1,197,000</b>	<b>1,197,000</b>	<b>1,197,000</b>
<b>STORM SEWER</b>					
	524-3064-443-74-50	SCADA systems on lift station	40,000		
	524-3064-443-74-50	Variable frequency drive retrofits for lift stations	40,000	80,000	80,000
<b>Total Storm Sewer</b>			<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
<b>STREET LIGHTING</b>					
	528-3035-415-74-10	Storage yard at public safety building	125,000	125,000	-
<b>Total Street Lighting</b>			<b>125,000</b>	<b>125,000</b>	<b>-</b>
<b>SOLID WASTE</b>					
Solid Waste - Admin	531-3071-431-74-30	Office equipment	4,000		
	531-3071-431-74-30	Office chairs	2,000		
	531-3071-431-73-20	Parking lot improvements	50,000		
	531-3071-431-72-20	Building improvements	50,000	106,000	106,000
Solid Waste - Residential	531-3072-432-74-10	Residential carts	75,000	75,000	-
Solid Waste - Commercial	531-3073-432-44-20	2017 Rear Load - Leased unit	208,000		
	531-3073-432-74-10	Commercial containers	40,000	248,000	248,000
Solid Waste - Landfill	531-3074-433-44-20	D7 Dozer - Leased unit	499,004		
	531-3074-433-74-10	Skid steer	5,000		
	531-3074-433-73-10	Scale house area excavation - East LF	1,400,000		
	531-3074-433-73-10	Maintenance building - East LF	450,000		
	531-3074-433-73-10	Wellfield expansion - West LF	400,000		
	531-3074-433-73-10	Partial perimeter fencing - East LF	150,000		
	531-3074-433-73-10	LFG Conversion to CNG **	3,000,000	5,904,004	3,154,004
Solid Waste - Roll Off	531-3075-432-74-10	Containers	30,000	30,000	60,000
Solid Waste - Recycling	531-3074-433-44-20	2018 Dual Arm ASL - Leased unit	285,793		
	531-3076-432-73-10	Recycling drop site relocation	50,000		
	531-3076-432-74-10	Rear load containers	55,000	390,793	168,000
Solid Waste - Hazardous Waste	531-3079-433-72-20	Building improvements	5,000	5,000	5,000
<b>Total Solid Waste</b>			<b>6,758,797</b>	<b>6,758,797</b>	<b>3,741,004</b>
<b>FORESTRY</b>					
	541-3081-440-74-11	Laptops or Ipad's (2)	2,000		
	541-3081-440-74-20	Stump grinder	60,000		
	541-3081-440-74-20	Pick-ups (2)	60,000		
	541-3081-440-74-20	Drone	2,000		
	541-3081-440-74-52	Restoration/trees	60,000		
	541-3081-440-72-20	Portion of public works building remodel	495,577	679,577	184,000
<b>Total Forestry</b>			<b>679,577</b>	<b>679,577</b>	<b>184,000</b>

DEPARTMENT	ACCOUNT NUMBER	DESCRIPTION OF REQUEST	AMOUNT REQUESTED	DIVISIONAL TOTALS	2018 APPROVED FUNDING
FARGODOME BUILDING	570-7003-461.74-10	Parking Lot/Misc. Concrete Repair	20,000		
	570-7003-461.74-10	Parking Lot Striping	15,000		
	570-7003-461.74-10	Handicap Access Corners	50,000		
	570-7003-461.74-10	Replacement of East Lobby Lockable Doors	45,000		
	570-7003-461.74-10	Chiller Overhaul/Eddy Current Testing	40,000		
	570-7003-461.74-10	Pump Motors	17,500		
	570-7003-461.74-10	Cooling Tower Repair/Maintenance	75,000		
	570-7003-461.74-10	Fire Alarm Panel Updated/Upgrade	25,000		
	570-7003-461.74-10	Switchgear Full Service	22,500		
	570-7003-461.74-10	Building Electrical System Arc Flash Study	25,000		
	570-7003-461.74-10	Wireless Access Points Replacement/Additions	23,000		
	570-7003-461.74-10	SonicWall Replacement	17,000		
	570-7003-461.74-10	Football Turf Winch Ropers	32,500		
	570-7003-461.74-10	Painting: Field Level & Railings	26,500		
	570-7003-461.74-10	Equipment - Food Service	25,000		
	570-7003-461.74-10	Lighting & Audio Items	25,000		
	570-7003-461.74-10	Building Security Camera Additions	15,000		
	570-7003-461.74-10	Building Radio Communications	25,000		
	570-7003-461.74-10	MityLife Tables	15,000		
	570-7003-461.74-10	Unallocated capital	35,000	574,000	574,000
Total Fargodome			574,000	574,000	574,000
Total Proprietary Fund Capital Requests			\$ 38,960,196	\$ 38,960,196	\$ 16,989,004
TOTAL CAPITAL OUTLAY REQUESTS			\$ 79,551,643	\$ 79,551,643	\$ 33,488,608

\* SRF Funded projects that will be amortized over 20 years.

\*\* Project will be bonded for in 2018 and amortized over 20 years.

**CITY OF FARGO, NORTH DAKOTA**  
**DEPARTMENTAL PERSONNEL REQUESTS FOR 2018**

Department	Div. No.	ADDITIONAL PERSONNEL REQUESTS / DESCRIPTION	FTE's	GRADE	Amount	Grant Funding Percent	Estimated Grant Proceeds	APPROVED FUNDING	
<b>GENERAL FUND</b>									
HR	101-0515	Benefits and Leave Coordinator	1.00	14	84,240			-	-
Public Information	101-0525	Public Information Coordinator	1.00	12	74,239			-	-
	101-0525	Temporary/Seasonal			(18,880)			-	-
IS	101-0520	GIS Analyst	1.00	13	79,022			-	-
Municipal Court	101-1025	Full-time overtime			4,306			-	-
Buildings and Grounds	101-1050	Maintenance Attendant I	1.00	5	49,041			1.00	49,041
	101-1050	Maintenance Attendant II	1.00	8	58,197			1.00	58,197
	101-1050	Maintenance Attendant I (moving to Central Garage)	(1.00)	5	(49,041)			(1.00)	(49,041)
Planning	101-2010	Community Development Planner	1.00	14	84,240			-	-
	101-2010	Assistant CD Planner	1.00	12	73,054	50% HUD	36,527	-	-
	101-2010	Cultural Planner	(0.50)	14	(49,869)			-	-
	101-2010	Housing Rehab Specialist	(1.00)	13	(98,639)	100% HUD	(98,639)	-	-
Inspectors	101-2040	Building Inspector I	(1.00)	12	(83,250)			(1.00)	(83,250)
	101-2040	Housing Specialist	1.00	13	98,639	50% HUD	49,320	1.00	98,639
Transit	101-2061	In-house Dispatch Costs	5.00		237,512			-	-
	101-2061	In-house Road Supervisor Costs	4.00		198,265			-	-
Engineering	101-3015	Contract Engineering Technician I	3.00	10	197,122			-	-
Central Garage	101-3030	Maintenance Attendant I (moving from buildings and grounds)	1.00	5	49,041			1.00	49,041
Police	101-5010	Police Officer	3.00	12	222,717			3.00	222,717
	101-5010	Crime Prevention/Public Information Specialist	1.00	12	74,239			1.00	74,239
	101-5010	Office Associate III	1.00	9	61,773			-	-
	101-5010	Police Operations Technician	1.00	9	61,773			1.00	61,773
Public Health	101-6050	Chief Environmental Scientist	(1.00)	15	(101,170)			(1.00)	(101,170)
	101-6050	Environmental Scientist	(3.00)	11	(204,965)			(3.00)	(204,965)
Library	101-7010	Library Outreach Associate II	1.00	6	51,868			1.00	51,868
	101-7016	Library Branch Circulation Associate II	1.00	6	51,868			-	-
Social Service & Arts	101-8540	Planner	0.50	14	41,760			-	-
<b>TOTAL GENERAL FUND</b>			<b>22.00</b>		<b>1,247,102</b>		<b>(12,792)</b>	<b>4.00</b>	<b>227,089</b>
<b>ENTERPRISE FUNDS</b>									
Wastewater	521-3061	Full time - Overtime			16,148			-	-
Water Treatment	101-6050	Chief Environmental Scientist	1.00	15	101,170			1.00	101,170
	101-6050	Environmental Scientist	3.00	11	204,965			3.00	204,965
<b>TOTAL ENTERPRISE FUNDS</b>			<b>4.0</b>		<b>322,283</b>		<b>-</b>	<b>4.00</b>	<b>306,135</b>
<b>Total Staffing Budget Request</b>			<b>26.00</b>		<b>1,569,385</b>		<b>(12,792)</b>	<b>8.00</b>	<b>533,224</b>

**CITY OF FARGO, NORTH DAKOTA**  
**GENERAL FUND DEPARTMENTAL OPERATING REQUESTS FOR 2018**

Note: Only requests over \$10,000 are noted below

DEPARTMENT	ACCOUNT NUMBER	DESCRIPTION OF REQUEST	INCREASE (DECREASE) REQUESTED	DIVISIONAL TOTALS	2018 APPROVED FUNDING
<b>GENERAL FUND</b>					
City Administrator	101-0510-403.38-68	Lobbyist	\$ (25,000)		
	101-0510-403.38-99	Other services	12,920	\$ (12,080)	\$ (25,000)
Human Resources	101-0515-405.33-50	Doctors - Medical Consultant	56,340	56,340	-
Public Information	101-0525-403.55-20	Ifargo newsletter	57,500	57,500	-
City Attorney	101-0530-403.33-25	Legal services	13,000	13,000	13,000
City Prosecutor	101-0531-403.33-25	Legal services	49,730	49,730	49,730
Incarceration	101-1026-413.38-52	Prisoner care at Centre Inc	20,000		
	101-1026-413.38-53	Prisoner care at Cass County Jail	15,000	35,000	-
City Assessor	101-1030-405.44-10	Land & building rents	(28,300)	(28,300)	(28,300)
General Support	101-1040-505.52-10	Property insurance	40,000		
	101-1040-505.33-20	Auditing Services	10,000		
	101-1040-505.52-30	General Liability	14,685	64,685	54,685
Buildings and Grounds	101-1050-409.34-05	Electricians	25,000		
	101-1050-409.38-99	Other services	14,500		
	101-1050-409.42-05	Custodial services	(82,040)		
	101-1050-409.42-06	Cleaning service contract	382,900		
	101-1050-409.42-20	Snow clearing	10,000		
	101-1050-409.43-10	Building repairs	(159,800)		
	101-1050-409.43-50	Maintenance service contracts	41,195		
	101-1050-409.61-40	General supplies	15,000		
	101-1050-409.61-45	Janitorial supplies	12,170		
	101-1050-409.62-50	Natural gas	60,000		
	101-1050-409.62-51	Electricity	(30,000)	288,925	(170,645)
Planning	101-2010-409.33-15	Planning services	(97,000)		
	101-2014-409.68-17	Acquisition costs	50,000		
	101-2014-409.68-18	Demolition costs	50,000	3,000	(97,000)
Inspections	101-2040-414.38-99	Other services	(300,000)	(300,000)	(300,000)
Transit	101-2061-491.33-86	Bus driver services for new routes	67,328	67,328	67,328
Engineering	101-3017-422.61-40	General supplies	10,000	10,000	-
Traffic Engineering	101-3020-415.38-99	Other services	100,000	100,000	-
Street Department	101-3025-423.43-19	Utility Equipment Repair	30,000		
	101-3025-423.61-92	Asphalt	50,000		
	101-3025-423.65-50	Ice Control	15,060	95,060	30,000
Central Garage	101-3030-409.43-30	Outside mechanic repairs	25,000	25,000	25,000
Police	101-5010-411.33-97	Parking enforcement	(45,000)		
	101-5010-411.38-99	Other services	26,200		
	101-5010-411.44-30	Operating lease - Border States PD Headquarters	269,102		
	101-5023-411.59-50	Training	12,000		
	101-5035-411.64-10	Uniforms	15,828	278,130	224,102
Fire	101-4010-412.38-17	Employee physicals	(20,000)	(20,000)	(20,000)
Health Department	101-6010-451.62-51	Electricity	23,716		
	101-6020-451.61-21	Pharmacy/Drugs	50,000		
	101-6035-451.34-20	Marketing	15,000		
	101-3065-451.38-11	Contract services	332,000		
	101-6040-451.33-58	ND Cares	143,000		
	101-6040-451.61-21	Pharmacy/Drugs	(15,000)		
	101-6050-451.61-25	Laboratory supplies	(67,000)	481,716	416,716
Library	101-7012-463.61-70	Books and periodicals	12,725		
	101-7010-463.62-51	Electricity	15,000	27,725	15,000
Civic Center	101-8005-461.38-99	Other services	10,000		
	101-8005-461.62-51	Electricity	12,418		
	101-8005-461.63-10	Beverages	10,000	32,418	12,418
Social Services & Arts	101-8540-452.38-99	Social service	28,600		
	101-8540-464.38-99	Arts services	67,000	95,600	-
<b>TOTAL GENERAL FUND OPERATING EXPENDITURE REQUESTS</b>			<b>\$ 1,420,777</b>	<b>\$ 1,420,777</b>	<b>\$ 267,034</b>



*This page is intentionally left blank.*