



**2018**

**Municipal  
Budget**





September 13, 2017

Dear Honorable Mayor Mattern and City Commissioners,

I am pleased to transmit to you the City of West Fargo's 2018 budget. The 2018 budget is the best projection of next year's operating costs by the City Administrator, Finance Director, and other department heads. The budget represents the detailed work of dedicated city employees in developing the spending plan for the 2018 fiscal year.

West Fargo is a growing city, and this budget reflects changes as a result of that growth. For the first time in West Fargo history, the city will have a full-time fire department. To fund the new department, the fire tax levy will have to be nearly doubled from last year's rate. The total mills for the fire levy are projected to be 10.54, up from 5.68 in 2017.

To gain a handle on the growth, the Planning Department initiated West Fargo 2.0, a comprehensive plan and detailed outlook on West Fargo's future direction. As of the time that this budget is being prepared, the comprehensive plan is not yet complete. We anticipate that the impacts of West Fargo 2.0 will be more reflective in the budget for the 2019 budget year.

Overall, the 2018 preliminary budget respectfully asks for a 7% increase in general fund expenditures and a 5.8% increase in the overall mill rate to primarily fund the addition of a full-time fire department. Details of the entire budget can be found in the following pages. We are respectfully asking for a 2% cost of living adjustment, and are budgeting for a 2% increase in healthcare costs as well. Both of these increases are on par with 2017 budget approvals.

I want to thank all those who participated in the 2018 budget process to build a balanced, service-centered financial plan for the City of West Fargo.

Sincerely,

A handwritten signature in blue ink that reads "Aaron Mitchell".

Aaron Mitchell, MPA, CPA  
Finance Director

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## General Fund

### Summary

The general fund is the city's main operating fund. The general fund is primarily funded through property taxes, intergovernmental revenues, and miscellaneous revenues including building permit fees, court revenues, and utility franchise fees. The main operating/services areas of the general fund are listed below.

### Service Areas

- Municipal Court
- City Administration
- Finance
- Assessing
- Economic Development
- Human Resources
- Building & Grounds
- Communications
- Code Enforcement
- Planning
- Building Inspections
- Police
- Street

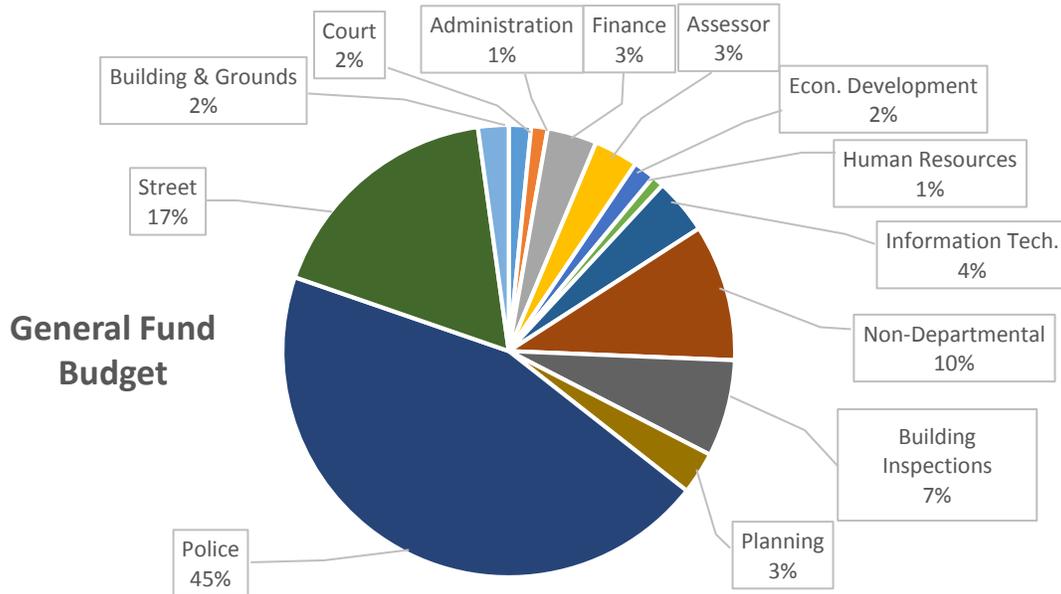
### Expenditure Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Court	\$ 205,738	\$ 207,543	\$ 223,353	\$ 258,604	\$ 235,100	91%
Administration	-	-	-	-	173,000	0%
Finance	520,263	593,984	559,209	587,804	523,200	89%
Assessor	468,100	400,898	421,316	454,765	464,700	102%
Econ. Development	124,305	174,931	183,093	194,966	228,400	117%
Human Resources	115,407	112,041	111,590	118,255	125,335	106%
Information Tech.	-	-	4,871	549,979	586,900	107%
Non-Departmental	646,785	800,180	809,457	884,406	1,362,593	154%
Building Inspections			1,050,801	1,000,000	1,070,000	107%
Planning	419,752	425,388	450,879	620,962	519,900	84%
Police	5,151,992	5,423,670	6,132,755	6,501,830	6,772,300	104%
Street	2,055,022	2,251,166	2,551,786	2,421,871	2,578,600	106%
Building & Grounds	-	1,882	269,104	282,633	321,500	114%
Transfers Out	<u>54,979</u>	<u>398,000</u>	<u>389,919</u>	<u>132,000</u>	<u>-</u>	0%
	\$ 9,762,343	\$ 10,789,683	\$ 13,158,133	\$ 14,008,075	\$ 14,961,528	107%

### Expenditure Highlights

- Additional full-time employee requests of an Accountant, Economic Development Specialist, and Electric Line Locator.
- Requested increases in Municipal Judge's salary and for court appointed attorney's salary.
- City Administrator expenditures moved from the Finance Department to its own account.
- Human Resources will no longer be performing payroll duties as that function is being moved to Finance with the addition of an Accountant. The move will allow Human Resources to focus more on employee relations and recruitment.

- Attorney fees have been all moved to non-departmental expenditures. Previously, the Planning Department had budgeted for some attorney fees. The move will allow for more streamlined reporting.
- Non-departmental capital improvement purchases in 2018 for the general fund include upgrades to 5 outdoor warning sirens and two replacement vehicles for pool use at City Hall.
- Police department is seeking four new vehicles, two new and two replacement.



### Revenue Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Taxes	\$ 5,707,868	\$ 6,067,494	\$ 6,916,473	\$ 7,504,494	\$ 8,583,028	114%
Licenses & Permits	1,029,789	1,108,190	2,192,615	2,252,700	2,244,500	0%
Intergovernmental	2,856,347	3,349,004	3,558,324	2,630,000	2,274,000	86%
Fines & Forfeits	281,686	280,293	339,488	300,000	325,000	108%
Miscellaneous	156,040	46,558	24,900	16,000	35,000	219%
Pledges	-	180	36,841	-	-	0%
Other Financing Sources	<u>1,832,832</u>	<u>1,770,475</u>	<u>1,555,014</u>	<u>1,430,000</u>	<u>1,500,000</u>	105%
	\$ 11,864,562	\$ 12,622,194	\$ 14,623,655	\$ 14,133,194	\$ 14,961,528	106%

### Revenue Highlights

- General fund tax collections are budgeted to increase 14%. Note that the mill rate for the general fund only increases by 3%. The difference in rate increases is due to the increase in assessed property valuations.
- North Dakota State Oil & Gross Production Tax appropriations from the 2015-2017 legislative biennium are slated to cease midway through the 2017 budget year.
- State aid distribution is projected to increase slightly and bounce back to 2016 level as recommended by the North Dakota League of Cities.
- Court collections will continue to be strong due to increased case load.
- Building permits are projected to remain flat due to commercial developments being constructed in 2018.

# Tax Levy

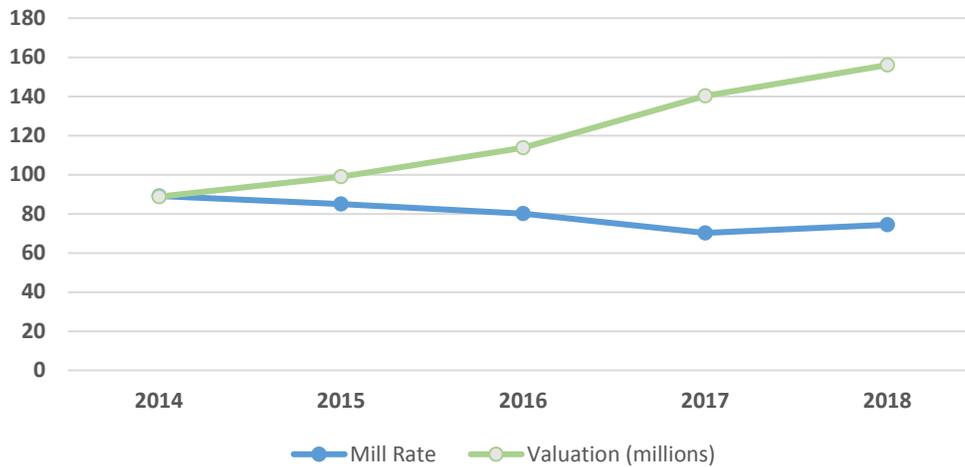
## History

	<u>2014 actual</u>	<u>2015 actual</u>	<u>2016 actual</u>	<u>2017 actual</u>	<u>2018 requested</u>
General Fund	64.81	60.07	57.28	53.16	54.83
Share of Specials	1.82	1.84	1.00	0.85	0.83
Building & Technology	3.96	4.00	4.25	-	-
Fire	7.63	7.71	6.74	5.68	10.54
Library	9.62	9.71	9.40	9.29	7.28
Airport	1.27	1.72	1.41	1.26	0.95
	<u>89.11</u>	<u>85.05</u>	<u>80.08</u>	<u>70.24</u>	<u>74.43</u>

## Tax Levy Collections History

	<u>2014 actual</u>	<u>2015 actual</u>	<u>2016 actual</u>	<u>2017 actual</u>	<u>2018 requested</u>
General Fund	\$ 5,753,184	\$ 5,940,382	\$ 6,514,913	\$ 7,458,082	\$ 8,543,787
Share of Specials	161,561	181,959	113,738	119,251	129,333
Building & Technology	351,529	395,564	483,387	-	-
Fire	677,315	762,450	766,594	796,876	1,642,377
Library	853,967	960,232	1,069,137	1,303,341	1,134,393
Airport	112,738	170,093	160,371	176,772	148,032
	<u>\$ 7,910,295</u>	<u>\$ 8,410,680</u>	<u>\$ 9,108,139</u>	<u>\$ 9,854,321</u>	<u>\$ 11,597,922</u>

## Mill Rate versus Valuation



# Non-Departmental

## Department Overview

The Non-Departmental general fund account classification is used to account for expenses that do not warrant the creation of a dedicated account class. This fund is the main operating fund for the City Commission, City Attorney, Emergency Preparedness, and Communications personnel.

## Service Areas

- City Commission
- Emergency Preparedness
- Communications
- Code Enforcement
- City Attorney
- Public Transit
- Non-profit assistance

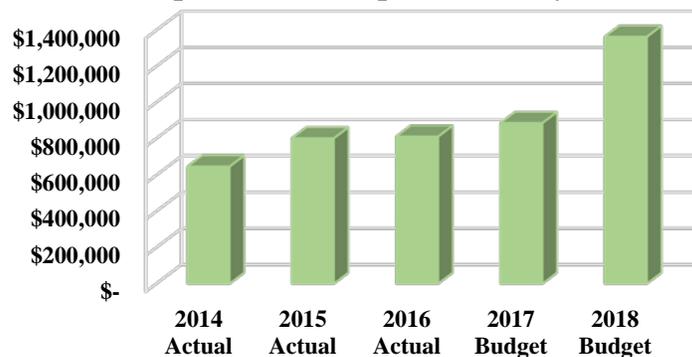
## Narrative

The Non-Departmental account classification will continue to evolve and grow in 2018. The majority of attorney expenses will be accounted for in this fund. That is a change from prior years where the Planning Department accounted for the attorney expenditures associated with the recording of plats, zoning changes, and other legal fees associated with city planning. The switch will allow for more streamlined accounts payable and financial reporting.

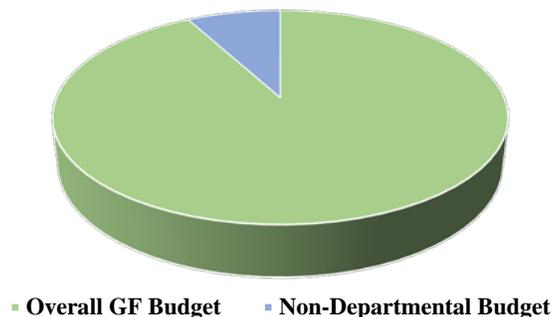
Major expenditure highlights for 2018 include the purchase of two vehicles to add to the pool of vehicles located at City Hall, a new public transit route to service the new Sanford hospital and surrounding area, and the addition of the Community Services Coordinator to the personnel of this department from Economic Development.

## Expenditure Overview

**Non-Departmental Expenditures by Year**



**Percent of Overall General Fund Budget**



## Non-Departmental - continued

### Expenditure Details

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
110 Salaries	\$ (63)	\$ -	\$ 58,023	\$ 113,163	162,000	143%
114 Part-time Salaries	-	-	-	-	1,000	0%
205 Advertising	761	686	70	2,000	2,000	100%
220 Social Security	3,369	4,686	8,828	13,497	13,000	96%
230 Retirement	-	-	8,814	17,269	25,000	145%
240 Safety Insurance	196	160	316	350	400	114%
245 Continuing Education	-	221	-	-	-	0%
307 Contract Services	32,804	29,549	-	-	-	0%
312 Attorney	44,444	72,559	142,557	60,000	225,000	375%
313 Engineering	-	-	-	-	45,000	0%
320 Health Insurance	-	-	12,999	24,388	27,000	111%
321 Property Insurance	-	1,978	2,998	2,000	-	0%
323 Liability Insurance	54,523	59,965	77,989	80,000	82,000	103%
340 Travel & Education	8,793	16,364	4,244	9,000	9,000	100%
342 Commissioner Salaries	44,040	61,250	62,105	63,264	64,000	101%
344 Publication of Minutes	7,137	7,407	7,377	7,000	6,000	86%
351 Lights/Electricity	32,326	42,112	74,188	70,000	65,000	93%
352 Heat	8,826	7,224	16,472	20,000	30,000	150%
356 Telephone	2,902	5,767	6,353	5,600	7,000	125%
360 Printing & Mailing	-	957	3,658	1,000	2,000	200%
362 Pioneer Ad	650	509	1,914	800	800	100%
369 Audit Fees	21,000	21,750	22,250	23,000	25,000	109%
371 League Dues	13,578	14,257	14,685	15,000	15,000	100%
374 Senior Citizens Center	22,228	24,627	19,592	26,825	32,000	119%
375 Public Relations	-	104	937	1,000	1,000	100%
376 Public Transit	174,998	199,355	181,317	250,000	379,000	152%
387 Medication/Vaccines	-	-	-	-	-	0%
410 Office Supplies	-	664	1,195	1,000	2,000	200%
413 Meetings	-	-	66	-	-	0%
420 Operation & Maintenance	31,728	27,770	17,702	30,000	25,000	83%
455 Cultural Diversity	4,000	4,400	4,600	4,750	4,893	103%
465 Contingencies	-	3,313	23,020	-	-	0%
479 Public Health	120,000	160,000	2,456	-	-	0%
497 Technology	80	7,076	7,034	2,000	2,000	100%
610 Vehicle Purchases	-	-	-	14,000	41,000	293%
639 Safety Expenses	-	-	25	1,000	1,000	100%
640 Furniture & Equipment	-	-	-	-	-	0%
653 Capital Improvements	-	-	-	-	40,000	0%
658 Family Health	10,000	15,000	15,000	15,000	15,000	100%
666 Arts Council	5,000	6,000	10,000	10,000	10,000	100%
675 Exchange Club Grant	-	-	48	-	-	0%
679 Chamber of Commerce	965	1,970	125	1,000	2,000	200%
811 Humane Society	500	500	500	500	500	100%
831 Memberships & Licenses	-	-	-	-	1,000	0%
945 National Night Out	2,000	2,000	-	-	-	0%
	<u>\$ 646,785</u>	<u>\$ 800,180</u>	<u>\$ 809,457</u>	<u>\$ 884,406</u>	<u>\$ 1,362,593</u>	<u>154%</u>

## Administration

Tina Fisk  
City Administrator

### Department Overview

The Administration Department serves in an administrative capacity for all city departments, and acts as the direct supervisor for all department heads. The position is an appointed position and works under the direction of the City Commission. The current City Administrator, Tina Fisk, has been serving in the position since August 2015.

### Narrative

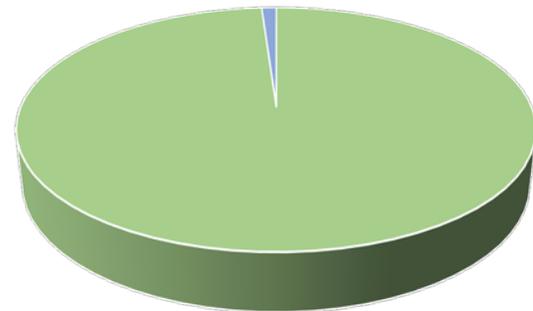
This is a new department for the 2018 budget year. The City Administrator operating expenditures had previously been accounted for in the Finance Department. The decision was made to separate the two departments to allow for more streamlined reporting for both administration and finance.

### Expenditure Overview

	<u>2018 Budget</u>
110 Salaries	\$ 126,000
220 Social Security	10,000
230 Retirement	20,000
320 Health Insurance	14,000
340 Travel & Education	<u>3,000</u>
	\$ 173,000

Number of FTE's 1

**Percent of Overall General Fund Budget**



■ Overall GF Budget ■ Administration Budget

## Finance

Aaron Mitchell, MPA, CPA  
Finance Director

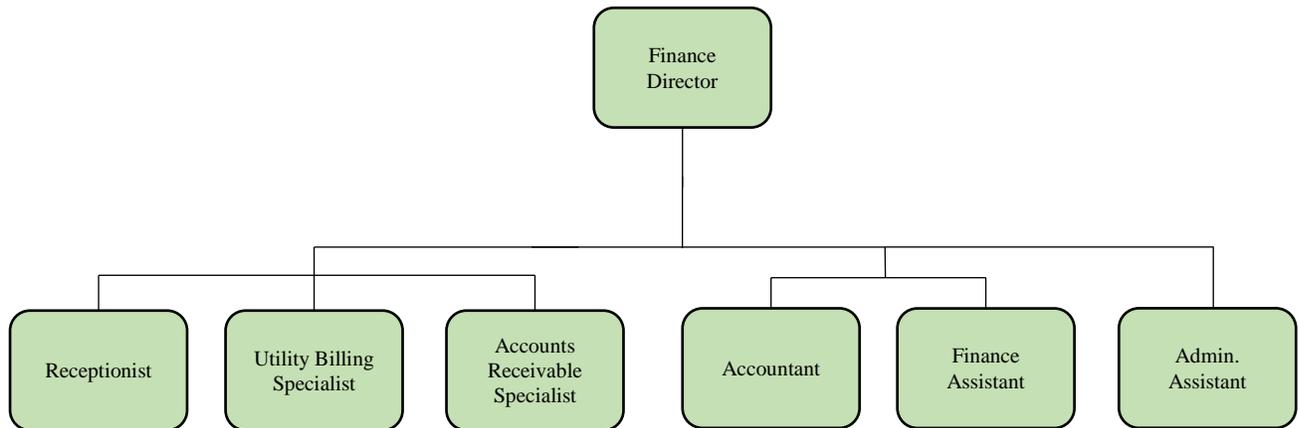
### Department Overview

The Finance Department supports all city departments by providing financial management, accounting, and treasury services. It is responsible for the city budget, the annual external audit, and financial statement compilation for the benefit of West Fargo citizens as well as other interested parties.

### Service Areas

- Debt Administration
- Treasury
- Payroll
- Fixed Assets
- Utility Billing
- Special Assessments
- Accounts Receivable
- Accounts Payable
- Records Management
- Financial Reporting
- Budgeting
- Licensing

### Organizational Chart



### Mission Statement

To provide the citizens of West Fargo quality financial services while maintaining financial health and stability.

### 2018 Financial Goals

- To prepare a new budget document and be awarded the GFOA’s Distinguished Budget Award for the first time in West Fargo history. Currently, the city of Grand Forks and the state of North Dakota are the only government entities in North Dakota that receive this award.
- Assist in the development of a long-term, capital improvement plan.
- Maintain and work on improvement of the city’s bond rating.
- Prepare and submit the 2017 CAFR to receive the Certificate of Achievement for Excellence in Financial Reporting Award.
- Timely completion of the city’s external audit with a clean opinion with zero or no new recommendations.



## Finance - continued

### Narrative

2018 looks to be an eventful year for the Finance Department due to some restructuring between departments. We are requesting that payroll processing moves to the Finance Department from Human Resources to allow the HR Administrator more time to allocate to recruiting and employee relations. For the change to go smoothly, we are requesting the addition of an Accountant to the Finance Department allotment of FTE's. The addition would bring the total number of FTE's to 7.

The new Accountant would primarily be responsible for the bi-weekly processing of payroll. In addition, I am hoping to bring fresh life to the budget and financial statement processes. It is my goal to have both of these documents to be considered and awarded for the GFOA's presentation awards for budgets and CAFR in the near future. The new Accountant would be crucial to the data compilation and maintenance responsibilities associated with such large documents.

In addition, we are removing the City Administrator from the Finance Department budget and assigning it to its own department. The move will allow decision-makers and stakeholders to gain a clearer perspective on what true operating costs are for both departments.

Growth is still impacting how the Finance Department operates, especially within the Utility Billing division. Mid-year 2017 we reassigned meter reading duties to the public works department. The move keeps our billing and receivables specialists in the office to focus on an ever increasing work load. As of June 2017, there are more than 10,800 utility accounts. That is a 4% increase from this time last year, and a 5% increase the year prior. Utility billing staff has handled the growth and increased pressure to get the bills out on time beautifully, but sustained growth will eventually have an impact on morale and more FTE's will be requested.

Over the last 15 years, technology has made significant improvements. The city of West Fargo last upgraded its enterprise accounting software in 2001. The software we utilize is programmed on an outdated programming language, and does not support many of the online capabilities and real-time reporting features that our customers would like to see. There is great opportunity to update our enterprise software that would make utility billing and reporting, financial reporting and transparency, and budget preparation more streamlined and user friendly. Within the next 3-5 years, I will be researching enterprise accounting software vendors that specialize in local government to find a more suitable package that fits the needs of a city our size.

## Information Technology

James Anderson  
Director of Information Technology

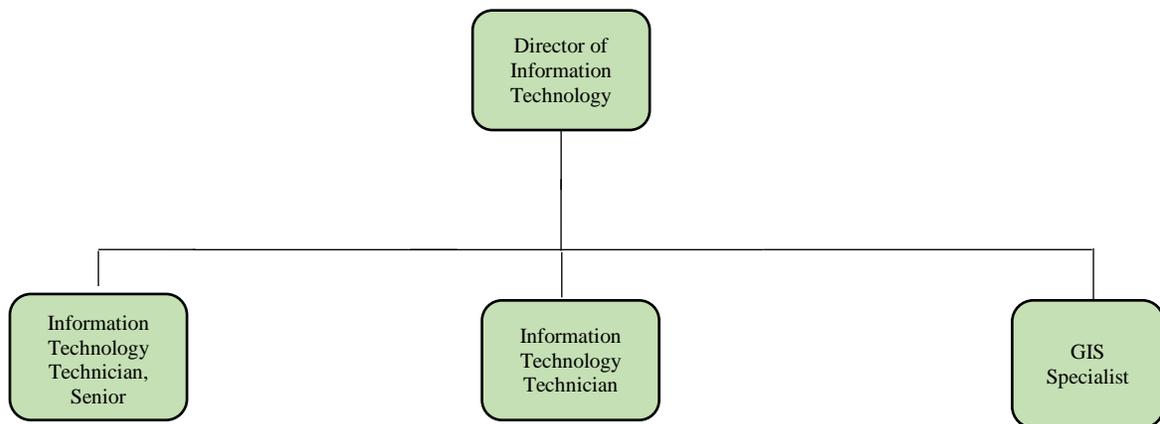
### Department Overview

The Information Technology Department supports City’s technology for all departments by supporting servers, computers, and City’s network. The Information Technology Department also provides services to the public.

### Service Areas

- Disaster Recovery/Business Continuity
- Enterprise Application Support
- Enterprise Security Services
- GIS Services
- Hardware
- Helpdesk Support
- Mobile Computing Support
- Server & Network Support
- Software
- Training
- Web Service Support

### Organizational Chart



### Mission Statement

To provide a stable and redundant computing environment that allows the City to securely operate even during disaster.

### 2018 Information Technology Goals

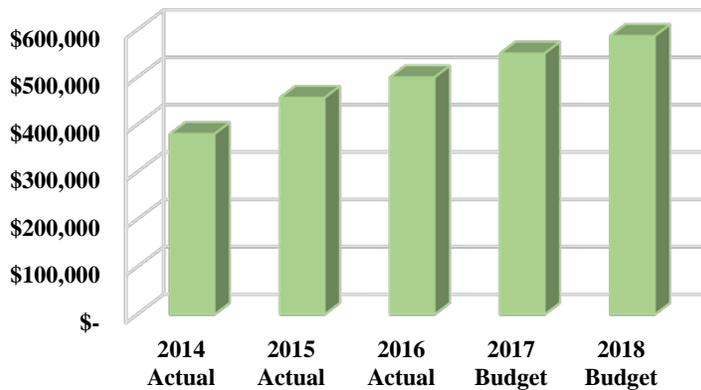
- Website Support
- Public Facing GIS
- Overhaul Server Infrastructure
- Security Services
- Continuing Education

## Information Technology - continued

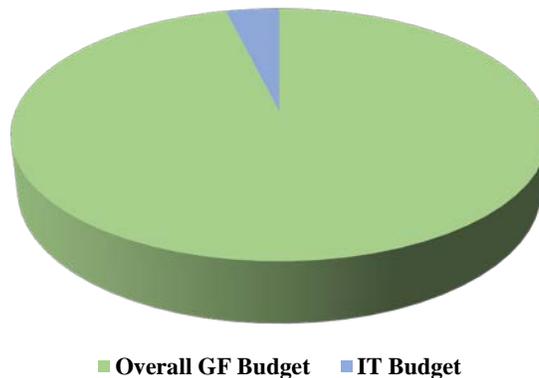
### Expenditure Details – Information Technology

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
110 Salaries	\$ 136,258	\$ 165,049	\$ 175,742	\$ 244,639	\$ 248,000	101%
220 Social Security	10,198	12,349	13,115	18,717	19,000	102%
230 Retirement	20,446	24,592	26,218	37,332	38,000	102%
240 Safety Insurance	112	92	440	450	500	111%
320 Health Insurance	16,298	13,529	12,907	23,511	24,000	102%
340 Travel & Education	7,615	3,972	3,939	7,000	7,000	100%
356 Telephone	1,449	4,070	3,208	2,400	2,400	100%
387 Medical/Vaccines	-	-	-	-	-	0%
410 Office Supplies	2,827	1,771	1,892	1,500	2,000	133%
420 Operation & Maintenananc	-	-	4,533	-	-	0%
497 Technology	184,812	230,962	256,701	209,430	246,000	117%
852 Website	-	-	1,000	5,000	-	0%
	<u>\$ 380,015</u>	<u>\$ 456,386</u>	<u>\$ 499,695</u>	<u>\$ 549,979</u>	<u>\$ 586,900</u>	107%
Number of FTEs	3	3	3	4	4	

IT Expenditures by Year



Share of Overall General Fund Budget



## Information Technology - continued

### Narrative – Information Technology

In 2018, the Information Technology Department will build upon strides that started in 2017, especially in the areas of website development, GIS, and technology support.

The City's new website will be launched in 2017. While the Communications Department spear headed the launch, the Information Technology staff will continue to work with the Communications Department with technology and training support.

The Director of Information Technology and the GIS Specialist attended Esri's 2017 annual conference. While the GIS Specialist (who was hired in 2017) is currently working to clean up old data, the next step for GIS is to provide more services for City departments and the citizens of West Fargo.

The Information Technology staff will continue to provide support for the Library and Fire Department as they become official departments (the Library in 2017 and the Fire Department in 2018). These changes will mean the Director of Information Technology will take on more technology leadership duties and the staff will continue to support their technology needs.

Security will continue to be a big part of the Information Technology Department. The Information Technology Department will leverage partnerships with Multi-State Information Sharing & Analysis Center (MS-ISAC), Department of Homeland Security (DHS), Infraguard, High Point Networks, United States Computer Emergency Readiness Team (US-CERT), and Center for Internet Security (CIS). The Information Technology Department continues to strive towards maintaining a strong security posture while identifying and mitigating risks that we learn through our partnerships.

The Information Technology budgetary request levels are on par with last year's request. The Information Technology Department will strive to maintain a flat budget as approved by the West Fargo City Commission. The budget is as level as possible as the Department follows its technology plan, which acts as the Department's roadmap for the future. The Information Technology Department will continue to follow the replacement schedule that the West Fargo City Commission approved. As the Information Technology Department looks to the future, the Department will continue to strive for fiscal responsibility to the citizens of West Fargo and provide high level of services for a rapidly growing city!

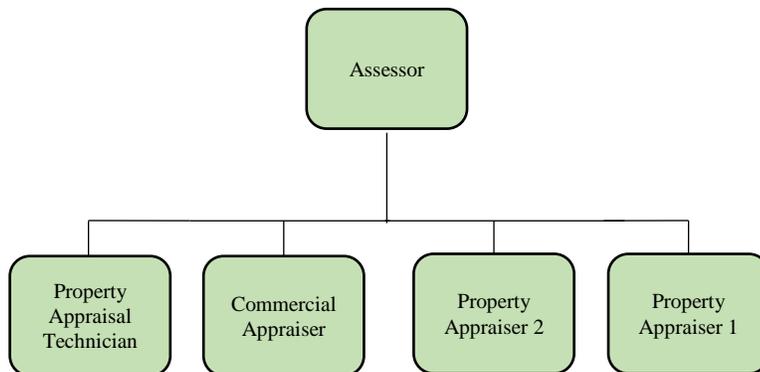
## Assessor

Nick R. Lee  
City Assessor

### Department Overview

The Assessment Department is tasked with the fair and equitable assessment of all property within city limits for property tax purposes, per the North Dakota State Tax Department. It is also this department's responsibility to compile records regarding real estate transactions, new construction, remodels or alterations, as well as administer a variety of property tax exemption and credit programs instituted by the North Dakota State Legislature.

### Organizational Chart



### Mission Statement

To uniformly value all classes of property in a fair, equitable, and transparent manner.

### 2018 Goals

- Complete conversion to new CAMA software of all remaining parcels of non-taxable property
- Complete the second year of a newly implemented five year reassessment schedule
- Work with GIS to implement visual data relating to property records and make it available to the public
- With the implementation of GIS, finalize our property record website to make available to the public property record data of all types in one location



## **Assessor - continued**

### **Narrative**

2018 will mark the beginning of an exciting partnership between the Assessor's Department, and our newly created GIS Department. Though GIS has been available internally with limited available data, mostly pulled from the County, we are already working on a solution that will benefit not only our department, but anyone interested in West Fargo property. Not only will this new setup make our department more efficient on a daily basis, it will allow us to show our data visually to the public through our website, alongside our other property information.

Since our initial conversion of Residential and Apartment property to VCS CAMA software in 2015, we have been working diligently to take all other classes of property fully online. For 2018 we plan to address the final segment of properties, exempt property, fully implementing them on the VCS system. This will complete our conversion in four years. It will have been done fully in-house, requiring no payment for outside assistance, and with no interruption to the services provided to the public or internally. This conversion will not only give us a vast number of tools to assist us in analyzing property sales, it will also make it easy to incrementally adjust values as the need arises. Another wonderful byproduct of this conversion is the increased availability of our property records, including assessment information, which are available to the public online. West Fargo, with the addition of GIS, will make available to the public the most information of any jurisdiction in the state. This offering is the main step in making the assessment process as transparent as possible to the property owners in West Fargo.

In order to maximize the results of this huge undertaking, we have implemented a rather aggressive five year reappraisal schedule for all property within West Fargo. In order to value properties correctly we must have up-to-date and accurate data. With the implementation of this reappraisal schedule we can feel confident in the accuracy of our data, and as a result, confident in the values we set from year to year.

## Human Resources

Jenna Wilm  
Human Resources Administrator

### Department Overview

The Human Resources department provides human resources services to all city departments, including recruitment, compensation and benefits, training, and employee relations.

### Service Areas

- Recruitment and Onboarding
- Training and Development
- Compensation and Benefits
- Job Description and Classification
- Employee Relations
- Performance Management
- Federal and State Compliance
- Employment Policies
- Worker's Compensation

### Goals

- Coordinate and maintain a competitive compensation program.
- Create a formal supervisory training and development program.
- Maintain positive relationships with all city departments.
- Coordinate more inclusive city employee relationships.

### Narrative

In 2017, we implemented a new timekeeping system through the majority of city departments. This timekeeping system provides more accurate data regarding employee's worked and non-worked time. It also streamlines time-off requests and electronic recordkeeping. This new system also allowed for a more fluent transition when processing payroll.

The goal for 2018 is to move payroll from the Human Resources department to the Finance department. With this change, it will allow Human Resources to focus more on proactive initiatives, rather than continuing to be reactive. This will start by implementing a formal supervisory training and development program to enhance leadership skills across the City. This change will also provide more time to be spent with employees and within departments to continue to build and maintain relationships with staff.

## Human Resources - continued

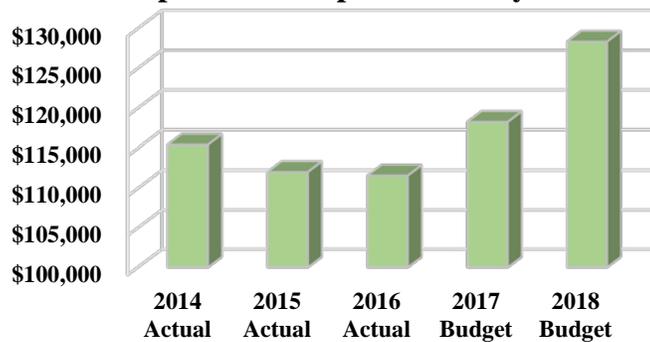
### Expenditure Overview

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
110 Salaries	\$ 73,242	\$ 76,197	\$ 69,743	\$ 78,900	\$ 86,700	110%
205 Advertising	-	4,275	500	-	-	0%
220 Social Security	5,259	5,628	4,641	6,040	6,800	113%
230 Retirement	11,177	11,627	10,169	12,040	13,500	112%
240 Safety Insurance	72	59	173	175	200	114%
245 Continuing Education	8,112	2,515	727	-	-	0%
307 Contract Services	-	-	532	-	-	0%
320 Health Insurance	13,644	6,603	11,730	15,900	14,000	88%
340 Travel & Education	-	3,203	613	4,400	1,000	23%
360 Printing & Mailing	3,132	592	5,205	-	-	0%
375 Public Relations	-	15	-	-	-	0%
378 Employee Relations	-	-	4,834	-	-	0%
410 Office Supplies	465	560	540	300	300	100%
418 Professional Services	-	-	235	-	500	0%
497 Technology	-	767	1,448	500	2,000	400%
640 Furniture & Equipment	-	-	500	-	-	0%
667 Memberships	304	-	-	-	335	0%
	<u>\$ 115,407</u>	<u>\$ 112,041</u>	<u>\$ 111,590</u>	<u>\$ 118,255</u>	<u>\$ 125,335</u>	<u>106%</u>

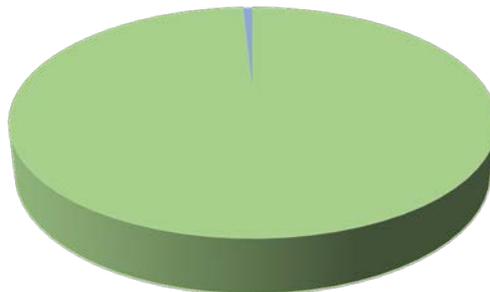
Number of FTE's

1                      1                      1                      1                      1

**HR Department Expenditures by Year**



**Percent of Overall General Fund Budget**



■ Overall GF Budget    ■ HR Budget

## Planning

Larry Weil  
Director

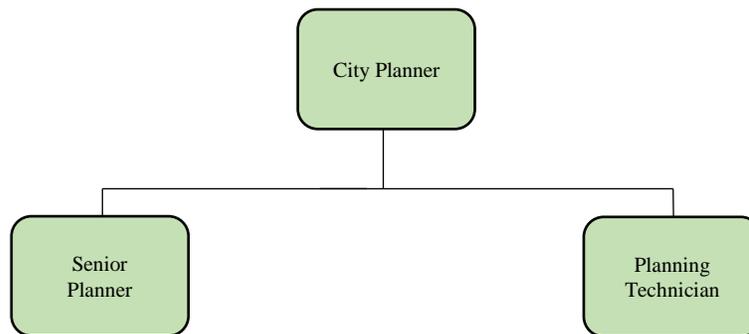
### Department Overview

The Planning and Community Development Department provides a variety of services to preserve and enhance the high quality of life offered to those who live or work in our community. We promote a vibrant, well-planned community by supporting efforts that define and realize our community's aspirations. The Department connects people, places, and services through innovative planning, partnerships, and forums for effective community engagement. Planning prepares and manages the City Comprehensive Plan and administers zoning and subdivision regulations to guide growth and development. We collect and analyze a variety of data (land use, demographic, housing, etc.) for use in monitoring plan progress and policy making. We serve as a support staff to the City Commission, Planning and Zoning Commission and other community and metropolitan organizations, task forces and associations.

### 2018 Planning & Community Development Department Goals

- To adopt a new Comprehensive Plan
- To determine and propose implementation strategies necessary to accomplish the goals and policies adopted with the Comprehensive Plan
- To initiate changes to the City's development codes to coincide with the Comprehensive Plan
- To review infrastructure replacement plans and costs for the core community area and evaluate potential federal grant funding sources
- To review community needs for affordable senior and family housing
- To effectively administer the zoning and subdivision ordinances of the City, as well as other departmental assignments
- To develop an annual Planning report

### Organizational Chart

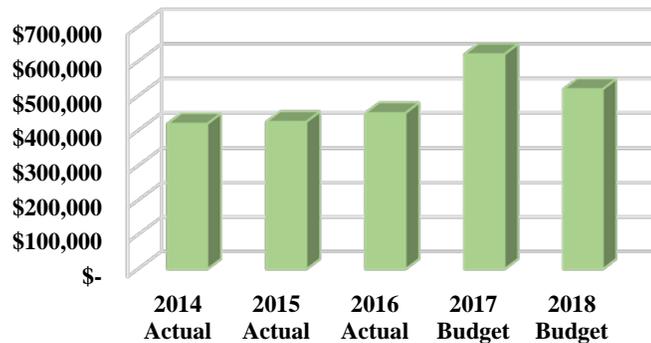


## Planning - continued

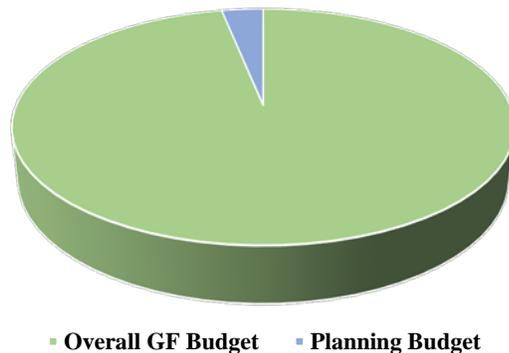
### Expenditure Overview

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	% Old Budget
110 Salaries	\$ 240,097	\$ 249,764	\$ 273,859	\$ 271,690	\$ 280,000	103%
111 Administrative Salaries	2,670	2,430	2,250	4,480	4,500	100%
114 Part-time Salaries	4,130	13,353	140	19,970	20,000	100%
220 Social Security	17,847	19,131	20,024	22,350	23,000	103%
230 Retirement	35,715	37,155	37,872	40,421	45,000	111%
240 Safety Insurance	313	217	461	500	500	100%
245 Continuing Education	-	47	-	-	-	0%
250 Unemployment	3,145	-	-	-	-	0%
312 Attorney	55,415	42,261	41,449	45,000	75,000	167%
319 Comprehensive Plan	-	-	7,881	145,000	-	0%
320 Health Insurance	26,067	25,771	26,011	23,431	25,500	109%
340 Travel & Education	2,850	7,778	795	6,500	6,500	100%
356 Telephone	4,517	1,893	2,013	2,640	2,700	102%
360 Printing & Mailing	4,963	6,917	5,253	5,500	5,000	91%
372 Metro COG dues	13,756	14,437	19,281	15,910	17,500	110%
373 In Service Training	4,601	881	5,919	4,860	5,000	103%
387 Medical/Vaccines	-	-	50	-	-	0%
410 Office Supplies	835	1,157	1,542	4,480	2,000	45%
418 Professional Services	2,831	2,196	3,129	4,130	4,200	102%
497 Technology	-	-	2,950	4,100	3,500	85%
	\$ 419,752	\$ 425,388	\$ 450,879	\$ 620,962	\$ 519,900	84%
Number of FTEs	3	3	3	3	3	

### Planning Dept. Expenditures by Year



### Percent of Overall General Fund Budget



## Planning - continued

### Narrative

The City has experienced significant growth over the last 25 years as a result of flood protection from the Sheyenne Diversion. The population has increased from 12,287 when the Sheyenne Diversion was constructed to an estimated 35,477 in December 2016. Exceptionally good economic and housing market conditions within the City and surrounding region, along with other community amenities including schools, parks, and residential neighborhoods have helped to contribute to the major increase in residential housing permits and construction over the past number of years. It is anticipated that favorable growth conditions will continue into the future.

City leaders have made key decisions in the past which have positioned the City to grow in an orderly manner. The City has undertaken a number of comprehensive planning efforts in the past to guide development decisions, most recently in 2007-2008. In 2016 the City initiated the process of developing a new comprehensive plan, as much growth and development has occurred since the last plan was adopted. The comprehensive plan should be completed in 2017 and should provide guidance to the community for a number of years to come. Much staff time has been dedicated to the comprehensive plan process. The buildable area within the current city limits is very limited, as it is estimated that within the next few years all land will be platted, though it may take a few additional years to build out the existing city limits. In the near future more emphasis will be given to in-fill development and redevelopment of older areas. Once the Fargo Diversion project is completed, additional areas will be protected from flooding south and north of I-94.

To ensure orderly development and proper development patterns consistent with the comprehensive plan, the City will need to make significant changes to the current development ordinances (zoning and subdivision). The 2018 budget proposes funding for the first of 2 years to engage a consultant to redo our ordinances. It is estimated that a similar funding level will be needed in 2019. The City's zoning and subdivision ordinances were written in the mid-1980s and have been amendment many times over the years. The comprehensive plan will bring a new vision for the community which will require a different approach to our development ordinances. Much staff time is anticipated for this effort.

The Fargo Moorhead Metropolitan Council of Governments recently awarded a contract for the 13<sup>th</sup> Avenue Corridor Study which will extend from the east City limits to 15<sup>th</sup> Street West and then north to Main Avenue West. The Planning Department will be involved in the process from a coordination role.

The City's infrastructure in the core area of the community is in need of replacement. This area is developed with older, more affordable housing with senior and young family populations. The Department will be coordinating with the Engineering Department and Public Works Department in 2018 to understand timing and costs of improvements and will review federal programs and funding possibilities to offset the assessment cost burden to these households. Our department should be much more involved in the community development area than we have been. However, with the current staff limitations and level of development activity, our focus has been on addressing current planning activities with some future planning efforts.

The Sheyenne Street corridor is already seeing much attention for development as areas to the east are filling in. It is anticipated that additional development pressure will be seen as a result of the Sheyenne Street and Sheyenne/I-94 Interchange reconstruction project which will add significant traffic capacity and increase the desirability for commercial development. Additional platting and zoning applications will prepare the land for development.

The City expanded transit services with a second route in 2016. The staff will coordinate with the City of Fargo in monitoring the level of service in 2018 and recommend adjustments as deemed necessary.

In addition to the number of future planning efforts for 2018, current planning activities will continue to be very active which includes zoning and subdivision applications, building permit reviews, special project coordination, and departmental and inter-agency coordination.

## Economic Development

Matthew Marshall  
Director of Economic Development

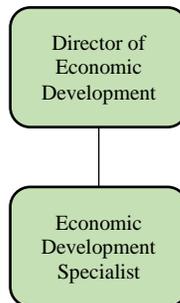
### Department Overview

The Economic Development Department acts as a liaison for the business community and is charged with helping to maintain a healthy balance between commercial and residential development. It's responsible for managing applications of the city's tax incentives, brining economic development opportunities to the commission, and fostering a business friendly environment to benefit West Fargo businesses and citizens.

### Service Areas

- Renaissance Zone
- Façade Grant
- Public/Private Partnerships
- Property Tax exemption
- Payment In lieu of Taxes
- Tax Increment Financing
- Primary Sector Designation
- Corporate Income Tax Exemption
- Flex Pace applications
- ND New Jobs Training Grant

### Organizational Chart



### 2018 Economic Development Goals

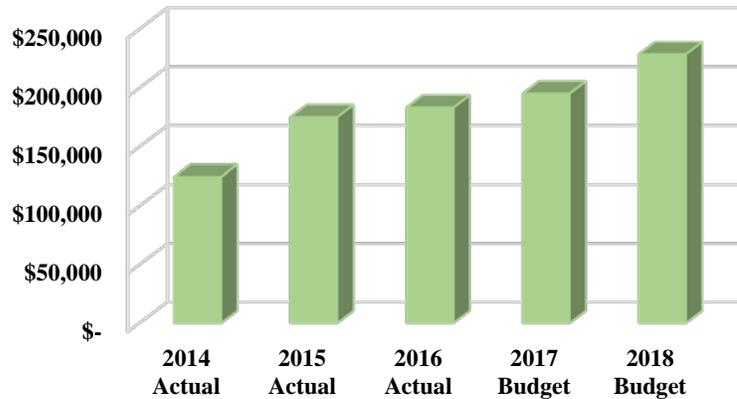
- Work with EDAC and City Commission on a new strategic plan for 2019-2024.
- Continue to redevelop aging areas of our city.
- Continue to oversee projects such as the downtown project and Sheyenne 32.
- Process applications and facilitate opportunities at the city commission's direction.

## Economic Development - continued

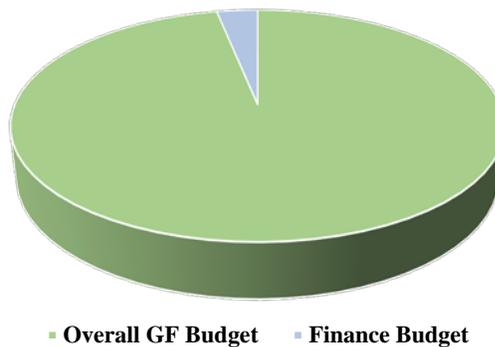
### Expenditure Overview

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
110 Salaries	82,862.00	122,534.00	127,478.00	133,300.00	\$ 140,000	105%
220 Social Security	5,999.00	8,864.00	9,224.00	10,200.00	11,000	108%
230 Retirement	12,645.00	18,698.00	19,453.00	20,341.00	22,000	108%
240 Safety Insurance	112.00	92.00	347.00	350.00	400	114%
320 Health Insurance	13,690.00	14,238.00	14,386.00	12,955.00	28,000	216%
340 Travel & Education	3,658.00	4,194.00	4,540.00	5,000.00	9,000	180%
356 Telephone	1,791.00	1,641.00	1,019.00	1,020.00	2,400	235%
360 Printing & Mailing	513.00	528.00	311.00	800.00	400	50%
410 Office Supplies	718.00	148.00	203.00	100.00	700	700%
497 Technology	414.00	638.00	1,661.00	1,500.00	4,000	267%
500 Supplies	323.00	71.00	6.00	400.00	400	100%
602 Marketing	897.00	2,503.00	3,231.00	7,500.00	7,500	100%
667 Memberships	<u>683.00</u>	<u>782.00</u>	<u>1,204.00</u>	<u>1,500.00</u>	<u>2,600</u>	173%
	\$ 124,305	\$ 174,931	\$ 183,063	\$ 194,966	\$ 228,400	117%
Number of FTE's	2	2	2	2	2	

**Econ. Development Expenditures by Year**



**Percent of Overall General Fund Budget**



## **Economic Development - continued**

### **Narrative**

The economic forecast for 2018 appears to be another busy year. With the redevelopment of downtown and opening of the new hospital just across the West Fargo border I anticipate prospects will take a hard look at West Fargo giving the city opportunities to consider. The high profile projects that were approved in 2016 and 2017 will continue construction in 2018 bringing lots of exciting changes to the city skyline.

Managing the large transformational projects has proven to require the department to spend large amounts of time in development and oversight. In addition, the restructuring of office staff has removed one employee from the department. . For this reason the department is requesting to replace the current position and give the new employee the title of Economic development specialist.

The primary role of this replacement staff member will be to help process applications, assist in requests from businesses, and perform other administrative duties as they relate to creating a business friendly environment and fulfilling the commissions' vision for the city.

At the closing of 2017 the commission will adopt the new comprehensive plan providing a vision of the city for the future. In conjunction with this document, the department of economic development will work with the Economic Development Advisory Committee and the City Commission on a strategic plan to focus efforts on areas of concern and evaluate current goals. With these efforts the city will likely continue to see transformational changes for many years to come.

# Police

Heith Janke  
Chief of Police

## Department Overview

The West Fargo Police Department has grown from three officers and two squad cars in 1968 to a current team of 58 hard-working members. The department has helped the population of West Fargo grow from 5,000 citizens to approximately 33,000.

Employees of the West Fargo Police Department pride themselves on ethical and professional principles. The department is proud of what they do and whom they serve.

## Mission Statement

To protect life and property, and enhance the quality of life for all of our citizens. To accomplish this mission, we will utilize organizational and problem-solving strategies and develop police-community partnerships to address the causes of crime and social disorder.

## Organizational Hierarchy



**Police - continued****Expenditure Detail**

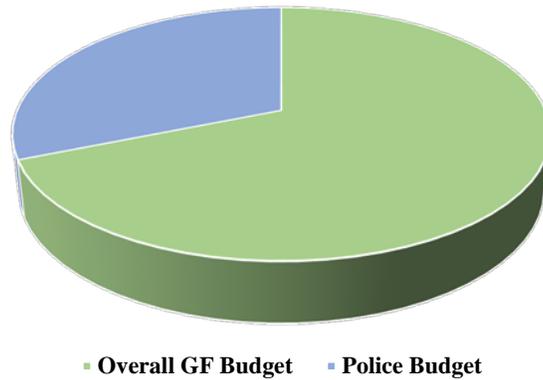
	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
110 Salaries	\$ 3,069,813	\$ 3,341,428	\$ 3,746,970	\$ 3,864,291	\$ 3,997,000	103%
220 Social Security	225,187	242,786	273,161	295,680	306,000	103%
230 Retirement	442,797	481,015	524,016	518,967	610,000	118%
240 Safety Insurance	21,532	22,908	40,080	40,000	35,000	88%
260 Police Car - Equipment	-	31,085	61,091	-	-	0%
285 Crime Free Housing	553	446	1,159	1,500	1,500	100%
312 Attorney	-	1,314	-	-	-	0%
320 Health Insurance	435,883	428,537	461,696	457,542	534,000	117%
323 Liability Insurance	-	-	3,303	-	-	0%
340 Travel & Education	843	474	-	-	-	0%
356 Telephone	36,715	40,243	41,650	87,700	74,600	85%
360 Printing & Mailing	16,922	17,704	9,763	17,500	17,500	100%
365 Special Investigations	15,513	18,374	13,587	10,900	10,900	100%
373 In Service Training	108,296	104,314	124,394	115,200	132,300	115%
375 Public Relations	15,911	10,525	12,723	18,900	15,000	79%
382 Radio Repair	265	161	129	-	-	0%
383 Car Repair	12,330	11,146	15,279	-	-	0%
387 Medical/Vaccines	-	-	438	-	-	0%
396 Animals	20,040	17,222	19,178	24,000	24,000	100%
398 Prisoner Board Expenses	87,142	89,298	103,616	100,000	110,000	110%
410 Office Supplies	19,143	20,452	22,060	24,000	19,500	81%
415 Teletype & Paper	7,668	7,710	7,710	7,750	13,900	179%
420 Operationi & Maintenance	52,156	37,317	33,189	76,500	20,000	26%
422 Uniforms	39,079	41,123	46,466	50,800	40,900	81%
424 Gas & Oil	90,454	73,705	67,980	80,000	80,000	100%
425 Tires	5,715	5,560	3,387	7,200	-	0%
427 Repairs	2,191	2,177	(1,604)	26,000	31,300	120%
452 Dictation Equipment	5,291	3,280	-	-	-	0%
461 First Link	5,000	5,000	5,000	5,000	5,000	100%
483 MDT	39,134	23,230	22,976	-	-	0%
484 Grant Money Purchases	88,186	-	59,045	-	-	0%
489 Photographs	993	1,949	702	1,500	2,000	133%
496 Radar	6,800	8,634	-	-	-	0%
497 Technology	31,496	27,884	78,065	170,000	132,500	78%
502 Red River Children's Advo	500	500	2,000	2,000	4,000	200%
505 Youthworks	-	24,923	25,000	25,000	25,000	100%
610 Vehicle Purchases	-	-	-	270,700	321,200	119%
640 Furniture & Equipment	43	3,237	2,149	9,200	9,900	108%
641 Equipment - non Depreciated	23,324	20,755	17,278	98,700	97,800	99%
660 Wrecker Fees	1,214	794	395	4,800	3,000	63%

## Police - continued

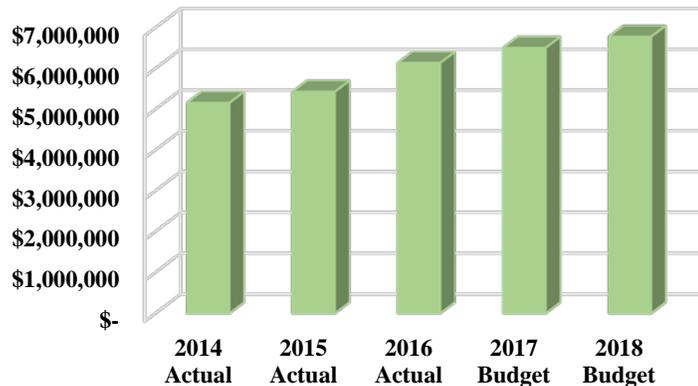
### Expenditure Detail

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
831 Memberships & Licenses	5,353	4,766	6,940	8,200	5,500	67%
860 Police Cars - over \$5,000	107,366	107,450	145,702	-	-	0%
870 Capitalized Assets - over \$5,000	13,270	43,255	45,547	-	-	0%
915 K-9	2,996	6,927	10,495	8,500	23,200	273%
918 Automated License Plate Reader	4,800	4,600	4,600	-	-	0%
920 ID Cards	389	205	-	-	-	0%
928 Light Bars	8,979	5,500	-	-	-	0%
978 Dive Rescue	4,286	5,438	5,438	5,400	5,600	104%
979 Bomb/SWAT	9,744	10,767	9,738	13,900	13,900	100%
980 Mobile/Portable Radios	22,006	21,593	25,518	16,100	-	0%
987 Rifles/Equipment	3,153	1,723	7,685	21,900	38,300	175%
989 In Car Video Cameras	35,134	35,583	19,308	-	-	0%
996 Physicals	6,387	8,653	7,753	16,500	12,000	73%
	<u>\$ 5,151,992</u>	<u>\$ 5,423,670</u>	<u>\$ 6,132,755</u>	<u>\$ 6,501,830</u>	<u>\$ 6,772,300</u>	<u>104%</u>

### Percent of Overall General Fund Budget



### Police Department Expenditures by Year



## Streets

Chris Brungardt  
Public Works Director

### Department Overview

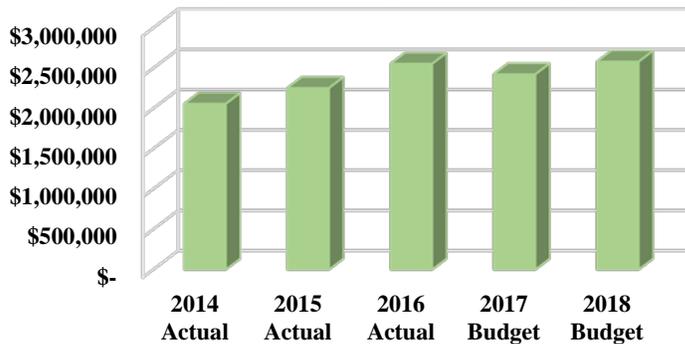
The Street Department operates in the general fund. In general terms, the Street Department maintains all of the city’s infrastructure above ground. The department is primarily funded through the Municipal Highway Tax appropriations from the State of North Dakota. This revenue stream accounts for approximately 60% of the Street Department’s operating budget.

### Service Areas

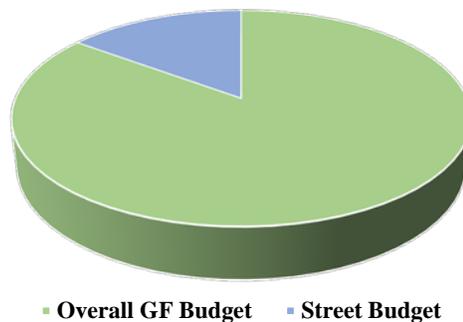
- Pavement repair
- Catch basins
- Traffic control signs
- Traffic signals
- Forestry
- Pedestrian facilities
- Boulevard maintenance & Street Sweeping
- Curb Repairs

### Expenditure Overview

**Street Department Expenditures by Year**



**Percent of Overall General Fund Budget**



## Streets - continued

### Expenditure Details

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
110 Salaries	\$ 582,112	\$ 629,842	\$ 697,852	\$ 674,822	\$ 690,000	102%
114 Part-time Salaries	-	19,863	33,302	20,000	-	0%
220 Social Security	42,089	46,391	52,625	51,720	53,000	102%
230 Retirement	78,390	90,364	99,051	101,942	106,000	104%
240 Safety Insurance	7,020	6,595	19,852	20,000	20,000	100%
318 Metro COGDues & Contracts	53,441	5,170	9,600	12,000	31,000	258%
320 Health Insurance	93,066	97,404	94,907	119,287	100,000	84%
352 Heat	-	-	120	-	-	0%
356 Telephone	-	-	453	-	-	0%
358 Landscaping	8,339	9,932	7,368	-	-	0%
360 Printing & Mailing	416	1,044	1,721	500	-	0%
372 Metro COGDues & Contracts	-	-	4,004	-	-	0%
373 Training	4,687	4,052	2,130	11,000	11,000	100%
377 Snow/Ice Treatment	52,494	86,042	92,040	78,500	90,000	115%
381 Snow Removal/Mowing	19,418	17,560	7,856	53,000	5,000	9%
382 Radio Repair	-	1,136	800	1,000	1,000	100%
387 Medical/Vaccines	494	1,181	857	1,000	1,000	100%
391 Street Lighting	359,383	388,402	418,430	430,000	430,000	100%
392 Street Light Repair	27,039	17,495	13,261	30,000	30,000	100%
394 Gravel & Mix	49,051	51,136	59,283	60,000	65,000	108%
410 Office Supplies	1,150	1,437	1,122	4,000	4,000	100%
422 Uniforms	5,336	5,038	4,534	5,600	5,600	100%
424 Gas & Oil	75,909	55,875	57,364	82,500	80,000	97%
427 Repairs	35,805	36,971	70,157	60,000	60,000	100%
432 Tools	6,534	3,877	11,048	10,000	10,000	100%
433 Shop Supplies	5,407	10,209	9,210	8,000	10,000	125%
444 Property Damage	1,900	115	737	-	-	0%
446 Tree Purchase	16,691	-	-	-	-	0%
485 Street Sweeping	47,158	45,858	54,120	57,500	66,500	116%
486 Street Striping	33,291	26,208	26,149	57,500	60,000	104%
487 Signs/Signal Lights	45,843	36,842	18,017	45,000	45,000	100%
488 Paint/Maintenance	-	104	-	2,000	2,000	100%
490 Miscellaneous	368	415	736	1,000	1,000	100%
497 Technology	-	-	-	-	9,000	0%
639 Safety Expenses	8,586	4,268	6,565	8,000	8,000	100%
641 Equipment-non depreciated	3,631	2,500	-	-	-	0%
657 Equipment Lease	-	-	87,490	287,000	291,000	101%
667 Memberships & Licenses	835	5,395	5,305	6,000	6,000	100%
722 Street Repairs	-	15,633	20,909	20,000	25,000	125%
751 Pub/Tech Manuals/Software	511	3,341	1,529	3,000	3,000	100%
870 Capitalized Assets	383,119	516,702	549,707	92,500	250,000	270%
913 Tire Purchase & Repair	5,509	6,769	11,575	7,500	9,500	127%
	<u>\$ 2,055,022</u>	<u>\$ 2,251,166</u>	<u>\$ 2,551,786</u>	<u>\$ 2,421,871</u>	<u>\$ 2,578,600</u>	<u>106%</u>

## Streets - continued

### Narrative

City staff and commission has been watching expenses in the locating line item. The purpose of this item was to contract the locating of the City's electrical infrastructure (i.e. street & signal lights, and city owned fiber optic). We have contracted this service since 2011. Previous to 2011, Cass County Electric Cooperative (CCEC) located our electrical infrastructure at no cost to the City.

Each year \$60,000 has been budgeted to hire a consultant to perform these locates. The intent, of the vendor, was to minimize the impact to staffing from a fluctuating construction market. However, the market hasn't slowed or fluctuated. Even during the housing bubble year of 2013 roughly 4600 locates were completed with a cost to the City of \$84,700. Every year the cost to consult this service has well exceeded the budget. The average cost since 2011 is \$102,000. With a high in 2016 of \$127,000.

Public Works staff has investigated what would be needed to assume the electrical locating in house. Staff determined the addition of 1 person and associated equipment would be sufficient. In the busiest year, 2016, there were roughly 7,000 tickets assigned to the City. Each ticket requires the City to locate any infrastructure which may be harmed by the work being done. Many of these sites are cleared by a records review in the office. Otherwise, staff physically locate water, storm, and sanitary utilities on site. Staff believes that an efficiency can realized by adding electrical, and fiber locates to the work already be completed on the site.

The future costs show a slow decline construction activity in the area. The long term analysis shows a net 5 years savings of \$126,700 when compared to the cost of vendor service.

In summary, I recommend the addition of 1 FTE for the Street Department (Grade 33 Step 1). With the total cost of \$83,400 with vehicle and equipment. Lastly, this position would be eliminated contingent upon need.

Major equipment purchases include a Caterpillar M Series grader, an International 7400, a Fall's plow, and a Henderson sander. The tractor and truck purchases are planned to be included in a lease to own program through a local bank to minimize the impact on the budget.

## Building & Grounds

Eric Hanson  
Fleet & Facility Manager

### Department Overview

The Building & Grounds Department handles the facility maintenance and fleet maintenance for all city departments and buildings. Building & Grounds is a part of the Public Works operating hierarchy, and is overseen by the Director of Public Works. The majority of expenditures are handled in the General Fund, with the exception of a small portion of its budget in the enterprise sewer/water and sanitation funds.

### Service Areas

- Building Maintenance
- Fleet Maintenance

### Narrative

Other than the salaries and benefits portion of its budget, the majority of expenditures are through contract services for the maintenance of buildings and emergency preparedness infrastructure. A detailed list of those contract services is in the following table.

Vendor/Purpose	Total	Description of Services
Ambassador Cleaners	\$ 90,000	cleaning services/extras(tile and carpet)
Johnson Controls	11,000	semi annual inspections for HVAC
Annual fire alarms test/inspections	1,000	certified annual inspection
Siren semi annual inspections	5,000	certified semi annual inspections/repairs
Fire extinguisher annual inspection	<u>3,000</u>	certified annual inspection and refills
Total	\$ 110,000	

Purchases included in this 2018 budget request include a window cleaning machine for \$5,000, a tiller and edger for lawn maintenance, and small shrubbery and roof repair expenses.



## Building Inspections

Jay Sandvig  
 Building Dept. Administrator

### Department Overview

The Building Inspections Department operates in the general fund. The city of West Fargo contracts with Moore Engineering to handle all building inspection activities within city limits. All permit revenues are deposited into the city's general fund and serve as the main revenue source to finance department operations.

The city of West Fargo helps ensure construction of safe buildings and protects community character through building code regulations and zoning laws. The Building Inspection Division administers these laws through permits and inspections. When you as a homeowner build something in West Fargo, or change the way you use your home/property, you may need to obtain a permit.

### Expenditure Details

	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
307 Contract Services	\$ 1,050,000	\$ 1,000,000	\$ 1,050,000	105%
351 Lights/Electricity	104	-	-	0%
360 Miscellaneous	121	-	-	0%
497 Technology	576	-	20,000	0%
	<u>\$ 1,050,801</u>	<u>\$ 1,000,000</u>	<u>\$ 1,070,000</u>	107%

### Building Permit Valuation



## Municipal Court

Michelle Donarski  
Municipal Judge

### Department Overview

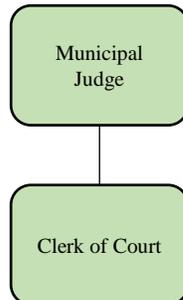
West Fargo Municipal Court has jurisdiction over criminal and non-criminal violations of West Fargo City Ordinances. These include Class B misdemeanors, infractions, and traffic violations that occur within the city of West Fargo. Municipal Court currently holds court 3 days a week. This consists of video court on Mondays and Wednesdays and the standard court day on Wednesday afternoons.

The Clerk of Court is responsible for administration of court hearings, appearances and trials, sentencing compliance, fine/fee collection, and court records according to state and local statute, rules and policies.

### Service Areas

- Court Case Management
- Court Sentence Programming
- Monitoring of Court Sentences
- Payments of Traffic Tickets
- Fine Collection
- Management of Warrants and Summons
- Filing of Court Cases and Documents
- Research of Sentencing Alternatives
- Research and interpretation of city and state laws, pending legislation, court rules, judicial system policies and court operations
- Online access to Court cases

### Organizational Chart



### 2018 Municipal Court Goals

- To increase technology in the courtroom. Currently, court forms are completed by hand during court. The goal is to replace the hand completed forms with a courtroom printer/fax/copier to allow for computer generated judgments and other court documents.
- There is a trend toward alternative non-traditional payment methods. Municipal Court currently offers phone or in person payments via check, debit or credit. 2018 goal is to expand payment options to online web based payments.
- Continue to provide a court experience that is professional and respectful to all we see in an efficient and informative manner.
- Continue to research alternative sentencing options with a focus on education. Municipal Court generally is the first experience with the criminal legal system for many individuals. Our goal is to educate with the hope of reducing the number of repeat offenders.



## Municipal Court - continued

### Narrative

I am renewing my request for an increase in Municipal Judge salary. The Municipal Judge's current salary is \$3,400 per month. Provided below and attached hereto is my request from 2017. The 2017 budget request was Municipal Judge salary of \$4,000 per month. The 2017 budget approved \$3,400 per month. I respectfully request an increase of \$600 per month for the 2018 budget. Attached is the 2018 budget worksheet with this request.

This request is fair and reasonable based on the comparative data for other municipalities. My current salary is \$3,400/month which is \$600 less than Grand Fork Municipal Judge's 2011 salary (2011 data is the most current data for Grand Forks), and \$376 less than Devils Lake's 2015 salary. See attached Salary Surveys from the North Dakota League of Cities. 2015 is the most recent survey available. The salary surveys are available online at <http://ndlc.org/Archive.aspx?AMID=37>

West Fargo Municipal Court case load continues to grow. The case filing statistics to date show an increase in Misdemeanor and Infraction case filings of 121 from last year and a projected 2017 year total of 1,426 Misdemeanor and Infractions. This is an increase of 277 cases from 2016. This number does not include the traffic cases that are seen in Municipal Court. The total projected 2017 year total cases is 4,900 – an increase of over 600 cases. Some of these cases include traffic and not all traffic are seen in Municipal Court. However, Municipal Court has seen an increase in traffic trials, driving without liability insurance and passing school busses.

In addition, an emergency measure was recently passed making possession of marijuana in any amount charged as a Class B Misdemeanor which places these cases in Municipal Court. Prior to this change, marijuana over 1 ounce went to district court. Now all possession of marijuana charges, no matter the amount will stay in Municipal Court. Accordingly, we anticipate that this will increase the 2018 case filings from the projected year total. In speaking with the Police Department, it is anticipated this change will increase Municipal Court case load by an additional 150 cases in 2018.

Municipal Court has a new Clerk of Court, Bryan Elstad, who has assisted in taking Municipal Court to the next level with technology and efficiency. I request an increase in the clerk's salary beyond the standard increase. Bryan has done an amazing job and has brought great ideas to take Municipal Court to the next level in technology and efficient procedures. I have not identified a specific increase and will leave that up to the discretion of the decision makers for the clerk's increase.

To meet our 2018 goals, we request copier/scanner/fax capability in the court room. The budget identifies \$1,000 under technology. I am not certain if \$1,000 is the correct cost, but it was the 2017 budget and so we are keeping the same dollar amount.

Thank you for your consideration of these requests. I am happy to meet and discuss the proposed 2018 Court Budget. Please let me know when the Court Budget is on the commission calendar so I can attend and answer any questions. Thank you.

## General Fund Reserve

### Summary

The general fund reserve is a governmental fund whose primary purpose is to hold emergency general fund reserves. The primary funding sources are special assessment interest and penalties and construction administrative fees. Primary expenditures out of this fund are primarily for emergencies or unbudgeted and unanticipated contingency items.

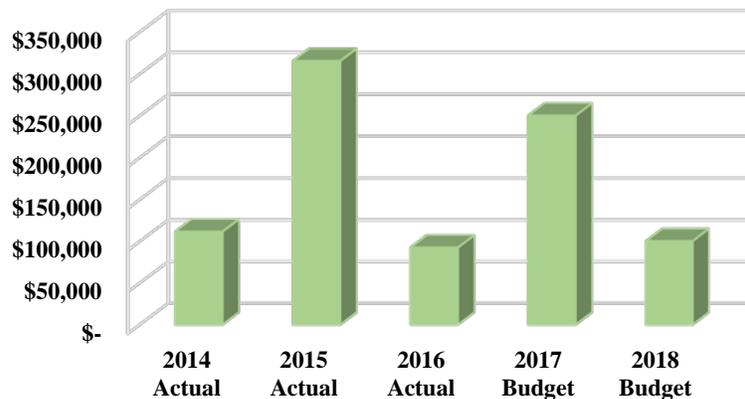
### Expenditure Detail

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Contingencies	\$ 111,231	\$ 137,595	\$ 85,911	\$ 250,000	\$ 100,000	40%
Miscellaneous	<u>122</u>	<u>177,502</u>	<u>6,387</u>	<u>-</u>	<u>-</u>	0%
	\$ 111,353	\$ 315,097	\$ 92,298	\$ 250,000	\$ 100,000	40%

### Revenue Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Taxes	\$ 114,150	\$ 87,626	\$ 115,442	\$ 50,000	\$ 90,000	180%
Intergovernmental	-	5,677	-	-	-	0%
Fines & Forfeits	44,000	-	-	-	-	0%
Miscellaneous	6,454	468,400	25,295	5,000	10,000	200%
Other Financing Sources	<u>238,659</u>	<u>3,753,986</u>	<u>651,766</u>	<u>-</u>	<u>-</u>	0%
	\$ 403,263	\$ 4,315,689	\$ 792,503	\$ 55,000	\$ 100,000	182%

### General Fund Reserve Expenditures



## City Share of Specials

### Summary

The Share of Specials fund is a governmental fund whose primary purpose is to pay the city portion of special assessments on city property. The fund is financed solely through revenues generated by the property tax levy.

### Expenditure Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Share of Specials	\$ 132,403	\$ 132,895	\$ 110,461	\$ 134,481	\$ 130,000	97%

### Revenue Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Property Taxes	\$ 161,115	\$ 144,624	\$ 111,383	\$ 120,000	\$ 130,000	108%



### Narrative

The Share of Specials fund is a stable fund. Based on the revenue and expenditure estimates above, projected cash balances at the end of 2018 are estimated to be about \$27,000. With the increase in city valuations, we are able to reduce the mill levy by 2% to .83 mills. This reduction will still generate the \$130,000 in revenue needed to pay the city's share of special assessment taxes on city owned property while still maintaining a small cash reserve.

## Fire Department

Daniel Fuller, MPA, NRP  
Fire Chief

### Chief's Message

The West Fargo Fire Department has operated as an independent company for the past 77 years; governed by a Board of Directors and receiving funds through a contract with the City of West Fargo, City of North River, City of Relies Acres, and the Townships of Barnes, Mapleton, Reed and Raymond. Over the course of the last 24 months, changes have been in the works affecting the way the department operates. Beginning in 2018, the full time employees of the department will transition to City of West Fargo employees, while the buildings and equipment remains with the West Fargo Fire Department. This cooperation is the first building block to hiring an additional 10 career positions in FY 2018; an Office Coordinator, a Battalion Chief, two Captains and six Firefighter/EMTs. The Southside Fire Station will be staffed for 14 hours a day, seven days a week, with four career firefighters who will respond to all emergencies in the city. We anticipate an additional hiring of four firefighter/EMTs to move to a 24x7 schedule in FY 2019.

The revenue stream for the department is very solid, and uses several different sources such as contracts, the North Dakota Fire Premium Refund, interest from reserve funds, and permits for inspections, temporary structures, underground tank installs, and burn permits to fund the activities of a department. The department is focused on providing high quality community risk reduction as well as fire and emergency services. A total of four engines, a ladder company, a heavy rescue, two tankers and two brush trucks are staffed by dedicated volunteers and career staff. This combination department allows for the department to be cost effective while providing protection for a safe, healthy and economically secure community.

### Expenditure Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
110 Salaries	\$ -	\$ -	\$ -	\$ -	\$ 800,000	0%
220 Social Security	-	-	-	-	58,000	0%
230 Retirement	-	-	-	-	115,000	0%
320 Health Insurance	-	-	-	-	190,000	0%
321 Property Insurance	-	-	974	-	-	0%
356 Telephone	120	(339)	275	1,575	-	0%
360 Printing & Mailing	-	-	-	100	-	0%
428 Contract Services	650,000	685,000	725,000	797,680	480,000	60%
497 Technology	-	-	-	-	-	0%
640 Furniture & Equipment	-	-	-	-	-	0%
831 Memberships & Licenses	-	-	-	-	-	0%
	<u>\$ 650,120</u>	<u>\$ 684,661</u>	<u>\$ 726,249</u>	<u>\$ 799,355</u>	<u>\$ 1,643,000</u>	<u>206%</u>

Number of FTE's

4

14

## Fire Department – continued

### Revenue Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Property Taxes	\$ 670,612	\$ 703,879	\$ 744,085	\$ 797,680	\$ 1,643,000	206%



### Narrative

The largest part of the budget goes to salary and benefits for the fourteen career positions of the department, with Capital Improvements making up 22% of the budget and lastly, Operations equaling 17% of the budget.

Our Capital Improvements budget allows us to meet the objectives contained in the 2016 Strategic Planning Document; specifically a construction project at the Southside Fire Station and a Radio Replacement Project. The Southside Fire Station construction project will finish that station with living quarters for 24 hour staffing. The Radio Replacement Project will allow the department to participate in a new 800 mhz trunked radio system within the Metro Region. That project was not 100% funded in the last Legislative Session and most likely won't be complete for another four to eight years. Support for a county level option exists and will be monitored throughout the year. Additionally, funds are escrowed towards the Apparatus Replacement Fund, which is seeing two new apparatus purchases in FY 2018; a Light Rescue Truck for EMS response and a Battalion Chief Truck for incident command response.

The Operations Budget allows for the department to operate throughout the year. It is organized in a line item fashion, allowing for specific budgeting of certain areas, along with tracking percent and dollar increases over the last budget cycle. With the growth of the department in FY 2018, an overall increase of 7.83% has been budgeted, with increases seen in training, fire prevention, and clothing allowances. Incremental in-creases were also allotted in several areas (<2%) mainly for service contract work on apparatus and building maintenance.

## Library

Sandra Hannahs  
Library Director

### Summary

The West Fargo Public Library opens doors for curious minds and is guided by the values of community engagement, collaboration, creativity, innovation, discovery, lifelong learning, equality, and respect. The library is managed by a Library Director and governed by a board of directors.

### Mission Statement

By connecting individuals with information, ideas, and with each other, the West Fargo Public Library enriches lives and strengthens community.

### Vision Statement

We envision a strong, cohesive West Fargo community where people live, learn, grow, and succeed together!

### Expenditure Detail

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
110 Salaries	\$ 269,947	\$ 308,995	\$ 371,070	\$ 405,355	\$ 436,500	108%
114 Part-time Salaries	85,004	79,843	87,051	93,050	89,500	96%
209 Classified Ads	2,150	2,428	922	2,000	-	0%
220 Social Security	26,273	28,248	33,144	38,128	40,500	106%
230 Retirement	41,514	46,370	55,569	61,857	65,000	105%
240 Workforce Safety Insurance	1,189	978	1,746	1,800	1,800	100%
245 Continuing Education	740	1,024	3,277	3,500	3,500	100%
250 Unemployment	302	255		500	1,000	200%
320 Health Insurance	41,838	39,476	46,324	49,000	60,000	122%
333 Building Rental	126,840	129,288	135,420	142,191	144,000	101%
340 Travel & Education	1,477	3,112	2,805	5,000	5,000	100%
356 Telephone	1,392	1,816	2,376	3,000	3,000	100%
360 Miscellaneous Printing	4,960	4,801	6,021	5,000	5,000	100%
387 Medical and Vaccines	-	-	-	-	500	0%
399 Recruitment	-	-	-	-	2,000	0%
410 Office Supplies	10,170	15,813	16,365	16,000	18,000	113%
428 Service Agreement Contracts	25,702	16,657	16,428	33,610	26,500	79%
497 Technology	11,267	10,776	15,134	33,910	52,500	155%
640 Furniture & Equipment	8,352	13,330	21,834	12,000	16,000	133%
644 Postal Meter Rent	665	780	887	1,500	1,500	100%
645 Equipment Replacement	18,686	17,006	20		-	0%
648 Professional Publications	1,161	1,099	1,384	1,200	1,500	125%
649 Programming	5,697	6,064	8,550	9,000	9,000	100%
650 Electronic Resources	7,156	21,276	29,783	31,750	32,000	101%
653 Capital Improvements	-	-	-	-	22,000	0%

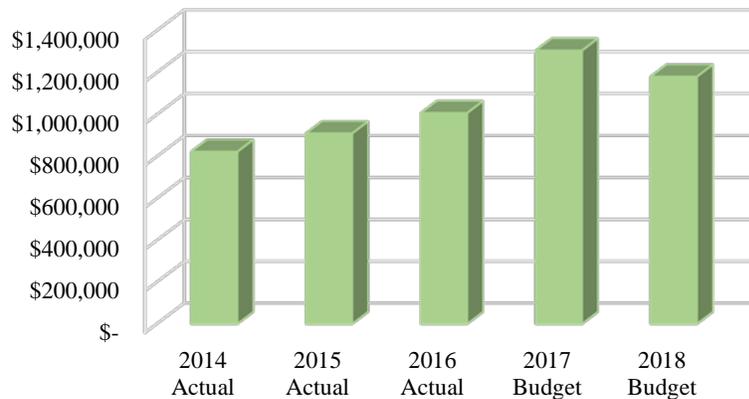
# Library-continued

## Expenditure Detail - continued

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
661 Shipping	2,582	3,508	5,683	6,000	6,000	100%
662 Books	46,121	74,220	87,966	92,500	92,500	100%
663 Magazines	5,696	6,071	6,406	6,500	6,500	100%
664 Audio and Video	23,111	23,551	24,114	24,500	24,500	100%
667 Memberships	688	720	764	1,200	1,200	100%
668 Binding	300	22	-	-	-	0%
669 Insurance	174	988	878	1,750	1,750	100%
671 Summer Reading Program	-	-	-	-	-	0%
672 Emergency Medical Supplies	86	220	170	250	250	100%
673 Cleaning Supplies	334	426	471	500	500	100%
674 Homework Room	-	4	-	-	-	0%
682 Strategic Planning	16,990	-	-	-	-	0%
689 Promotional Activities	5,452	6,521	8,760	7,500	8,500	113%
724 Consulting/Testing Fees	15,896	537	375	5,000	2,000	40%
750 Miscellaneous	321	235	877	750	750	100%
852 Website	1,030	600	600	15,700	-	0%
870 Capitalized Assets over \$5,000	-	29,290	-	-	-	0%
901 Cataloguing	2,494	2,864	7,015	6,000	6,000	100%
902 Online Database	2,892	3,599	-	-	-	0%
903 History Room	1,654	2,770	2,418	1,500	2,000	133%
994 ODIN	3,886	4,003	4,003	5,500	5,500	100%
890 Transfers Out	-	-	-	180,000	-	0%
	<u>\$ 822,189</u>	<u>\$ 909,584</u>	<u>\$ 1,006,610</u>	<u>\$ 1,304,501</u>	<u>\$ 1,194,250</u>	<u>92%</u>

Number of FTE's	8	9
Number of PTE's	14	14

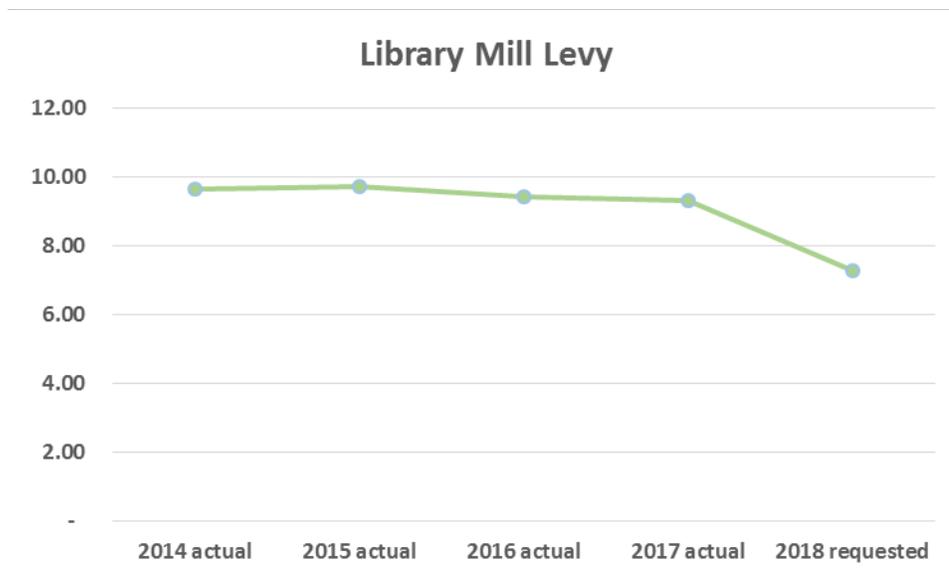
Library Expenditures by Year



## Library - continued

### Revenue Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Taxes	\$ 842,382	\$ 893,457	\$ 1,036,043	\$ 1,306,821	\$ 1,133,850	87%
Intergovernmental	39,699	36,134	38,745	35,000	40,000	114%
Charges for Services	520	520	500	500	500	100%
Miscellaneous	21,080	15,112	15,993	10,400	17,900	172%
Pledges	4,751	4,268	701	2,000	2,000	0%
Other Financing Sources	<u>6,408</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	0%
	\$ 914,840	\$ 949,491	\$ 1,091,982	\$ 1,354,721	\$ 1,194,250	88%



### Narrative

2018 is looking to be a stable year for the library. Expenditures have plateaued and that is good news for the taxpayer. The requested mill rate for 2018 is projected to be 7.28. That is down from 2017, which was at 9.29 mills. There are various reasons for the diminishing library mill levy, including increased property valuations and the flattening expenses. In addition, whereas in 2017, library governance asked for funds to be set aside in preparation for a future branch library facility, it has been felt prudent to wait for the City to complete its comprehensive plan before attempting to move forward with such a project.

## Airport

### Expenditure Detail

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
120 Salaries	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	0%
220 Social Security	-	-	-	46	50	0%
307 Contract Services	36,000	36,000	38,400	39,600	39,600	0%
312 Attorney				1,000	1,000	
321 Property Insurance	67	620	630	600	650	
323 Liability Insurance	2,931	2,866	3,025	3,200	3,200	0%
340 Travel & Education	368	215	150	1,500	1,500	0%
356 Telephone	638	642	645	650	650	0%
360 Miscellaneous Printing	-	-	-	200	200	100%
420 Operation & Maintenance	51,200	27,800	62,751	65,000	65,000	100%
426 Machinery and Parts	-	-	372	-	-	0%
653 Capital Improvements	99,283	96,408	59,493	65,000	65,000	0%
	<u>\$ 191,087</u>	<u>\$ 165,151</u>	<u>\$ 166,066</u>	<u>\$ 177,396</u>	<u>\$ 177,450</u>	<u>100%</u>

### Revenue Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Property Taxes	\$ 149,338	\$ 146,851	\$ 156,527	\$ 177,396	\$ 148,650	84%
Miscellaneous Revenue	40,060	25,635	24,461	29,650	28,800	97%
Other Financing Sources	40,000	-	-	-	-	0%
	<u>\$ 229,398</u>	<u>\$ 172,486</u>	<u>\$ 180,988</u>	<u>\$ 207,046</u>	<u>\$ 177,450</u>	<u>86%</u>

## Sales Tax

### Summary

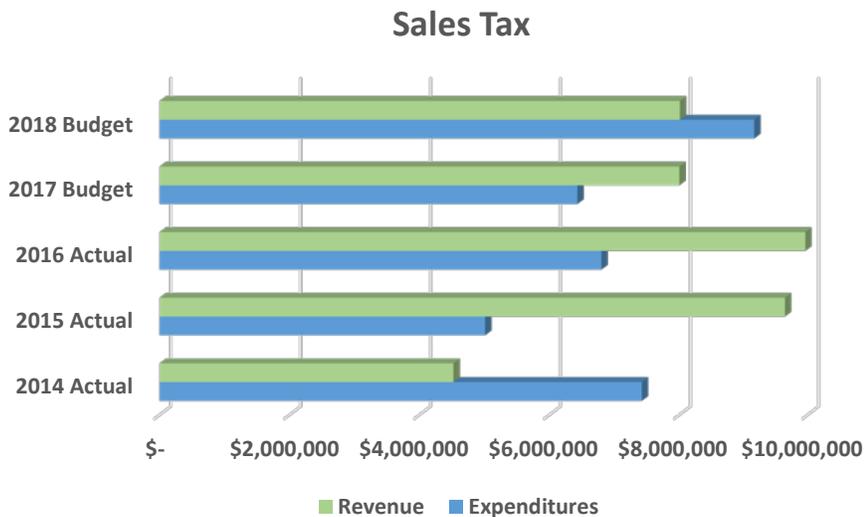
The West Fargo sales and use tax was increased and dedicated in the 2014 June primary elections. Taxpayers voted to have the tax increased from 1% to 2%, and also to have the tax dedicated to 75% infrastructure improvements and 25% economic and job development.

### Expenditure Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Capital Improvements	\$ -	\$ 2,777	\$ 5,289,554	\$ 4,850,000	\$ -	0%
Economic Development	-	200,000	119,671	-	-	0%
Transfers Out	<u>7,424,361</u>	<u>4,809,900</u>	<u>1,393,044</u>	<u>1,581,000</u>	<u>9,165,000</u>	0%
	\$ 7,424,361	\$ 5,012,677	\$ 6,802,269	\$ 6,431,000	\$ 9,165,000	143%

### Revenue Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Sales Taxes	\$ 4,517,010	\$ 9,639,557	\$ 9,952,412	\$ 8,000,000	\$ 8,000,000	100%
Miscellaneous Revenue	<u>7,292</u>	<u>6,296</u>	<u>11,990</u>	<u>2,000</u>	<u>10,000</u>	500%
	\$ 4,524,302	\$ 9,645,853	\$ 9,964,402	\$ 8,002,000	\$ 8,010,000	100%



### Narrative

2018 brings a slight change to the accounting procedures behind the sales tax fund. Instead of using the sales tax fund to account for expenditures, revenues will be transferred according to the dedication percentages to the Capital Improvements fund and the Economic Development fund. As a result, we will automatically be in compliance with voter directives on the dedication of the sales tax.

## Capital Improvements Fund

### Summary

The Capital Improvements fund is a special revenue fund whose primary source of revenue is the city sales tax. 75% of a 2% sales and use tax imposed on all purchases gets transferred to this fund from the sales tax fund. The dedication of the tax is intended to be used towards infrastructure and improvements.

### Expenditure Summary

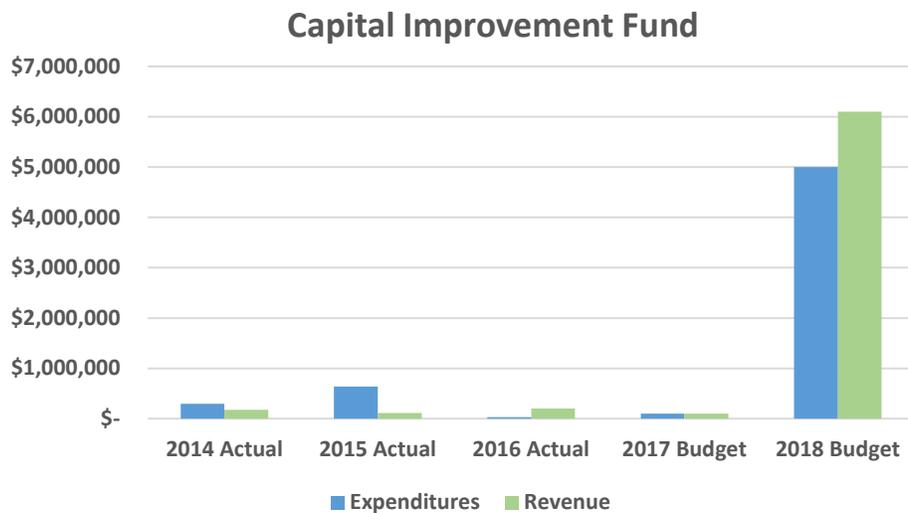
	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Capital Improvements	\$ 296,523	\$ 200,494	\$ 32,285	\$ 100,000	\$ 5,000,000	0%
Transfers Out	-	436,942	-	-	-	0%
	\$ 296,523	\$ 637,436	\$ 32,285	\$ 100,000	\$ 5,000,000	5000%

### Revenue Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Transfers in	\$ 50,080	\$ -	\$ -	\$ -	\$ 6,000,000	0%
Miscellaneous Revenue	128,777	111,888	201,698	100,300	101,000	101%
	\$ 178,857	\$ 111,888	\$ 201,698	\$ 100,300	\$ 6,101,000	6083%

### Narrative

Prior to the 2018 budget year, expenditures of the sales tax were primarily accounted for in the Sales Tax fund. Expenditures in this fund consist primarily of direct improvement purchases and indirect transfers to capital project funds.



## Economic Development Fund

### Summary

The Economic Development fund is a special revenue fund whose primary source of revenue is the city sales tax. 25% of a 2% sales and use tax imposed on all purchases gets transferred to this fund from the sales tax fund. The dedication of the tax is intended to be used towards economic development and job creation.

### Expenditure Summary

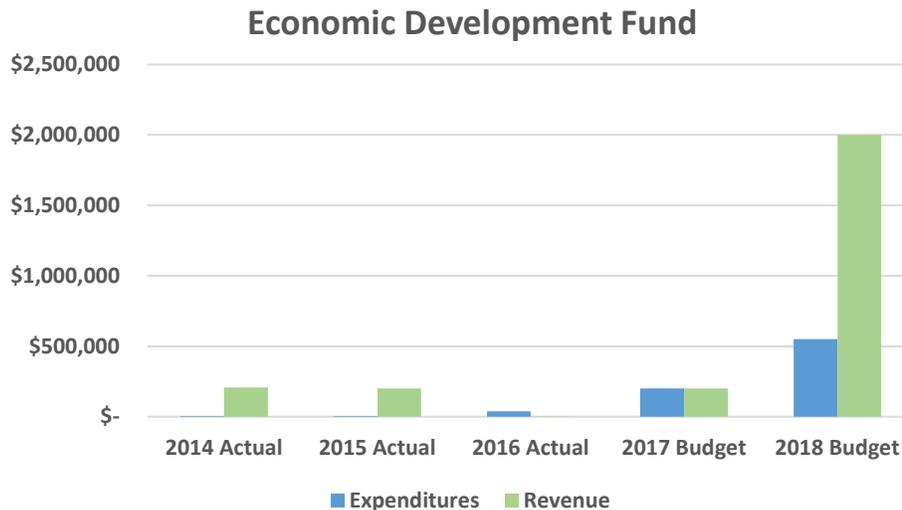
	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Economic Development	\$ 4,729	\$ 3,325	\$ 38,581	\$ 200,000	\$ 550,000	0%

### Revenue Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Transfers in	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	\$ 2,000,000	0%
Miscellaneous Revenue	7,512	396	425	-	-	0%
	\$ 207,512	\$ 200,396	\$ 425	\$ 200,000	\$ 2,000,000	1000%

### Narrative

Prior to the 2018 budget year, expenditures of the sales tax were primarily accounted for in the Sales Tax fund. Expenditures in this fund consist primarily of direct purchases related to economic and job development.



## Municipal Highway Fund

### Summary

The Municipal Highway fund is a special revenue fund whose primary purpose is to receive intergovernmental highway tax revenues. Funds are funneled back to the General Fund once received to finance the operations of the Street Department. Highway tax funds are generated primarily from motor vehicle excise taxes.

### Expenditure Summary

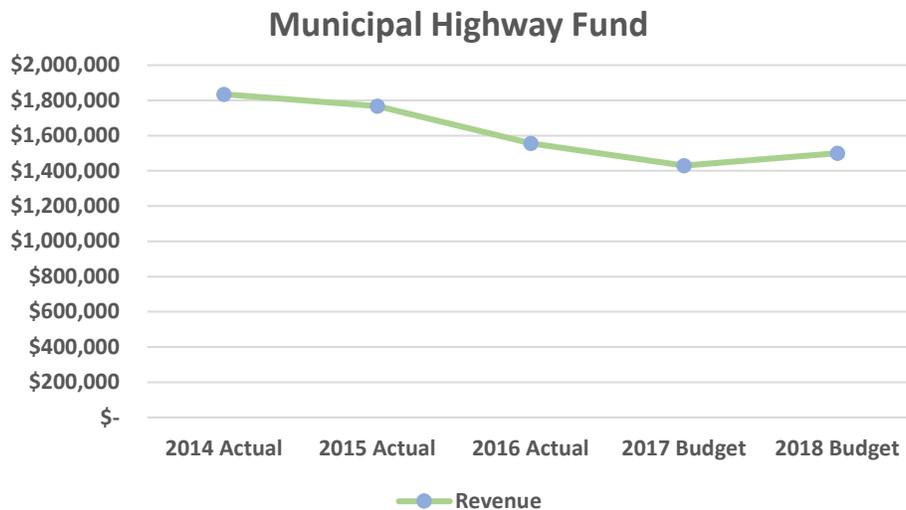
	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Street	\$ -	\$ 184,633	\$ 117,057	\$ -	\$ -	0%
Transfers Out	<u>1,832,832</u>	<u>2,611,440</u>	<u>1,555,014</u>	<u>1,430,000</u>	<u>1,500,000</u>	0%
	\$ 1,832,832	\$ 2,796,073	\$ 1,672,071	\$ 1,430,000	\$ 1,500,000	105%

### Revenue Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Highway Tax	\$ 1,832,832	\$ 1,765,475	\$ 1,555,014	\$ 1,430,000	\$ 1,500,000	105%
Miscellaneous Revenue	<u>2,160</u>	<u>2,107</u>	<u>664</u>	<u>-</u>	<u>-</u>	0%
	\$ 1,834,992	\$ 1,767,582	\$ 1,555,678	\$ 1,430,000	\$ 1,500,000	105%

### Narrative

Municipal highway tax distributions are estimated by the North Dakota League of Cities to be at or around 2016 levels for the 2018 budget year.



## Special Revenue Funds – non-major

### Summary

The following funds are special revenue funds classified as non-major. Activity in these funds is minimal as a percentage of total special revenue fund activity.

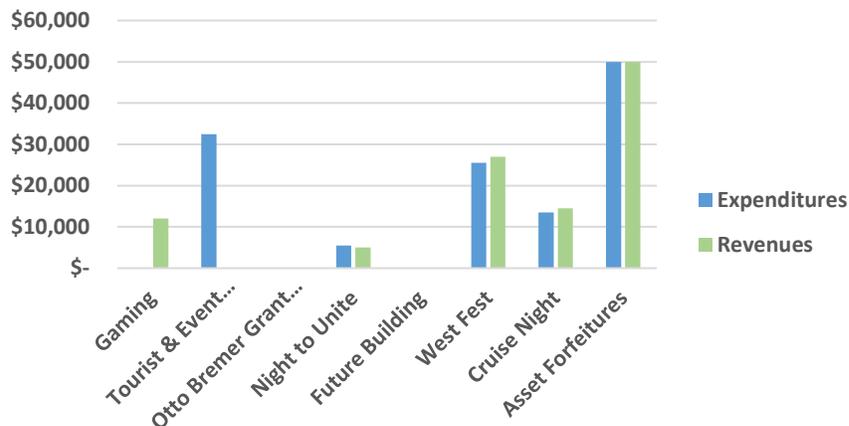
### Expenditure Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Gaming	\$ -	\$ 5,000	\$ -	\$ -	\$ -	0%
Tourist & Event Committee	11,745	21,295	17,062	20,000	32,500	163%
Otto Bremer Grant Crisis Training	3,062	4,950	3,303	-	-	0%
Night to Unite	4,566	3,859	5,282	5,500	5,500	100%
Future Building	3,608,560	5,905,109	685,262	-	-	0%
West Fest	22,646	31,007	22,304	25,000	25,500	102%
Cruise Night	10,834	13,032	8,841	13,000	13,500	104%
Asset Forfeitures	<u>37,051</u>	<u>86,862</u>	<u>16,209</u>	<u>15,000</u>	<u>50,000</u>	333%
	\$ 3,698,464	\$ 6,071,114	\$ 758,263	\$ 78,500	\$ 127,000	162%

### Revenue Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Gaming	\$ 7,929	\$ 12,041	\$ 12,264	\$ 10,000	\$ 12,000	120%
Tourist & Event Committee	142	10,122	2,438	10,000	-	0%
Otto Bremer Grant Crisis Training	1,600	-	-	-	-	0%
Night to Unite	4,525	5,126	4,950	5,500	5,000	91%
Future Building	1,986,041	303,603	7,633	-	-	0%
West Fest	29,612	29,750	28,900	26,500	27,000	102%
Cruise Night	10,980	13,220	15,000	13,000	14,500	112%
Asset Forfeitures	<u>61,498</u>	<u>39,092</u>	<u>88,242</u>	<u>-</u>	<u>50,000</u>	0%
	\$ 2,102,327	\$ 412,954	\$ 159,427	\$ 65,000	\$ 108,500	167%

### Non-Major Special Revenue Funds



## Debt Service Funds

### Summary

Below is a table of the 2018 budgeted revenue and expenses for the following open debt service funds. These debt service funds were used to finance a variety of city projects. The total expenditures represents total debt payments to be made in 2018, and total revenue represents projected special assessment and TIF collections.

<b>Fund</b>	<b>Description</b>	<b>Revenue</b>	<b>Expenditures</b>
3339	RIB 2011C	\$ 620,000	\$ 684,300
3340	RIB 2011B	200,000	314,800
3341	RIB 2011A	200,000	618,800
3344	2006 Sidewalk	7,500	-
3347	2007 Sidewalk	-	21,100
3348	RIB 2008B	175,000	228,800
3349	RIB 2008C	430,000	599,300
3353	RIB 2009B	-	295,340
3360	RIB 2012B	300,000	685,300
3365	RIB 2007A	530,000	821,300
3366	RIB 2007B	360,000	509,300
3368	GO 2009	950,000	953,800
3369	NDPFA 2009	25,000	32,200
3370	RIB 2009C	415,000	545,300
3371	RIB 2010A	570,000	637,300
3372	RIB 2010B	395,000	484,300
3373	2010 Sidewalk	40,000	54,300
3375	RIB 2012A	1,025,000	1,137,300
3376	2012 Sidewalk	12,000	18,300
3377	RIB 2012C	775,000	1,260,300
3378	RIB 2012D	2,050,000	2,322,300
3379	2012 Sales Tax	215,000	212,800
3381	RIB 2013A	1,000,000	922,800
3382	RIB 2013B	920,000	1,027,800
3383	2012 Sidewalk	28,000	
3384	RIB 2014A	1,290,000	1,319,300
3385	RIB 2014B	1,500,000	1,617,300
3386	RIB 2015A	2,150,000	2,408,300
3387	RIB 2015B	1,840,000	1,791,300
3388	RIB 2016A	2,150,000.00	2,263,800
3389	RIB 2017A	2,500,000.00	1,500,000
3979	TIF WF 2nd & 3rd	40,000.00	
3880	2003 Sidewalk	-	-
3981	TIF Sterling	800,000.00	-
3982	TIF Butler	450,000.00	-
3983	TIF Titan	300,000.00	50,800
		<u>\$ 24,262,500.00</u>	<u>\$ 25,337,940.00</u>

## Sanitation

### Summary

The Sanitation Fund is an enterprise fund that is primarily funded through user fees for the collection and disposal of household, commercial, and industrial waste. Garbage and recycling charges are billed on a monthly basis. The fees for garbage and recycling collection vary on the type of structure and on the volume and number of pickups per month. Currently, for a household dwelling the base charge is \$13.00 per month for weekly collections of garbage.

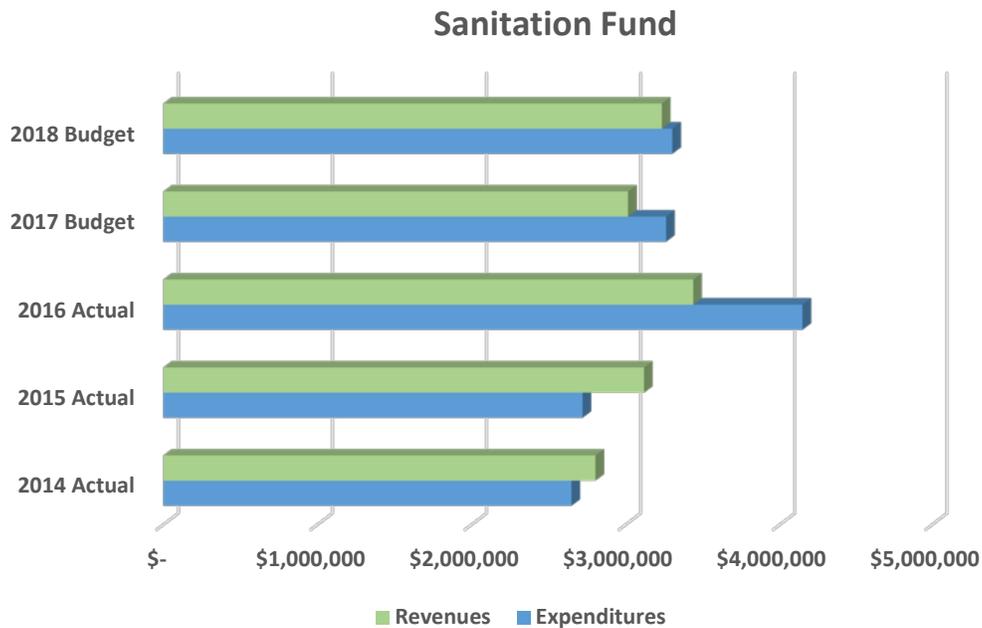
### Expenditure Detail

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
110 Salaries	\$ 854,540	\$ 830,299	\$ 800,208	\$ 765,322	\$ 825,000	108%
220 Social Security	61,083	60,815	58,067	58,551	65,000	111%
230 Retirement	121,119	117,937	115,412	115,659	130,000	112%
240 Workforce Safety Insurance	27,654	18,890	38,060	39,000	35,000	90%
250 Unemployment	-	-	18,348	-	-	0%
320 Health Insurance	171,148	149,858	130,223	110,219	140,000	127%
323 Liability Insurance	-	74	3,579	-	-	0%
352 Heat	1,044	960	722	1,200	1,500	125%
355 Landfill	818,404	844,798	925,832	950,000	975,000	103%
357 Non-Landfill Disposal	6,253	17,707	34,449	15,000	-	0%
360 Misc Printing and Mailing	4,201	9,438	7,102	3,000	3,000	100%
373 In Service Training	1,429	1,292	703	3,100	3,100	100%
386 License Fees	-	-	-	250	250	100%
387 Medical/Vaccines	2,124	3,341	2,030	2,500	2,000	80%
410 Office Supplies	682	521	55	1,000	1,000	100%
420 Operation & Maintenance	14,839	5,518	6,424	8,000	8,000	100%
422 Uniforms	6,294	7,217	3,857	9,000	9,000	100%
424 Gas and Oil	169,334	121,167	110,710	130,000	130,000	100%
427 Repairs	37,250	113,674	49,357	90,000	90,000	100%
433 Shop Supplies	3,471	5,279	3,225	5,000	5,500	110%
444 Property Damage-Repairs	134	67	91	-	-	0%
490 Miscellaneous	-	-	-	1,000	1,000	100%
497 Technology	93	91	2,122	5,000	5,000	100%
639 Safety Expenses	1,040	1,784	2,471	3,000	3,000	100%
641 Equipment-non depreciated	4,805	-	-	-	13,000	0%
665 Dumpsters	38,472	33,685	476,670	37,000	37,000	100%
864 Equipment over \$5,000	158,473	-	669,954	-	-	0%
865 Vehicles over \$5,000	70,965	-	-	-	-	0%
870 Capitalized Assets	24,500	94,134	12,800	152,000	29,000	19%
912 Clean up Week	-	-	-	1,000	1,000	100%
913 Tire Purchases and Repair	30,976	33,499	44,099	36,000	40,000	111%
914 Dumpster Repair	17,514	12,255	8,223	20,000	20,000	100%
916 Recycle Expense	-	2,184	621,818	700,000	720,000	103%
890 Transfers Out	60	233,670	-	-	-	0%
420 Building & Grounds Ops	-	-	-	-	10,000	0%
	<u>\$ 2,647,901</u>	<u>\$ 2,720,154</u>	<u>\$ 4,146,611</u>	<u>\$ 3,261,801</u>	<u>\$ 3,302,350</u>	<u>101%</u>

## Sanitation - continued

### Revenue Detail

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Garbage Collections	\$ 2,625,665	\$ 2,827,675	\$ 3,004,584	\$ 2,700,000	\$ 3,000,000	111%
Inert Landfill	15,030	140,070	230,776	150,000	50,000	33%
Dumpster Collections	139,681	138,742	154,248	130,000	140,000	108%
Tipping Fees	-	-	41,300	30,000	40,000	133%
Miscellaneous	23,014	12,273	7,270	5,000	4,500	90%
	<u>\$ 2,803,390</u>	<u>\$ 3,118,760</u>	<u>\$ 3,438,178</u>	<u>\$ 3,015,000</u>	<u>\$ 3,234,500</u>	<u>107%</u>



### Narrative

The 2018 budget for Sanitation has no big changes projected. Commercial rates need adjustments so that customers are paying for multiple pickups. Because of the automated equipment purchase from 2016, there are no major equipment purchases for this fund being requested other than a pickup truck. Non-depreciated equipment purchases consist of new garbage can for new build homes. There are projected to be no new increases in rates at the Fargo landfill, as the rate increases last year covered 2018.

## Water & Sewer Fund

### Summary

The Water & Sewer enterprise fund encompasses the main operating and debt service fund that supports water and sewer services for West Fargo citizens. The fund is primarily financed through revenues generated from the sale of water and from the disposal of raw sewage.

### Expenditure Detail – Operating

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
110 Salaries	\$ 1,191,643	\$ 1,281,347	\$ 1,362,282	\$ 1,417,731	\$ 1,320,000	93%
114 Part-time Salaries	-	15,612	23,782	-	-	0%
160 Lagoon misc.	9,911	6,700	875	12,000	10,000	83%
209 Classified ads	-	-	-	1,000	1,000	100%
220 Social Security	85,483	93,006	99,409	110,150	110,000	0%
230 Retirement	172,343	181,203	194,399	214,225	205,000	96%
240 Workforce Safety Insurance	7,711	17,229	18,715	19,000	17,000	0%
250 Unemployment	13,421	5,658	-	-	-	0%
312 Attorney	-	193	2,800	-	-	0%
313 Engineering	-	-	25,000	-	-	0%
320 Health Insurance	205,017	196,694	210,438	174,161	190,000	109%
321 Property Insurance	-	11,678	13,770	-	-	0%
323 Liability Insurance	77,780	80,555	87,969	-	-	0%
335 Water Testing	13,258	17,310	25,267	7,000	25,000	357%
340 Travel & Education	84	3,979	2,904	-	-	0%
345 Water Purchases	-	-	1,810,250	5,000,000	3,500,000	70%
351 Lights/Electricity	477,557	527,292	443,617	460,000	460,000	100%
352 Heat and Natural Gas	35,678	16,000	13,235	50,000	50,000	100%
356 Telephone	21,539	22,786	31,813	26,500	26,500	100%
357 Non Landfill Disposal	-	10	-	-	-	0%
360 Misc Printing & Mailing	65,068	87,733	88,043	90,000	90,000	100%
369 Audit Fees	-	62	-	-	-	0%
373 In Service Training	11,900	13,656	10,380	16,000	16,000	100%
382 Radio Repair	-	685	483	1,000	1,000	0%
387 Medical/Vaccines	970	1,135	1,576	1,300	1,500	0%
394 Gravel and Mix	5,146	10,171	28,873	20,000	30,000	0%
397 Bldg Repairs-PW other	-	-	2,316	10,000	-	0%
399 Recruitment	-	-	-	-	250	0%
410 Office Supplies	2,184	6,515	3,158	4,000	4,000	100%
412 Locates	88,876	124,845	137,974	60,000	-	0%
419 Operation/Maintenance new	26,725	34,793	17,313	28,500	-	0%
422 Uniforms	6,344	8,387	7,580	9,250	9,250	100%
423 Chemicals	97,267	125,833	43,642	15,000	15,000	100%
424 Gas and Oil	135,867	81,838	77,963	135,000	135,000	100%
427 Repairs	56,213	58,228	68,718	90,000	90,000	100%
429 Water Meters	337	-	4,860	-	-	0%
430 Alarms/Scada	23,429	6,719	(12,097)	30,000	30,000	100%
431 Lab Supplies	4,105	2,331	3,041	5,250	5,250	100%
432 Tools	24,983	23,889	24,660	24,000	24,000	100%
433 Shop Supplies	16,095	10,552	13,783	20,000	15,000	75%
437 Repairs to Manholes	4,787	4,345	5,204	10,500	50,000	476%
438 Repair to Water Lines	74,797	61,349	148,101	125,000	125,000	100%
439 repair to Sewer Lines	26,679	4,415	20,326	50,000	50,000	100%
444 Property Damage-Repairs	1,088	-	-	-	-	0%

## Water & Sewer Fund - continued

### Expenditure Detail – continued

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
445 Phone Analogger	-	-	4,451	-	-	0%
448 Diversion Expense	4,866	5,384	2,858	-	-	0%
472 Repairs to Buildings-other	-	142	-	-	-	0%
488 Paint/Maintenance	2,136	271	603	5,000	-	0%
490 Miscellaneous	5,061	9,171	5,310	5,000	5,000	100%
497 Technology	37,176	61,427	7,443	51,000	53,000	104%
527 Utilities	-	-	34	-	-	0%
639 Safety Expenses	16,542	7,443	11,936	10,000	10,000	100%
640 Furniture & Equipment	-	-	8,244	-	-	0%
641 Equipment-Non Depreciated	11,477	-	3,299	-	-	0%
667 Memberships	7,230	6,711	7,468	10,000	10,000	100%
751 Pub/tech manuals/software	703	8,081	125	6,000	6,500	108%
802 Building	-	1,071,377	288,553	-	-	0%
822 Fees for State Health Dept.	3,058	4,233	150	7,000	7,000	100%
824 Lift station/sewer electr	-	-	249	-	-	0%
825 Lift Station Repair	50,735	56,036	34,169	55,000	55,000	100%
826 Storm sewer Lift station	-	-	-	40,000	40,000	100%
827 Retention Pond Repair	-	-	-	20,000	20,000	100%
864 Equipment over \$5,000	(25,000)	-	234,317	451,500	144,000	32%
865 Vehicles - over \$5,000	20,631	-	26,841	-	-	0%
870 Capitalized Assets - Over \$5,000	140,883	106,033	-	-	-	0%
890 Transfers Out	10,061	-	-	-	-	0%
913 Tire Purchase and Repair	12,481	3,589	5,861	6,000	6,000	100%
420 Building & Grounds Ops	-	-	-	-	33,000	0%
	<u>\$ 3,282,325</u>	<u>\$ 4,484,631</u>	<u>\$ 5,704,333</u>	<u>\$ 8,903,067</u>	<u>\$ 6,995,250</u>	<u>79%</u>

### Expenditure Detail – Debt Service

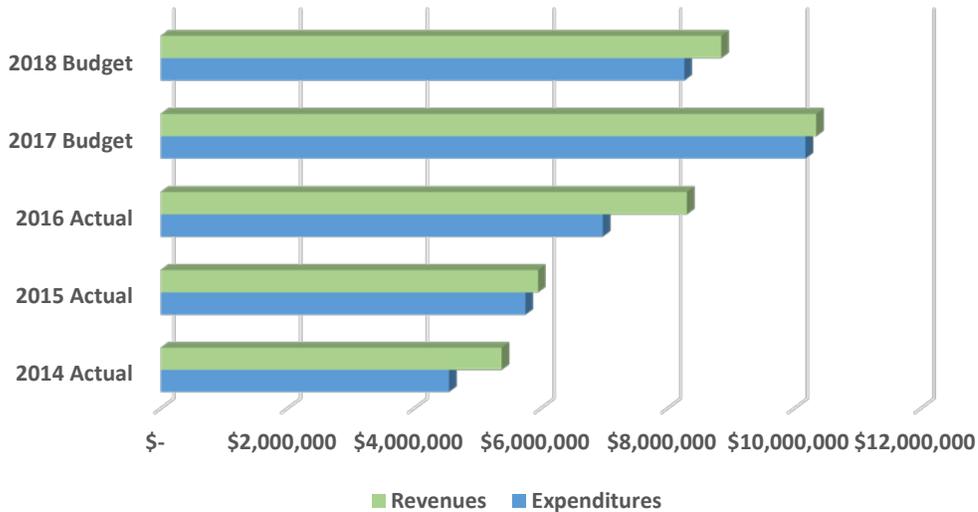
	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
710 Principal	570,000	590,000	610,000	630,000	640,000	102%
720 Interest	697,400	680,450	662,463	643,313	628,000	98%
740 Service Charges	2,292	2,430	2,276	2,500	2,600	104%
	<u>\$ 1,269,692</u>	<u>\$ 1,272,880</u>	<u>\$ 1,274,739</u>	<u>\$ 1,275,813</u>	<u>\$ 1,270,600</u>	<u>100%</u>
Fund Total	\$ 4,552,017	\$ 5,757,511	\$ 6,979,072	\$ 10,178,880	\$ 8,265,850	81%

## Water & Sewer Fund - continued

### Revenue Detail

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Fees	\$ 101,982	\$ 103,738	\$ 107,512	\$ 100,000	\$ 100,000	100%
Sewer Charges	1,335,702	1,445,854	1,533,876	1,500,000	1,500,000	100%
Water Charges	3,580,098	4,105,574	6,346,990	8,500,000	7,000,000	82%
BAB Interest Buydown	139,032	136,989	134,720	131,900	129,000	98%
Miscellaneous	70,132	24,602	38,186	10,000	13,000	130%
Rent	30,000	18,000	20,000	15,000	16,000	107%
SE Cass Water Resource:	59,937	55,559	52,255	40,000	40,000	100%
Sump Pump Variance	43,350	50,587	45,857	40,000	40,000	100%
Permits	20,650	15,815	12,935	10,000	10,000	100%
Transfer In	-	-	13,702	-	-	0%
	<u>\$ 5,380,883</u>	<u>\$ 5,956,718</u>	<u>\$ 8,306,033</u>	<u>\$ 10,346,900</u>	<u>\$ 8,848,000</u>	<u>86%</u>

### Water & Sewer Fund



### Narrative

2018 will be a year of adjustments for the Water/Sewer fund. We are still adjusting our revenue and expenditure budget appropriations due to the switch to Fargo water. It appears that water consumption habits have changed with the changeover, and we over estimated both revenue and expenditures for 2017. You can see the adjustments in the tables and graph above. Major purchases in this fund include two pickup trucks, a Henderson sander, and an International 7400 truck.

## Vector Control

### Summary

The Vector Control fund is an enterprise fund that is financed through a small, monthly mosquito control fee on the regular utility bills. This fund accounts for the revenue and expenses associated with mosquito control in West Fargo.

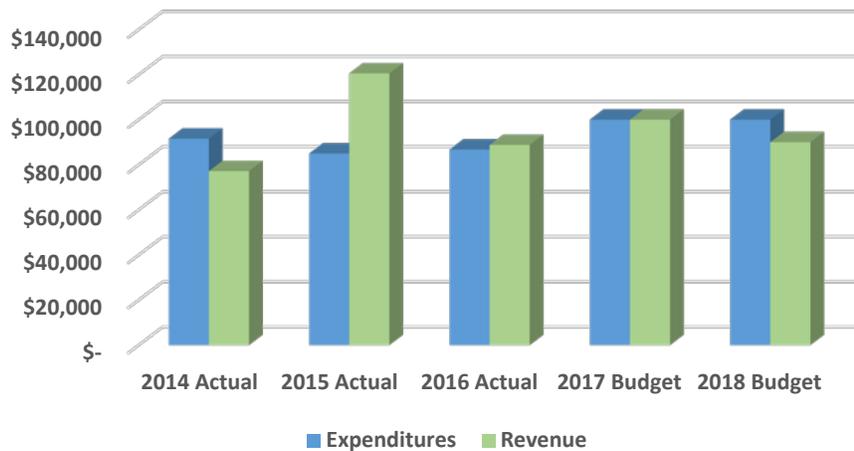
### Expenditure Detail

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Mosquito Control	\$ 91,568	\$ 84,986	\$ 86,718	\$ 100,000	\$ 100,000	100%

### Revenue Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Vector Collections	\$ 77,168	\$ 82,788	\$ 88,775	\$ 70,000	\$ 90,000	129%
Transfer In	-	37,711	-	30,000	-	0%
	\$ 77,168	\$ 120,499	\$ 88,775	\$ 100,000	\$ 90,000	129%

### Vector Control



### Narrative

Vector control has been subsidized by the General Fund for many years. At some point in the future, Vector Control utility fees will need to be increased to bring revenues in line with expenditures.

## Forestry

### Summary

The Forestry fund is an enterprise fund that is financed through a small, monthly mosquito control fee on the regular utility bills. This fund accounts for the revenue and expenses associated with forestry operations in West Fargo.

### Expenditure Detail

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
110 Salaries	\$ -	\$ 31,061	\$ 36,104	\$ 37,607	\$ 40,000	106%
114 Part Time Salaries	50,948	46,028	60,590	75,000	75,000	100%
220 Social Security	4,586	5,841	7,331	2,877	3,500	122%
230 Retirement	-	4,667	5,489	5,740	6,500	113%
250 Unemployment	-	-	-	-	-	0%
320 Health Insurance	-	5,330	5,973	5,429	6,000	111%
340 Travel & Education	805	-	403	-	-	0%
358 Landscaping	-	-	7,150	10,000	10,000	100%
360 Miscellaneous Printing	746	691	-	-	3,000	0%
373 In Service Training	1,482	1,618	1,012	2,000	2,000	100%
387 Medical/Vaccines	473	102	-	-	500	0%
399 Recruiting	-	-	-	-	500	0%
410 Office Supplies	114	91	147	-	250	0%
426 Machinery Parts	1,065	1,700	1,726	1,500	3,000	200%
427 Repairs	524	153	408	1,000	1,000	100%
446 Tree Purchase	-	220	19,095	20,000	20,000	100%
487 Signs/Signal Lights	-	30	20	-	250	0%
641 Equipment - non depreciated	-	9,534	-	3,000	6,000	200%
667 Memberships	25	185	426	500	500	100%
758 Tree Removal Fee	-	2,100	-	-	-	0%
870 Capitalized Assets over \$5,000	-	33,868	-	-	86,000	0%
	<u>\$ 60,768</u>	<u>\$ 143,219</u>	<u>\$ 145,874</u>	<u>\$ 164,653</u>	<u>\$ 264,000</u>	<u>160%</u>

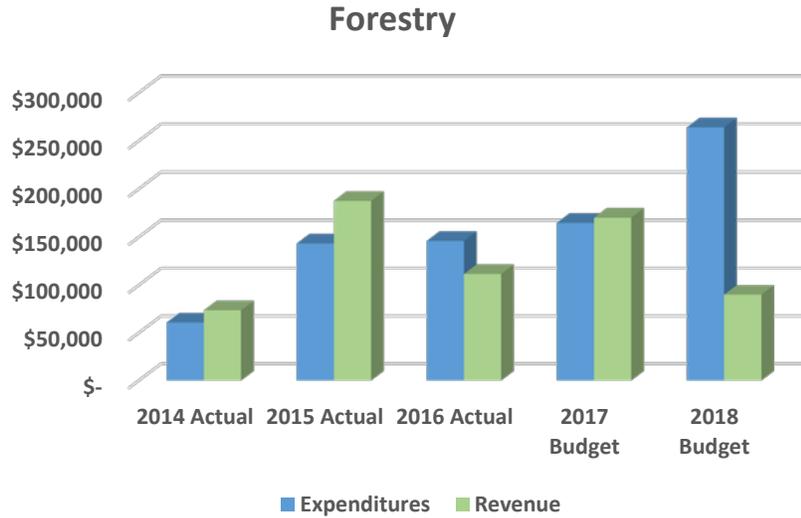
### Revenue Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Forestry	\$ 75,293	\$ 82,797	\$ 91,460	\$ 70,000	\$ 90,000	129%
Miscellaneous	(1,794)	4,659	20,066			
Transfer In	-	100,000	-	100,000	-	0%
	<u>\$ 73,499</u>	<u>\$ 187,456</u>	<u>\$ 111,526</u>	<u>\$ 170,000</u>	<u>\$ 90,000</u>	<u>129%</u>

## Forestry – continued

### Narrative

Forestry has been subsidized by the General Fund for many years. At some point in the future, Forestry utility fees will need to be increased to bring revenues in line with expenditures. Major purchases in 2018 for the Forestry fund include a grapple truck, a pickup, a drop-in sander, two zero turn mowers, and two 18 foot trailers.



## Enterprise Funds – non-major

### Summary

The following funds are enterprise funds classified as non-major. Activity in these funds is minimal as a percentage of total enterprise fund activity.

### Expenditure Detail

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
South Facilities Hookup	\$ 97,944	\$ 59,136	\$ 55,440	\$ 100,000	\$ 50,000	0%
City Utility Fund	162,008	212,702	130,523	150,000	100,000	67%
Tree Fund	47,980	43,407	47,975	45,000	50,000	0%
Sewage Surcharge	<u>8,393</u>	<u>8,712</u>	<u>6,824</u>	<u>7,200</u>	<u>7,400</u>	103%
	\$ 316,325	\$ 323,957	\$ 240,762	\$ 302,200	\$ 207,400	69%

### Revenue Detail

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
South Facilities Hookup	\$ 614,484	\$ 662,527	\$ 330,595	\$ -	\$ -	0%
City Utility Fund	244,548	208,460	207,293	165,000	130,000	79%
Tree Fund	81,592	75,759	97,254	-	80,500	0%
Sewage Surcharge	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	0%
	\$ 940,624	\$ 946,746	\$ 635,142	\$ 165,000	\$ 210,500	128%

## Park Fund

### Summary

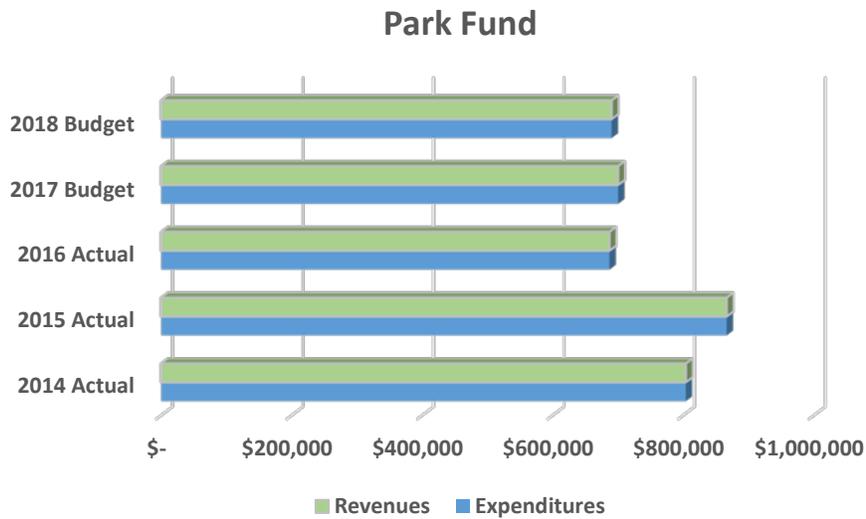
The Park Fund is an agency fund that is used to receive and disburse State Aid Distributions from the state of North Dakota. The North Dakota League of Cities estimates that the State Aid distribution will be \$72.80 per capita based on the 2016 census estimate of 34,858 people living in West Fargo. 28% of the aid is allocated and distributed to the West Fargo Park District.

### Expenditure Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Share of State Aid	\$ 803,763	\$ 866,329	\$ 686,764	\$ 700,000	\$ 690,000	99%

### Revenue Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
State Aid Revenue	\$ 803,763	\$ 866,329	\$ 686,764	\$ 700,000	\$ 690,000	99%



## Fargo-Moorhead CVB Fund

### Summary

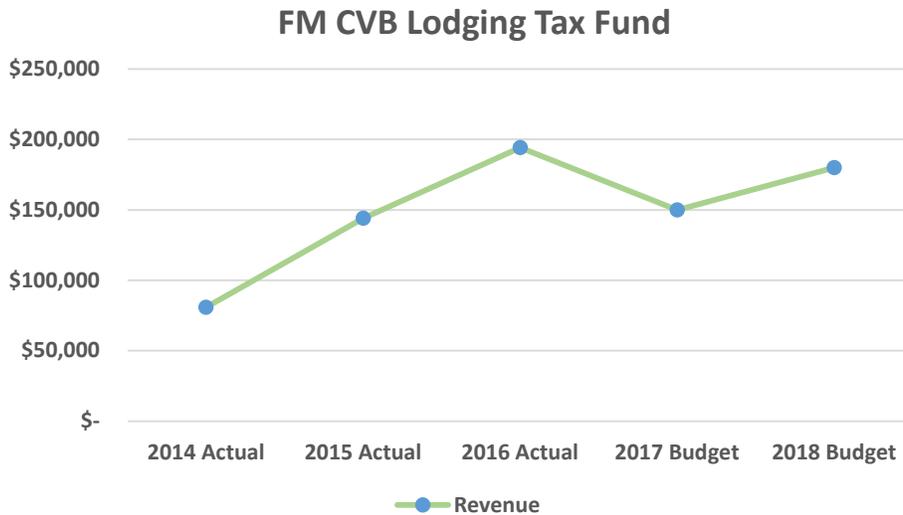
The FM CVB agency fund is used to receipt and disburse West Fargo lodging and restaurant taxes to the Convention and Visitor’s Bureau as part of an agreement for management of the tax with the city of West Fargo. The total of the tax equals 3%. 2% of the tax is to be used to promote, encourage, and attract visitors to travel to West Fargo and to use travel and tourism facilities within the city. The remaining 1% of the tax is to be used towards tourism or the purchase, equipping, improving, construction, maintenance, repair, and acquisition of buildings or property consistent with visitor attraction or promotion.

### Expenditure Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Advertising	\$ 53,875	\$ 95,981	\$ 129,510	\$ 100,000	\$ 120,000	120%
Capital Improvements	26,946	47,990	64,755	50,000	60,000	120%
	\$ 80,821	\$ 143,971	\$ 194,265	\$ 150,000	\$ 180,000	120%

### Revenue Summary

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>% Old Budget</u>
Lodging Tax	\$ 80,821	\$ 143,971	\$ 194,265	\$ 150,000	\$ 180,000	120%



## Quick Look

Fund Description	Revenue	Expenditure	Mill Rate	Mill Levy
1000 General Fund	\$ 14,961,528	\$ 14,961,528	54.83	\$ 8,543,787
1001 General Fund Reserve	100,000	100,000	-	-
2030 Share of Specials	130,000	130,000	0.83	129,333
2060 Fire Dept	1,643,000	1,643,000	10.54	1,642,377
7000 Library	1,194,250	1,194,250	7.28	1,134,393
7050 Airport	177,450	177,450	0.95	148,032
<b>Total Government</b>	<b>\$ 18,206,228</b>	<b>\$ 18,206,228</b>	<b>74.43</b>	<b>\$ 11,597,922</b>
2000 Sales Tax	\$ 8,010,000	\$ 9,165,000		
2970 Capital Improvements	6,101,000	5,000,000		
2960 Economic Development	2,000,000	550,000		
2140 Municipal Highway	1,500,000	1,500,000		
2110 Gaming	12,000	-		
2140 Tourism & Events	-	32,500		
2146 Otto Bremer Grant	-	-		
2500 Night to Unite	5,000	5,500		
2600 Future Building	-	-		
2800 West Fest	27,000	25,500		
2900 Cruise Night	14,500	13,500		
2950 Assets Forfeitures	50,000	50,000		
<b>Total Special Revenue</b>	<b>\$ 17,719,500</b>	<b>\$ 16,342,000</b>		
<b>Total Debt Service</b>	<b>\$ 24,262,500</b>	<b>\$ 25,337,940</b>		
6010 Sanitation	\$ 3,234,500	\$ 3,302,350		
6020 Water & Sewer	8,848,000	8,265,850		
2200 Vector Control	90,000	100,000		
2210 Forestry	90,000	264,000		
2980 South Facilities Hookup	-	50,000		
2230 City Utility	130,000	100,000		
5000 Tree Fund	80,500	50,000		
6050 Sewage Surcharge	7,400	-		
<b>Total Enterprise</b>	<b>\$ 12,480,400</b>	<b>\$ 12,132,200</b>		
2050 Park Fund	\$ 690,000	\$ 690,000		
2141 FM CVB	180,000	180,000		
Total Agency	\$ 870,000	\$ 870,000		
<b>Total Budget</b>	<b>\$ 73,538,628</b>	<b>\$ 72,888,368</b>		