



**City of Moorhead
Advisory Budget Work Group
Meeting Minutes
June 20, 2017 at 3:30 PM
City Hall – Boardroom (1st Floor)**

Pursuant to due call and notice thereof, a regular meeting of the Advisory Budget Work Group (ABWG) was held in the City Hall Boardroom, on June 20, 2017, at 3:30 PM.

Attendees:

Council Member: Mari Dailey
Council Member: Melissa Fabian
Council Member: Joel Paulsen
Council Member: Sara Watson Curry
Staff: Chris Volkers, City Manager
Wanda Wagner, Finance Director
Stephanie Maier, Executive Assistant/Deputy Clerk

1. 2018 Budget Process and Council Planning Session Debrief

- a. Council Members shared feedback on 6/19 Council Workshop: Preliminary Budget Discussion. The venue was good—bright windows, delicious food, and easy to hear presenters (after microphone system was added). Department heads did well presenting and it was great to get their feedback on the budget. Council acknowledged they needed to articulate their priorities. Various topics were discussed briefly including facility needs, Moorhead Public Service funding, frequency of street sweeping and cost of cleanup week.
- b. Discussion continued on assessed values of homes and tax levy growth. Wanda Wagner, Finance Director, explained growth figure encompassed new construction, increases in assessed value, property tax exemptions, and rebates.
- c. Council Members offered that further partnerships with Moorhead Public Service and the Economic Development Authority could be discussed.

2. City Facilities Operational Costs

- a. Detailed reports were distributed outlining budget to actual annual revenues and expenditures for the calendar years 2014 through year- to-date 2017 relating to the Heritage Hjemkomst Interpretive Center (HHIC) and the Sports Center. Wagner reviewed the handouts and opportunities for additional revenues and potential energy cost savings were discussed.

3. Questions from Previous Meetings

It was determined that in the interest of timeliness in preparing a proposed 2018 budget the discussion relating to the following costs will be postponed to a later date.

- a. Printing Costs
- b. Telephone Services
- c. Credit Card Processing Fee
- d. Uniforms

4. Next Steps

- a. Tuesday, July 25, 3:30 PM, City Hall Boardroom (1st Floor)
 1. Wagner proposed bringing the following items forward at the next ABWG in order to bring a preliminary budget to the August ABWG meeting and have the Council approve the preliminary tax levy by September 30:
 1. Property Tax Forecast
 2. Debt
 3. Class/Comp Implementation Costs
 2. Prepare items in conjunction with July Council Workshop—exact date TBD.
 3. Review EDA tax levy in regards to Moorhead Municipal Airport projects already in the works for 2017, 2018, and 2019.

5. Future Meeting Schedule

- a. Tuesday, August 1, 1:00 PM, City Hall Boardroom (1st Floor)
- b. Tuesday, August 15, 3:30 PM, City Hall Boardroom (1st Floor)
- c. Tuesday, September 19, 3:30 PM, City Hall Boardroom (1st Floor)