



**City of Moorhead
Advisory Budget Work Group
Meeting Minutes
May 16, 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 May 16, 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
Amy Wohlwend, Accountant

1. Strategic Planning

- a. Chris Volkers, City Manager gave an overview of the strategic planning process that the City will be going through this year. May through July will focus on 2018 planning, followed by more long-range planning after 2018 planning is completed.
 - i. Chris and Wanda Wagner, Finance Director will be meeting with department heads individually and going through a detailed discussion of their budget. Departments will go through their budget and adjust it to more accurately reflect what they need or don't need in all areas of their budget. Their budgets will then be brought back for review by Chris, Wanda, and the members of the Advisory Budget Work Group.
 1. This process will make the departments more accountable for their budget.

2. RFI for Comprehensive Financial Analysis and Long Term Financial Management Plan

- a. Wanda Wagner, Finance Director explained the process the City is going through right now to have a Comprehensive Financial Analysis and Long Term Financial Management plan completed.
- b. Proposals have been received from consultants that will help the City structure an RFP for finding a consulting firm to come in and help analyze the City's processes to look for any efficiencies, consolidations, and possible revenue enhancements that can be implemented.
- c. This Comprehensive Analysis will then further tie into the Strategic Planning and Long Term Financial Management Plan.

3. RFP for Consulting Services Relating to Software Acquisition and Implementation of an Enterprise Resource Planning (ERP) System

- a. Wanda also explained that the City issued an RFP for a consultant to assist with the selection and implementation of new software for a financial package and payroll/HR module with the capability to be expanded into other areas in the future.
- b. The City's accounting software will not be supported after January 1, 2018, so this process needs to get started so new software can be implemented for finance, payroll, and human resources with the options to add on all other City functions in the future so everything will talk to each other and work together.
- c. Proposals have been received and will be reviewed by staff with a preferred consultant being selected and brought to the mayor and council for approval.

4. Mayor & Council Budget Deep Dive Last 4 Years

- a. Everyone present at the meeting received print outs of the last 4 years of budget to actual numbers for the Mayor and Council budget.
- b. A deep dive discussion was done on each line item of the budget so that the members could obtain a better understanding of the budget process and what the department heads will be doing when they go through their budgets for the strategic planning.

5. Other Items Discussed

- a. Council Member Fabian has been meeting with various people to discuss ways that the City could possibly partner with Trollwood. Such things as parking, events, and grants were discussed.
- b. There was some discussion about the Diversion.
- c. The lease that the City has with Usher's was briefly discussed. Chris Volkens will be meeting with them this week to discuss the lease.

5. Next steps

- a. Wednesday, May 31st, at 3:30 PM, City Hall Boardroom (1st Floor)
 - i. Debt Detail Discussion
 - ii. 2018 Budget Process
 - iii. Sports Center – ISD #152 and Moorhead Youth Hockey Association (MYHA)
 - iv. Usher's Lease Agreement
 - v. Trollwood and Fargo Public Schools

6. Future Meeting Schedule

- a. Tuesday, June 20th, at 3:30 PM, City Hall Boardroom (1st Floor)
- b. Tuesday, July 25th, at 3:30 PM, City Hall Boardroom (1st Floor)
- c. Tuesday, August 1st, at 1:00 PM, City Hall Boardroom (1st Floor)
- d. Tuesday, August 15th, at 3:30 PM, City Hall Boardroom (1st Floor)
- e. Tuesday, September 19th, at 3:30 PM, City Hall Boardroom (1st Floor)