



Minnesota

2024 Adopted Budget

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INTRODUCTION

Letter of Transmittal

In compliance with state statutes, we are pleased to present the 2024 budget for the City of St. Francis. This budget document should be viewed as more than just a collection of financial data, but as the financial plan in which the organization will implement and accomplish Council policies, as well as meet the needs of the community and residents. In addition to the financial data contained within, this document includes information on the City organization, describes programs and services, and provides statistical values measuring activity performance and workloads.

The 2024 Budget, in the amount of \$14,712,823 includes all the funds for the City of St. Francis and reflects a 13.1% increase from the previous year's budget. The budget, as presented, reflects Council's direction and staff commitment to achieve a cost-effective, efficient and high-quality service delivery model. Essentially, the 2024 budget reflects the City's commitment to live within its means and ensure that tax dollars are wisely managed and expended in as prudent a manner possible to achieve high-quality service outcomes.

City Council has been committed to strategically planning for the city's future while providing efficient and responsive services in the present. Highlights of recent City Council initiatives and goals can be found below.

Below is a description of strategic goals, action plans/strategies for accomplishing these goals, priorities for the coming year, actions taken to address these priorities, and a description of the long-range financial plans and assumptions used. These goals/priorities and financial plans were developed through a series of meetings with the City Council and various work sessions over several years:

- 1) Provide high quality services to residents in a cost-effective manner. The 2024 Budget provides an increased service level at nearly the same cost to the tax base of St. Francis as the 2023 Budget. The city was able to make administration and city services more available electronically. This includes but is not limited to promoting electronic payments; processing documents electronically which is more efficient and cost effective; holding virtual meetings which provides greater opportunity for attendance; and enhancing community outreach electronically via platforms such as the website and electronic permitting.
- 2) Provide residents in St. Francis with high quality public safety services. The 2024 Budget provides for an enhanced level of public safety. The fire chief

continues an expanded role through the City's partnership for Fire Management Services with the City of Nowthen. The expanded Fire relationship with the City of Nowthen has created a more regional and expanded view of the Fire services in northern Anoka County. The city has also taken on the City of Bethel on fire department support. The department continues to expand policies to enhance the roles of the fire department for additional EMS responses. The City of St. Francis is committed to filling policing vacancies and ensuring Officers and staff continue education and enhanced training opportunities. Public engagement continues to be a high priority with residents of the city and participating in the local school district.

- 3) Manage responsible growth and promote the enhancement of commercial services to residents. The 2024 Budget continues the city's commitment to responsible growth and managing the city's growth to reinvest in commercial areas within the city. Through the St. Francis Forward (re)Development Plan the City has identified both the Bridge Street Corridor and Highway 47 as strategic areas for reinvestment. The City sold bonds in 2023 to finance the construction of a new City Hall/Fire Station located on Bridge Street. This will enhance the usability of the area and provide for more concentration of people within that business district. Within the two strategic areas we strive to complete smart growth through safe access, job creation and retail and commercial choices. The city has also committed to increasing the residential growth in the area. The city, through the Community Development Department of the city – has promoted and facilitated several residential developments that continue to grow the population of the City of St. Francis. These include Rivers Edge, Bluffs of Rum River and Turtles development along with a senior living facility along Highway 47.
- 4) Continue to review and analyze water/sewer rates within the city. The City's commitment to growth has a direct impact on the water/sewer rates by increasing the number of users, rates can effectively be reduced through WAC/SAC and additional monthly billings. The city continues to promote residential and commercial growth which has a direct impact on the rate users. The comprehensive water meter replacement in 2021 allowed for the city to more accurately bill and track water usage per property. The city is also exploring partnerships with neighboring cities to have some of their developments connect to our city water and sewer system.
- 5) The City uses a variety of tools for long range financial planning:
 - A) Capital Purchasing Software – the city uses capital purchasing software to plan for and track upcoming capital acquisitions. The forecasted purchases include a nominal price adjustment for annual anticipated increases in pricing. The city contributes to the capital fund annually and reviews the contributions annually to determine an adequate level of contributions.

B) The City has a robust road inventory and assessment program that analyzes the street conditions every year to plan out 5 years for road improvements. This provides the city with long-term planning for road projects and an annual nominal price adjustment is included in the estimates.

C) The City monitors the growing tax base every year. The City accounts for increases in development and property values to determine the appropriate amount to adjust the tax levy. This annual review allows the city to monitor the tax revenue in relation to the growing tax base and additional strains that new development has on the city. This also helps the city adjust the levy appropriately for any cost-of-living adjustment costs that the city incurs.

D) The city has analyzed the cost of replacement and improvement to the City's building assets. The City has taken active steps to set aside portions of the property tax levy every year to ensure adequate funding for these city assets.

E) The city has also forecasted the amount of growth it can expect over the coming years. Between the Met Council estimates and the city's own land use inventory- a snapshot is provided of the amount of growth the city can expect in the mid to long term. This helps to plan financially on what the city can expect as far as future revenues and tax base increases.

Below are some additional descriptions and highlights of the 2024 Budget:

Development and Redevelopment: The city has adopted a comprehensive Development/Redevelopment plan for the two primary commercial corridors in the city. The St. Francis Forward Plan strategically analyzes the land use options and implementation for development/redevelopment in the Highway 47 and Bridge Street commercial corridors. The plan strongly focuses on these commercial areas located within the MUSA. Sequential steps to implement these development strategies are provided within the plan and the city will be working towards this implementation and documenting the progress.

Residential Building Activity: The city has had a stable increase in new residential home permitting over the last few years. The increased building activity has required the city to focus on proper infrastructure and workload management. This focus has allowed the city to properly accommodate the high level of development within the city.

Commercial Building Activity: The city has seen an increase in commercial development through retail construction. Retail needs remain a gap in within the city and St. Francis has seen an increase in interest to meet the market demands. Additionally, a clinic is working to fill a vacation space as well as new restaurant choices.

Utility services: The city has also been closely examining the Municipal Urban Service Area (MUSA) to properly stage growth within the community. The city is working to complete the comprehensive planning process with clearly identified MUSA expansion.

Technological Upgrades: The increased building activity has also substantially increased the workload of processing city business. Staffing coupled with technological upgrades, has allowed the City to process this increased activity and accommodate the needs of and additional stresses development brings to city services. In addition to processing city business, upgrades to the city's website have allowed for more citizen engagement and easier searching for residents who are seeking information.

Parks: A renewed commitment to parks has increased not only funding put community engagement. The city brought back its Park Commission and within the 2024 budget dedicated funding to repair and replace structures within the existing park system as well as increase amenities to meet the demands of residents.

Public Safety: The 2024 budget also illustrates the City's commitment to addressing Public Safety. The 2024 Budget has significant investments in the Police and Fire operations. These departments continue to see support for their operations to ensure the City of St. Francis is a safe community.

The budgeting function is the primary tool the council must use to make sure the city's limited resources are wisely utilized and to establish department objectives for the coming year. The City Council will continue to review, discuss, and analyze how to best utilize the limited tax dollars to ensure quality services are provided while continuing to plan for future growth and stress on city services. The city will also continue to review and analyze economic forces and intergovernmental funds to ensure the City of St. Francis continues to be fiscally responsible while providing top level services to their residents.

Respectfully submitted,



Kate Thunstrom
City Administrator



Darcy Mulvihill
Finance Director

COMMUNITY PROFILE

The City of St. Francis is in the northernmost section of Anoka County, 12 miles north of Anoka and approximately 30 miles northwest of Minneapolis. The community can be accessed in a north-south direction by State Trunk Highway 47 and County Road 24 in an east-west direction.



St. Francis was originally known as the “Village of Otona” and was established in 1855 along the Rum River with a dam, grist, and a sawmill. The town was formally established as St. Francis in 1857. The Post Office was the first commercial building constructed in 1866, and in that year the Creamery Association was also built. Two other buildings were constructed during this period and still exist today: the Rum River Inn and the H.G. Leathers House. Both buildings are also listed on the National Register of Historic Places.

The community was an active center for milling lumber and flour in its early days. In the late 1880s, the population of St. Francis was almost 500, and the population held near that number until the 1960s. In 1923, the flour mill closed. Development of St. Francis in its early days suffered from the loss of the railroad as trade went to better transportation centers. From 1930 until 1960, agriculture was the community’s economic mainstay.

During the late 1960’s, St. Francis began to attract more residents and over the next few decades grew significantly. The community was incorporated in 1962, and with the assistance of a loan from the U.S. Department of Agriculture – Farmer’s Home Administration, the city constructed and began operating a municipal sewer and water system. These systems attracted quality development into the area. By 1980, the population had grown from 897 to 1,184 and by 1990, the population had grown 117% to reach a total of 2,538 residents. Growth continued through the 1990s and has been particularly dramatic in the past years. Today, the population is approximately 8,306. Its small-town character, its schools and accessible location has attracted and continues to attract new residents, particularly young families.

St. Francis is a home rule charter city. Minnesota has two basic types of cities – home rule and statutory – which influence cities’ organization and powers. The difference is the type of enabling legislation from which the municipality gains its authority. Home rule cities obtain their powers from a locally enacted home rule charter which is essentially a city constitution. Statutory cities get their power from Chapter 412 of Minnesota Statutes. Home rule charter cities can exercise any powers in their locally adopted charters as long as there’s no conflict with state law. Conversely, charter provisions can specifically restrict the powers of a city.

St. Francis operates under the Council/Administrator form of government. An elected City Council sets the policy and overall direction for St. Francis. City staff, under the direction of a city administrator, carries out council decisions and provides day-to-day city services. The city administrator is accountable to the City Council.

The City Council consists of a Mayor and four Council Members elected at-large. City elections are held in even numbered years, with the Mayor serving a two-year term and all Council Members serving four-year terms.

The City of St. Francis provides a full range of services. The general governmental functions include police and fire protection, street maintenance, engineering, planning and zoning, parks and recreation, economic and community development and general legislative and administrative services. The City also operates four enterprise funds. They are as follows: water, sewer, storm water and a municipal liquor store.



St. Francis is served by Independent School District #15. They serve the communities of St. Francis, East Bethel, Bethel, Oak Grove, Andover, Athens, Nowthen and Stanford. The school district offices as well as the bus garage and several of the school buildings are located within the city limits.



The Rum River runs north/south through the central area of St. Francis offering scenic views and canoeing opportunities. Rum River North County Park, an Anoka County Park, consists of 80 acres located near the south-central boundary of St. Francis. It is the northern access to the Rum River Canoe Corridor and offers amenities such as picnic shelters, biking and hiking trails, campsites, and observation decks.

**CITY OF ST. FRANCIS, MINNESOTA
PRINCIPAL CITY OFFICIALS**

DECEMBER 2023

CITY COUNCIL

JOSEPH MUEHLBAUER, MAYOR
Term Expires 12-31-2024

CRYSTAL KREKLOW, COUNCILMEMBER
Term Expires 12-31-2024

ROBERT BAUER, COUNCILMEMBER
Term Expires 12-31-2024

KEVIN ROBINSON, COUNCILMEMBER
Term Expires 12-31-2026

SARAH UDVIG, COUNCILMEMBER
Term Expires 12-31-2026

CITY MANAGERIAL STAFF

Employee	Position	Date Appointed
Kate Thunstrum	City Administrator	May 30, 2022
Jenni Wida	Deputy Administrator/City Clerk	August 18, 2021
Darcy Mulvihill	Finance Director	June 28, 2010
Todd Schwieger	Police Chief	December 5, 2016
Dave Schmidt	Fire Chief	July 11, 2017
Paul Carpenter	Dep Admin/Public Works Director	May 31, 2022
Colette Baumgardner	Community Development Director	July 18, 2022
Joe Pfiefer	Liquor Store Manager	November 13, 2023

BUDGET OVERVIEW

Challenges for the 2024 Budget

Challenges that frame the development of the 2024 Budget include:

Levy – For the 2024 tax levy, the Market Value Exclusion program continues. This program gives homestead properties valued at less than \$413,778, an exclusion of the market value from property taxes. This shifted the taxes that would have been paid by this part of the excluded property mostly onto commercial and industrial properties. The city council raised the tax levy rate from 44.719% in 2023 to an estimated rate of 49.989% in 2024. The levy for 2024 is \$5,598,195. This was an increase of \$490,505.

State aid –Local Government Aid was increased by \$98,473 for a total of \$645,657 in 2024.

Maintaining a competitive employee compensation and benefit package – In an effort to attract and retain high-performing employees, the City makes great effort to ensure that the City’s compensation and benefit package is commensurate with peer communities. Union contracts with the City’s three collective bargaining units will be negotiated in again in 2025 and 2026. Non-union personnel were given 3.0% for 2024.

Revenues up by 6.47%

The 2024 budget anticipates revenues in the amount of \$14,960,489, an increase of \$909,109 (6.47%) from 2023. The increase is mainly due to the increase in the 2024 levy, the increase in LGA and an increase in the use of ARP funds. The City also continues to review its fee schedule to determine what, if any, changes need to be implemented in future years for water and sewer rates.

Revenue Comparison

Fund	2023	2024	\$ Change	% Change
General	5,113,975	5,354,285	240,310	4.70%
Special Revenue	-	-	-	#DIV/0!
Debt	560,070	1,393,855	833,785	148.87%
Capital	1,765,297	1,399,297	(366,000)	-20.73%
Enterprise	6,612,038	6,813,052	201,014	3.04%
TOTAL	14,051,380	14,960,489	909,109	6.47%

Expenditures up 13.08%

Expenditures in the 2024 Budget are up by 13.08% or (\$1,701,323) than 2023. This is attributed to projects planned to be done in 2024 and the increase in debt service payments with the addition of the 2023 GO Bond repayments starting.

Expenditure Comparison

Fund	2023	2024	\$ Change	% Change
General	5,113,975	5,354,285	240,310	4.70%
Special Revenue	7,416	3,647	(3,769)	-50.82%
Debt	590,432	782,178	191,746	32.48%
Capital	932,094	1,820,727	888,633	95.34%
Enterprise	6,367,583	6,751,986	384,403	6.04%
TOTAL	13,011,500	14,712,823	1,701,323	13.08%

**Tax levy
increased for
2024**

The City's tax levy for 2024 is \$5,598,195 which is an increase of \$490,505 over the 2023 levy. The median home value in the City of St. Francis decreased from \$295,000 in 2023 to \$293,500 in 2024. A median home will pay an estimated \$1,413/year for 2024 city taxes.

The following table summarizes the estimated tax impact on homestead residential homes, based on the 2024 tax levy. This assumes no change in property valuation from year to year.

Estimated Market Value	2023 City Taxes	2024 City Taxes	Difference
250,000	\$1,052.06	\$ 1,176.04	\$ 123.98
270,000	\$1,149.55	\$ 1,285.02	\$ 135.47
290,000	\$1,247.03	\$ 1,393.99	\$ 146.96
310,000	\$1,344.52	\$ 1,502.97	\$ 158.45
330,000	\$1,442.01	\$ 1,611.95	\$ 169.94
350,000	\$1,539.50	\$ 1,720.92	\$ 181.42
370,000	\$1,636.98	\$ 1,829.90	\$ 192.92
390,000	\$1,734.47	\$ 1,938.87	\$ 204.40

County assessors value all property in the City annually. There is a lag time between when the property value is set and when the taxes are paid. For example, the market values that are set in 2023 are the basis for the taxes payable in 2024. The total of all the individual market values determines the total market value of the city.

After the estimated market value is determined, the amount of market value exclusion is determined. The full market value exclusion amount is \$30,400. This is 40% of \$76,000. Any value over \$76,000 loses 9% of the exclusion. The calculation on a \$200,000 house is as follows:

$$\$30,400 - ((\$200,000 - \$76,000) \times .09) = \$19,240$$

The \$19,240 is then subtracted from the \$200,000 to determine the property's taxable market value (TMV):

$$\$200,000 - \$19,240 = \$180,760$$

The taxable market value is then taken times the class rate of 1% (See table following to see class rates) to determine the net tax capacity (NTC):

$$\$180,760 \times .01 = \$1,808$$

Then the net tax capacity rate is taken times the total tax rate to determine the taxes for the property.

On non-homestead properties, the estimated market value is taken times the class rate and then taken times the tax rate to determine the tax amount.

Property Type	Payable 2020 Class Rate	Payable 2021 Class Rate	Payable 2022 Class Rate
Homestead			
0 to \$500,000	1.00%	1.00%	1.00%
Over \$500,000	1.25%	1.25%	1.25%
Non-Homestead (Single Family)			
0 to \$500,000	1.00%	1.00%	1.00%
Over \$500,000	1.25%	1.25%	1.25%
Apartments			
Regular	1.25%	1.25%	1.25%
Low Income	0.75%	0.75%	0.75%
Commercial/Industrial			
0 to \$150,000	1.50%	1.50%	1.50%
Over \$150,000	2.00%	2.00%	2.00%

When the City of St. Francis levies property taxes, the amount levied is allocated to property owners based on the tax capacity of their property. The total tax capacity is computed by factoring adjustments for tax increment districts and fiscal disparities. The adjustment for tax increment districts reduces the tax base for the value of the new development in a specified area. This allows the city to use the additional property taxes generated by the development to pay for certain expenses. The adjustment in tax base for fiscal disparities provides for sharing throughout the Twin Cities metropolitan area of a percentage of the growth in commercial and industrial tax base values. The growth is contributed to an area-wide tax base pool. A distribution index, based on the factors of population and property market value per capita, is used to allocate the area-wide tax base pool back to each taxing district. The following table provides a breakdown of St. Francis' tax base values:

	2022	2023	2024
Estimated Market Value	761,123,400	947,300,900	976,126,700
Taxable Market Value	714,073,707	912,153,498	938,191,612
Tax Capacity	7,519,595	9,577,860	9,876,609

The tax capacity is calculated by dividing the tax levy amount by the total tax capacity of the city's tax base. This rate is then applied to the tax capacity of the property to determine the amount of taxes due. The tax capacity rate for the city property tax levy for the past few years has been as follows:

2020	50.543%
2021	50.589%
2022	51.146%
2023	44.719%
2024	49.989%

Using the prior example of a single-family home with an estimated market value of \$200,000, the approximate city tax for 2024 would be:

$$\$1,808 \times 49.989\% = \$903.60$$

There are other factors taken into consideration when computing the final tax amount. This example is intended to give an estimate of the city's property tax amount. City property taxes are only a portion of the total tax bill for property owners. In Minnesota, property taxes are also levied by school districts, counties, and miscellaneous taxing districts. The property tax bill for each property owner is equal to each taxing district's tax rate multiplied by the property value and then added together.

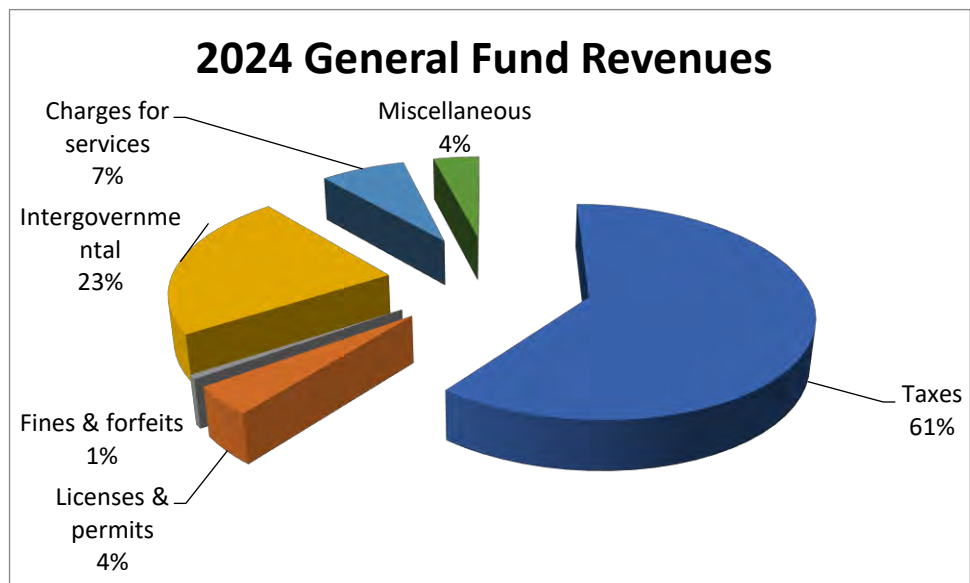
Staffing

The number of full-time positions are budgeted at 37 which is up by 1 over 2023. For 2024, the city council added a full-time Administrative Captain to help with Fire and Administration duties.

General Fund Revenues (net of transfers) up 4.66%

The 4.66% increase in General Fund revenues (net of transfers) amounts to \$253,310 more in revenues than 2023. Taxes budgeted for the General Fund are \$11,748 more in 2024. Taxes represent 61% of the revenues for the General Fund.

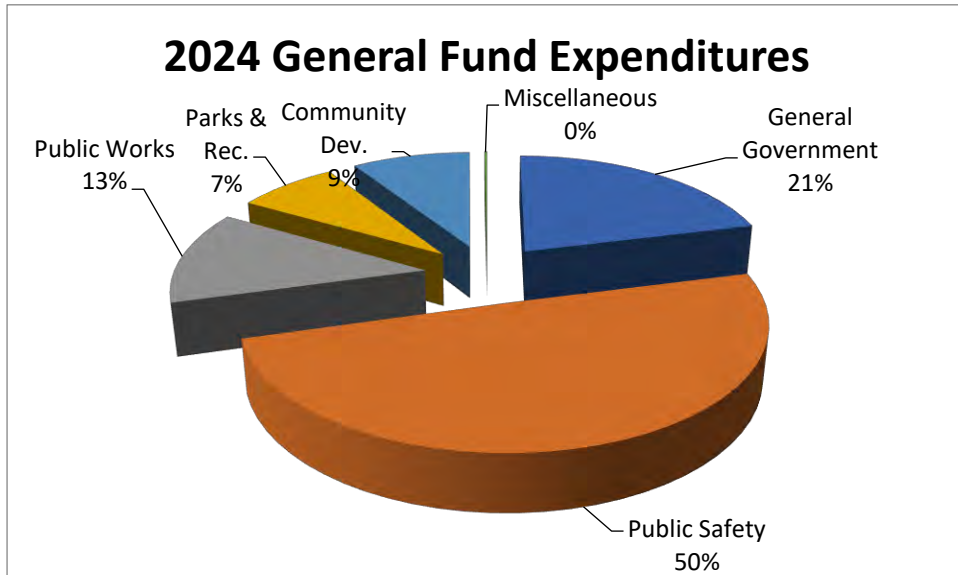
	2023	2024	\$ Change	% Change
Taxes	3,197,630	3,209,378	11,748	0.37%
Licenses & permits	218,430	230,670	12,240	5.60%
Fines & forfeits	36,340	34,620	(1,720)	-4.73%
Intergovernmental	963,134	1,211,167	248,033	25.75%
Charges for services	427,781	391,630	(36,151)	-8.45%
Miscellaneous	210,660	211,820	1,160	0.55%
TOTAL	5,053,975	5,289,285	235,310	4.66%



General Fund Expenditures (net of transfers) up 4.7%

The 2024 Budget includes recommended expenditures (net of transfers) that are 4.7% higher than the 2023 Budget. This is an increase of \$235,310 over the previous year with the largest increases being recognized in the General Government and Public Safety budgets within personnel costs.

	2023	2024	\$ Change	% Change
General Government	1,017,900	1,129,600	111,700	10.97%
Public Safety	2,591,500	2,653,400	61,900	2.39%
Public Works	630,350	677,800	47,450	7.53%
Parks & Recreation	371,550	404,550	33,000	8.88%
Community Development	492,825	478,875	(13,950)	-2.83%
Miscellaneous	9,850	10,060	210	2.13%
TOTAL	5,113,975	5,354,285	240,310	4.70%



General Fund Fund Balance will be 65% of Budget

The State Auditor recommends that cities maintain unreserved fund balances in their general fund of approximately 35 to 50 percent of fund operating revenues or no less than five months of operating expenditures. The 2024 budget projects a fund balance of 65% of fund operating revenues and 7.7 months of operating expenditures. This should provide a sufficient balance to cover cash flow needs and unexpected expenditures.

Debt Service Funds

The City has four debt service funds to account for debt. Fund 311 accounts for the 2013 bonds that refunded the 2007 bonds for street improvements and Fund 327 accounts for the 2015 bonds related to street improvements. These two funds are funded through property taxes, special assessments and transfers. Fund #327 is for the 2017 GO Capital Improvement Bonds. This bond is being repaid through property taxes and transfers. The city sold bonds in 2023 for a new City Hall/Fire Station which is accounted for in fund 335. This bond is being repaid through property taxes.

Debt for the Water and Sewer Enterprise funds are accounted for in the respective funds.

Outstanding debt on December 31, 2023 is calculated at \$38,122,000.

Capital Improvements

The 2024 Budget implements the first year of the 2024-2028 Capital Improvement Plan (CIP) adopted by the City Council on June 30, 2023. This five-year plan is updated annually through a comprehensive capital needs planning process. Some of the projects listed in the CIP are not included in the annually adopted budget because budgets are not established until after a public hearing is held and the City Council approves the project. This process is normally used for street projects and building construction because of the size of the project and the uncertainty of approval.

Utility rates

Water and sewer rates are set with the knowledge that predicting income is far more difficult than predicting expenses and capital costs. In setting rates, the City expects fluctuations in consumption from year to year, and therefore expects a net loss in some years and a net profit in others. The rate setting process is designed to make gradual changes in rates whenever possible, focusing on a long-term strategy.

Utility rate history (usage is per 1,000 gallons; base is per equivalent connection):

	<u>2014</u>	<u>2015</u>	<u>11/1/15</u>	<u>12/1/16</u>	<u>2018</u>	<u>2023</u>	<u>2024</u>
Water							
Base	13.75	13.75	16.50	19.80	14.55	15.28	16.04
Usage	Tiered	Tiered	Tiered	Tiered	Tiered	Tiered	Tiered
MN Test Fee	.53	.53	.53	.53	.81	.81	.81
Sewer							
Base	12.50	12.50	17.50	24.50	20.82	21.24	21.66
Usage	4.90	4.90	6.86	9.60	8.16	8.32	8.49

MN Statute 103G.291 was amended in 2008 to include a requirement for public water suppliers serving more than 1,000 people to adopt a water rate structure that encourages conservation by January 1, 2010. It was determined that a tiered rate system was the easiest and fairest solution. The following tiered rate system is in place for water usage.

<u>Gallons per Equivalent Connection</u>	<u>Fee per 1,000 gallons</u>
0 – 14,999	\$4.97
15,000 – 29,999	\$5.21
30,000 – 44,999	\$6.10
>= 45,000	\$7.18

MN PFA, the lender on our new Water Treatment Plant, requires that the city collect amounts necessary to produce net revenues adequate to pay all principal and interest when due on the Note. If not, they can require us to have a rate increase or direct us to levy the amount through property taxes. MN PFA is also the lender on our Wastewater Treatment Plant.

Water and Sewer Funds

Customers are billed for water and sewer charges monthly. Monthly billing assists in water conservation and leak detection by notifying customers of their usage every 30 days. The City contracts with an outside billing service for its utilities. Unpaid bills are the responsibility of the property owner and are certified to the property taxes each year.

Staff continues to monitor utility revenues to ensure financial stability.

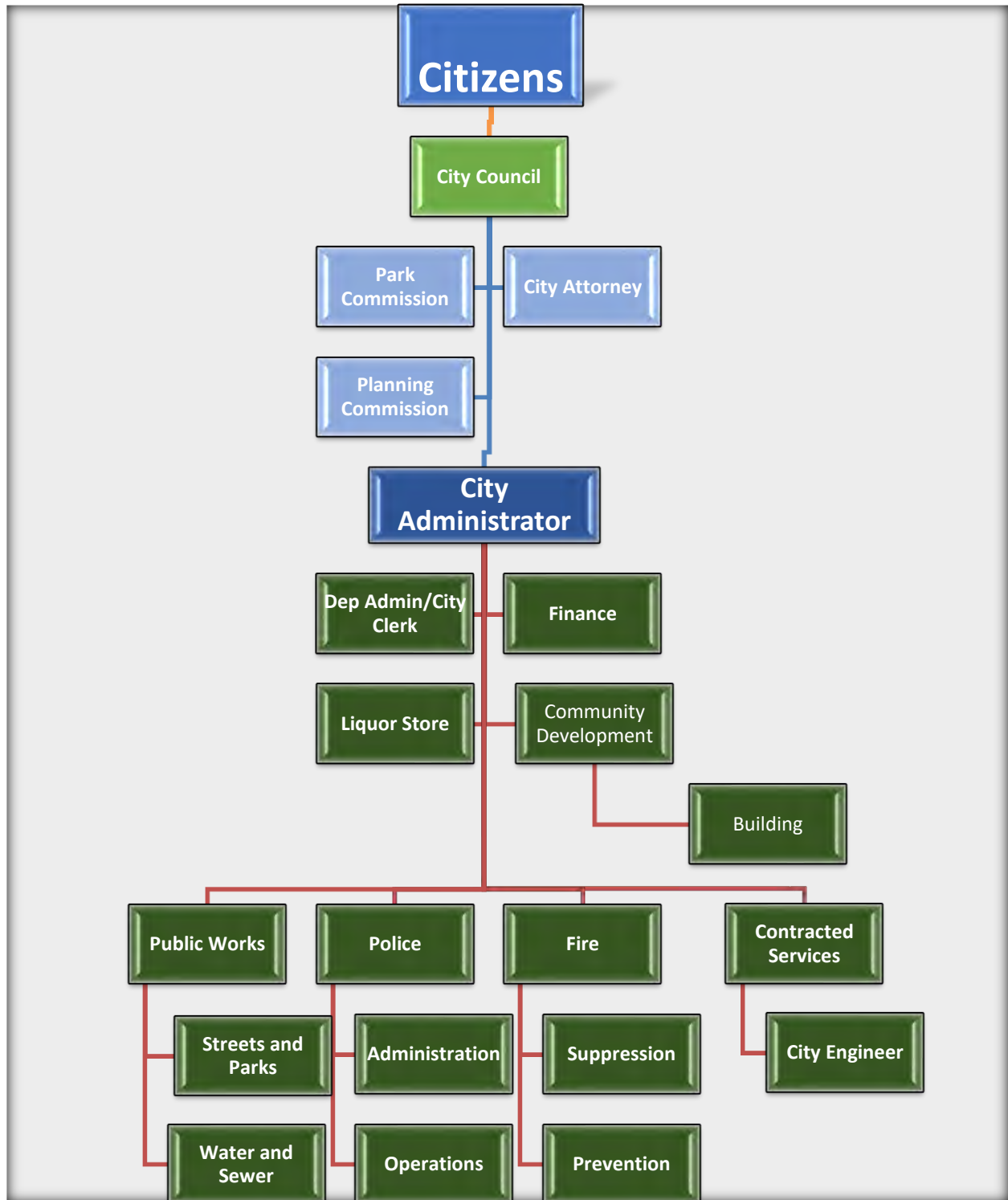
Expenditures from these funds are used for operation and maintenance, debt service, capital improvements, and infrastructure replacement relating specifically to the operation of water and sewer services. Major activity relating to these funds include:

- A Water Treatment Plant was constructed in 2008 with low interest financing provided through the MN Public Facilities Authority.
- A Waster Water Treatment Plant was constructed in 2016 with low interest financing provided through the MN Public Facilities Authority
- A second river crossing vital for uninterrupted water service for those residents on the east side of the Rum River and necessary for efficient watermain system maintenance was completed in 2009.
- Construction of sanitary sewer and water mains to serve properties along Ambassador Boulevard as well as providing development opportunities for existing undeveloped properties was completed in 2011.

Liquor

The St. Francis Municipal Bottle Shop was established in 1964 and has been a key partner in the operation of the City. Records show that over \$500,000 of store proceeds have been used to support City purchases and various recreational activities within the City. The Bottle Shop has been a proud sponsor of the Pioneer Days fireworks display since 1999 and has also assisted with the financing of the Fire Department building expansion, Woodbury Park gazebo, Fire Department tanker, and various public safety equipment, just to name a few. Gross sales topped \$3 million for the first time in 2023 with gross profit at 25%. During 2021, the Liquor Store was remodeled. This added space for sales, storage, and employees.

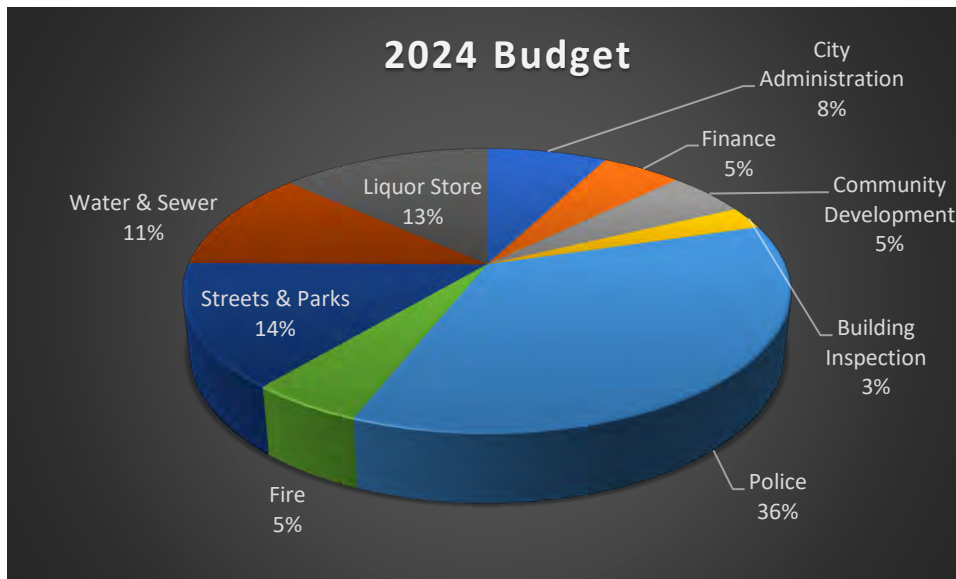
CITY OF ST. FRANCIS ORGANIZATIONAL CHART



CITY OF ST. FRANCIS, MINNESOTA
SUMMARY OF PERSONNEL
NUMBER OF BUDGETED REGULAR EMPLOYEES

	2023		2024	
	FULL TIME	PART TIME	FULL TIME	PART TIME
City Administration	3.00	0.00	3.00	0.00
Finance	2.00	0.00	2.00	0.00
Community Development	2.00	0.00	2.00	0.00
Building Inspection	1.00	0.00	1.00	0.00
Police	14.00	0.00	14.00	0.00
Fire	1.00	0.00	2.00	0.00
Streets & Parks	5.50	0.00	5.50	0.00
Water & Sewer	4.50	0.00	4.50	0.00
Liquor Store	2.00	2.25	3.00	2.25
TOTALS	36.00	2.25	37.00	2.25

The number of part-time employees listed is after conversion to full-time equivalents. Employee totals do not include paid-per-call firefighters, reserve officers, commission members or election judges.



BUDGETED FULL-TIME EMPLOYEES 2022-2024

	<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>CITY ADMINISTRATION</u>			
City Administrator	1.00	1.00	1.00
Deputy Administrator/City Clerk	1.00	1.00	1.00
Receptionist/Office Support	1.00	1.00	1.00
City Administration Department Total	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<u>FINANCE</u>			
Finance Director	1.00	1.00	1.00
Accounts Payable/Deputy City Clerk	1.00	1.00	1.00
Finance Department Totals	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<u>COMMUNITY DEVELOPMENT</u>			
Community Development Director	1.00	1.00	1.00
Assistant Community Development Director	1.00	1.00	1.00
Community Development Totals	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<u>BUILDING INSPECTIONS</u>			
Building Inspector	1.00	1.00	1.00
<u>POLICE DEPARTMENT</u>			
Police Chief	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Police Records Clerk	1.00	1.00	1.00
Sergeant	2.00	2.00	2.00
Investigator	1.00	1.00	1.00
Police Officer	8.00	8.00	8.00
Police Department Total	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>
<u>FIRE DEPARTMENT</u>			
Fire Chief	1.00	1.00	1.00
Administrative Captain	0.00	0.00	1.00
Fire Department Total	<u>1.00</u>	<u>1.00</u>	<u>2.00</u>
<u>STREETS & PARKS</u>			
Highways, Streets & Roads			
Deputy Administrator/Public Works Director	0.25	0.25	0.25
Administrative Assistant	1.00	1.00	1.00
Streets/Parks Supervisor	0.50	0.50	0.50
Streets & Parks Worker	1.60	1.60	1.60
Parks			
Deputy Administrator/Public Works Director	0.25	0.25	0.25
Streets/Parks Supervisor	0.50	0.50	0.50
Streets & Parks Worker	1.00	1.00	1.00
Recycling			
Deputy Administrator/Public Works Director	0.00	0.00	0.00
Streets & Parks Worker	0.40	0.40	0.40
Streets & Parks Department Total	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>
<u>WATER & SEWER</u>			
Water Operations:			
Deputy Administrator/Public Works Director	0.25	0.25	0.25
Water/Wastewater Supervisor	0.50	0.50	0.50
Water/Wastewater Operator	1.50	1.50	1.50
Sanitary Sewer Operations:			
Deputy Administrator/Public Works Director	0.25	0.25	0.25
Water/Wastewater Supervisor	0.50	0.50	0.50
Water/Wastewater Operator	1.50	1.50	1.50
Public Works Department Total	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>
<u>MUNICIPAL LIQUOR STORE</u>			
Liquor Store Manager	1.00	1.00	1.00
Liquor Store Asst. Manager	1.00	1.00	1.00
Liquor Clerk-Fulltime	0.00	1.00	1.00
Municipal Liquor Store Total	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>
TOTAL	<u>35.00</u>	<u>36.00</u>	<u>37.00</u>



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of St. Francis
Minnesota**

For the Fiscal Year Beginning

January 01, 2023

Christopher P. Morill

Executive Director

POLICIES

BUDGET PROCESS

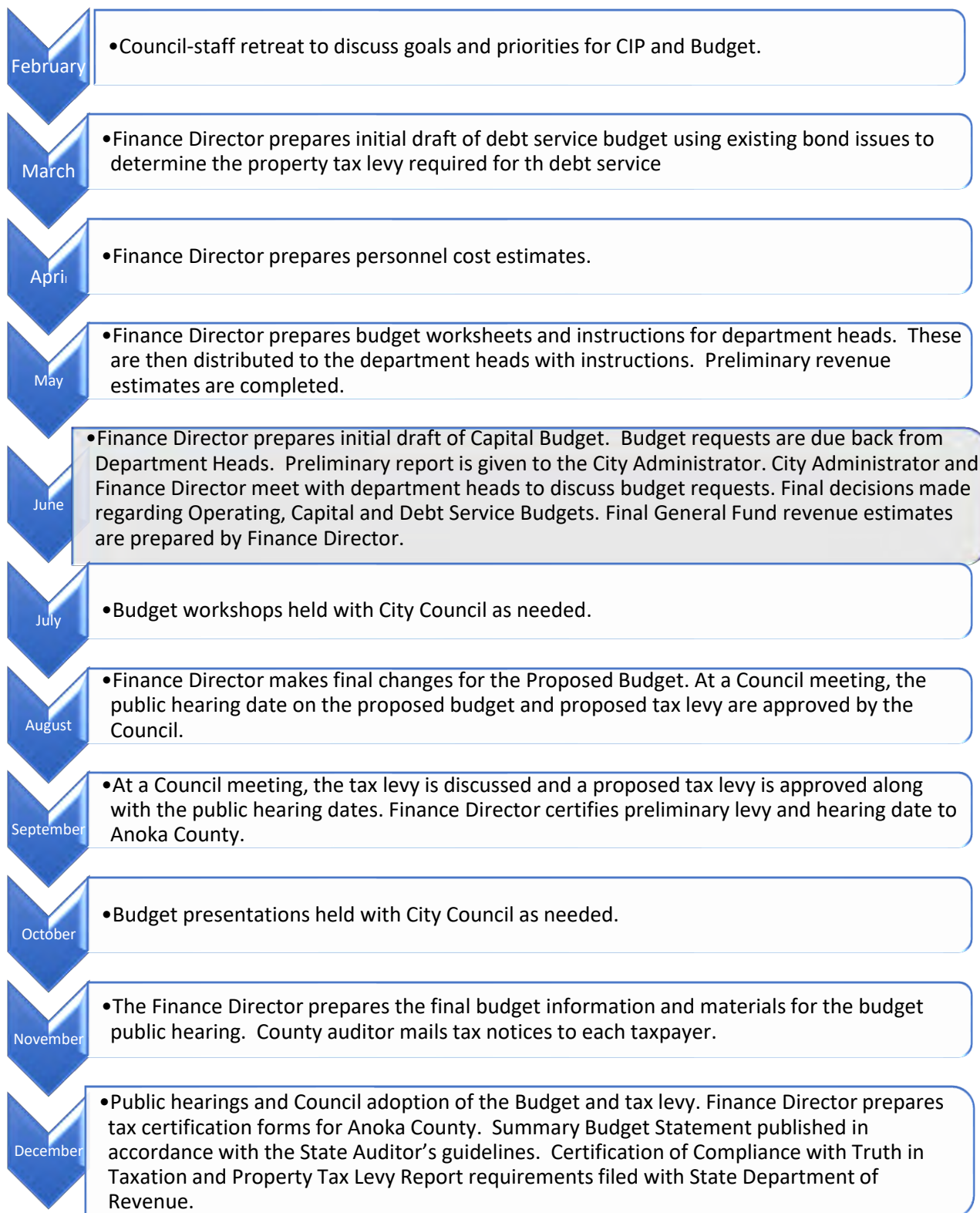
One of the most important activities undertaken each year by the City is the budget process. The quality of decisions made in the budget process conveys the City's long-range plans and policies for current and future services and programs. The budget is a financial, planning, and policy document which reflects the allocation of limited revenue among competing uses and serves as a guide for the various departments in implementing their goals and objectives.

It is important that the budget process communicate and involve the citizens, elected officials, staff, management, businesses, and all other interested parties of the City by:

- Identifying their issues and concerns,
- Obtaining their support for the budget process with different opportunities to get involved or express opinions,
- Achieving their knowledge and understanding of the goals and resource allocation,
- And reporting to them on services and resource utilization.

The budget process is a year-round activity because regular reporting is necessary to provide accountability, understanding, and confidence in the City. The City provides different types of reporting to facilitate this process. These reports include: quarterly newsletters, monthly department reports, monthly investment reports, budget document, and an audited comprehensive annual financial statement.

The annual budget process begins in February of each year. Department heads receive preliminary budget guidance from the City Administrator, with direction from the Mayor and Council. In April – May, department heads are given budget instructions and worksheets reflecting two-year historical data and current year budget and expenditure amounts. Each department is responsible for submitting the proposed budgets for their respective programs. They are asked to determine if there is a need to increase staff or if other major changes are needed. They are given approximately a month to finalize their research and submit the budget worksheets to the Finance Director by early June. Revenues are projected by the Finance Director. In budgeting revenues, a conservative approach is taken. For many revenue line items, actual data over the past three years is analyzed to identify inherent trends, and an adjustment is made for known events predicted to occur in the coming calendar year. The City Administrator and Finance Director meet individually with each department head to discuss the department's budget submittal, and changes are made, either increases or decreases, to accommodate the overall budget picture. Total budget requests are compared to revenue estimates to ensure that there is funding available to fund the proposed expenditures. Following the individual meetings, budget workshops are held with the City Council. The submittal of the Proposed Budget is followed by a series of public presentations to the City Council that are designed to give the Council and citizens an overview of the Budget, and to prepare the Council in making informed budget decisions. The final document is adopted in December following the required public hearings. A more detailed timeline for the budget process is as follows:



FINANCIAL POLICIES

Balancing the Budget

The City recognizes that its citizens deserve a commitment from the City to live within its means and that a balanced operating budget is the cornerstone of fiscal responsibility. A balance must be struck between revenues and expenditures so the public can realize the benefits of a strong and stable government. Annual operating expenditures (personnel costs, operating expenses, capital expenses and transfers) will be fiscally balanced with revenues or income estimates that can be reasonably and normally projected to be received during the fiscal year.

On an annual basis the City will present a balanced General Fund operating budget to the City Council. Total resources available, including fund balances plus projected revenue, shall be equal to or greater than the projected expenditures for the coming year. In the event a budget deviates from being presented as balanced, full disclosure and City Council approval will be required including the factors affecting the budget such as economic factors or emergency capital expenditures.

- Any increase in expenses that requires budget revision shall be offset by a budget transfer, increased revenue or use of fund balance.
- Any significant decrease in revenue that results in a budget imbalance shall be offset by a budget revision to reduce expenditures. Any minor decrease in revenues that results in a budget imbalance shall be assumed to be offset by departments that won't spend their entire expenditure budget.
- Temporary shortages, or operating deficits, can and will occur due to extraordinary events and circumstances. These operating deficits will not be tolerated as an extended trend.
- Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy or transferring for use in capital projects or "one-time only" projects.
- Special Revenue Funds are supported by special levies and fees, grants or intergovernmental revenues. Expenditures in these funds are strictly limited to the mandates of the funding source.

Long-Range Planning and Fund Balance

A good budget process incorporates a long-term perspective to assess the financial implications of current and proposed operating and capital budgets, budget policies, cash management and investment policies, programs and assumptions. This information is important in making quality decisions for both the current and future needs of the City.

Maintaining an adequate fund balance is essential. The City shall establish a reserve general fund balance in order to accommodate unexpected operational changes, legislative impacts or other economic events affecting the City's operations that could not have been reasonably anticipated. The goal is to establish an unreserved fund balance in the General Fund that is equivalent to forty percent (40%) of General Fund revenues. Fund balance is defined as the difference between assets and liabilities reported in a governmental fund. This unreserved fund balance will be used to meet cash flow needs until the first property tax and state aid payments are received at mid-year and to provide for unanticipated expenditures, revenue shortfalls, and emergency situations which may occur.

Capital Improvement

The City shall establish a multi-year Capital Improvement Plan that allows the City to maintain its equipment and infrastructure at an adequate level. This plan will be updated annually. The City will coordinate development of the Capital Improvement Budget with the development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts. As resources are available, the most current year of the CIP will be incorporated into the current year operating budget as the Capital Improvement Budget. The City will provide ongoing

preventative maintenance and upkeep on all its assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.

Capital Asset Inventory

Understanding the use and condition of all the City's equipment and infrastructure (capital asset) is important in receiving maximized public benefit. This allows the City to plan for the ongoing financial commitments required to maintain and replace the equipment and infrastructure.

- The City shall maintain a list of equipment and infrastructure.
- Identify corrective/maintenance needs on a yearly basis.
- Develop preventive and predictive maintenance planning estimates.
- Establish replacement schedules by determining useful life and estimated year of replacement for inventory.

Revenue Policies

Understanding the revenue stream is essential to prudent planning. These policies seek stability to avoid potential service disruptions caused by revenue shortfalls. Estimates are arrived at by studying relevant revenue history along with economic trends and indices when available.

Revenue Diversification

Program demands require that an adequate revenue stream be maintained. The City will continuously seek to diversify its revenue sources in order to improve the ability to handle fluctuations or dependency on individual sources. New and expanded unrestricted revenue streams should be first applied to support existing programs prior to funding new or expanded programs. The various sources of revenue shall be monitored to determine that rates continue to be adequate so each source is maximized. The City will pursue federal, state, and private grants but will strictly limit financial support of these programs to avoid commitments that continue beyond funding availability.

Fees and Charges

The City will charge fees for services where such an approach is permissible, and where there is only a limited or specific group of beneficiaries of the City service. Sufficient user charges and fees shall be pursued and levied to support the full cost (operating, direct, indirect and capital) of operations. The City will consider market rates and charges levied by other public and private organizations for similar services in establishing tax fees and charges. The City will periodically review fees and charges in order to keep pace with the cost of providing the service or that percentage of the total cost deemed appropriate by the City. Services shall be scaled to the level of support available from these fees and charges. When sufficient user charges and fees cannot be pursued and levied to support the full cost of operations (such as public record request), the City shall be aware of the costs not allocated to the user charges and fees. In conjunction with the annual budget process, departments will review the cost of providing services against the fee charged. Proposed increases will be brought before the City Council for approval. The City will set fees and user charges for each Enterprise Fund, such as Water and Sewer, at a level that fully supports the total direct and indirect costs of the activity. Indirect costs include the cost of annual depreciation of capital assets.

Use of One-time Revenues

Non-recurring revenue or one-time revenues are sources of revenue the City cannot anticipate receiving on a continuing basis. It is important to seek out and receive this non-recurring revenue because these revenues have value different than ongoing revenues. The City will pursue one-time revenues but will strictly limit expenses to avoid commitments that continue on an ongoing basis.

The City shall not budget one-time revenues unless the revenue has been received or a commitment notice has been received. Use of one-time revenues will be reserved for the highest priorities of the current budget to include any revenue shortfalls impacting current budget, reducing and managing debt, use in considering one-time capital purchases and fund balance reserves.

Use of Unpredictable Revenues

The City uses a conservation approach in making ongoing revenue assumptions by utilizing growth patterns and knowledge of the developing areas. Unpredictable revenue assumptions need to also consider the various factors that make the source unpredictable. Unpredictable revenue shall be monitored to determine how the various factors are affecting the collection both currently and in the future. Unpredictable revenue shall be described in the budget document, and the factors that make the source unpredictable discussed. The City shall budget unpredictable revenue lower than the revenue assumption or anticipated collection. The City has not restricted the use of unpredictable revenues.

Stabilization

The City needs to maintain a prudent level of financial resources to protect the public against the need to reduce service levels or raise taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The long-range planning policy established a reserve general fund balance for unexpected operational changes, legislative impacts or other economic events.

Expenditure Policies

The expenditures of a City define the ongoing public service commitment. Prudent expenditure planning and accountability will ensure fiscal stability.

Expenditure Accountability

Policies and budgets are not effective if the City does not make periodical review to actual expenditures. This review allows the City to decide on necessary actions to bring the budget back into balance. Financial reports presented to City Council and department heads on a regularly scheduled basis. Analysis of the financial reports presented to City Council and department heads on a regularly scheduled basis.

Debt

Per state statutes, the City will not exceed three percent (3%) of the estimated market value of taxable property for general obligation debt. The City will utilize all appropriate financing methods to assist it in meeting its financial needs.

- Utilize finance consultants and professional service providers to assist in managing the debt of the City including: bond counsel, underwriters, financial advisers, paying agent and other professional service providers.
- Utilize the long-range planning plans in preparing the budget and developing financing scenarios.
- The structure and term of all City indebtedness shall vary in order to accommodate the different economic life cycles of the financed improvement.
- Short-term debt and interim financing should be used when it is prudent and advantageous to the City.
- All debt issues will be reviewed periodically to determine if refinancing or calling of any issue would be financially beneficial when advantageous, legally permissible and prudent.
- The City shall seek to use credit enhancement (letters of credit, bond issuance, surety bond, etc.) when such credit enhancement proves cost-effective.
- Establish a system of record keeping and reporting to meet the arbitrage rebate compliance requirements of the federal tax code.
- The City shall maintain a relationship with the rating agencies that currently assign ratings to the various debt obligations.
- Provide ongoing disclosure information to established information repositories for maintaining compliance with disclosure standards promulgated by state and national regulatory bodies.
- Long term borrowing will not be used to finance current operations or normal maintenance.
- The City will strive to maintain a high reliance on pay-as-you-go financing for its capital improvements.
- The City will confine long term borrowing to capital improvements or projects that cannot be financed from current revenues.

- When the City finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the project.
- Where possible, the City will use special assessment revenue or other self-supporting bonds instead of General Obligation Bonds.

Basis of Budgeting

The modified accrual basis was used for the budgets for most of the funds in the budget. Under this basis, revenues are recognized in the accounting period that they become available and measurable. Expenditures are recognized in the accounting period in which the liability is incurred, if measurable. The accrual basis was used for the budget of the enterprise funds (Water, Sewer, Storm Sewer and Liquor) in the Operating Budget. Under this basis, revenues are recognized in the accounting period that they are earned and measurable; expenses are recognized in the accounting period that they are incurred, if measurable. The basis of budgeting is the same as the basis of accounting.

FUND STRUCTURE

Following is a description of the funds included that are subject to appropriation, for which financial plans and budget appropriations are prepared annually. These funds are the General, Special Revenue, Capital Projects, Debt Service, and Enterprise Funds.

GENERAL FUND

The General Fund is the City's primary operating fund. It accounts for all financial transactions not properly accounted for in any other fund, including most of the basic governmental services. The expenditures from the General Fund account for the majority of primary services provided by the City in the areas of public safety, parks and recreation, street maintenance, planning, engineering and general government. In 2012, the Bi-Centennial and the Pioneer Days Special Revenue Funds were moved into the General Fund.

SPECIAL REVENUE FUNDS

This type of fund accounts for services and expenditures where revenue is restricted for a designated purpose. The City maintains the following Special Revenue Funds:

- **Police Forfeiture Fund** – proceeds from the sale of forfeited vehicles which is legally restricted for the purchase of police equipment.

CAPITAL PROJECTS FUNDS

Capital projects funds account for the acquisition and construction of major capital facilities and equipment (except those financed by proprietary funds). This includes expenditures relating to street projects and economic development. The City maintains the following Capital Projects Funds:

- **Capital Projects/Equipment** – funds set aside for future purchases of equipment, vehicles, and facility replacements and improvements. Resources are currently provided by transfers from other funds.
- **Park Fund** – for the development of new City parks and improvement of existing parks. Revenue is primarily from park development fees.
- **Gambling Fund** – activity associated with the 10% contribution from the net gambling proceeds from the charitable organizations in the city.
- **Creekview Estates** – accounts for the accumulation of resources to finance the 2006 street reconstruction project.
- **Ivywood & 230th** – accounts for financial resources used to finance the 2015 street reconstruction project.
- **Building Improvement**—accounts for financial resources to finance future building improvements
- **Street Improvements**-- accounts for financial resources to finance future street improvements

DEBT SERVICE FUNDS

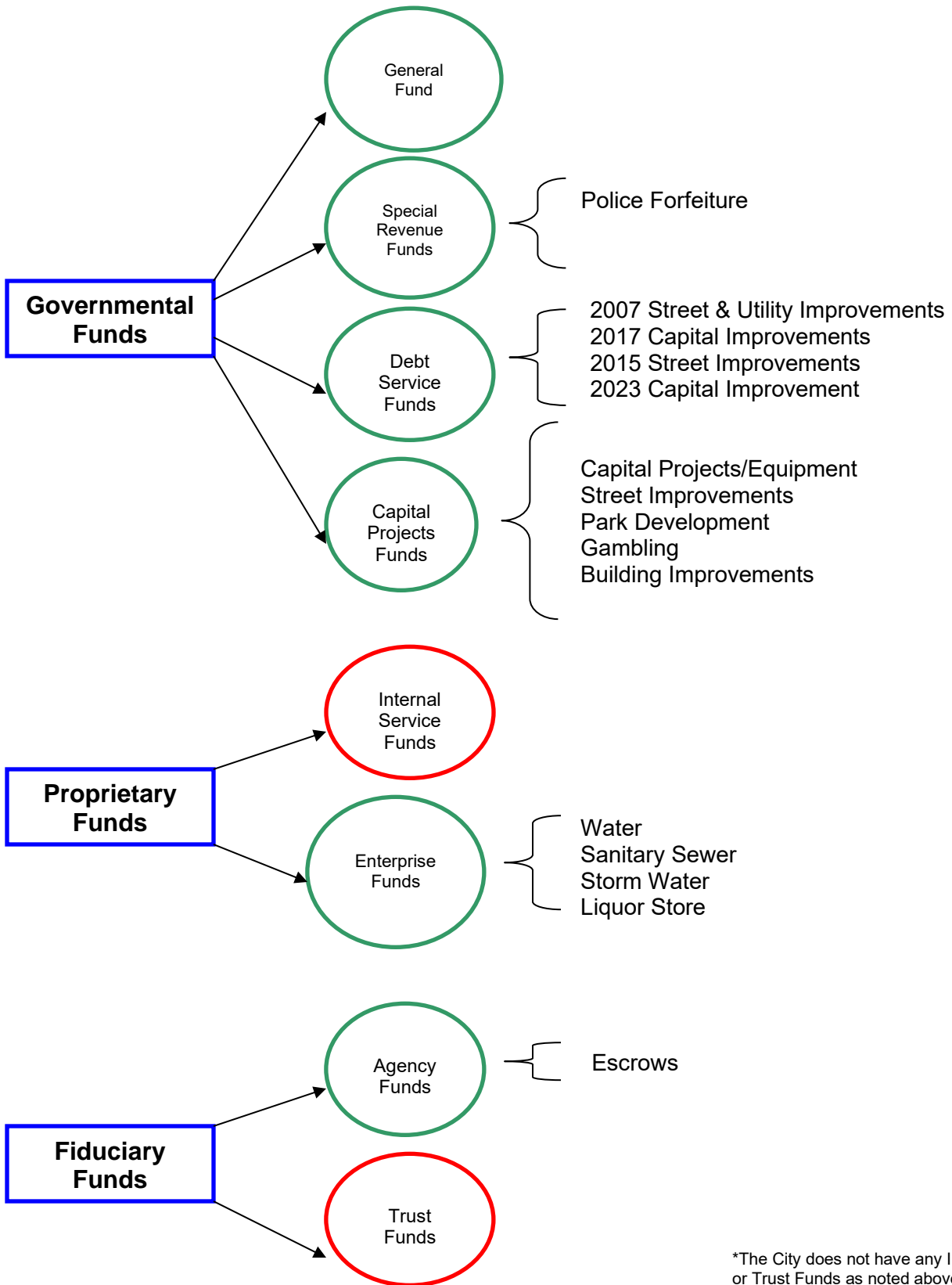
Debt service funds account for the accumulation of resources for, and the payment of, general and special assessment long-term debt principal, interest and fiscal agents' fees. Enterprise fund debt is accounted for in the individual enterprise fund.

ENTERPRISE FUNDS

Enterprise funds account for our business-type activities. These activities provide services where most or all of the costs are recovered through user fees and charges. The City maintains the following Enterprise Funds:

- **Water Fund** – receives its revenues from charges to property owners to provide water utilities, fund operations and maintain infrastructure.
- **Sewer Fund** – receives its revenues from charges to property owners to provide sewer utilities, fund operations and maintain infrastructure.
- **Storm Water Fund** – receives its revenues from charges to property owners to fund operations and maintain infrastructure.
- **Liquor Fund** – accounts for the costs associated with the City's liquor operations.

FUND STRUCTURE



*The City does not have any Internal Service or Trust Funds as noted above in red.

City of St. Francis Funds and Departments Relationship

	General Government	Public Safety	Public Works	Culture & Recreation	Community Development	Miscellaneous	Liquor
<u>General Fund</u>	X	X	X	X	X	X	
<u>Special Revenue Funds</u>							
Police Forfeiture		X					
<u>Debt Service Funds</u>							
2013 Street & Utility Improvements	X						
2017 GO Capital Improvements	X						
2015 Street Improvements	X						
2023 GO Capital Improvements	X						
<u>Capital Projects Funds</u>							
Capital Projects		X	X	X			
Street Improvements			X				
Park Development				X			
Building Improvements	X						
Gambling		X					
<u>Proprietary Funds</u>							
Water			X				
Sewer			X				
Storm Water			X				
Liquor							X

BUDGET SUMMARY

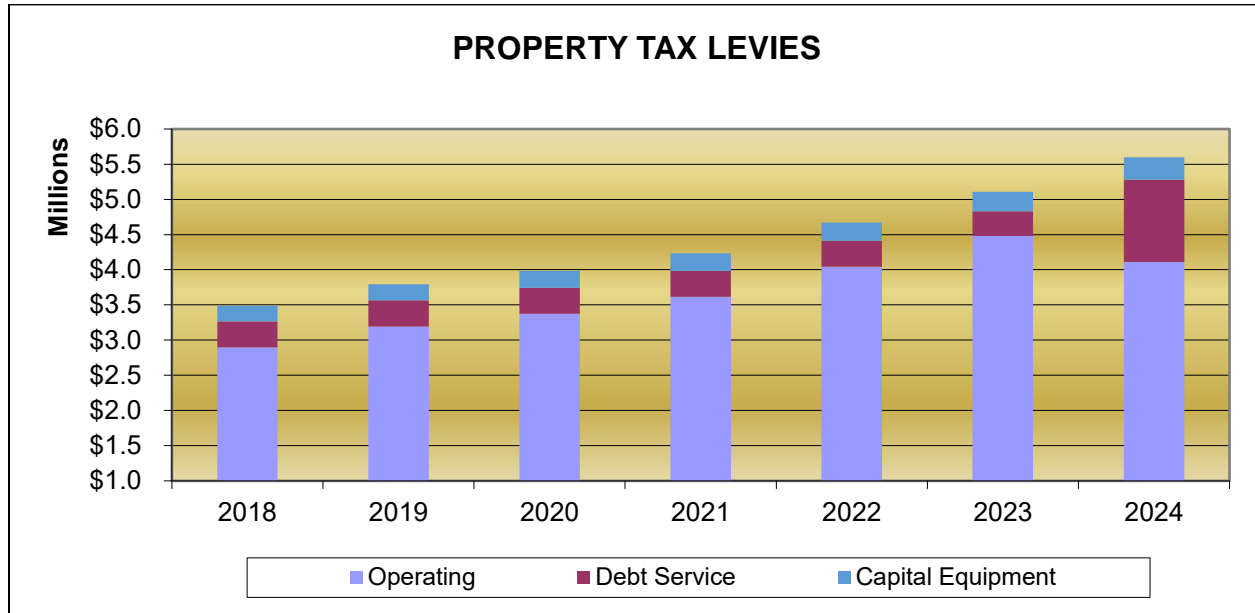
REVENUE SOURCES

The City is dependent on the resources that generate revenue to provide for the different services that our residents receive. This dependency is the limiting factor on what services can be provided. These services range from the basic services of public safety and road maintenance to services enhancing the quality of life such as parks and community events. Our resources to generate revenues are affected by several factors, including City, State and Federal laws, rates, demographics, and economic conditions. The following provides a summary of the different revenue sources.

Taxes - \$5,527,573 (36.9%)

Tax revenues consist of property taxes (current and delinquent), tax increments and penalties and interest. This revenue source is primarily used in the General Fund and is set at a level to raise adequate revenue for the operating budget when combined with other expected revenues. The final level of expected revenue should be sufficient to conduct City business in accordance with Council policy and directives and result in a projected year-end fund balance to cover possible emergencies and contingencies. The Minnesota State Legislature eliminated the Market Value Credit Program in 2012 and replaced it with the Market Value Exclusion Program which continues in 2024.

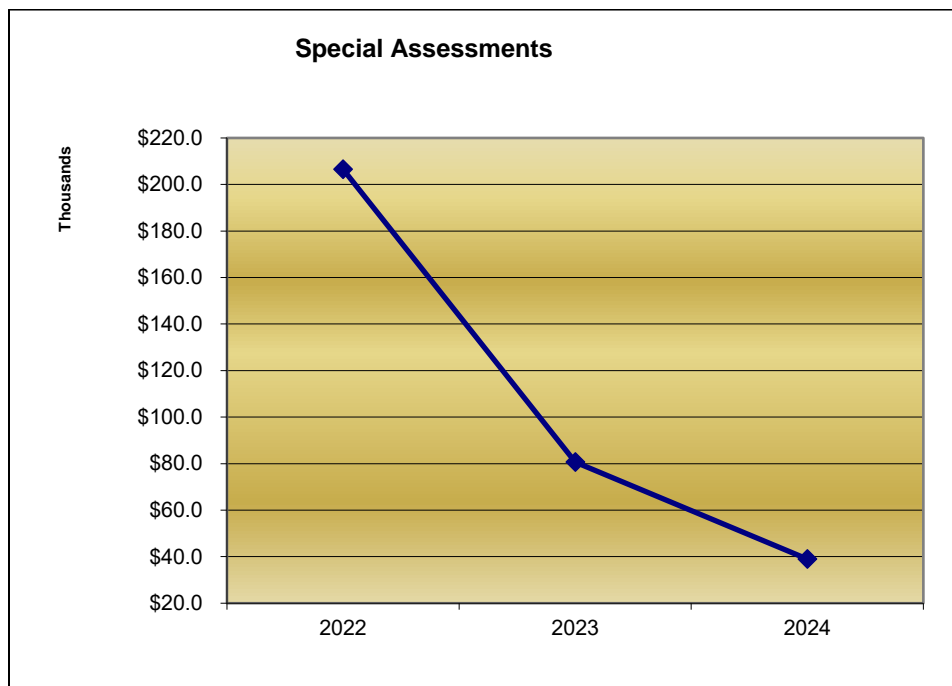
The City relies on property taxes for 61% of the total General Fund revenues, supporting such functions as public safety, public works, and general government.



Special Assessments - \$39,000, (.3%)

A portion of the costs for public improvements is recovered by assessment charges to the benefiting property owners. These collections are used to pay bond principal and interest on the outstanding improvements bonds or to reimburse the City if no bonds were issued. Property owners have the option of paying the assessment in full or spreading the assessment over a 10, 15 or 20-year payback period depending on the type of improvement. Special assessment revenue also includes charges against property for the collection of delinquent utility bills or miscellaneous charges. The budget is based on current payment schedules and a review of upcoming projects and outstanding balances.

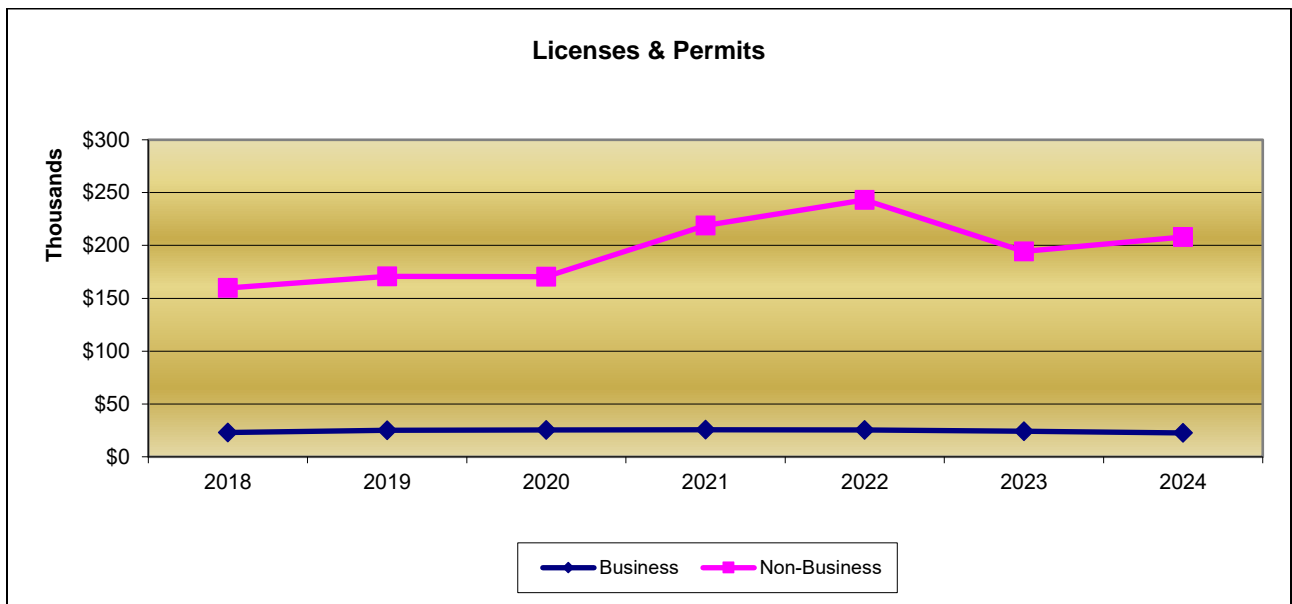
Special assessment collections for 2024 will drop as some assessments have been paid off in 2023.



Licenses and Permits - \$230,670 (1.5%)

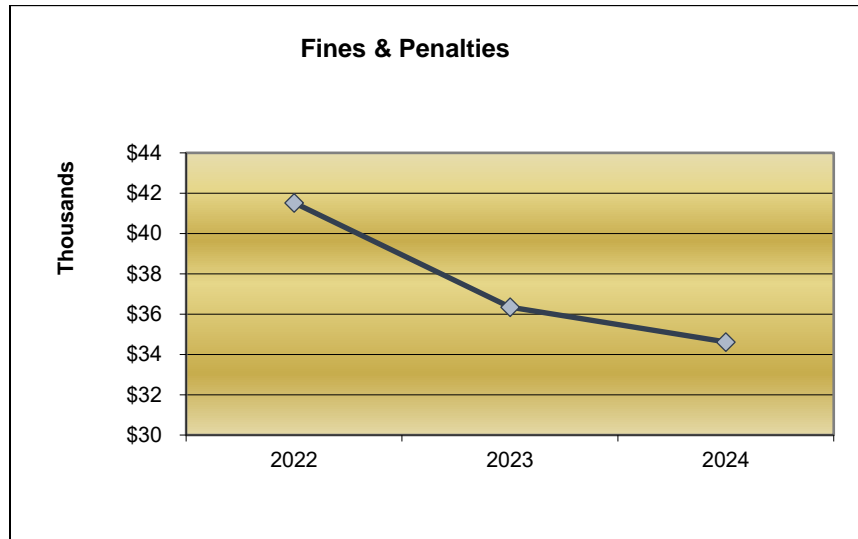
This revenue source is found only in the General Fund. It primarily consists of liquor license fees, building permit fees, and animal licenses. These revenues are based on a review of the prior three years' currents, changes in economic conditions, City determined license rates, State regulated rates, and the Uniform Building Code.

These fees are normally charged as a means of recovering the cost of regulation in the interest of the overall community. Business license fees are required to be paid annually in order to operate a business within the City. Liquor license fees account for most of the revenue in this category. Non-business license and permit fees are levied to finance the cost of inspecting and regulating new construction and to cover a portion of the administrative costs associated with monitoring activities. Building permit fees generate most of the revenue in this category and have been the major factor in the increase for this revenue stream.



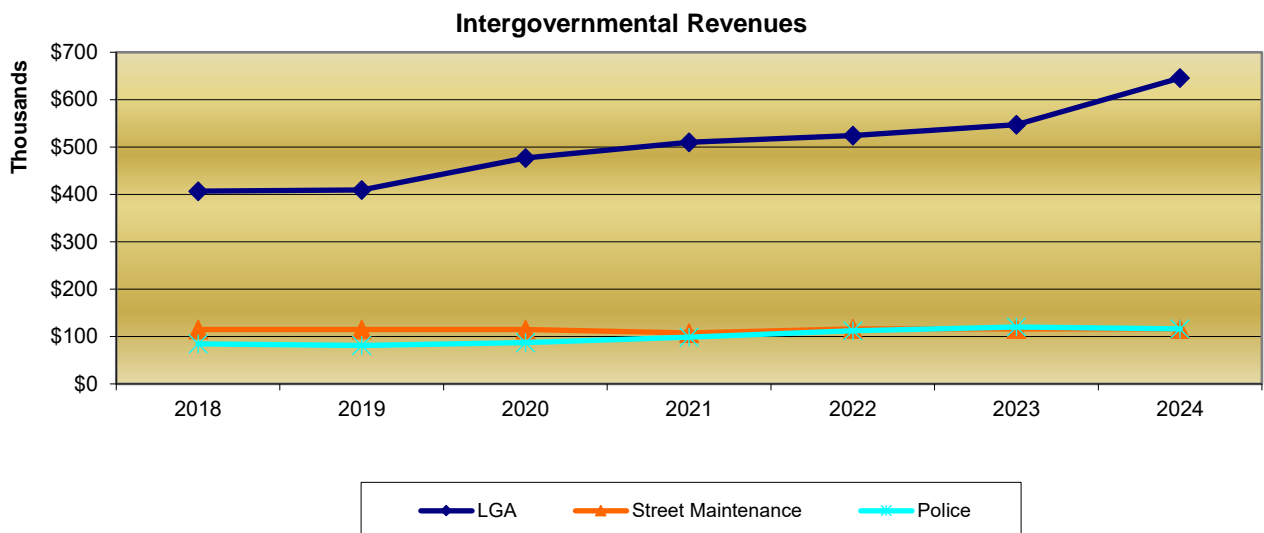
Fines and Penalties - \$34,620 (.2%)

Fines and penalties consist of the City's share of fines collected by the County for court actions, animal impound fees, and revenue from drug forfeiture proceeds. The budget is based on a review of the prior three years' actuals. The fluctuations in this category are mainly caused by drug forfeiture proceeds. The revenue from drug forfeitures is dependent on crime in the city. We do not budget for drug forfeiture revenue as it is very unpredictable.



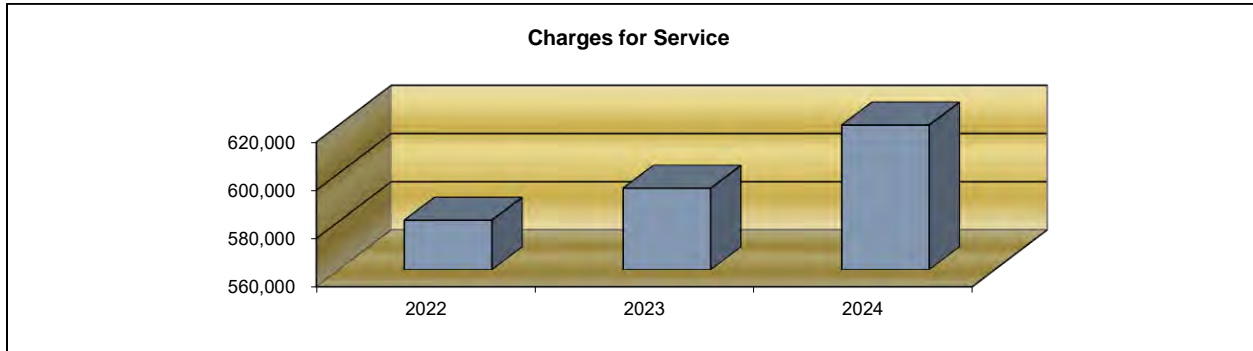
Intergovernmental - \$1,327,264 (8.9%)

This represents monies from other governments in the form of grants, entitlements, and shared revenues. The city is going to receive \$645,657 in Local Government Aid in 2024. Other items represented in this revenue source are Police and Fire State Aid, Community Development Block Grants and State Street Aid. This also accounts for the use of the ARP Funds from the Federal Government.



Charges for Services - \$619,966 (4.1%)

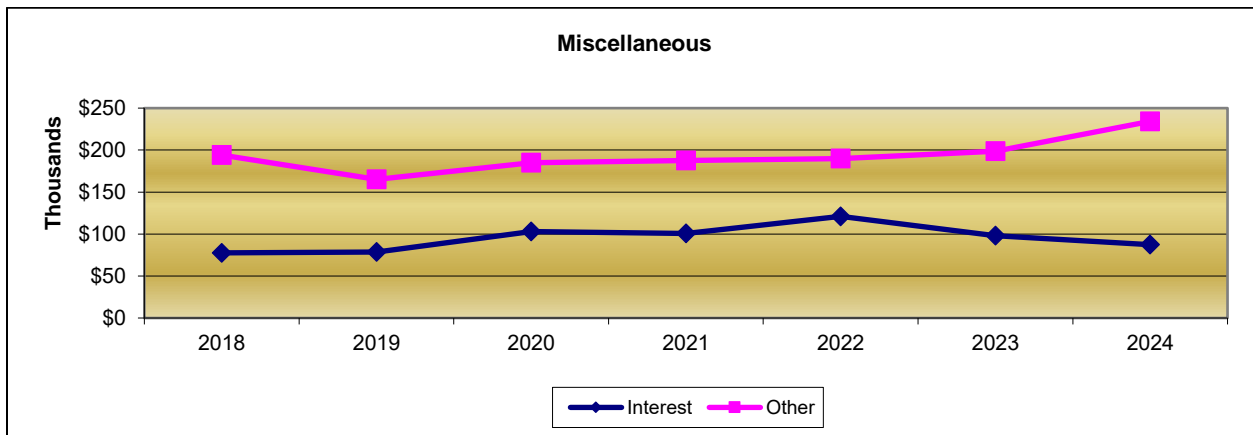
Charges for services comes from a variety of sources such as fire contracts with neighboring cities, plan reviews, recycling revenue, special event fees, and administrative charges between funds.



Miscellaneous - \$328,420 (2.2%)

Miscellaneous revenues include investment earnings, park dedication fees, donations, cable franchise fees, sale of property, and antenna lease agreements. They are based on a review of the prior three years' actuals.

Interest revenue is earned on the investment of City funds. Most cash in the city is pooled for investment purposes. Interest is allocated to funds monthly based on the change in each of the fund's cash balances.

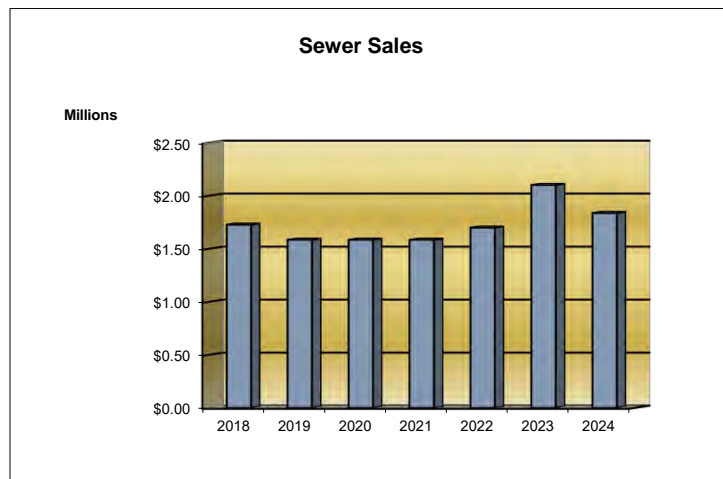
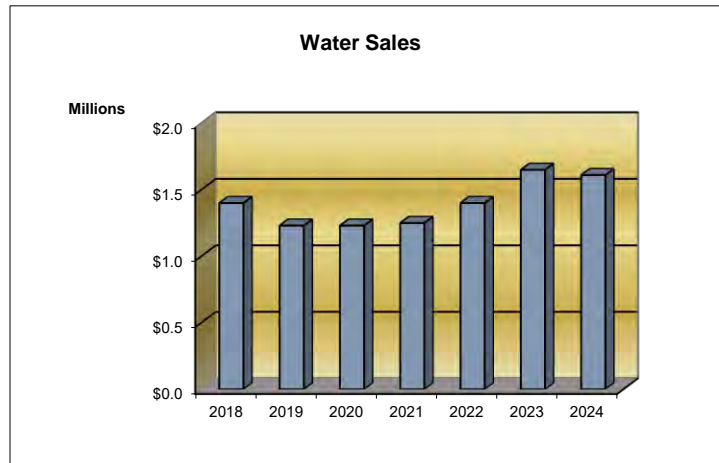


Sales - Water, Sewer, Liquor - \$6,404,130 (42.8%)

This represents water and sewer usage charges and sales made by our municipal liquor store. Rate studies and forecasts are reviewed to determine user charges. The Water, Sewer and Municipal Liquor Funds are enterprise funds of the City. The funds are financed and operated in a manner similar to private business enterprises where the intent of the City is that the costs (including depreciation) of providing services to the general public on a continuing basis be financed primarily through user charges.

The history for the monthly water and sewer bill on a residential household that uses 6,000 gallons per month would be:

Year	Water	Sewer	Total
2016	\$47.63	\$58.66	\$106.29
2017	\$57.05	\$82.10	\$139.15
2018	\$57.05	\$82.10	\$139.15
2019	\$42.08	\$69.78	\$111.86
2020	\$42.08	\$69.78	\$111.86
2021	\$42.08	\$69.78	\$111.86
2022	\$42.08	\$69.78	\$111.86
2023	\$44.47	\$71.16	\$115.63
2024	\$46.67	\$72.60	\$119.27



**St. Francis Municipal Liquor Store
Sales Analysis**

Percent of Sales	2022		2023		2024	
Liquor	1,061,870	36.2%	1,137,220	36.8%	1,065,000	36.0%
Beer	1,501,830	51.2%	1,553,322	50.3%	1,517,300	51.3%
Wine	229,184	7.8%	234,567	7.6%	230,000	7.8%
Tobacco	75,849	2.6%	80,402	2.6%	76,000	2.6%
Misc	67,280	2.3%	81,454	2.6%	68,100	2.3%
Total Sales	2,936,013		3,086,965		2,956,400	

Connection Fees - \$88,128

Water and sewer connection charges are due when new hookups are added to the City's system from either new construction or additions to current property. The fee per connection is set by the City. This category also contains payments from developers for their portion of infrastructure costs when putting in a new development.

Debt Proceeds - \$0 (0.0%)

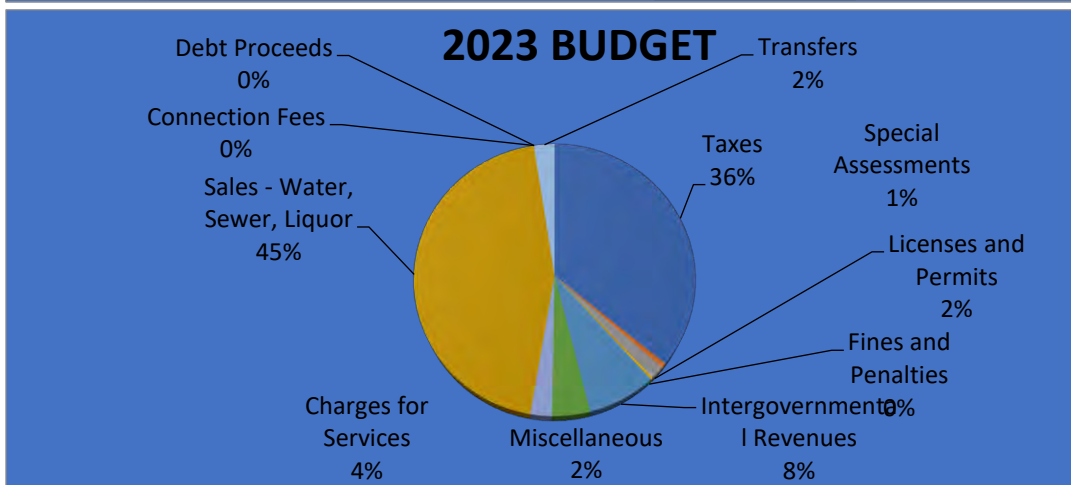
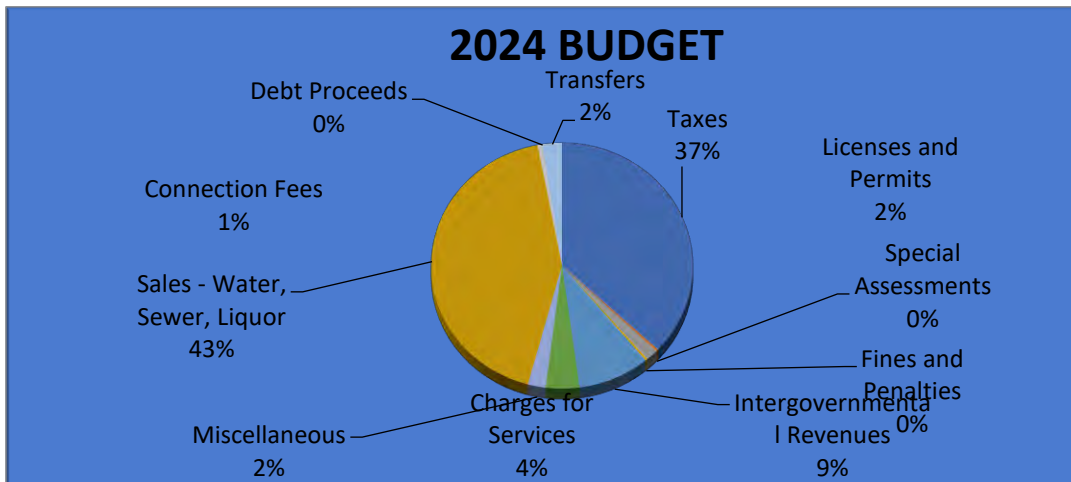
This Other Financing Source represents the funds received when issuing debt to pay for infrastructure or other capital items. None are budgeted in 2024.

Transfers and Contributions of Assets - \$360,718 (2.4%)

Transfers in are not an outside revenue source, but instead reflect amounts transferred between City Funds. These transfers may be utilized to fund projects or debt service from multiple sources. The largest components of transfers in are to cover capital equipment or projects.

CITY OF ST. FRANCIS, MINNESOTA
ALL FUNDS
 REVENUE SOURCES AS A PERCENT OF TOTAL

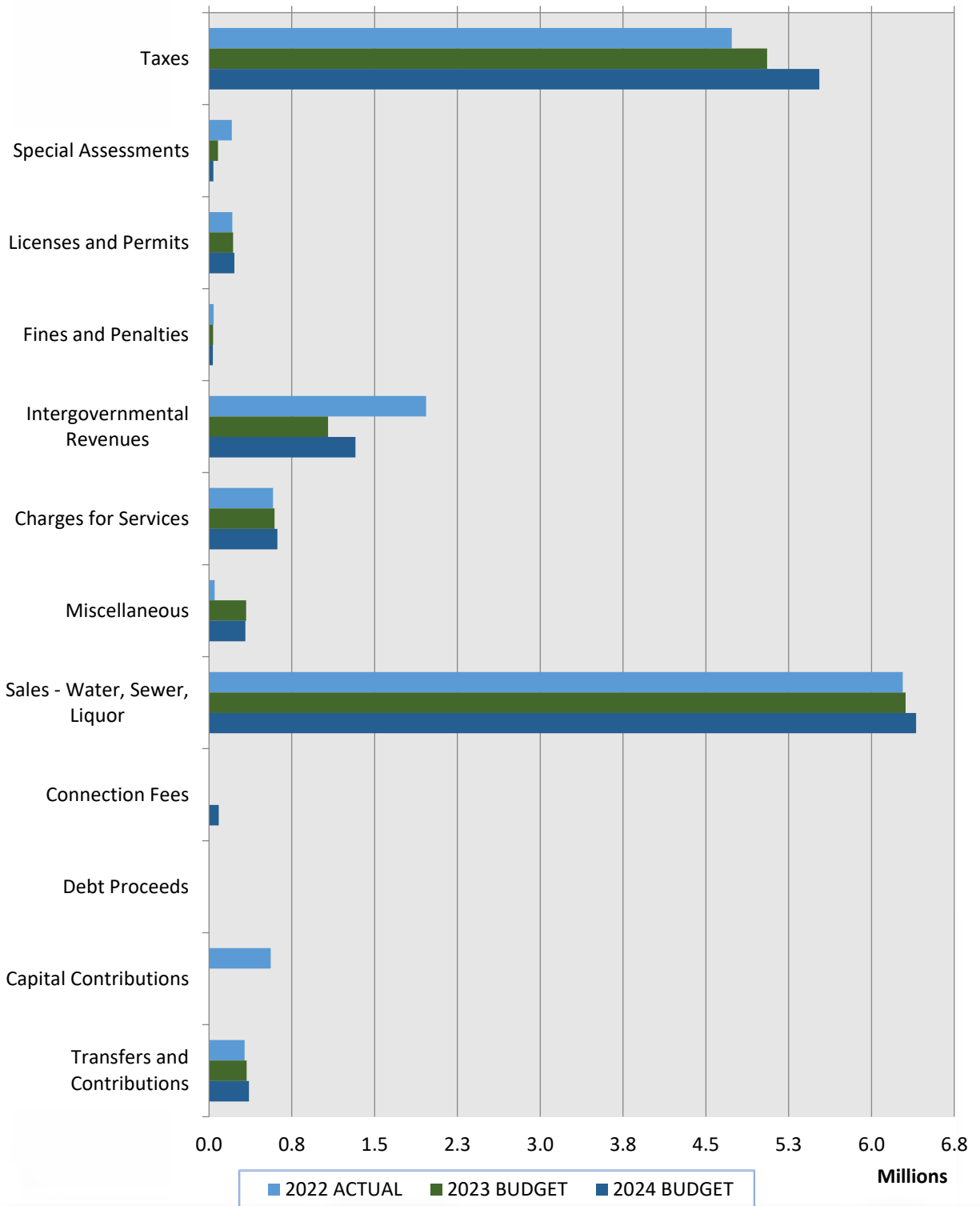
	2023 BUDGET	% OF TOTAL	2024 BUDGET	% OF TOTAL
Total by Source				
Taxes	\$5,055,320	36.0%	5,527,573	36.9%
Special Assessments	\$80,580	0.6%	39,000	0.3%
Licenses and permits	\$218,430	1.6%	230,670	1.5%
Fines and Penalties	\$36,340	0.3%	34,620	0.2%
Intergovernmental Revenues	\$1,079,231	7.7%	1,327,264	8.9%
Charges for Services	\$593,781	4.2%	619,966	4.1%
Miscellaneous	\$336,760	2.4%	328,420	2.2%
Sales - Water, Sewer, Liquor	\$6,309,000	44.9%	6,404,130	42.8%
Connection Fees	\$0	0.0%	88,128	0.6%
Debt Proceeds	\$0	0.0%	-	0.0%
Transfers	\$341,938	2.4%	360,718	2.4%
Totals	\$14,051,380	100.0%	\$14,960,489	100.0%



CITY OF ST. FRANCIS, MINNESOTA
ALL FUNDS
REVENUE SUMMARY

<u>Total by Source</u>	2022 ACTUAL	2023 BUDGET	2024 BUDGET	%
Taxes	\$4,733,987	\$5,055,320	\$5,527,573	9.3%
Special Assessments	206,540	80,580	39,000	-51.6%
Licenses and Permits	212,051	218,430	230,670	5.6%
Fines and Penalties	41,526	36,340	34,620	-4.7%
Intergovernmental Revenues	1,966,763	1,079,231	1,327,264	23.0%
Charges for Services	580,526	593,781	619,966	4.4%
Miscellaneous	51,339	336,760	328,420	-2.5%
Sales - Water, Sewer, Liquor	6,282,431	6,309,000	6,404,130	1.5%
Connection Fees	-	-	88,128	N/A
Debt Proceeds	-	-	-	N/A
Capital Contributions	558,438	-	-	N/A
Transfers and Contributions	321,938	341,938	360,718	5.5%
Totals	\$ 14,955,539	\$ 14,051,380	\$ 14,960,489	6.5%
<u>Total By Fund</u>				
Operating Budget:				
General	\$ 4,795,717	\$ 5,113,975	\$ 5,354,285	4.7%
Police Forfeiture	14,526	-	-	N/A
EDA	(1,083)	-	-	N/A
Water	2,011,749	1,744,638	1,696,778	-2.7%
Sanitary Sewer	1,975,606	2,125,000	1,912,138	-10.0%
Storm Water	184,236	175,000	237,336	35.6%
Liquor	2,912,906	2,567,400	2,966,800	15.6%
Total Operating Budget	\$ 11,893,657	\$ 11,726,013	\$ 12,167,337	3.8%
Capital Improvements Budget:				
Park Improvements	\$ 251,005	\$ 1,700	\$ 351,700	20588.2%
Gambling	31,068	40,500	40,500	0.0%
Capital Equipment	274,218	327,000	367,000	12.2%
Building	445,623	871,000	1,000	-99.9%
Street	1,468,983	525,097	639,097	21.7%
Total Capital Budget	\$ 2,470,897	\$ 1,765,297	\$ 1,399,297	-20.7%
Debt Service Budget:				
Debt Service Fund-2007	\$ 77,086	\$ 39,880	\$ 53,660	34.6%
Debt Service Fund-2015	24,730	27,970	26,470	-5.4%
Debt Service Fund-2017	489,169	492,220	492,220	0.0%
Debt Service Fund-2023	-	-	821,505	
Total Debt Service Budget	\$ 590,985	\$ 560,070	\$ 1,393,855	148.9%
Totals	\$ 14,955,539	\$ 14,051,380	\$ 14,960,489	6.5%

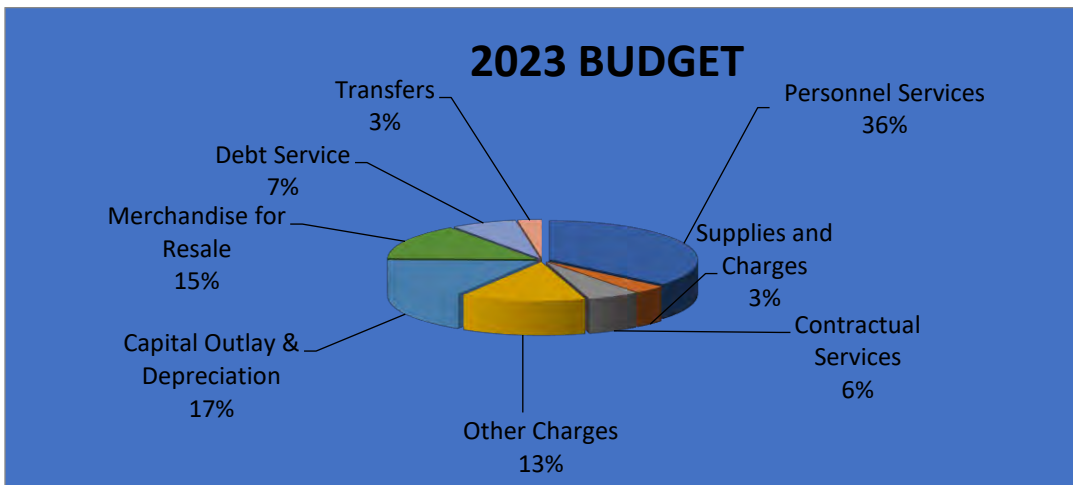
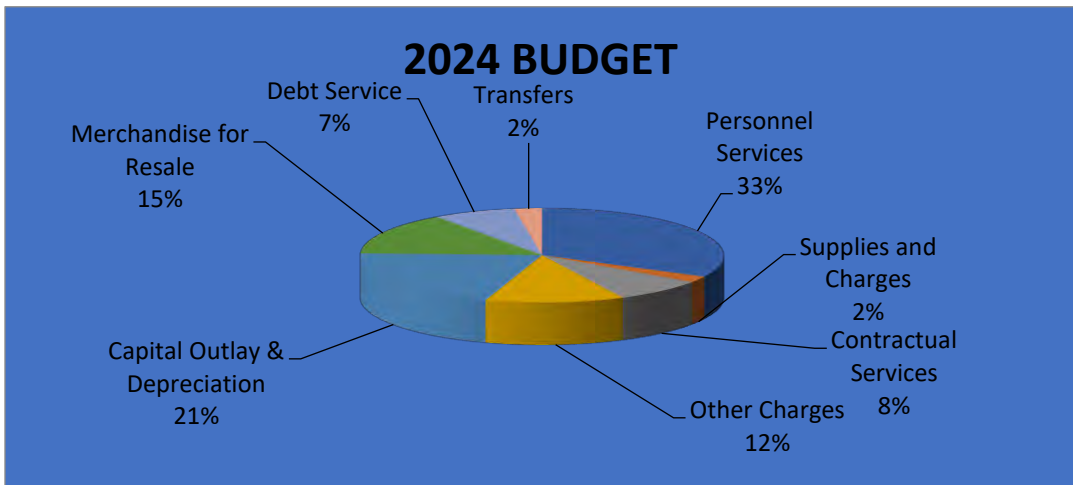
TOTAL REVENUES 2022-2024



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CITY OF ST. FRANCIS, MINNESOTA
ALL FUNDS
 EXPENDITURE CLASSIFICATIONS AS A PERCENT OF TOTAL

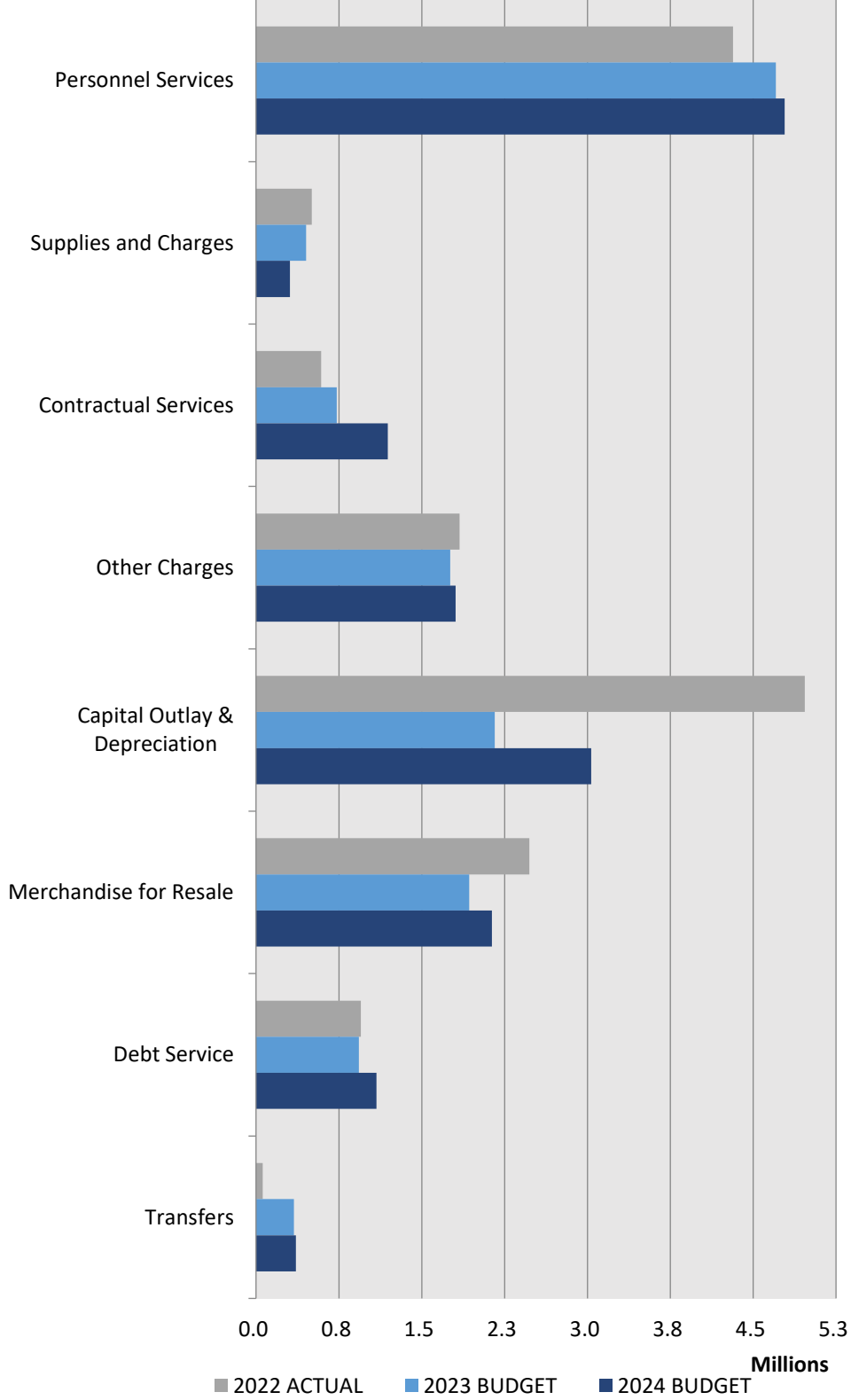
	2023 BUDGET	% OF TOTAL	2024 BUDGET	% OF TOTAL
<u>Total by Classification</u>				
Personnel Services	\$4,706,060	36.2%	\$4,783,860	32.5%
Supplies and Charges	\$452,541	3.5%	\$307,422	2.1%
Contractual Services	\$731,400	5.6%	\$1,193,350	8.1%
Other Charges	\$1,757,240	13.5%	\$1,807,500	12.3%
Capital Outlay & Depreciation	\$2,162,094	16.6%	\$3,034,727	20.6%
Merchandise for Resale	\$1,928,900	14.8%	\$2,135,000	14.5%
Debt Service	\$931,327	7.2%	\$1,090,246	7.4%
Transfers	\$341,938	2.6%	\$360,718	2.5%
Totals	\$13,011,500	100.0%	\$14,712,823	100.0%



CITY OF ST. FRANCIS, MINNESOTA
ALL FUNDS
EXPENDITURE SUMMARY

	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
<u>Total By Classification</u>				
Personnel Services	\$ 4,317,838	\$ 4,706,060	\$ 4,783,860	1.7%
Supplies and Charges	504,722	452,541	307,422	-32.1%
Contractual Services	588,715	731,400	1,193,350	63.2%
Other Charges	1,841,594	1,757,240	1,807,500	2.9%
Capital Outlay & Depreciation	4,966,991	2,162,094	3,034,727	40.4%
Merchandise for Resale	2,473,149	1,928,900	2,135,000	10.7%
Debt Service	948,749	931,327	1,090,246	17.1%
Transfers	60,000	341,938	360,718	5.5%
Totals	\$ 15,701,758	\$ 13,011,500	\$ 14,712,823	13.1%
<u>Total By Fund</u>				
Operating Budget:				
General	\$ 4,802,482	\$ 5,113,975	\$ 5,354,285	4.7%
Park Improvements	560,240	-	-	N/A
Police Forfeiture	3,819	7,416	3,647	-50.8%
EDA	-	-	-	N/A
Water	1,375,689	1,358,080	1,377,506	1.4%
Sanitary Sewer	3,542,567	2,206,053	2,226,730	0.9%
Storm Sewer	79,437	138,500	221,100	59.6%
Liquor	2,997,478	2,664,950	2,926,650	9.8%
Total Operating Budget	\$ 13,361,712	\$ 11,488,974	\$ 12,109,918	5.4%
Capital Improvements Budget:				
Capital Equipment	\$ 183,252	\$ 738,094	844,016	14.4%
Building	\$ 37,262	\$ -	-	N/A
Street	\$ 1,526,775	\$ 194,000	976,711	403.5%
Gambling	\$ -	\$ -	-	N/A
Total Capital Budget	\$ 1,747,289	\$ 932,094	1,820,727	95.3%
Debt Service Budget:				
Debt Service-2007	\$ 99,576	\$ 96,900	\$ -	-100.0%
Debt Service-2015	28,925.0	28,425	32,725	15.1%
Debt Service-2017	464,256	465,107	465,657	0.1%
Debt Service-2023	-	-	283,796	N/A
Total Debt Service	\$ 592,757	\$ 590,432	\$ 782,178	32.5%
Totals	\$ 15,701,758	\$ 13,011,500	\$ 14,712,823	13.1%

TOTAL EXPENDITURES 2022-2024



CITY OF ST. FRANCIS, MINNESOTA
ALL FUNDS
 BUDGETED CHANGES IN FUND BALANCES/RETAINED EARNINGS

<u>Total By Fund</u>	BALANCE 1/1/2024	REVENUES	NET OTHER INCREASES (DECREASES)	EXPENDITURES	BALANCE 12/31/2024
Operating Budget:					
General	3,438,063	5,289,285	65,000	5,354,285	\$ 3,438,063
Police Forfeiture	1,017	-	-	3,647	(2,630)
EDA	43,737	-	-	-	43,737
Water	9,175,014	1,659,720	(90,912)	1,249,536	9,494,286
Sanitary Sewer	16,018,086	1,912,138	(167,748)	2,058,982	15,703,494
Storm Sewer	1,314,612	237,336	-	221,100	1,330,848
Municipal Liquor	2,181,793	2,966,800	(65,000)	2,861,650	2,221,943
Total Operating Budget	32,172,322	12,065,279	(258,660)	11,749,200	32,229,741
Capital Budget:					
Capital Equipment	935,391	327,000	40,000	844,016	458,375
Building	12,079,571	1,000	-	-	12,080,571
Street	1,100,877	639,097	-	976,711	763,263
Gambling Fund	198,960	40,500	-	-	239,460
Park Improvements	167,806	351,700	-	-	519,506
Total Capital Budget	14,482,605	1,359,297	40,000	1,820,727	14,061,175
Debt Service Budget:					
Debt Service-2013	(50,879)	-	53,660	-	2,781
Debt Service-2015	84,555	26,470	-	32,725	78,300
Debt Service-2017	133,387	327,220	165,000	465,657	159,950
Debt Service-2023	-	821,505	-	283,796	537,709
Total Debt Service	\$ 167,063	\$ 1,175,195	\$ 218,660	\$ 782,178	\$ 778,740
Grand Total	\$ 6,821,990	\$ 14,599,771	\$ -	\$ 14,352,105	\$ 47,069,656

Notes on Changes over 10%:

- Police Forfeiture-The city anticipates the use of these funds for police equipment.
- Capital Projects/Equipment-Amounts are accumulated for the purchase of equipment.
- Gambling Fund-Funds are being accumulated for future fire capital expenditures.
- Street- Funds are accumulated for future projects. Big projects will drastically lower the fund balance.
- Storm Sewer-In the process of building up for future projects.

GENERAL FUND

CITY OF ST. FRANCIS, MINNESOTA
GENERAL FUND (101)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

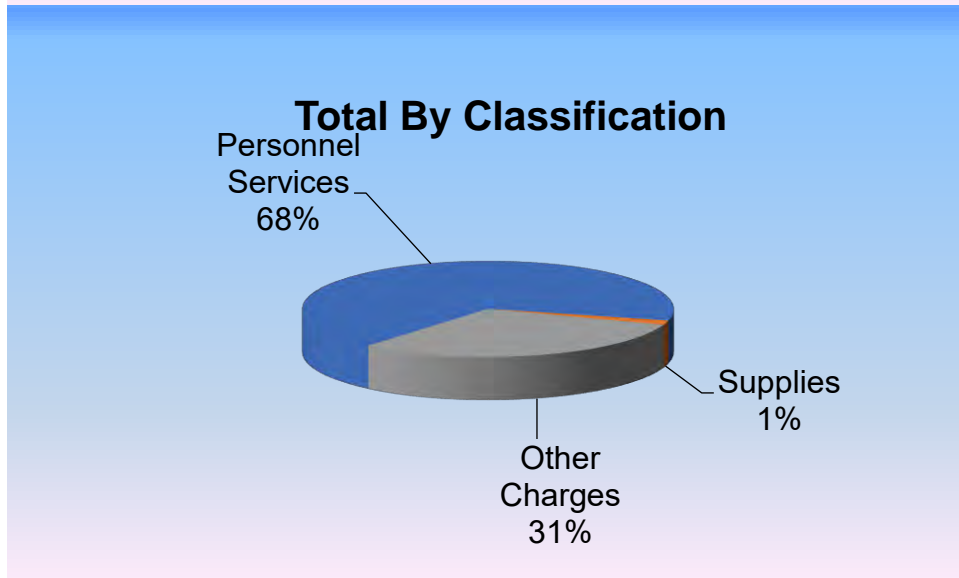
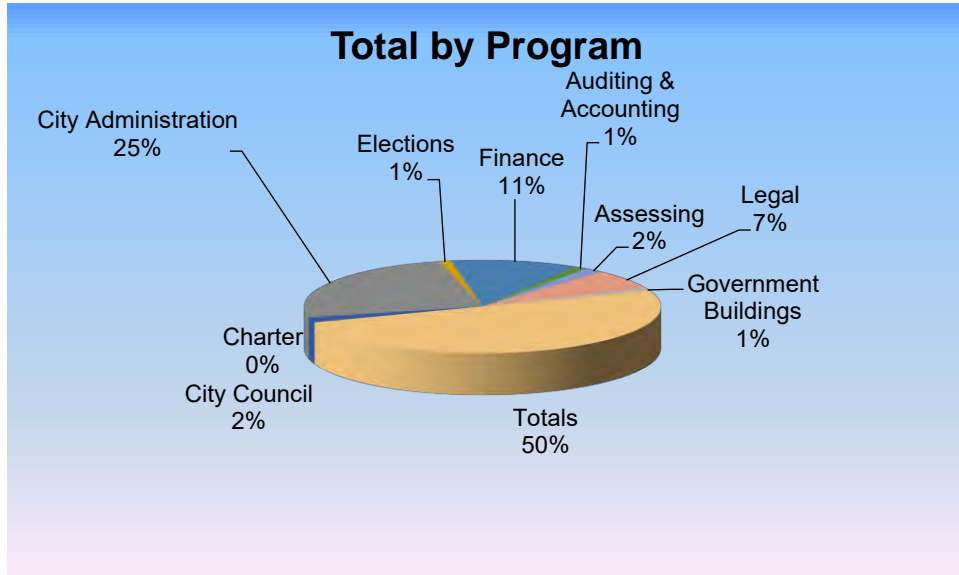
	2022 Actual	2023 Budget	2023 Estimate	2024 Budget
Revenues				
Property Taxes	\$3,333,370	\$3,197,630	\$3,255,616	\$3,209,378
Licenses and permits	212,051	218,430	243,859	230,670
Intergovernmental	728,039	963,134	988,076	1,211,167
Charges for services	403,613	427,781	424,243	391,630
Fines and forfeits	41,526	36,340	24,667	34,620
Interest		23,600	195,360	25,000
Miscellaneous	17,118	187,060	185,370	186,820
Total revenues	4,735,717	5,053,975	5,317,191	5,289,285
Expenditures				
General Government	1,038,931	1,017,900	1,023,209	1,129,600
Public Safety	2,397,161	2,591,500	2,595,295	2,653,400
Public Works	622,727	630,350	673,042	677,800
Culture and Recreation	329,669	371,550	378,323	404,550
Community Development	412,901	492,825	473,426	478,875
Miscellaneous	1,093	9,850	11,315	10,060
Total expenditures	4,802,482	5,113,975	5,154,610	5,354,285
Excess (deficit) of revenues over expenditures	(66,765)	(60,000)	162,581	(65,000)
Other financing sources (uses):				
Transfers in				
Liquor	60,000	60,000	60,000	65,000
Sale of Assets	-	-	-	-
Transfers out	-	-	-	-
Total other financing sources (uses)	60,000	60,000	60,000	65,000
Net change in fund balance	(6,765)	-	222,581	-
Fund balance - January 1	3,222,247	3,292,097	3,215,482	3,438,063
Fund balance - December 31	\$3,215,482	\$3,292,097	\$3,438,063	\$3,438,063
Fund balance/revenues	67.9%	65.1%	64.7%	65.0%
Fund balance/expenditures	67.0%	64.4%	66.7%	64.2%
Fund balance/# of mths of expenditures	8.0	7.7	8.0	7.7

CITY OF ST. FRANCIS, MINNESOTA
GENERAL FUND
STATEMENT OF REVENUES

	2022 Actual	2023 Budget	2023 Estimate	2024 Budget
Property Taxes				
Current	3,296,450	3,182,630	3,261,356	3,199,378
Delinquent	8,393	14,000	(3,890)	9,000
Penalties & interest	1,030	1,000	(1,850)	1,000
Total Property Taxes	3,305,873	3,197,630	3,255,616	3,209,378
Licenses and Permits				
<i>Business</i>				
Liquor	18,275	20,470	17,650	18,890
Amusements	195	450	225	320
Cigarette, Refuse, etc.	3,550	3,200	4,480	3,350
<i>Non-business:</i>				
Building	146,773	144,470	186,002	159,780
Plumbing	8,646	9,240	5,908	9,320
Mechanical	16,650	18,540	15,425	17,520
Fireplace	720	1,420	720	1,400
Septic	5,170	6,590	4,105	6,210
Engineering Fees	4,620	7,190	2,310	6,570
Animal Licenses	350	530	300	450
Misc Permits	6,895	5,900	6,580	6,580
Surcharge - Permits	207	430	154	280
Total Licenses and Permits	212,050	218,430	243,859	230,670
Fines and Penalties				
Court fines	21,445	28,090	24,667	26,140
Administrative fines	20,081	8,250	-	8,480
Total Fines and Penalties	41,526	36,340	24,667	34,620
Intergovernmental Revenue				
Federal Grants	47,934	275,000	275,000	425,000
Local government aid (LGA)	524,176	547,184	543,984	645,657
Market value credit	5,800	-	5,448	5,120
Police aid	114,354	119,990	108,894	116,000
Police Training Aid	19,684	20,960	27,880	19,390
Other Fire grants	13,100	-	24,537	-
Local government grants	3,000	-	2,333	-
Total Intergovernmental	728,049	963,134	988,076	1,211,167
Charges for Service				
<i>General Government</i>				
Maps, fax, copies, notary fees	74	30	146	50
Refuse collection charges	2,521	2,050	2,979	1,930
Administrative charges	225,000	231,750	231,750	238,800
<i>Public Safety</i>				
Fire services contract	77,322	79,641	79,641	45,000
Accident reports	661	950	1,111	740
Special event pay	2,146	970	498	1,280
Fire charges	3,180	30	110	1,080
<i>Public Works</i>				
WCA Block Grant	716	250	424	300
<i>Community Development</i>				
Zoning and subdivision fees	28,591	20,020	14,117	24,260
Rental Licensing	6,530	5,740	6,020	6,220

	2022 Actual	2023 Budget	2023 Estimate	2024 Budget
Plan check fees	56,872	86,350	87,447	71,970
Total charges for service	403,613	427,781	424,243	391,630
Interest on investments (loss)	(168,491)	26,300	195,360	25,000
Miscellaneous Revenue				
Rentals, leases	99,558	60,560	70,531	66,380
Score	45,069	34,860	45,445	37,760
Miscellaneous	34,859	57,520	41,279	53,430
Community center rental	1,350	760	800	-
Donations & contributions	4,765	-	1,100	-
Cable TV revenues	27,497	30,660	26,215	29,250
Total miscellaneous revenue	213,098	184,360	185,370	186,820
Total Revenues	4,904,208	5,053,975	5,317,191	5,289,285
Transfer from Liquor Store	60,000	60,000	60,000	65,000
Total Revenues and Transfers	4,964,208	5,113,975	5,377,191	5,354,285

GENERAL GOVERNMENT 2024 BUDGET



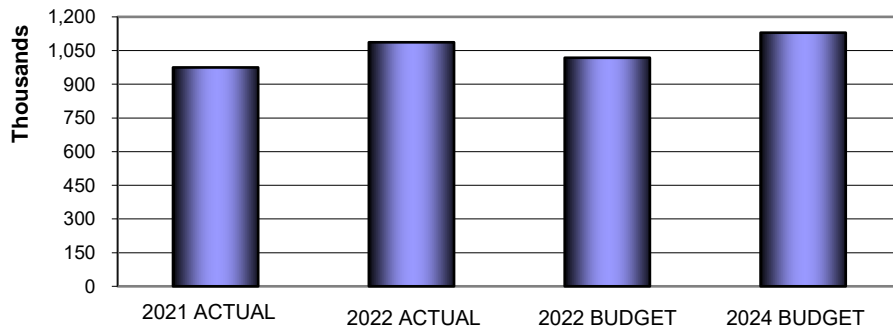
CITY OF ST. FRANCIS, MINNESOTA
GENERAL GOVERNMENT SUMMARY
 EXPENDITURE ANALYSIS

Total By Program	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% Change
City Council	\$37,869	\$34,378	\$39,390	\$40,760	3.5%
Charter	28	0	110	50	-54.5%
City Administration	467,681	467,762	485,100	562,000	15.9%
Elections	1,415	14,088	3,900	23,040	490.8%
Finance	233,782	287,053	250,700	261,850	4.4%
Auditing & Accounting	25,484	24,983	25,000	26,000	4.0%
Assessing	35,422	34,670	37,000	39,000	5.4%
Legal	147,882	199,722	156,100	155,600	-0.3%
Government Buildings	25,193	24,200	20,600	21,300	3.4%
Totals	974,756	1,086,856	1,017,900	1,129,600	11.0%

Total By Classification	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% Change
Personnel Services	635,039	647,227	662,210	765,810	15.6%
Supplies	17,694	14,387	17,150	16,800	-2.0%
Other Charges	322,023	425,242	338,540	346,990	2.5%
Totals	974,756	1,086,856	1,017,900	1,129,600	11.0%

Staffing	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
Full-time equivalents	5.00	5.00	5.00	5.00

Expenditures



Department: General Government
 Program: City Council

Fund: 101
 Cost Center: 41110

Program Description

The Council provides the legislative and policy making activities of the City for the health, safety and welfare of the community. It exercises budgetary control through the adoption of the annual budget, and approval of claims against the City treasury. The Council also annually adopts a five-year capital improvement plan identifying the City's infrastructure needs, appoints various citizen committees to render advice on legislative and city issues, and responds to constituent concerns and question by working with City administration to address community service issues.

Objectives

- Adopt policies and ordinances consistent with council’s position on growth, zoning and financial strategy.
- Continue joint efforts with other agencies to promote efficiency in government processes.

Performance Measures

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Council meetings	24	24	22	24
Special meetings	1	0	3	0
Special workshops	9	11	8	6

Staffing

- Council consists of a Mayor and four Council Members.

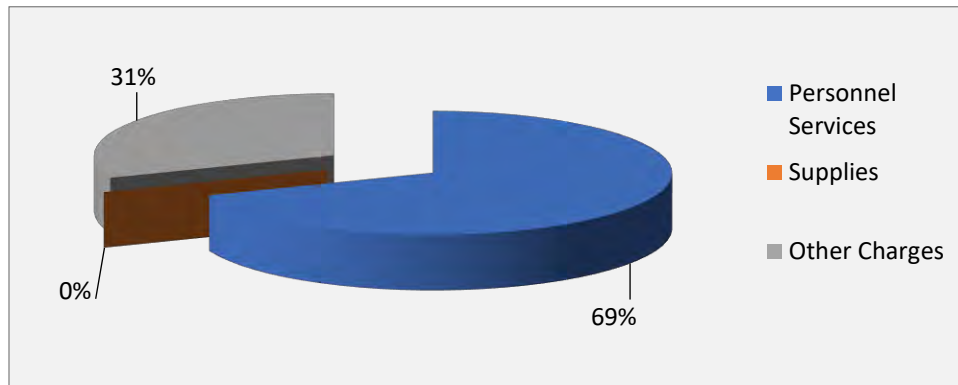
Program Expenditure Highlights

- No changes expected.

Program Expenditures

	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	\$ 27,070	\$ 27,353	\$ 27,210	\$ 28,010	2.9%
Supplies	-	-	-	-	N/A
Other Charges	10,799	7,025	12,180	12,750	4.7%
Total	\$ 37,869	\$ 34,378	\$ 39,390	\$ 40,760	3.5%

Program Expenditures by Classification



Department: General Government
 Program: Charter Commission

Fund: 101
 Cost Center: 41120

Program Description

The City operates under a Home Rule Charter. This budget, when used, is mainly for legal advice and publishing requirements.

Objectives

- Bring forward charter amendments as needed.

Performance Measures

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Meetings	1	1	1	1

Staffing

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

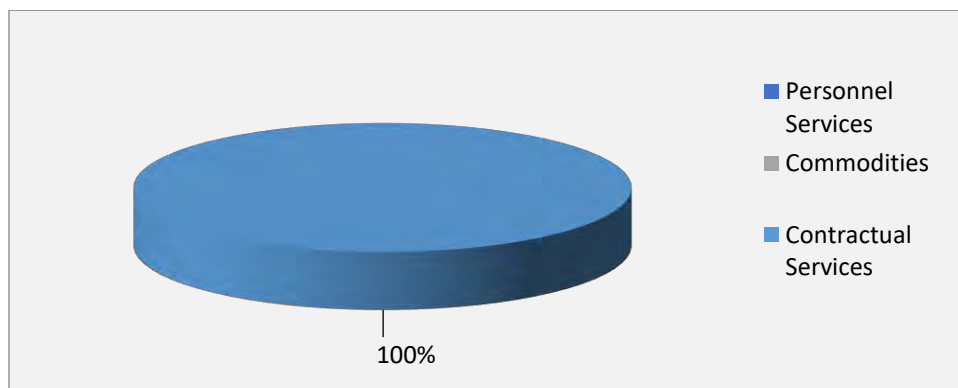
Program Expenditure Highlights

- No changes budgeted.

Program Expenditures

	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Supplies	-	-	-	-	N/A
Other Charges	28	-	110	50	-54.5%
Total	\$ 28	\$ -	\$ 110	\$ 50	-54.5%

Program Expenditures by Classification



Department: General Government
Program: City Administration

Fund: 101
Cost Center: 41400

Program Description

This program provides for the administration of City Government within the guidelines and policies established by the City Council. Responsibilities include directing the administration of City affairs and enforcing laws, City ordinances and resolutions as adopted by the governing body. The City Administrator and City Clerk are accounted for in this program.

Objectives

- Assist the city council with setting policies and procedures.
- Provide direction and leadership on city projects and budget management.
- Work on succession planning for key staffing roles within the organization.
- Begin conversion of paper documents to electronic format.

Performance Measures

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Staff meetings held	52	52	48	52
Number of resolutions	52	64	71	50
Number of ordinances	11	19	21	20
Licenses issued	27	24	22	25

Staffing

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Full-Time Equivalent positions	4.00	3.00	3.00	3.00

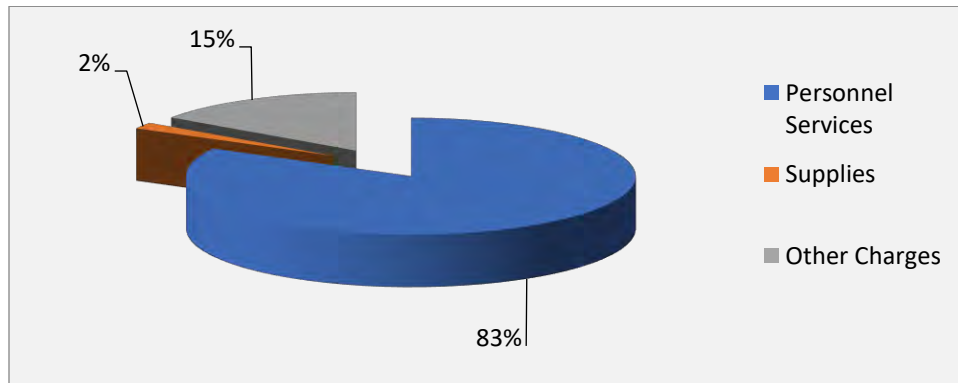
Program Expenditure Highlights

- No budget changes.

Program Expenditures

	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	\$ 381,204	\$ 374,127	\$ 391,300	\$ 465,600	19.0%
Supplies	11,213	11,407	10,000	10,000	0.0%
Other Charges	75,264	82,228	83,800	86,400	3.1%
Total	\$ 467,681	\$ 467,762	\$ 485,100	\$ 562,000	15.9%

Program Expenditures by Classification



Department: General Government
 Program: Elections

Fund: 101
 Cost Center: 41410

Program Description

Conduct national, state, and local elections in accordance with statutory requirements. The City does not provide for elections associated with Independent School District #15.

Objectives

- Stay current with election law changes for future elections
- Recruit and train judges to ensure positive voter experience.

Performance Measures

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Number of registered voters	N/A	5,109	N/A	4,000
Number of votes cast	N/A	3,167	N/A	3,000
Number of precincts	N/A	3	N/A	3
Number of voting locations	N/A	2	N/A	2

Staffing

Full-Time Equivalent positions Election judges are temporary for during elections only

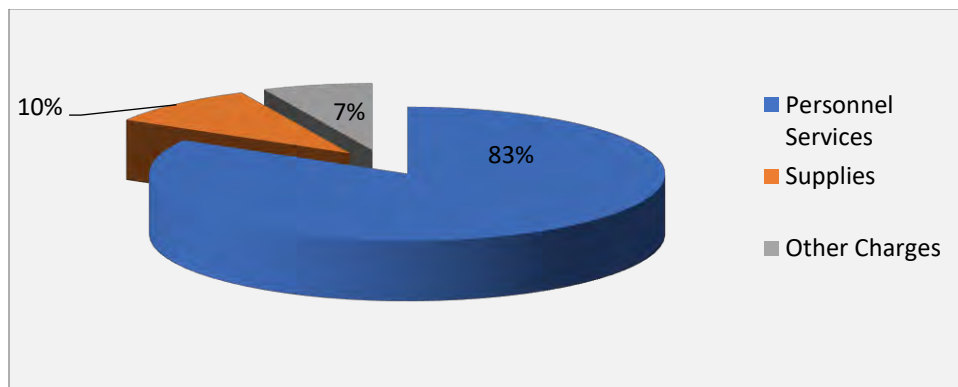
Program Expenditure Highlights

- Elections are normally held on even numbered years. This is a non-election year.

Program Expenditures

	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	\$ 8	\$ 12,960	\$ 1,000	\$ 19,200	1820.0%
Supplies	1,337	-	2,650	2,250	-15.1%
Other Charges	70	1,128	250	1,590	536.0%
Total	\$ 1,415	\$ 14,088	\$ 3,900	\$ 23,040	490.8%

Program Expenditures by Classification



Department: General Government
Program: Finance

Fund: 101
Cost Center: 41500

Program Description

This program is responsible for administration of the City's financial affairs. This includes maintaining accounting records for all operations, investment of funds, supervision of revenue collection, disbursements of city monies, debt administration, payroll, audit and budget preparation, and risk management.

Objectives

- Continue CAFR and Budget Award Recognition
- Provide meaningful and timely financial reports and information to council, commissions and other city departments.

Performance Measures

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Bond Rating	AA-	AA-	AA-	AA-
GFOA Financial Award	Yes	Yes	To be Submitted	To be Submitted
GFOA Budget Award	Yes	Yes	Yes	To be Submitted

Staffing

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Full-Time Equivalent positions	2.00	2.00	2.00	2.00

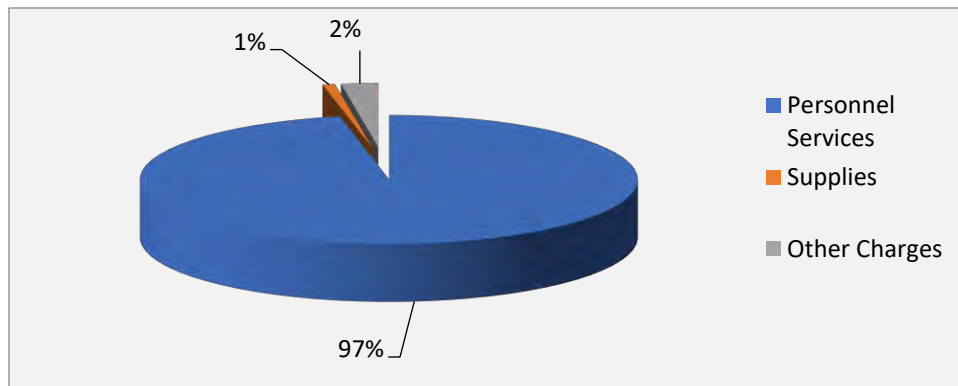
Program Expenditure Highlights

- Finance department is utilizing office support staff for help.

Program Expenditures

	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	\$ 226,757	\$ 232,787	\$ 242,700	\$ 253,000	4.2%
Supplies	2,234	256	2,000	2,050	2.5%
Other Charges	4,791	54,010	6,000	6,800	13.3%
Total	\$ 233,782	\$ 287,053	\$ 250,700	\$ 261,850	4.4%

Program Expenditures by Classification



Department: **General Government**
 Program: **Auditing and Accounting**

Fund: **101**
 Cost Center: **41540**

Program Description

This program accounts for costs associated with the annual audit of the City, our financial accounting software, and administration of our benefit services.

Objectives

- Complete the financial audit in a timely fashion
- Keep informed about on-going changes to financial reporting requirements.

Performance Measures

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
GFOA Award	Yes	Yes	To be submitted	To be submitted

Staffing

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

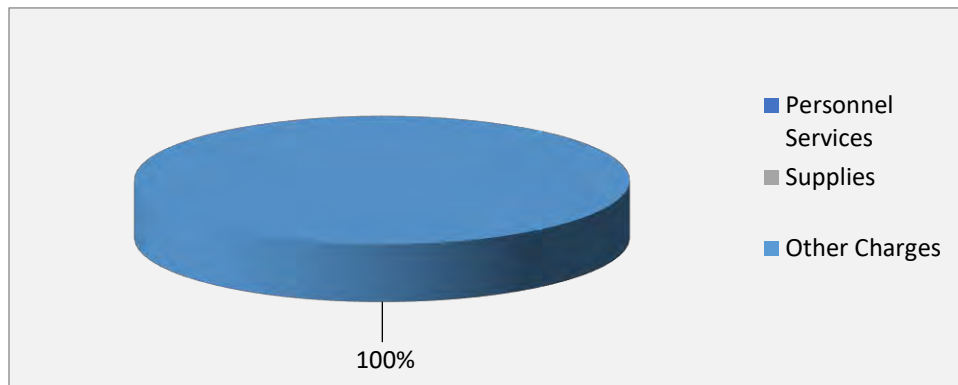
Program Expenditure Highlights

Audit costs are expected to stay relatively the same.

Program Expenditures

	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Supplies	-	-	-	-	N/A
Other Charges	25,484	24,983	25,000	26,000	4.0%
Total	\$ 25,484	\$ 24,983	\$ 25,000	\$ 26,000	4.0%

Program Expenditures by Classification



Department: **General Government**
 Program: **Assessing**

Fund: **101**
 Cost Center: **41550**

Program Description

Assessing is responsible for classifying, valuing, and equalizing all taxable and exempt property within City limits. The City contracts with Erik Skogquist and Mary Wells for this service.

Objectives

- To assess new and existing parcels within the city as required.

Performance Measures

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
N/A	N/A	N/A	N/A	N/A

Staffing

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

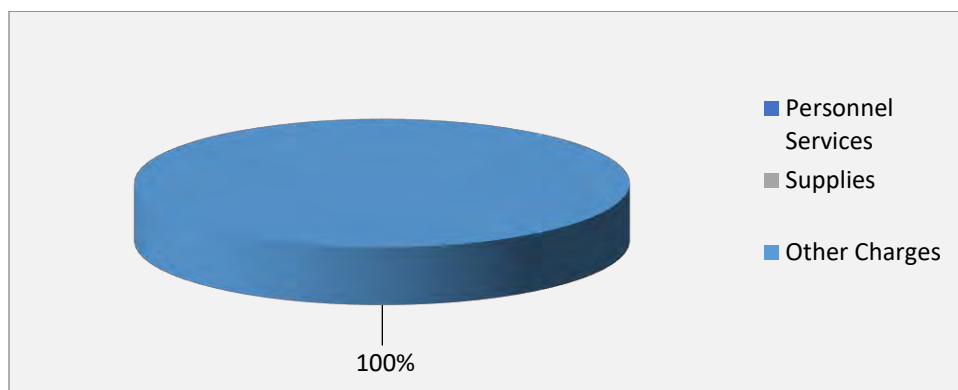
Program Expenditure Highlights

The costs for this program remain fairly flat.

Program Expenditures

	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Supplies	-	-	-	-	N/A
Other Charges	35,422	34,670	37,000	39,000	5.4%
Total	\$ 35,422	\$ 34,670	\$ 37,000	\$ 39,000	5.4%

Program Expenditures by Classification



Department: **General Government**
 Program: **Legal**

Fund: **101**
 Cost Center: **41600**

Program Description

The City Attorney provides City Council and staff with research and support on issues of a legal matter. The City Attorney also serves as the chief prosecuting attorney for the City, attends Council meetings, and serves in an advisory capacity to all City departments on matters coming before the City Council.

Objectives

- Continue to realize savings by contracting for legal services.

Performance Measures

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
N/A	N/A	N/A	N/A	N/A

Staffing

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

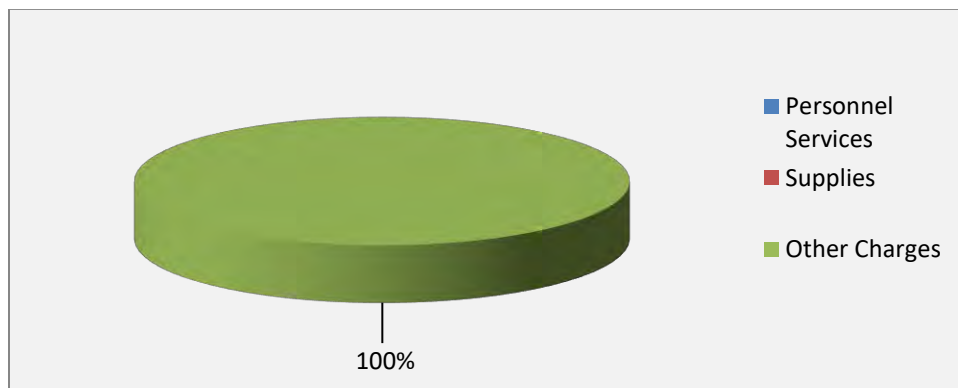
Program Expenditure Highlights

- The Legal fees have seen a slight increase in the past couple of years.

Program Expenditures

	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Supplies	-	-	-	-	N/A
Other Charges	147,882	199,722	156,100	155,600	-0.3%
Total	\$ 147,882	\$ 199,722	\$ 156,100	\$ 155,600	-0.3%

Program Expenditures by Classification



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Department: **General Government**
 Program: **Government Buildings**

Fund: **101**
 Cost Center: **41940**

Program Description

Provide for a clean, well-maintained and comfortable environment for building users of City Hall.

Objectives

- Continue to keep city hall clean for residents and employees.
- Maintain building to minimize repair costs.

Performance Measures

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Weeks cleaned	32	26	52	52

Staffing

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Full-Time Equivalent positions	N/A-Contract with Kim's Kleaning			

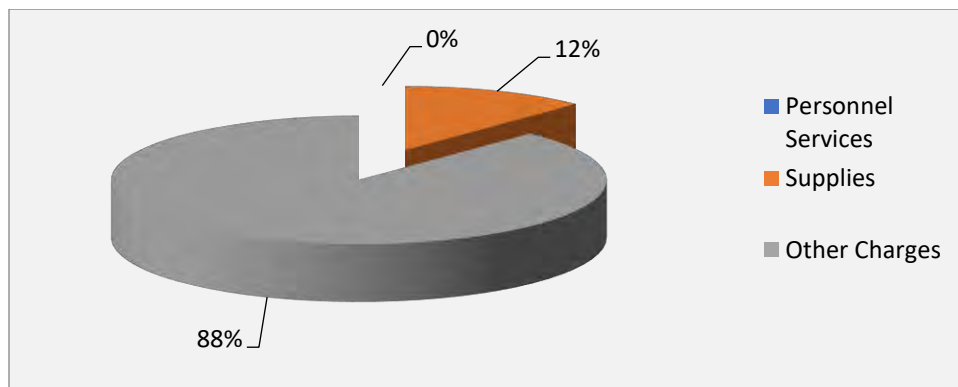
Program Expenditure Highlights

- No increases forecasted.

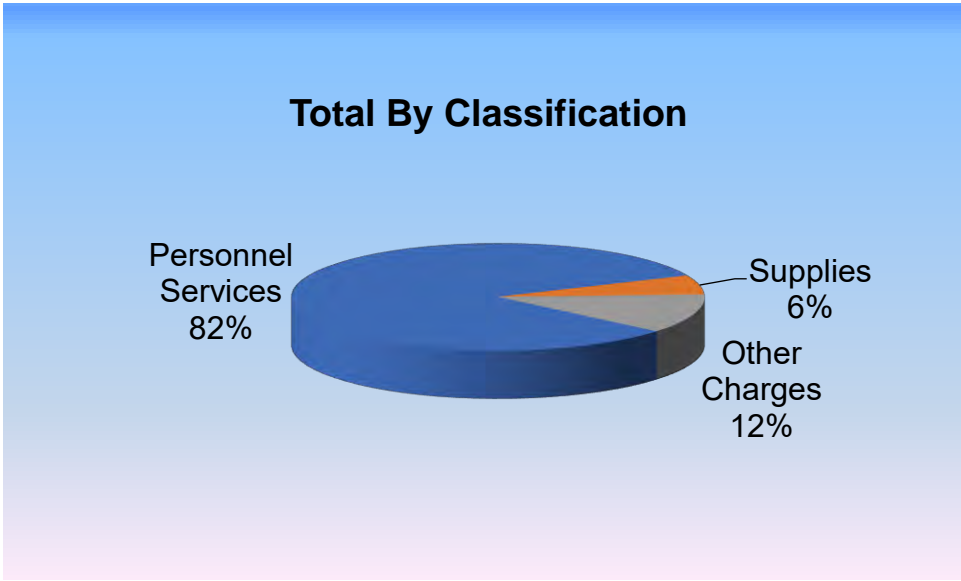
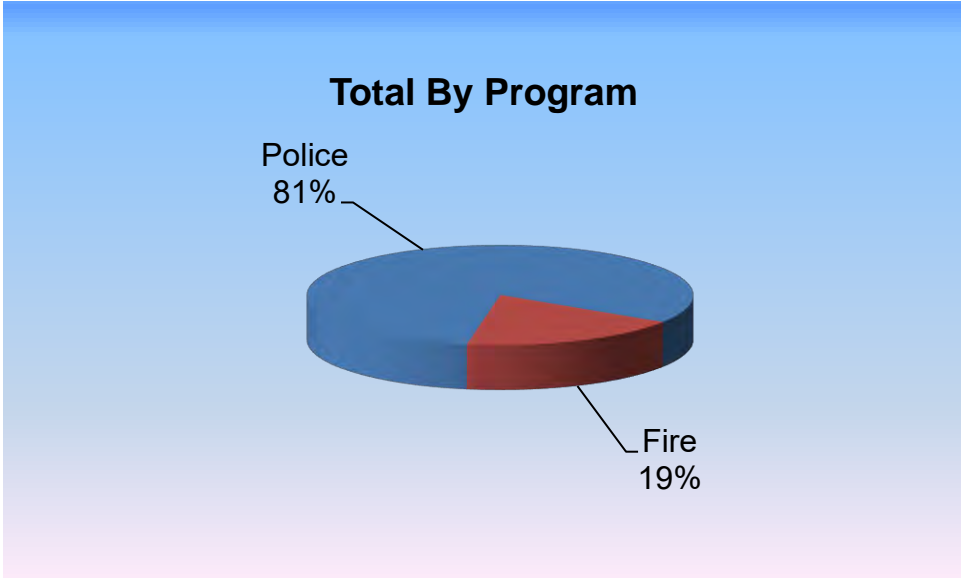
Program Expenditures

	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Supplies	2,910	2,724	2,500	2,500	0.0%
Other Charges	22,283	21,476	18,100	18,800	3.9%
Total	\$ 25,193	\$ 24,200	\$ 20,600	\$ 21,300	3.4%

Program Expenditures by Classification



PUBLIC SAFETY 2024 BUDGET



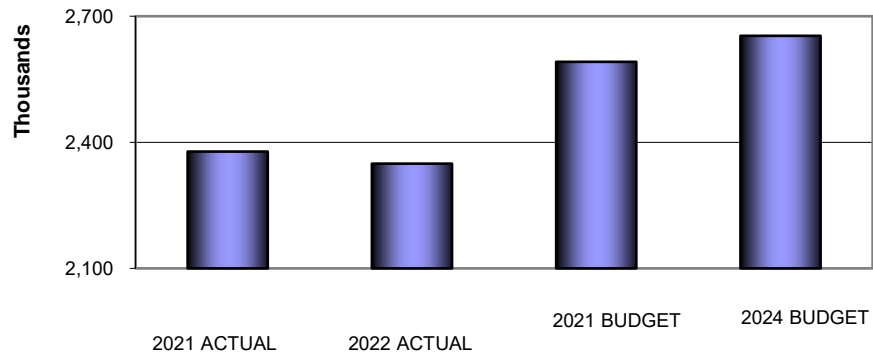
**CITY OF ST. FRANCIS, MINNESOTA
PUBLIC SAFETY SUMMARY**

Total By Program	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	% BUDGET
Police	\$1,951,898	\$1,941,446	\$2,107,700	\$2,150,200	2.0%
Fire	426,077	407,790	483,800	503,200	4.0%
Totals	2,377,975	2,349,236	2,591,500	2,653,400	2.4%

Total By Classification	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	% BUDGET
Personnel Services	1,935,018	1,924,211	2,134,200	2,186,800	2.5%
Supplies	160,011	127,930	151,050	160,500	6.3%
Other Charges	282,946	297,095	306,250	306,100	0.0%
Totals	2,377,975	2,349,236	2,591,500	2,653,400	2.4%

Staffing	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET
Full-time equivalents	14.00	14.00	15.00	15.00

Expenditures



Department: **Public Safety**
 Program: **Police**

Fund: **101**
 Cost Center: **42110**

Program Description

Enforce state laws and city ordinances as directed to provide the public with law enforcement services in the areas of patrol, investigation, school liaison, crime prevention and traffic control. Animal control is also accounted for in this program.

Objectives

- Enhance response to and resolution of community crime and traffic safety concerns
- Reduce illegal drug and associated criminal activity in the city.
- Identify, mentor and train future police department leaders.
- Continue to train officers on the use of the new Public Safety Data System.

Performance Measures

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Citations issued	659	394	513	500
Chargeable offenses (Parts 1 & 2)	811	447	381	700
Misc. offenses (Parts 3 & 4)	3,934	4,269	4,842	4,600
Total Incident Crime Reports	6,521	6,427	6,690	6,500

Staffing

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Full-Time Equivalent positions	14	14	14	15

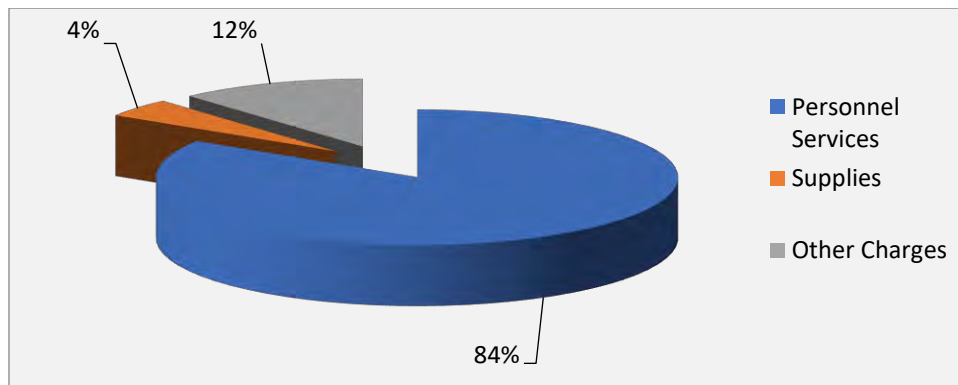
Program Expenditure Highlights

Added one police officer in 2019.

Program Expenditures

	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	\$ 1,650,813	\$1,643,430	\$1,791,500	\$ 1,805,600	0.8%
Supplies	89,505	85,347	86,800	96,000	10.6%
Other Charges	211,580	212,669	229,400	248,600	8.4%
Total	\$ 1,951,898	\$1,941,446	\$2,107,700	\$ 2,150,200	2.0%

Program Expenditures by Classification



Department: **Public Safety**
 Program: **Fire**

Fund: **101**
 Cost Center: **42210**

Program Description

Responds to all fire and emergency medical incidents in the City. Paid on-call firefighters are alerted to an incident via a pager dispatched through the Anoka County Central Communications System. The fire department is responsible for performing new building plan reviews and existing building inspections to ensure compliance with State and Federal Fire Codes and Standards.

Objectives

- Address staffing challenges within the organization.
- Develop policies and procedures.
- Continue to evaluate programs and services.

Program Measures

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Total calls	727	730	750	700

Staffing

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Full-Time Equivalent positions	0	1	1	1

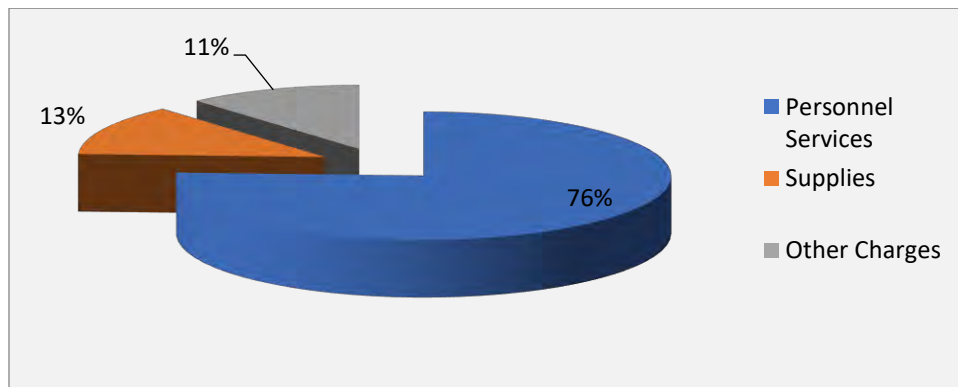
Program Expenditure Highlights

- Personnel Services are tied to the number of calls the volunteer firefighters respond to.
- 2020 Fire Chief went from Part time to Full Time.

Program Expenditures

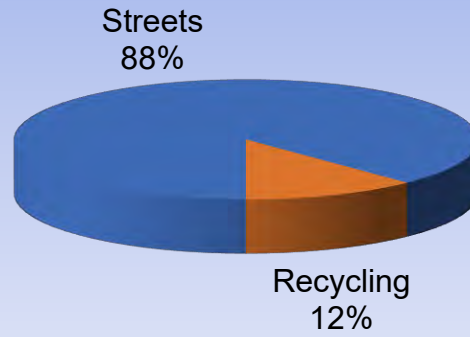
	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	\$ 284,205	\$ 280,781	\$ 342,700	\$ 381,200	11.2%
Supplies	70,506	42,583	64,250	64,500	0.4%
Other Charges	71,366	84,426	76,850	57,500	-25.2%
Total	\$ 426,077	\$ 407,790	\$ 483,800	\$ 503,200	4.0%

Program Expenditures by Classification

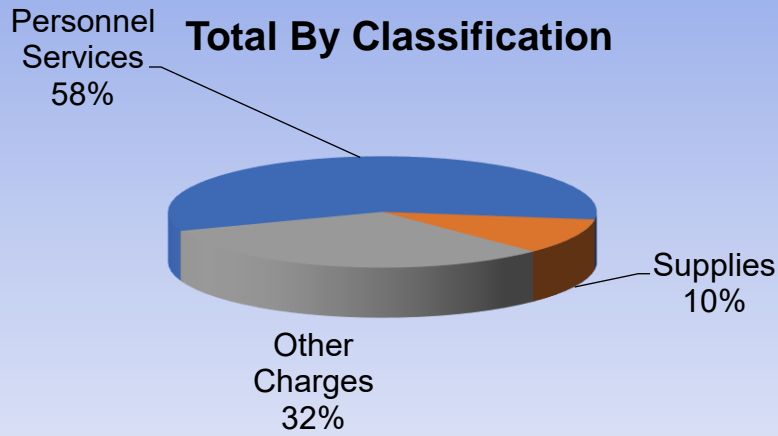


PUBLIC WORKS 2024 BUDGET

Total By Program



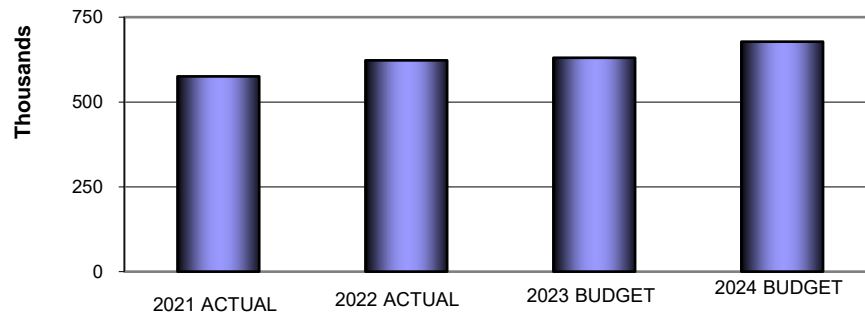
Total By Classification



CITY OF ST. FRANCIS, MINNESOTA
PUBLIC WORKS SUMMARY
 EXPENDITURE ANALYSIS

Total By Program	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% Change
Streets	\$507,343	\$539,933	\$552,000	\$595,100	7.8%
Recycling	68,115	82,794	78,350	82,700	5.6%
	575,458	622,727	630,350	677,800	7.5%
Total By Classification					
Personnel Services	361,645	349,167	386,750	391,400	1.2%
Supplies	49,094	62,552	57,600	70,400	22.2%
Other Charges	164,719	211,008	186,000	216,000	16.1%
	575,458	622,727	630,350	677,800	7.5%
Staffing					
Full-time equivalents	3.75	3.75	3.75	3.75	

Expenditures



Department:
Program:

Public Works
Streets

Fund:
Cost Center:

101
43100

Program Description

Maintains all City streets to minimize deterioration. Maintenance includes seal coating, crack sealing, pothole patching, sweeping, plowing, gravel road maintenance, and repairs of the storm drainage system. This program is also responsible for traffic control devices such as street signs, pavement markings, and guard rails on all City roadways.

Objectives

- Develop a proactive plan for construction, reconstruction and maintenance of all city streets
- Follow the maintenance schedule for asphalt roads and gravel roads.
- Plan for capital equipment purchases to maximize equipment life span

Performance Measures

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Asphalt street miles maintained	37	38	38	38
Gravel road miles maintained	150	143	143	140
Sand/salt usage (tons)	413	654	530	300

Staffing

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Full-Time Equivalent positions	3.35	3.35	3.35	3.35

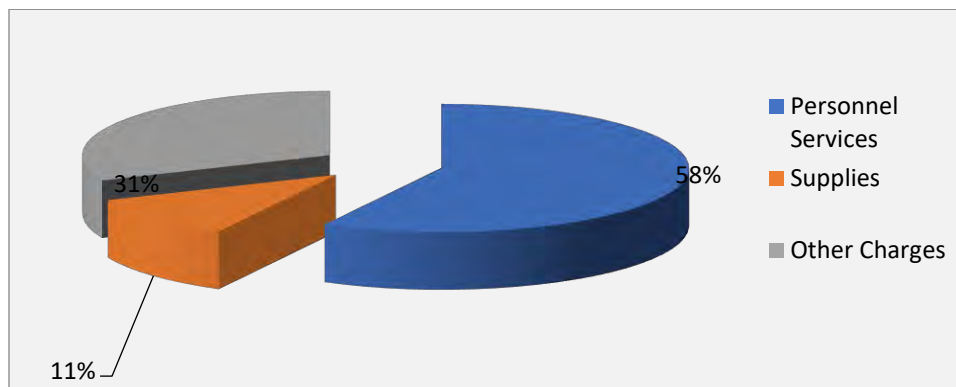
Program Expenditure Highlights

- Street Sweeping and other costs associated with storm water has been moved to the Storm Water Fund.

Program Expenditures

	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	\$ 319,829	\$ 303,807	\$ 341,000	\$ 344,000	0.9%
Supplies	45,933	57,292	51,750	64,050	23.8%
Other Charges	141,581	178,834	159,250	187,050	17.5%
Total	\$ 507,343	\$ 539,933	\$ 552,000	\$ 595,100	7.8%

Program Expenditures by Classification



Department: **Public Works**
 Program: **Recycling**

Fund: **101**
 Cost Center: **43210**

Program Description

This program provides recycling opportunities to all city residents and surrounding areas. The goal is to provide this service in a cost-effective manner while ensuring compliance with state rules and regulations.

Objectives

- Continue to achieve goals set by county for recycling tonnage.
- Provide residents with a safe and effective recycling event each year.

Performance Measures

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Recycling days	5	4	4	4
Recycling collection tonnage	857	951	983	900

Staffing

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Full-Time Equivalent positions	0.40	0.40	0.40	0.40

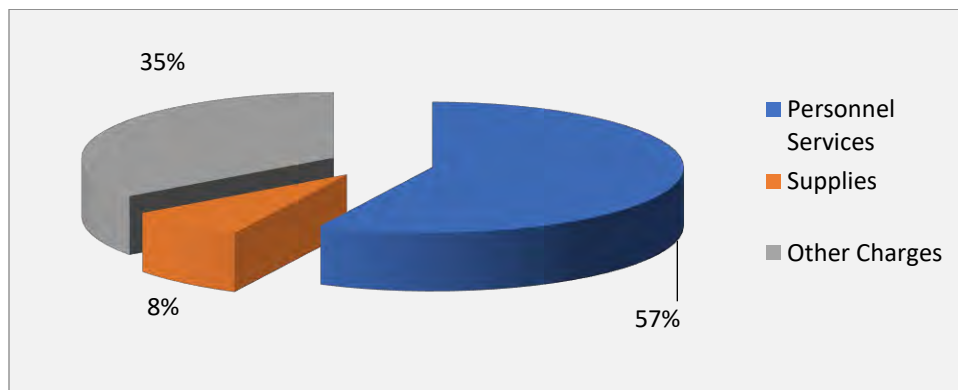
Program Expenditure Highlights

- Other charges line reflects the costs of recycling days.

Program Expenditures

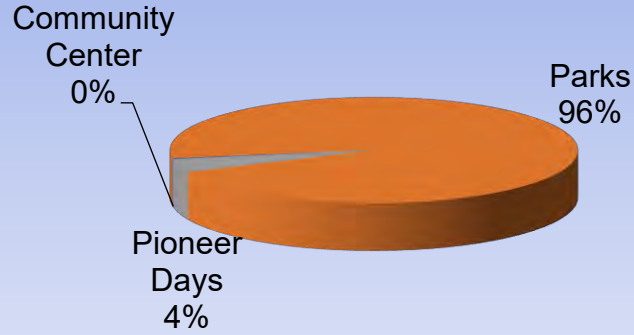
	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	\$ 41,816	\$ 45,360	\$ 45,750	\$ 47,400	3.6%
Supplies	3,161	5,260	5,850	6,350	8.5%
Other Charges	23,138	32,174	26,750	28,950	8.2%
Total	\$ 68,115	\$ 82,794	\$ 78,350	\$ 82,700	5.6%

Program Expenditures by Classification

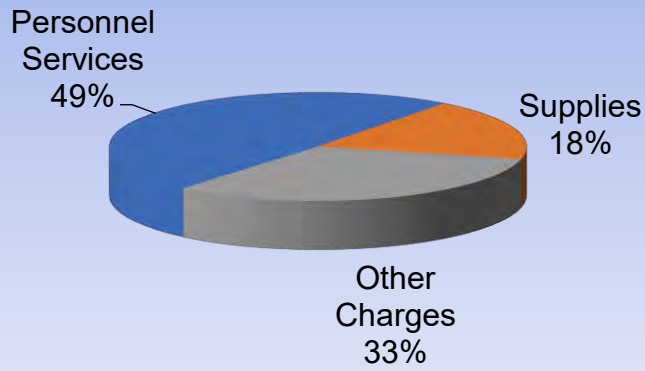


CULTURE & RECREATION 2024 BUDGET

Total By Program



Total By Classification



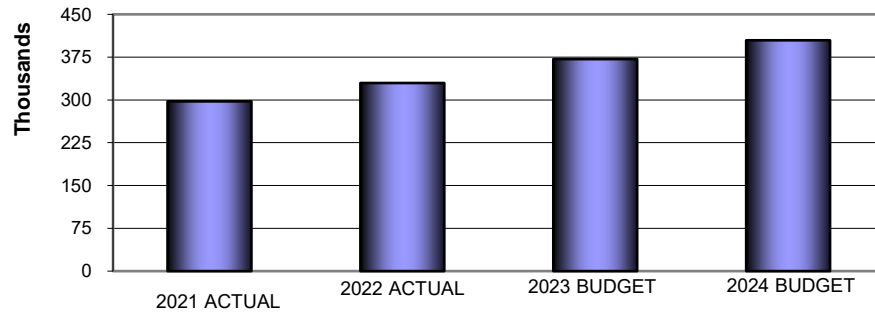
CITY OF ST. FRANCIS, MINNESOTA
CULTURE & RECREATION SUMMARY
 EXPENDITURE ANALYSIS

Total By Program	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	% BUDGET
Community Center	\$981	\$1,340	\$1,050	\$1,550	47.6%
Parks	296,523	328,535	355,500	388,000	9.1%
Pioneer Days	0	(206)	15,000	15,000	0.0%
Totals	297,504	329,669	371,550	404,550	8.9%

Total By Classification	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	% BUDGET
Personnel Services	176,222	167,683	197,800	199,200	0.7%
Supplies	32,837	62,753	61,000	74,300	21.8%
Other Charges	88,445	99,233	112,750	131,050	16.2%
Totals	297,504	329,669	371,550	404,550	8.9%

Staffing	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET
Full-time equivalents	1.75	1.75	1.75	1.75

Expenditures



Department: Culture & Recreation
 Program: Community Center

Fund: 101
 Cost Center: 45000

Program Description

Provides for the operation and maintenance of the Community Center at 23340 Cree Street NW.

Objectives

- Continue to provide a clean and safe environment for residents to use for gatherings.

Performance Measures

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Number of uses	139	210	210	30

Staffing

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

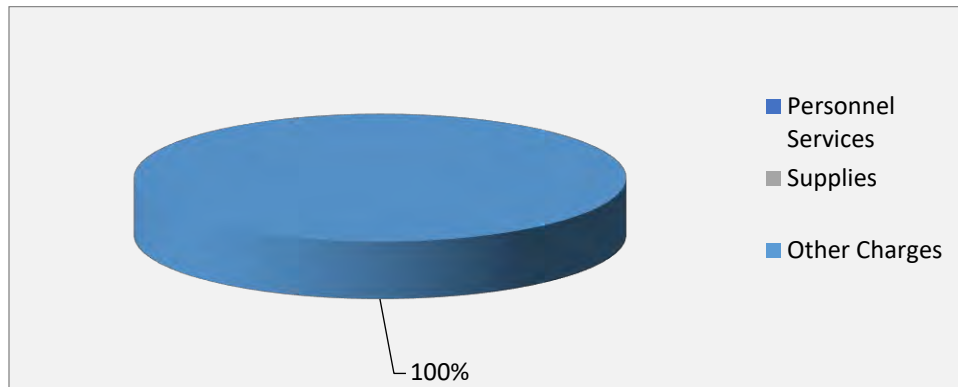
Program Expenditure Highlights

- Most costs are shown in the government buildings department.

Program Expenditures

	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Supplies	-	-	-	-	N/A
Other Charges	981	1,340	1,050	1,550	47.6%
Total	\$ 981	\$ 1,340	\$ 1,050	\$ 1,550	47.6%

Program Expenditures by Classification



Department: Culture & Recreation
 Program: Parks

Fund: 101
 Cost Center: 45200

Program Description

Provides for the overall planning, management and administrative activities of the park facilities and for the maintenance and improvement of park and recreational facilities, including skating rinks, athletic fields and neighborhood parks.

Objectives

- Improve safety and maintenance throughout the park system.
- Maintain athletic fields through proper irrigation, fertilization and weed control
- Maintain landscaped areas.

Performance Measures

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Number of parks maintained	9	10	10	10
Total acreage mowed	1,186	1,273	890	1,100
Ballfields maintained	2	2	2	2
Number of playgrounds	7	8	8	8
Miles of trail maintained	13	13	13	13

Staffing

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Full-Time Equivalent positions	1.75	1.75	1.75	1.75

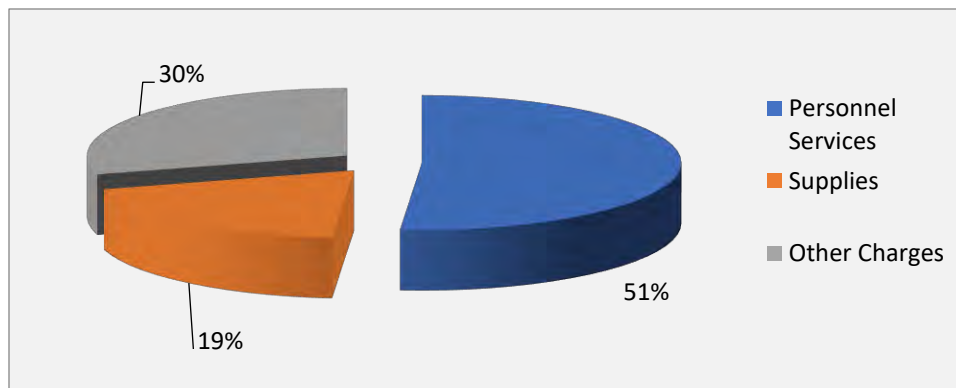
Program Expenditure Highlights

-

Program Expenditures

	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	\$ 176,222	\$ 167,683	\$ 197,800	\$ 199,200	0.7%
Supplies	32,837	62,753	61,000	74,300	21.8%
Other Charges	87,464	98,099	96,700	114,500	18.4%
Total	\$ 296,523	\$ 328,535	\$ 355,500	\$ 388,000	9.1%

Program Expenditures by Classification



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Department: Culture & Recreation
 Program: Pioneer Days

Fund: 101
 Cost Center: 45230

Program Description

Provides for the City's annual celebration in June.

Objectives

- Promote the city to residents and visitors with a weekend celebrating St. Francis Pioneer Days.

Performance Measures

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Fireworks Display	No-Covid	Yes	Yes	Yes

Staffing

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

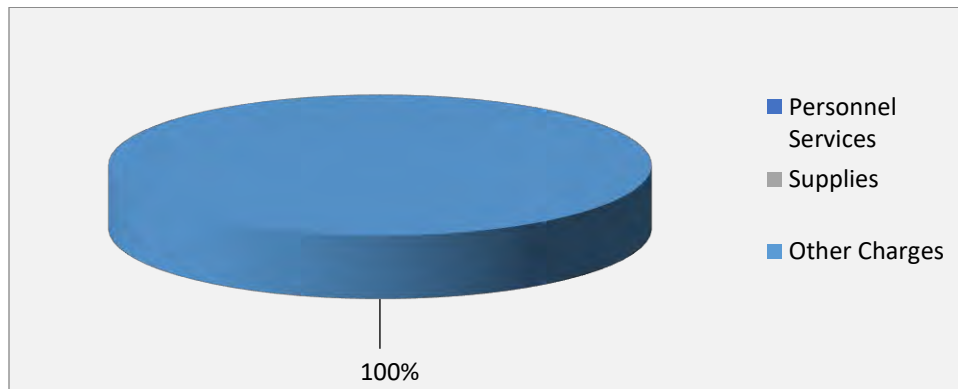
Program Expenditure Highlights

- The Pioneer Days celebration will be run by the Chamber of Commerce with the city contributing \$10,000.00 to them.

Program Expenditures

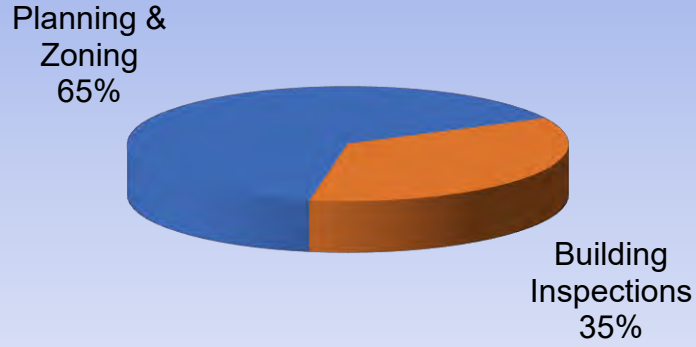
	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Supplies	-	-	-	-	N/A
Other Charges	-	(206)	15,000	15,000	0.0%
Total	\$ -	\$ (206)	\$ 15,000	\$ 15,000	0.0%

Program Expenditures by Classification

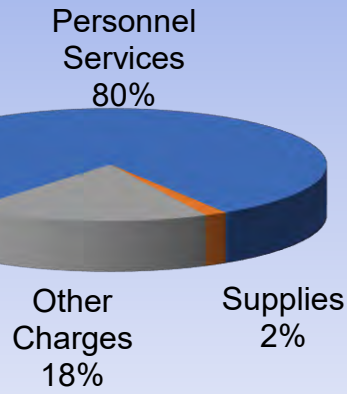


COMMUNITY DEVELOPMENT 2024 BUDGET

Total By Program



Total By Classification



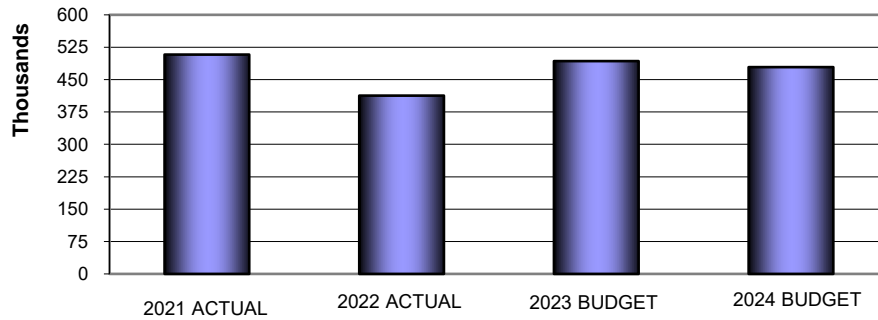
CITY OF ST. FRANCIS, MINNESOTA
COMMUNITY DEVELOPMENT SUMMARY
 EXPENDITURE ANALYSIS

Total By Program	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Planning & Zoning	\$354,204	\$254,588	\$301,225	\$310,375	-2.5%
Building Inspections	153,716	158,313	191,600	168,500	13.6%
Totals	507,920	412,901	492,825	478,875	3.2%

Total By Classification	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	351,832	321,650	383,400	383,000	4.5%
Supplies	3,238	5,964	6,625	7,925	-9.6%
Other Charges	152,850	85,287	102,800	87,950	-0.6%
Totals	507,920	412,901	492,825	478,875	3.2%

Staffing	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
Full-time equivalents	1.00	3.00	3.00	3.00

Expenditures



Department:
Program:

General Government
Planning and Zoning

Fund:
Cost Center:

101
41910

Program Description

Performs long range planning, develops and implements zoning and subdivision ordinances, and reviews development proposals.

Objectives

- Provide long range development plans for the city.
- Bring forward and zoning and subdivision changes.
- Continue to review development proposals.

Performance Measures

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Special use permits	1	4	3	3
Rezoning	1	4	4	1
Comp Plan amendments	1	3	5	0
Subdivisions processed	1	9	2	0
Variances	1	1	1	0

Staffing

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Full-Time Equivalent positions	2.00	2.00	2.00	2.00

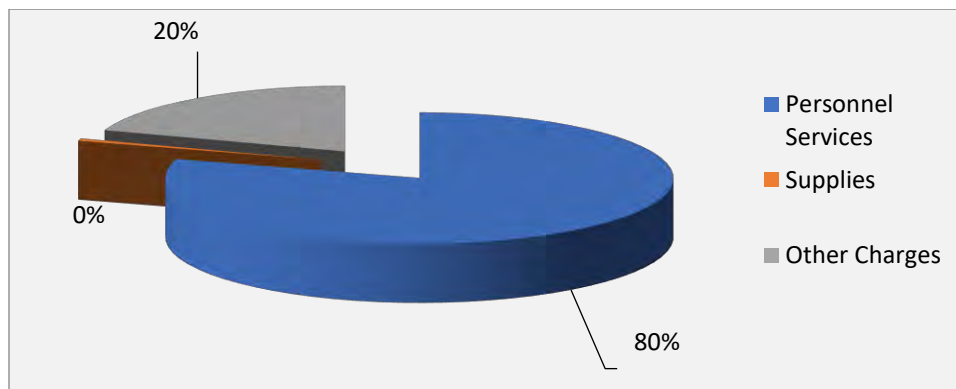
Program Expenditure Highlights

- The city hired a full-time Community Development Director at the end of 2015.

Program Expenditures

	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	\$ 230,489	\$ 197,139	\$ 238,600	\$ 247,300	3.6%
Supplies	1,104	1,362	1,825	1,825	0.0%
Other Charges	122,611	56,087	60,800	61,250	0.7%
Total	\$ 354,204	\$ 254,588	\$ 301,225	\$ 310,375	3.0%

Program Expenditures by Classification



Department:
Program:

General Government
Building Inspections

Fund:
Cost Center:

101
42400

Program Description

Provide for the administration of the Uniform Building Code requirements and related ordinances to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all building and structures within the City of St. Francis.

Objectives

- Continue with the implementation of the rental licensing program.
- Continue implementation of the building codes.
- Continue public relations contact to improve city's public perception image.

Performance Measures

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Single family	43	31	20	10
Commercial/Industrial	0	0	0	1
Miscellaneous building permits	522	848	837	400

Staffing

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Full-Time Equivalent positions	1.00	1.00	1.00	1.00

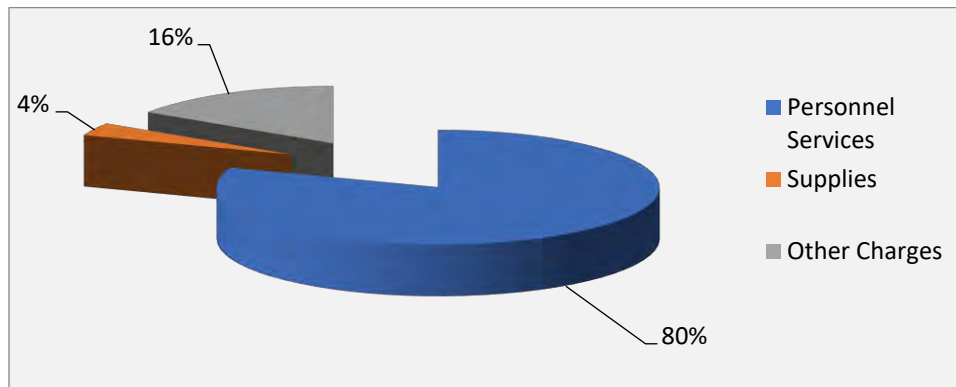
Program Expenditure Highlights

- Adjusted for the costs associated with the full-time staff.

Program Expenditures

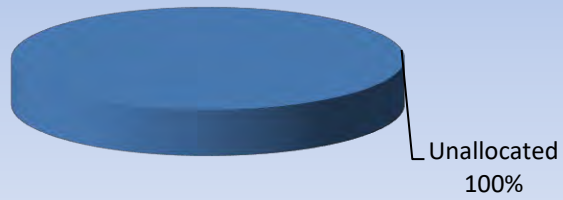
	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	\$ 121,343	\$ 124,511	\$ 144,800	\$ 135,700	-6.3%
Supplies	2,134	4,602	4,800	6,100	27.1%
Other Charges	30,239	29,200	42,000	26,700	-36.4%
Total	\$ 153,716	\$ 158,313	\$ 191,600	\$ 168,500	-12.1%

Program Expenditures by Classification

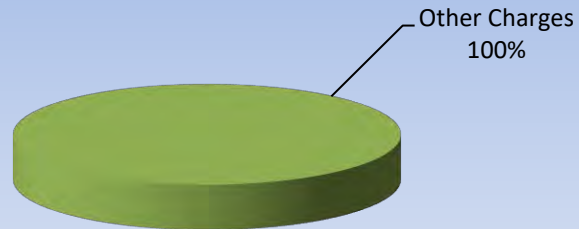


MISCELLANEOUS 2024 BUDGET

Total By Program



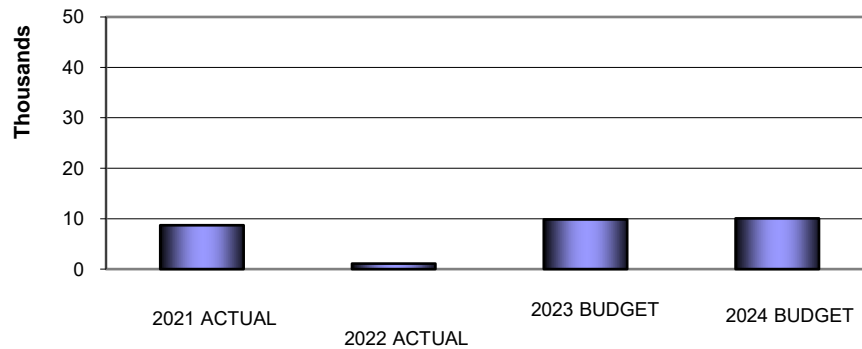
Total By Classification



CITY OF ST. FRANCIS, MINNESOTA
MISCELLANEOUS SUMMARY
 EXPENDITURE ANALYSIS

Total By Program	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Unallocated	\$8,701	\$1,093	\$9,850	\$10,060	2.1%
Totals	8,701	1,093	9,850	10,060	2.1%
Total By Classification					
Personnel Services	0	0	0	0	N/A
Supplies	0	0	0	0	N/A
Other Charges	8,701	1,093	9,850	10,060	2.1%
Totals	8,701	1,093	9,850	10,060	2.1%
Staffing					
Full-time equivalents	0.00	0.00	0.00	0.00	

Expenditures



Department: **Miscellaneous**
 Program: **Unallocated**

Fund: **101**
 Cost Center: **49200**

Program Description

Contains funding for the unexpected and miscellaneous items not directly associated with a specific program.

Objectives

- None at this time

Performance Measures

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
None	N/A	N/A	N/A	N/A

Staffing

	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

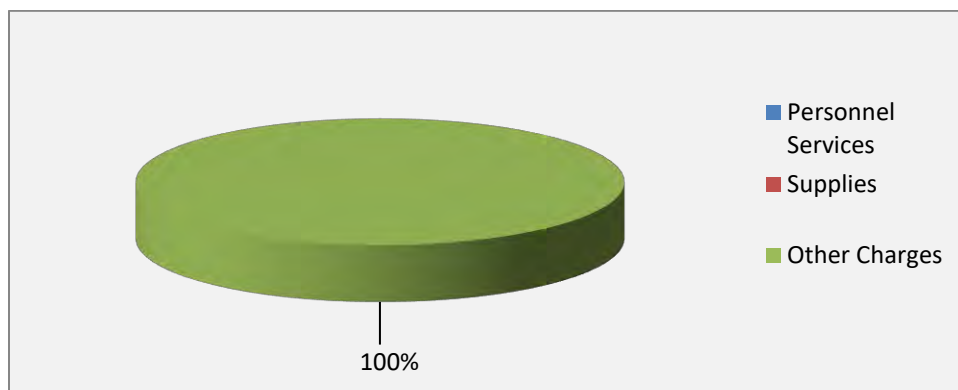
Program Expenditure Highlights

- The costs for this program are anticipated to remain stable.

Program Expenditures

	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Supplies	-	-	-	-	N/A
Other Charges	8,701	1,093	9,850	10,060	2.1%
Total	\$ 8,701	\$ 1,093	\$ 9,850	\$ 10,060	2.1%

Program Expenditures by Classification



SPECIAL REVENUE FUNDS

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CITY OF ST. FRANCIS, MINNESOTA
POLICE FORFEITURE FUND (208)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2022 Actual	2023 Budget	2023 Estimate	2024 Budget
Revenues				
Miscellaneous	\$ 14,526	\$ -	\$ 6,681	\$ -
Total Revenues	14,526	-	6,681	-
Expenditures:				
Supplies	\$ 3,819	\$ 7,416	\$ 17,517	\$ 3,647
Total Expenditures	3,819	7,416	17,517	3,647
Excess (deficit) of revenues over (Under) expenditures	10,707	(7,416)	(10,836)	(3,647)
Other financing sources (uses):				
Transfers in	-	-	-	-
Sale of Assets	-	-	-	-
Transfers out	-	-	-	-
Total Other Financing Sources (uses)	-	-	-	-
Net Change in Fund balances	10,707	(7,416)	(10,836)	(3,647)
Fund balance - January 1	1,275	7,416	22,689	1,017
Fund balance - December 31	\$ 22,689	\$ (7,416)	\$ 1,017	\$ (2,630)

This fund was established to account for money that is legally restricted for police services. Most of the revenues for this fund are from confiscated money that is split between the city, county and state based on a statutory formula. The city's share is 70%. The balance in this fund will fluctuate greatly.

CITY OF ST. FRANCIS, MINNESOTA
EDA FUND (240)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2022 Actual	2023 Budget	2023 Estimate	2024 Budget
Revenues				
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Charges for Services	-	-	-	-
Interest on investments (loss)	(1,083)	-	2,874	-
Miscellaneous	-	-	-	-
Total revenues	(1,083)	-	2,874	-
Expenditures				
EDA Expenditures	-	-	-	-
Total expenditures	-	-	-	-
Excess (deficit) of revenues over expenditures	(1,083)	-	2,874	-
Other financing sources (uses):				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
Total Other Financing Sources (uses)	-	-	-	-
Net increase (decrease) in fund balance	(1,083)	-	2,874	-
Fund balance - January 1	41,946	41,946	40,863	43,737
Fund balance - December 31	\$ 40,863	\$ 41,946	\$ 43,737	\$ 43,737

ENTERPRISE FUNDS

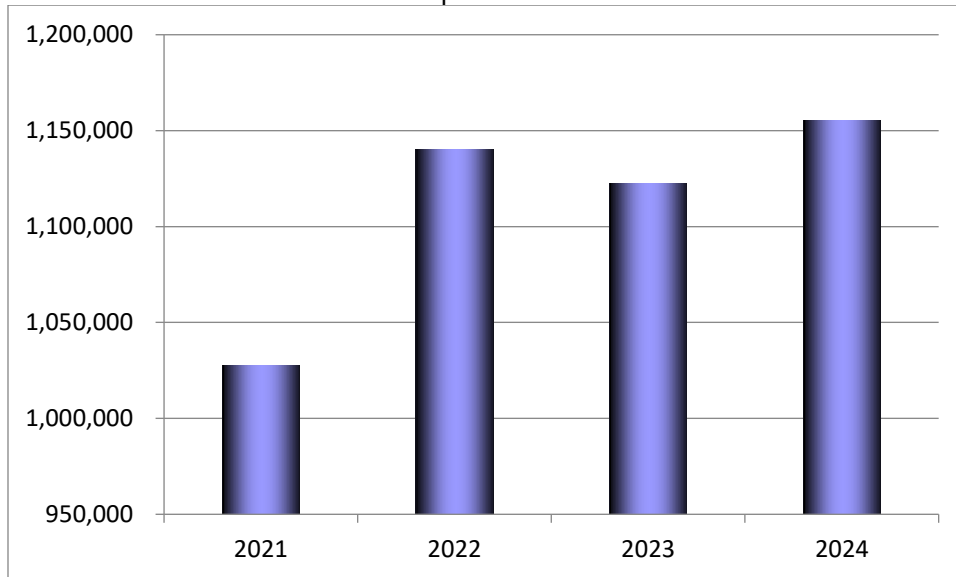
CITY OF ST. FRANCIS, MINNESOTA
WATER FUND SUMMARY
 EXPENSE ANALYSIS

Total By Classification	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	244,666	251,131	278,450	269,800	-3.1%
Commodities	90,984	113,037	65,900	48,600	-26.3%
Contractual Services	312,969	364,773	395,700	343,250	-13.3%
Depreciation	348,682	370,302	350,000	350,000	0.0%
Other Charges	30,087	41,045	32,150	143,450	346.2%
Totals	1,027,388	1,140,288	1,122,200	1,155,100	2.9%

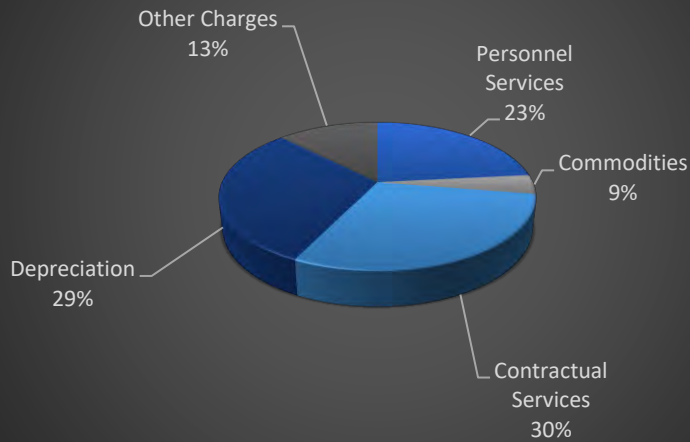
Staffing

Full-time equivalents	2.25	2.25	2.25	2.25
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Expenditures



2024 BUDGET



CITY OF ST. FRANCIS, MINNESOTA
WATER FUND (601)
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS

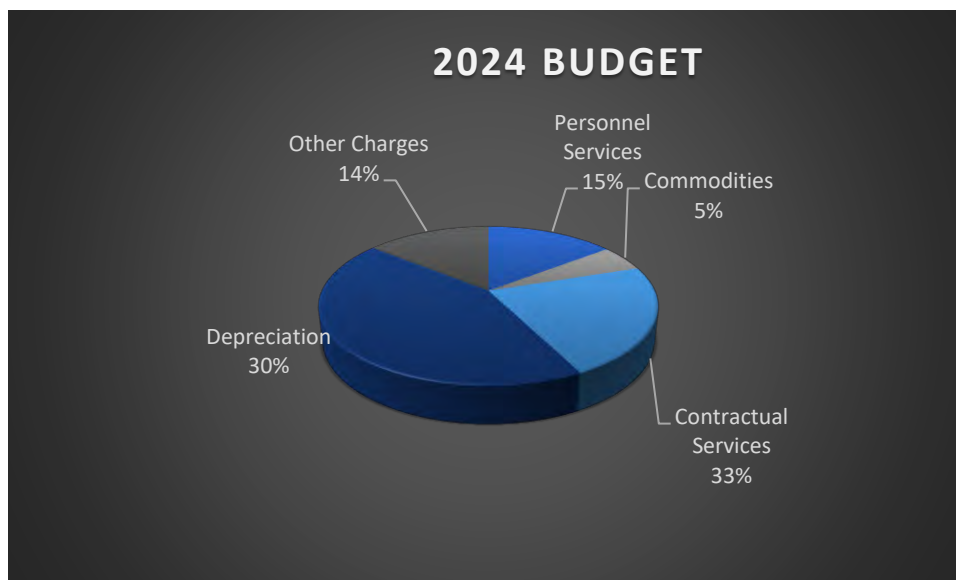
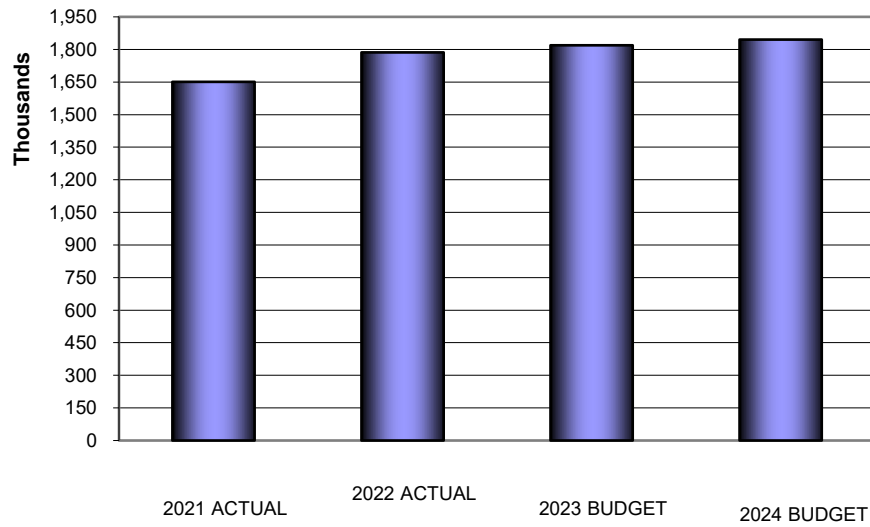
	2022 ACTUAL	2023 BUDGET	2023 ESTIMATE	2024 BUDGET
Operating revenues:				
Water sales	\$ 1,467,688	\$ 1,650,000	\$ 1,609,597	\$ 1,610,000
Water penalty	-			
Total revenues	1,467,688	1,650,000	1,609,597	1,610,000
Operating expenses:				
Personnel services	251,131	278,450	259,918	269,800
Supplies	113,037	65,900	56,068	48,600
Professional services	120,900	174,950	36,237	43,000
Communications	5,717	5,500	6,108	5,500
Insurance	24,461	19,000	31,973	27,000
Utilities	103,527	101,500	74,751	85,500
Repairs and maintenance	110,168	94,750	161,678	182,250
Depreciation	370,302	350,000	350,000	350,000
Other	41,045	32,150	129,883	143,450
Total expenses	1,140,288	1,122,200	1,106,616	1,155,100
Operating income (loss)	327,400	527,800	502,981	454,900
Nonoperating revenues (expenses):				
Investment earnings	(75,216)	20,000	172,392	10,000
Connection Fees	85,338	-	114,351	36,720
Interest expense	(124,321)	(114,800)	(108,135)	(94,436)
Special assessments	120,266	34,580	563	-
Miscellaneous revenues	23,024	3,000	1,589	3,000
Total nonoperating revenues (expenses)	29,091	(57,220)	180,760	(44,716)
Net income (loss) before contributions and transfers	356,491	470,580	683,741	410,184
Transfers in (out):				
Sewer Fund	37,058	37,058	37,058	37,058
Debt Service Fund	(18,580)	(18,580)	(18,580)	(25,470)
Capital Equipment	(10,000)	(20,000)	(20,000)	(20,000)
2017 CIP Bonds	(82,500)	(82,500)	(82,500)	(82,500)
Street Fund	-	-	-	-
Capital contributions	353,591	-	-	-
Change in net position	636,060	386,558	599,719	319,272
Net position- January 1	7,939,235	8,436,534	8,575,295	9,175,014
Net position- December 31	\$ 8,575,295	\$ 8,823,092	\$ 9,175,014	\$ 9,494,286

CITY OF ST. FRANCIS, MINNESOTA
SANITARY SEWER FUND SUMMARY
 EXPENSE ANALYSIS

Total By Classification	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	245,537	257,141	279,450	269,500	-3.6%
Commodities	79,849	105,577	78,600	98,900	25.8%
Contractual Services	516,227	557,447	637,650	414,750	-35.0%
Depreciation	794,796	848,618	800,000	800,000	0.0%
Other Charges	14,377	17,515	23,400	262,200	1020.5%
Totals	1,650,786	1,786,298	1,819,100	1,845,350	1.4%

Staffing

Full-time equivalents	2.25	2.25	2.25	2.25
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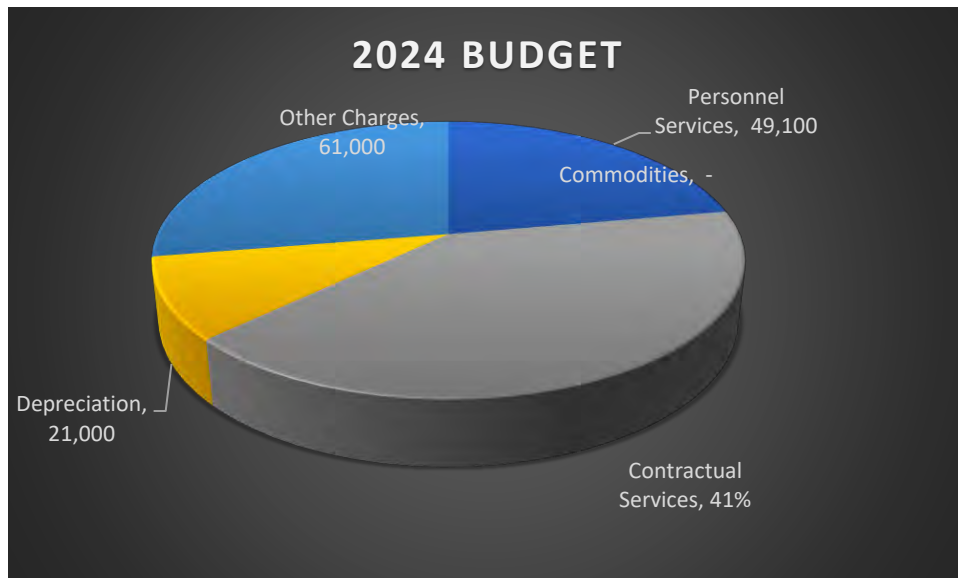
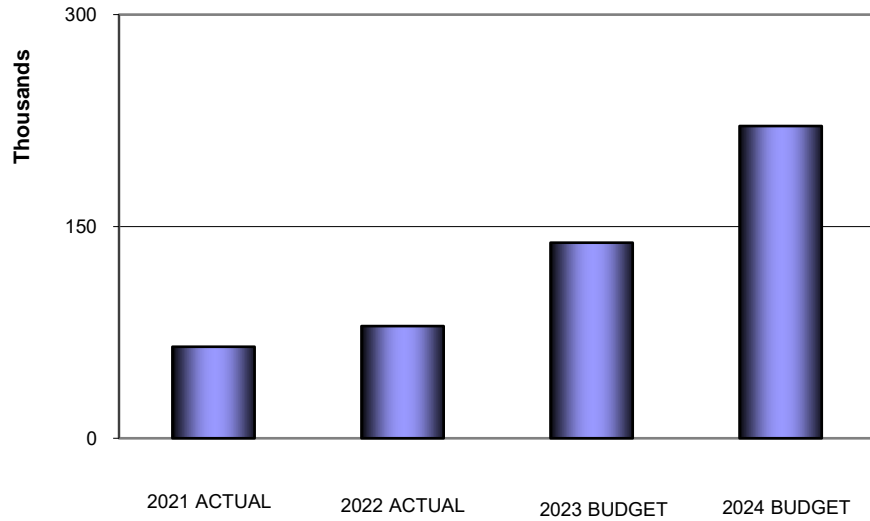
CITY OF ST. FRANCIS, MINNESOTA
SANITARY SEWER FUND (602)
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS

	2022 ACTUAL	2023 BUDGET	2023 ESTIMATE	2024 BUDGET
Operating revenues:				
Sewer sales	\$ 1,877,662	\$ 2,102,000	\$ 1,893,756	\$ 1,837,730
Total revenues	1,877,662	2,102,000	1,893,756	1,837,730
Operating expenses:				
Personnel services	257,141	279,450	261,143	269,500
Supplies	105,577	78,600	107,310	98,900
Professional services	228,639	326,750	91,073	102,000
Communications	3,858	4,000	3,842	4,000
Insurance	35,538	30,000	47,284	38,500
Utilities	163,548	153,500	139,888	148,000
Repairs and maintenance	125,864	123,400	116,232	122,250
Depreciation	848,618	800,000	800,000	800,000
Other	17,515	23,400	188,338	262,200
Total expenses	1,786,298	1,819,100	1,755,110	1,845,350
Operating income (loss)	91,364	282,900	138,646	(7,620)
Nonoperating revenues (expenses):				
Special Assessments	18,419	-	394	
Investment earnings	(89,276)	20,000	206,905	20,000
Connection charges	119,509	-	93,274	51,408
Interest Expense	(231,671)	(226,095)	(225,200)	(213,632)
Miscellaneous revenues	49,292	3,000	21,724	3,000
Total nonoperating revenues (expenses)	(133,727)	(203,095)	97,097	(139,224)
Net income (loss) before contributions and transfers				
	(42,363)	79,805	235,743	(146,844)
Transfers in (out):				
Debt Service Fund	(21,300)	(21,300)	(21,300)	(28,190)
Capital Equipment	(10,000)	(20,000)	(20,000)	(20,000)
Water Fund	(37,058)	(37,058)	(37,058)	(37,058)
2017 CIP Bonds	(82,500)	(82,500)	(82,500)	(82,500)
Capital Contributions	(1,373,740)	-		-
Change in net position	(1,566,961)	(81,053)	74,885	(314,592)
Net position - January 1	17,510,162	17,521,548	15,943,201	16,018,086
Net position - December 31	\$ 15,943,201	\$ 17,440,495	\$ 16,018,086	\$ 15,703,494

CITY OF ST. FRANCIS, MINNESOTA
STORM WATER FUND SUMMARY
 EXPENSE ANALYSIS

Total By Classification	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	-	-	-	49,100	N/A
Commodities	-	-	-	-	N/A
Contractual Services	44,605	54,854	117,500	90,000	-23.4%
Depreciation	20,207	24,583	21,000	21,000	0.0%
Other Charges	-	-	-	61,000	N/A
Totals	64,812	79,437	138,500	221,100	59.6%

Staffing	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
Full-time equivalents	0.00	0.00	0.00	0.50



CITY OF ST. FRANCIS, MINNESOTA
STORM SEWER FUND (603)
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS

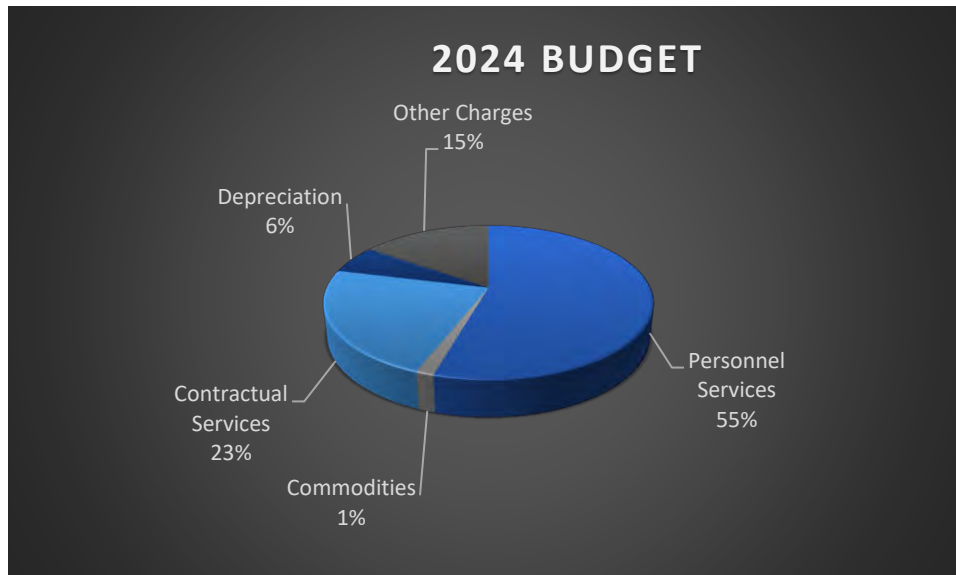
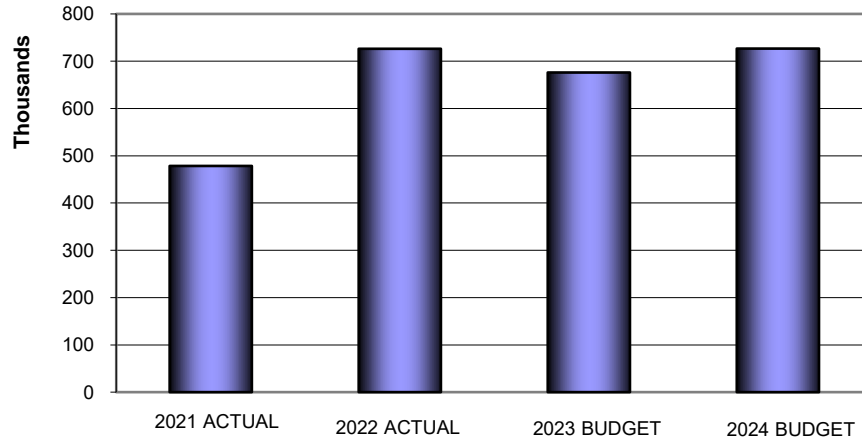
	2022 ACTUAL	2023 BUDGET	2023 ESTIMATE	2024 BUDGET
<u>Operating revenues:</u>				
Storm Water Fee	\$ 174,383	\$ 165,000	\$ 176,940	\$ 227,336
Total revenues	174,383	165,000	176,940	227,336
<u>Operating expenses:</u>				
Personnel services	-	-	-	49,100
Supplies	-	-	-	-
Professional services	54,854	77,500	29,249	40,000
Communications	-	-	-	-
Insurance	-	-	-	1,000
Utilities	-	-	-	-
Repairs and maintenance	-	40,000	17,691	50,000
Depreciation	24,583	21,000	21,000	21,000
Other	-	-	196,135	60,000
Total expenses	79,437	138,500	264,075	221,100
Operating income (loss)	94,946	26,500	(87,135)	6,236
Nonoperating revenues (expenses):				
Investment earnings	11,953	8,000	286	8,000
Connection charges	(1,988)	2,000	20,804	2,000
Interest Expense	-	-	-	-
Special assessments	-	-	-	-
Miscellaneous revenues	(112)	-	132,497	-
Total nonoperating revenues (expenses)	9,853	10,000	153,587	10,000
Net income (loss) before contributions and transfers	104,799	36,500	66,452	16,236
Transfers in (out):				
Debt Service Fund	-	-	-	-
Capital Equipment	-	-	-	-
EDA Lease Revenue Bonds	-	-	-	-
Capital contributions	-	-	-	-
Change in net position	104,799	36,500	66,452	16,236
Net position - January 1	1,143,361	1,269,498	1,248,160	1,314,612
Net position - December 31	\$ 1,248,160	\$ 1,305,998	\$ 1,314,612	\$ 1,330,848

CITY OF ST. FRANCIS, MINNESOTA
LIQUOR STORE FUND SUMMARY
 EXPENSE ANALYSIS

Total By Classification	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET	% CHANGE
Personnel Services	257,952	399,629	383,800	396,050	3.2%
Commodities	5,426	7,466	9,700	10,800	11.3%
Contractual Services	180,698	265,538	228,850	165,900	-27.5%
Depreciation	22,957	42,219	40,000	43,000	7.5%
Other Charges	11,404	11,415	13,700	110,900	709.5%
Totals	478,437	726,267	676,050	726,650	7.5%

Staffing

Full-time equivalents	4.25	5.25	5.25	5.25
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CITY OF ST. FRANCIS, MINNESOTA
MUNICIPAL LIQUOR OPERATIONS FUND (609)
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS

	2022 ACTUAL	2023 BUDGET	2023 ESTIMATE	2024 BUDGET
<u>Operating revenues:</u>				
Liquor sales	\$ 2,937,081	\$ 2,557,000	\$ 3,086,967	\$ 2,956,400
<u>Cost of sales:</u>	(2,211,211)	(1,928,900)	(2,319,002)	(2,135,000)
Gross profit	725,870	628,100	767,965	821,400
<u>Operating expenses:</u>				
Personnel services	399,629	383,800	352,574	396,050
Supplies	7,466	9,700	7,566	10,800
Professional services	184,322	151,450	88,788	100,500
Communications	1,709	4,000	1,533	4,000
Insurance	22,177	28,000	35,979	30,000
Utilities	18,386	22,400	15,355	19,400
Repairs and maintenance	38,944	23,000	9,782	12,000
Depreciation	42,219	40,000	40,000	43,000
Other	11,415	13,700	107,906	110,900
Total expenses	726,267	676,050	659,483	726,650
Operating income (loss)	(397)	(47,950)	108,482	94,750
<u>Other revenues (expenses):</u>				
Investment earnings	(27,392)	10,000	63,131	10,000
Miscellaneous revenues	3,217	400	83	400
Total other revenues (expenses)	(24,175)	10,400	63,214	10,400
Net income (loss) before contributions and transfers	(24,572)	(37,550)	171,696	105,150
Transfers in (out):				
General Fund	(60,000)	(60,000)	(60,000)	(65,000)
Change in net position	(84,572)	(97,550)	111,696	40,150
Net position - January 1	2,154,669	2,168,958	2,070,097	2,181,793
Net position - December 31	\$ 2,070,097	\$ 2,071,408	\$ 2,181,793	\$ 2,221,943

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CAPITAL OUTLAY FUNDS

CAPITAL OUTLAY

This section provides an overview of Capital Outlay projects for the City of St. Francis. Projects include those within the Capital Improvement Plan, Departmental Operating Budgets and Capital Projects Fund.

Capital Improvement Plan

The Capital Improvement Plan (CIP) is a schedule of proposed public projects and purchases over a five-year period. Capital improvements are normally non-routine projects costing \$5,000 or more, which require acquisition, construction, or replacement of various equipment or facilities, including public buildings, infrastructure, utilities and parks.

The plan is not intended to provide for precise budgeting. Capital costs are projected as estimates. Upon each update of the plan, deletions, additions, delays, or other revisions may occur, reflecting changing community needs. These changes allow for budget refinements as a particular project nears actual construction. Only after incorporation within successive budgets or as approved separately by the City Council will these items be considered funded.

Some of the items contained in the CIP will require on-going operational costs and, in some cases, produce operational savings. However, given the speculative nature of latter-year purchases, the exact cost cannot be reasonably quantified beyond next year. The 2024-2028 CIP was adopted by the Council on July 17, 2023. Please see the next page for the summary of projects.

The following table depicts the city’s five-year CIP needs.

	Previous	2024	2025	2026	2027	2028
Administration						
Computers	17,684	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Technology Equipment	49,027	10,000	10,000	10,000	10,000	10,000
Leased Vehicles-All Departments	130,703	60,000	100,000	150,000	180,000	180,000
Fire						
Batteries	1,314	1,000	1,000	1,000	1,000	1,000
CPR Device	20,000	-	-	-	-	-
Extraction Equipment	-	-	-	-	-	-
Gas Fans	3,000	-	5,000	-	-	-
Turnout Gear	6,142	10,000	10,000	10,000	10,000	10,000
Hose Replacement	-	10,000	-	-	-	-
Radios	31,824	4,000	10,000	10,000	10,000	10,000
SCBA	-	-	-	-	-	45,000
Thermal Imagers	-	10,000	-	-	-	-
Trucks	100,000	100,000	100,000	100,000	100,000	100,000
Police						
Body Cameras	10,004	6,000	6,000	9,500	7,000	10,000
Cameras for Buildings	11,000	-	-	-	-	4,000
Computers	9,572	6,000	-	4,100	3,800	7,500
Firearms	2,513	1,000	1,000	1,000	1,000	2,000
Radios	857	5,000	10,000	5,000	21,000	40,000
Squad Cameras	37,608	12,500	9,000	9,000	9,000	16,000
Squad Computers	9,528	2,200	4,400	2,200	11,000	5,000
UAV	2,200	500	500	500	500	2,000
UTV	-	5,000	5,000	5,000	5,000	5,000
Public Works						
Computers	5,443	3,000	3,000	3,000	3,000	3,000
Crane Truck	-	-	-	-	-	-
Dump Trucks	-	-	-	-	-	50,000
Dump Truck (One-Ton)	-	-	-	-	-	-
Loader	-	-	-	-	-	-
Miscellaneous Equipment	79,897	8,000	5,000	8,000	12,000	23,500
Motorgrader	-	-	-	-	-	-
Mowers	-	15,500	28,000	-	-	17,000
Sign Truck	-	-	-	-	125,000	-
ToolCat	-	40,000	30,000	-	-	43,000
Tractor	-	-	-	-	-	-
Trailer	-	-	-	-	-	5,000
	-	-	-	-	-	-
Total	\$ 528,316	315,700	343,900	334,300	515,300	595,000

Some of the projects listed above are not included in our annually adopted budget because budgets are not established until after a public hearing is held and the City Council approves the project. This process is normally used for street projects and building construction because of the size of the project and the uncertainty of approval. Councils, economic conditions and priorities are always changing and these types of projects seem to be postponed or modified more than once. If they were included in our budget each year we feel it would misrepresent what is actually occurring.

Please see the city’s website at www.stfrancismn.org for a copy of the complete plan as adopted.

CITY OF ST. FRANCIS, MINNESOTA
CAPITAL PROJECTS FUND (402)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2022 Actual	2023 Budget	2023 Estimate	2024 Budget
Revenues				
Property Taxes	\$ 260,000	\$ 280,000	\$ 280,000	\$ 320,000
Interest on investments (loss)	(18,915)	7,000	43,764	7,000
Miscellaneous	13,133	-	96,586	-
Total Revenues	254,218	287,000	420,350	327,000
Expenditures				
Capital Outlay				
General Government	4,168	73,314	33,690	273,414
Public Safety	103,993	388,196	100,537	418,762
Public Works	75,091	246,584	111,742	151,840
Culture & Recreation	-	-	-	-
Community Development	-	30,000	-	-
Total Expenditures	183,252	738,094	245,969	844,016
Excess (deficit) of revenues over expenditures	70,966	(451,094)	174,381	(517,016)
Other financing sources (uses):				
Transfers in				
Water	10,000	20,000	20,000	20,000
Sewer	10,000	20,000	20,000	20,000
Sale of asset	-	-	-	-
Transfer Out	-	-	-	-
Total other financing sources (uses)	20,000	40,000	40,000	40,000
Net increase (decrease) in fund balance	90,966	(411,094)	214,381	(477,016)
Fund balance - January 1	630,044	756,554	721,010	935,391
Fund balance - December 31	\$ 721,010	\$ 345,460	\$ 935,391	\$ 458,375

Accounts for funds set aside for future purchases of equipment, vehicles, and facility replacements and improvements. Resources are currently provided by transfers from other funds.

CITY OF ST. FRANCIS, MINNESOTA
GAMBLING FUND (210)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2022 ACTUAL	2023 BUDGET	2023 ESTIMATE	2024 BUDGET
<u>Revenues</u>				
Miscellaneous	\$ 35,573	\$ 40,000	\$ 25,109	\$ 40,000
Investment earnings	(4,505)	500	9,930	500
Total revenues	31,068	40,500	35,039	40,500
<u>Expenditures:</u>				
Commodities	-	-	-	-
Contractual services	-	-	-	-
Other charges	-	-	-	-
Total expenditures	-	-	-	-
Excess (deficit) of revenues over expenditures	31,068	40,500	35,039	40,500
Fund balance - January 1	132,853	171,854	163,921	198,960
Fund balance - December 31	<u>\$ 163,921</u>	<u>\$ 212,354</u>	<u>\$ 198,960</u>	<u>\$ 239,460</u>

This fund was established in 2012 to account for the gambling proceeds received from charitable gambling in the city. 10% of net profits need to be sent to the city. The city then use these funds to pay for things such and police, fire and other emergency services equipment and training.

CITY OF ST. FRANCIS, MINNESOTA
PARK DEVELOPMENT FUND (225)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2022 Actual	2023 Budget	2023 Estimate	2024 Budget
Revenue				
Property Taxes	\$ -	\$ -	\$ -	\$ 350,000
Intergovernmental	245,000	-	-	-
Charges for Services	2,530	1,000	31,271	1,000
Park dedication fees	-	-	-	-
Interest on investments (loss)	3,475	700	388	700
Miscellaneous	-	-	-	-
Total revenues	251,005	1,700	31,659	351,700
Expenditures				
Capital outlay-parks	560,240	-	135	-
Total expenditures	560,240	-	135	-
Excess (deficit) of revenues over expenditures	(309,235)	1,700	31,524	351,700
Other financing sources (uses):				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
Total Other Financing Sources (uses)	-	-	-	-
Net increase (decrease) in fund balance	(309,235)	1,700	31,524	351,700
Fund balance - January 1	445,517	(91,280)	136,282	167,806
Fund balance - December 31	\$ 136,282	\$ (89,580)	\$ 167,806	\$ 519,506

This fund accounts for the use of park availability charges, grants and tax revenues that are dedicated for the acquisition and improvement of City parks. Park availability charges are levied against all new buildings constructed.

In 2022, Siwek Park was constructed with the help of grant funds.

CITY OF ST. FRANCIS, MINNESOTA
BUILDING IMPROVEMENT FUND (404)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2022 Actual	2023 Budget	2023 Estimate	2024 Budget
Revenues				
Property Taxes	\$ 470,000	\$ 870,000	\$ 870,000	\$ -
Interest on investments (loss)	(24,377)	1,000	92,054	1,000
Miscellaneous	-	-	3,619	-
Total Revenues	445,623	871,000	965,673	1,000
Expenditures				
Capital Outlay				
General Government	36,857	-	2,734,573	-
Public Safety	-	-	21,495	-
Public Works	405	-	-	-
Culture & Recreation	-	-	-	-
Total expenditures	37,262	-	2,756,068	-
Excess (deficit) of revenues over expenditures	408,361	871,000	(1,790,395)	1,000
Other financing sources (uses):				
Bond Proceeds	-	-	13,154,539	-
Transfer Out	-	-	-	-
Total other financing sources (uses)	-	-	13,154,539	-
Net increase (decrease) in fund balance	408,361	871,000	11,364,144	1,000
Fund balance - January 1	307,066	750,881	715,427	12,079,571
Fund balance - December 31	\$ 715,427	\$ 1,621,881	\$ 12,079,571	\$ 12,080,571

CITY OF ST. FRANCIS, MINNESOTA
STREET IMPROVEMENT FUND (405)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2022 Actual	2023 Budget	2023 Estimate	2024 Budget
Revenues				
Property Taxes	\$ 300,000	\$ 360,000	\$ 360,000	\$ 480,000
Intergovernmental	993,724	116,097	254,248	116,097
Special Assessments	33,222	39,000	33,196	33,000
Investment earnings	(2,313)	10,000	30,567	10,000
Miscellaneous	144,350	-	13	-
Total revenues	1,468,983	525,097	678,024	639,097
Expenditures				
Capital Outlay				
Public Works	1,526,775	194,000	455,081	976,711
Total expenditures	1,526,775	194,000	455,081	976,711
Excess (deficit) of revenues over expenditures	(57,792)	331,097	222,943	(337,614)
Other financing sources (uses):				
Transfers in	-	-	-	-
Transfer out	-	-	-	-
Total other financing sources (uses)	-	-	-	-
Net increase (decrease) in fund balance	(57,792)	331,097	222,943	(337,614)
Fund balance - January 1	935,726	877,934	877,934	1,100,877
Fund balance - December 31	\$ 877,934	\$ 1,209,031	\$ 1,100,877	\$ 763,263

DEBT SERVICE FUNDS

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DEBT SERVICE

Debt Service Funds are used to account for the accumulation and use of financial resources to pay principal, interest, and related costs on long-term debt. A separate Debt Service Sub-Fund is required for each bond issue.

The principal sources of revenue are property taxes (debt service levies), special assessments, interest earned on cash balances in funds, and transfers from other funds.

Expenditures include bond principal and interest on City bonds as well as fiscal agent fees and interest on negative cash balances in funds.

Legal Debt Limit

Minnesota State Statutes limits the City's net debt to no more than three percent (3%) of the estimated market value of the taxable property within the municipality. Bond issues covered by this limit are those that are financed by property taxes unless at least 20% of the annual debt service costs are financed by special assessments or tax increments. St. Francis has two bond issue subject to the debt limit, that being the 2017 GO Capital Improvement Bonds and the 2023 Capital Improvement Bonds. The difference between the statutory debt limit and the bonds outstanding that are covered by the debt limit is referred to as the legal debt margin. See the following table for the amounts.

2023	
Estimated market value of taxable property	\$947,790,600
Debt limit (3% of market value)	\$28,433,718
Total bonds outstanding excluding enterprise debt	\$17,945,000
Total long term debt being paid by annual appropriations	\$0
Total debt applicable to debt limit	\$ 17,945,000
Unused Debt Margin	\$10,488,718

All bonds issued by the city's enterprise funds are reported in the individual budgets.

CITY OF ST. FRANCIS, MINNESOTA
DEBT SERVICE BUDGET (311)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2022 Actual	2023 Budget	2023 Estimate	2024 Budget
Revenues				
Property taxes	\$ 21,125	\$ -	\$ -	\$ -
Special assessments	16,223	-	1,439	-
Interest on investments (loss)	(142)	-	866	-
Miscellaneous	-	-	-	-
Total revenues	37,206	-	2,305	-
Expenditures				
Principal	95,000	95,000	95,000	-
Interest and other charges	4,576	1,900	1,425	-
Total expenditures	99,576	96,900	96,425	-
Excess (deficit) of revenues over expenditures	(62,370)	(96,900)	(94,120)	-
Other financing sources (uses):				
Transfers in				
Water	18,580	18,580	18,580	25,470
Sewer	21,300	21,300	21,300	28,190
Transfers out	-	-	-	-
Total Other Financing Sources (uses)	39,880	39,880	39,880	53,660
Net increase (decrease) in fund balance	(22,490)	(57,020)	(54,240)	53,660
Fund balance - January 1	25,850	3,361	3,361	(50,879)
Fund balance - December 31	\$ 3,360	\$ (53,659)	\$ (50,879)	\$ 2,781

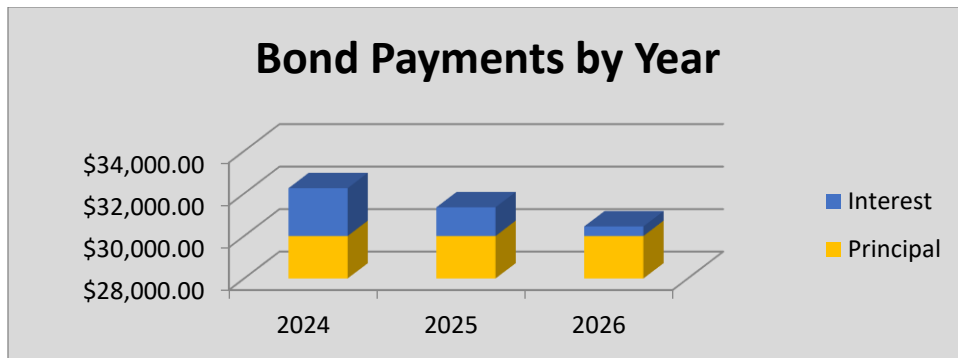
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CITY OF ST. FRANCIS, MINNESOTA
DEBT SERVICE BUDGET (327)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2022 Actual	2023 Budget	2023 Estimate	2024 Budget
Revenues				
Property taxes	\$ 20,750	\$ 20,470	\$ 20,474	\$ 20,470
Special assessments	6,457	7,000	6,457	6,000
Interest on investments (loss)	(2,477)	500	4,370	-
Total revenues	24,730	27,970	31,301	26,470
Expenditures				
Principal	25,000	25,000	25,000	30,000
Interest and other charges	3,925	3,425	2,950	2,725
Total expenditures	28,925	28,425	27,950	32,725
Excess (deficit) of revenues over expenditures	(4,195)	(455)	3,351	(6,255)
Other financing sources (uses)				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
Total Other Financing Sources (uses)	-	-	-	-
Net increase (decrease) in fund balance	(4,195)	(455)	3,351	(6,255)
Fund balance - January 1	85,399	87,284	81,204	84,555
Fund balance - December 31	\$ 81,204	\$ 86,829	\$ 84,555	\$ 78,300

The following tables depict the City's debt service payments by year for 2015 General Obligation Debt payable from Special Assessments.

Year	Principal	Interest	Total
2024	30,000.00	2,250.00	32,250.00
2025	30,000.00	1,350.00	31,350.00
2026	30,000.00	450.00	30,450.00
Total	\$90,000	\$4,050	\$94,050



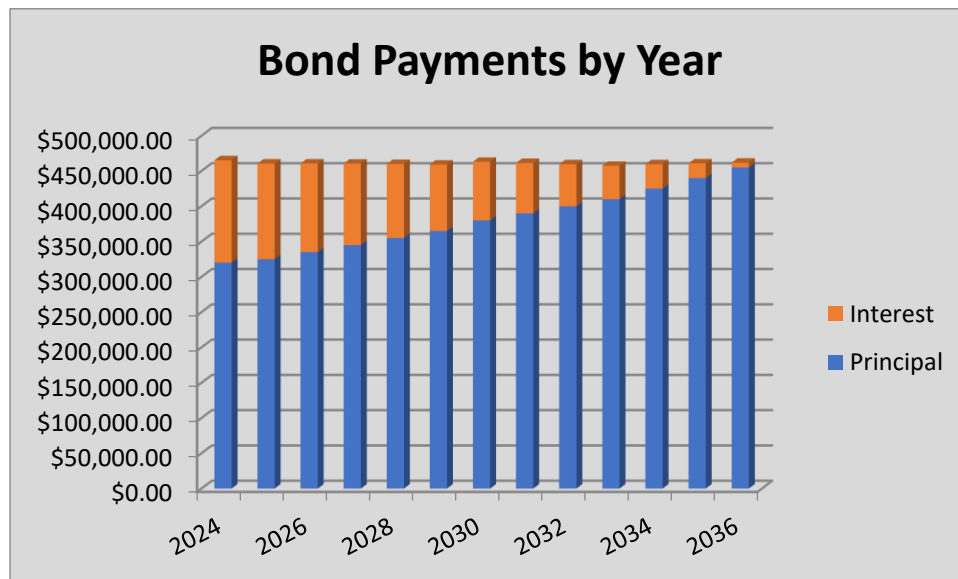
CITY OF ST. FRANCIS, MINNESOTA
2017 GO CAPITAL IMPROVEMENT BONDS
STATE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2022 Actual	2023 Budget	2023 Estimate	2024 Budget
Revenues				
Property Taxes	\$ 328,742	\$ 327,220	\$ 327,186	\$ 327,220
Interest on investments (loss)	(4,573)		4,872	
Total revenues	324,169	327,220	332,058	327,220
Expenditures				
Principal	300,000	310,000	310,000	320,000
Interest and other fees	164,256	155,107	155,106	145,657
Total expenditures	464,256	465,107	465,106	465,657
Excess (deficit) of revenues over expenditures	(140,087)	(137,887)	(133,048)	(138,437)
Other financing sources (uses)				
Transfers in				
Water	82,500	82,500	82,500	82,500
Sewer	82,500	82,500	82,500	82,500
Transfers out	-	-	-	-
Total Other Financing Sources (uses)	165,000	165,000	165,000	165,000
Net increase (decrease) in fund balance	24,913	27,113	31,952	26,563
Fund balance - January 1	76,522	104,485	101,435	133,387
Fund balance - December 31	\$ 101,435	\$ 131,598	\$ 133,387	\$ 159,950

This bond refunded the 2012 Lease Revenue Bonds which was used to fund the building of the Police/Public Works Building.

The following tables depict the City's debt service payments by year for 2017 General Obligation Debt.

Year	Principal	Interest	Total
2024	320,000.00	145,181.26	465,181.26
2025	325,000.00	135,506.26	460,506.26
2026	335,000.00	125,606.26	460,606.26
2027	345,000.00	115,406.26	460,406.26
2028	355,000.00	104,906.26	459,906.26
2029	365,000.00	94,106.26	459,106.26
2030	380,000.00	82,931.26	462,931.26
2031	390,000.00	71,381.26	461,381.26
2032	400,000.00	59,531.26	459,531.26
2033	410,000.00	47,381.26	457,381.26
2034	425,000.00	34,590.63	459,590.63
2035	440,000.00	20,800.00	460,800.00
2036	455,000.00	6,825.00	461,825.00
Total	4,945,000.00	1,044,153.23	5,989,153.23



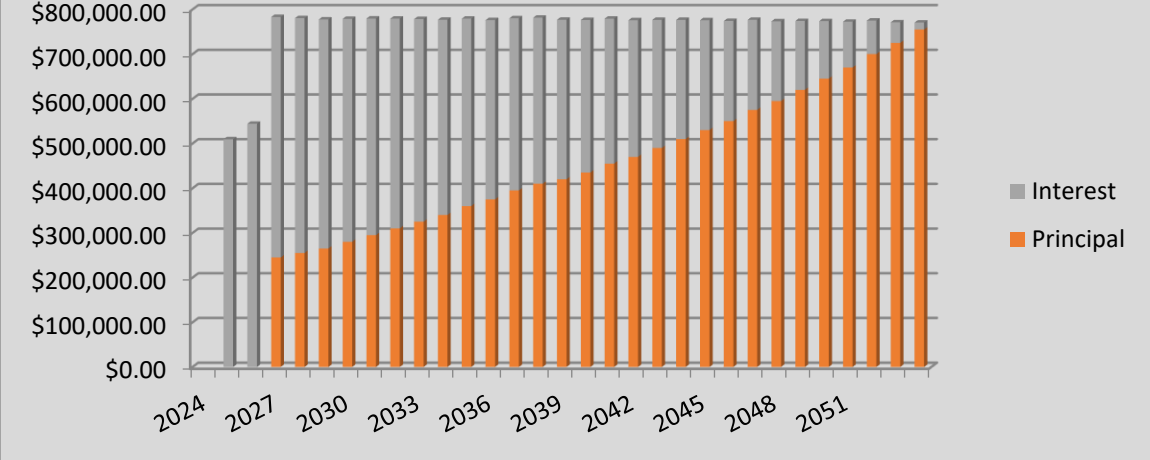
CITY OF ST. FRANCIS, MINNESOTA
2023 GO CAPITAL IMPROVEMENT BONDS (#335)
STATE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2022 Actual	2023 Budget	2023 Estimate	2024 Budget
Revenues				
Property Taxes	\$ -	\$ -	\$ -	\$ 820,505
Interest on investments (loss)	-			1,000
Total revenues	-	-	-	821,505
Expenditures				
Principal	-	-	-	-
Interest and other fees	-	-	-	283,796
Total expenditures	-	-	-	283,796
Excess (deficit) of revenues over expenditures	-	-	-	537,709
Other financing sources (uses)				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
Total Other Financing Sources (uses)	-	-	-	-
Net increase (decrease) in fund balance	-	-	-	537,709
Fund balance - January 1	-	-	-	-
Fund balance - December 31	\$ -	\$ -	\$ -	\$ 537,709

The following tables depict the City's debt service payments by year for 2023 General Obligation Debt.

Year	Principal	Interest	Total
2024	-	509,367.31	509,367.31
2025	-	544,131.26	544,131.26
2026	245,000.00	538,006.26	783,006.26
2027	255,000.00	525,506.26	780,506.26
2028	265,000.00	512,506.26	777,506.26
2029	280,000.00	498,881.26	778,881.26
2030	295,000.00	484,506.26	779,506.26
2031	310,000.00	469,381.26	779,381.26
2032	325,000.00	453,506.26	778,506.26
2033	340,000.00	436,881.26	776,881.26
2034	360,000.00	419,381.26	779,381.26
2035	375,000.00	401,006.26	776,006.26
2036	395,000.00	385,212.51	780,212.51
2037	410,000.00	371,618.76	781,618.76
2038	420,000.00	356,831.26	776,831.26
2039	435,000.00	341,334.38	776,334.38
2040	455,000.00	324,350.00	779,350.00
2041	470,000.00	305,850.00	775,850.00
2042	490,000.00	286,650.00	776,650.00
2043	510,000.00	266,650.00	776,650.00
2044	530,000.00	245,850.00	775,850.00
2045	550,000.00	224,250.00	774,250.00
2046	575,000.00	201,750.00	776,750.00
2047	595,000.00	178,350.00	773,350.00
2048	620,000.00	154,050.00	774,050.00
2049	645,000.00	128,750.00	773,750.00
2050	670,000.00	102,450.00	772,450.00
2051	700,000.00	75,050.00	775,050.00
2052	725,000.00	46,096.88	771,096.88
2053	755,000.00	15,571.88	770,571.88
Total	13,000,000.00	9,803,726.84	22,803,726.84

Bond Payments by Year



SUPPLEMENTARY INFORMATION

City of St. Francis
Demographics

	U.S. Census		2020-2010
	2010	2020	Percent Change
Population	7,218	8,142	12.80%
Households	2,520	2,877	14.17%
Household Size	2.86	2.83	-1.20%

Population by Age (2019 American Community Survey)

	Person	Percent
Under 5	801	10.5%
5 to 9	617	8.1%
10 to 14	514	6.7%
15 to 19	527	6.9%
20 to 24	459	6.0%
25 to 29	542	7.1%
30 to 34	543	7.1%
35 to 39	663	8.7%
40 to 44	371	4.8%
45 to 49	566	7.4%
50 to 54	613	8.0%
55 to 59	516	6.7%
60 to 64	242	3.2%
65 to 69	218	2.8%
70 to 74	180	2.4%
75 to 79	163	2.1%
80 to 84	52	0.7%
Over 85	65	0.8%
Total Population	7,652	100.0%

Total Female Population	3,785
Total Male Population	3,867

	City of St. Francis	Anoka County	State of Minnesota
Income Statistics			
2019 per capita income	\$ 30,659	\$ 36,978	\$ 37,625
2019 median household income	\$ 85,219	\$ 82,175	\$ 71,306
2019 median gross rent	\$ 1,084	\$ 1,118	\$ 977
2019 median value owner occupied housing	\$ 214,500	\$ 232,400	\$223,900

Source: Metropolitan Council

CITY OF ST. FRANCIS
Principal Taxpayers

		2021	
Taxpayer		Net Tax Capacity	Percent of Total Tax Capacity
Northrop Grumman Systems	Ammunition manufacturer	213,006	3.12%
ALS Properties Woodhaven LLC	Mobile Home Park	106,787	1.56%
St. Francis Realty LLC	Shopping Center	87,522	1.28%
Minnegasco Inc.	Utility	84,956	1.24%
King Exchange LLC	Shopping Center	78,490	1.15%
Northern Capital Investments	Apartment	55,063	0.81%
Kwik Trip	Gas Station/Convenience	39,434	0.58%
Weaver Brothers	Apartment	30,973	0.45%
Village Bank	Commercial	29,813	0.44%
Abbey Field	Apartment	27,098	0.40%
		753,142	11.03%

Source: Anoka County

GLOSSARY OF TERMS

ACCOUNTING SYSTEM: The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

ACCRUAL BASIS OF ACCOUNTING: The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at that time or not).

APPROPRIATION: An authorization made by the legislative body of a government which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSETS: Property owned by a government which has a monetary value.

BOND: A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date{s}) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt.

BUDGET DOCUMENT: The official written statement prepared by the budget office and supporting staff which presents the proposed budget to the legislative body.

CAPITAL ASSETS: Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

CAPITAL IMPROVEMENTS BUDGET: A plan of proposed capital expenditures and the means of financing them. The capital budget is usually enacted as part of the complete annual budget which includes both operating and capital outlays. The capital budget normally is based on a capital improvement program.

CAPITAL IMPROVEMENT PROGRAM: A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

CAPITAL OUTLAYS: Expenditures for the acquisition of capital assets.

CAPITAL PROJECTS: Projects which purchaser construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.

CASH BASIS: The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

CONTINGENCY ACCOUNT: A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

CONTRACT: A contract, for purposes of the bidding laws, is an agreement for the sale or purchase of supplies, materials, equipment, or the rental thereof or the construction, alteration, repairs or

maintenance of real or personal property.

DEBT SERVICE: Payment of interest and repayment of principal to holders of a government's debt instruments.

DEFICIT: (1) The excess of an entity's liabilities over its assets (See Fund Balance); (2) the excess of expenditures or expenses over revenues during a single accounting period.

DEPRECIATION: (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence; (2) that portion of the cost of a capital asset which is charged as an expense during a particular period.

ENTERPRISE FUND: A fund established to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

EXPENDITURES: Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purchases are made.

FISCAL DISPARITIES: A distribution of 40% of the growth in commercial and industrial properties within the seven-county metropolitan area since 1971

FULL FAITH AND CREDIT: A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

FUND: An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

FUND BALANCE: The excess of a fund's assets over its liabilities. A negative fund balance is sometimes called a deficit.

GENERAL FUND: The fund used to account for all financial resources except those required to be accounted for in another fund.

GENERAL OBLIGATION BONDS: When a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (GO) bonds. Sometimes the term is also used to refer to bonds which are to be repaid from taxes and other general revenues.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP): Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the GAAP.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB): The authoritative accounting and financial reporting standard-setting body for government entities.

GOVERNMENTAL FUNDS: Funds used to account for the acquisition, use and balance of expendable financial resources and the related current liabilities-except those accounted for in proprietary funds and fiduciary funds. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

GRANT: A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

HOME RULE CHARTER: A home rule charter City is one that has its powers and structure determined by an election of its citizens in adopting a charter, as opposed to a statutory City whose structure and powers are fairly well proscribed by state statute.

HOMESTEAD AND AGRICULTURAL CREDIT AID (HACA): A property tax relief program that replaced the former homestead credit program and the agricultural credit program. HACA is tied to class rate reductions for certain classes of property.

INFRASTRUCTURE: The basic facilities, equipment, services and installations needed for the growth and functioning of a community. Includes roads, bridges, curbs and gutters, streets and sidewalks, drainage systems and lighting systems.

INTERGOVERNMENTAL REVENUES: Revenues from other governments in the form of grants, entities, shared revenues or payments in lieu of taxes.

INTERNAL SERVICE FUND: A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost reimbursement basis.

LEGAL DEBT LIMIT: The maximum amount of outstanding gross or net debt legally permitted.

LEGAL DEBT MARGIN: The legal debt limit less outstanding debt subject to limitation.

LEGISLATIVE: Having the power to create laws.

LEVY: (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

LOCAL GOVERNMENT AID (LGA): A state government revenue sharing program for cities and townships that is intended to provide an alternative to the property tax. LGA is distributed through a formula based on tax base, population, population decline, age of housing and the percent of market value classified as commercial or industrial.

MARKET VALUE: An assessor's estimate of what property would be worth on the open market if sold. The market value is set on January 2 of the year before taxes are payable.

MARKET VALUE HOMESTEAD CREDIT (MVHC): A property tax relief program devised by the State government to give local property tax payers relief from the burden of local property taxes.

MODIFIED ACCRUAL BASIS: The basis of accounting under which expenditures, other than accrued interest on general long-term debt, are recorded at the time liabilities are incurred and revenues are recorded when received in cash, except for material and/or available revenues, which should be accrued to reflect properly the taxes levied and revenue earned.

MATURITIES: The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

OPERATING BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for the calendar year and the proposed means of financing them (revenue estimates).

PERA: Public Employees Retirement Association

PERSONAL SERVICES: A level of budgetary appropriations, which includes expenses for salaries, wages, and related employee benefits such as the City's share of retirement and insurance.

POLICE DEPARTMENT AID: An intergovernmental revenue from the State to be used to maintain the Police Department. A premium tax of two percent is imposed on automobile insurance and apportioned to qualifying cities.

POLICY: A set of guidelines used for making decisions.

RETAINED EARNINGS: An equity account reflecting the accumulated earnings of the City's Water, Sanitary Sewer and Liquor Store Fund.

REVENUE: The term designates an increase to a fund's assets which:

- does not increase a liability (e.g., proceeds from a loan);
- does not represent a repayment of an expenditure already made;
- does not represent a cancellation of certain liabilities; and
- does not represent an increase in contributed capital.

REVENUE ESTIMATE: A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

SPECIAL ASSESSMENT: A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

SPECIAL REVENUE FUND: A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes.

SUPPLIES: A level of budgetary appropriations, which includes expenses for commodities that are used such as office supplies, operating supplies, repair and maintenance supplies.

TAX CAPACITY: A valuation set upon real estate and certain personal property by the County Assessor as a basis for levying property taxes. The assessor determines the estimated market (resale) value of property. This value is converted to tax capacity by a formula specified in state law.

TAX CAPACITY RATE: The property tax rate which is based on the taxes levied as a proportion of the property value. A tax rate of 30.751% produces \$30.75 of taxes on each \$100 of tax capacity that a property is valued at.

TAX LEVY: The total amount to be raised by general property taxes for the purposes stated in the resolution certified to the County Auditor.

TRANSFER: Transfers of assets between funds.

Acronyms

ACFR	Annual Comprehensive Financial Report
CIP	Capital Improvement Plan
EDA	Economic Development Authority
EMV	Estimated Market Value
FTE	Full Time Equivalent
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers' Association
GO	General Obligation
LGA	Local Government Aid
MUSA	Municipal Urban Service Area
MVHC	Market Value Homestead Credit
MVHE	Market Value Homestead Exclusion
NTC	Net Tax Capacity
SAC	Sewer Availability Charge
SIPC	Securities Investor Protection Corporation
TIF	Tax Increment Financing
TMV	Taxable Market Value
WAC	Water Availability Charge