



City of
St. Francis

Minnesota



2021 ADOPTED BUDGET

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INTRODUCTION

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Letter of Transmittal

In compliance with state statutes, we are pleased to present the 2021 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 2021 Budget, in the amount of \$12,583,182 includes all of the funds for the City of St. Francis and reflects a 3.6% 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 2021 budget is a reflection of 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 a number of years:

- 1) Provide high quality services to residents in a cost-effective manner.

The 2021 Budget provides an increased service level at nearly the same cost to the tax base of St. Francis as the 2020 Budget. The City was able to utilize CARES Act Funding 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 2021 Budget provides for an enhanced level of public safety. The Assistant Fire Chief has been given an expanded role through the City's partnership for Fire Management Services with the City of Nowthen. In addition, the City of St. Francis committed to filling policing vacancies created through retirement. 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. In addition, the department expanded policies to enhance the roles of the fire department for additional EMS responses has created more service calls and higher levels of training for fire fighters.

3) Manage responsible growth and promote the enhancement of commercial services to residents.

The 2021 Budget continues the city's commitment to responsible growth and managing the city's growth to reinvest in commercial area within the city. Through the St. Francis Forward (re)Development Plan the City has identified both the Bridget Street Corridor and Highway 47 as strategic areas for reinvestment. The City has committed to contributing to the Building Capital Improvement Fund to start building funds for 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. In addition, the City has set aside funds for the full renovation and expansion of the City owned liquor store on Highway 47. This enhancement to the liquor store will increase traffic and appeal to the area's primary commercial center on Highway 47.

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 a number of residential developments that continue to grow the population of the City of St. Francis. These include the Meadows townhomes, Rivers Edge, and projects around the Bridge Street corridor that include assisted living, multi-family and commercial projects.

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. In addition, the City began replacing all of the water meters in 2019 and this process is scheduled to be completed in 2021. The comprehensive water meter replacement will allow for the city to more accurately bill and track water usage per property.

5) Provide residents with high levels of public park space and recreational activities.

The City has obtained and planned for a matching grant from the DNR to install a nearly \$480,000 park improvement in the in the Rivers Edge Development. This will help enhance the city's park system as well as provide recreational opportunities such as basketball and trails for the residents of St. Francis.

6) 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 2021 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.

Building Activity: The City has had a major 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.

Utility services: The City has also been closely examining the Municipal Urban Service Area (MUSA) in order 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 has allowed for more citizen engagement and easier searching for residents who are seeking information.

Public Safety: The 2021 budget also illustrates the City's commitment to addressing Public Safety. The 2021 Budget has significant investments in the Police and Fire operations. These departments continue to see support for their operations in order to ensure the City of St. Francis is a safe community.

The budgeting function is the primary tool the Council has 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,

A handwritten signature in blue ink that reads "Joe Kohlmann". The signature is written in a cursive, flowing style.

Joe Kohlmann
City Administrator

A handwritten signature in blue ink that reads "Darcy Mulvihill". The signature is written in a cursive, flowing style.

Darcy Mulvihill
Finance Director

COMMUNITY PROFILE

The City of St. Francis is located 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 southerly direction by State Trunk Highway 47 and County Road 24 in an east westerly 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 saw mill. 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 of these 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 actually 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 1974, 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 7,652. 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. Then 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 as enterprise funds the following services: water, sewer 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 2020

CITY COUNCIL

STEVE FELDMAN, MAYOR
 Term Expires 12-31-2022

JOSEPH MUEHLBAUER, COUNCILMEMBER
 Term Expires 12-31-2024

ROBERT BAUER, COUNCILMEMBER
 Term Expires 12-31-2024

KEVIN ROBINSON, COUNCILMEMBER
 Term Expires 12-31-2022

SARAH UDVIG, COUNCILMEMBER
 Term Expires 12-31-2022

CITY MANAGERIAL STAFF

Employee	Position	Date Appointed
Joe Kohlmann	City Administrator	May 11, 2015
Barbara Held	City Clerk	July 1, 1991
Darcy Mulvihill	Finance Director	June 28, 2010
Todd Schwieger	Police Chief	December 5, 2016
Dave Schmidt	Fire Chief	July 11, 2017
Jason Windingstad	Public Works Director	March 16, 2020
Kate Thunstrom	Community Development Director	November 30, 2015
John Schmidt	Liquor Store Manager	November 12, 2007

BUDGET OVERVIEW

Challenges for the 2021 Budget

Challenges that frame the development of the 2021 Budget include:

Levy – For the 2021 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 be paid by this part of the excluded property mostly onto commercial and industrial properties. With the building growth that the city has experienced, the city council kept the tax levy rate approximately the same as 2020. The rate as proposed was 50.218%. This generated a total levy of \$4,234,590. This was an increase of \$250,000.

State aid –Local Government Aid was increased by \$33,181 for a total of \$510,060 in 2021.

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 two collective bargaining units were negotiated in 2017. A 2.75% COLA increase was given to the two unions and non-union personnel was also given 2.75% for 2021.

Revenues (net of transfers and debt proceeds) up by 6.91%

The 2021 budget anticipates revenues (net of transfers and debt proceeds) in the amount of \$12,010,158, an increase of \$776,291 (6.91%) from 2020. The increase is mainly due to the increase in the 2021 levy and an increase in Liquor Sales. 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	2020	2021	\$ Change	% Change
General	4,554,459	4,703,070	148,611	3.26%
Special Revenue	0	0	-	#DIV/0!
Debt	598,670	598,670	-	0.00%
Capital	665,200	942,080	276,880	41.62%
Enterprise	5,415,538	5,766,338	350,800	6.48%
TOTAL	11,233,867	12,010,158	776,291	6.91%

Expenditures (net of transfers and refunded debt service) up 3.62%

Expenditures (net of transfers and refunded debt service) in the 2021 Budget are up 3.62% or \$439,635 more than 2020. This is a combination of an increase in the General Fund, Capital Funds and Enterprise Funds.

Expenditure Comparison

Fund	2020	2021	\$ Change	% Change
General	4,554,459	4,703,070	148,611	3.26%
Special Revenue	13,750	17,230	3,480	25.31%
Debt	598,507	592,738	(5,769)	-0.96%
Capital	1,091,014	1,285,019	194,005	17.78%
Enterprise	5,885,817	5,985,125	99,308	1.69%
TOTAL	12,143,547	12,583,182	439,635	3.62%

**Tax levy
increased for
2021**

The City's tax levy for 2021 is \$4,234,590 which is an increase of \$250,000 over the 2020 levy. The median home value in the City of St. Francis increased from \$192,900 in 2020 to \$235,000 in 2021. A median home will pay an estimated \$1,099/year for 2021 city taxes.

The following table summarizes the estimated tax impact on homestead residential homes, based on the 2021 tax levy. This assumes no change in property valuation from year to year.

Estimated Market Value	2020 City Taxes	2021 City Taxes	Difference
150,000	\$ 638.36	\$ 634.25	\$ (4.11)
160,000	\$ 693.45	\$ 688.99	\$ (4.46)
170,000	\$ 748.54	\$ 743.73	\$ (4.81)
180,000	\$ 803.63	\$ 798.47	\$ (5.16)
192,900	\$ 858.73	\$ 853.20	\$ (5.53)
200,000	\$ 913.82	\$ 907.94	\$ (5.88)
210,000	\$ 968.91	\$ 962.68	\$ (6.23)
220,000	\$ 1,024.00	\$ 1,017.42	\$ (6.58)

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 2018 are the basis for the taxes payable in 2019. 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 2018 Class Rate	Payable 2019 Class Rate	Payable 2020 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:

	2019	2020	2021
Estimated Market Value	590,882,900	645,106,900	692,809,300
Taxable Market Value	542,147,539	597,834,980	Not available
Tax Capacity	5,770,363	6,631,650	6,875,917

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:

2017	54.116%
2018	53.996%
2019	53.176%
2020	50.543%
Preliminary 2021	50.218%

Using the prior example of a single family home with an estimated market value of \$200,000, the approximate city tax for 2021 would be:

$$\$1,808 \times 50.218\% = \$907.94$$

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.

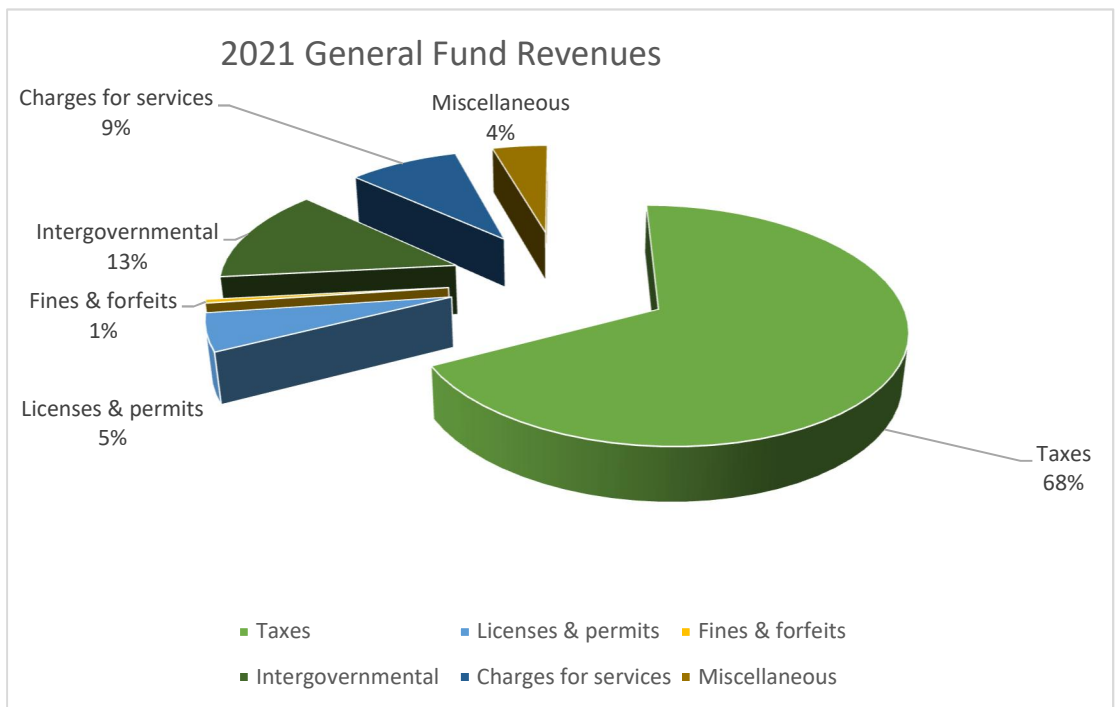
Staffing

The number of full-time equivalent positions stayed the same at 36 for the 2021 budget year.

General Fund Revenues (net of transfers) up 3.31%

The 3.31% increase in General Fund revenues (net of transfers) amounts to \$148,611 more in revenues than 2020. Taxes budgeted for the General Fund are \$6,729 more in 2021. Taxes represent 68% of the revenues for the General Fund.

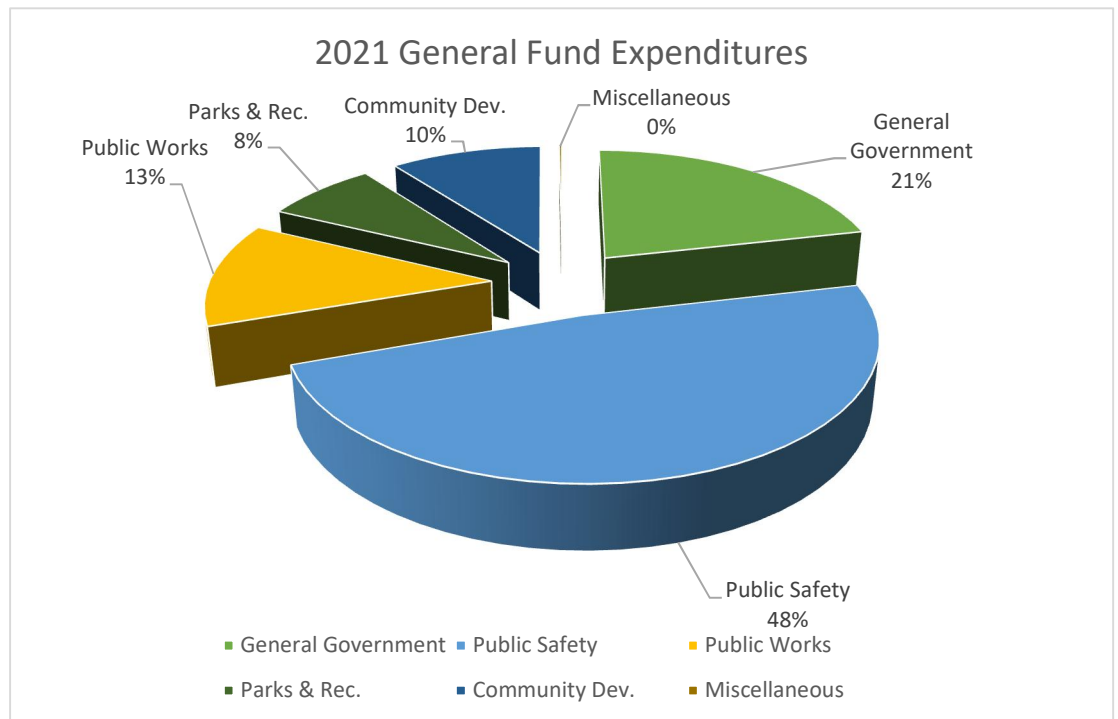
	2020	2021	\$ Change	% Change
Taxes	3,130,000	3,136,729	6,729	0.21%
Licenses & permits	195,780	244,470	48,690	24.87%
Fines & forfeits	20,300	23,130	2,830	13.94%
Intergovernmental	565,850	624,501	58,651	10.37%
Charges for services	378,359	408,910	30,551	8.07%
Miscellaneous	204,170	205,330	1,160	0.57%
TOTAL	4,494,459	4,643,070	148,611	3.31%



General Fund Expenditures (net of transfers) up 3.26%

The 2021 Budget includes recommended expenditures (net of transfers) that are 3.26% higher than the 2020 Budget. This is an increase of \$148,611 over the previous year with the largest increases being recognized in the Public Safety budget within personnel costs and General Government budget which was within legal fees.

	2020	2021	\$ Change	% Change
General Government	953,140	1,008,520	55,380	5.81%
Public Safety	2,203,550	2,266,300	62,750	2.85%
Public Works	571,550	590,450	18,900	3.31%
Parks & Rec.	339,370	352,600	13,230	3.90%
Community Dev.	479,125	477,700	(1,425)	-0.30%
Miscellaneous	7,724	7,500	(224)	-2.90%
TOTAL	4,554,459	4,703,070	148,611	3.26%



General Fund Balance will be 74.6% 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 2021 budget projects a fund balance of 74.6% of fund operating revenues and 8.8 months of operating expenditures. This should provide a sufficient balance to cover cash flow needs and unexpected expenditures.

Debt Service Funds

The City has three 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. The other fund is 2017 GO Capital Improvement Bonds. This bond is being repaid through property taxes and transfers.

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

Outstanding debt at December 31, 2020 is calculated at \$30,939,970

Capital Improvements

The 2021 Budget implements the first year of the 2021-2025 Capital Improvement Plan (CIP) adopted by the City Council on August 3, 2020. 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 expense 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. A two-step rate increase was implemented in 2015 to pay for the debt service on a new wastewater treatment plant and to adjust the water rates to pay for the debt and operating in that fund. The first step went into effect for the bills due 12/10/2015 and the second step was effective with the bills due 01/01/2017. Rates were lowered in 2018.

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

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>11/1/15</u>	<u>12/1/16</u>	<u>2018</u>
Water							
Base	11.75	11.75	13.75	13.75	16.50	19.80	14.55
Usage	Tiered	Tiered	Tiered	Tiered	Tiered	Tiered	Tiered
MN Test Fee	.53	.53	.53	.53	.53	.53	.53
Sewer							
Base	12.25	12.25	12.50	12.50	17.50	24.50	20.82
Usage	4.55	4.55	4.90	4.90	6.86	9.60	8.16

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	\$4.50
15,000 – 29,999	\$4.72
30,000 – 44,999	\$5.45
>= 45,000	\$6.51

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 on a monthly basis. 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.

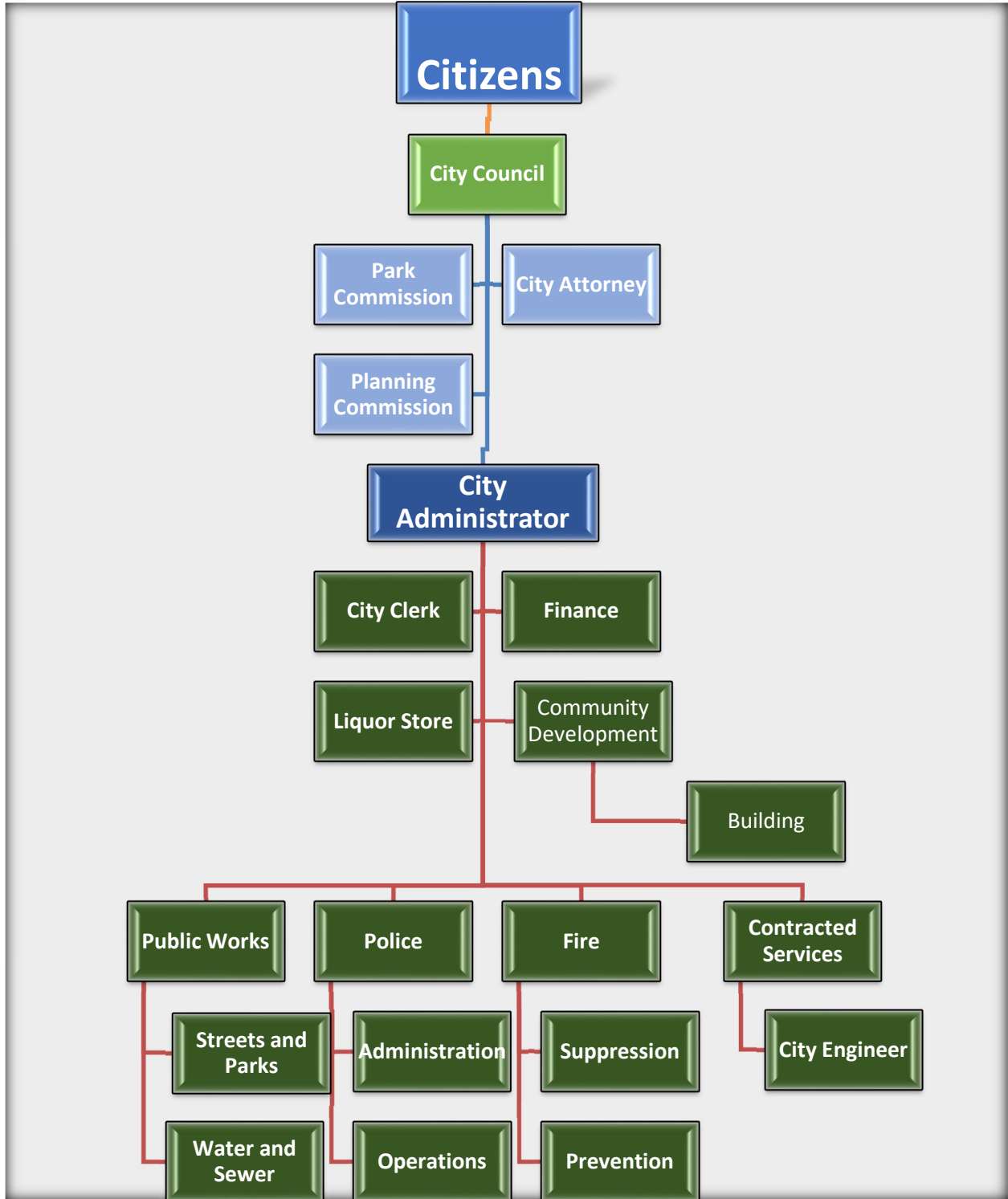
Expenditures from these funds are used for operation and maintenance, debt service, capital improvements, and infrastructure replacement relating specifically to the operation of water and sewer services. Major activity relating to these funds include:

- 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 \$2 million for the first time in 2008 with gross profit at 25%.

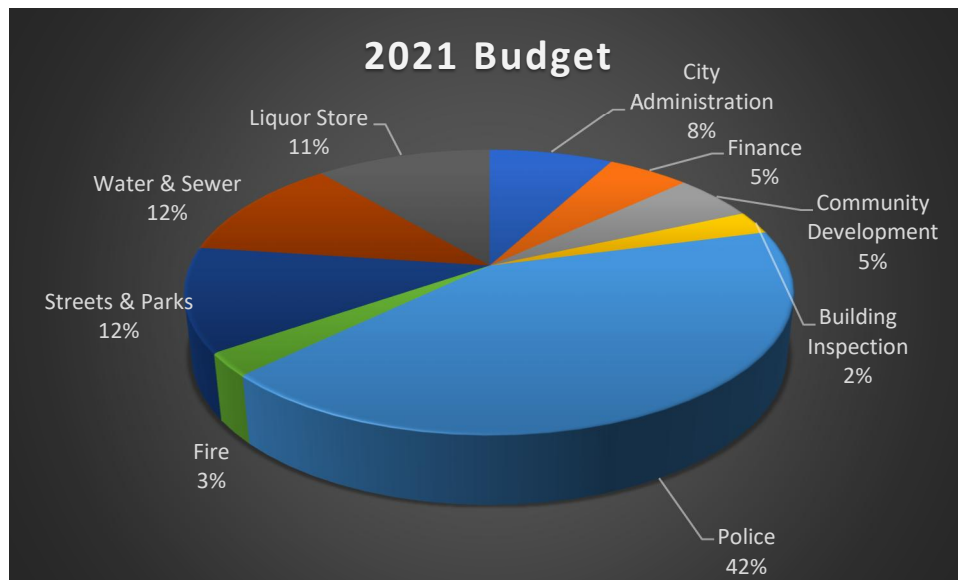
CITY OF ST. FRANCIS ORGANIZATIONAL CHART



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

	2020		2021	
	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	16.00	0.00	16.00	0.00
Fire	1.00	0.00	1.00	0.00
Streets & Parks	4.50	0.00	4.50	0.00
Water & Sewer	4.50	0.00	4.50	0.00
Liquor Store	2.00	2.25	2.00	2.25
TOTALS	36.00	2.25	36.00	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.



CITY OF ST. FRANCIS, MINNESOTA
LISTING OF PERSONNEL POSITIONS
 BUDGETED FULL-TIME REGULAR EMPLOYEES 2019-2021

	<u>2019</u>	<u>2020</u>	<u>2021</u>
<u>CITY ADMINISTRATION</u>			
City Administrator	1.00	1.00	1.00
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	2.00	2.00	2.00
Sergeant	2.00	2.00	2.00
Investigator	1.00	1.00	1.00
Police Officer	9.00	9.00	9.00
Police Department Total	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>
<u>FIRE DEPARTMENT</u>			
Fire Chief	0.00	1.00	1.00
<u>STREETS & PARKS</u>			
Highways, Streets & Roads			
Public Works Director	0.25	0.25	0.25
Streets/Parks Supervisor	0.50	0.50	0.50
Streets & Parks Worker	1.60	1.60	1.60
Parks			
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			
Public Works Director	0.00	0.00	0.00
Streets & Parks Worker	0.40	0.40	0.40
Streets & Parks Department Total	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>
<u>WATER & SEWER</u>			
Water Operations:			
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:			
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
Municipal Liquor Store Total	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
TOTAL	<u>35.00</u>	<u>36.00</u>	<u>36.00</u>



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of St. Francis
Minnesota**

For the Fiscal Year Beginning

January 1, 2020

Christopher P. Morill

Executive Director

POLICIES

BUDGET PROCESS

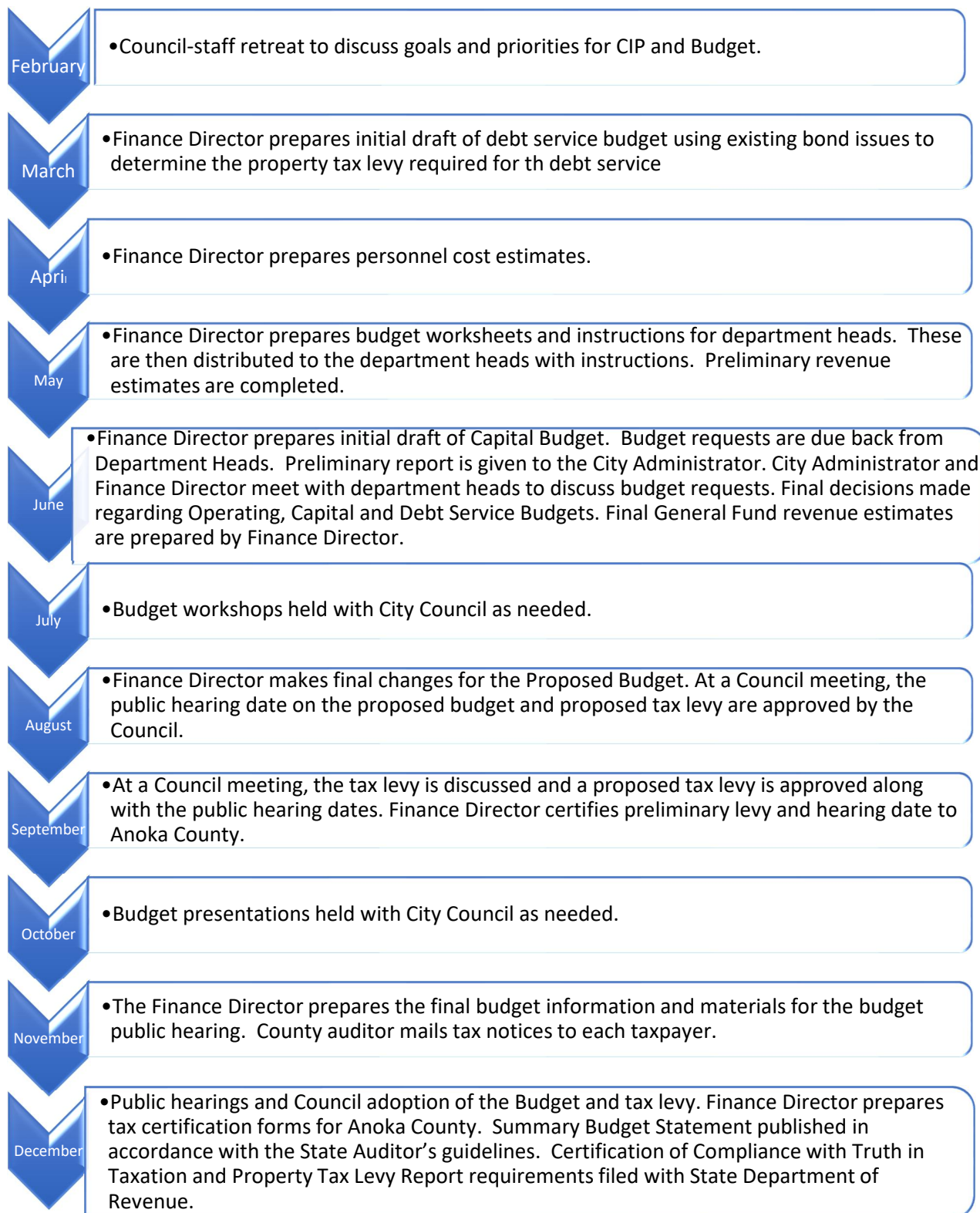
One of the most important activities undertaken each year by the City is the budget process. The quality of decisions made in the budget process conveys the City's long-range plans and policies for current and future services and programs. The budget is a financial, planning, and policy document which 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

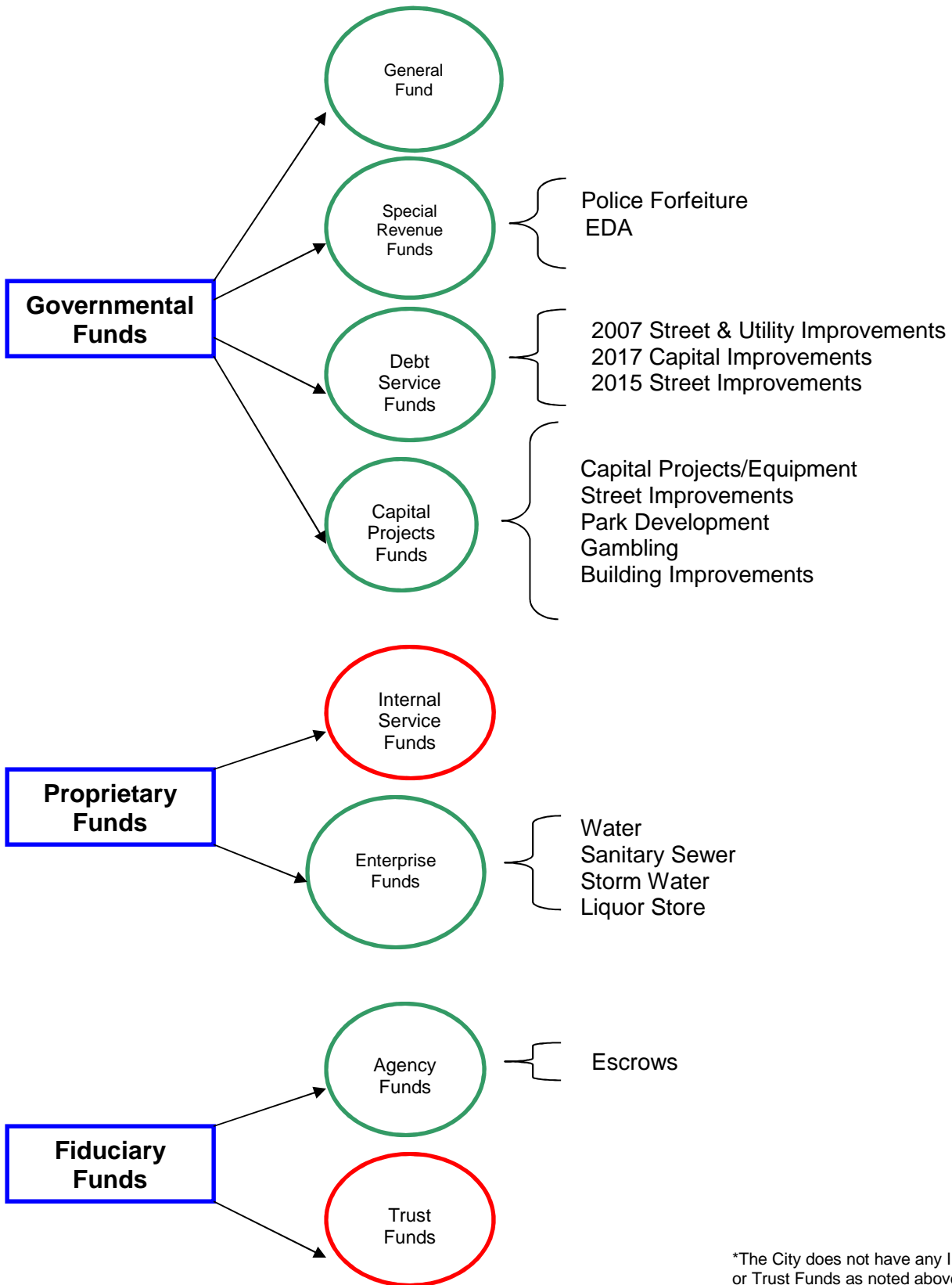
Debt service funds account for the accumulation of resources for, and the payment of, general and special assessment long-term debt principal, interest and fiscal agents' fees. Enterprise fund debt is accounted for in the individual enterprise fund.

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						
<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

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BUDGET SUMMARY

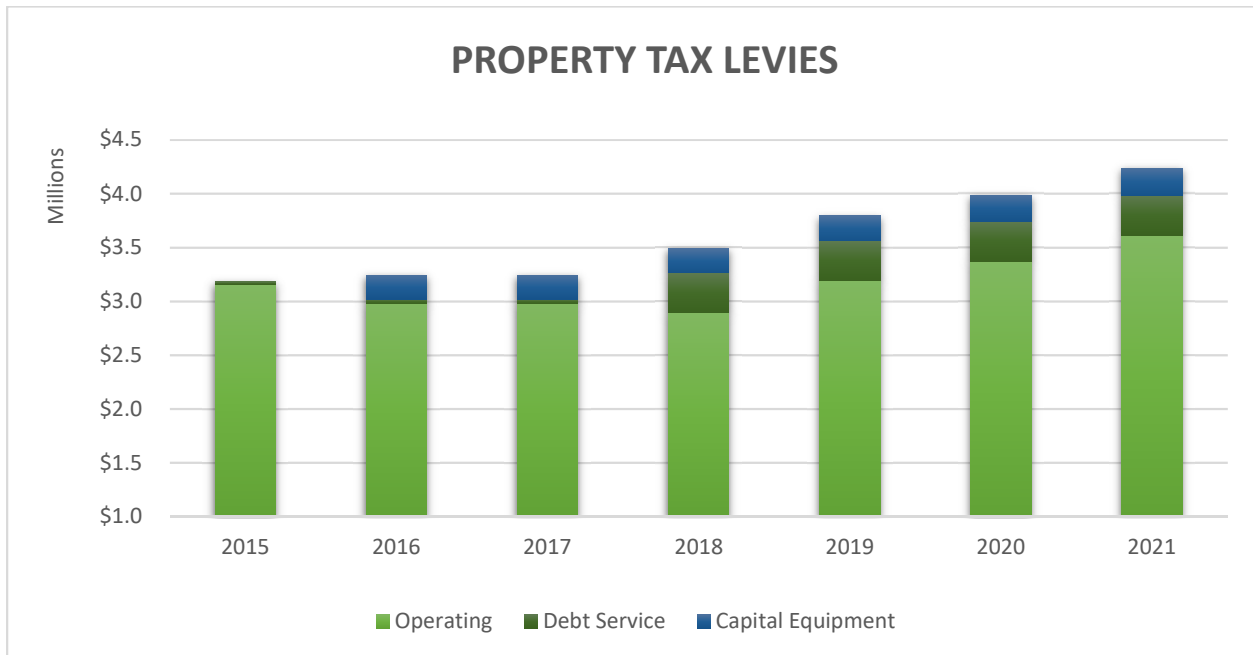
REVENUE SOURCES

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 a number of factors, including City, State and Federal laws, rates, demographics, and economic conditions. The following provides a summary of the different revenue sources.

Taxes - \$4,241,319 (35.3%)

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 2021.

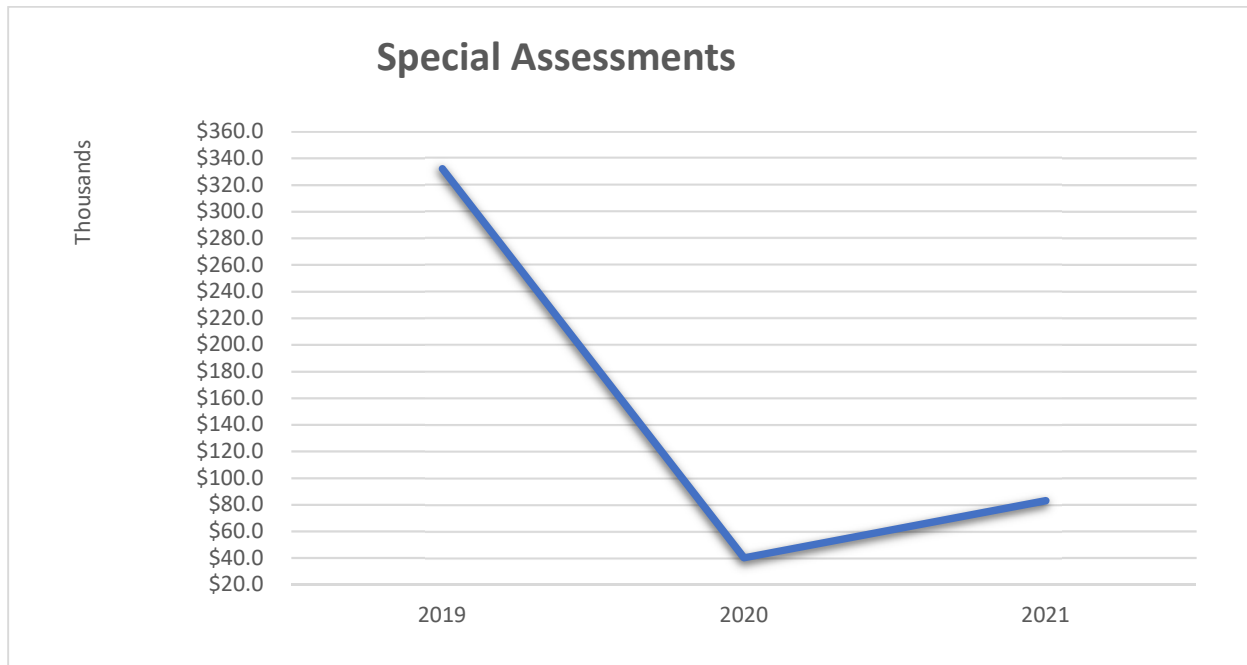
The City relies on property taxes for 68% of the total General Fund revenues, supporting such functions as public safety, public works, and general government.



Special Assessments - \$83,000, (.7%)

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.

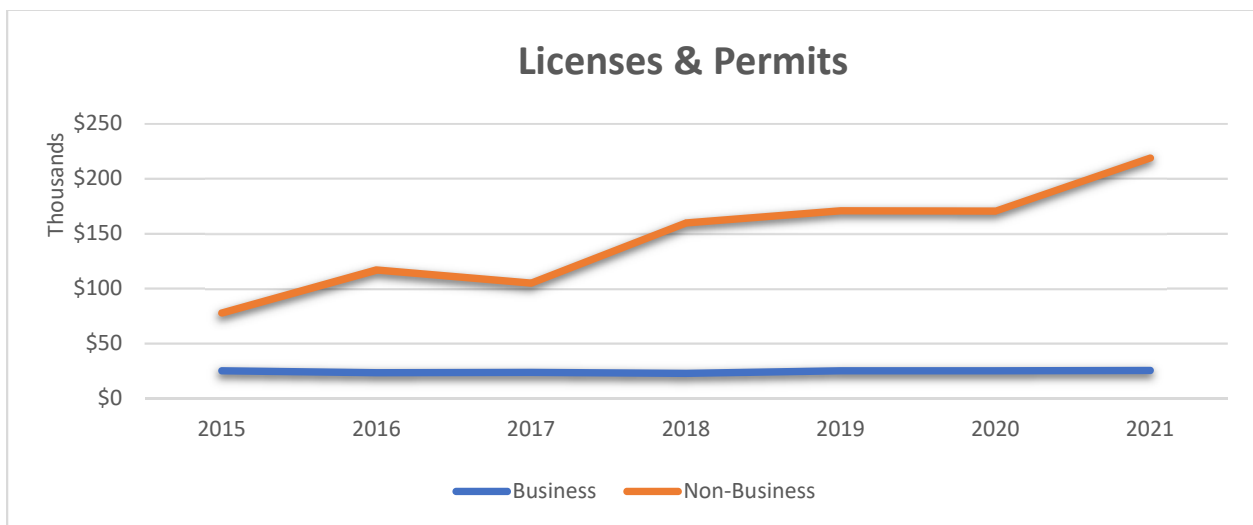
Special assessment collections for 2021 will be about the same as the 2020 budget based on an analysis of new rolls, scheduled installments and historical collection rates



Licenses and Permits - \$244,470 (2.0%)

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 actuals, changes in economic conditions, City determined license rates, State regulated rates, and the Uniform Building Code.

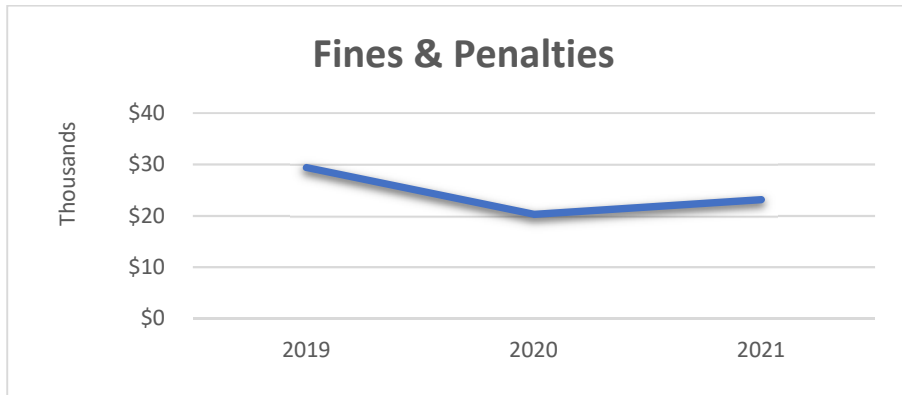
These fees are normally charged as a means of recovering the cost of regulation in the interest of the overall community. Business license fees are required to be paid annually in order to operate a business within the City. Liquor license fees account for most of the revenue in this category. Non-business 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 - \$23,130 (0.2%)

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.

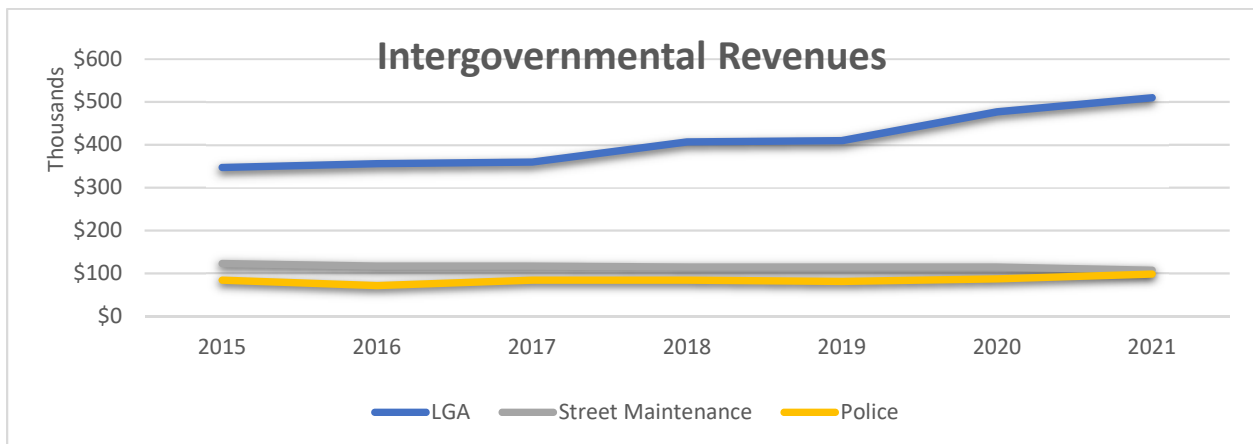
The fluctuations in this category are mainly caused by drug forfeiture proceeds. The revenue from drug forfeitures is dependent on crime in the city. We do not budget for drug forfeiture revenue as it is very unpredictable.



Intergovernmental - \$732,081 (6.1%)

This represents monies from other governments in the form of grants, entitlements, and shared revenues. In prior years this revenue source was comprised primarily of state aid in the form of the Market Value Homestead Credit (MVHC) and Local Government Aid (LGA). The state increased the amount allocated to LGA in 2014. The city is going to receive \$510,060 in 2021. Other items represented in this revenue source are Police and Fire State Aid, Community Development Block Grants and State Street Aid.

Items that account for most of these revenues on a consistent basis are local government aid, state street maintenance aid and state police aid.

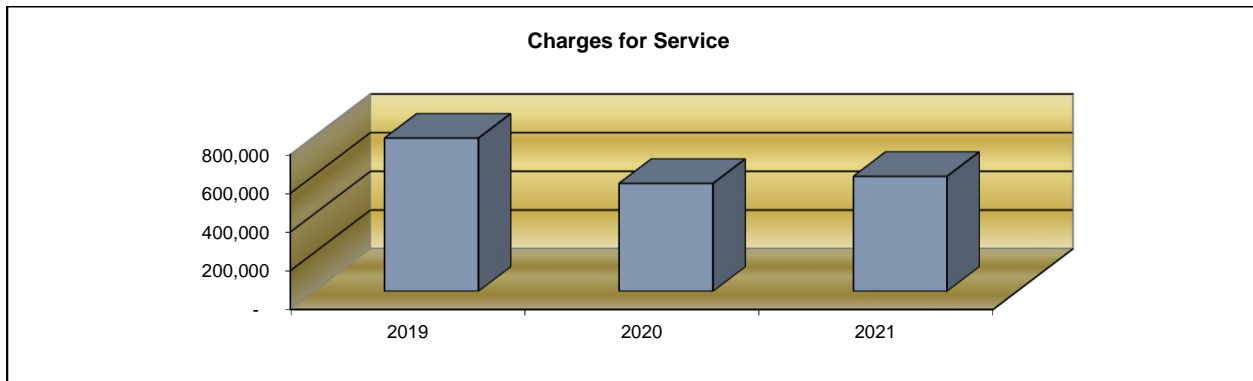


Charges for Services - \$593,910 (4.9%)

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

The School district contracts with the city to provide 1 liason officer during the school year 2020-2021. This dropped from 2 in 2018-2019 school year. During 2013 & 2014 they only contracted for 1. The revenue under this contract has been as follows:

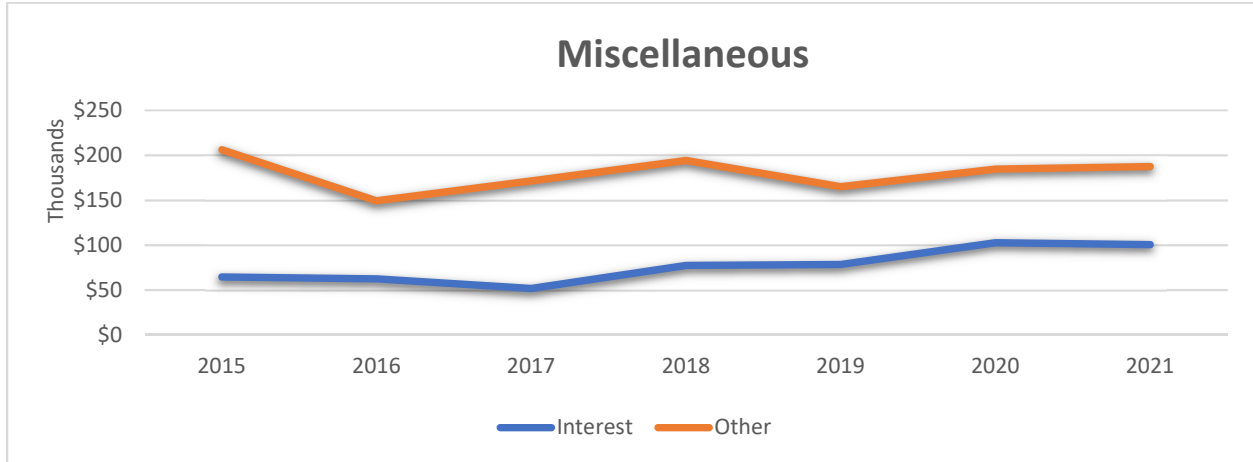
2017	\$132,900
2018	\$132,900
2019	\$113,143
2020	\$72,249
2021	\$73,000



Miscellaneous - \$288,430 (2.4%)

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 on a monthly basis based on the change in each of the fund's cash balances.



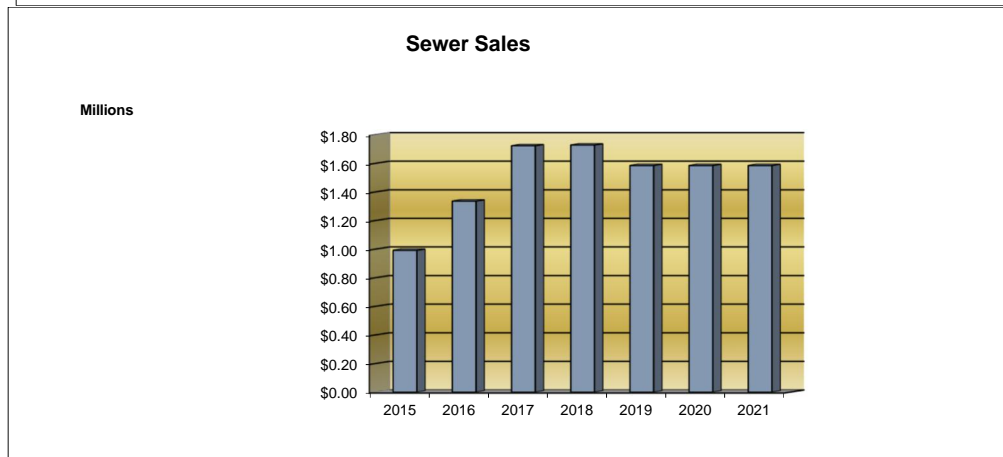
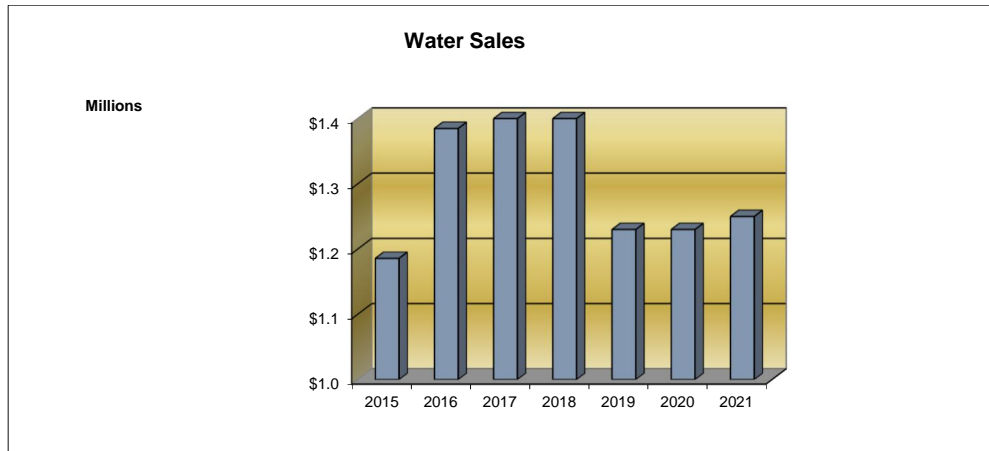
Sales - Water, Sewer, Liquor - \$5,335,000 (44.4%)

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
2013	\$36.58	\$39.55
2014	\$39.78	\$41.90
2015	\$39.78	\$41.90
2016	\$47.63	\$58.66
2017	\$57.05	\$82.10
2018	\$57.05	\$82.10
2019	\$42.08	\$69.78
2020	\$42.08	\$69.78
2021	\$42.08	\$69.78



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

Percent of Sales	2019		2020		2021	
Liquor	823,854	33.0%	730,000	29.2%	890,000	35.6%
Beer	1,279,339	51.2%	1,160,000	46.4%	1,300,000	52.0%
Wine	197,617	7.9%	188,000	7.5%	195,000	7.8%
Tobacco	70,023	2.8%	62,000	2.5%	65,000	2.6%
Misc	57,739	2.3%	49,200	2.0%	50,000	2.0%
Total Sales	2,428,572		2,189,200		2,500,000	

Connection Fees - \$146,880 (1.2%)

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%)

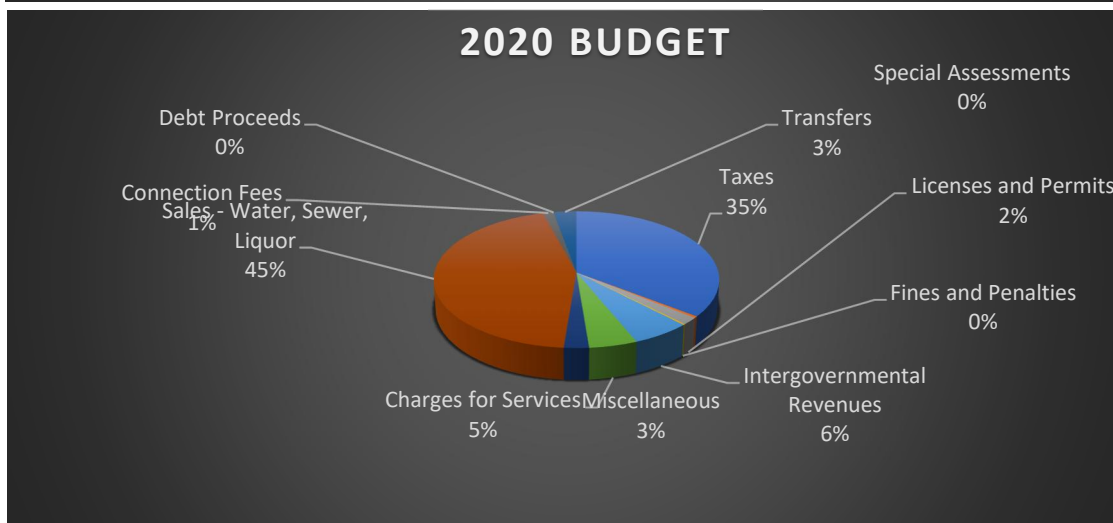
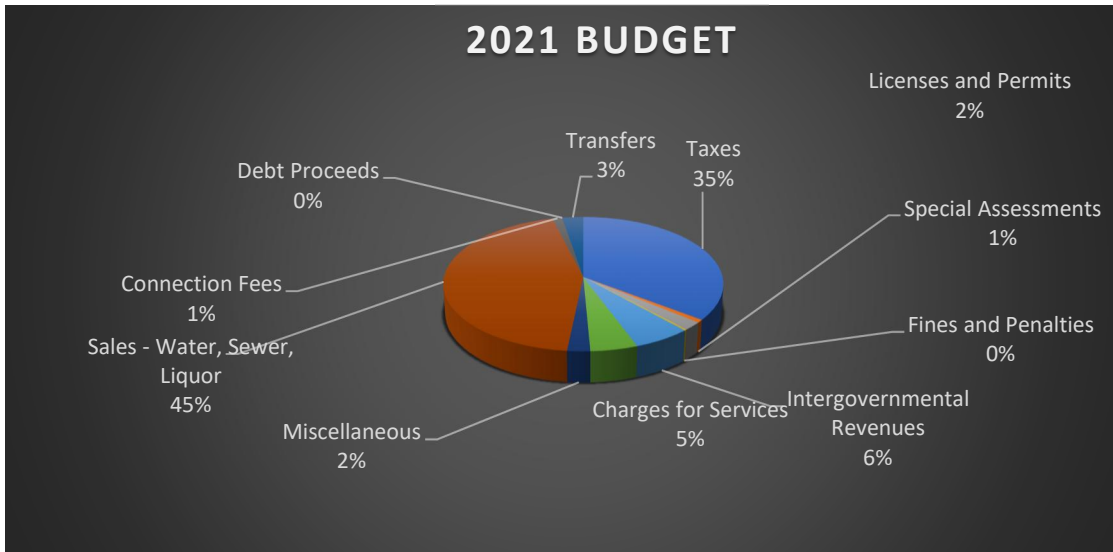
This Other Financing Source represents the funds received when issuing debt to pay for infrastructure or other capital items. None are projected for 2021.

Transfers and Contributions of Assets - \$321,938 (2.7%)

Transfers in are not an outside revenue source, but instead reflect amounts transferred between City Funds. These transfers may be utilized as a means 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

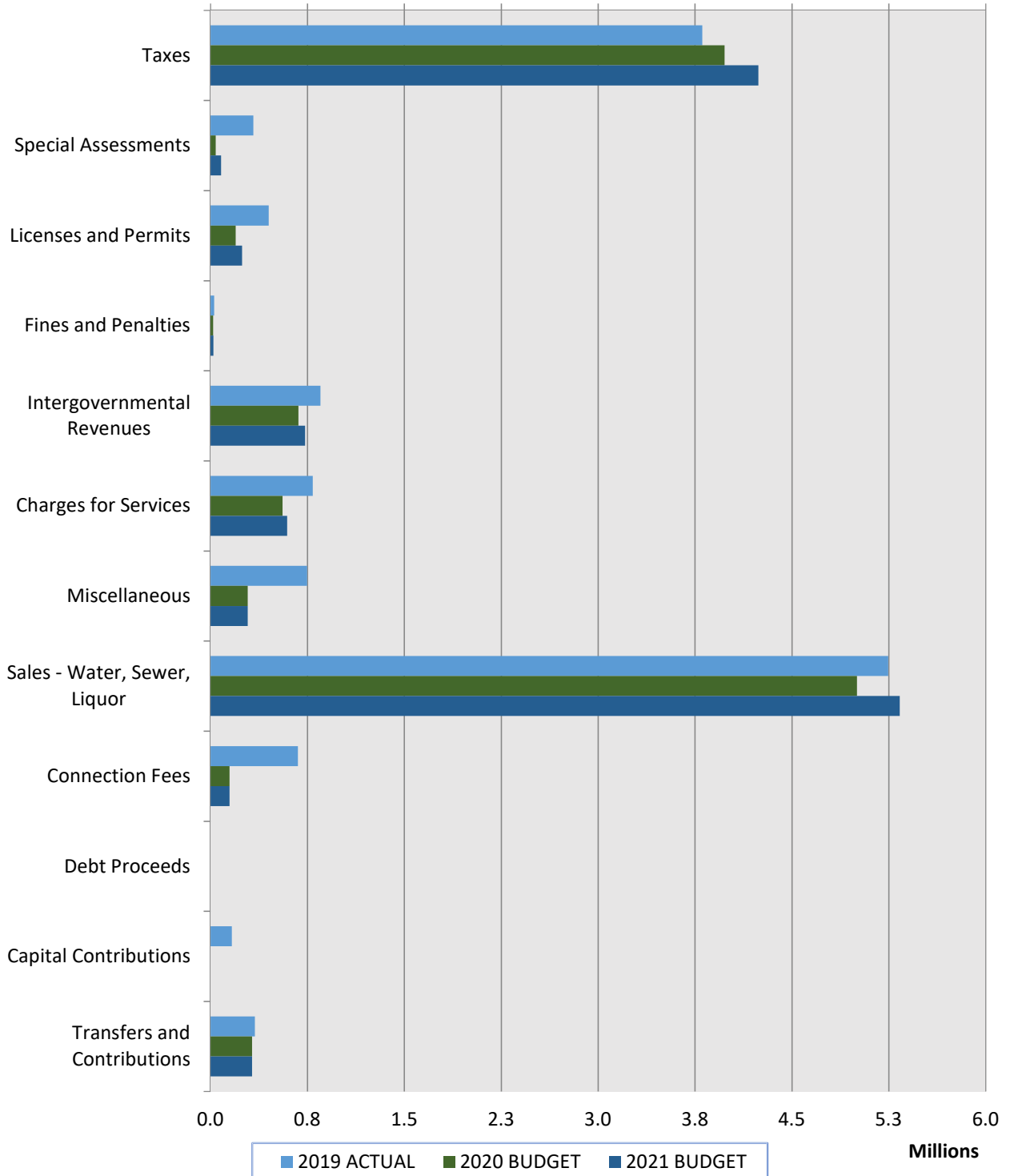
Total by Source	2020	PERCENT	2021	PERCENT
	BUDGET	OF TOTAL	BUDGET	OF TOTAL
Taxes	\$3,978,590	35.4%	4,241,319	35.3%
Special Assessments	\$40,200	0.4%	83,000	0.7%
Licenses and Permits	\$195,780	1.7%	244,470	2.0%
Fines and Penalties	\$20,300	0.2%	23,130	0.2%
Intergovernmental Revenues	\$680,850	6.1%	732,081	6.1%
Charges for Services	\$557,359	5.0%	593,910	4.9%
Miscellaneous	\$287,770	2.6%	288,430	2.4%
Sales - Water, Sewer, Liquor	\$5,004,200	44.5%	5,335,000	44.4%
Connection Fees	\$146,880	1.3%	146,880	1.2%
Debt Proceeds	\$0	0.0%	-	0.0%
Transfers	\$321,938	2.9%	321,938	2.7%
Totals	\$11,233,867	100.0%	\$12,010,158	100.0%



CITY OF ST. FRANCIS, MINNESOTA
ALL FUNDS
REVENUE SUMMARY

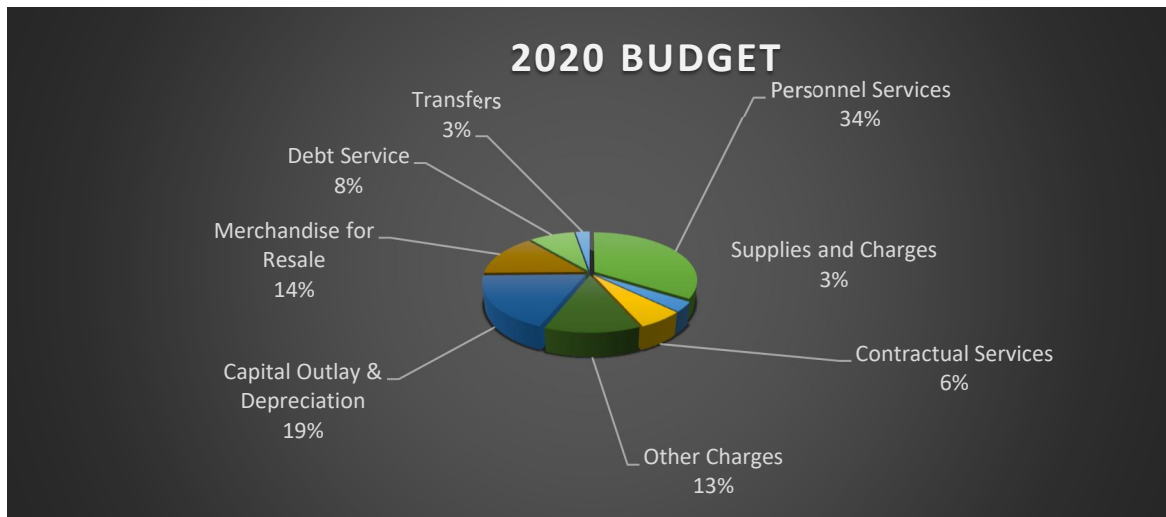
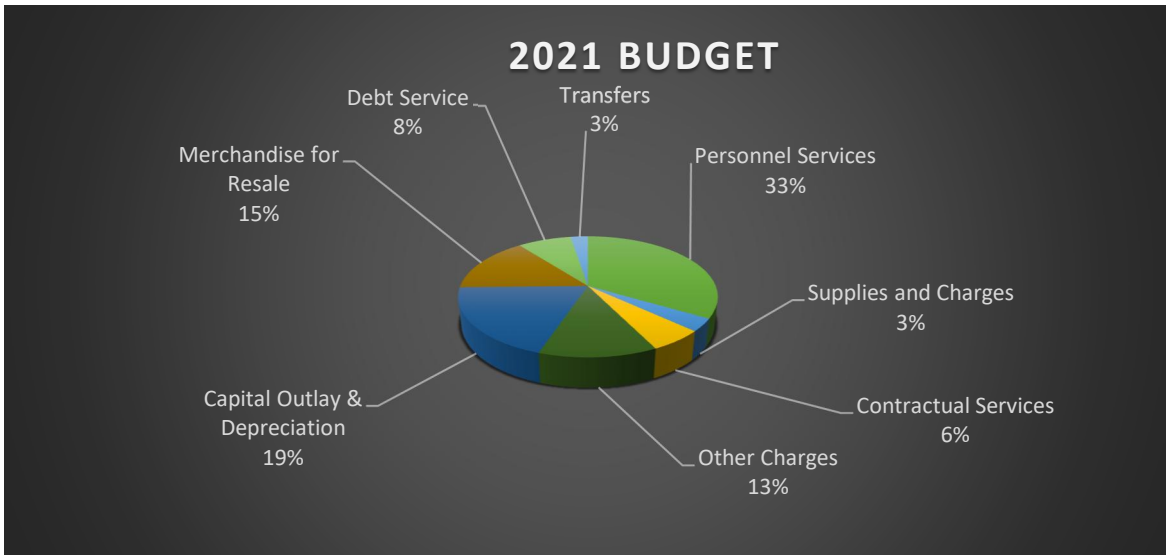
<u>Total by Source</u>	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Taxes	\$3,806,521	\$3,978,590	\$4,241,319	6.6%
Special Assessments	332,308	40,200	83,000	106.5%
Licenses and Permits	450,529	195,780	244,470	24.9%
Fines and Penalties	29,400	20,300	23,130	13.9%
Intergovernmental Revenues	851,229	680,850	732,081	7.5%
Charges for Services	791,540	557,359	593,910	6.6%
Miscellaneous	747,513	287,770	288,430	0.2%
Sales - Water, Sewer, Liquor	5,246,593	5,004,200	5,335,000	6.6%
Connection Fees	676,154	146,880	146,880	0.0%
Debt Proceeds	-	-	-	N/A
Capital Contributions	165,000	-	-	N/A
Transfers and Contributions	344,880	321,938	321,938	0.0%
Totals	\$ 13,441,667	\$ 11,233,867	\$ 12,010,158	6.9%
<u>Total By Fund</u>				
Operating Budget:				
General Fund	\$ 5,221,792	\$ 4,554,459	\$ 4,703,070	3.3%
Police Forfeiture Fund	3,472	-	-	N/A
EDA Fund	5,267	-	-	N/A
Water Fund	1,622,670	1,351,258	1,371,258	1.5%
Sanitary Sewer Fund	2,163,874	1,693,680	1,693,680	0.0%
Storm Water Fund	416,100	167,000	187,000	12.0%
Municipal Liquor Fund	2,482,900	2,203,600	2,514,400	14.1%
Total Operating Budget	\$ 11,916,075	\$ 9,969,997	\$ 10,469,408	5.0%
Capital Improvements Budget:				
Park Improvements	\$ 9,766	\$ 1,700	\$ 1,700	0.0%
Gambling Fund	19,098	13,800	20,800	50.7%
Capital Equipment	312,074	275,000	285,000	3.6%
Building Fund	60,210	60,000	246,000	310.0%
Street Fund	501,409	314,700	388,580	23.5%
Total Capital Budget	\$ 902,557	\$ 665,200	\$ 942,080	41.6%
Debt Service Budget:				
Debt Service Fund-2007	\$ 98,279	\$ 76,880	\$ 76,880	0.0%
Debt Service Fund-2015	32,622	28,570	28,570	0.0%
EDA Lease Revenue Bonds	492,134	493,220	493,220	0.0%
Total Debt Service Budget	\$ 623,035	\$ 598,670	\$ 598,670	0.0%
 Totals	 \$ 13,441,667	 \$ 11,233,867	 \$ 12,010,158	 6.9%

TOTAL REVENUES 2019-2021



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

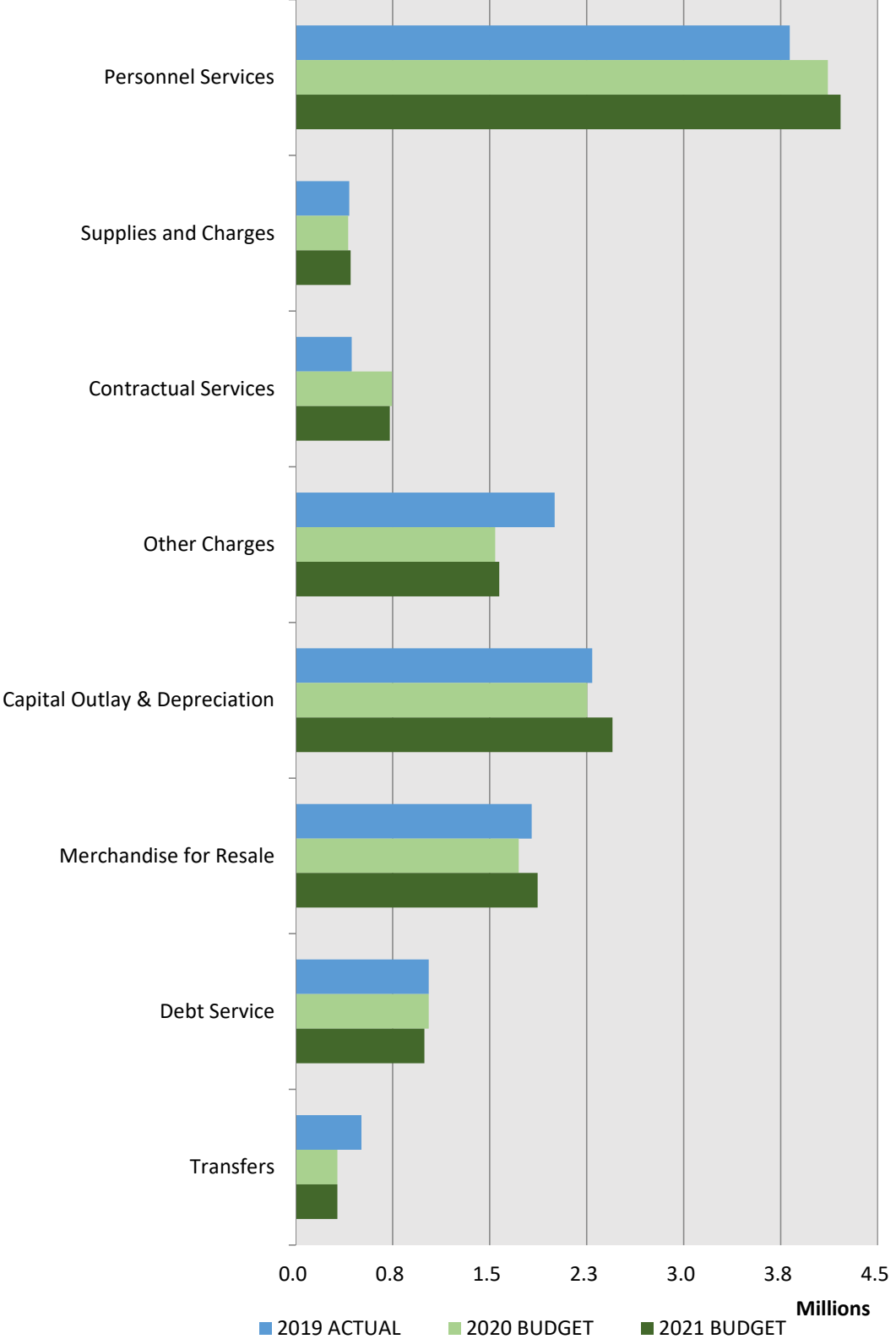
<u>Total by Classification</u>	2020	PERCENT	2021	PERCENT
	BUDGET	OF TOTAL	BUDGET	OF TOTAL
Personnel Services	\$4,116,800	33.9%	\$4,214,230	33.5%
Supplies and Charges	\$405,525	3.3%	\$425,530	3.4%
Contractual Services	\$744,350	6.1%	\$728,840	5.8%
Other Charges	\$1,543,484	12.7%	\$1,574,290	12.5%
Capital Outlay & Depreciation	\$2,257,014	18.6%	\$2,451,019	19.5%
Merchandise for Resale	\$1,724,500	14.2%	\$1,870,500	14.9%
Debt Service	\$1,029,936	8.5%	\$996,835	7.9%
Transfers	\$321,938	2.7%	\$321,938	2.6%
Totals	\$12,143,547	100.0%	\$12,583,182	100.0%



CITY OF ST. FRANCIS, MINNESOTA
ALL FUNDS
EXPENDITURE SUMMARY

	2019 ACTUAL	2020 BUDGET	2021 BUDGET	%
				CHANGE
<u>Total By Classification</u>				
Personnel Services	\$ 3,820,560	\$ 4,116,800	\$ 4,214,230	2.4%
Supplies and Charges	414,445	405,525	425,530	4.9%
Contractual Services	433,985	744,350	728,840	-2.1%
Other Charges	2,002,503	1,543,484	1,574,290	2.0%
Capital Outlay & Depreciation	2,294,168	2,257,014	2,451,019	8.6%
Merchandise for Resale	1,825,275	1,724,500	1,870,500	8.5%
Debt Service	1,029,543	1,029,936	996,835	-3.2%
Transfers	509,880	321,938	321,938	0.0%
Totals	\$ 12,330,359	\$ 12,143,547	\$ 12,583,182	3.6%
 <u>Total By Fund</u>				
Operating Budget:				
General Fund	\$ 4,761,424	\$ 4,554,459	\$ 4,703,070	3.3%
Park Improvements	-	-	-	N/A
Police Forfeiture	454	13,750	17,230	25.3%
Water Fund	1,240,460	1,312,730	1,293,279	-1.5%
Sanitary Sewer Fund	1,921,012	2,120,037	2,105,596	-0.7%
Storm Sewer Fund	25,800	140,000	117,500	-16.1%
Municipal Liquor Fund	2,629,537	2,313,050	2,468,750	6.7%
Total Operating Budget	\$ 10,578,687	\$ 10,454,026	\$ 10,705,425	2.4%
 Capital Improvements Budget:				
Capital Equipment	\$ 459,035	\$ 764,634	\$ 922,156	20.6%
Building Fund	\$ 47,435	\$ -	\$ -	N/A
Street Fund	\$ 631,280	\$ 326,380	\$ 362,863	11.2%
Gambling	\$ 20,284	\$ -	\$ -	N/A
Total Capital Budget	\$ 1,158,034	\$ 1,091,014	\$ 1,285,019	17.8%
 Debt Service Budget:				
Debt Service Fund-2007	\$ 98,002	\$ 101,750	\$ 100,106	-1.6%
Debt Service Fund-2015	30,505.0	30,025	29,525	-1.7%
EDA Lease Revenue bonds	465,131	466,732	463,107	-0.8%
Total Debt Service	\$ 593,638	\$ 598,507	\$ 592,738	-1.0%
 Totals	 \$ 12,330,359	 \$ 12,143,547	 \$ 12,583,182	 3.6%

TOTAL EXPENDITURES 2019-2021



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

<u>Total By Fund</u>	BALANCE 01-01-21	REVENUES	NET OTHER INCREASES (DECREASES)	EXPENDITURES	BALANCE 12-31-21
Operating Budget:					
General	\$ 3,461,492	\$ 4,643,070	\$ 60,000	\$ 4,703,070	\$ 3,461,492
Police Forfeiture	17,230	-	-	17,230	-
EDA	242,222	-	-	-	242,222
Water	6,966,786	1,334,200	(74,022)	1,182,199	7,044,765
Sanitary Sewer	16,908,584	1,693,680	(150,858)	1,954,738	16,496,668
Storm Sewer	915,856	187,000	-	117,500	985,356
Municipal Liquor	2,125,754	2,514,400	(60,000)	2,408,750	2,171,404
Total Operating Budget	30,637,924	10,372,350	(224,880)	10,383,487	30,401,907
Capital Improvements Budget:					
Capital Projects/Equipment	1,080,099	265,000	20,000	922,156	442,943
Building	76,559	246,000	-	-	322,559
Street	1,122,199	388,580	-	362,863	1,147,916
Gambling Fund	106,151	20,800	-	-	126,951
Park Improvements	343,887	1,700	-	-	345,587
Total Capital Budget	2,728,895	922,080	20,000	1,285,019	2,385,956
Debt Service Budget:					
Debt Service-2013	24,961	37,000	39,880	100,106	1,735
Debt Service-2015	83,095	28,570	-	29,525	82,140
Debt Service-2017	45,844	328,220	165,000	463,107	75,957
Total Debt Service Budget	\$ 153,900	\$ 393,790	\$ 204,880	\$ 592,738	\$ 159,832

Notes on Changes over 10%:

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

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

	2019 ACTUAL	2020 BUDGET	2020 ESTIMATE	2021 BUDGET
<u>Revenues:</u>				
Property Taxes	\$3,027,843	\$3,130,000	\$3,192,776	\$3,136,729
Licenses and permits	450,529	195,780	264,897	244,470
Fines and forfeits	29,400	20,300	27,204	23,130
Intergovernmental	572,421	565,850	630,243	624,501
Charges for services	600,115	378,359	370,599	408,910
Miscellaneous	256,484	204,170	266,636	205,330
Total revenues	<u>4,936,792</u>	<u>4,494,459</u>	<u>4,752,355</u>	<u>4,643,070</u>
<u>Expenditures:</u>				
General Government	921,052	953,140	944,500	1,008,520
Public Safety	2,019,398	2,203,550	2,038,546	2,266,300
Public Works	562,422	571,550	563,935	590,450
Culture and Recreation	316,672	339,370	293,767	352,600
Community Development	902,639	479,125	547,897	477,700
Miscellaneous	39,241	7,724	9,818	7,500
Total expenditures	<u>4,761,424</u>	<u>4,554,459</u>	<u>4,398,463</u>	<u>4,703,070</u>
Excess (deficit) of revenues over expenditures	175,368	(60,000)	353,892	(60,000)
<u>Other financing sources (uses):</u>				
Operating transfers in (out):		-	-	-
Municipal Liquor Operations	285,000	60,000	60,000	60,000
Transfer out to EDA	-	-	(187,000)	-
Total other financing sources (uses)	<u>285,000</u>	<u>60,000</u>	<u>(127,000)</u>	<u>60,000</u>
Net change in fund balance	460,368	0	226,892	0
Fund balance - January 1	<u>2,774,232</u>	<u>3,119,568</u>	<u>3,234,600</u>	<u>3,461,492</u>
Fund balance - December 31	<u>\$3,234,600</u>	<u>\$3,119,568</u>	<u>\$3,461,492</u>	<u>\$3,461,492</u>
Fund balance/revenues	65.5%	69.4%	72.8%	74.6%
Fund balance/expenditures	67.9%	68.5%	78.7%	73.6%
Fund balance/# of mths of expenditures	8.2	8.2	9.4	8.8

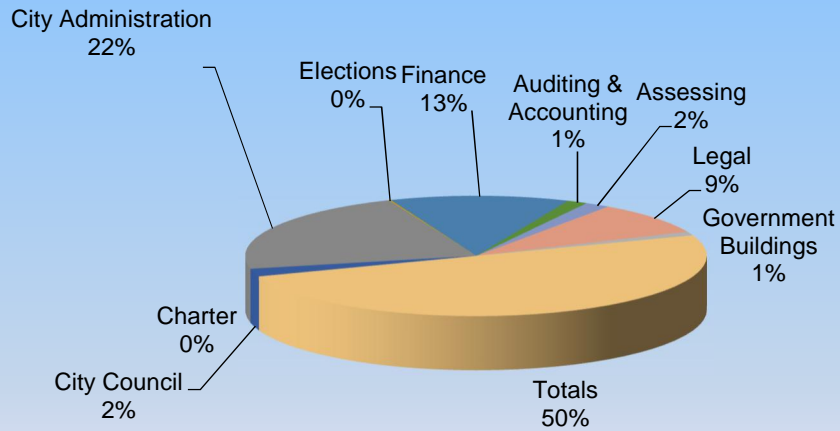
CITY OF ST. FRANCIS, MINNESOTA
GENERAL FUND
STATEMENT OF REVENUES

	2019 ACTUAL	2020 BUDGET	2020 ESTIMATE	2021 BUDGET
<u>Taxes</u>				
Current	3,003,944	\$3,115,000	\$3,167,029	\$3,121,729
Delinquent	21,268	14,000	24,063	14,000
Penalties & interest	2,631	1,000	1,684	1,000
Total Taxes	3,027,843	3,130,000	3,192,776	3,136,729
<u>Licenses and Permits</u>				
<u>Business:</u>				
Liquor	23,001	21,800	16,550	21,800
Amusements	585	530	495	580
Cigarette, Refuse, etc.	3,125	2,930	3,050	3,180
<u>Non-business:</u>				
Building	376,034	139,000	189,831	180,000
Plumbing	8,385	7,420	10,720	7,990
Mechanical	19,711	12,180	18,526	15,170
Fireplace	790	1,010	1,920	1,210
Septic	6,300	5,740	8,055	6,120
Engineering Fees	6,468	-	8,932	3,000
Animal Licenses	606	850	430	720
Misc Permits	4,865	4,030	6,019	4,280
Surcharge - Permits	659	290	369	420
Total Licenses and Permits	450,529	195,780	264,897	244,470
<u>Fines and Penalties</u>				
Court fines	27,300	20,300	24,154	23,130
Administrative fines	2,100	-	3,050	-
Total Fines and Penalties	29,400	20,300	27,204	23,130
<u>Intergovernmental Revenue</u>				
PERA rate increase	1,971	1,971	-	1,971
Local government aid	409,581	476,879	480,224	510,060
Homestead credit	4,533	-	4,953	-
Police aid	98,465	87,000	111,837	98,470
Other Fire grants/aid	28,525	-	9,262	-
Other Grants	24,395	-	18,763	14,000
Local government grants and aid	4,951	-	5,204	-
Total Intergovernmental	572,421	565,850	630,243	624,501
<u>Charges for Service</u>				
<u>General Government:</u>				
Maps, fax, copies, notary fees	34	60	-	30
Refuse collection charges	2,878	3,030	1,061	3,030
Administrative charges	244,996	202,800	202,800	212,940
<u>Public Safety:</u>				
ISD #15 contract	113,143	72,249	51,580	73,000
Accident reports	1,307	450	660	780
Special event pay	1,228	2,250	-	1,850
Lock out fees	75	460	-	-
Fire Department charges	50	-	-	-
<u>Public Works:</u>				
WCA Block Grant	487	750	274	500

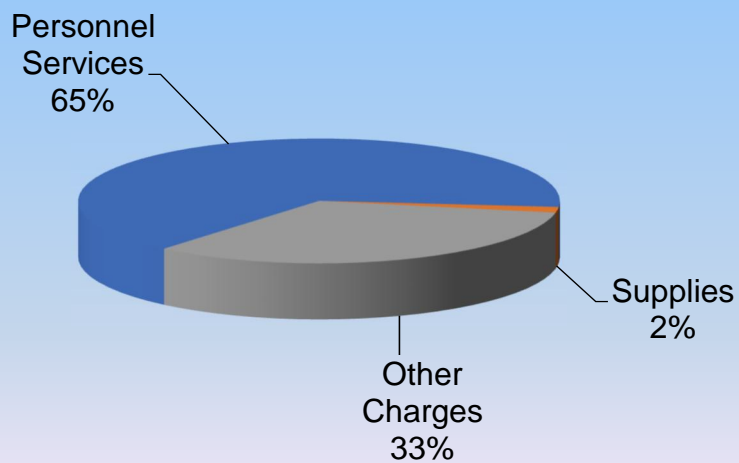
	2019 ACTUAL	2020 BUDGET	2020 ESTIMATE	2021 BUDGET
<u>Community Development:</u>				
Zoning and subdivision fees	15,872	15,190	17,994	16,780
Rental Licensing	5,090	5,000	6,895	5,000
Plan check fees	214,955	76,120	89,335	95,000
Total Charges for Service	600,115	378,359	370,599	408,910
<u>Miscellaneous Revenue</u>				
Rentals, leases	55,728	54,060	55,738	55,000
Landfill abatement	36,383	42,445	29,565	40,000
Miscellaneous revenues	47,141	46,150	82,468	51,950
Interest on investments	81,852	27,170	61,608	25,000
Community Center rental	1,245	895	620	500
Donations & contributions	2,400	-	3,500	-
Cable TV revenues	31,735	33,450	15,265	32,880
Sale of property	-	-	17,872	-
Total Miscellaneous	256,484	204,170	266,636	205,330
TOTAL REVENUES	4,936,792	4,494,459	4,752,355	4,643,070

GENERAL GOVERNMENT 2021 BUDGET

Total by Program



Total By Classification



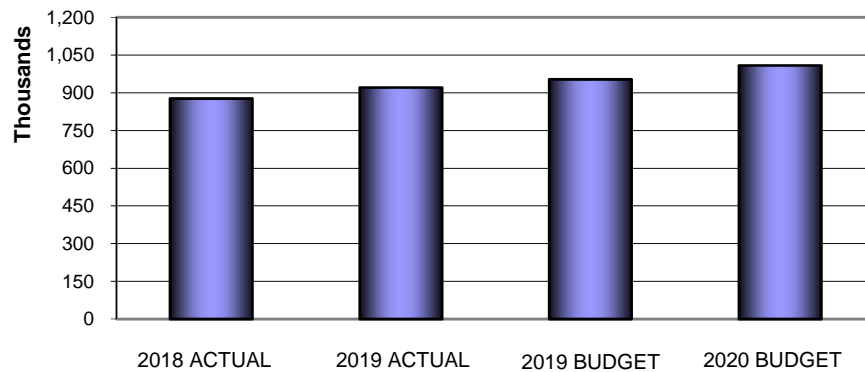
CITY OF ST. FRANCIS, MINNESOTA
GENERAL GOVERNMENT SUMMARY
 EXPENDITURE ANALYSIS

Total By Program	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% Change
City Council	\$41,828	\$34,542	\$42,310	\$42,460	0.4%
Charter	155	30	410	110	-73.2%
City Administration	376,248	413,230	432,200	449,000	3.9%
Elections	6,816	1,498	11,370	2,600	-77.1%
Finance	210,353	215,161	246,150	254,050	3.2%
Auditing & Accounting	19,468	26,131	29,000	29,000	0.0%
Assessing	32,445	33,206	32,500	35,000	7.7%
Legal	171,070	178,032	141,100	176,100	24.8%
Government Buildings	18,458	19,221	18,100	20,200	11.6%
Totals	876,841	921,051	953,140	1,008,520	5.8%

Total By Classification	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% Change
Personnel Services	563,002	580,802	649,300	660,080	1.7%
Supplies	9,819	11,694	15,300	14,900	-2.6%
Other Charges	304,020	328,555	288,540	333,540	15.6%
Totals	876,841	921,051	953,140	1,008,520	5.8%

Staffing	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 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

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Council meetings	24	24	24	24
Special meetings	2	1	1	0
Special workshops	12	10	9	5

Staffing

- Council consists of a Mayor and four Council Members.

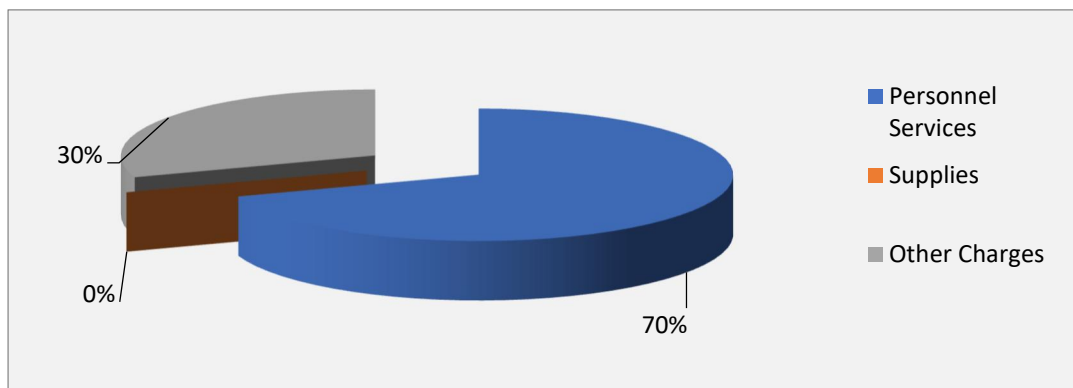
Program Expenditure Highlights

- No changes expected.

Program Expenditures

	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	\$ 28,382	\$ 27,080	\$ 29,580	\$ 29,580	0.0%
Supplies	-	-	-	-	N/A
Other Charges	13,446	7,462	12,730	12,880	1.2%
Total	\$ 41,828	\$ 34,542	\$ 42,310	\$ 42,460	0.4%

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

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Meetings	1	1	1	1

Staffing

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

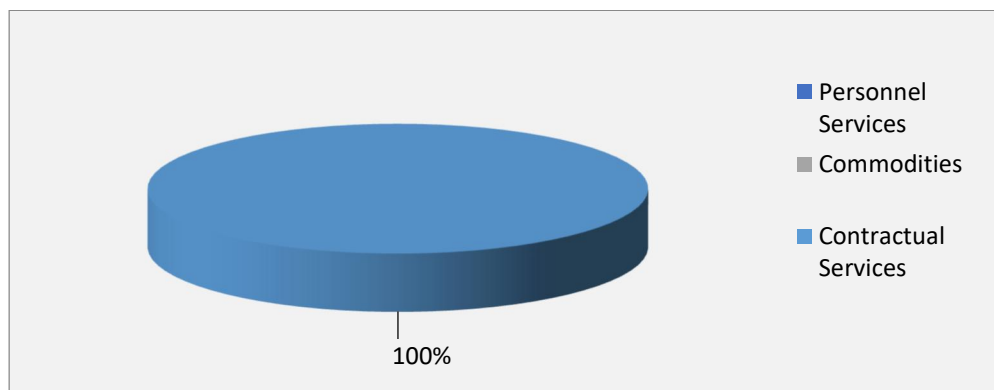
Program Expenditure Highlights

- No changes budgeted.

Program Expenditures

	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Supplies	-	-	-	-	N/A
Other Charges	155	30	410	110	-73.2%
Total	\$ 155	\$ 30	\$ 410	\$ 110	-73.2%

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

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Staff meetings held	50	53	52	52
Number of resolutions	49	59	52	40
Number of ordinances	9	12	11	12
Licenses issued	27	32	27	30

Staffing

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Full-Time Equivalent positions	4.00	3.00	3.00	3.00

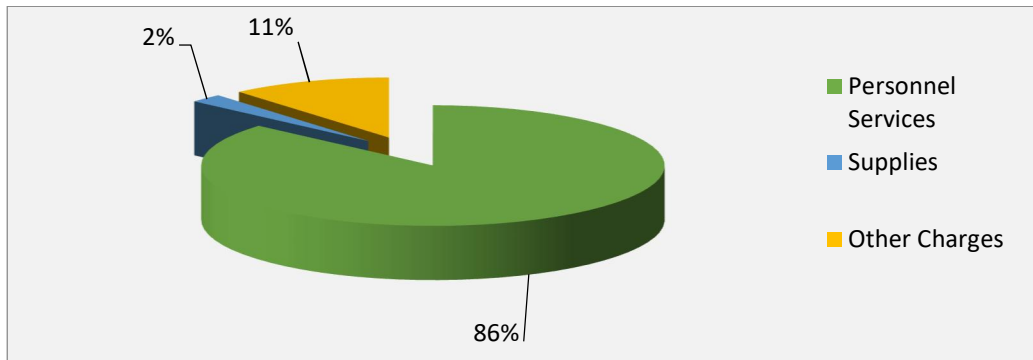
Program Expenditure Highlights

- No budget changes.

Program Expenditures

	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	\$ 324,669	\$ 344,870	\$ 373,600	\$ 382,300	2.3%
Supplies	7,404	8,707	10,000	10,100	1.0%
Other Charges	44,175	59,653	48,600	56,600	16.5%
Total	\$ 376,248	\$ 413,230	\$ 432,200	\$ 449,000	3.9%

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

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Number of registered voters	4,338	N/A	4,833	N/A
Number of votes cast	2,840	N/A	4,410	N/A
Number of precincts	3	N/A	3	N/A
Number of voting locations	1	N/A	1	N/A

Staffing

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

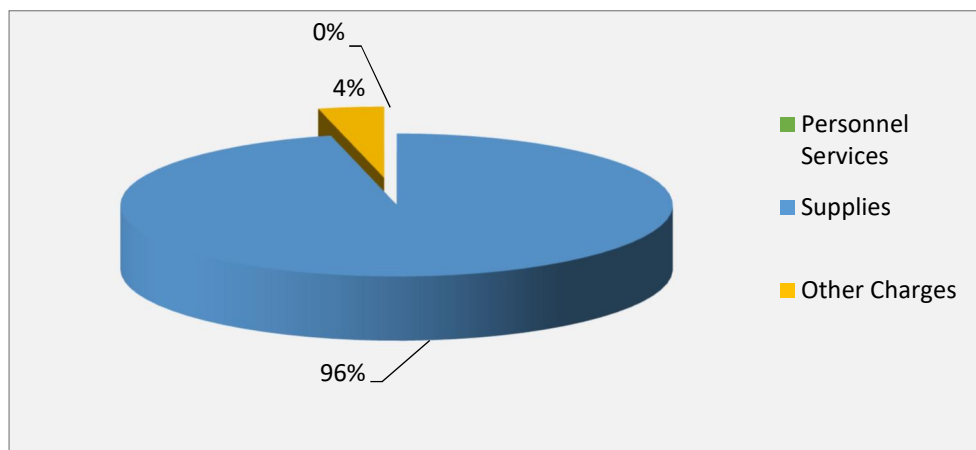
Program Expenditure Highlights

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

Program Expenditures

	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	\$ 3,513	\$ -	\$ 5,520	\$ -	-100.0%
Supplies	1,500	1,453	3,000	2,500	-16.7%
Other Charges	1,803	45	2,850	100	-96.5%
Total	\$ 6,816	\$ 1,498	\$ 11,370	\$ 2,600	-77.1%

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

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Bond Rating	AA-	AA-	AA-	AA-
GFOA Financial Award	Yes	Yes	To Be submitted	To be submitted

Staffing

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Full-Time Equivalent positions	2.00	2.00	2.00	2.00

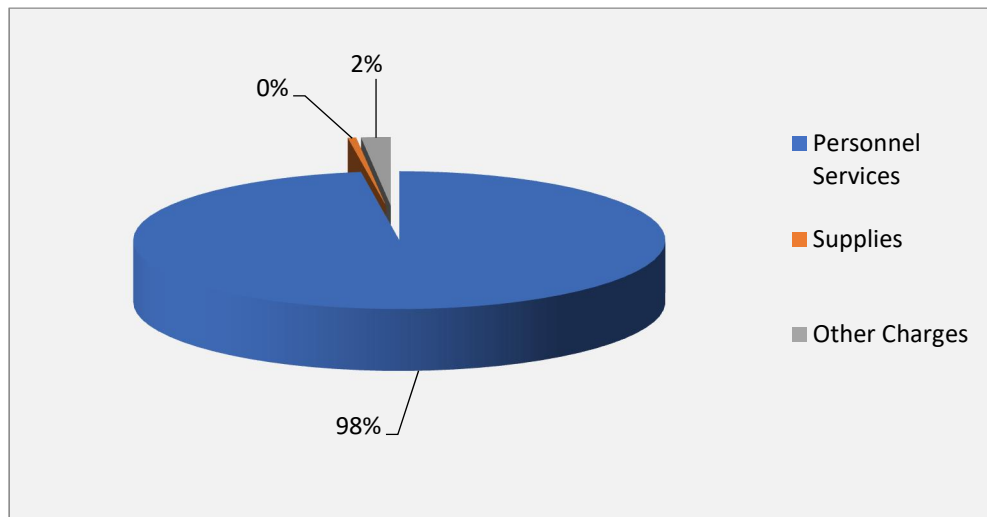
Program Expenditure Highlights

- Finance department is utilizing office support staff for help.

Program Expenditures

	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	\$ 206,438	\$ 208,852	\$ 240,600	\$ 248,200	3.2%
Supplies	347	1,148	1,300	1,300	0.0%
Other Charges	3,568	5,161	4,250	4,550	7.1%
Total	\$ 210,353	\$ 215,161	\$ 246,150	\$ 254,050	3.2%

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

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
GFOA Award	Yes	Yes	To Be submitted	To be submitted

Staffing

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

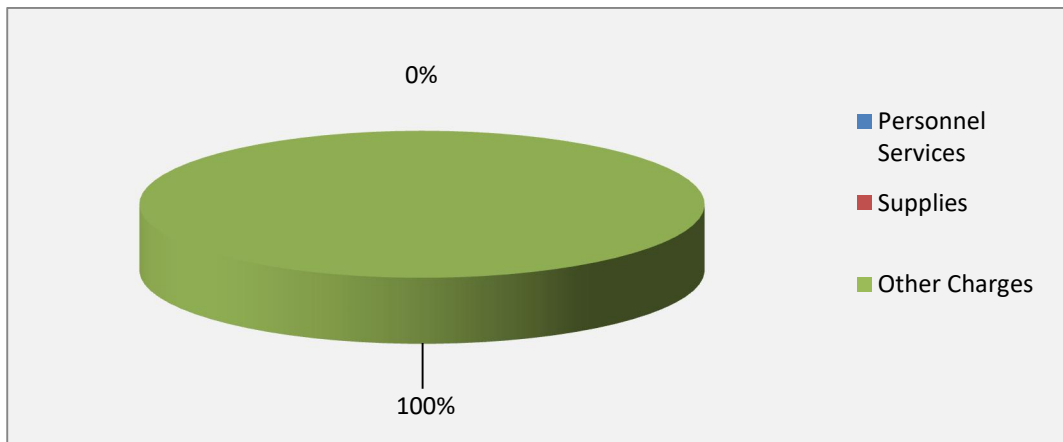
Program Expenditure Highlights

Audit costs are expected to stay relatively the same.

Program Expenditures

	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Supplies	-	-	-	-	N/A
Other Charges	19,468	26,131	29,000	29,000	0.0%
Total	\$ 19,468	\$ 26,131	\$ 29,000	\$ 29,000	0.0%

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

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
N/A	N/A	N/A	N/A	N/A

Staffing

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

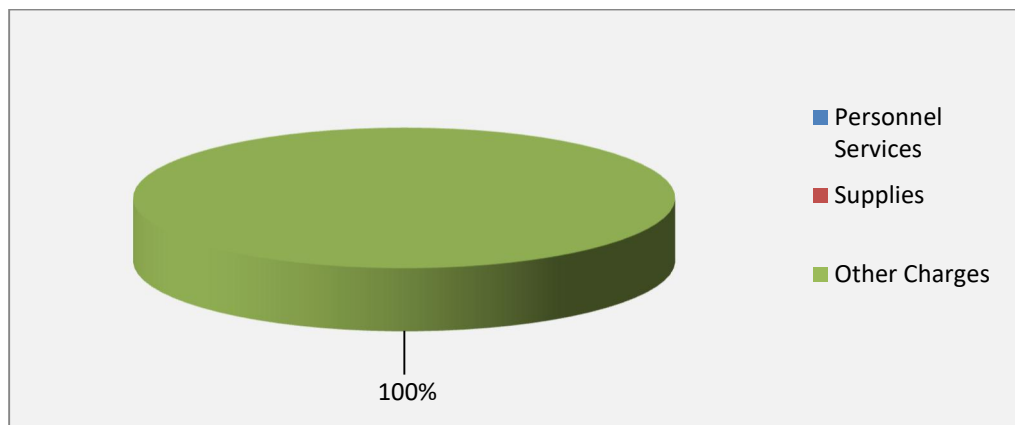
Program Expenditure Highlights

The costs for this program remain fairly flat.

Program Expenditures

	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Supplies	-	-	-	-	N/A
Other Charges	32,445	33,206	32,500	35,000	7.7%
Total	\$ 32,445	\$ 33,206	\$ 32,500	\$ 35,000	7.7%

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

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
N/A	N/A	N/A	N/A	N/A

Staffing

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

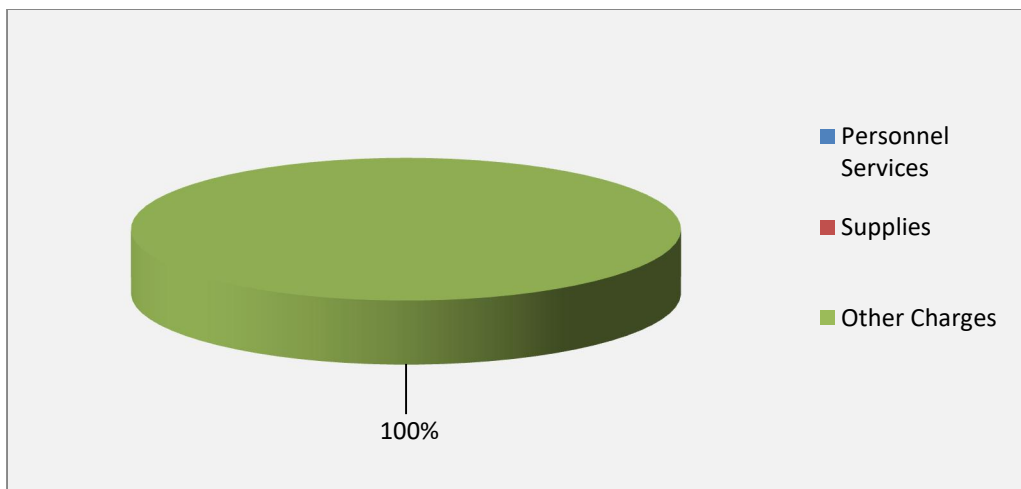
Program Expenditure Highlights

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

Program Expenditures

	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Supplies	-	-	-	-	N/A
Other Charges	171,070	178,032	141,100	176,100	24.8%
Total	\$ 171,070	\$ 178,032	\$ 141,100	\$ 176,100	24.8%

Program Expenditures by Classification



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

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Weeks cleaned	52	52	52	52

Staffing

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Full-Time Equivalent positions	N/A-Contract with Kim's Kleaning			

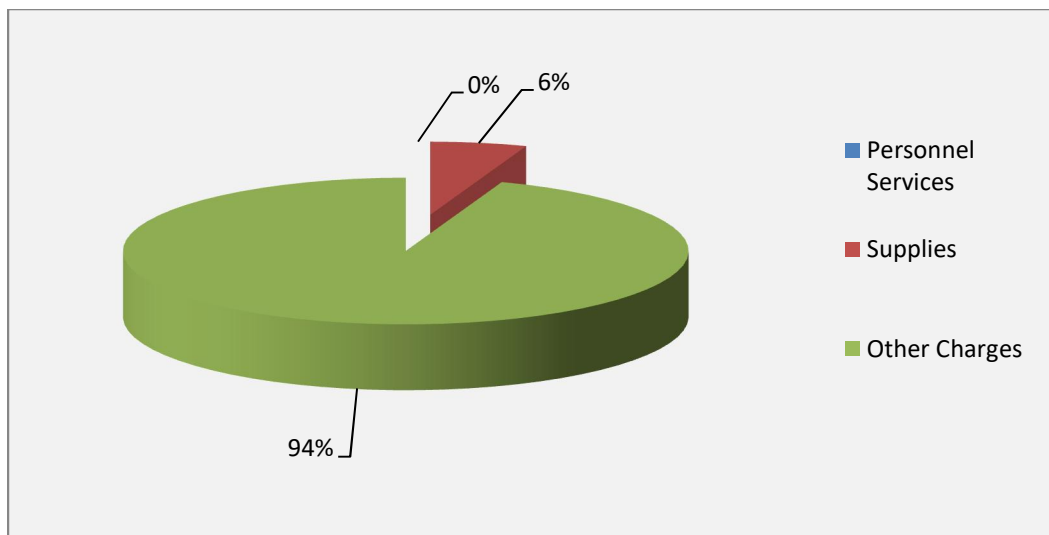
Program Expenditure Highlights

- No increases forecasted.

Program Expenditures

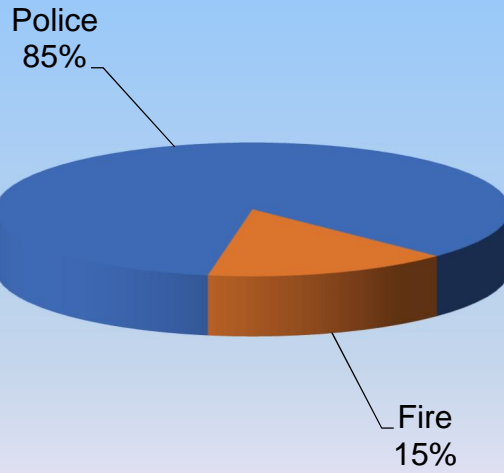
	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Supplies	568	386	1,000	1,000	0.0%
Other Charges	17,890	18,835	17,100	19,200	12.3%
Total	\$ 18,458	\$ 19,221	\$ 18,100	\$ 20,200	11.6%

Program Expenditures by Classification

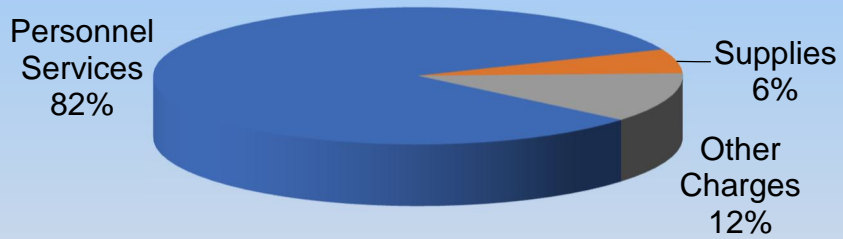


PUBLIC SAFETY 2021 BUDGET

Total By Program



Total By Classification



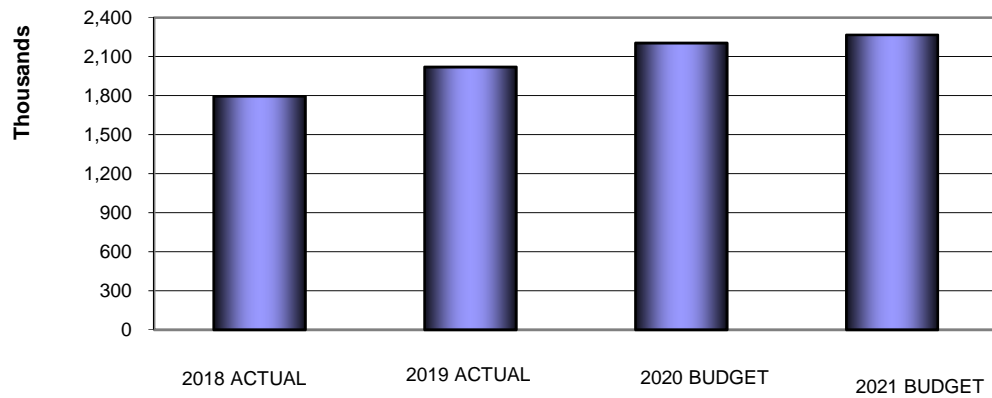
**CITY OF ST. FRANCIS, MINNESOTA
PUBLIC SAFETY SUMMARY**

Total By Program	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	% BUDGET
Police	\$1,506,905	\$1,733,844	\$1,866,200	\$1,915,800	2.7%
Fire	286,666	285,556	337,350	350,500	3.9%
Totals	1,793,571	2,019,400	2,203,550	2,266,300	2.8%

Total By Classification	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	% BUDGET
Personnel Services	1,404,706	1,628,274	1,813,000	1,872,200	3.3%
Supplies	117,375	143,430	131,800	129,500	-1.7%
Other Charges	271,490	247,696	258,750	264,600	2.3%
Totals	1,793,571	2,019,400	2,203,550	2,266,300	2.8%

Staffing	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET
Full-time equivalents	15.00	15.00	16.00	16.00

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

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Citations issued	325	704	631	500
Chargeable offenses (Parts 1 & 2)	813	828	734	700
Misc. offenses (Parts 3 & 4)	3,663	3,962	4,052	4,600
Total Incident Crime Reports	4,476	4,790	6,246	6,500

Staffing

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Full-Time Equivalent positions	15	15	16	16

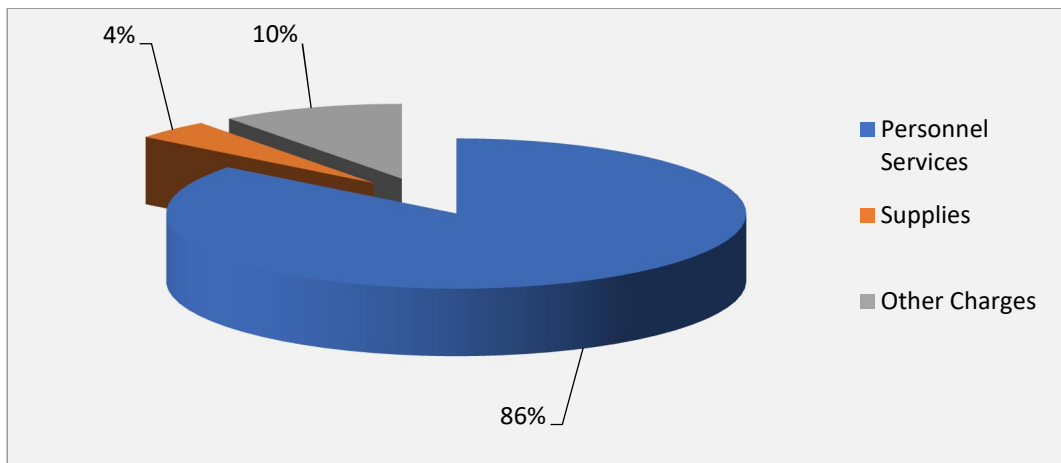
Program Expenditure Highlights

Added one police officer in 2019.

Program Expenditures

	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	\$ 1,263,155	\$1,464,160	\$1,594,000	\$ 1,639,000	2.8%
Supplies	79,774	87,669	81,800	81,800	0.0%
Other Charges	163,976	182,015	190,400	195,000	2.4%
Total	\$ 1,506,905	\$1,733,844	\$1,866,200	\$ 1,915,800	2.7%

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

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Total calls	388	484	541	600

Staffing

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Full-Time Equivalent positions	0	0	1	1

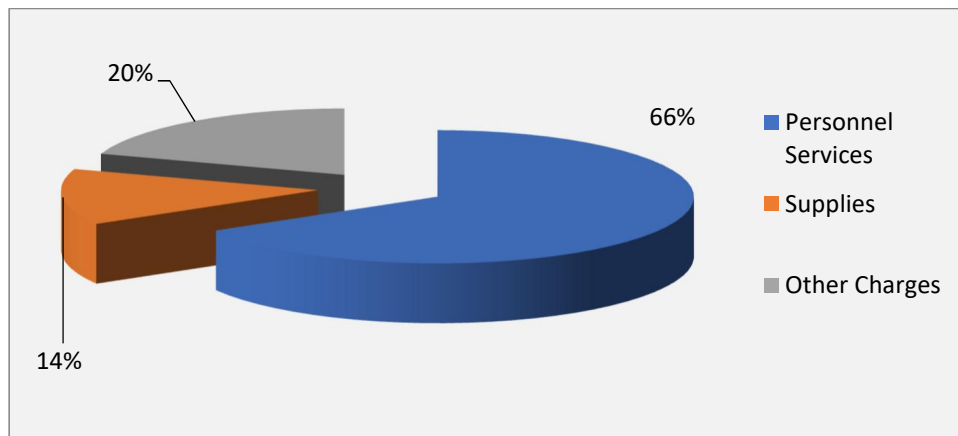
Program Expenditure Highlights

- 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

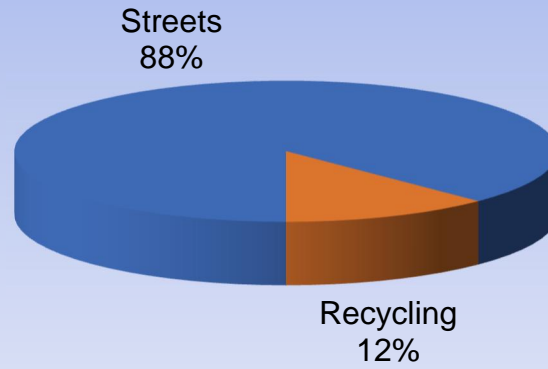
	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	\$ 141,551	\$ 164,114	\$ 219,000	\$ 233,200	6.5%
Supplies	37,601	55,761	50,000	47,700	-4.6%
Other Charges	107,514	65,681	68,350	69,600	1.8%
Total	\$ 286,666	\$ 285,556	\$ 337,350	\$ 350,500	3.9%

Program Expenditures by Classification

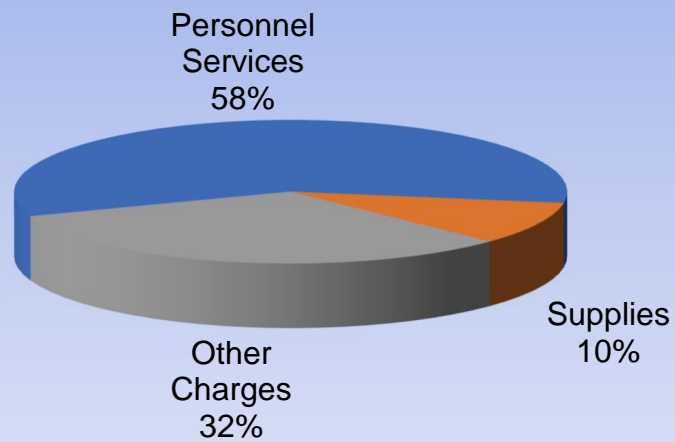


PUBLIC WORKS 2021 BUDGET

Total By Program



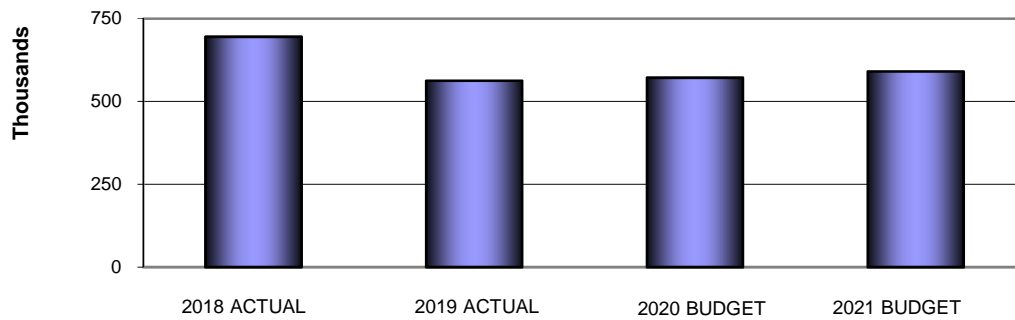
Total By Classification



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

Total By Program	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% Change
Streets	\$629,466	\$499,170	\$498,450	\$516,650	3.7%
Recycling	65,776	63,252	73,100	73,800	1.0%
	695,242	562,422	571,550	590,450	3.3%
Total By Classification					
Personnel Services	306,361	339,639	330,600	343,000	3.8%
Supplies	50,681	53,402	55,300	57,200	3.4%
Other Charges	338,200	169,381	185,650	190,250	2.5%
	695,242	562,422	571,550	590,450	3.3%
Staffing					
Full-time equivalents	2.75	2.75	2.75	2.75	

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

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Asphalt street miles maintained	36	36	38	36
Gravel road miles maintained	11	11	8	11
Sand/salt usage (tons)	441	350	277	180

Staffing

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Full-Time Equivalent positions	2.35	2.35	2.35	2.35

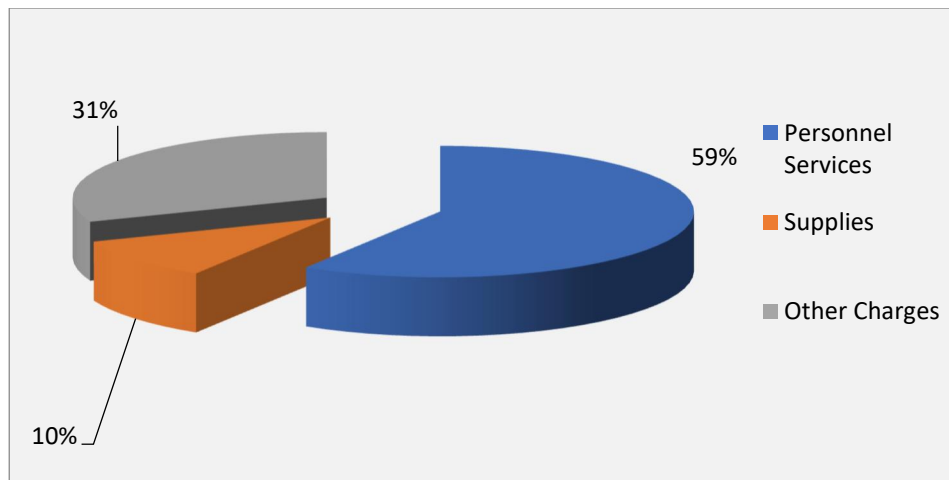
Program Expenditure Highlights

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

Program Expenditures

	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	\$ 272,187	\$ 304,486	\$ 293,300	\$ 304,000	3.6%
Supplies	47,286	48,647	50,750	52,650	3.7%
Other Charges	309,993	146,037	154,400	160,000	3.6%
Total	\$ 629,466	\$ 499,170	\$ 498,450	\$ 516,650	3.7%

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

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Recycling days	1	2	4	1
Recycling collection tonnage	627	707	761	600

Staffing

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Full-Time Equivalent positions	0.40	0.40	0.40	0.40

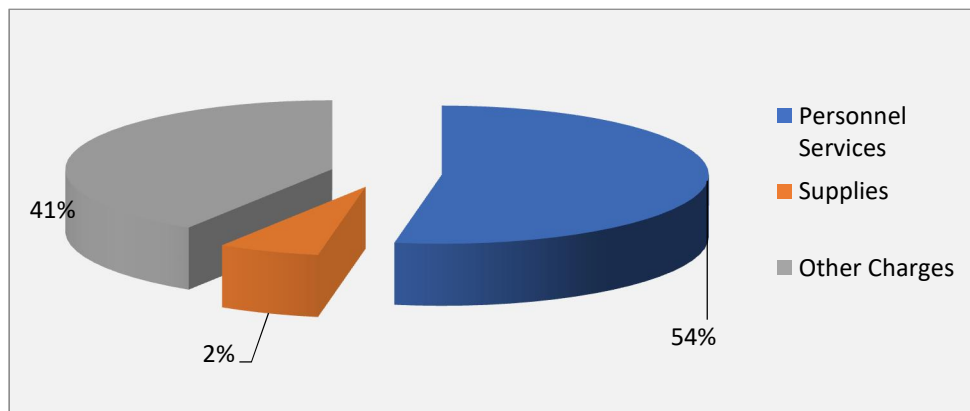
Program Expenditure Highlights

- Other charges line reflects the costs of recycling days.

Program Expenditures

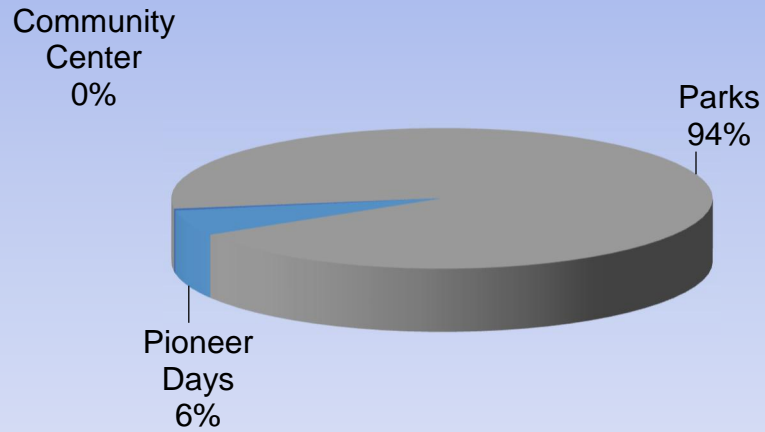
	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	\$ 34,174	\$ 35,153	\$ 37,300	\$ 39,000	4.6%
Supplies	3,395	4,755	4,550	4,550	0.0%
Other Charges	28,207	23,344	31,250	30,250	-3.2%
Total	\$ 65,776	\$ 63,252	\$ 73,100	\$ 73,800	1.0%

Program Expenditures by Classification

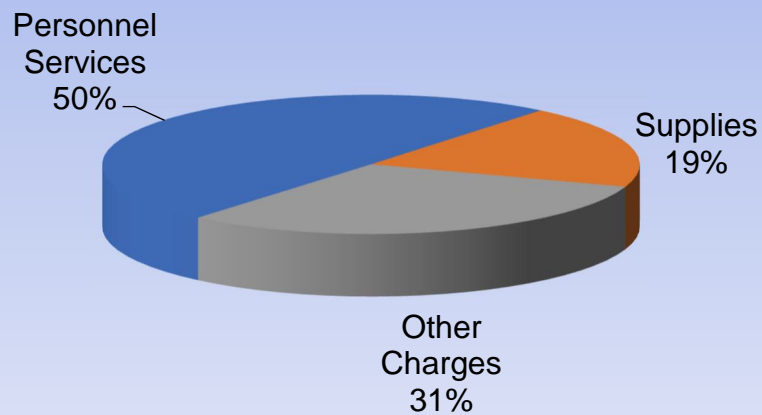


CULTURE & RECREATION 2021 BUDGET

Total By Program



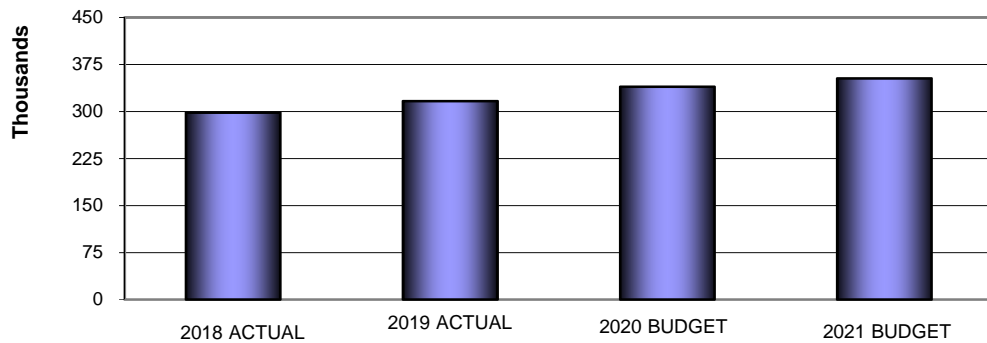
Total By Classification



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

Total By Program	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% Change
Community Center	\$1,193	\$1,195	\$1,320	\$1,350	2.3%
Parks	278,210	298,267	318,050	331,250	4.2%
Pioneer Days	18,885	17,210	20,000	20,000	0.0%
Totals	298,288	316,672	339,370	352,600	3.9%
Total By Classification					
Personnel Services	158,624	175,192	172,600	175,500	1.7%
Supplies	57,537	51,256	56,550	68,250	20.7%
Other Charges	82,127	90,224	110,220	108,850	-1.2%
Totals	298,288	316,672	339,370	352,600	3.9%
Staffing					
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

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Number of uses	277	256	121	275

Staffing

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

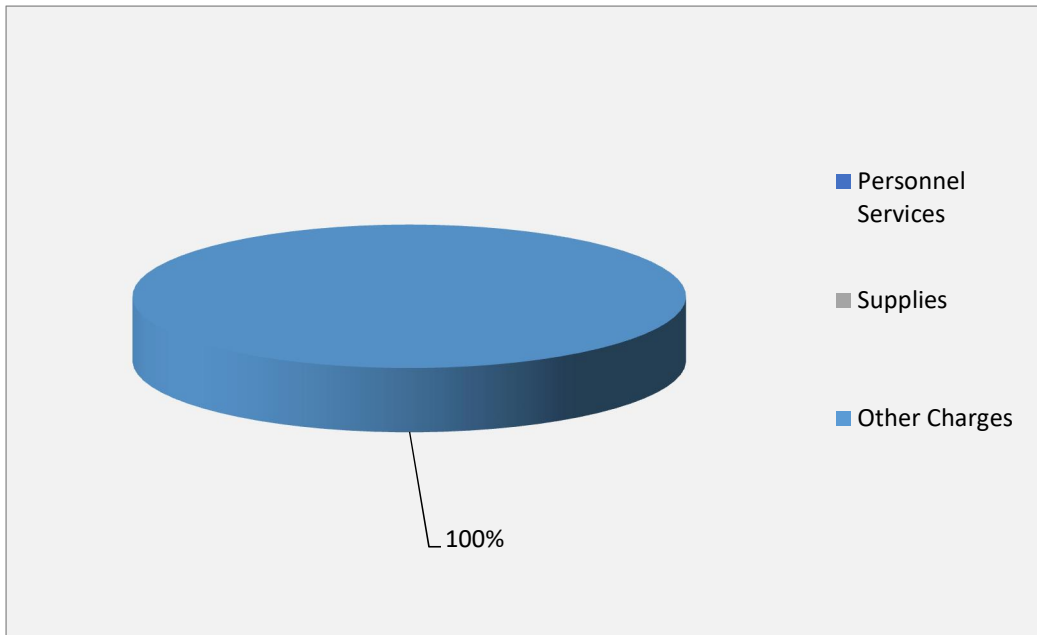
Program Expenditure Highlights

- Most costs are shown in the government buildings department.

Program Expenditures

	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Supplies	-	-	-	-	N/A
Other Charges	1,193	1,195	1,320	1,350	2.3%
Total	\$ 1,193	\$ 1,195	\$ 1,320	\$ 1,350	2.3%

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

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Number of parks maintained	14	14	14	14
Total acreage mowed	1,045	1,403	1,120	1,200
Ballfields maintained	2	2	2	2
Number of playgrounds	8	8	8	8
Miles of trail maintained	7	7	7	7

Staffing

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Full-Time Equivalent positions	1.75	1.75	1.75	1.75

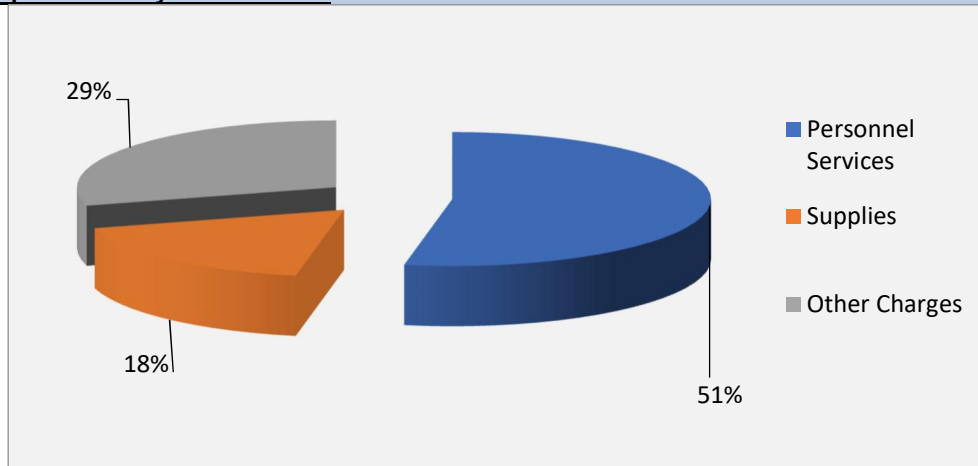
Program Expenditure Highlights

-

Program Expenditures

	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	\$ 158,624	\$ 175,192	\$ 172,600	\$ 175,500	1.7%
Supplies	40,635	36,335	46,550	58,250	25.1%
Other Charges	78,951	86,740	98,900	97,500	-1.4%
Total	\$ 278,210	\$ 298,267	\$ 318,050	\$ 331,250	4.2%

Program Expenditures by Classification



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

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Fireworks Display	Yes	Yes	No-Covid	Yes

Staffing

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

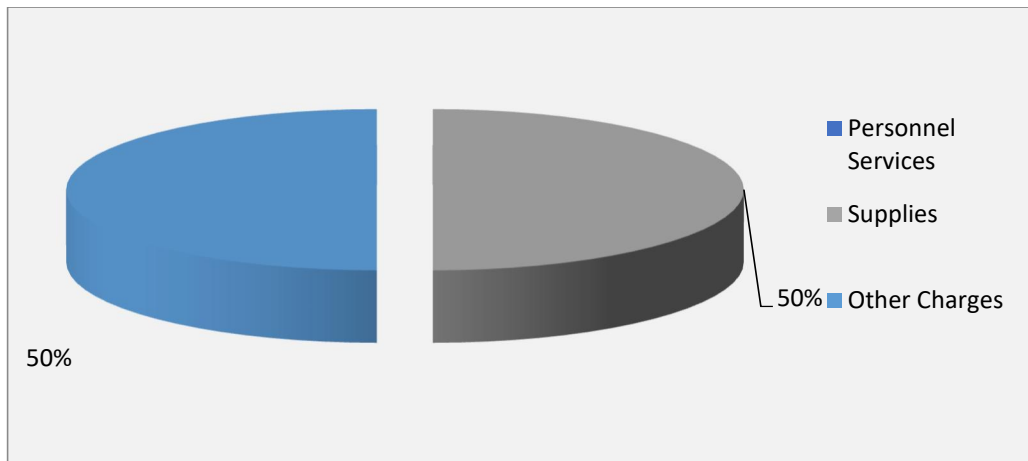
Program Expenditure Highlights

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

Program Expenditures

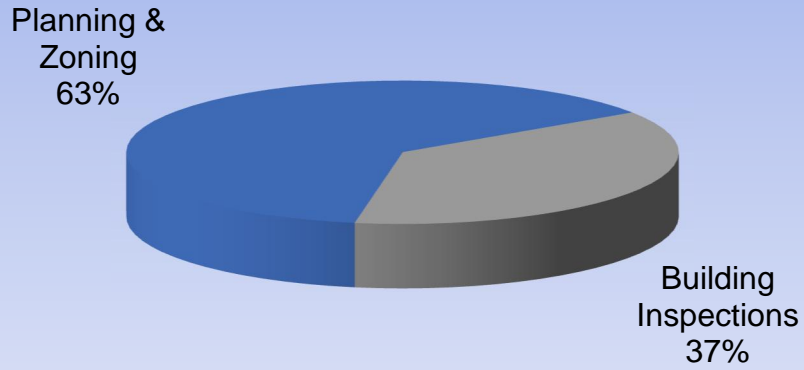
	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Supplies	16,902	14,921	10,000	10,000	0.0%
Other Charges	1,983	2,289	10,000	10,000	0.0%
Total	\$ 18,885	\$ 17,210	\$ 20,000	\$ 20,000	0.0%

Program Expenditures by Classification

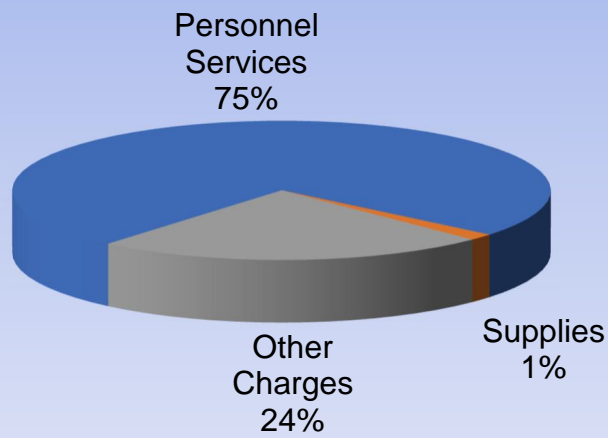


COMMUNITY DEVELOPMENT 2021 BUDGET

Total By Program



Total By Classification



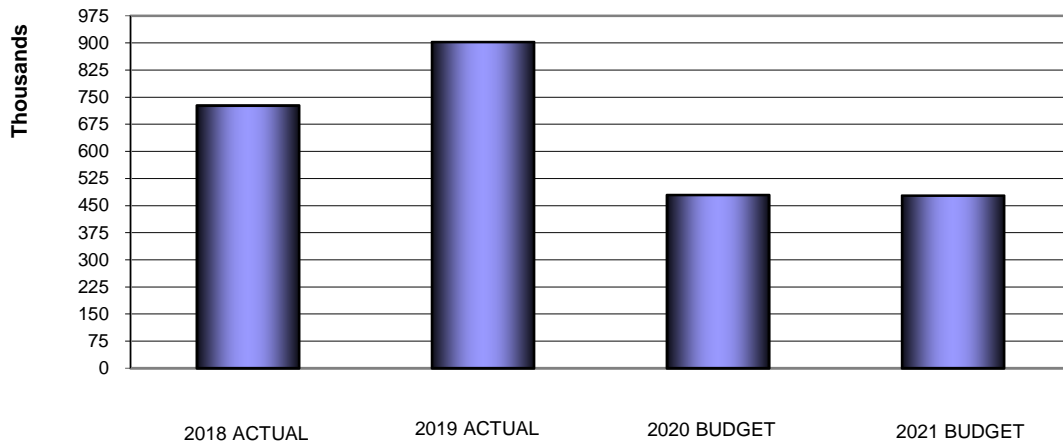
CITY OF ST. FRANCIS, MINNESOTA
COMMUNITY DEVELOPMENT SUMMARY
 EXPENDITURE ANALYSIS

Total By Program	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Planning & Zoning	\$572,913	\$524,142	\$301,225	\$301,300	0.0%
Building Inspections	153,833	378,497	177,900	176,400	-0.8%
Totals	726,746	902,639	479,125	477,700	-0.3%

Total By Classification	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	303,092	320,118	348,900	357,650	2.5%
Supplies	4,582	5,106	6,625	7,250	9.4%
Other Charges	419,072	577,415	123,600	112,800	-8.7%
Totals	726,746	902,639	479,125	477,700	-0.3%

Staffing	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET
Full-time equivalents	1.00	3.00	3.00	3.00

Expenditures



Department: **General Government**
 Program: **Planning and Zoning**

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

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Special use permits	4	1	1	3
Ordinance amendments	2	9	2	2
Rezoning	1	0	1	1
Comp Plan amendments	0	0	0	0
Subdivisions processed	1	2	1	0
Variances	2	1	0	0

Staffing

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Full-Time Equivalent positions	2.00	2.00	2.00	2.00

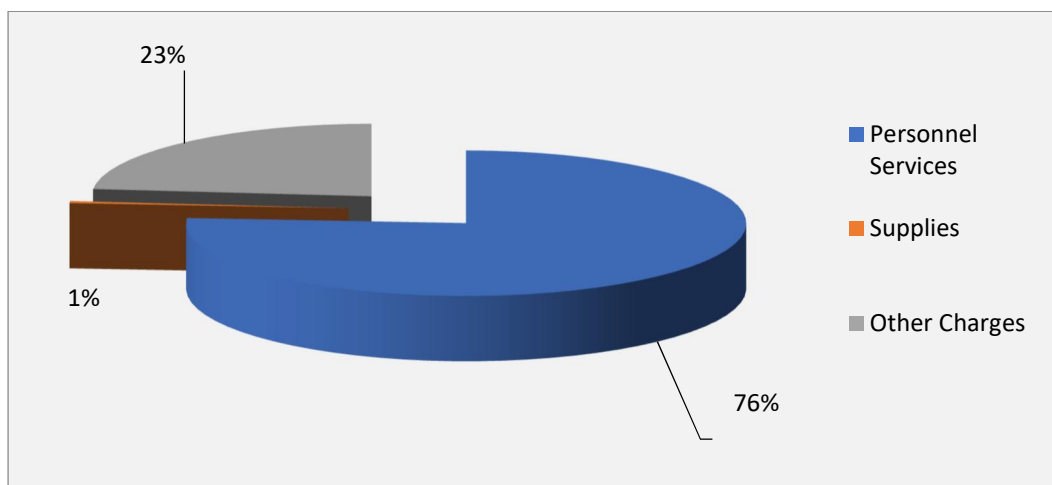
Program Expenditure Highlights

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

Program Expenditures

	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	\$ 197,221	\$ 207,945	\$ 221,600	\$ 229,350	3.5%
Supplies	1,471	1,285	1,025	1,450	41.5%
Other Charges	374,221	314,912	78,600	70,500	-10.3%
Total	\$ 572,913	\$ 524,142	\$ 301,225	\$ 301,300	0.0%

Program Expenditures by Classification



Department: Community Development
Program: Building Inspections

Fund: 101
Cost Center: 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

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Single family	41	57	57	10
Commercial/Industrial	0	1	0	1
Miscellaneous building permits	446	549	583	400

Staffing

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Full-Time Equivalent positions	1.00	1.00	1.00	1.00

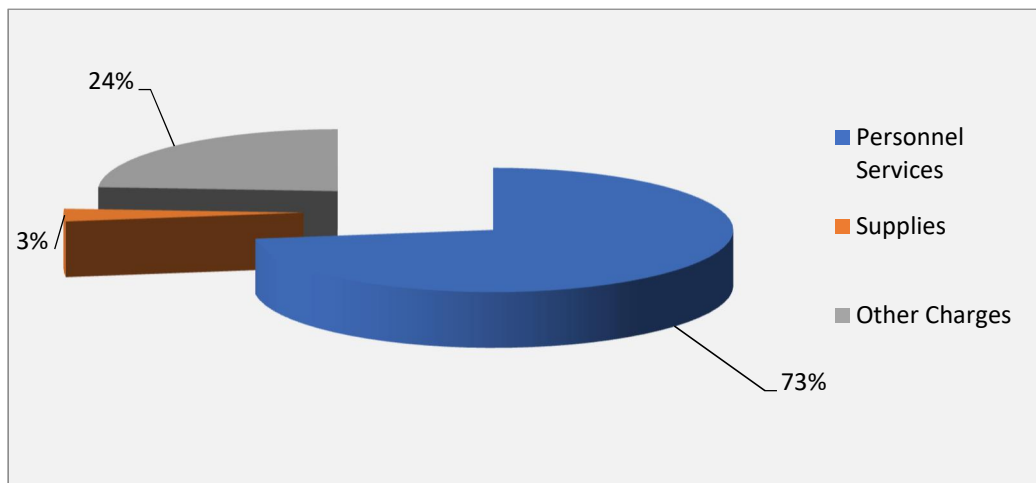
Program Expenditure Highlights

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

Program Expenditures

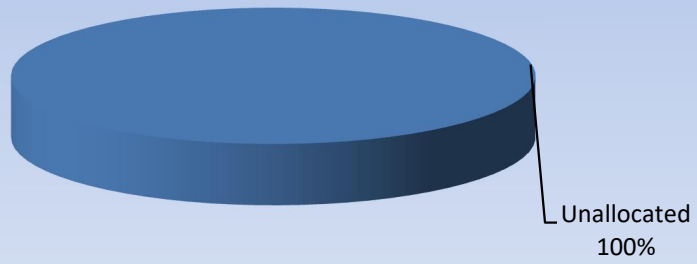
	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	\$ 105,871	\$ 112,173	\$ 127,300	\$ 128,300	0.8%
Supplies	3,111	3,821	5,600	5,800	3.6%
Other Charges	44,851	262,503	45,000	42,300	-6.0%
Total	\$ 153,833	\$ 378,497	\$ 177,900	\$ 176,400	-0.8%

Program Expenditures by Classification

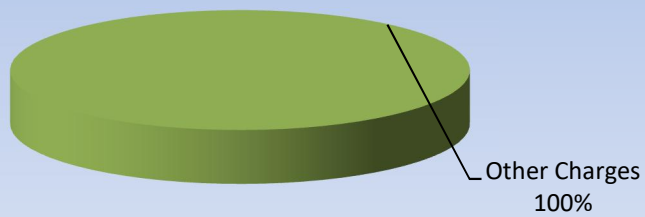


MISCELLANEOUS 2021 BUDGET

Total By Program



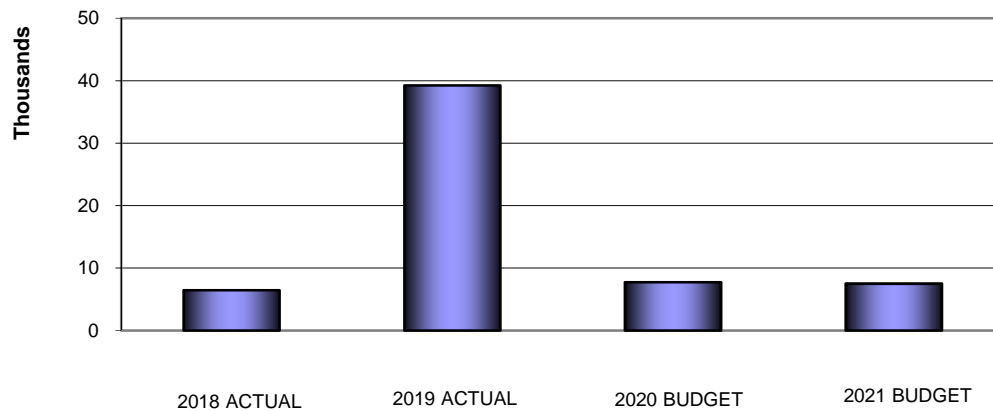
Total By Classification



CITY OF ST. FRANCIS, MINNESOTA
MISCELLANEOUS SUMMARY
 EXPENDITURE ANALYSIS

Total By Program	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Unallocated	\$6,452	\$39,241	\$7,724	\$7,500	-2.9%
Totals	6,452	39,241	7,724	7,500	-2.9%
Total By Classification					
Personnel Services	0	0	0	0	N/A
Supplies	0	0	0	0	N/A
Other Charges	6,452	39,241	7,724	7,500	-2.9%
Totals	6,452	39,241	7,724	7,500	-2.9%
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

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
None	N/A	N/A	N/A	N/A

Staffing

	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

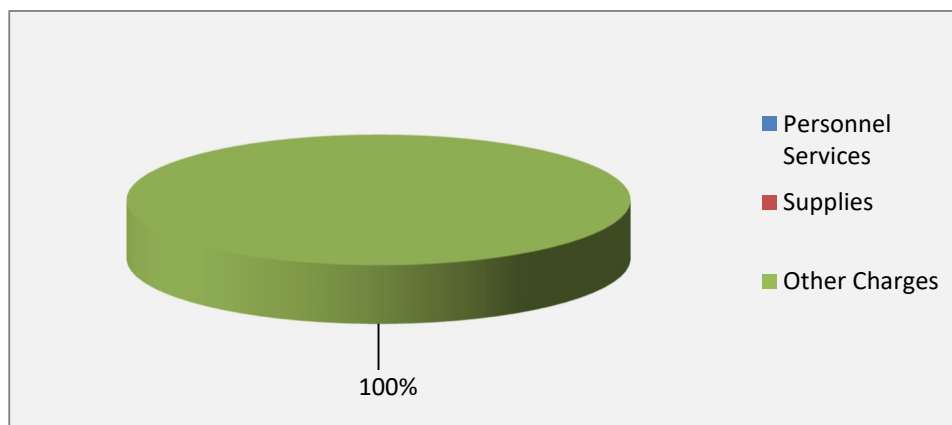
Program Expenditure Highlights

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

Program Expenditures

	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Supplies	-	-	-	-	N/A
Other Charges	6,452	39,241	7,724	7,500	-2.9%
Total	\$ 6,452	\$ 39,241	\$ 7,724	\$ 7,500	-2.9%

Program Expenditures by Classification



SPECIAL REVENUE FUNDS

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

	2019 ACTUAL	2020 BUDGET	2020 ESTIMATE	2021 BUDGET
<u>Fines and Forfeits:</u>				
Confiscated property	\$ 3,472	\$ -	\$ 7,826	\$ -
<u>Miscellaneous:</u>				
Miscellaneous	-	-	32	-
 Total revenues	 3,472	 -	 7,858	 -
<u>Expenditures:</u>				
Commodities	454	13,750	3,954	17,230
Contractual services	-			
Other charges	-			
 Total expenditures	 454	 13,750	 3,954	 17,230
Excess (deficit) of revenues over expenditures	3,018	(13,750)	3,904	(17,230)
Fund balance - January 1	10,308	13,326	13,326	17,230
Fund balance - December 31	\$ 13,326	\$ (424)	\$ 17,230	\$ -

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

	2019 ACTUAL	2020 BUDGET	2020 ESTIMATE	2021 BUDGET
<u>Miscellaneous Revenue:</u>				
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Charges for Services	-	-	-	-
Park dedication fees	-	-	-	-
Investment earnings	5,267	-	2,163	-
Miscellaneous	-	-	-	-
Total revenues	5,267	-	2,163	-
<u>Expenditures:</u>				
EDA Expenditures	-	-	5,574	-
Total expenditures	-	-	5,574	-
Excess (deficit) of revenues over expenditures	5,267	-	(3,411)	-
Other financing sources (uses):				
Land Sales	139,025	-	-	-
Net increase (decrease) in fund balance	144,292	-	(3,411)	-
Fund balance - January 1	101,341	243,303	245,633	242,222
Fund balance - December 31	\$ 245,633	\$ 243,303	\$ 242,222	\$ 242,222

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.

ENTERPRISE FUNDS

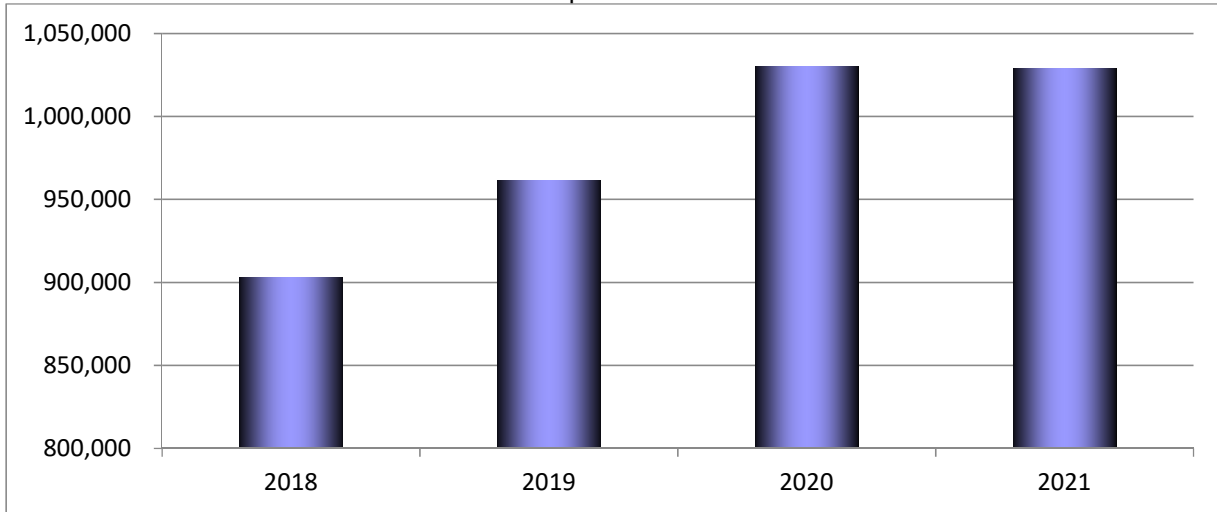
CITY OF ST. FRANCIS, MINNESOTA
WATER FUND SUMMARY
EXPENSE ANALYSIS

Total By Classification	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	211,470	243,239	249,700	251,100	0.6%
Commodities	38,035	35,910	61,000	59,400	-2.6%
Contractual Services	313,459	336,576	374,850	372,390	-0.7%
Depreciation	329,595	326,983	330,000	330,000	0.0%
Other Charges	10,654	18,823	14,950	16,250	8.7%
Totals	903,213	961,531	1,030,500	1,029,140	-0.1%

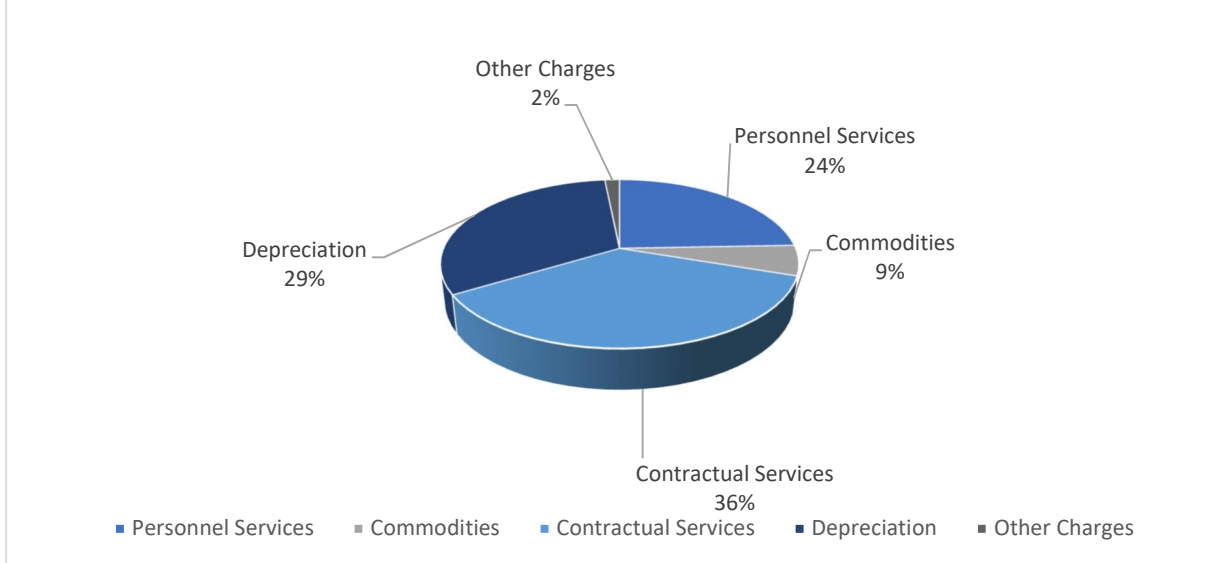
Staffing

Full-time equivalents	2.25	2.25	2.25	2.25
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Expenditures



2021 BUDGET



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

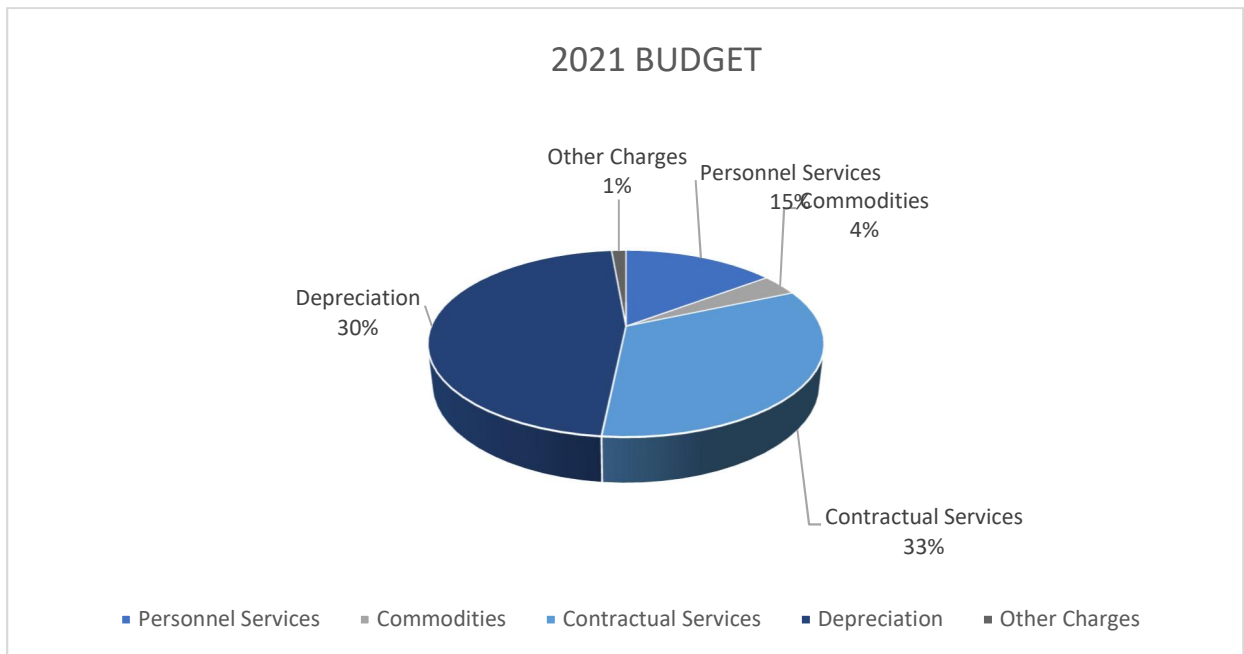
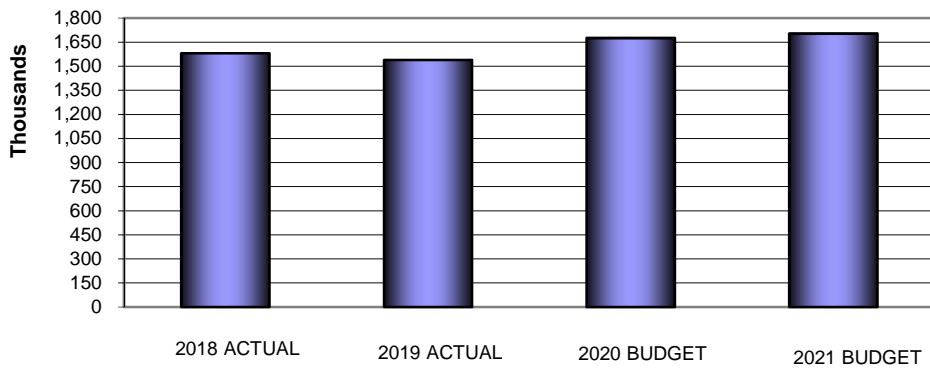
	2019 ACTUAL	2020 BUDGET	2020 ESTIMATE	2021 BUDGET
<u>Operating revenues:</u>				
Water sales	\$ 1,255,081	\$ 1,230,000	\$ 1,423,174	\$ 1,250,000
Water penalty	-	-	-	-
Total revenues	1,255,081	1,230,000	1,423,174	1,250,000
<u>Operating expenses:</u>				
Personnel services	236,735	249,700	224,356	251,100
Supplies	74,325	61,000	42,824	59,400
Professional services	106,742	166,300	143,178	175,140
Communications	6,304	7,800	4,377	6,500
Insurance	23,392	16,000	17,813	18,000
Utilities	86,186	105,000	90,135	92,500
Repairs and maintenance	84,913	79,750	92,669	80,250
Depreciation	326,983	330,000	330,000	330,000
Other	15,951	14,950	29,459	16,250
Total expenses	961,531	1,030,500	974,811	1,029,140
Operating income (loss)	293,550	199,500	448,363	220,860
<u>Nonoperating revenues (expenses):</u>				
Investment earnings	99,843	20,000	55,660	20,000
Connection Fees	260,100	61,200	248,098	61,200
Interest expense	(167,849)	(171,150)	(167,796)	(153,059)
Special assessments	-	-	-	-
Miscellaneous revenues	7,646	3,000	59,610	3,000
Total nonoperating revenues (expenses)	199,740	(86,950)	195,572	(68,859)
Net income (loss) before contributions and transfers	493,290	112,550	643,935	152,001
<u>Transfers in (out):</u>				
Sewer Fund	-	37,058	37,058	37,058
Debt Service Fund	(18,580)	(18,580)	(18,580)	(18,580)
Capital Equipment	(10,000)	(10,000)	(10,000)	(10,000)
EDA Lease Revenue Bonds	(82,500)	(82,500)	(82,500)	(82,500)
Street Fund	-	-	(861,800)	-
Capital contributions	-	-	-	-
Change in net position	382,210	38,528	(291,887)	77,979
Net position- January 1	6,876,463	7,222,983	7,258,673	6,966,786
Net position- December 31	\$ 7,258,673	\$ 7,261,511	\$ 6,966,786	\$ 7,044,765

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

Total By Classification	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	211,738	243,956	250,700	252,100	0.6%
Commodities	56,445	57,366	59,000	63,000	6.8%
Contractual Services	498,422	420,769	575,100	564,650	4.2%
Depreciation	799,571	796,872	800,000	800,000	0.0%
Other Charges	14,910	20,193	24,100	23,950	-0.6%
Totals	1,581,086	1,539,156	1,708,900	1,703,700	1.7%

Staffing

Full-time equivalents	2018	2019	2020	2021
	2.25	2.25	2.25	2.25



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

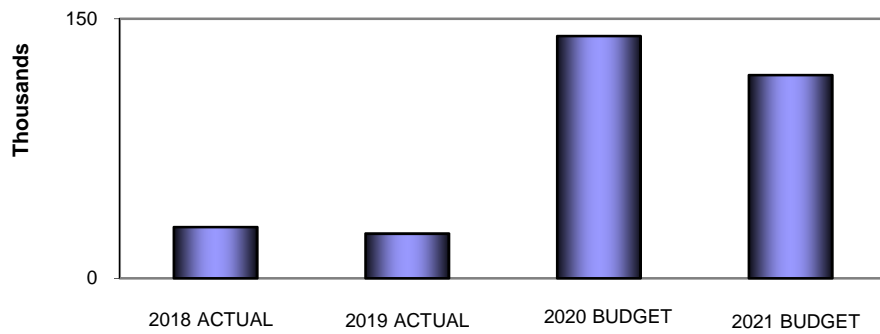
	2019 ACTUAL	2020 BUDGET	2020 ESTIMATE	2021 BUDGET
<u>Operating revenues:</u>				
Sewer sales	\$ 1,562,892	\$ 1,585,000	\$ 1,752,964	\$ 1,585,000
Total revenues	1,562,892	1,585,000	1,752,964	1,585,000
<u>Operating expenses:</u>				
Personnel services	236,479	250,700	228,272	252,100
Supplies	58,907	59,000	63,052	63,000
Professional services	183,993	311,850	278,663	307,900
Communications	3,608	4,500	3,042	4,500
Insurance	31,866	30,000	25,580	30,000
Utilities	137,611	140,000	140,691	137,000
Repairs and maintenance	70,163	88,750	85,298	85,250
Depreciation	796,873	800,000	800,000	800,000
Other	19,656	24,100	14,615	23,950
Total expenses	1,539,156	1,708,900	1,639,213	1,703,700
Operating income (loss)	23,736	(123,900)	113,751	(118,700)
Nonoperating revenues (expenses):				
Investment earnings	95,214	20,000	64,320	20,000
Connection charges	416,054	85,680	317,773	85,680
Interest Expense	(268,056)	(260,279)	(258,077)	(251,038)
Miscellaneous revenues	89,714	3,000	14,160	3,000
Total nonoperating revenues (expenses)	332,926	(151,599)	138,176	(142,358)
Net income (loss) before contributions and transfers	356,662	(275,499)	251,927	(261,058)
Transfers in (out):				
Debt Service Fund	(21,300)	(21,300)	(21,300)	(21,300)
Capital Equipment	(10,000)	(10,000)	(10,000)	(10,000)
Water Fund	-	(37,058)	(37,058)	(37,058)
EDA Lease Revenue Bonds	(82,500)	(82,500)	(82,500)	(82,500)
Change in net position	242,862	(426,357)	101,069	(411,916)
Net position - January 1	16,976,569	17,117,689	17,219,431	17,320,500
Net position - December 31	\$ 17,219,431	\$ 16,691,332	\$ 17,320,500	\$ 16,908,584

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

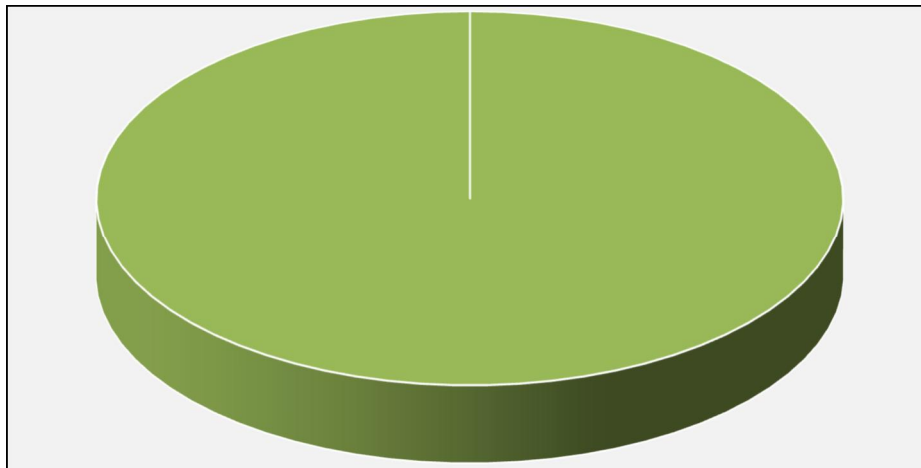
Total By Classification	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	-	-	-	-	N/A
Commodities	-	-	-	-	N/A
Contractual Services	29,538	25,800	140,000	117,500	-16.1%
Depreciation	-	-	-	-	N/A
Other Charges	-	-	-	-	N/A
Totals	29,538	25,800	140,000	117,500	-16.1%

Staffing

Full-time equivalents	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET
	0.00	0.00	0.00	0.00



2021 BUDGET



Contractual Services,
100%

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

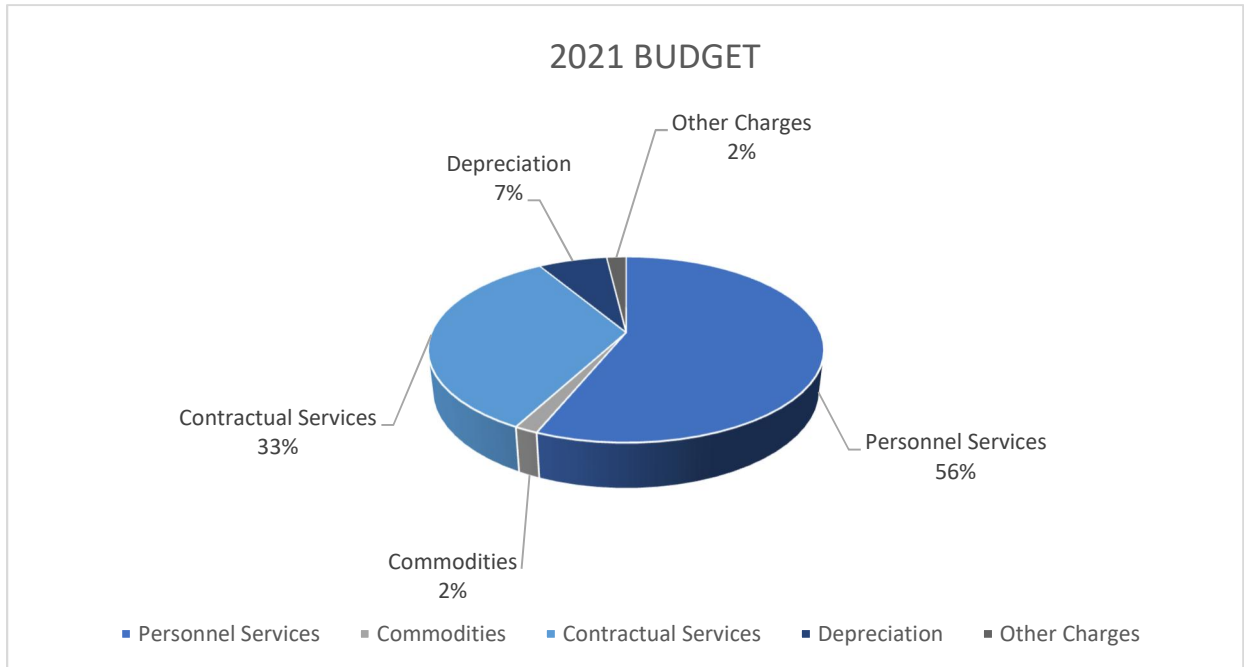
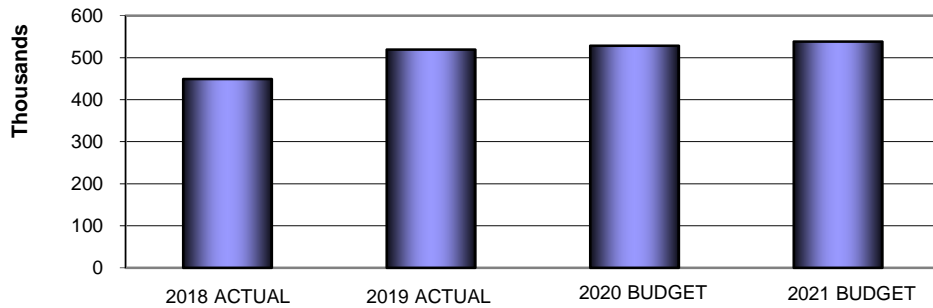
	2019 ACTUAL	2020 BUDGET	2020 ESTIMATE	2021 BUDGET
<u>Operating revenues:</u>				
Storm Water Fee	\$ 174,543	\$ 165,000	\$ 133,092	\$ 165,000
Total revenues	174,543	165,000	133,092	165,000
<u>Operating expenses:</u>				
Personnel services	-	-	-	-
Supplies	-	-	-	-
Professional services	25,800	80,000	24,187	72,500
Communications	-	-	-	-
Insurance	-	-	-	-
Utilities	-	-	-	-
Repairs and maintenance	-	60,000	9,815	45,000
Depreciation	-	-	-	-
Other	-	-	-	-
Total expenses	25,800	140,000	34,002	117,500
Operating income (loss)	148,743	25,000	99,090	47,500
Nonoperating revenues (expenses):				
Investment earnings	7,680	2,000	2,923	2,000
Connection charges	-	-	-	-
Interest Expense	-	-	-	-
Special assessments	227,797	-	10,102	20,000
Miscellaneous revenues	6,080	-	232	-
Total nonoperating revenues (expenses)	241,557	2,000	13,257	22,000
Net income (loss) before contributions and transfers	390,300	27,000	112,347	69,500
Transfers in (out):				
Debt Service Fund	-	-	-	-
Capital Equipment	-	-	-	-
EDA Lease Revenue Bonds	-	-	-	-
Capital contributions	-	-	-	-
Change in net position	390,300	27,000	112,347	69,500
Net position - January 1	413,209	93,715	803,509	915,856
Net position - December 31	\$ 803,509	\$ 120,715	\$ 915,856	\$ 985,356

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

Total By Classification	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
Personnel Services	247,241	303,325	302,000	302,600	0.2%
Commodities	4,120	8,217	6,200	8,800	41.9%
Contractual Services	155,704	169,145	174,100	180,600	3.7%
Depreciation	35,289	32,562	36,000	36,000	0.0%
Other Charges	6,953	6,013	10,250	10,250	0.0%
Totals	449,307	519,262	528,550	538,250	1.8%

Staffing

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

	2019 ACTUAL	2020 BUDGET	2020 ESTIMATE	2021 BUDGET
<u>Operating revenues:</u>				
Liquor sales	\$ 2,428,620	\$ 2,189,200	\$ 2,777,613	\$ 2,500,000
<u>Cost of sales:</u>	(1,825,275)	(1,724,500)	(2,031,381)	(1,870,500)
Gross profit	603,345	464,700	746,232	629,500
<u>Operating expenses:</u>				
Personnel services	303,324	302,000	281,036	302,600
Supplies	8,217	6,200	5,682	8,800
Professional services	117,450	126,200	131,531	128,300
Communications	4,303	4,800	3,501	4,800
Insurance	21,845	21,200	25,130	23,200
Utilities	16,641	15,400	16,331	17,900
Repairs and maintenance	8,907	6,500	4,162	6,400
Depreciation	32,562	36,000	36,000	36,000
Other	6,013	10,250	11,404	10,250
Total expenses	519,262	528,550	514,777	538,250
Operating income (loss)	84,083	(63,850)	231,455	91,250
<u>Other revenues (expenses):</u>				
Investment earnings	53,773	14,000	37,750	14,000
Miscellaneous revenues	507	400	1,327	400
Total other revenues (expenses)	54,280	14,400	39,077	14,400
Net income (loss) before contributions and transfers	138,363	(49,450)	270,532	105,650
<u>Transfers in (out):</u>				
General Fund	(285,000)	(60,000)	(60,000)	(60,000)
Change in net position	(146,637)	(109,450)	210,532	45,650
Net position - January 1	2,061,859	1,920,230	1,915,222	2,125,754
Net position - December 31	\$ 1,915,222	\$ 1,810,780	\$ 2,125,754	\$ 2,171,404

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 2021-2025 CIP was adopted by the Council on August 5, 2019. Please see the next page for the summary of projects.

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

	PREVIOUS years*	2021	2022	2023	2024	2025
USE OF FUNDS:						
ADMINISTRATION						
Computers	15,524	6,000	6,000	6,000	6,000	6,000
City Technology Equipment	27,407	10,000	10,000	10,000	10,000	10,000
INSPECTIONS						
Vehicle				30,000		
FIRE						
Radio replacement	18,180	16,250	16,250	4,000	4,000	4,000
Turnout Gear (5 sets a year)	4,201	10,000	10,000	10,000	10,000	10,000
Fire Apparatus						
2000 Spartan	490,000	50,000	50,000			
1998 Tanker				50,000	100,000	100,000
Vehicles						
Rescue					50,000	60,000
Duty Officer		5,000				
Chiefs Car					5,000	
Extriction Equipment (2)				20,000		
Thermal Imagers (2)					10,000	
Gas Fans (2)	3,000					3,000
CPR Device				17,500		
Fire Hose Replacement					10,000	
POLICE						
Vehicles	-	65,000	35,000	70,000	35,000	95,000
Police Radios	-	10,000	10,000	5,000	5,000	10,000
Firearms	4,114	3,500	1,000	1,000	1,000	1,000
UTV					5,000	5,000
Squad Computers	1,691	4,400	2,500	4,400	2,200	4,400
Office Computers	8,964	1,100	3,800	5,500	6,000	
Rifle Sights	700	500	500	500	500	500
Squad Cameras	10,500	7,500	7,500	12,500	12,500	9,000
Body Cameras	30,000	6,000	6,000	6,000	6,000	6,000
PUBLIC WORKS						
Pickup Trucks		68,000	42,000		45,000	
One Ton Dump Truck					65,000	
Crane Truck			95,000			
Motorgrader		35,000				
Loader						
Bobcat ToolCat				40,000	40,000	
Miscellaneous Equipment and attachments	6,078		8,000	29,000		5,000
Batwing Mower				65,000		
Zero Turn Mower					19,500	
Computers	547	3,000	3,000	3,000	3,000	3,000
TOTAL	620,906	301,250	306,550	389,400	450,700	331,900

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

	2019 ACTUAL	2020 BUDGET	2020 ESTIMATE	2021 BUDGET
<u>Miscellaneous Revenue:</u>				
Property Taxes	\$ 230,000	\$ 240,000	\$ 240,000	\$ 250,000
Investment earnings	29,591	15,000	19,998	15,000
Miscellaneous	25,982	-	173	-
Total revenues	285,573	255,000	260,171	265,000
<u>Expenditures:</u>				
<u>Capital Outlay</u>				
General Government	7,167	46,356	3,424	58,931
Public Safety	187,285	657,314	102,309	750,600
Community Development	-	-	-	-
Public Works	264,583	60,964	54,339	112,625
Culture & Recreation	-	-	-	-
Total expenditures	459,035	764,634	160,072	922,156
Excess (deficit) of revenues over expenditures	(173,462)	(509,634)	100,099	(657,156)
<u>Other financing sources (uses):</u>				
<u>Transfers in (out):</u>				
General Fund	-	-	-	-
Water Fund	10,000	10,000	10,000	10,000
Sewer Fund	10,000	10,000	10,000	10,000
Liquor Fund	-	-	-	-
Sale of Capital Assets	6,501	-	1,237	-
Transfer Out	-	-	-	-
Net increase (decrease) in fund balance	(146,961)	(489,634)	121,336	(637,156)
Fund balance - January 1	1,105,724	947,858	958,763	1,080,099
Fund balance - December 31	\$ 958,763	\$ 458,224	\$ 1,080,099	\$ 442,943

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

	2019 ACTUAL	2020 BUDGET	2020 ESTIMATE	2021 BUDGET
<u>Miscellaneous:</u>				
Miscellaneous	\$ 16,882	\$ 13,000	\$ 24,265	\$ 20,000
Investment earnings	2,216	800	761	800
Total revenues	19,098	13,800	25,026	20,800
 <u>Expenditures:</u>				
Commodities	20,284	-	-	-
Contractual services	-	-	-	-
Other charges	-	-	-	-
Total expenditures	20,284	-	-	-
Excess (deficit) of revenues over expenditures	(1,186)	13,800	25,026	20,800
Fund balance - January 1	82,311	80,209	81,125	106,151
Fund balance - December 31	\$ 81,125	\$ 94,009	\$ 106,151	\$126,951

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

	2019 ACTUAL	2020 BUDGET	2020 ESTIMATE	2021 BUDGET
<u>Miscellaneous Revenue:</u>				
Intergovernmental		\$ -	\$ -	\$ -
Charges for Services	625	1,000	725	1,000
Park dedication fees	-	-	29,740	-
Investment earnings	9,001	700	2,807	700
Miscellaneous	140	-	-	-
Total revenues	9,766	1,700	33,272	1,700
 <u>Expenditures:</u>				
Park development projects	-	-	-	-
Total expenditures	-	-	-	-
Excess (deficit) of revenues over expenditures	9,766	1,700	33,272	1,700
Other financing sources (uses):				
Transfers in (out):				
General Fund	-	-	-	-
Net increase (decrease) in fund balance	9,766	1,700	33,272	1,700
Fund balance - January 1	300,849	307,094	310,615	343,887
Fund balance - December 31	\$ 310,615	\$ 308,794	\$ 343,887	\$ 345,587

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.

The \$269,000 that was budgeted in 2011 was for the construction of Pederson Path along Pederson Drive. The city secured a federal and state grant to fund a major portion of this project. It was completed in 2011.

CITY OF ST. FRANCIS, MINNESOTA

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

	2019 ACTUAL	2020 BUDGET	2020 ESTIMATE	2021 BUDGET
<u>Miscellaneous Revenue:</u>				
Property Taxes	\$ 60,000	\$ 60,000	\$ 60,000	\$ 246,000
Investment earnings	210	-	1,356	-
Miscellaneous	-	-	-	-
Total revenues	60,210	60,000	61,356	246,000
<u>Expenditures:</u>				
<u>Capital Outlay</u>				
General Government	-	-	665	-
Public Safety	-	-	-	-
Community Development	-	-	-	-
Public Works	47,435	-	-	-
Culture & Recreation	-	-	-	-
Total expenditures	47,435	-	665	-
Excess (deficit) of revenues over expenditures	12,775	60,000	60,691	246,000
Other financing sources (uses):				
Transfers in (out):				
General Fund	-	-	-	-
Transfer Out	-	-	-	-
Net increase (decrease) in fund balance	12,775	60,000	60,691	246,000
Fund balance - January 1	3,093	40	15,868	76,559
Fund balance - December 31	\$ 15,868	\$ 60,040	\$ 76,559	\$ 322,559

Accounts for funds set aside for future building improvements.

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

	2019 ACTUAL	2020 BUDGET	2020 ESTIMATE	2021 BUDGET
<u>Miscellaneous Revenue:</u>				
Property Taxes	\$ 120,000	\$ 180,000	\$ 180,000	\$ 240,000
Intergovernmental	278,808	115,000	1,919,124	\$ 107,580
Special Assessments	57,853	16,200	2,780	39,000
Investment earnings	44,742	2,000	25,198	2,000
Miscellaneous	6	1,500	-	-
Total revenues	501,409	314,700	2,127,102	388,580
<u>Expenditures:</u>				
<u>Capital Outlay</u>				
Public Works	631,280	326,380	2,994,166	362,863
Total expenditures	631,280	326,380	2,994,166	362,863
Excess (deficit) of revenues over expenditures	(129,871)	(11,680)	(867,064)	25,717
Other financing sources (uses):				
Transfers in (out):				
General Fund	-	-	-	-
Water Fund	-	-	861,800	-
Sewer Fund	-	-	-	-
Transfer Out	-	-	-	-
Net increase (decrease) in fund balance	(129,871)	(11,680)	(5,264)	25,717
Fund balance - January 1	1,257,334	1,032,033	1,127,463	1,122,199
Fund balance - December 31	\$ 1,127,463	\$ 1,020,353	\$ 1,122,199	\$ 1,147,916

Accounts for funds set aside for future street improvements.

DEBT SERVICE FUNDS

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 one bond issue subject to the debt limit, that being the 2017 GO 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.

	2020
Estimated market value of taxable property	\$644,985,400
Debt limit (3% of market value)	\$19,349,562
Total bonds outstanding excluding enterprise debt	\$5,845,000
Total long term debt being paid by annual appropriations	\$589,129
Total debt applicable to debt limit	\$ 6,434,129
Legal debt margin	\$12,915,433

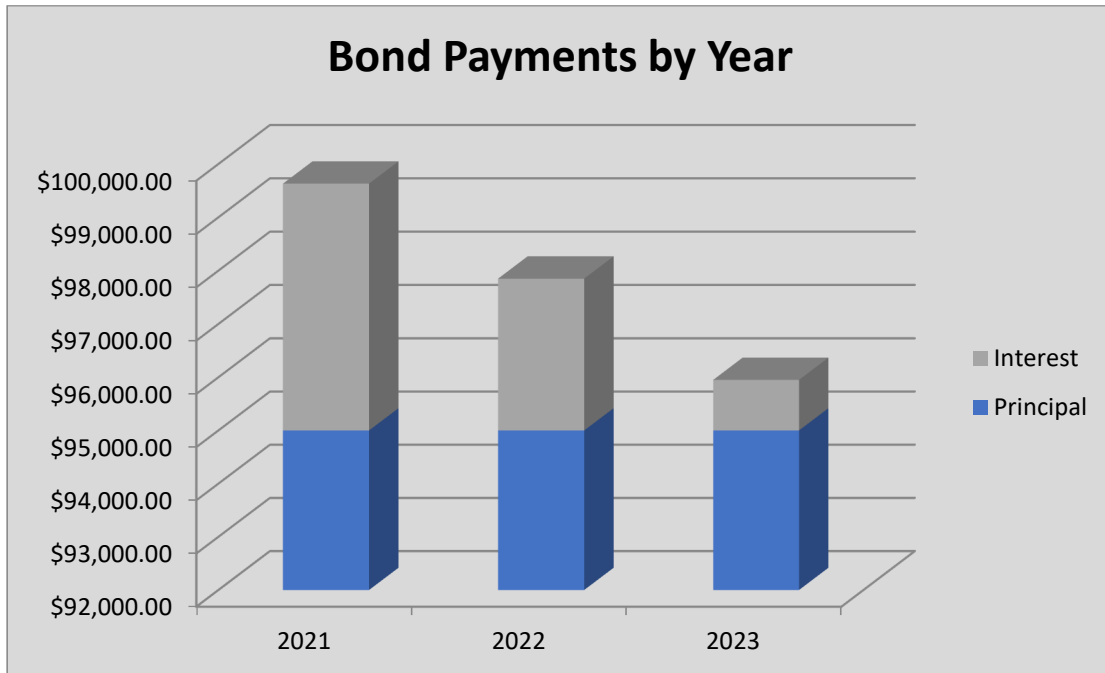
All bonds issued by the city's enterprise funds are reported in the individual budgets.

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

	2019 ACTUAL	2020 BUDGET	2020 ESTIMATE	2021 BUDGET
Revenues:				
Property taxes	\$ 21,015	\$ 20,900	\$ 20,900	\$ 20,900
Special assessments	36,671	16,000	16,000	16,000
Investment earnings	713	100	100	100
Total revenues	58,399	37,000	37,000	37,000
Expenditures:				
<u>Debt Service:</u>				
Principal:	90,000	95,000	95,000	95,000
Interest and other charges	8,002	6,750	6,750	5,106
Total expenditures	98,002	101,750	101,750	100,106
Excess (deficit) of revenues over expenditures	(39,603)	(64,750)	(64,750)	(63,106)
Other financing sources (uses):				
Transfers in (out):				
Water Fund	18,580	18,580	18,580	18,580
Sanitary Sewer Fund	21,300	21,300	21,300	21,300
Net increase (decrease) in fund balance	277	(24,870)	(24,870)	(23,226)
Fund balance - January 1	49,554	49,437	49,831	24,961
Fund balance - December 31	\$ 49,831	\$ 24,567	\$ 24,961	\$ 1,735

The following tables depict the City's debt service payments by year for 2007 General Obligation Debt payable from Special Assessments.

Year	Principal	Interest	Total
2021	95,000.00	4,631.00	99,631
2022	95,000.00	2,850.00	97,850
2023	95,000.00	950.00	95,950
Total	\$285,000	\$8,431	\$293,431

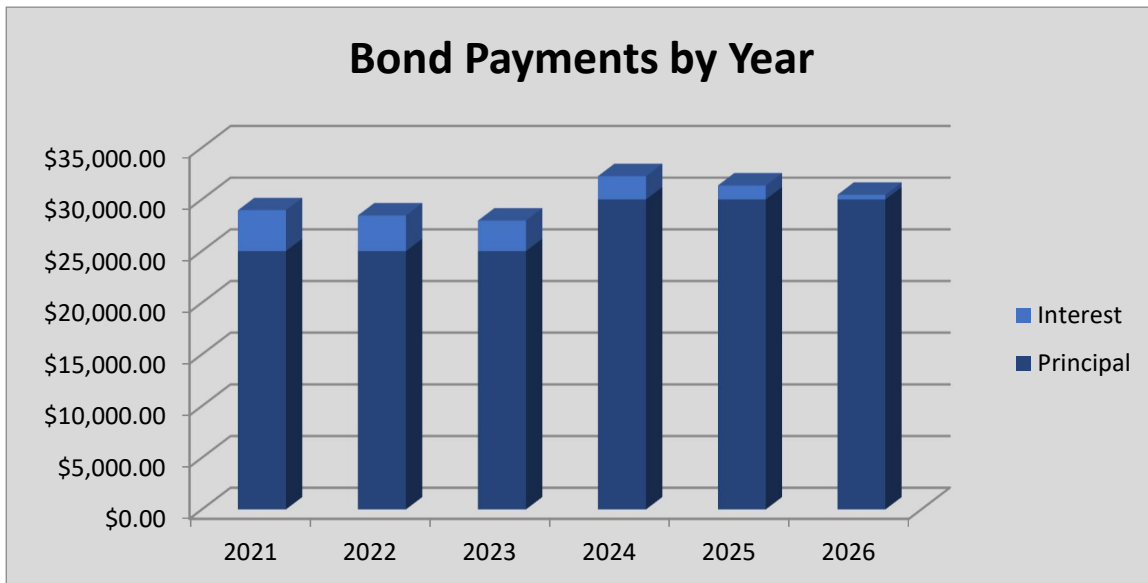


CITY OF ST. FRANCIS, MINNESOTA
DEBT SERVICE BUDGET (327)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2019 ACTUAL	2020 BUDGET	2020 ESTIMATE	2021 BUDGET
Revenues:				
Property taxes	\$ 20,646	\$ 20,470	\$ 20,470	\$ 20,470
Special assessments	9,987	8,000	8,000	8,000
Investment earnings	1,989	100	100	100
Total revenues	32,622	28,570	28,570	28,570
Expenditures:				
Principal	25,000	25,000	25,000	25,000
Interest and other charges	5,505	5,025	5,025	4,525
Total expenditures	30,505	30,025	30,025	29,525
Excess (deficit) of revenues over expenditures	2,117	(1,455)	(1,455)	(955)
Other financing sources (uses):				
Transfers in (out):	-	-	-	-
Net increase (decrease) in fund balance	2,117	(1,455)	(1,455)	(955)
Fund balance - January 1	82,433	83,570	84,550	83,095
Fund balance - December 31	\$ 84,550	\$ 82,115	\$ 83,095	\$ 82,140

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
2021	25,000.00	3,950.00	28,950.00
2022	25,000.00	3,450.00	28,450.00
2023	25,000.00	2,950.00	27,950.00
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	\$165,000	\$14,400	\$179,400



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

	2019 ACTUAL	2020 BUDGET	2020 ESTIMATE	2021 BUDGET
Revenues:				
Property Taxes	\$ 327,017	\$ 327,220	\$ 327,220	\$ 327,220
Investment earnings	117	1,000	1,000	1,000
Total revenues	327,134	328,220	328,220	328,220
Expenditures:				
Principal	275,000	285,000	285,000	290,000
Interest and other fees	190,131	181,732	181,732	173,107
Total expenditures	465,131	466,732	466,732	463,107
Excess (deficit) of revenues over expenditures	(137,997)	(138,512)	(138,512)	(134,887)
Other financing sources (uses):				
Transfers in (out):				
Water Fund	82,500	82,500	82,500	82,500
Sanitary Sewer Fund	82,500	82,500	82,500	82,500
Net increase (decrease) in fund balance	27,003	26,488	26,488	30,113
Fund balance - January 1	(7,647)	16,765	19,356	45,844
Fund balance - December 31	\$ 19,356	\$ 43,253	\$ 45,844	\$ 75,957

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

SUPPLEMENTARY INFORMATION

**City of St. Francis, Minnesota
Demographic Statistics**

Characteristics	Year	St. Francis	% Change From 1990	Anoka County	% Change From 1990	Metro Area	% Change From 1990
		#		#		#	
Population	1990	2,538	--	243,641	--	2,288,721	--
	2000	4,910	0.0	298,084	0.0	2,642,062	0.0
	2010	7,218	47.0	330,844	11.0	2,849,567	7.9
	2020	10,400	111.8	407,710	36.8	3,334,000	26.2
	2030	12,800	160.7	425,260	42.7	3,608,000	36.6
Households	1990	760	--	82,437	--	875,504	--
	2000	1,638	-35.0	106,428	-12.2	1,021,456	-8.6
	2010	2,520	0.0	121,227	0.0	1,117,749	0.0
	2020	4,000	58.7	156,220	28.9	1,362,000	21.9
	2030	5,000	98.4	172,250	42.1	1,492,000	33.5
Persons Per Household	1990	3.34	--	2.96	--	2.61	--
	2000	3.00	15.3	2.80	7.3	2.59	5.7
	2010	2.86	10.2	2.73	4.6	2.55	4.1
	2020	2.60	0.0	2.61	0.0	2.45	0.0
	2030	2.56	-1.5	2.47	-5.4	2.42	-1.2
Employment	1990	793	--	N/A	--	1,273,773	--
	2000	1,247	57%	110,091	-28.8	1,607,916	-24.4
	2010	1,537	94%	124,790	-19.3	1,544,613	-27.3
	2020	1,900	140%	141,970	-8.2	1,990,000	-6.4
	2030	2,220	180%	154,690	0.0	2,126,000	0.0

Sources: 1990, 2000 and 2010 -- U.S. Census Bureau or American Community Survey
2020 and 2030 -- Metropolitan Council Estimates.

**City of St. Francis, Minnesota
Demographic Statistics**

Characteristics	St. Francis In 1990	St. Francis In 2000	St. Francis In 2010	Metro Area In 1990	Metro Area In 2000	Metro Area In 2010
Number of Persons	2,538	4,910	7,218	2,288,721	2,642,062	2,849,567
Persons by Gender						
Female	49%	50%	51%	51%	51%	51%
Male	51%	50%	49%	49%	49%	49%
Number of Families	656	1,301	1,301	583,900	658,159	707,496
Number of Households	760	1,638	2,520	1,021,456	1,117,749	1,362,000
Persons per Household	3.34	3.00	2.86	2.61	2.59	2.55
Number of Housing Units	800	1,689	2,667	922,224	1,047,240	1,117,749
Number of Persons By Age						
0 - 19	44%	38%	34%	28%	29%	27%
20 - 24	6%	7%	6%	8%	7%	7%
25 - 34	22%	20%	16%	20%	16%	15%
35 - 64	25%	32%	38%	34%	39%	41%
65 - 74	2%	2%	4%	5%	5%	6%
75+	1%	1%	2%	4%	5%	5%
Persons by Race						
White	97%	95%	95%	91%	83%	76%
Non-white	3%	5%	5%	9%	17%	24%
Households by Type						
Family Households						
Married with children	46%	36%	30%	27%	26%	23%
Unmarried with children	17%	17%	16%	8%	9%	9%
Married without children	24%	26%	30%	31%	30%	31%
Non-family households	4%	7%	6%	8%	8%	8%
Lived alone	10%	13%	18%	25%	28%	29%

**City of St. Francis, Minnesota
Demographic Statistics**

Characteristics	St. Francis In 1990	St. Francis In 2000	St. Francis In 2010	Metro Area In 1990	Metro Area In 2000	Metro Area In 2010
Children By Age						
Under 5 Years Old	28%	28%	26%	31%	31%	27%
5 to 19 Years Old	72%	72%	74%	69%	69%	73%
Household Incomes						
Median	\$32,474	\$51,982	\$67,480	\$36,565	\$ 54,304	\$65,181
Highest Level of Education						
Did not graduate high school	16%	10%	7%	12%	9%	7%
High school graduate	42%	38%	40%	30%	24%	23%
Some college not degree	21%	31%	28%	21%	24%	22%
Associate degree	11%	11%	12%	9%	8%	9%
Bachelor degree	7%	6%	10%	20%	24%	26%
Graduate/Professional degree	2%	4%	3%	8%	11%	13%

CITY OF ST. FRANCIS
Principal Taxpayers
December 31, 2019

Taxpayer	2019		
	Net Tax Capacity	Rank	Percent of Total Net Tax Capacity
Alliant Techsystems	\$ 179,298	1	3.27 %
St. Francis Realty LLC	93,195	2	1.70
ALS Properties Woodhaven LLC	90,499	3	1.65
King Exchange LLC	73,124	4	1.33
Connexus Energy	63,052	5	1.15
Minnegasco Inc.	59,286	6	1.08
Northern Capital Investments	45,269	7	0.82
Village Bank	25,964	8	0.47
Jensen Family LP	24,941	9	0.39
Abbey Field LTD Partnership	21,132	10	0.45
Central Bank			
Kerry Street LLC			
Total	<u>\$ 675,760</u>		<u>12.31 %</u>

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

CAFR	Comprehensive Annual 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