



**2015 ADOPTED BUDGET**



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**TABLE OF CONTENTS**
**INTRODUCTION**


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Letter of Transmittal	3
Community Profile	5
Principal City Officials	7
Budget Overview	9
Organizational Chart	19
Summary of Personnel	20
Listing of Personnel Positions	21
Budget Award	22

**BUDGET/FINANCIAL POLICIES**


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Budget Process	25
Financial Policies	27
Fund Structure	32
Fund and Departments Relationship	36

**BUDGET SUMMARY - ALL FUNDS**


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Revenue Sources	39
Revenue Summary	46
Expenditure Summary	50
Changes in Fund Balances	52

**GENERAL FUND**


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Statement of Revenues, Expenditures, and Changes in Fund Balance	55
Revenues	56
Expenditures	
General Government	58
City Council	60
Charter Commission	61
City Administration	62
Elections	63
Finance	64
Auditing and Accounting	65
Assessing	66
Legal	67
Government Buildings	69
Public Safety	70
Police	72
Fire	73
Public Works	74
Streets	76
Recycling	77
Culture and Recreation	78
Community Center	80
Parks	81
Pioneer Days	82
Community Development	84
Planning and Zoning	86
Building Inspections	87
Miscellaneous	88
Unallocated	90

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**TABLE OF CONTENTS**
**SPECIAL REVENUE FUNDS**


---

Police Forfeiture Fund	93
Tax Increment Turtle Ridge Fund	94

**ENTERPRISE FUNDS**


---

Water Fund	97
Sanitary Sewer Fund	101
Municipal Liquor Store Fund	105

**CAPITAL OUTLAY AND CAPITAL PROJECTS FUNDS**


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Capital Outlay Overview	111
Statement of Revenues, Expenditures, and Changes in Fund Balance	
Capital Projects Fund	115
Creekview Estates Fund	116
Fire Truck Replacement Fund	117
Gambling Fund	118
Ivywood Street & 230th Lane Fund	119
Trunk Utilities River's Edge Fund	120
Park Development Fund	121
Watermain Looping Fund	122

**DEBT SERVICE SUMMARY**


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Legal debt margin	125
2007 Debt Service Fund	126
2012 EDA Lease Revenue Debt Service Fund	128

**SUPPLEMENTARY INFORMATION**


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Demographic and Statistical Information	131
Principal Taxpayers	135
Tax Base, Tax Levies and Tax Rates	136
Glossary of Terms	139
Acronyms	145

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**INTRODUCTION**

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23340 Cree Street NW  
St. Francis, Minnesota 55070  
763-753-2630  
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## Letter of Transmittal

In compliance with State Statutes, we are pleased to present the 2015 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 2015 Budget, in the amount of \$10,165,265 includes all of the funds for the City of St. Francis and reflects a 7.8% 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 2015 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.

Council priorities established during the past few strategic planning retreats include:

Additional citizen engagement – the City has a high percentage of two-income households and we enjoy a very young community by comparison to other similar-sized communities. This is great for our citizens, but does create some challenges as it relates to civic involvement. We continue to have challenges trying to find citizen volunteers for our board and commission. New and creative ways of engaging the citizens will be explored in 2015.

Development of commercial and industrial sites – the City has designated sites through its comprehensive plan for both commercial and industrial sites. The Council continues to discuss water and sewer growth along Highway 47. Council desires to lead economic development in industrial areas where the private sector is hesitant to outlay the upfront money to get development started.

Exploring additional City Communication with Citizens – the city website continues to be the primary source for timely, accurate information and forms. The City utilizes both Facebook and Twitter for additional information efforts. We continue to monitor usage on these communication tools.

Reinventing the traditional way government services are provided-the Council continues to look and occasionally completes “pilot projects” to test new types of governmental service delivery.

The adopted 2015 levy of \$3,180,953 represents a 6.5% increase over 2014. This budget provides the services the residents and taxpayers have come to expect.

In 2015, Anoka County will be coordinating a corridor improvement project on Bridge Street along with the city. This project will improve traffic flow by the high school and give the city the opportunity to replace wastewater lines underneath the road. This project will be funded through a combination of federal, state and local funds.

Another major impact on the 2015 Budget and forward is the new wastewater treatment plant. This plant is required by the state to comply with levels the city is required to meet. This plant is estimated at \$18,000,000. Construction will start in 2015 and scheduled opening is in Summer, 2017.

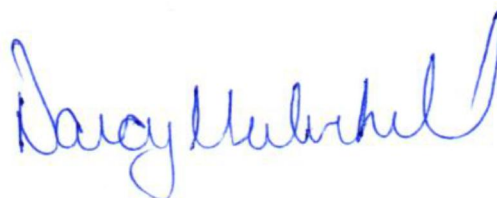
At the end of 2014, Council moved forward with developing a financial management plan. This plan is focused on providing for the capital needs of the city. This includes street construction/reconstruction, capital equipment needs and needs to develop an industrial park within the city. This plan will detail how to fund all of these projects through rates, debt service or existing funds.

Conserving the financial resources of the City is more important than ever. 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 Council will continue to hold discussions on how federal, state, county and local financing will evolve in the future. Current statewide discussions are being held to describe the future on government finance “as-is” verses what state and local government finance will be in the future. Through these discussions and studies we will be able to better refine exactly what service we can afford to provide in the future. These studies will continue to ensure St. Francis is an affordable place to live while providing the services that make it a good place to call home.

Respectfully submitted,



Paul Teicher  
Acting City Administrator



Darcy Mulvihill  
Finance Director



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## 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 7,218. 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.

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

DECEMBER 2014

CITY COUNCIL

JERRY TVEIT, MAYOR  
Term Expires 12-31-2014

RICHARD ORPEN, COUNCILMEMBER  
Term Expires 12-31-2016

TIM BROWN, COUNCILMEMBER  
Term Expires 12-31-2016

AMY LAZERE, COUNCILMEMBER  
Term Expires 12-31-2014

CHRISTOPHER MCCLISH, COUNCILMEMBER  
Term Expires 12-31-2014

CITY MANAGERIAL STAFF

Employee	Position	Date Appointed
Paul Teicher	Acting City Administrator	August 25, 2014
Barbara Held	City Clerk	July 1, 1991
Darcy Mulvihill	Finance Director	June 28, 2010
Jeffery Harapat	Police Chief	September 1, 2007
Dean Kapler	Fire Chief	May 16, 2011
Paul Teicher	Public Works Director	April 14, 2008
John Schmidt	Liquor Store Manager	November 12, 2007

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## BUDGET OVERVIEW

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### Challenges for the 2015 Budget

Challenges that frame the development of the 2015 Budget include:

Levy – For the 2015 tax levy, the Market Value Exclusion program does continue. 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. The city did increase the levy by \$192,867. This was a 6.5% increase over the 2014 levy. The total preliminary tax rate for 2015 is 59.216%

State aid –Local Government Aid was increased by \$33,928 for a total of \$347,348 for 2015.

Volatility in fuel and energy costs – Fuel and energy costs remain volatile. The fluctuations in gas prices can affect every department.

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 2014. A 3.25% COLA increase for the two unions and non-union personnel was given for 2015.

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### Revenues (net of transfers and debt proceeds) up by 4.03%

The 2015 budget anticipates revenues (net of transfers and debt proceeds) in the amount of \$8,765,273, an increase of \$339,844 (4.03%) from 2014. The primary reasons for this increase are the increases in the tax levy of \$192,000 an increase in LGA of \$33,882 and an increase in the school contract for 2015. 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	2014	2015	\$ Change	% Change
General	\$4,065,329	\$4,422,723	\$357,394	8.79%
Special Revenue	15,200	14,650	(550)	-3.62%
Debt	48,900	48,900	-	0.00%
Capital	43,500	44,500	1,000	2.30%
Enterprise	4,252,500	4,234,500	(18,000)	-0.42%
TOTAL	\$8,425,429	\$8,765,273	\$339,844	4.03%

**Expenditures  
(net of  
transfers and  
refunded  
debt service)  
up 8.15%**

Expenditures (net of transfers and refunded debt service) in the 2015 Budget are 8.15% or \$715,272 more than 2014.

**Expenditure Comparison**

Fund	2014	2015	\$ Change	% Change
General	3,735,329	4,072,723	337,394	9.03%
Special Revenue	14,719	46,896	32,177	218.61%
Debt	651,691	649,678	(2,013)	-0.31%
Capital	0	266,021	266,021	#DIV/0!
Enterprise	4,373,374	4,455,067	81,693	1.87%
TOTAL	8,775,113	9,490,385	715,272	8.15%

The main reasons for this increase are the addition of a police officer, a building inspection person and the purchase of a fire truck in 2015.

**Tax levy for  
2015 is 6.5%  
change**

The City's tax levy for 2015 is \$3,180,953 which is an increase of \$192,867 over the 2014 levy. The median home value in the City of St. Francis increased from \$113,700 in 2014 to \$132,700 in 2015. A median home will pay \$569/year for 2015 city taxes.

The following table summarizes the estimated tax impact on homestead residential homes, based on the 2015 tax levy. This assumes no change in property valuation from year to year

Estimated Market Value	2015 City Taxes	2014 City Taxes	Difference
100,000	\$ 380.08	\$ 428.12	\$ (48.04)
120,000	\$ 495.48	\$ 558.11	\$ (62.63)
132,700	\$ 568.53	\$ 640.39	\$ (71.86)
140,000	\$ 610.88	\$ 688.10	\$ (77.22)
160,000	\$ 726.28	\$ 818.08	\$ (91.80)
180,000	\$ 841.68	\$ 948.07	\$ (106.39)
200,000	\$ 957.08	\$ 1,078.06	\$ (120.98)
220,000	\$ 1,072.48	\$ 1,208.04	\$ (135.56)

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 2014 are the basis for the taxes payable in 2015. 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. This 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):

$$\$200,000 - \$19,420 = \$180,760$$

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.

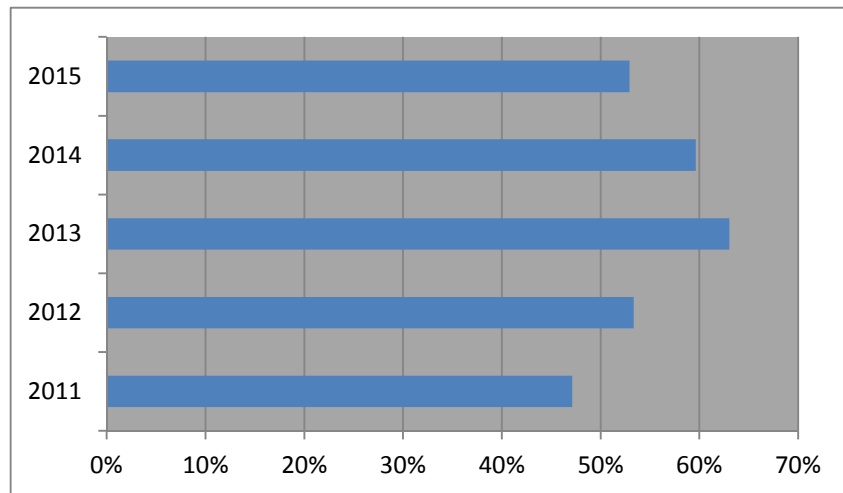
Property Type	Payable 2013 Class Rate	Payable 2014 Class Rate	Payable 2015 Class Rate
<b>Homestead</b>			
0 to \$500,000	1.00%	1.00%	1.00%
Over \$500,000	1.25%	1.25%	1.25%
<b>Non-Homestead (Single Family)</b>			
0 to \$500,000	1.00%	1.00%	1.00%
Over \$500,000	1.25%	1.25%	1.25%
<b>Apartments</b>			
Regular	1.25%	1.25%	1.25%
Low Income	0.75%	0.75%	0.75%
<b>Commercial/Industrial</b>			
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:

Tax Capacity	2013	2014	2015
Real Estate/Personal Property	3,946,348	3,784,282	4,300,563
Tax Increment Districts	(11,899)	(11,891)	(20,004)
Sub-Total	3,934,449	3,772,391	4,280,559
Fiscal Disparities:			
Contribution	(310,151)	(274,535)	(251,537)
Distribution	1,320,087	1,434,712	1,352,805
Total Tax Capacity	4,944,385	4,932,568	5,381,827
Percent change	-10.74%	-0.24%	9%

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:

2011	47.13%
2012	53.34%
2013	63.03%
2014	59.63%
Preliminary 2015	59.216%



Using the prior example of a single family home with an estimated market value of \$200,000, the approximate city tax for 2015 would be:

$$\$1,808 \times 52.94\% = \$957.16$$



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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.

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**Staffing**

The number of full time equivalent positions increased to 32 for the 2015 budget year.

Additional employees were requested by departments during the budget process in the 2015 Budget. Staff currently needed by the City includes:

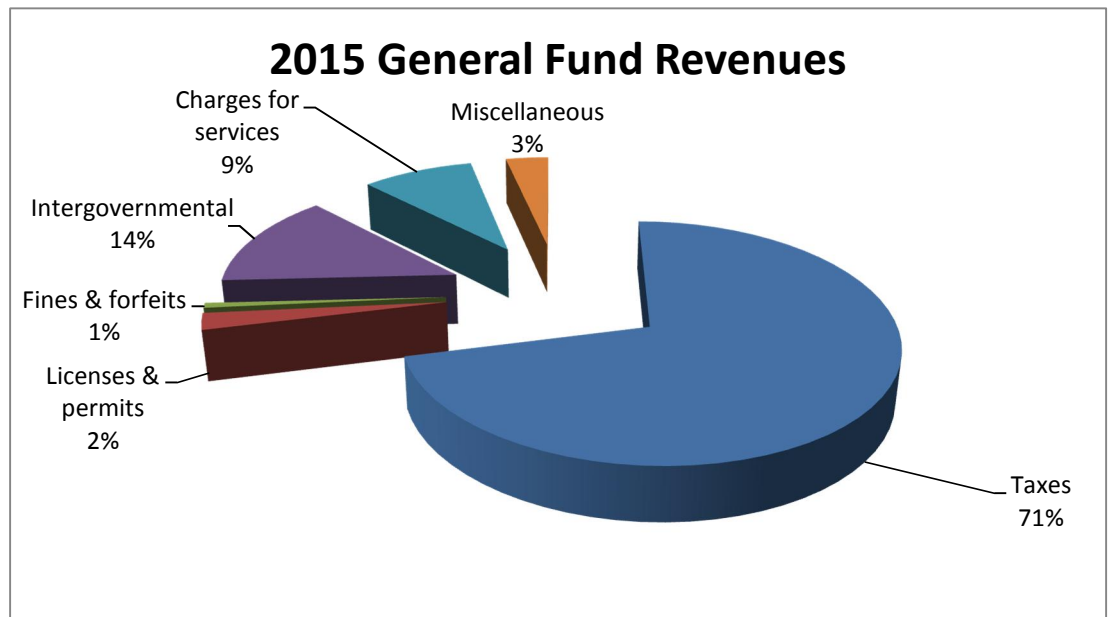
Police Officers

Community Development Director/EDA

**General Fund Revenues (net of transfers) up 8.79%**

The 8.79% increase in General Fund revenues (net of transfers) amounts to \$357,394 more revenues than 2014. Taxes are \$192,000 higher than the 2014 Budget and they represent 71% of the revenues for the General Fund. Local Government aid, which is part of Intergovernmental Revenue, is budgeted at \$347,348 while the amount received in 2014 was \$313,420.

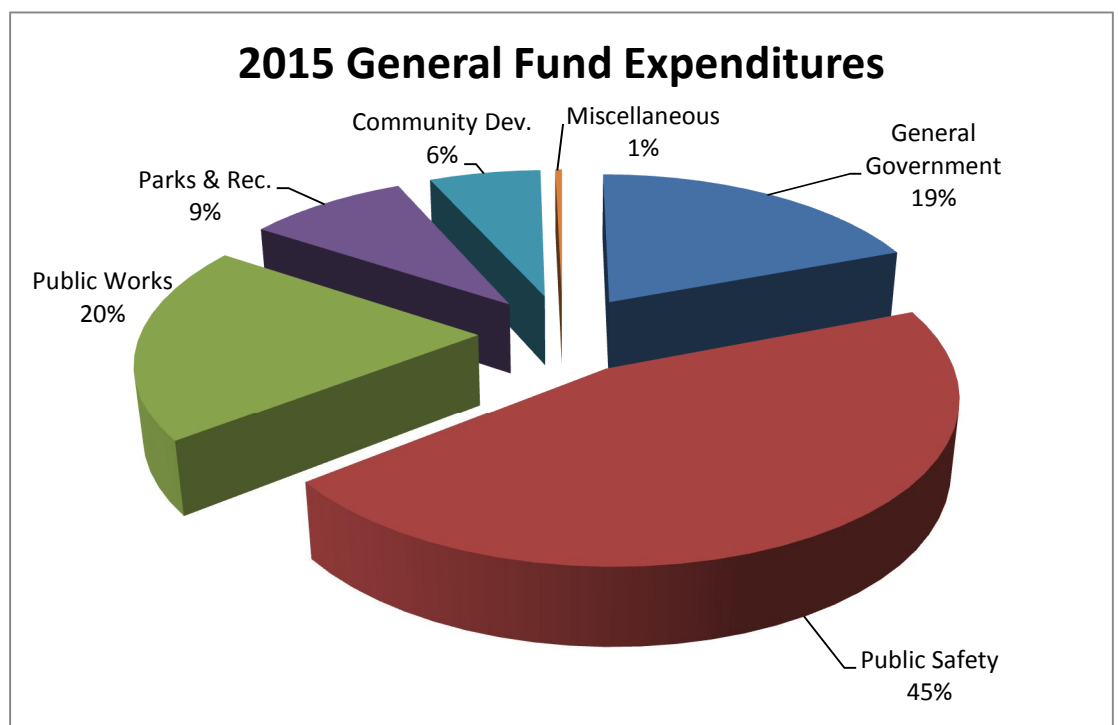
	2014	2015	\$ Change	% Change
<b>Taxes</b>	\$2,955,200	\$3,147,200	\$192,000	6.50%
<b>Licenses &amp; permits</b>	89,756	103,271	13,515	15.06%
<b>Fines &amp; forfeits</b>	31,290	30,551	(739)	-2.36%
<b>Intergovernmental</b>	534,239	597,434	63,195	11.83%
<b>Charges for services</b>	289,642	393,511	103,869	35.86%
<b>Miscellaneous</b>	165,202	150,756	(14,446)	-8.74%
<b>TOTAL</b>	\$4,065,329	\$4,422,723	\$357,394	8.79%



**General Fund Expenditures (net of transfers) up 9.03%**

The 2015 Budget includes recommended expenditures (net of transfers) that are 9.03% higher than the 2014 Budget. This is an increase of \$337,394 over the previous year with the largest increase being recognized in the Public Safety budget.

	2014	2015	\$ Change	% Change
General Government	747,650	781,350	33,700	4.51%
Public Safety	1,764,829	1,842,832	78,003	4.42%
Public Works	688,150	809,120	120,970	17.58%
Parks & Rec.	330,900	367,020	36,120	10.92%
Community Dev.	197,700	257,082	59,382	30.04%
Miscellaneous	6,100	15,319	9,219	151.13%
<b>TOTAL</b>	<b>3,735,329</b>	<b>4,072,723</b>	<b>337,394</b>	<b>9.03%</b>



**General Fund Fund Balance will be 53.7% 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 2015 budget projects a fund balance of 53.7% of fund operating revenues and 7.0 months of operating expenditures. This should provide a sufficient balance to cover cash flow needs and unexpected expenditures.

**Debt Service Funds**

The City has two debt service funds to account for debt. Fund 311 accounts for the 2007 bonds related to street improvements. This is funded through property taxes, special assessments and transfers. The other fund is EDA Lease Revenue Bonds (330). This bond was sold in 2012 to financing the new Police/Public Works Building. This will be repaid with transfers from the General Fund, Water Fund and Sewer Fund.

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

Outstanding debt at December 31, 2014 is calculated at \$23,496,000.

**Capital Improvements**

The 2015 Budget implements the first year of the 2015-2019 Capital Improvement Plan (CIP) adopted by the City Council on August 5, 2014. 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.

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

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
<b>Water</b>							
Base	11.50	11.50	11.75	11.75	11.75	13.75	13.75
Usage	Tiered	Tiered	Tiered	Tiered	Tiered	Tiered	Tiered
MN Test Fee	.53	.53	.53	.53	.53	.53	.53
<b>Sewer</b>							
Base	12.00	12.00	12.25	12.25	12.25	12.50	12.50
Usage	3.85	4.20	4.55	4.55	4.55	4.90	4.90

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	\$4.25
15,000 – 29,999	\$4.45
30,000 – 44,999	\$5.15
>= 45,000	\$6.15

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.

#### 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.

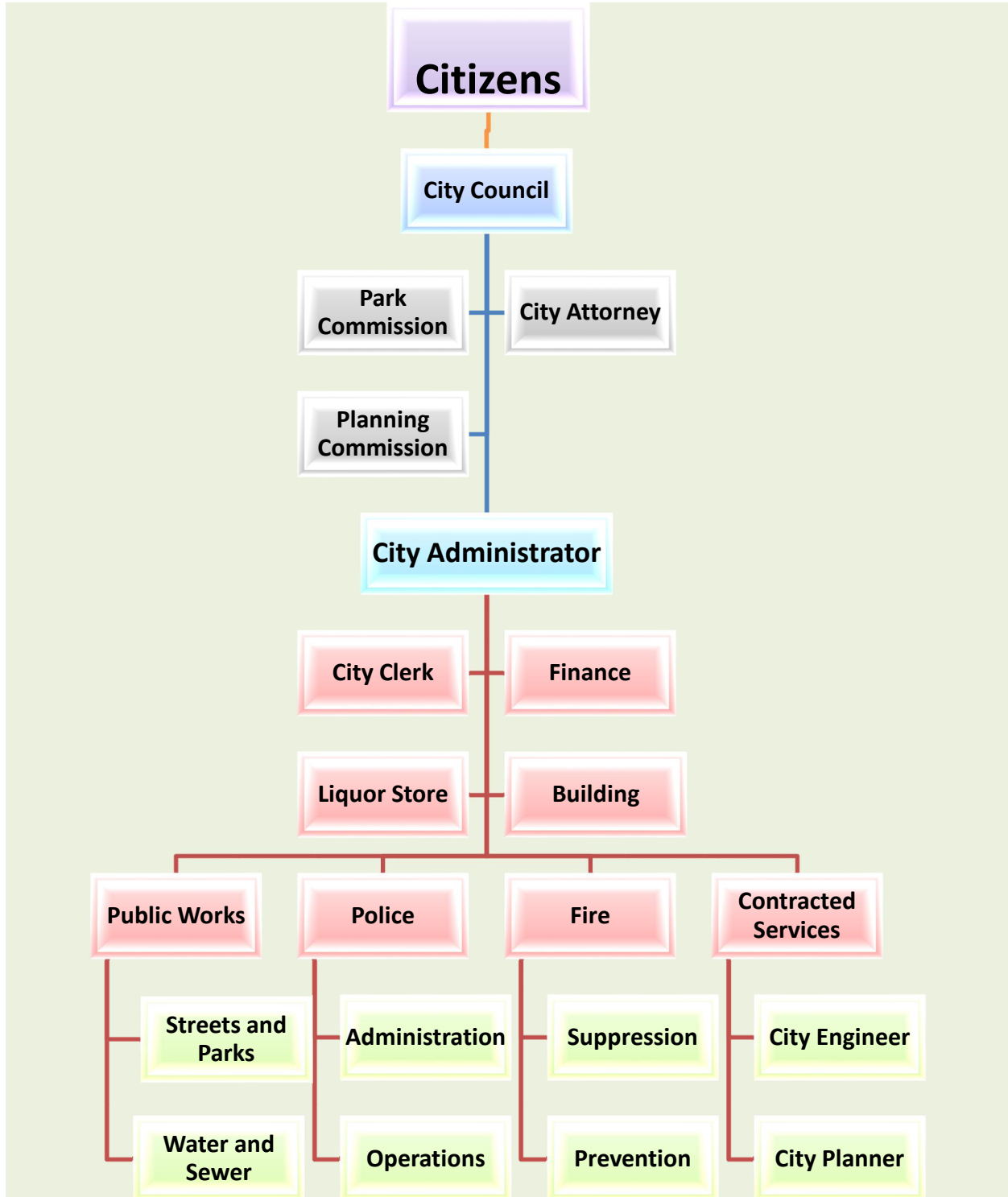
Expenditures from these funds are used for operation and maintenance, debt service, capital improvements, and infrastructure replacement relating specifically to the operation of water and sewer services. Major activity relating to these funds include:

- A Water Treatment Plant was constructed in 2008 with low interest financing provided through the MN Public Facilities Authority.
- It is anticipated that the City will need to construct a new Waste Water Treatment Facility in the future and land was purchased in 2007 to accommodate this project.
- 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%.

# ORGANIZATIONAL CHART

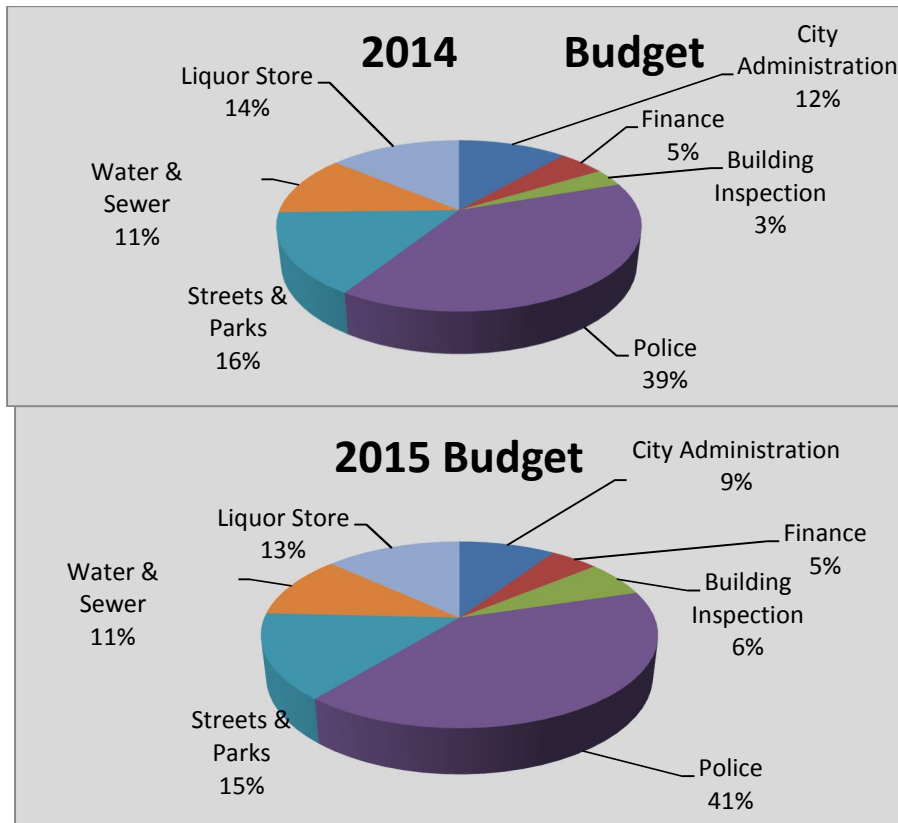


CITY OF ST. FRANCIS, MINNESOTA  
SUMMARY OF PERSONNEL

NUMBER OF BUDGETED REGULAR EMPLOYEES

	2014		2015	
	FULL TIME	PART TIME	FULL TIME	PART TIME
City Administration	3.00	0.50	3.00	0.00
Finance	1.00	0.50	1.00	0.50
Building Inspection	1.00	0.00	2.00	0.00
Police	12.00	0.00	13.00	0.00
Streets & Parks	3.50	1.25	3.50	1.25
Water & Sewer	3.50	0.00	3.50	0.00
Liquor Store	2.00	2.25	2.00	2.25
<b>TOTALS</b>	<b>26.00</b>	<b>4.50</b>	<b>28.00</b>	<b>4.00</b>

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 2013-2015		2013	2014	2015
CODE				
<b><u>CITY ADMINISTRATION</u></b>				
101-41400	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>
<b><u>FINANCE</u></b>				
101-41500	Finance Director	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b><u>Building Inspection</u></b>				
101-42400	Building Inspector	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>
<b><u>POLICE DEPARTMENT</u></b>				
101-42110	Police Chief	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Police Records Clerk	1.00	1.00	1.00
	Sergeant	1.00	1.00	1.00
	Investigator	1.00	1.00	1.00
	Police Officer	7.00	7.00	8.00
	Police Department Total	<u>12.00</u>	<u>12.00</u>	<u>13.00</u>
<b><u>STREETS &amp; PARKS</u></b>				
101-43100	Highways, Streets & Roads			
	Public Works Director	0.20	0.25	0.25
	Asst. Public Works Director	0.00	0.00	0.00
	Streets & Parks Worker	1.50	1.70	1.70
101-45200	Parks			
	Public Works Director	0.20	0.25	0.25
	Asst. Public Works Director	0.00	0.00	0.00
	Streets & Parks Worker	0.50	0.90	0.90
101-43210	Recycling			
	Public Works Director	0.10	0.00	0.00
	Streets & Parks Worker	0.00	0.40	0.40
	Streets & Parks Department Total	<u>2.50</u>	<u>3.50</u>	<u>3.50</u>
<b><u>WATER &amp; SEWER</u></b>				
601-49440	Water Operations:			
	Public Works Director	0.25	0.25	0.25
	Asst. Public Works Director	0.00	0.00	0.00
	Water/Wastewater Operator	1.50	1.50	1.50
602-49440	Sanitary Sewer Operations:			
	Public Works Director	0.25	0.25	0.25
	Asst. Public Works Director	0.00	0.00	0.00
	Water/Wastewater Operator	1.50	1.50	1.50
	Public Works Department Total	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>
<b><u>MUNICIPAL LIQUOR STORE</u></b>				
609-49750	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>
<b>TOTAL</b>		<u>25.00</u>	<u>26.00</u>	<u>28.00</u>



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of St. Francis  
Minnesota**

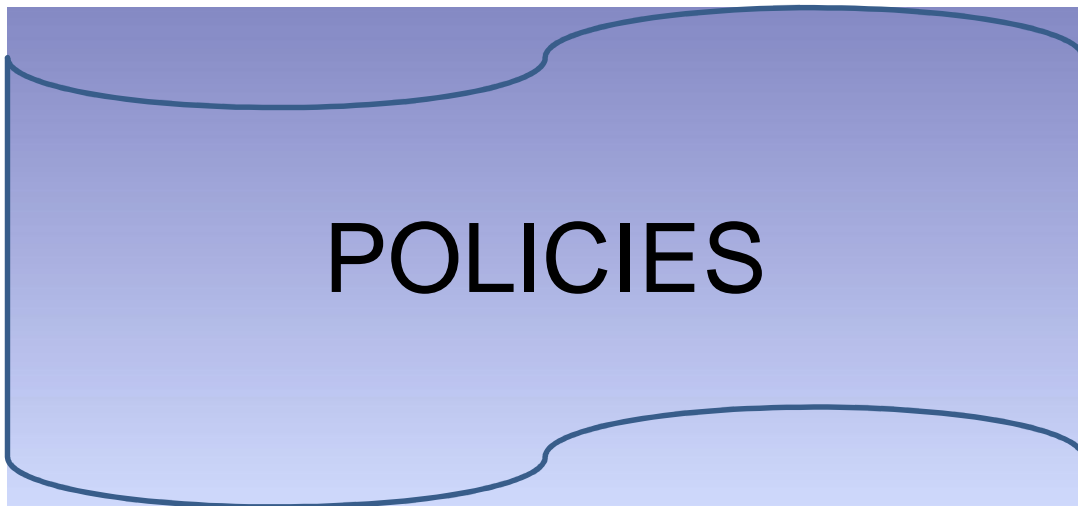
For the Fiscal Year Beginning

**January 1, 2014**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of St. Francis, Minnesota for its annual budget for the fiscal year beginning January 1, 2014. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



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## 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:

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February	* Council-staff retreat to discuss goals and priorities for CIP and Budget.
March	* Finance Director prepares initial draft of Debt Service Budget.
April	* Finance Director prepares personnel cost estimates.
May	* Finance Director prepares budget worksheets and instructions for department heads. * City Administrator distributes budget preparation materials to department heads. * Finance Director prepares preliminary revenue estimates.
June	* Finance Director prepares initial draft of Capital Budget. * Budget requests are due from department heads. * Finance Director prepares preliminary report for the City Administrator on the Budget. * City Administrator and Finance Director meet with department heads to discuss budget requests. * Final decisions made regarding Operating, Capital and Debt Service Budgets. * Final General Fund revenue estimates prepared by Finance Director.
July	* Budget workshops held with City Council as needed.
August	* Finance Director makes final changes for the Proposed Budget.
Prior to Sept. 15 <sup>th</sup>	* At a Council meeting, the public hearing date on the proposed budget and proposed tax levy are approved by the Council.
By Sept 15 <sup>th</sup>	* Finance Director certifies preliminary levy and hearing date to Anoka County.
Sept/Oct	* Budget presentations held with City Council as needed.
November	* County auditor mails tax notices to each taxpayer.
December	* Public hearings and Council adoption of the Budget and tax levy. * Finance Director prepares tax certification forms for Anoka County. Summary Budget Statement published in accordance with the State Auditor's guidelines. Certification of Compliance with Truth in Taxation and Property Tax Levy Report requirements filed with State Department of Revenue.

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## 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 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.
- ***Turtle Ridge TIF Fund*** – activity associated with the City's only Tax Increment Financing District established for the Turtle Ridge Townhome project.

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## 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.
- **Fire Truck Replacement** – funds set aside for future purchases of vehicles. Resources are currently provided by transfers from other funds.
- **Ivywood & 230<sup>th</sup>** – accounts for financial resources used to finance a future street reconstruction project.
- **Trunk Utilities River's Edge** – accounts for financial resources used to improve current city infrastructure and to finance construction of sanitary sewer and water mains to serve the new River's Edge development and Rum River Bluffs development.
- **Watermain Looping** – this will complete a second river crossing vital for uninterrupted and quality water service for those residents on the east side of the Rum River and necessary for efficient watermain system maintenance.

## DEBT SERVICE FUNDS

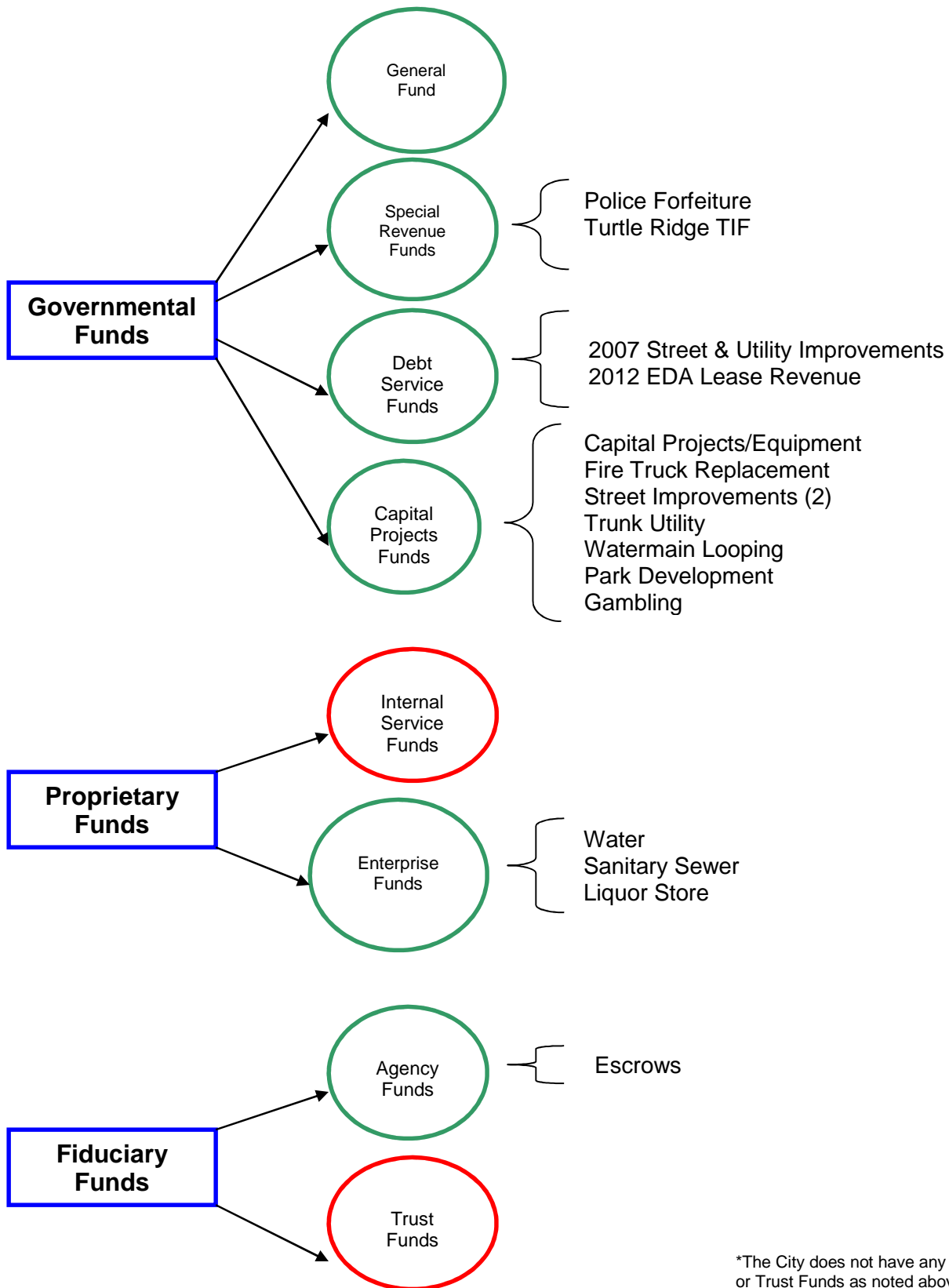
Debt service funds account for the accumulation of resources for, and the payment of, general and special assessment long-term debt principal, interest and fiscal agents' fees. Enterprise fund debt is accounted for in the individual enterprise fund.

## 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.
- **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
<b><u>General Fund</u></b>	X	X	X	X	X	X	
<b><u>Special Revenue Funds</u></b>							
Police Forfeiture		X					
Tax Increment Financing	X						
<b><u>Debt Service Funds</u></b>							
2007 Street & Utility Improvements	X						
2012 EDA Lease Revenue Bonds	X						
<b><u>Capital Projects Funds</u></b>							
Capital Projects		X	X	X			
Fire Truck Replacement		X					
Street Improvements			X				
Trunk Utility			X				
Watermain Looping			X				
Park Development				X			
Gambling		X					
<b><u>Proprietary Funds</u></b>							
Water			X				
Sewer			X				
Liquor							X



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**BUDGET SUMMARY**

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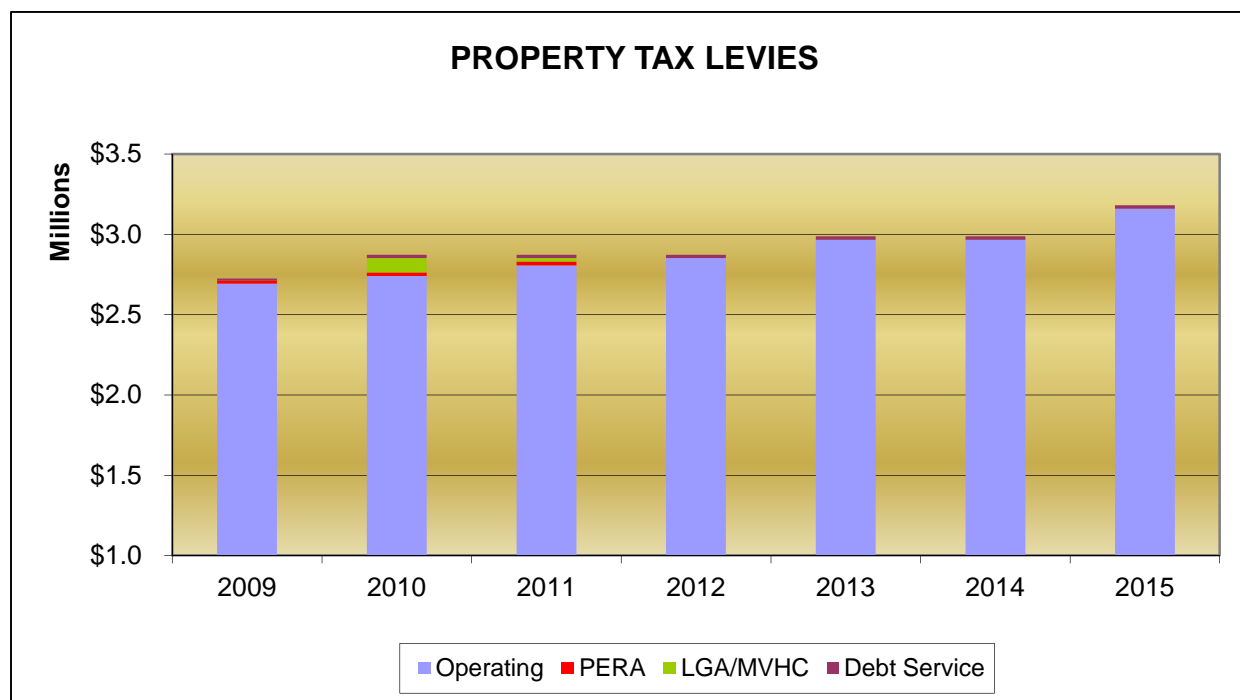
## REVENUE SOURCES

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 - \$3,182,600 (33.7%)**

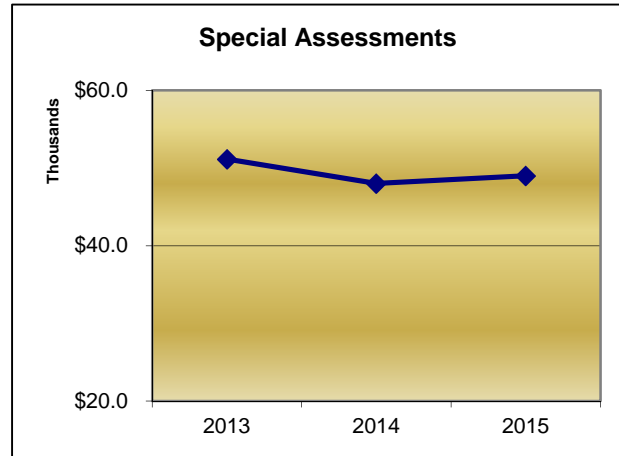
Tax revenues consist of property taxes (current and delinquent), tax increments and penalties and interest. This revenue source is primarily used in the General Fund and is set at a level to raise adequate revenue for the operating budget when combined with other expected revenues. The final level of 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 for 2012 and replaced it with the Market Value Exclusion Program which continues in 2015.

The City relies on property taxes for 71% of the total General Fund revenues, supporting such functions as public safety, public works, and general government. There was a 6.5 percent increase in the levy for 2015.



**Special Assessments - \$49,000 (0.5%)**

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.

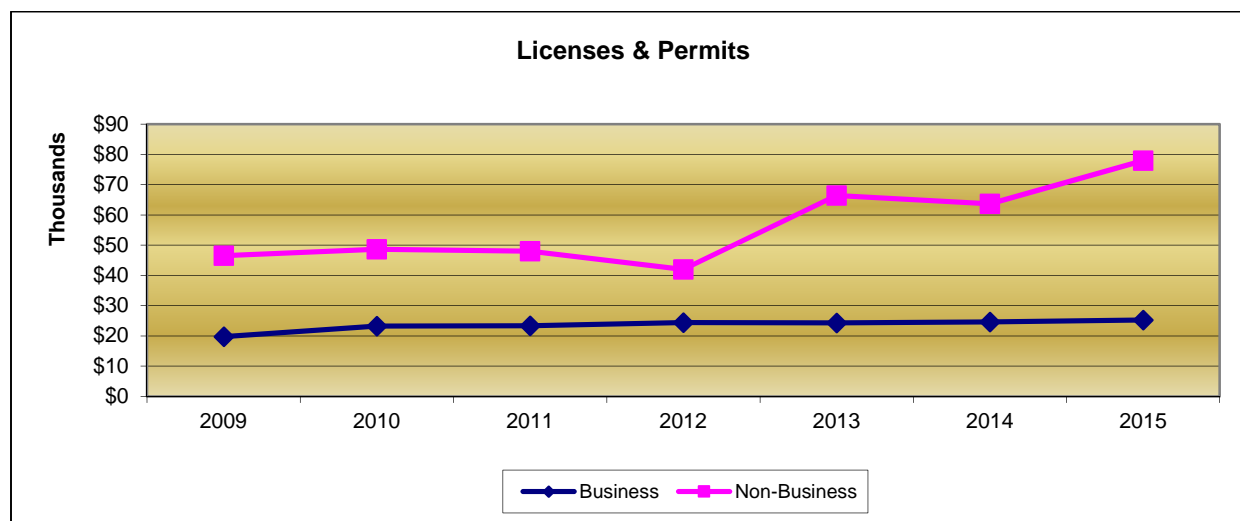


Special assessment collections for 2015 will be about the same as the 2014 budget based on an analysis of new rolls, scheduled installments and historical collection rates.

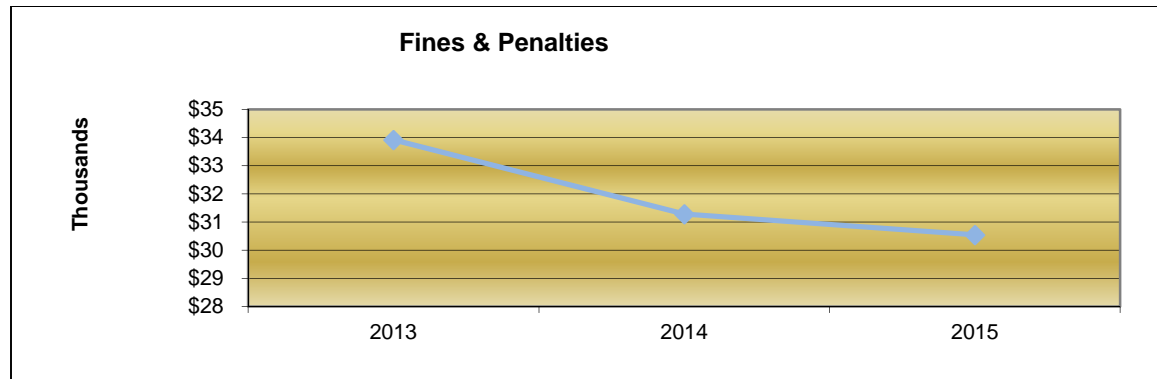
**Licenses and Permits - \$103,271 (1.1%)**

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 - \$30,551 (0.3%)**



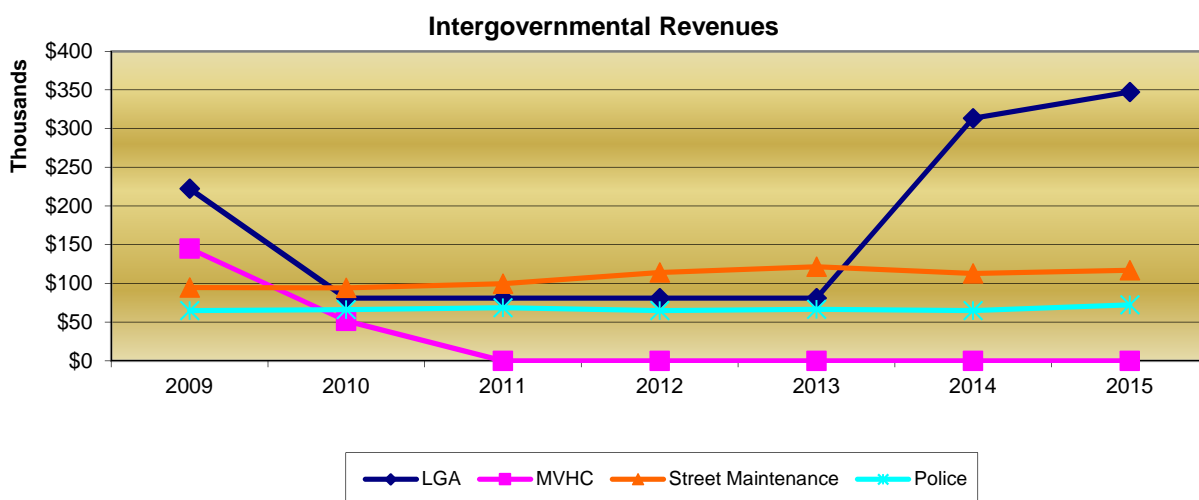
Fines and penalties consist of the City's share of fines collected by the County for court actions, animal impound fees, and revenue from drug forfeiture proceeds. The budget is based on a review of the prior three years actuals.

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 - \$597,434 (6.3%)**

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 \$347,348 in 2015. 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 market value homestead credit, state street maintenance aid and state police aid.



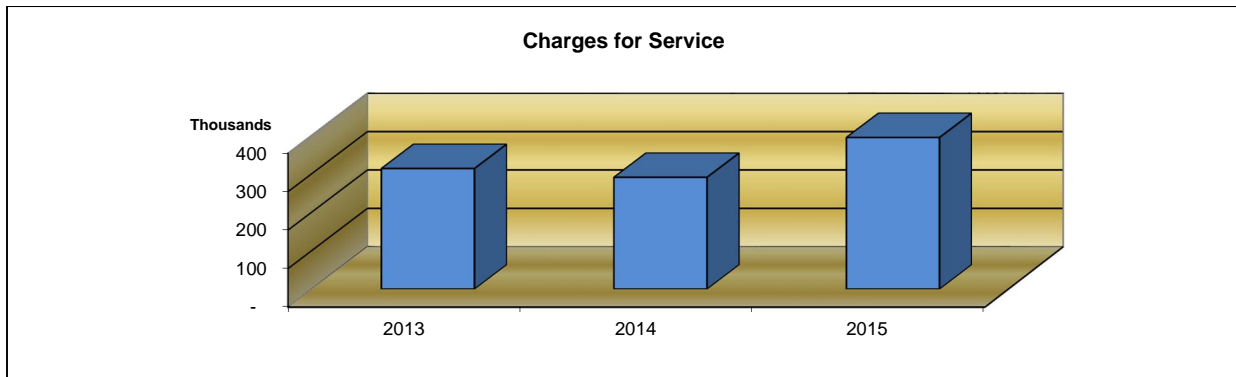
**Charges for Services - \$394,511 (4.2%)**

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 police contract with the school district has been adjusted over the past few years and the City now provides less staff hours for a reduced fee. For the 2014-2015 school year, the contract was increased to 2 officers. The revenue under this contract has been as follows:

2011	\$122,880
2012	\$103,650
2013	\$60,463
2014	\$60,888
2015 Budget	\$124,700

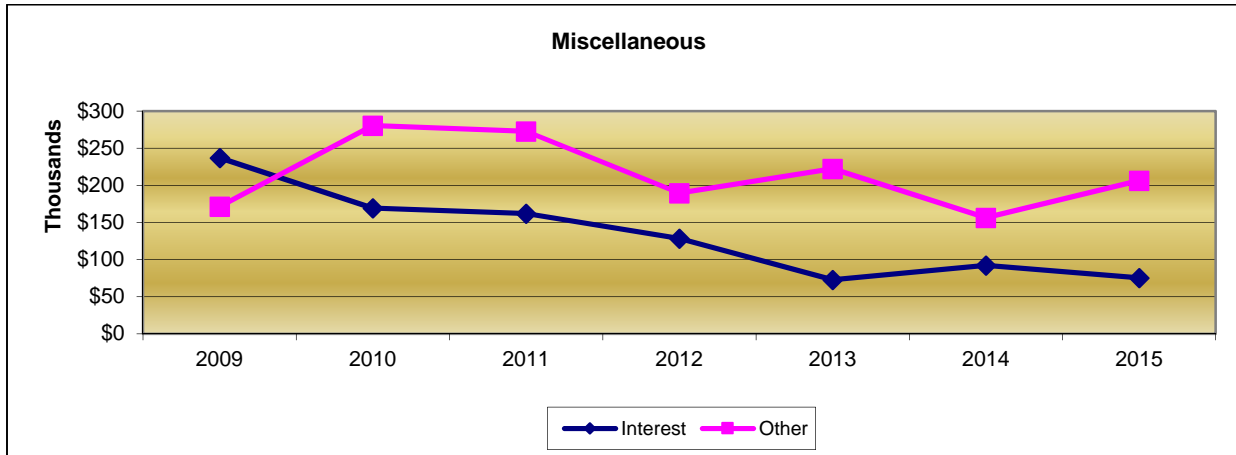
In 2012, the city also entered into a contract with a neighboring city to provide building inspection services. This is budgeted in 2015 to bring in \$65,000.



**Miscellaneous - \$281,406 (3.0%)**

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.



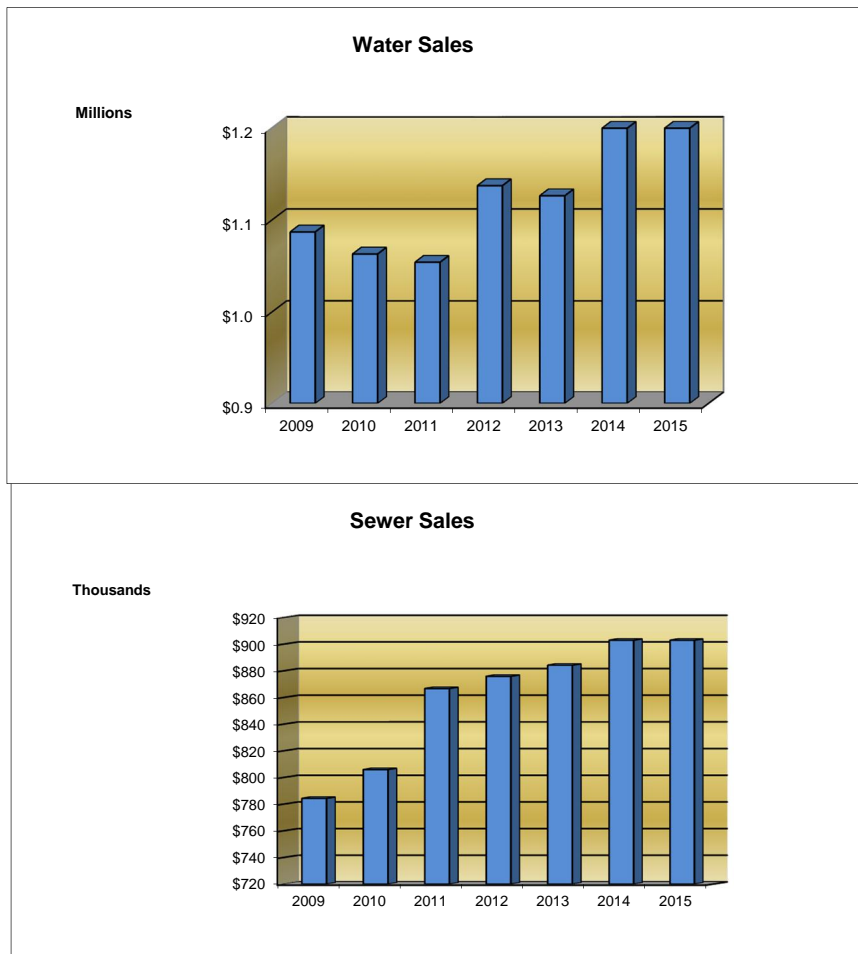
**Sales - Water, Sewer, Liquor - \$4,126,500 (43.7%)**

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.

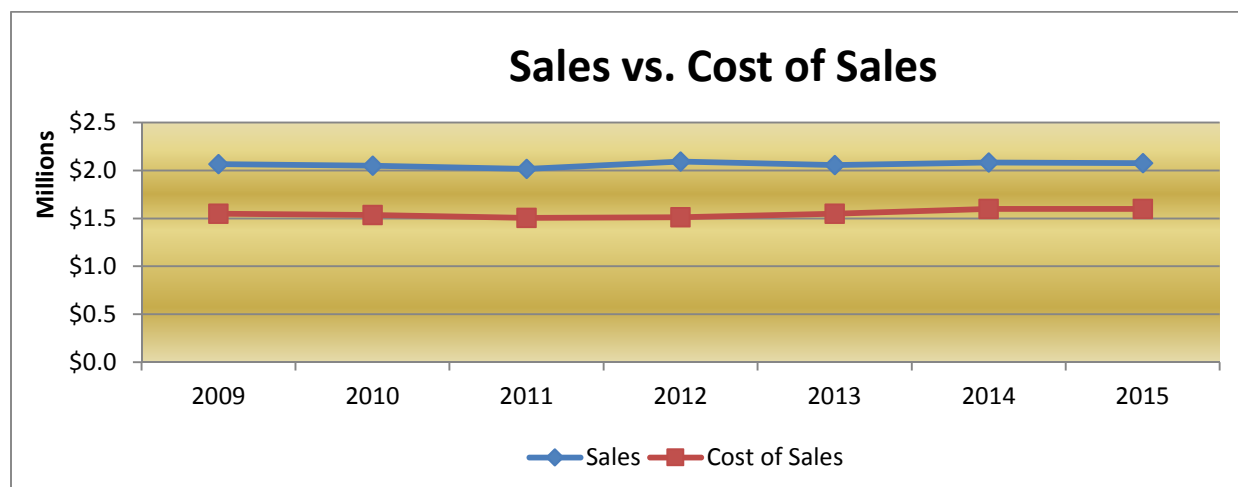
The history for the monthly water and sewer bill on a residential household that uses 6,000 gallons per month would be:

	<u>Water</u>	<u>Sewer</u>
2007	\$32.00	\$26.00
2008	\$33.03	\$33.00
2009	\$35.13	\$35.10
2010	\$35.73	\$37.20
2011	\$36.58	\$39.55
2012	\$36.58	\$39.55
2013	\$36.58	\$39.55
2014	\$39.78	\$41.90
2015	\$39.78	\$41.90



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

Percent of Sales	2012		2013		2014		2015	
Liquor	692,430	33.3%	686,979	33.1%	712,475	34.3%	680,000	32.7%
Beer	1,103,578	53.1%	1,082,628	52.1%	1,100,411	53.0%	1,100,000	53.0%
Wine	196,181	9.4%	197,266	9.5%	199,564	9.6%	200,000	9.6%
Miscellaneous	58,443	2.8%	50,405	2.4%	55,101	2.7%	50,000	2.4%
Tobacco	44,244	2.1%	40,705	2.0%	41,931	2.0%	46,500	2.2%
<b>Total Sales</b>	<b>2,094,876</b>		<b>2,057,983</b>		<b>2,109,482</b>		<b>2,076,500</b>	



**Connection Fees - \$0 (0.0%)**

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. Connection fees are not budgeted for because of their unpredictability.

**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 2014.

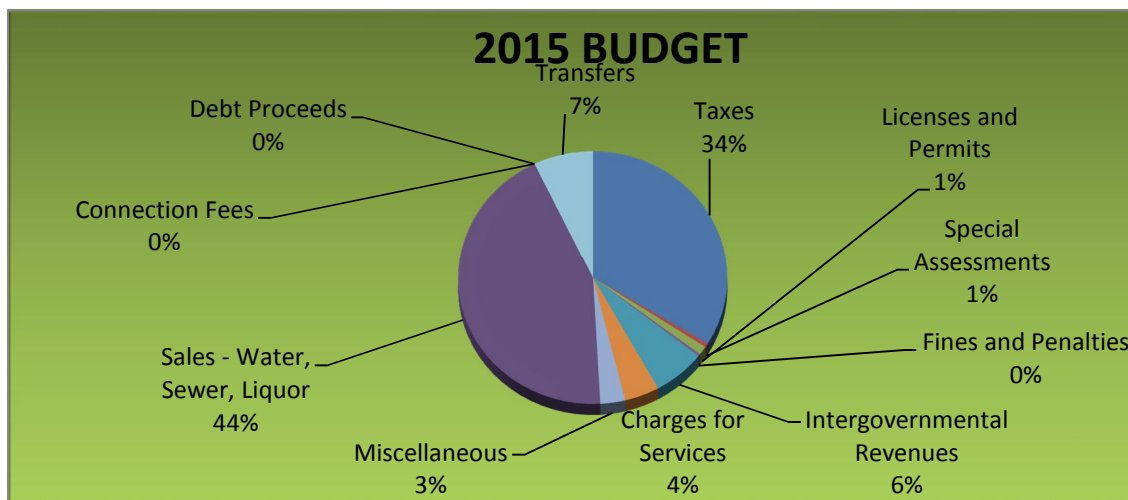
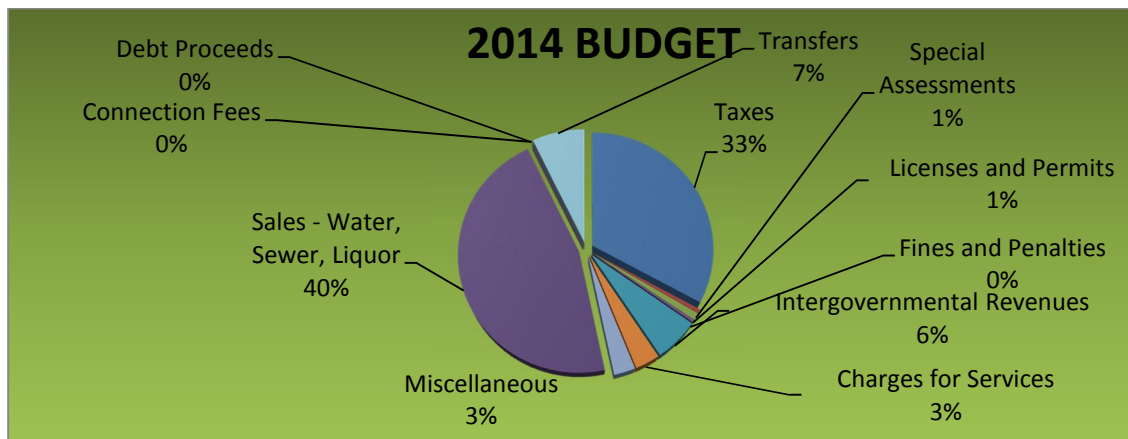
**Transfers and Contributions of Assets - \$674,880 (7.1%)**

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.



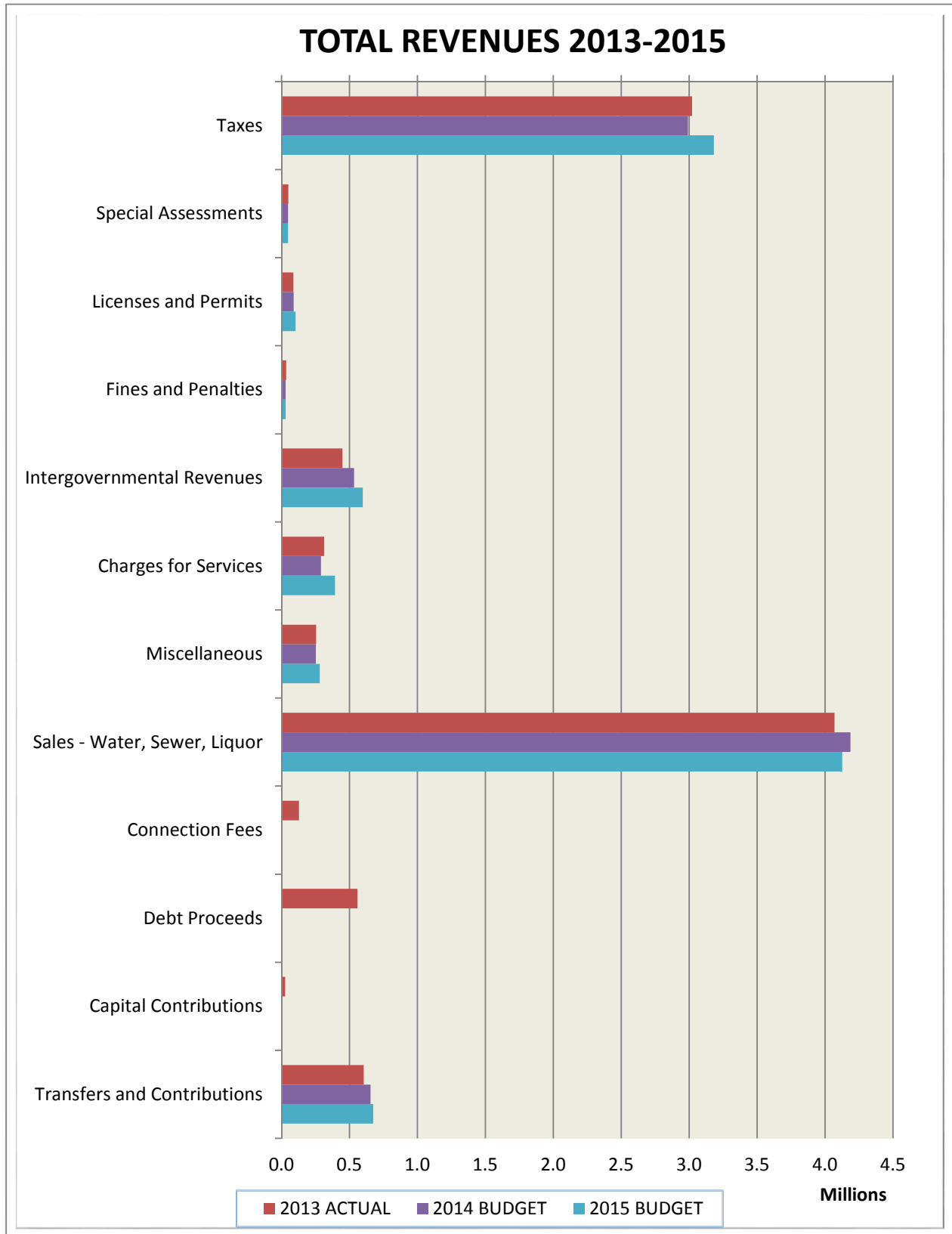
**CITY OF ST. FRANCIS, MINNESOTA**  
**ALL FUNDS**  
 REVENUE SOURCES AS A PERCENT OF TOTAL

<u>Total by Source</u>	2014 BUDGET	PERCENT OF TOTAL	2015 BUDGET	PERCENT OF TOTAL
Taxes	\$ 2,991,300	32.9%	3,182,600	33.7%
Special Assessments	48,000	0.5%	49,000	0.5%
Licenses and Permits	89,756	1.0%	103,271	1.1%
Fines and Penalties	31,290	0.3%	30,551	0.3%
Intergovernmental Revenues	534,239	5.9%	597,434	6.3%
Charges for Services	290,642	3.2%	394,511	4.2%
Miscellaneous	252,702	2.8%	281,406	3.0%
Sales - Water, Sewer, Liquor	4,187,500	46.1%	4,126,500	43.7%
Connection Fees	-	0.0%	-	0.0%
Debt Proceeds	-	0.0%	-	0.0%
Transfers	654,880	7.2%	674,880	7.1%
<b>Totals</b>	<b>\$9,080,309</b>	<b>100.0%</b>	<b>\$9,440,153</b>	<b>100.0%</b>



CITY OF ST. FRANCIS, MINNESOTA  
**ALL FUNDS**  
 REVENUE SUMMARY

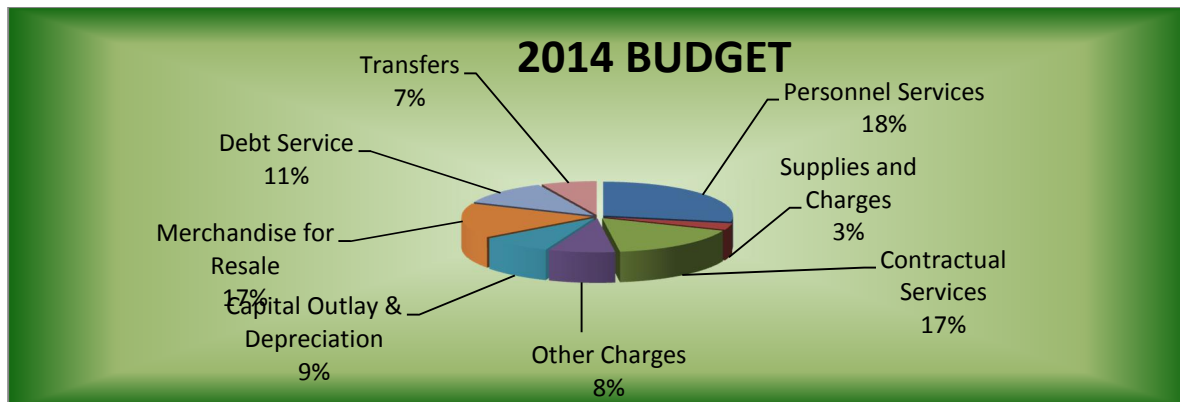
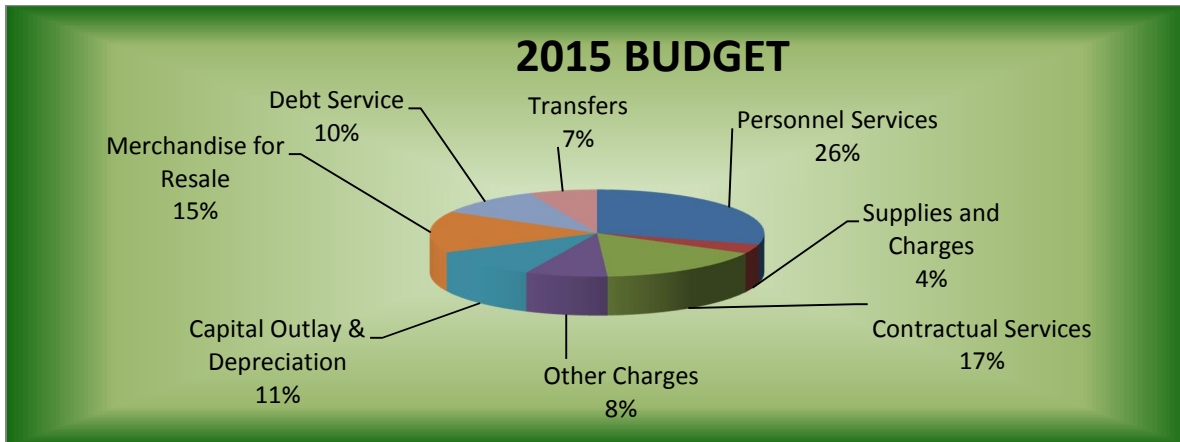
<u>Total by Source</u>	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Taxes	\$3,021,447	\$2,991,300	\$3,182,600	6.4%
Special Assessments	51,141	48,000	49,000	2.1%
Licenses and Permits	87,298	89,756	103,271	15.1%
Fines and Penalties	33,927	31,290	30,551	-2.4%
Intergovernmental Revenues	449,284	534,239	597,434	11.8%
Charges for Services	313,583	290,642	394,511	35.7%
Miscellaneous	254,457	252,702	281,406	11.4%
Sales - Water, Sewer, Liquor	4,068,809	4,187,500	4,126,500	-1.5%
Connection Fees	129,000	-	-	N/A
Debt Proceeds	560,000	-	-	N/A
Capital Contributions	27,321	-	-	N/A
Transfers and Contributions	604,880	654,880	674,880	3.1%
<b>Totals</b>	<b>\$ 9,601,147</b>	<b>\$ 9,080,309</b>	<b>\$ 9,440,153</b>	<b>4.0%</b>
<u>Total By Fund</u>				
Operating Budget:				
General Fund	\$ 4,042,637	\$ 4,125,329	\$ 4,482,723	8.7%
Park Improvements	98,244	2,500	2,500	0.0%
Police Forfeiture Fund	6,041	-	-	N/A
Gambling Fund	13,113	10,000	11,000	
Turtle Ridge TIF Fund	14,413	15,200	14,650	-3.6%
Water Fund	1,230,594	1,230,000	1,220,000	-0.8%
Sanitary Sewer Fund	963,028	926,000	926,000	0.0%
Municipal Liquor Fund	2,069,585	2,096,500	2,088,500	-0.4%
<b>Total Operating Budget</b>	<b>\$ 8,437,655</b>	<b>\$ 8,405,529</b>	<b>\$ 8,745,373</b>	<b>4.0%</b>
Capital Improvements Budget:				
Capital Equipment	\$ 15,307	\$ 3,000	\$ 3,000	0.0%
Fire Truck Replacement	3,622	54,000	53,000	-1.9%
Creekview Estates	14,515	12,000	13,000	8.3%
Rivers Edget Trunk Utility	4,321			
Ivywood Street & 230th Lane	12,633	12,000	12,000	0.0%
<b>Total Capital Budget</b>	<b>\$ 50,398</b>	<b>\$ 81,000</b>	<b>\$ 81,000</b>	<b>0.0%</b>
Debt Service Budget:				
Debt Service Fund	\$ 642,055	\$ 85,780	\$ 85,780	0.0%
EDA Lease Revenue Bonds	471,039	508,000	528,000	3.9%
<b>Total Debt Service Budget</b>	<b>\$ 1,113,094</b>	<b>\$ 593,780</b>	<b>\$ 613,780</b>	<b>3.4%</b>
 <b>Totals</b>	 <b>\$ 9,601,147</b>	 <b>\$ 9,080,309</b>	 <b>\$ 9,440,153</b>	 <b>4.0%</b>



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

<u>Total By Classification</u>	2014 BUDGET	PERCENT OF TOTAL	2015 BUDGET	PERCENT OF TOTAL
Personnel Services	\$2,633,985	27.9%	\$2,965,693	29.2%
Supplies and Charges	\$296,669	3.1%	\$352,496	3.5%
Contractual Services	\$1,578,526	16.7%	\$1,661,720	16.3%
Other Charges	\$775,650	8.2%	\$807,719	7.9%
Capital Outlay & Depreciation	\$829,051	8.8%	\$1,095,321	10.8%
Merchandise for Resale	\$1,568,000	16.6%	\$1,568,000	15.4%
Debt Service	\$1,093,232	11.6%	\$1,039,436	10.2%
Transfers	\$654,880	6.9%	\$674,880	6.6%
<b>Totals</b>	<b>\$9,429,993</b>	<b>100.0%</b>	<b>\$10,165,265</b>	<b>100.0%</b>

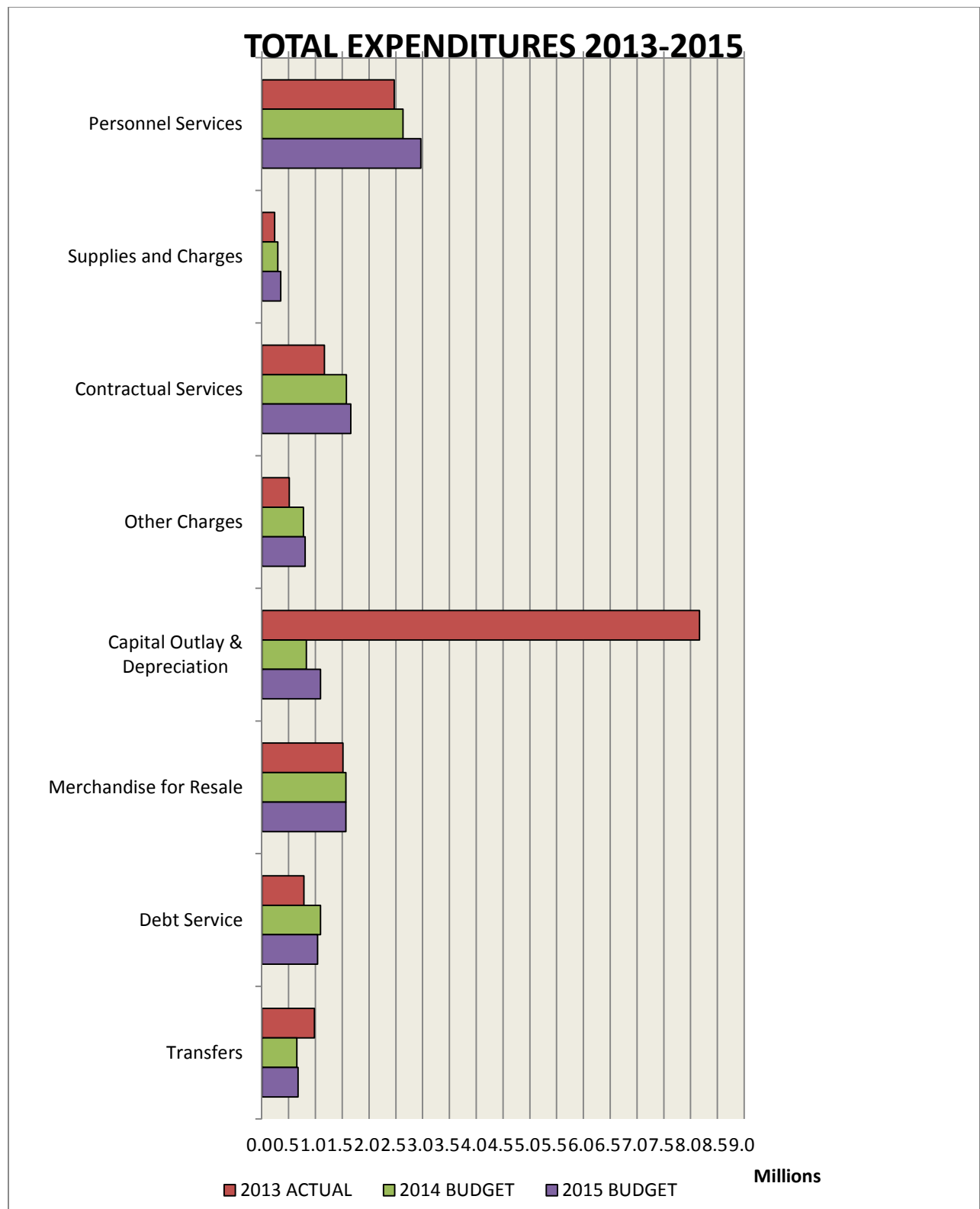


## CITY OF ST. FRANCIS, MINNESOTA

## ALL FUNDS

## EXPENDITURE SUMMARY

	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
<b><u>Total By Classification</u></b>				
Personnel Services	\$ 2,471,033	\$ 2,633,985	\$ 2,965,693	12.6%
Supplies and Charges	239,472	296,669	352,496	18.8%
Contractual Services	1,167,307	1,578,526	1,661,720	5.3%
Other Charges	509,872	775,650	807,719	4.1%
Capital Outlay & Depreciation	8,165,765	829,051	1,095,321	32.1%
Merchandise for Resale	1,511,868	1,568,000	1,568,000	0.0%
Debt Service	785,492	1,093,232	1,039,436	-4.9%
Transfers	981,795	654,880	674,880	3.1%
Totals	<u>\$ 15,832,604</u>	<u>\$ 9,429,993</u>	<u>\$ 10,165,265</u>	<u>7.8%</u>
<b><u>Total By Fund</u></b>				
<b>Operating Budget:</b>				
General Fund	\$ 3,864,311	\$ 4,125,329	\$ 4,482,723	8.7%
Park Improvements	127,786	-	-	N/A
Police Forfeiture	2,728	1,119	33,296	2875.5%
Turtle Ridge TIF Fund	14,177	13,600	13,600	0.0%
Water Fund	1,136,619	1,358,555	1,345,067	-1.0%
Sanitary Sewer Fund	858,682	1,235,049	1,293,180	4.7%
Municipal Liquor Fund	1,943,145	2,044,650	2,081,700	1.8%
Total Operating Budget	<u>\$ 7,947,448</u>	<u>\$ 8,778,302</u>	<u>\$ 9,249,566</u>	<u>5.4%</u>
<b>Capital Improvements Budget:</b>				
Capital Equipment	\$ 7,591,521	\$ -	\$ 266,021	N/A
Creekview Estates	54	-	-	N/A
Ivywood Street & 230th Lane	75	-	-	N/A
Trunk Utilities Rivers Edge	-	-	-	N/A
Total Capital Budget	<u>\$ 7,591,650</u>	<u>\$ -</u>	<u>\$ 266,021</u>	<u>N/A</u>
<b>Debt Service Budget:</b>				
Debt Service Fund	\$ 103,328	\$ 102,908	\$ 99,683	-3.1%
EDA Lease Revenue bonds	190,178	548,783	549,995	0.2%
Total Debt Service	<u>\$ 293,506</u>	<u>\$ 651,691</u>	<u>\$ 649,678</u>	<u>-0.3%</u>
Totals	<u>\$ 15,832,604</u>	<u>\$ 9,429,993</u>	<u>\$ 10,165,265</u>	<u>7.8%</u>



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

<u>Total By Fund</u>	BALANCE 01-01-15	REVENUES	NET OTHER INCREASES (DECREASES)	EXPENDITURES	BALANCE 12-31-15
<b>Operating Budget:</b>					
General	\$ 2,374,606	\$ 4,422,723	\$ (350,000)	\$ 4,072,723	\$ 2,374,606
Police Forfeiture	33,296	-	-	33,296	-
Turtle Ridge TIF	20,168	14,650	-	13,600	21,218
Water	5,609,862	1,220,000	(101,080)	1,243,987	5,484,795
Sanitary Sewer	7,240,618	926,000	(103,800)	1,189,380	6,873,438
Municipal Liquor	1,887,278	2,088,500	(60,000)	2,021,700	1,894,078
<b>Total Operating Budget</b>	<b>17,165,828</b>	<b>8,671,873</b>	<b>(614,880)</b>	<b>8,574,686</b>	<b>16,648,135</b>
<b>Capital Improvements Budget:</b>					
Capital Projects/Equipment	262,570	3,000	-	-	265,570
Creekview Estates	(74,836)	13,000	-	-	(61,836)
Fire Truck Replacement	411,542	3,000	50,000	266,021	198,521
Gambling Fund	26,486	11,000	-	-	37,486
Ivywood St & 230th Lane	(84,279)	12,000	-	-	(72,279)
Park Improvements	137,208	2,500	-	-	139,708
Trunk Utilities Rivers Edge	(516,320)	-	-	-	(516,320)
Watermain Looping	(287,151)	-	-	-	(287,151)
<b>Total Capital Budget</b>	<b>(124,780)</b>	<b>44,500</b>	<b>50,000</b>	<b>266,021</b>	<b>(296,301)</b>
<b>Debt Service Budget:</b>					
Debt Service	663,812	45,900	39,880	99,683	649,909
EDA Lease Revenue Bonds	592,145	3,000	525,000	549,995	570,150
<b>Total Debt Service Budget</b>	<b>\$ 1,255,957</b>	<b>\$ 48,900</b>	<b>\$ 564,880</b>	<b>\$ 649,678</b>	<b>\$ 1,220,059</b>
<b>Grand Total</b>	<b>\$ 18,297,005</b>	<b>\$ 8,765,273</b>	<b>\$ -</b>	<b>\$ 9,490,385</b>	<b>\$ 17,571,893</b>

## Notes on Changes over 10%:

Police Forfeiture-The city anticipates the use of these funds for police equipment

Creekview Estates-Special assessment receipts will pay off this fund.

Fire Truck Replacement- Purchase of a Fire Truck is scheduled for 2015

Gambling Fund-Funds are being accumulated for future fire capital expenditures.

Ivywood and 230<sup>th</sup> Lane- Special assessment receipts will pay off this fund.





**GENERAL FUND**

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

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
<u>Revenues:</u>				
Property Taxes	\$2,986,193	\$2,955,200	\$2,989,400	\$3,147,200
Licenses and permits	87,298	89,756	125,798	103,271
Fines and forfeits	33,927	31,290	23,560	30,551
Intergovernmental	405,149	534,239	554,836	597,434
Charges for services	296,909	289,642	364,564	393,511
Miscellaneous	173,161	165,202	162,226	150,756
Total revenues	<u>3,982,637</u>	<u>4,065,329</u>	<u>4,220,384</u>	<u>4,422,723</u>
<u>Expenditures:</u>				
General Government	657,793	747,650	758,906	781,350
Public Safety	1,621,121	1,764,829	1,781,766	1,842,832
Public Works	686,207	688,150	651,992	809,120
Culture and Recreation	276,427	330,900	326,885	367,020
Community Development	277,837	197,700	234,219	257,082
Miscellaneous	5,571	6,100	11,180	15,319
Total expenditures	<u>3,524,956</u>	<u>3,735,329</u>	<u>3,764,948</u>	<u>4,072,723</u>
Excess (deficit) of revenues over expenditures	457,681	330,000	455,436	350,000
<u>Other financing sources (uses):</u>				
Operating transfers in (out):				
Municipal Liquor Operations	60,000	60,000	60,000	60,000
Capital Projects Fund	-	-	-	-
Fire Truck Replacement Fund	-	(50,000)	(50,000)	(50,000)
Debt Service	(340,000)	(340,000)	(340,000)	(360,000)
Total other financing sources (uses)	<u>(280,000)</u>	<u>(330,000)</u>	<u>(330,000)</u>	<u>(350,000)</u>
Net change in fund balance	177,681	0	125,436	0
Fund balance - January 1	<u>2,071,489</u>	<u>2,077,689</u>	<u>2,249,170</u>	<u>2,374,606</u>
Fund balance - December 31	<u>\$2,249,170</u>	<u>\$2,077,689</u>	<u>\$2,374,606</u>	<u>\$2,374,606</u>
Fund balance/revenues	56.5%	51.1%	56.3%	53.7%
Fund balance/expenditures	63.8%	55.6%	63.1%	58.3%
Fund balance/# of mths of expenditures	7.7	6.7	7.6	7.0

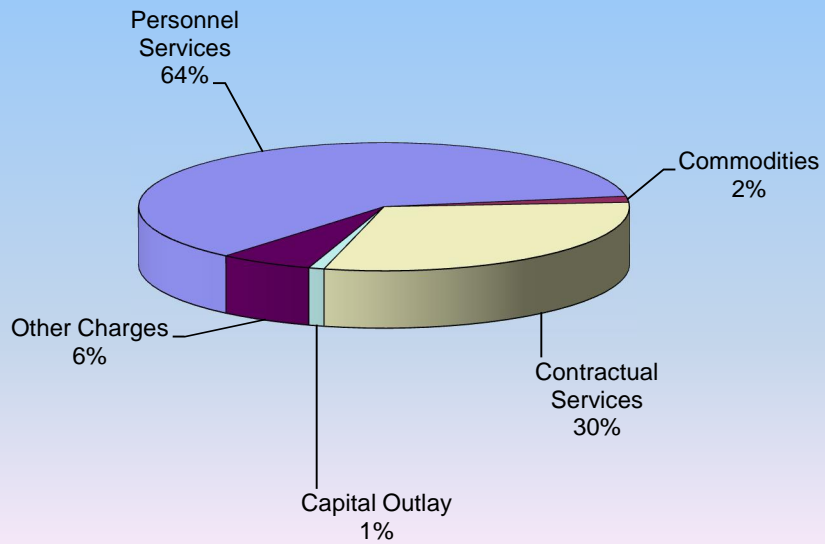
CITY OF ST. FRANCIS, MINNESOTA  
GENERAL FUND  
STATEMENT OF REVENUES

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
<u>Taxes</u>				
Current	\$2,955,721	\$2,920,000	\$2,929,000	\$3,112,000
Delinquent	26,983	30,000	53,800	30,000
Penalties & interest	3,489	5,200	6,600	5,200
<b>Total Taxes</b>	<b>2,986,193</b>	<b>2,955,200</b>	<b>2,989,400</b>	<b>3,147,200</b>
<u>Licenses and Permits</u>				
<u>Business:</u>				
Liquor	20,800	21,400	21,650	21,650
Amusements	480	640	640	523
Cigarette, Refuse, etc.	3,875	2,542	2,542	3,133
<u>Non-business:</u>				
Building	47,361	55,821	54,700	65,148
Plumbing	2,370	1,558	3,138	1,652
Mechanical	5,428	4,545	5,415	5,352
Fireplace	95	160	380	48
Septic	1,925	1,580	3,075	1,420
Animal Licenses	1,205	670	830	849
Misc Permits	3,644	740	2,963	1,885
Rental Licensing	-	-	30,325	1,500
Surcharge - Permits	115	100	140	111
<b>Total Licenses and Permits</b>	<b>87,298</b>	<b>89,756</b>	<b>125,798</b>	<b>103,271</b>
<u>Fines and Penalties</u>				
Court fines	30,577	29,000	23,300	30,551
Administrative fines	847	-	-	-
Animal impound fees	2,503	2,290	260	-
<b>Total Fines and Penalties</b>	<b>33,927</b>	<b>31,290</b>	<b>23,560</b>	<b>30,551</b>
<u>Intergovernmental Revenue</u>				
PERA rate increase	1,971	1,971	1,971	1,971
Local government aid	80,929	313,420	313,420	347,348
Homestead credit	3,092	-	-	-
Manufactured home homestead credit	-	-	-	-
Police grants	16,484	17,058	10,800	18,400
Street maintenance aid	113,303	113,000	117,778	117,000
Fire aid	35,198	24,065	33,750	40,331
Police aid	72,384	64,725	71,717	72,384
DNR state aid	-	-	-	-
Other Fire grants/aid	6,273	-	5,400	-
Other Grants	515	-	-	-
Local government grants and aid	75,000	-	-	-
<b>Total Intergovernmental</b>	<b>405,149</b>	<b>534,239</b>	<b>554,836</b>	<b>597,434</b>

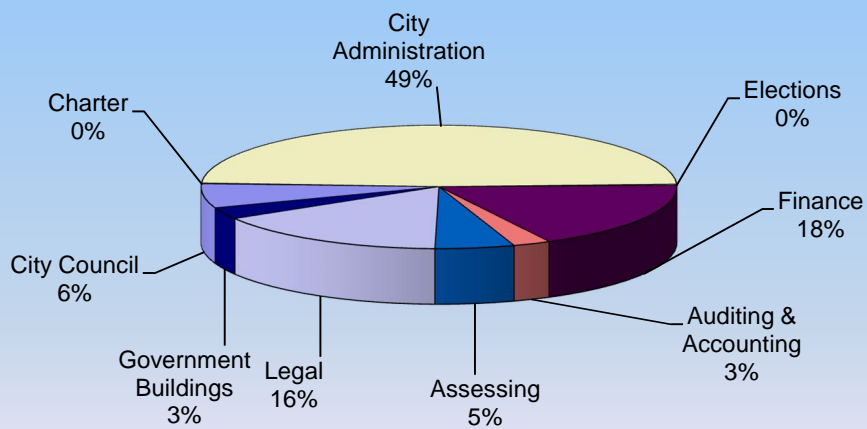
	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
<u>Charges for Service</u>				
<u>General Government:</u>				
Maps, fax, copies, notary fees	59	84	73	73
Assessment search fees	60	230	170	170
Refuse collection charges	4,361	4,240	2,172	4,270
Administrative charges	144,354	151,571	151,571	161,000
<u>Public Safety:</u>				
ISD #15 contract	60,463	60,888	104,774	124,700
Accident reports	232	306	449	293
Special event pay	2,830	4,000	4,120	4,641
Lock out fees	1,280	1,179	900	1,206
Fire Department charges	550	500	50	500
<u>Public Works:</u>				
WCA Block Grant	1,343	750	750	750
Highways and street charges	-	-	-	-
<u>Community Development:</u>				
Inspection contract	50,850	37,000	70,000	65,000
Zoning and subdivision fees	8,245	3,980	5,405	5,558
Plan check fees	22,282	24,914	24,130	25,350
Economic development	-	-	-	-
<b>Total Charges for Service</b>	<b>296,909</b>	<b>289,642</b>	<b>364,564</b>	<b>393,511</b>
<u>Miscellaneous Revenue</u>				
Rentals, leases	51,341	46,440	46,440	46,440
Landfill abatement	23,699	33,186	32,000	21,837
Miscellaneous revenues	18,702	16,803	10,000	17,224
Interest on investments	11,258	18,000	13,000	12,000
Community Center rental	570	1,000	265	265
Donations & contributions	250	-	-	-
Pioneer Day Revenues	11,263	-	-	-
Cable TV revenues	28,757	21,773	30,000	24,990
Sale of property	27,321	28,000	30,521	28,000
<b>Total Miscellaneous</b>	<b>173,161</b>	<b>165,202</b>	<b>162,226</b>	<b>150,756</b>
<b>TOTAL REVENUES</b>	<b>3,982,637</b>	<b>4,065,329</b>	<b>4,220,384</b>	<b>4,422,723</b>

# GENERAL GOVERNMENT 2015 BUDGET

## Total By Classification



## Total By Program



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

Total By Program	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% Change
City Council	\$25,812	\$29,668	\$32,820	\$49,270	50.1%
Charter	138	364	1,510	1,510	0.0%
City Administration	342,470	302,334	364,800	378,200	3.7%
Elections	4,978	1,155	7,790	2,090	-73.2%
Finance	108,447	114,178	133,650	138,700	3.8%
Auditing & Accounting	19,018	19,070	19,500	19,800	1.5%
Assessing	39,266	39,451	42,000	42,000	0.0%
Legal	90,834	133,451	120,530	125,530	4.1%
Government Buildings	25,227	18,122	25,050	24,250	-3.2%
<b>Totals</b>	<b>656,188</b>	<b>657,793</b>	<b>747,650</b>	<b>781,350</b>	<b>4.5%</b>

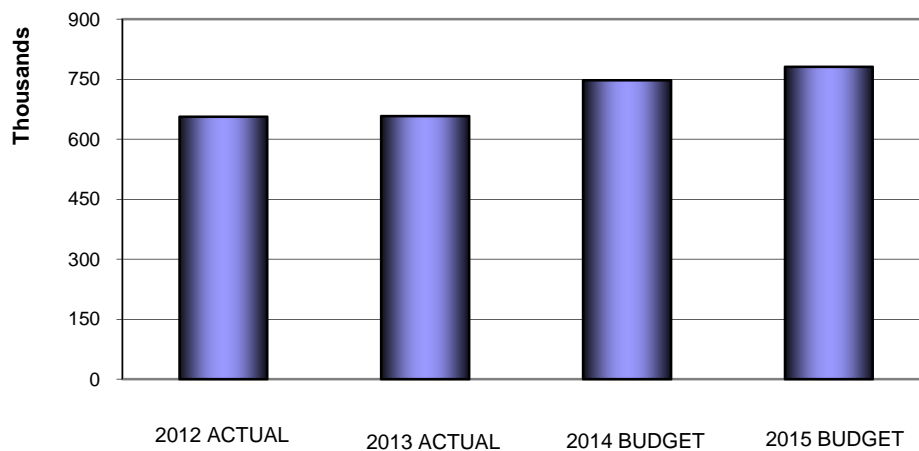
  

Total By Classification	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% Change
Personnel Services	429,371	388,698	462,490	478,740	3.5%
Commodities	9,154	6,877	13,050	12,150	-6.9%
Contractual Services	191,181	230,102	227,610	234,260	2.9%
Capital Outlay	0	3,164	8,000	8,000	0.0%
Other Charges	26,482	28,952	36,500	48,200	32.1%
<b>Totals</b>	<b>656,188</b>	<b>657,793</b>	<b>747,650</b>	<b>781,350</b>	<b>4.5%</b>

Staffing	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Full-time equivalents	5.00	5.00	5.00	5.00

**Expenditures**



**Department:** General Government      **Fund:** 101  
**Program:** City Council      **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**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Council meetings	24	24	24	24
Special meetings	1	1	2	0
Special workshops	1	2	4	5
Town Hall meetings	1	0	0	1

**Staffing**

- Council consists of a Mayor and four Council Members.

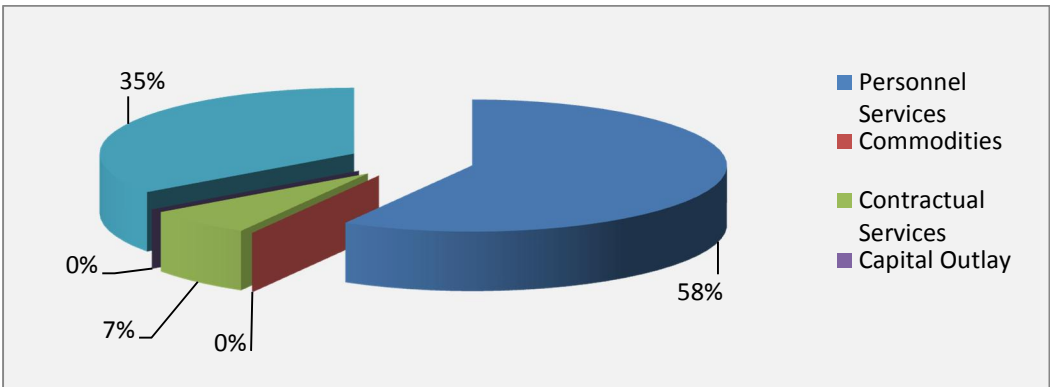
**Program Expenditure Highlights**

- Other charges was increase due to the contract with the social media consultant.

**Program Expenditures**

	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	\$ 23,169	\$ 22,703	\$ 25,420	\$ 28,720	13.0%
Commodities	-	-	-	-	N/A
Contractual Services	1,561	3,055	1,800	3,350	86.1%
Capital Outlay	-	-	-	-	N/A
Other Charges	1,082	3,910	5,600	17,200	207.1%
<b>Total</b>	<b>\$ 25,812</b>	<b>\$ 29,668</b>	<b>\$ 32,820</b>	<b>\$ 49,270</b>	<b>50.1%</b>

**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**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Meetings	1	1	2	1

### **Staffing**

Full-Time Equivalent positions    N/A        N/A        N/A        N/A        N/A

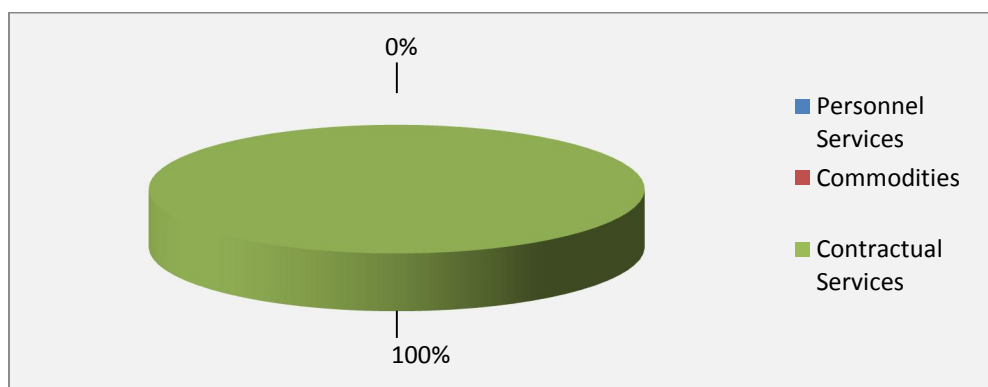
### **Program Expenditure Highlights**

- No changes budgeted.

### **Program Expenditures**

	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Commodities	-	-	-	-	N/A
Contractual Services	138	364	1,510	1,510	0.0%
Capital Outlay	-	-	-	-	N/A
Other Charges	-	-	-	-	N/A
<b>Total</b>	<b>\$ 138</b>	<b>\$ 364</b>	<b>\$ 1,510</b>	<b>\$ 1,510</b>	<b>0.0%</b>

### **Program Expenditures by Classification**



**Department:**                     **General Government**                                     **Fund:**                     **101**  
**Program:**                         **City Administration**                                     **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**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Staff meetings held	52	52	51	52
Number of resolutions	46	44	46	40
Number of ordinances	20	10	10	12
Licenses issued	34	29	37	30

**Staffing**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Full-Time Equivalent positions	3.50	3.50	3.50	3.00

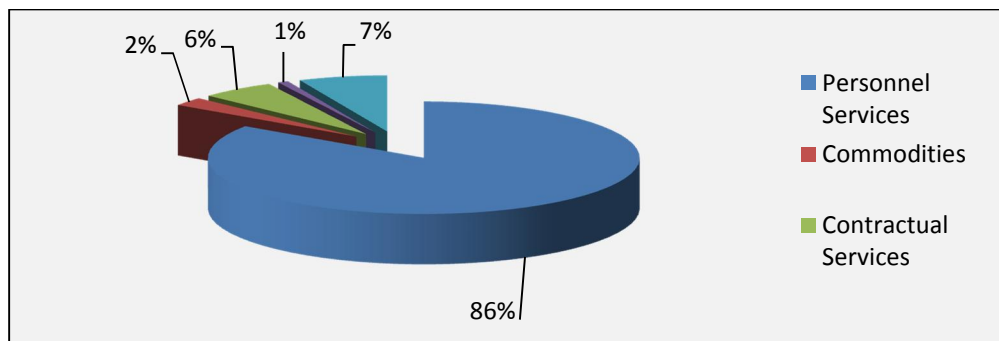
**Program Expenditure Highlights**

- Capital Outlay is for the on-going computer needs.

**Program Expenditures**

	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	\$ 299,247	\$ 256,715	\$ 307,900	\$ 319,500	3.8%
Commodities	7,281	6,236	9,300	9,300	0.0%
Contractual Services	16,167	17,530	19,900	21,200	6.5%
Capital Outlay	-	-	3,000	3,000	0.0%
Other Charges	19,775	21,853	24,700	25,200	2.0%
<b>Total</b>	<b>\$ 342,470</b>	<b>\$ 302,334</b>	<b>\$ 364,800</b>	<b>\$ 378,200</b>	<b>3.7%</b>

**Program Expenditures by Classification**



**Department:** General Government      **Fund:** 101  
**Program:** Elections      **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**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Number of registered voters	4,743	N/A	4,011	N/A
Number of votes cast	3,673	N/A	2,060	N/A
Number of precincts	3	N/A	3	N/A
Number of voting locations	2	N/A	2	N/A

**Staffing**

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

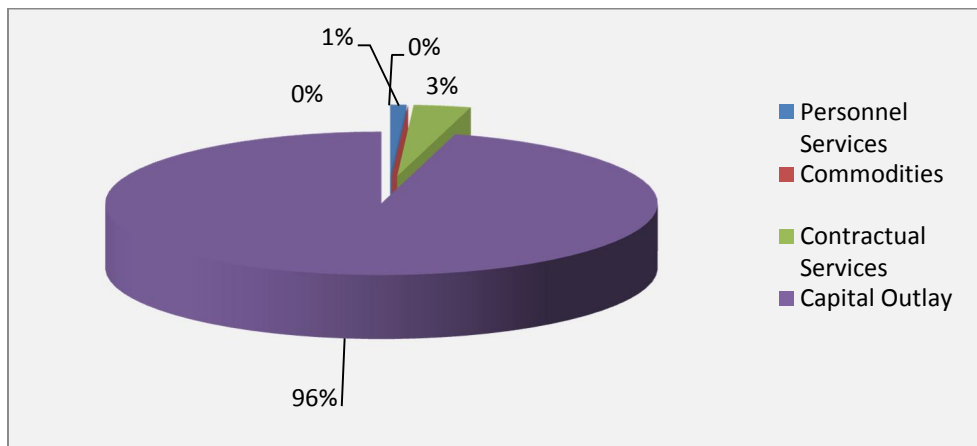
**Program Expenditure Highlights**

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

**Program Expenditures**

	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	\$ 2,974	\$ 6	\$ 3,520	\$ 20	-99.4%
Commodities	747	-	900	-	-100.0%
Contractual Services	700	99	770	70	-90.9%
Capital Outlay	-	1,050	2,000	2,000	0.0%
Other Charges	557	-	600	-	-100.0%
<b>Total</b>	<b>\$ 4,978</b>	<b>\$ 1,155</b>	<b>\$ 7,790</b>	<b>\$ 2,090</b>	<b>-73.2%</b>

**Program Expenditures by Classification**





**Department:** General Government **Fund:** 101  
**Program:** Auditing and Accounting **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**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
GFOA Award	Yes	Yes	To be submitted	To be submitted

**Staffing**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

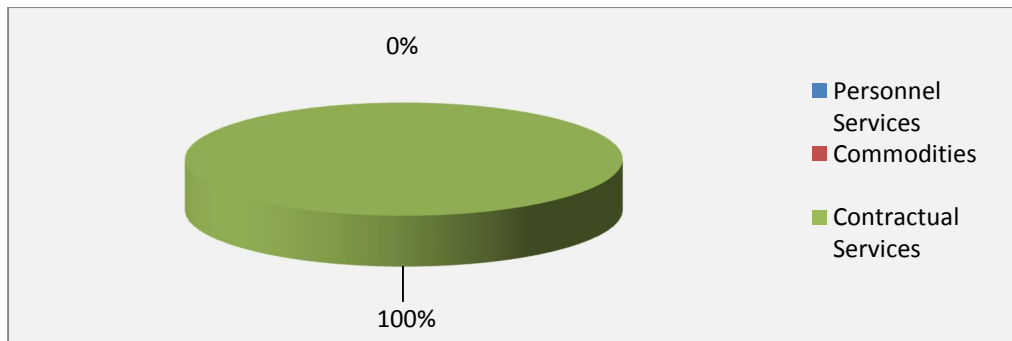
**Program Expenditure Highlights**

Audit costs are expected to stay relatively the same.

**Program Expenditures**

	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Commodities	-	-	-	-	N/A
Contractual Services	19,018	19,070	19,500	19,800	1.5%
Capital Outlay	-	-	-	-	N/A
Other Charges	-	-	-	-	N/A
<b>Total</b>	<b>\$ 19,018</b>	<b>\$ 19,070</b>	<b>\$ 19,500</b>	<b>\$ 19,800</b>	<b>1.5%</b>

**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 Anoka County for this service.

### **Objectives**

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

### **Performance Measures**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Residential parcels assessed	2,820	2,478	2,453	2,450
Commercial parcels assessed	103	99	100	102
Apartments assessed	11	16	16	11
Agricultural assessed	209	209	207	204
Others assessed	153	211	203	157

### **Staffing**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

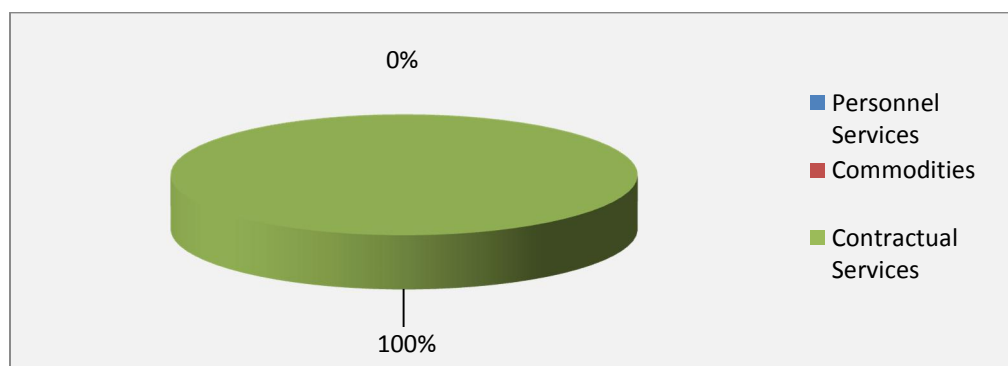
### **Program Expenditure Highlights**

The costs for this program remain fairly flat.

### **Program Expenditures**

	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Commodities	-	-	-	-	N/A
Contractual Services	39,266	39,451	42,000	42,000	0.0%
Capital Outlay	-	-	-	-	N/A
Other Charges	-	-	-	-	N/A
<b>Total</b>	<b>\$ 39,266</b>	<b>\$ 39,451</b>	<b>\$ 42,000</b>	<b>\$ 42,000</b>	<b>0.0%</b>

### **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**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
N/A	N/A	N/A	N/A	N/A

**Staffing**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

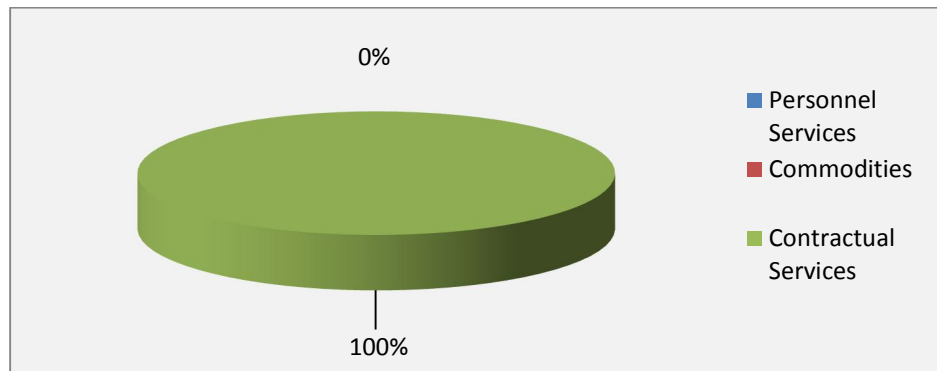
**Program Expenditure Highlights**

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

**Program Expenditures**

	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Commodities	-	-	-	-	N/A
Contractual Services	90,834	133,451	120,530	125,530	4.1%
Capital Outlay	-	-	-	-	N/A
Other Charges	-	-	-	-	N/A
<b>Total</b>	<b>\$ 90,834</b>	<b>\$ 133,451</b>	<b>\$ 120,530</b>	<b>\$ 125,530</b>	<b>4.1%</b>

**Program Expenditures by Classification**



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**Department:** General Government  
**Program:** Government Buildings  
**Fund:** 101  
**Cost Center:** 41940

### Program Description

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

### Objectives

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

### Performance Measures

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Weeks cleaned	52	52	52	52

### Staffing

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Full-Time Equivalent positions	N/A-Contract with Kim's Kleaning			

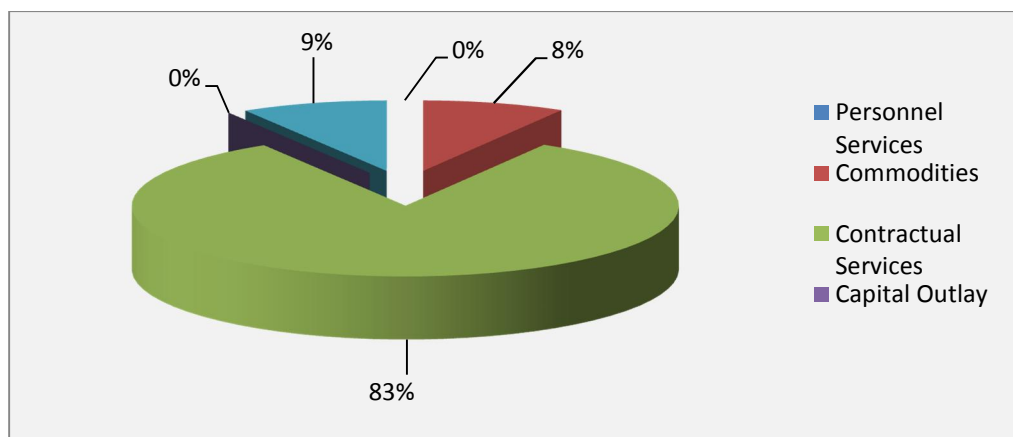
### Program Expenditure Highlights

- No increases forecasted.

### Program Expenditures

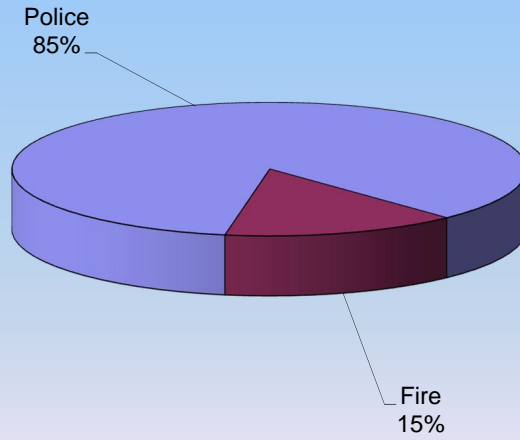
	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Commodities	582	314	2,050	2,050	0.0%
Contractual Services	22,251	16,512	20,900	20,100	-3.8%
Capital Outlay	-	-	-	-	N/A
Other Charges	2,394	1,296	2,100	2,100	0.0%
<b>Total</b>	<b>\$ 25,227</b>	<b>\$ 18,122</b>	<b>\$ 25,050</b>	<b>\$ 24,250</b>	<b>-3.2%</b>

### Program Expenditures by Classification

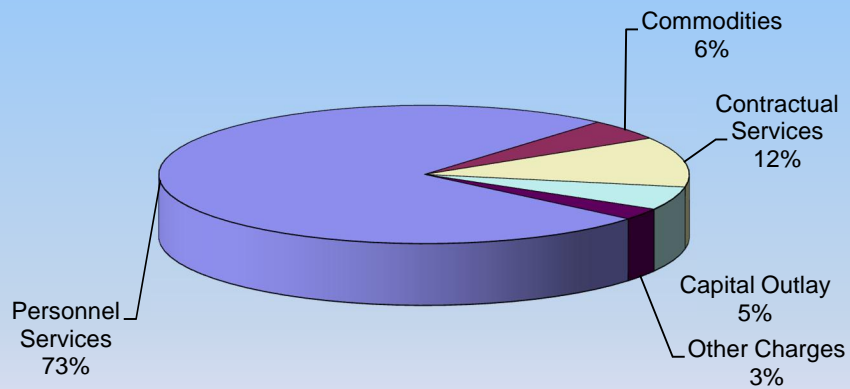


# PUBLIC SAFETY 2015 BUDGET

### Total By Program



### Total By Classification



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

Total By Program	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% Change
Police	\$1,277,731	\$1,332,870	\$1,403,740	\$1,570,040	11.8%
Fire	271,690	288,251	361,089	272,792	-24.5%
<b>Totals</b>	<b>1,549,421</b>	<b>1,621,121</b>	<b>1,764,829</b>	<b>1,842,832</b>	<b>4.4%</b>

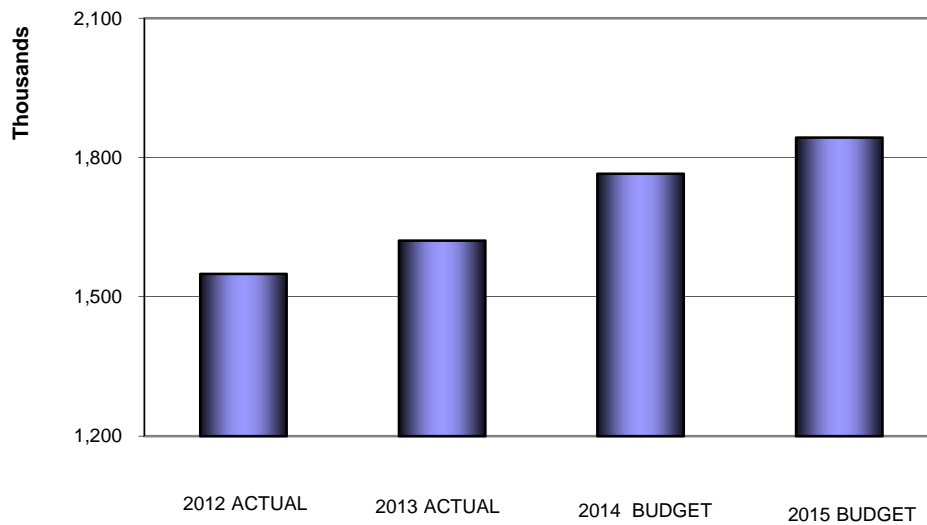
  

Total By Classification	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% Change
Personnel Services	1,173,591	1,224,250	1,271,965	1,385,831	9.0%
Commodities	72,375	63,595	84,000	90,100	7.3%
Contractual Services	202,028	181,520	203,740	216,060	6.0%
Capital Outlay	65,857	95,557	156,524	100,441	-35.8%
Other Charges	35,570	56,199	48,600	50,400	3.7%
<b>Totals</b>	<b>1,549,421</b>	<b>1,621,121</b>	<b>1,764,829</b>	<b>1,842,832</b>	<b>4.4%</b>

Staffing	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Full-time equivalents	12.00	12.00	12.00	13.00

**Expenditures**



**Department: Public Safety Fund: 101**  
**Program: Police 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**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Citations issued	900	640	698	1,100
Chargeable offenses (Parts 1 & 2)	998	700	780	1,200
Misc. offenses (Parts 3 & 4)	4,421	4,290	4,372	4,600
Total calls for service	5,419	4,990	5,152	6,500

**Staffing**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Full-Time Equivalent positions	12	12	12	13

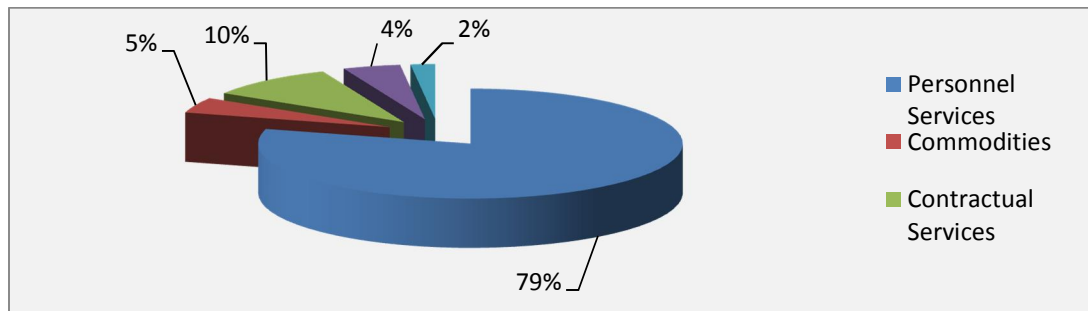
**Program Expenditure Highlights**

- Capital outlay is up as two cars are scheduled to be purchased in 2015
- Personnel costs were increased for the added officer. This is partially reimbursed by the school district.

**Program Expenditures**

	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	\$ 1,059,950	\$1,078,827	\$1,133,600	\$ 1,244,700	9.8%
Commodities	53,251	51,104	67,000	71,600	6.9%
Contractual Services	116,231	99,676	135,640	155,440	14.6%
Capital Outlay	28,533	62,435	39,000	69,000	76.9%
Other Charges	19,766	40,828	28,500	29,300	2.8%
<b>Total</b>	<b>\$ 1,277,731</b>	<b>\$1,332,870</b>	<b>\$1,403,740</b>	<b>\$ 1,570,040</b>	<b>11.8%</b>

**Program Expenditures by Classification**



**Department:** Public Safety      **Fund:** 101  
**Program:** Fire      **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**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Total calls	415	368	328	400
Emergency medical responses	292	287	218	300

**Staffing**

Full-Time Equivalent positions \_\_\_\_\_ Paid on-call fire department. \_\_\_\_\_

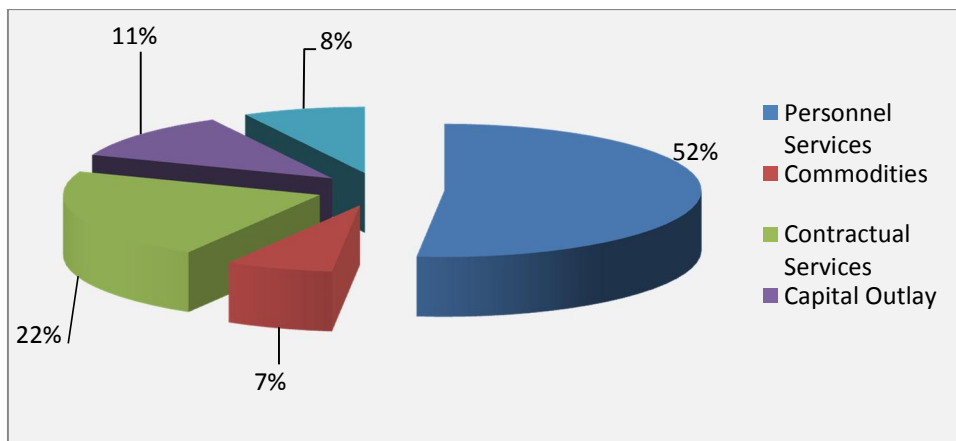
**Program Expenditure Highlights**

- Personnel Services are tied to the number of calls the volunteer firefighters respond to.

**Program Expenditures**

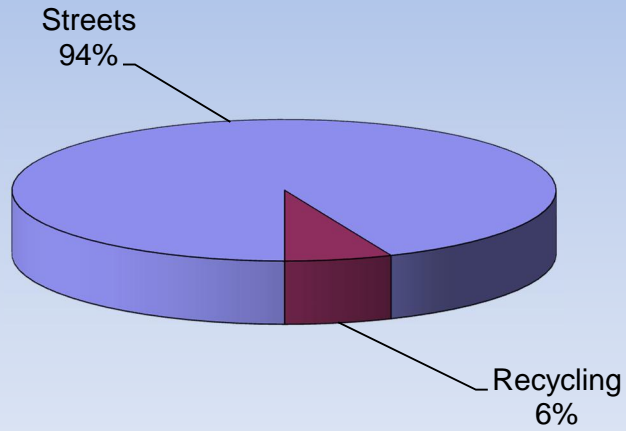
	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	\$ 113,641	\$ 145,423	\$ 138,365	\$ 141,131	2.0%
Commodities	19,124	12,491	17,000	18,500	8.8%
Contractual Services	85,797	81,844	68,100	60,620	-11.0%
Capital Outlay	37,324	33,122	117,524	31,441	-73.2%
Other Charges	15,804	15,371	20,100	21,100	5.0%
<b>Total</b>	<b>\$ 271,690</b>	<b>\$ 288,251</b>	<b>\$ 361,089</b>	<b>\$ 272,792</b>	<b>-24.5%</b>

**Program Expenditures by Classification**

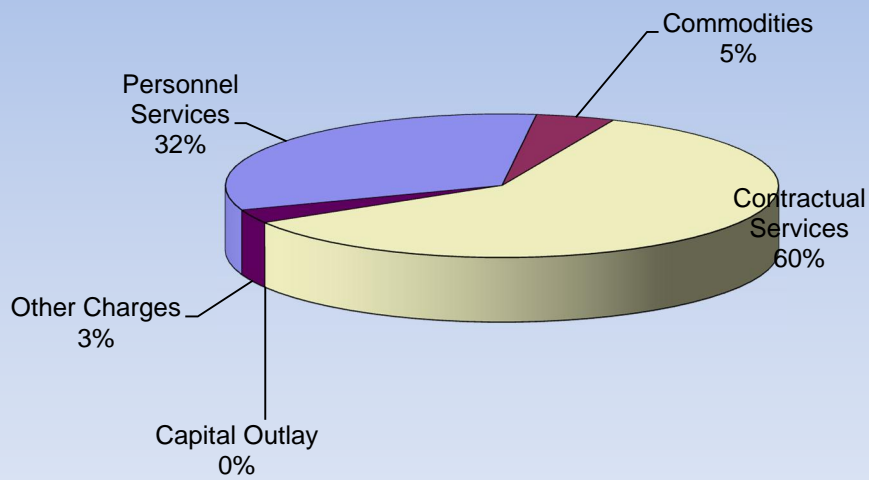


# PUBLIC WORKS 2015 BUDGET

### Total By Program



### Total By Classification



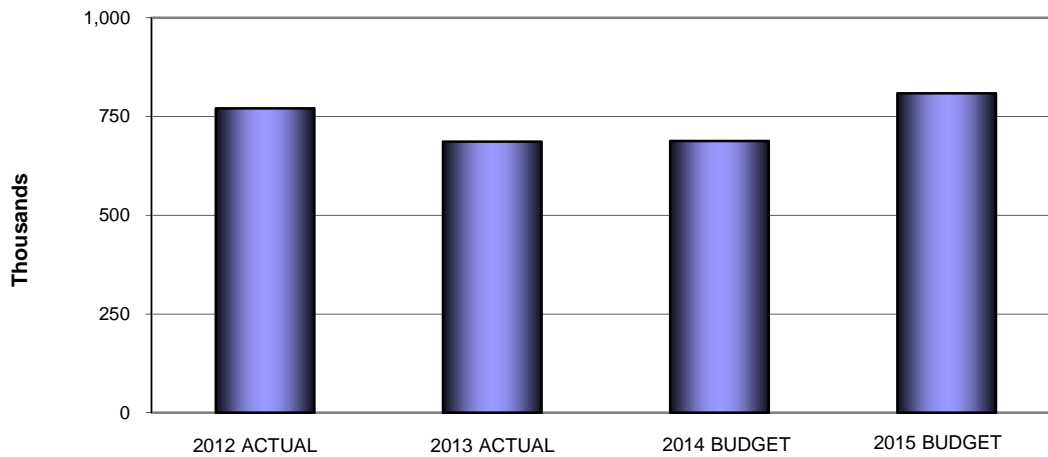
CITY OF ST. FRANCIS, MINNESOTA  
**PUBLIC WORKS SUMMARY**  
 EXPENDITURE ANALYSIS

Total By Program	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% Change
Streets	\$732,064	\$655,755	\$638,110	\$757,610	18.7%
Recycling	38,479	30,452	50,040	51,510	2.9%
Totals	770,543	686,207	688,150	809,120	17.6%

Total By Classification	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% Change
Personnel Services	208,955	192,618	220,300	263,370	19.6%
Commodities	20,248	26,378	31,550	37,400	18.5%
Contractual Services	258,892	450,163	399,250	483,350	21.1%
Capital Outlay	265,561	0	11,250	0	-100.0%
Other Charges	16,887	17,048	25,800	25,000	-3.1%
Totals	770,543	686,207	688,150	809,120	17.6%

Staffing	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Full-time equivalents	2.95	2.65	2.65	3.25

**Expenditures**



**Department: Public Works      Fund: 101**  
**Program: Streets                  Cost Center: 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**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Asphalt street miles maintained	36	36	36	36
Gravel road miles maintained	11	11	11	11
Street sweeping hours	60	73	76	60
Gravel usage (tons)	4200	872	199	7000
Sand/salt usage (tons)	223	189	357	180

**Staffing**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Full-Time Equivalent positions	2.55	2.55	2.55	2.85

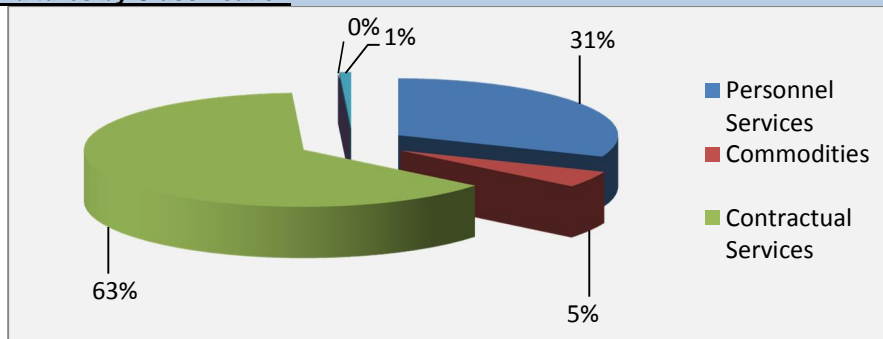
**Program Expenditure Highlights**

- Personnel services is being adjusted for the additional full-time worker. Seal coating has been increased to \$125,000 for 2015.

**Program Expenditures**

	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	\$ 187,154	\$ 176,148	\$ 195,610	\$ 235,760	20.5%
Commodities	18,604	25,626	29,450	35,500	20.5%
Contractual Services	257,119	448,946	396,000	479,850	21.2%
Capital Outlay	265,561	-	11,250	-	-100.0%
Other Charges	3,626	5,035	5,800	6,500	12.1%
<b>Total</b>	<b>\$ 732,064</b>	<b>\$ 655,755</b>	<b>\$ 638,110</b>	<b>\$ 757,610</b>	<b>18.7%</b>

**Program Expenditures by Classification**





**Department:** Public Works      **Fund:** 101  
**Program:** Recycling      **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**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Recycling days	2	2	1	1
Recycling collection tonnage	553	572	558	600

**Staffing**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Full-Time Equivalent positions	0.40	0.10	0.10	0.40

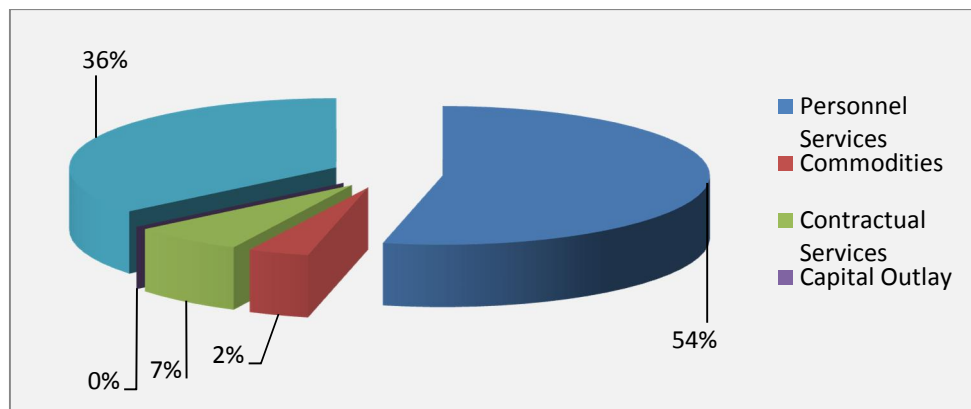
**Program Expenditure Highlights**

- Other charges reflects the costs of recycling days.

**Program Expenditures**

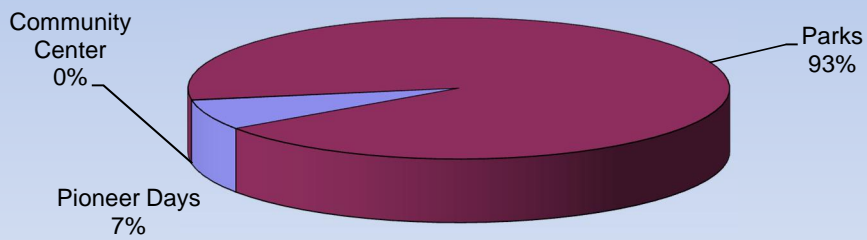
	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	\$ 21,801	\$ 16,470	\$ 24,690	\$ 27,610	11.8%
Commodities	1,644	752	2,100	1,900	-9.5%
Contractual Services	1,773	1,217	3,250	3,500	7.7%
Capital Outlay	-	-	-	-	N/A
Other Charges	13,261	12,013	20,000	18,500	-7.5%
<b>Total</b>	<b>\$ 38,479</b>	<b>\$ 30,452</b>	<b>\$ 50,040</b>	<b>\$ 51,510</b>	<b>2.9%</b>

**Program Expenditures by Classification**

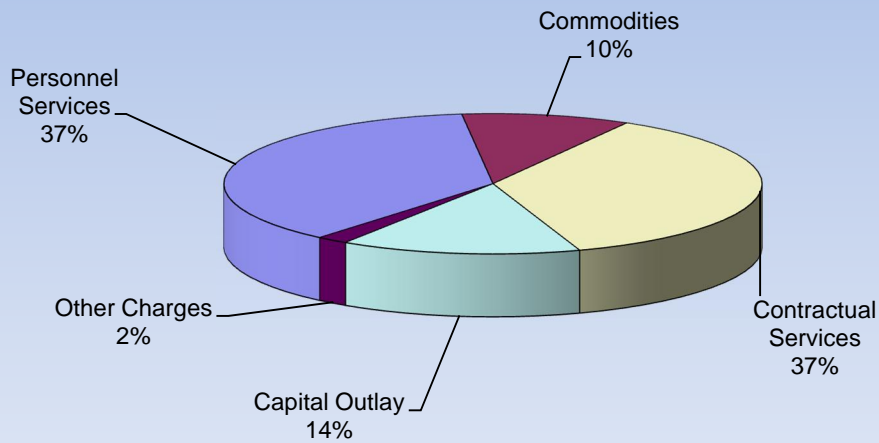


# CULTURE & RECREATION 2015 BUDGET

### Total By Program



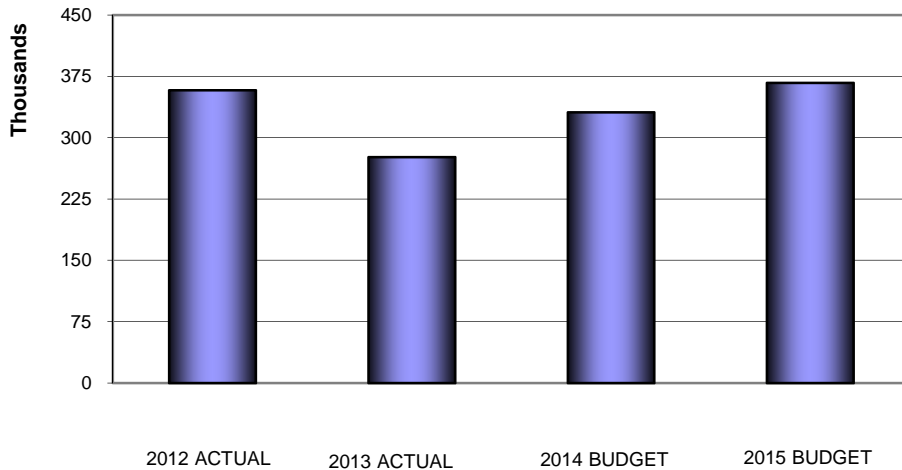
### Total By Classification



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

Total By Program	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% Change
Community Center	\$992	\$668	\$550	\$550	0.0%
Parks	324,706	258,602	305,100	341,220	11.8%
Pioneer Days	32,374	17,157	25,250	25,250	0.0%
<b>Totals</b>	<b>358,072</b>	<b>276,427</b>	<b>330,900</b>	<b>367,020</b>	<b>10.9%</b>
<b>Total By Classification</b>					
Personnel Services	132,960	106,973	122,800	135,920	10.7%
Commodities	45,482	20,415	31,400	37,250	18.6%
Contractual Services	94,867	113,336	118,000	133,950	13.5%
Capital Outlay	80,818	28,889	52,400	52,900	1.0%
Other Charges	3,945	6,814	6,300	7,000	11.1%
<b>Totals</b>	<b>358,072</b>	<b>276,427</b>	<b>330,900</b>	<b>367,020</b>	<b>10.9%</b>
<b>Staffing</b>					
Full-time equivalents	1.35	1.35	0.70	1.50	

**Expenditures**



**Department:** Culture & Recreation **Fund:** 101  
**Program:** Community Center **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**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Number of uses	201	180	181	250

**Staffing**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

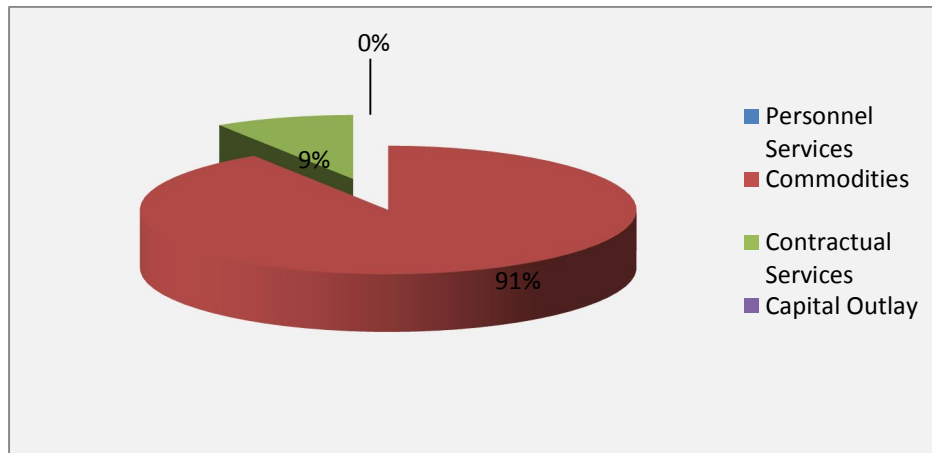
**Program Expenditure Highlights**

- Most costs are shown in the government buildings department.

**Program Expenditures**

	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Commodities	109	-	500	500	0.0%
Contractual Services	883	668	50	50	0.0%
Capital Outlay	-	-	-	-	N/A
Other Charges	-	-	-	-	N/A
<b>Total</b>	<b>\$ 992</b>	<b>\$ 668</b>	<b>\$ 550</b>	<b>\$ 550</b>	<b>0.0%</b>

**Program Expenditures by Classification**



**Department:** Culture & Recreation **Fund:** 101  
**Program:** Parks **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**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Number of parks maintained	14	14	14	14
Total acreage mowed	58	58	58	58
Ballfields maintained	2	2	2	2
Number of playgrounds	8	8	8	8
Miles of trail maintained	7	7	7	7

**Staffing**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Full-Time Equivalent positions	1.35	1.35	1.35	1.50

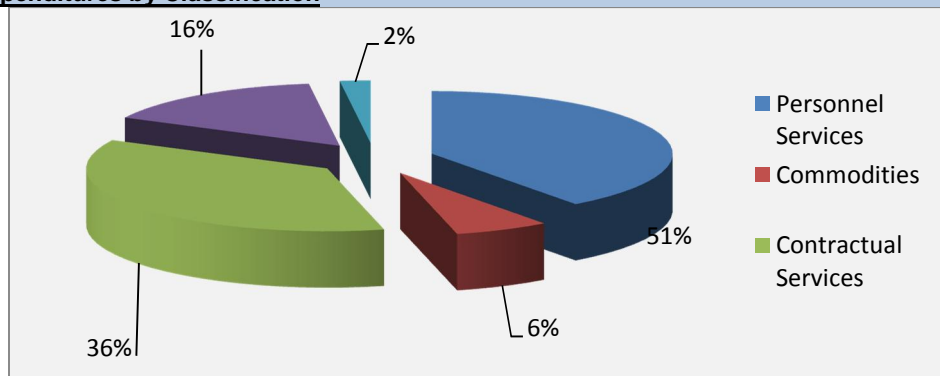
**Program Expenditure Highlights**

- The 2015 Budget adds one full-time streets parks worker.

**Program Expenditures**

	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	\$ 132,960	\$ 106,973	\$ 122,800	\$ 135,920	10.7%
Commodities	13,179	15,925	15,900	21,750	36.8%
Contractual Services	93,984	101,312	107,700	123,650	14.8%
Capital Outlay	80,818	28,889	52,400	52,900	1.0%
Other Charges	3,765	5,503	6,300	7,000	11.1%
<b>Total</b>	<b>\$ 324,706</b>	<b>\$ 258,602</b>	<b>\$ 305,100</b>	<b>\$ 341,220</b>	<b>11.8%</b>

**Program Expenditures by Classification**



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**Department:** Culture & Recreation  
**Program:** Pioneer Days

**Fund:** 101  
**Cost Center:** 45230

**Program Description**

Provides for the City's annual celebration in June.

**Objectives**

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

**Performance Measures**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Fireworks Display	Yes	Yes	Yes	Yes

**Staffing**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

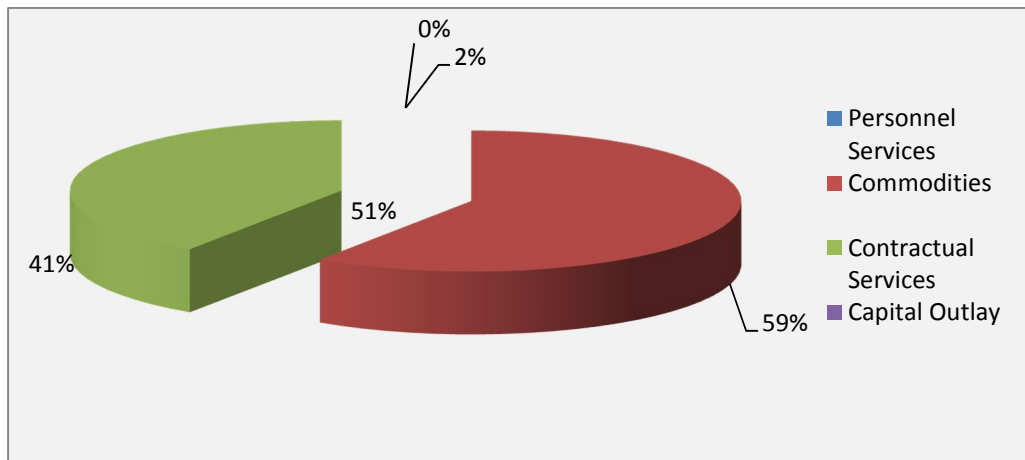
**Program Expenditure Highlights**

- The Pioneer Days celebration will be run by the Chamber of Commerce with the city contributing \$15,000.00 to them.

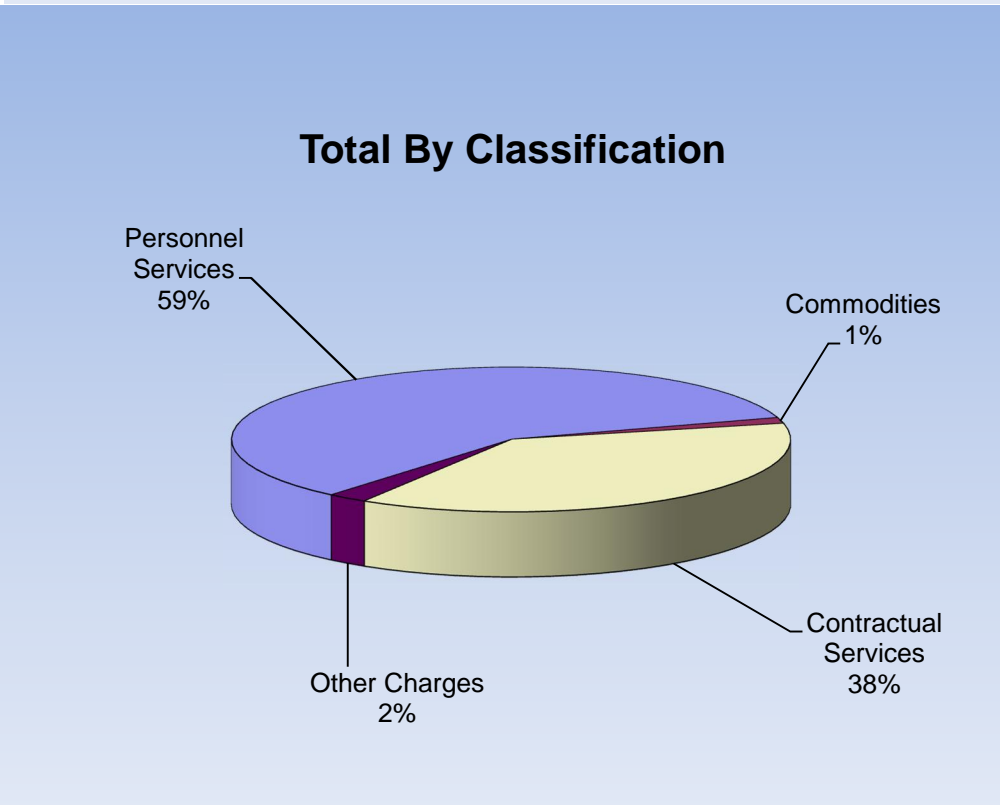
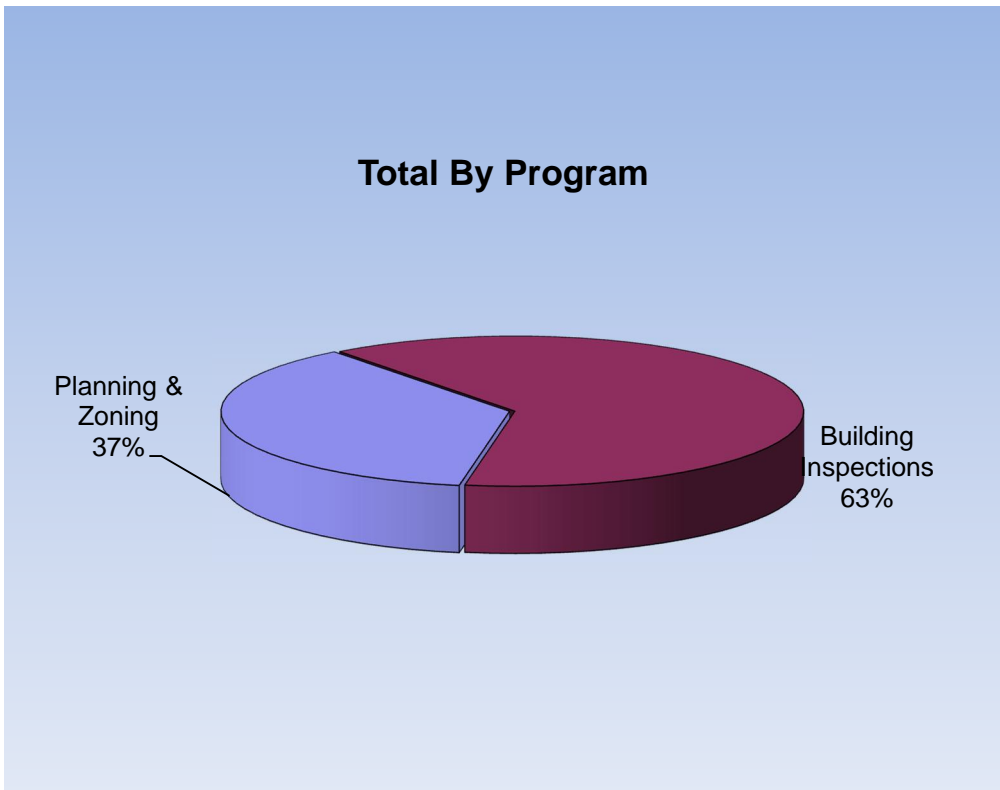
**Program Expenditures**

	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Commodities	32,194	4,490	15,000	15,000	0.0%
Contractual Services	-	11,356	10,250	10,250	0.0%
Capital Outlay	-	-	-	-	N/A
Other Charges	180	1,311	-	-	N/A
<b>Total</b>	<b>\$ 32,374</b>	<b>\$ 17,157</b>	<b>\$ 25,250</b>	<b>\$ 25,250</b>	<b>0.0%</b>

**Program Expenditures by Classification**



# COMMUNITY DEVELOPMENT 2015 BUDGET





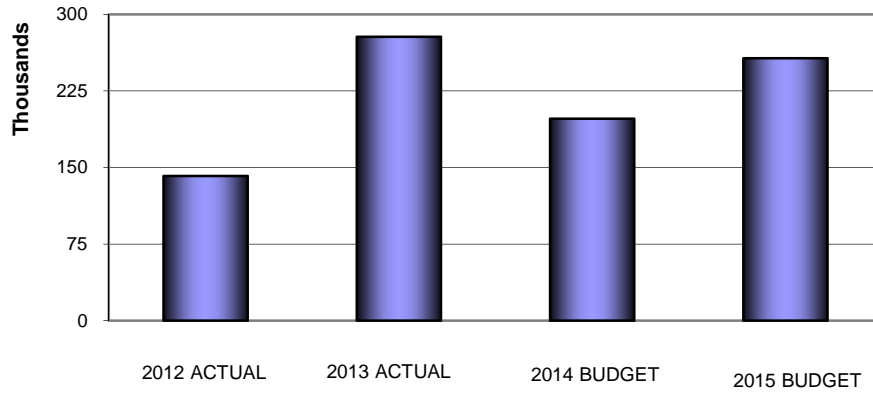
**CITY OF ST. FRANCIS, MINNESOTA  
COMMUNITY DEVELOPMENT SUMMARY  
EXPENDITURE ANALYSIS**

Total By Program	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Planning & Zoning	\$83,413	\$156,280	\$96,650	\$94,650	-2.1%
Building Inspections	58,179	121,557	101,050	162,432	60.7%
<b>Totals</b>	<b>141,592</b>	<b>277,837</b>	<b>197,700</b>	<b>257,082</b>	<b>30.0%</b>

Total By Classification	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	57,670	94,925	101,350	151,732	49.7%
Commodities	1,702	3,962	2,700	3,400	25.9%
Contractual Services	79,821	149,718	89,900	96,000	6.8%
Capital Outlay	0	26,470	0	0	N/A
Other Charges	2,399	2,762	3,750	5,950	58.7%
<b>Totals</b>	<b>141,592</b>	<b>277,837</b>	<b>197,700</b>	<b>257,082</b>	<b>30.0%</b>

Staffing	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Full-time equivalents	0.00	0.00	1.00	2.00

**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**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Special use permits	0	2	1	3
Ordinance amendments	7	7	3	2
Rezoning	1	1	0	1
Comp Plan amendments	2	0	0	0
Subdivisions processed	3	5	0	0
Concept plan review	0	0	0	0
Site plan review	0	2	1	1
Variances	1	1	0	0

**Staffing**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

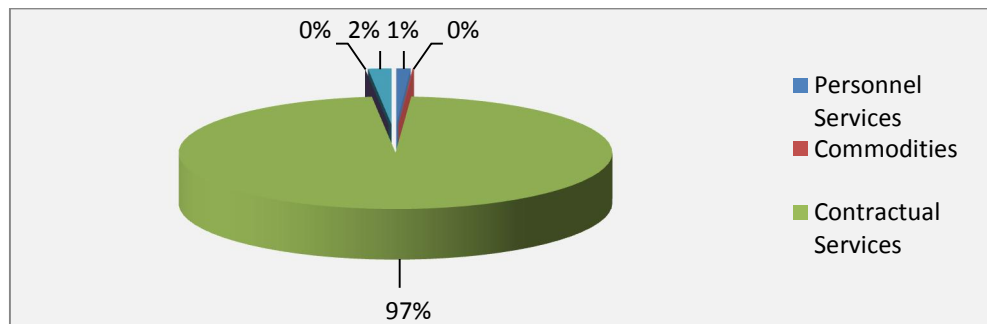
**Program Expenditure Highlights**

- The city continues to have many zoning questions and complaints on properties

**Program Expenditures**

	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	\$ 5,635	\$ 6,976	\$ 8,000	\$ 1,000	-87.5%
Commodities	-	-	100	100	0.0%
Contractual Services	77,055	148,829	86,900	91,900	5.8%
Capital Outlay	-	-	-	-	N/A
Other Charges	723	475	1,650	1,650	0.0%
<b>Total</b>	<b>\$ 83,413</b>	<b>\$ 156,280</b>	<b>\$ 96,650</b>	<b>\$ 94,650</b>	<b>-2.1%</b>

**Program Expenditures by Classification**



**Department:** Community Development      **Fund:** 101  
**Program:** Building Inspections      **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**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Single family	7	12	16	10
Townhomes/Manufactured homes	0	0	0	0
Commercial/Industrial	0	1	1	1
Miscellaneous building permits	421	290	262	400

**Staffing**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Full-Time Equivalent positions	0.50	1.00	1.00	2.00

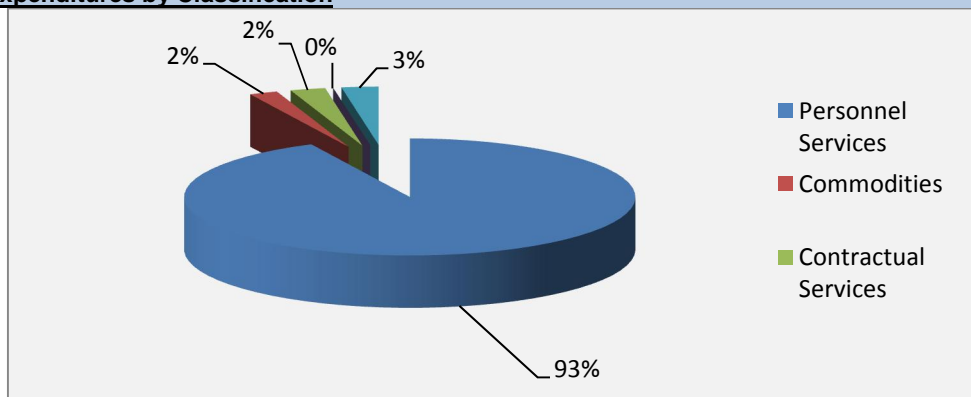
**Program Expenditure Highlights**

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

**Program Expenditures**

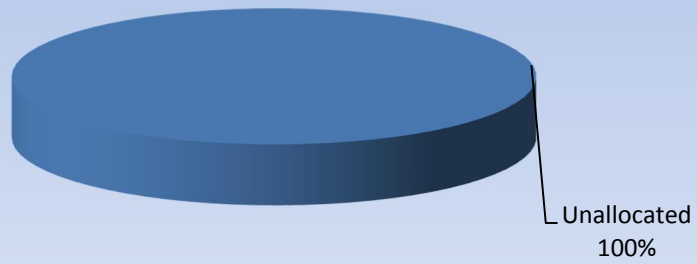
	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	\$ 52,035	\$ 87,949	\$ 93,350	\$ 150,732	61.5%
Commodities	1,702	3,962	2,600	3,300	26.9%
Contractual Services	2,766	889	3,000	4,100	36.7%
Capital Outlay	-	26,470	-	-	N/A
Other Charges	1,676	2,287	2,100	4,300	104.8%
<b>Total</b>	<b>\$ 58,179</b>	<b>\$ 121,557</b>	<b>\$ 101,050</b>	<b>\$ 162,432</b>	<b>60.7%</b>

**Program Expenditures by Classification**

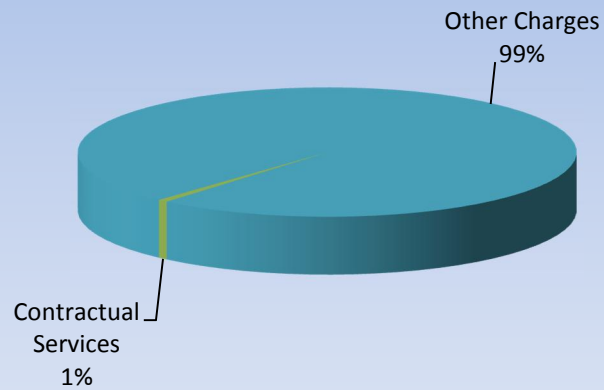


# MISCELLANEOUS 2015 BUDGET

## Total By Program



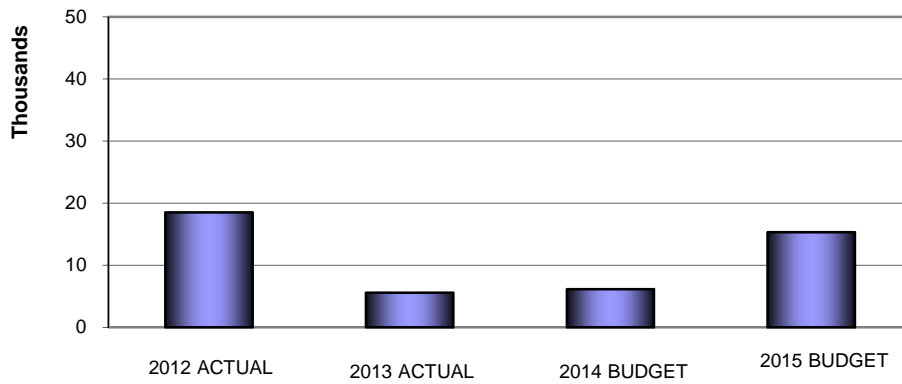
## Total By Classification



**CITY OF ST. FRANCIS, MINNESOTA  
MISCELLANEOUS SUMMARY  
EXPENDITURE ANALYSIS**

Total By Program	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Unallocated	\$18,494	\$5,571	\$6,100	\$15,319	151.1%
Totals	18,494	5,571	6,100	15,319	151.1%
<b>Total By Classification</b>					
Personnel Services	0	0	0	0	N/A
Commodities	0	0	0	0	N/A
Contractual Services	26	32	100	100	0.0%
Capital Outlay	0	0	0	0	N/A
Other Charges	18,468	5,539	6,000	15,219	153.7%
Totals	18,494	5,571	6,100	15,319	151.1%
<b>Staffing</b>					
Full-time equivalents	0.00	0.00	0.00	0.00	

**Expenditures**



**Department:** Miscellaneous      **Fund:** 101  
**Program:** Unallocated      **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**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
None				

**Staffing**

	2012 Actual	2013 Actual	2014 Actual	2015 Projected
Full-Time Equivalent positions	N/A	N/A	N/A	N/A

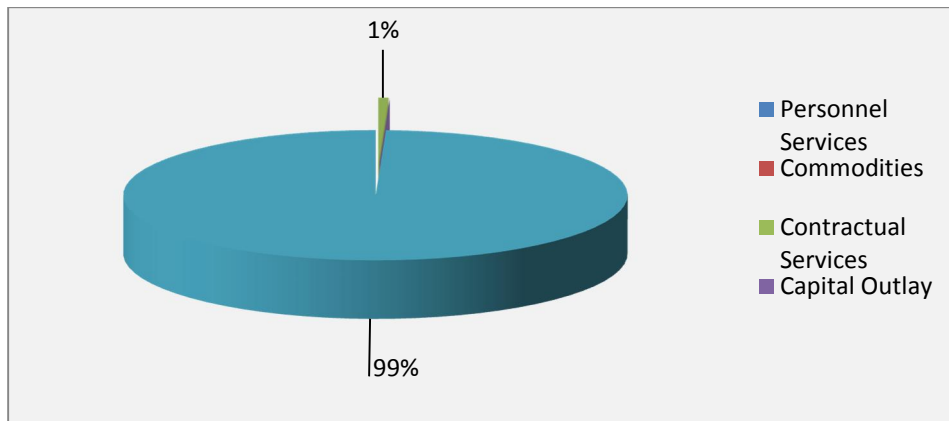
**Program Expenditure Highlights**

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

**Program Expenditures**

	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Commodities	-	-	-	-	N/A
Contractual Services	26	32	100	100	0.0%
Capital Outlay	-	-	-	-	N/A
Other Charges	18,468	5,539	6,000	15,219	153.7%
<b>Total</b>	<b>\$ 18,494</b>	<b>\$ 5,571</b>	<b>\$ 6,100</b>	<b>\$ 15,319</b>	<b>151.1%</b>

**Program Expenditures by Classification**





**SPECIAL REVENUE  
FUNDS**

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

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
<u>Fines and Forfeits:</u>				
Confiscated property	\$ 5,899	\$ -	\$ 32,091	\$ -
<u>Miscellaneous:</u>				
Miscellaneous	142	-	-	-
<hr/>				
Total revenues	6,041	-	32,091	-
<u>Expenditures:</u>				
Commodities	-	1,119	-	33,296
Contractual services	7,482	-	3,957	-
Other charges	-	-	1,852	-
<hr/>				
Total expenditures	7,482	1,119	5,809	33,296
Excess (deficit) of revenues over expenditures	(1,441)	(1,119)	26,282	(33,296)
Fund balance - January 1	8,455	1,119	7,014	33,296
Fund balance - December 31	<u>\$ 7,014</u>	<u>\$ -</u>	<u>\$ 33,296</u>	<u>\$ -</u>

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  
**TAX INCREMENT TURTLE RIDGE FUND (250)**  
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
<u>Revenues:</u>				
Tax increments	\$ 14,270	\$ 15,200	\$ 14,266	\$ 14,500
Investment earnings	143	-	150	150
Total revenues	14,413	15,200	14,416	14,650
<u>Expenditures:</u>				
Miscellaneous	-	600	547	600
Interest payments	13,291	13,000	12,840	13,000
Total expenditures	13,291	13,600	13,387	13,600
Excess (deficit) of revenues over expenditures	1,122	1,600	1,029	1,050
Fund balance - January 1	18,017	19,045	19,139	20,168
Fund balance - December 31	\$ 19,139	\$ 20,645	\$ 20,168	\$ 21,218

This fund is used to account for activity associated with the City's only Tax Increment Financing District which was established for the Turtle Ridge Townhome project.



**ENTERPRISE FUNDS**

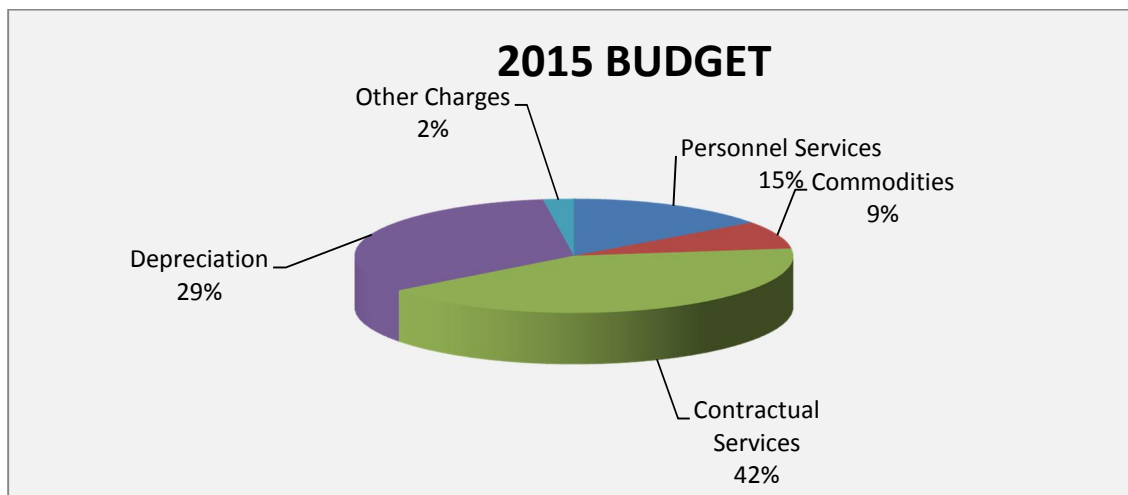
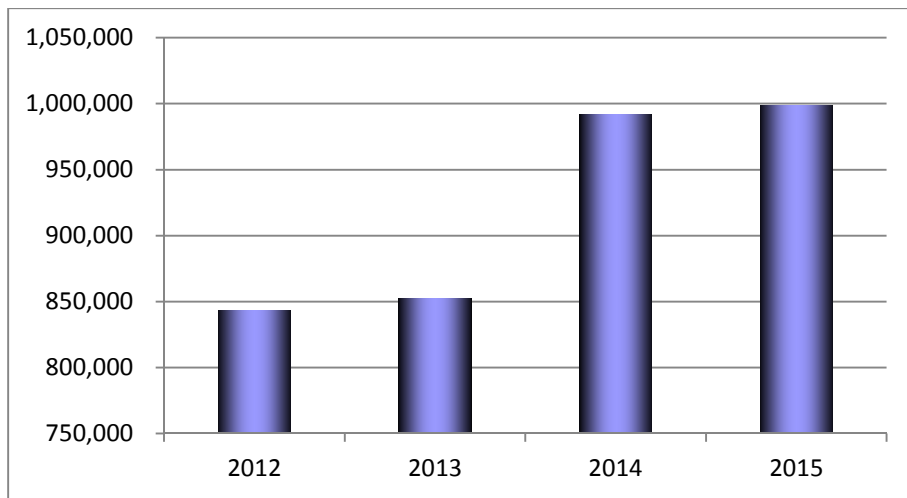
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**CITY OF ST. FRANCIS, MINNESOTA  
WATER FUND SUMMARY  
EXPENSE ANALYSIS**

Total By Classification	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	% CHANGE
Personnel Services	136,032	128,160	142,000	150,550	6.0%
Commodities	42,777	89,553	78,700	78,700	0.0%
Contractual Services	337,979	296,668	427,787	416,350	-2.7%
Depreciation	322,687	326,318	330,000	330,000	0.0%
Other Charges	3,918	11,308	13,700	22,700	65.7%
<b>Totals</b>	<b>843,393</b>	<b>852,007</b>	<b>992,187</b>	<b>998,300</b>	<b>0.6%</b>

**Staffing**

Full-time equivalents	2.00	2.00	2.00	1.75
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CITY OF ST. FRANCIS, MINNESOTA  
**WATER FUND (601)**  
 STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
<b><u>Operating revenues:</u></b>				
Water sales	\$ 1,126,439	\$ 1,170,000	\$ 1,080,000	\$ 1,170,000
Water penalty		30,000	25,500	30,000
<b>Total revenues</b>	<b>1,126,439</b>	<b>1,200,000</b>	<b>1,105,500</b>	<b>1,200,000</b>
<b><u>Operating expenses:</u></b>				
Personnel services	128,162	142,000	122,000	150,550
Supplies	160,784	78,700	63,043	78,700
Professional services	88,500	212,037	199,371	205,200
Communications	3,819	7,000	5,000	5,000
Insurance	15,901	19,000	17,163	16,900
Utilities	80,080	95,000	76,929	93,500
Repairs and maintenance	37,334	94,750	35,587	95,750
Depreciation	326,318	330,000	330,000	330,000
Other	11,109	13,700	22,057	22,700
<b>Total expenses</b>	<b>852,007</b>	<b>992,187</b>	<b>871,150</b>	<b>998,300</b>
<b>Operating income (loss)</b>	<b>274,432</b>	<b>207,813</b>	<b>234,350</b>	<b>201,700</b>
<b><u>Nonoperating revenues (expenses):</u></b>				
Investment earnings	19,788	30,000	30,000	20,000
Miscellaneous grants	-	-	-	-
Connection Fees	78,600	-	42,000	-
Interest expense	(304,576)	(265,288)	(265,338)	(245,687)
Special assessments	-	-	-	-
Miscellaneous revenues	5,767	-	-	-
<b>Total nonoperating revenues (expenses)</b>	<b>(200,421)</b>	<b>(235,288)</b>	<b>(193,338)</b>	<b>(225,687)</b>
<b>Net income (loss) before contributions and transfers</b>	<b>74,011</b>	<b>(27,475)</b>	<b>41,012</b>	<b>(23,987)</b>
<b><u>Transfers in (out):</u></b>				
Debt Service Fund	(18,580)	(18,580)	(18,580)	(18,580)
EDA Lease Revenue Bonds	(82,500)	(82,500)	(82,500)	(82,500)
Capital contributions	-	-	-	-
<b>Change in net position</b>	<b>(27,069)</b>	<b>(128,555)</b>	<b>(60,068)</b>	<b>(125,067)</b>
<b>Net position- January 1</b>	<b>5,696,999</b>	<b>5,682,755</b>	<b>5,669,930</b>	<b>5,609,862</b>
<b>Net position- December 31</b>	<b>\$ 5,669,930</b>	<b>\$ 5,554,200</b>	<b>\$ 5,609,862</b>	<b>\$ 5,484,795</b>

CITY OF ST. FRANCIS, MINNESOTA  
**WATER FUND (601)**  
 STATEMENT OF CASH FLOWS

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
Net Income (Loss)	\$ (27,069)	\$ (128,555)	\$ (60,068)	\$ (125,067)
Add depreciation	326,318	330,000	330,000	330,000
Change in current assets	(1,428,787)	-	-	-
Change in deferred revenue		-	-	-
Change in current liabilities	819,399	-	-	-
Purchase of fixed assets	(1,926)	(12,520)	(12,520)	(12,520)
Principal payments on Debt	(575,250)	(593,500)	(593,500)	(617,250)
<b>Total</b>	<b>(887,315)</b>	<b>(404,575)</b>	<b>(336,088)</b>	<b>(424,837)</b>
Cash balance - January 1	2,854,079	2,678,145	1,966,764	1,630,676
Cash balance - December 31	<b>\$ 1,966,764</b>	<b>\$ 2,273,570</b>	<b>\$ 1,630,676</b>	<b>\$ 1,205,839</b>

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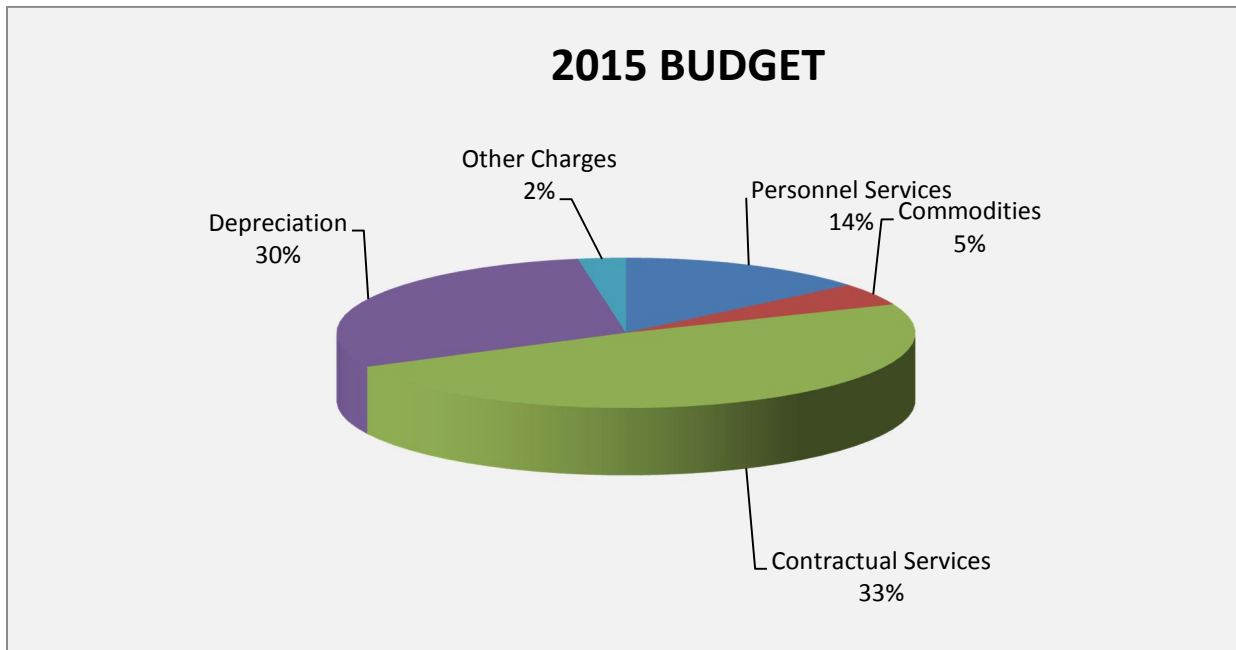
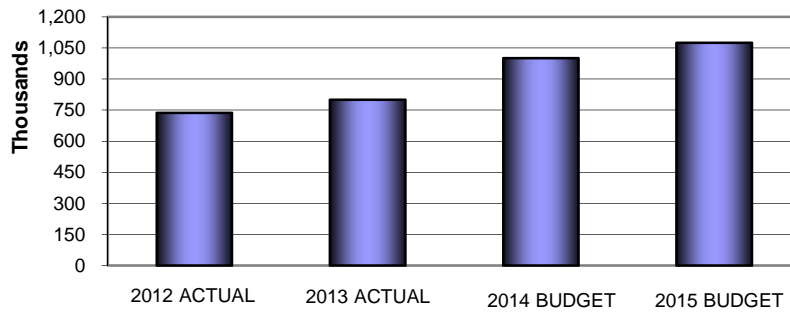


**CITY OF ST. FRANCIS, MINNESOTA  
SANITARY SEWER FUND SUMMARY  
EXPENSE ANALYSIS**

Total By Classification	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	% BUDGET
Personnel Services	150,324	126,636	142,000	150,450	6.0%
Commodities	46,240	50,332	46,200	51,700	11.9%
Contractual Services	254,818	289,360	531,419	524,050	-1.4%
Depreciation	267,577	317,030	270,000	320,000	18.5%
Other Charges	17,615	16,026	11,500	28,750	150.0%
<b>Totals</b>	<b>736,574</b>	<b>799,384</b>	<b>1,001,119</b>	<b>1,074,950</b>	<b>7.4%</b>

**Staffing**

Full-time equivalents	2.00	2.00	2.00	1.75
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CITY OF ST. FRANCIS, MINNESOTA  
**SANITARY SEWER FUND (602)**  
 STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
<b><u>Operating revenues:</u></b>				
Sewer sales	\$ 884,367	\$ 880,000	\$ 850,800	\$ 880,000
Sewer penalty	-	23,000	23,700	23,000
<b>Total revenues</b>	<b>884,367</b>	<b>903,000</b>	<b>874,500</b>	<b>903,000</b>
<b><u>Operating expenses:</u></b>				
Personnel services	126,637	142,000	127,077	150,450
Supplies	50,332	46,200	31,857	51,700
Professional services	139,343	185,569	257,803	196,200
Communications	2,090	3,500	2,429	2,500
Insurance	9,578	7,000	12,142	10,600
Utilities	103,953	112,100	106,974	115,000
Repairs and maintenance	34,382	223,250	144,342	199,750
Depreciation	317,030	270,000	270,000	320,000
Other	16,039	11,500	26,943	28,750
<b>Total expenses</b>	<b>799,384</b>	<b>1,001,119</b>	<b>979,567</b>	<b>1,074,950</b>
<b>Operating income (loss)</b>	<b>84,983</b>	<b>(98,119)</b>	<b>(105,067)</b>	<b>(171,950)</b>
<b><u>Nonoperating revenues (expenses):</u></b>				
Investment earnings	6,446	20,000	11,000	20,000
Connection charges	50,400	-	63,000	-
Interest Expense	(173,596)	(130,130)	(130,130)	(114,430)
Special assessments	-	-	-	-
Miscellaneous revenues	21,815	3,000	15,974	3,000
<b>Total nonoperating revenues (expenses)</b>	<b>(94,935)</b>	<b>(107,130)</b>	<b>(40,156)</b>	<b>(91,430)</b>
<b>Net income (loss) before contributions and transfers</b>	<b>(9,952)</b>	<b>(205,249)</b>	<b>(145,223)</b>	<b>(263,380)</b>
<b><u>Transfers in (out):</u></b>				
Debt Service Fund	(21,300)	(21,300)	(21,300)	(21,300)
EDA Lease Revenue Bonds	(82,500)	(82,500)	(82,500)	(82,500)
Capital contributions	-	-	-	-
<b>Change in net position</b>	<b>(113,752)</b>	<b>(309,049)</b>	<b>(249,023)</b>	<b>(367,180)</b>
<b>Net position - January 1</b>	<b>7,603,393</b>	<b>7,530,123</b>	<b>7,489,641</b>	<b>7,240,618</b>
<b>Net position - December 31</b>	<b>\$ 7,489,641</b>	<b>\$ 7,221,074</b>	<b>\$ 7,240,618</b>	<b>\$ 6,873,438</b>

CITY OF ST. FRANCIS, MINNESOTA  
**SANITARY SEWER FUND (602)**  
 STATEMENT OF CASH FLOWS

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
Net income (loss)	\$ (113,752)	\$ (309,049)	\$ (249,023)	\$ (367,180)
Add depreciation	317,030	270,000	270,000	320,000
Change in current assets	(1,151,282)	-	-	-
Change in deferred	-	-	-	-
Change in current liabilities	1,192,288	-	-	-
Purchase of fixed assets	(6,048)	-	-	-
Principal payments on debt	(392,750)	(406,500)	(406,500)	(425,750)
<b>Total</b>	<b>(154,514)</b>	<b>(445,549)</b>	<b>(385,523)</b>	<b>(472,930)</b>
Cash balance - January 1	2,039,434	1,825,914	1,884,920	1,499,397
Cash balance - December 31	<b>\$ 1,884,920</b>	<b>\$ 1,380,365</b>	<b>\$ 1,499,397</b>	<b>\$ 1,026,467</b>

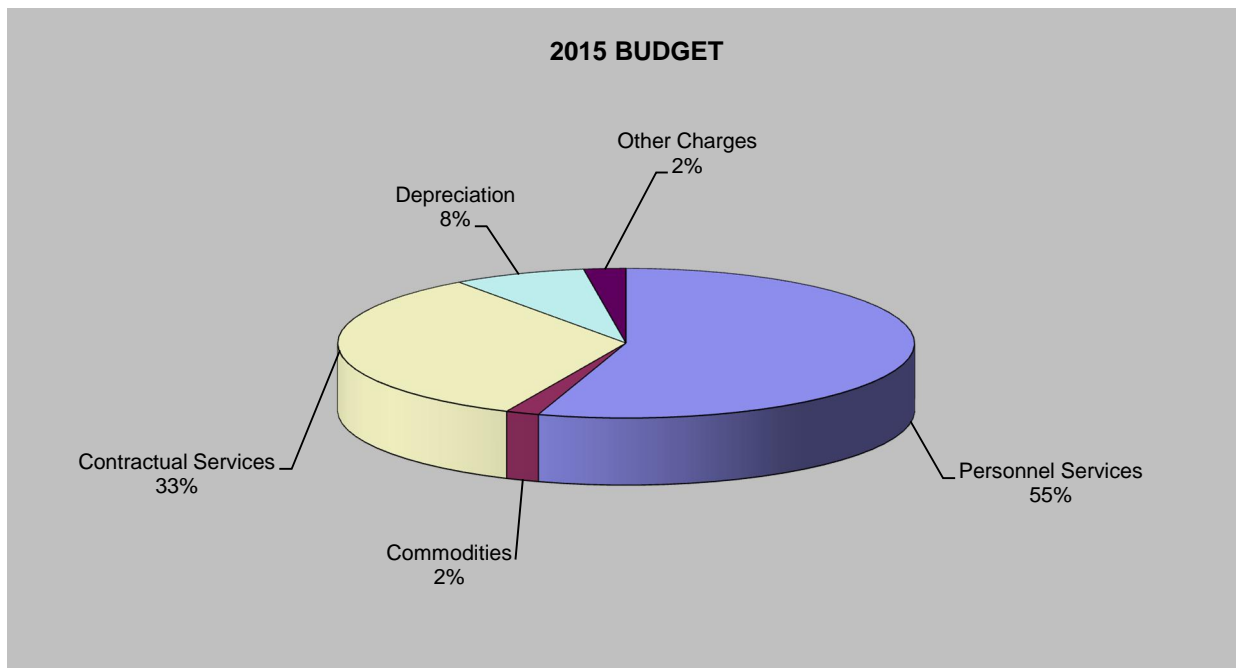
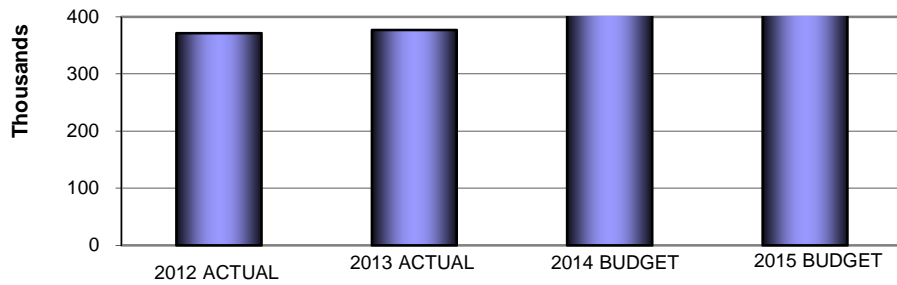
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**CITY OF ST. FRANCIS, MINNESOTA  
LIQUOR STORE FUND SUMMARY  
EXPENSE ANALYSIS**

Total By Classification	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	% BUDGET
Personnel Services	199,460	211,003	224,400	249,100	11.0%
Commodities	13,024	4,978	8,000	8,500	6.3%
Contractual Services	117,397	121,838	140,900	151,400	7.5%
Depreciation	32,325	32,792	34,000	34,000	0.0%
Other Charges	9,071	6,551	9,350	10,700	14.4%
<b>Totals</b>	<b>371,277</b>	<b>377,162</b>	<b>416,650</b>	<b>453,700</b>	<b>8.9%</b>

**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

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
<b><u>Operating revenues:</u></b>				
Liquor sales	\$ 686,979	\$ 680,000	\$ 695,000	\$ 680,000
Beer sales	1,082,628	1,100,000	1,118,000	1,100,000
Wine sales	197,266	200,000	181,000	200,000
Miscellaneous merchandise	36,362	42,000	36,300	42,000
N/A beer	4,343	4,500	5,500	4,500
Tobacco products	50,425	58,000	56,800	50,000
<b>Total revenues</b>	<b>2,058,003</b>	<b>2,084,500</b>	<b>2,092,600</b>	<b>2,076,500</b>
<b><u>Cost of sales:</u></b>	<b>(1,522,305)</b>	<b>(1,568,000)</b>	<b>(1,629,808)</b>	<b>(1,568,000)</b>
<b>Gross profit</b>	<b>535,698</b>	<b>516,500</b>	<b>462,792</b>	<b>508,500</b>
<b><u>Operating expenses:</u></b>				
Personnel services	211,003	224,400	236,674	249,100
Supplies	4,978	8,000	8,361	8,500
Professional services	82,784	88,900	87,094	96,600
Communications	1,587	2,500	2,351	2,500
Insurance	12,468	14,000	15,743	13,500
Utilities	17,491	21,500	18,119	22,600
Repairs and maintenance	7,509	14,000	5,232	16,200
Depreciation	32,792	34,000	34,000	34,000
Other	6,550	9,350	6,188	10,700
<b>Total expenses</b>	<b>377,162</b>	<b>416,650</b>	<b>413,762</b>	<b>453,700</b>
<b>Operating income (loss)</b>	<b>158,536</b>	<b>99,850</b>	<b>49,030</b>	<b>54,800</b>
<b>Other revenues (expenses):</b>				
Investment earnings	10,923	12,000	10,800	12,000
Miscellaneous revenues	659	-	380	-
<b>Total other revenues (expenses)</b>	<b>11,582</b>	<b>12,000</b>	<b>11,180</b>	<b>12,000</b>
<b>Net income (loss) before contributions and transfers</b>	<b>170,118</b>	<b>111,850</b>	<b>60,210</b>	<b>66,800</b>
<b>Transfers in (out):</b>				
General Fund	(60,000)	(60,000)	(60,000)	60,000)
<b>Change in net position</b>	<b>110,118</b>	<b>51,850</b>	<b>210</b>	<b>6,800</b>
<b>Net position - January 1</b>	<b>1,776,950</b>	<b>1,813,977</b>	<b>1,887,068</b>	<b>1,887,278</b>
<b>Net position - December 31</b>	<b>\$ 1,887,068</b>	<b>\$ 1,865,827</b>	<b>\$ 1,887,278</b>	<b>\$ 1,894,078</b>

CITY OF ST. FRANCIS, MINNESOTA  
**MUNICIPAL LIQUOR OPERATIONS FUND (609)**  
 STATEMENT OF CASH FLOWS

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
Net income (loss)	\$ 110,118	\$ 51,850	\$ 210	\$ 6,800
Add depreciation	32,792	34,000	34,000	34,000
Change in current assets	6,888	-	-	-
Change in deferred	-	-	-	-
Change in current liabilities	15,748	-	-	-
Purchase of fixed assets	-	-	-	-
<b>Total</b>	<b>165,546</b>	<b>85,850</b>	<b>34,210</b>	<b>40,800</b>
Cash balance - January 1	1,260,367	1,330,394	1,425,913	1,460,123
Cash balance - December 31	<b>\$ 1,425,913</b>	<b>\$ 1,416,244</b>	<b>\$ 1,460,123</b>	<b>\$ 1,500,923</b>

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**CAPITAL OUTLAY  
FUNDS**

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## 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 2015-2019 CIP was adopted by the Council on August 4, 2014. The following provides a summary of projects included in the City's Capital Improvement Plan along with project year. Overall the 2015 budget provided for in the Capital Improvement plan is \$24,748,640. The following shows a breakdown by year.

CATEGORY	TOTAL	PRIOR	ALLOCATION OF COSTS BY YEAR				
		YEARS	2015	2016	2017	2018	2019
<b>BUILDINGS</b>	\$ 2,269,948	\$ -	\$ 411,948	\$ 738,000	\$ 360,000	\$ 380,000	\$ 380,000
<b>EQUIPMENT</b>	\$ 2,195,400	\$ -	\$ 463,692	\$ 636,782	\$ 504,802	\$ 438,352	\$ 151,772
<b>LAND</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>PARKS</b>	\$ 539,500	\$ -	\$ 290,000	\$ 20,000	\$ 173,500	\$ 26,000	\$ 30,000
<b>STREETS</b>	\$16,986,000	\$ -	\$ 5,442,000	\$ 5,031,000	\$ 3,111,500	\$ -	\$3,401,500
<b>UTILITIES</b>	\$22,422,730	\$ -	\$18,000,000	\$ -	\$ 405,730	\$ 4,017,000	\$ -
<b>VEHICLES</b>	\$ 716,000	\$ -	\$ 141,000	\$ 145,000	\$ 165,000	\$ 85,000	\$ 180,000
<b>TOTALS</b>	\$45,129,578	\$ -	\$24,748,640	\$ 6,570,782	\$ 4,720,532	\$ 4,946,352	\$4,143,272

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

PROJECT TITLE	2015	2016	2017	2018	2019
<b>General Government</b>					
Car	-	20,000	-	-	-
<b>Total</b>	<b>-</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Building Inspection</b>					
Vehicle	26,000	-	-	-	-
<b>Total</b>	<b>26,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fire Department</b>					
Truck Replacement	50,000	50,000	50,000	50,000	50,000
Concrete Repair	51,948	-	-	-	-
Paving, Curbing and Utilities	125,000	-	-	-	-
CADRMS Equipment	15,400	-	-	-	-
Radio Equipment	22,170	22,170	22,170	-	-
<b>Total</b>	<b>264,518</b>	<b>72,170</b>	<b>72,170</b>	<b>50,000</b>	<b>50,000</b>
<b>Police Department</b>					
Debt Service on Police Building	180,000	180,000	180,000	190,000	190,000
Squad Car Replacement	65,000	35,000	65,000	35,000	65,000
800 MHZ Radios	4,000	4,000	4,000	4,000	4,000
<b>Total</b>	<b>249,000</b>	<b>219,000</b>	<b>249,000</b>	<b>229,000</b>	<b>259,000</b>
<b>Streets Department</b>					
Safety Trailer	24,000	-	-	-	-
Paint Grader	12,000	-	-	-	-
Trailer Mounted PSI Washer	8,000	-	-	-	-
Debt Service on PW Building	180,000	180,000	180,000	190,000	190,000
Dump Truck Replacement	249,500	-	-	-	-
Pickup Replacemet	-	40,000	-	-	-
Loader	-	195,000	-	-	-
Bobcat Toolcat	-	-	-	47,700	-
Dump Truck Replacement	-	-	-	265,000	-
1 Ton Dump	-	-	-	-	65,000
Kerry & 232nd Reconstruction	250,000	-	-	-	-
239th & Bittersweet Mill And Overlay	500,000	-	-	-	-
245th & Kings Hwy Realignment & Ditch Work	1,045,000	-	-	-	-
Bridge Street Traffic Improvements	2,625,000	-	-	-	-
Tamarack Street	897,000	-	-	-	-
Arrowhead Street Mill And Overlay	-	181,000	-	-	-
Butterfield Drive Reconstruction	-	620,000	-	-	-
Poppy Street Reconstruction	-	600,000	-	-	-
241st Avenue	-	3,630,000	-	-	-
Rum River Woods Addition Reconstruction	-	-	3,111,500	-	-
Bridge Street Extension	-	-	-	-	3,401,500
<b>Total</b>	<b>5,790,500</b>	<b>5,446,000</b>	<b>3,291,500</b>	<b>502,700</b>	<b>3,656,500</b>

PROJECT TITLE	2015	2016	2017	2018	2019
<b>Parks Department</b>					
Hockey Rink Improvements	135,000	-	-	-	-
BOBCAT ANNUAL REPLACEMENT	32,900	33,890	34,910	35,930	36,950
New Mower Deck For Belos	20,000	-	-	-	-
Sealcoating For Bituminous Trails	155,000	-	-	-	-
Deer Creek Park Trail	-	20,000	-	-	-
Replace Building At Community Park	-	378,000	-	-	-
Hidden Ponds Irrigation	-	206,000	-	-	-
Highland Woods Park Improvements	-	-	48,500	-	-
Rum River Woods Improvements	-	-	125,000	-	-
Benches And Trash Bins	-	-	-	10,000	-
Durigan Locher & Seeyle Brook	-	-	-	26,000	-
Zero Turn Mower	-	-	-	-	20,100
Picnic Tables And Concrete Pads	-	-	-	-	15,000
Splash Park Study	-	-	-	-	15,000
Disc Golf Study	-	-	-	-	15,000
<b>Total</b>	<b>342,900</b>	<b>637,890</b>	<b>208,410</b>	<b>71,930</b>	<b>102,050</b>
<b>Water/Sewer Departments</b>					
Household Water Meter Changeout	65,722	65,722	65,722	65,722	65,722
Wastewater Treatment Facility	18,000,000	-	-	-	-
Monitoring Well	-	100,000	-	-	-
Well #5	-	-	405,730	-	-
Cab & Chassis	-	-	50,000	-	-
Portable Genset	-	-	58,000	-	-
Vac/Jetter Truck	-	-	310,000	4,017,000	-
Trunk Hwy 47 Water & Sewer Extension	-	-	-	-	-
<b>Total</b>	<b>18,065,722</b>	<b>165,722</b>	<b>889,452</b>	<b>4,082,722</b>	<b>65,722</b>
<b>Liquor Department</b>					
Cooler Doors/LED Lights	10,000	10,000	10,000	10,000	10,000
<b>Total</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Total All</b>	<b>24,748,640</b>	<b>6,570,782</b>	<b>4,720,532</b>	<b>4,946,352</b>	<b>4,143,272</b>

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](http://www.stfrancismn.org) for a copy of the complete plan as adopted.

Council approved a contract at the end of 2014 to work on a financial management plan with Northland Securities. This plan will look at the funding options for the needed capital projects.

**Capital Projects Fund**

There are no planned expenditures from the Capital Projects Fund for 2015 at this time.

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

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
<u>Miscellaneous Revenue:</u>				
Investment earnings	\$ 2,078	\$ 3,000	\$ 1,800	\$ 3,000
Miscellaneous	13,229	-	-	-
 Total revenues	 15,307	 3,000	 1,800	 3,000
 <u>Expenditures:</u>				
<u>Capital Outlay</u>				
General Government	-	-	3,100	-
Public Safety	23,856	-	-	-
Public Works	148,508	-	17,965	-
Culture & Recreation	-	-	-	-
 Total expenditures	 172,364	 -	 21,065	 -
 Excess (deficit) of revenues over expenditures	 (157,057)	 3,000	 (19,265)	 3,000
 Other financing sources (uses):				
Transfers in (out):				
Bond Proceeds	-	-	-	-
Fire Truck Replacement Fund	-	-	-	-
Transfer Out	-	-	-	-
 Net increase (decrease) in fund balance	 (157,057)	 3,000	 (19,265)	 3,000
 Fund balance - January 1	 438,892	 167,067	 281,835	 262,570
 Fund balance - December 31	 <u>\$ 281,835</u>	 <u>\$ 170,067</u>	 <u>\$ 262,570</u>	 <u>\$ 265,570</u>

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  
**CREEKVIEW ESTATES FUND (505)**  
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
<u>Revenues:</u>				
Special Assessments	\$ 14,515	\$ 12,000	\$ 13,000	\$ 13,000
Total revenues	14,515	12,000	13,000	13,000
<u>Expenditures:</u>				
Miscellaneous	59	-	51	-
Engineering	-	-	-	-
Interest expense	-	-	-	-
Total expenditures	59	-	51	-
Excess (deficit) of revenues over expenditures	14,456	12,000	12,949	13,000
Fund balance - January 1	(102,241)	(89,300)	(87,785)	(74,836)
Fund balance - December 31	<u>\$ (87,785)</u>	<u>\$ (77,300)</u>	<u>\$ (74,836)</u>	<u>\$ (61,836)</u>

Accounts for the accumulation of resources to finance the 2006 street reconstruction project. There was no debt taken out to finance this project. The deficit will be eliminated through future collections of special assessments.



CITY OF ST. FRANCIS, MINNESOTA  
**FIRE TRUCK REPLACEMENT FUND (403)**  
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
<u>Miscellaneous Revenue:</u>				
Investment earnings	\$ 3,622	\$ 4,000	\$ 3,000	\$ 3,000
	-			
<b>Total revenues</b>	<b>3,622</b>	<b>4,000</b>	<b>3,000</b>	<b>3,000</b>
<u>Expenditures:</u>				
Vehicles and equipment	-	-	95,100	266,021
<b>Total expenditures</b>	<b>-</b>	<b>-</b>	<b>95,100</b>	<b>266,021</b>
Excess (deficit) of revenues over expenditures	3,622	4,000	(92,100)	(263,021)
Other financing sources (uses):				
Transfers in (out):				
General Fund	-	50,000	50,000	50,000
Capital Projects Fund	-	-	-	-
Net increase (decrease) in fund balance	3,622	54,000	(42,100)	(213,021)
Fund balance - January 1	450,020	454,020	453,642	411,542
Fund balance - December 31	<b>\$ 453,642</b>	<b>\$ 508,020</b>	<b>\$ 411,542</b>	<b>\$ 198,521</b>

Accounts for funds set aside for future purchases fire trucks. 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

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
<u>Miscellaneous:</u>				
Miscellaneous	\$ 13,016	\$ 10,000	\$ 11,000	\$ 11,000
Investment earnings	97	-		
Total revenues	13,113	10,000	11,000	11,000
<u>Expenditures:</u>				
Commodities	-	-	-	-
Contractual services	-	-	-	-
Other charges	-	-	-	-
Total expenditures	-	-	-	-
Excess (deficit) of revenues over expenditures	13,113	10,000	11,000	11,000
Fund balance - January 1	2,373	12,373	15,486	26,486
Fund balance - December 31	<u>\$ 15,486</u>	<u>\$ 22,373</u>	<u>\$ 26,486</u>	<u>\$ 37,486</u>

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

CITY OF ST. FRANCIS, MINNESOTA  
**IVYWOOD STREET & 230TH LANE FUND (507)**  
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
<u>Revenues:</u>				
Special Assessments	\$ 12,633	\$ 12,000	\$ 16,000	\$ 12,000
Total revenues	12,633	12,000	16,000	12,000
<u>Expenditures:</u>				
Miscellaneous	79	-	67	-
Engineering	-	-	-	-
Construction	-	-	-	-
Interest expense	-	-	-	-
Total expenditures	79	-	67	-
Excess (deficit) of revenues over expenditures	12,554	12,000	15,933	12,000
Other financing sources (uses):				
Transfers in (out):				
Water Fund	-	-	-	-
Sewer Fund	-	-	-	-
General Fund	-	-	-	-
Net increase (decrease) in fund balance	12,554	12,000	15,933	12,000
Fund balance - January 1	(112,766)	(100,766)	(100,212)	(84,279)
Fund balance - December 31	<u>\$ (100,212)</u>	<u>\$ (88,766)</u>	<u>\$ (84,279)</u>	<u>\$ (72,279)</u>

Accounts for financial resources used to finance a street reconstruction project which is receiving special assessment revenue to pay for a portion of the costs.

CITY OF ST. FRANCIS, MINNESOTA  
**TRUNK UTILITIES RIVER'S EDGE FUND (423)**  
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
<u>Revenues:</u>				
Miscellaneous	\$ 4,321	\$ -	\$ -	\$ -
Investment earnings	-	-	-	-
<b>Total revenues</b>	<b>4,321</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>Expenditures:</u>				
Miscellaneous	-	-	-	-
Engineering	-	-	-	-
Construction	-	-	-	-
Land	-	-	-	-
Interest expense	-	-	-	-
<b>Total expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess (deficit) of revenues over expenditures	4,321	-	-	-
<u>Other financing sources (uses):</u>				
Bond proceeds	-	-	-	-
Transfers in (out): Water Fund	-	-	-	-
<b>Net increase (decrease) in fund balance</b>	<b>4,321</b>	<b>-</b>	<b>-</b>	<b>-</b>
Fund balance - January 1	(520,641)	(520,641)	(516,320)	(516,320)
Fund balance - December 31	<u>\$ (516,320)</u>	<u>\$ (520,641)</u>	<u>\$ (516,320)</u>	<u>\$ (516,320)</u>

Accounts for financial resources used to improve current city infrastructure and to finance construction of sanitary sewer and water mains to serve the new River's Edge development and Rum River Bluffs development.

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

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
<u>Miscellaneous Revenue:</u>				
Intergovernmental	\$ 44,135	\$ -	\$ -	\$ -
Charges for Services	10,775	1,000	1,060	1,000
Park dedication fees	-	-	500	-
Investment earnings	1,759	1,000	1,086	1,000
Miscellaneous	41,575	500	7,051	500
Total revenues	98,244	2,500	9,697	2,500
<u>Expenditures:</u>				
Park development projects	91,305	-	43,904	-
Total expenditures	91,305	-	43,904	-
Excess (deficit) of revenues over expenditures	6,939	2,500	(34,207)	2,500
Other financing sources (uses):				
Transfers in (out):				
General Fund				
	-	-	-	-
Net increase (decrease) in fund balance	6,939	2,500	(34,207)	2,500
Fund balance - January 1	164,476	154,916	171,415	137,208
Fund balance - December 31	\$ 171,415	\$ 157,416	\$ 137,208	\$ 139,708

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  
**WATERMAIN LOOPING FUND (427)**  
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
<u>Revenues:</u>				
Investment earnings	\$ -	\$ -	\$ -	\$ -
<b>Total revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>Expenditures:</u>				
Miscellaneous	-	-	-	-
Engineering	-	-	-	-
Construction	-	-	-	-
Land easement	-	-	-	-
Interest expense	-	-	-	-
<b>Total expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess (deficit) of revenues over expenditures	-	-	-	-
Other financing sources (uses):				
Transfers in (out):				
Water Fund	-	-	-	-
Net increase (decrease) in fund balance	-	-	-	-
Fund balance - January 1	(287,151)	(287,151)	(287,151)	(287,151)
Fund balance - December 31	<u>\$ (287,151)</u>	<u>\$ (287,151)</u>	<u>\$ (287,151)</u>	<u>\$ (287,151)</u>

This fund was established to account for costs associated with completing 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. The project also includes the demolition and abandonment of wellhouse and well number 2.



**DEBT SERVICE  
FUNDS**

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## DEBT SERVICE

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

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

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

The annual debt service tax levy anticipated each year through 2022 on current debt is \$20,900. The balance of the debt will be paid from special assessments, transfers from other funds, and interest earnings.

### 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 EDA Lease Revenue 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.

	2014
Estimated market value of taxable property	\$398,810,600
Debt limit (3% of market value)	\$11,964,318
Total bonds outstanding excluding enterprise debt	\$9,385,000
Less: Special assessment bonds	1,380,000
Total debt applicable to debt limit	\$ 8,005,000
Legal debt margin	\$3,959,318

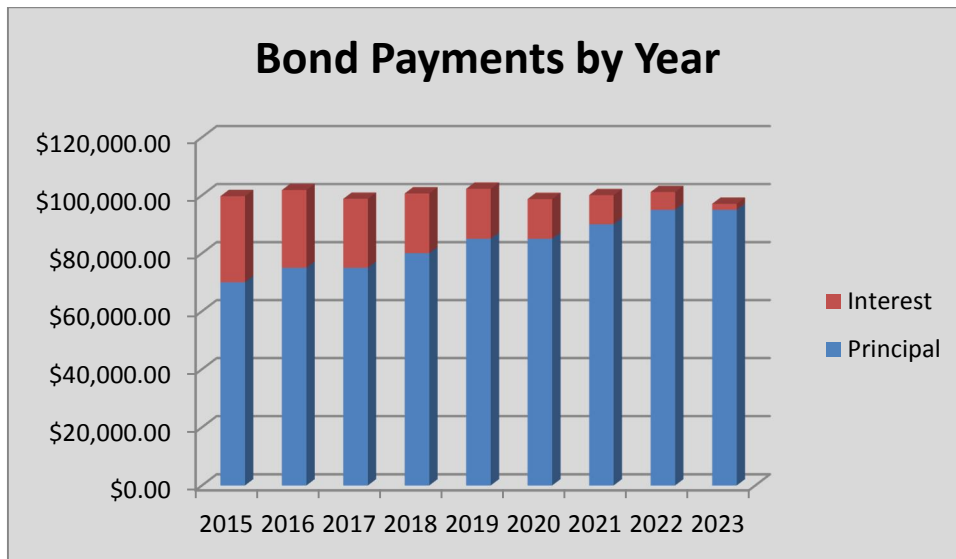
All bonds issued by the city's enterprise funds are reported in the individual budgets.

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

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
Revenues:				
Property taxes	\$ 20,984	\$ 20,900	\$ 20,900	\$ 20,900
Special assessments	24,024	24,000	24,000	24,000
Investment earnings	(2,833)	1,000	350	1,000
<b>Total revenues</b>	<b>42,175</b>	<b>45,900</b>	<b>45,250</b>	<b>45,900</b>
Expenditures:				
<u>Debt Service:</u>				
Principal:				
Regular	65,000	70,000	70,000	70,000
Bond issuance costs	5,847	-	-	-
Interest	35,317	32,483	32,483	29,683
Paying agent fees	-	425	-	-
<b>Total expenditures</b>	<b>106,164</b>	<b>102,908</b>	<b>102,483</b>	<b>99,683</b>
Excess (deficit) of revenues over expenditures	(63,989)	(57,008)	(57,233)	(53,783)
Other financing sources (uses):				
Bond proceeds (net)	560,000	-	-	-
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	535,891	(17,128)	(17,353)	(13,903)
Fund balance - January 1	145,274	130,738	681,165	663,812
Fund balance - December 31	<b>\$ 681,165</b>	<b>\$ 113,610</b>	<b>\$ 663,812</b>	<b>\$ 649,909</b>

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

Year	Principal	Interest	Total
2015	70,000.00	29,682.50	99,683
2016	75,000.00	26,782.50	101,783
2017	75,000.00	23,782.50	98,783
2018	80,000.00	20,642.50	100,643
2019	85,000.00	17,238.75	102,239
2020	85,000.00	13,711.25	98,711
2021	90,000.00	10,035.00	100,035
2022	95,000.00	6,103.75	101,104
2023	95,000.00	2,042.50	97,043
<b>Total</b>	<b>\$750,000</b>	<b>\$150,021</b>	<b>\$900,021</b>



CITY OF ST. FRANCIS, MINNESOTA  
**EDA LEASE REVENUE BONDS**  
 STATE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 BUDGET
Revenues:				
Investment earnings	\$ (33,961)	\$ 3,000	\$ (16,096)	\$ 3,000
<b>Total revenues</b>	<b>(33,961)</b>	<b>3,000</b>	<b>(16,096)</b>	<b>3,000</b>
Expenditures:				
<u>Debt Service:</u>				
Principal:				
Regular	195,000	225,000	225,000	230,000
Interest	326,445	322,383	322,383	318,395
Paying agent fees	-	1,400	1,600	1,600
<b>Total expenditures</b>	<b>521,445</b>	<b>548,783</b>	<b>548,983</b>	<b>549,995</b>
Excess (deficit) of revenues over expenditures	(555,406)	(545,783)	(565,079)	(546,995)
Other financing sources (uses):				
Transfers in (out):				
General Fund	340,000	340,000	340,000	360,000
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	(50,406)	(40,783)	(60,079)	(21,995)
Fund balance - January 1	702,630	689,185	652,224	592,145
Fund balance - December 31	<b>\$ 652,224</b>	<b>\$ 648,402</b>	<b>\$ 592,145</b>	<b>\$ 570,150</b>

This fund was set up in 2012 to account for the Lease Revenue Bonds sold by the EDA at the beginning of the year.



**SUPPLEMENTARY  
INFORMATION**

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

Characteristics	Year	St. Francis	% Change From 1990	Anoka County	% Change From 1990	Metro Area	% Change From 1990
		#		#		#	
<b>Population</b>	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
<b>Households</b>	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
<b>Persons Per Household</b>	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
<b>Employment</b>	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**

<b>Characteristics</b>	<b>St. Francis In 1990</b>	<b>St. Francis In 2000</b>	<b>St. Francis In 2010</b>	<b>Metro Area In 1990</b>	<b>Metro Area In 2000</b>	<b>Metro Area In 2010</b>
<b>Number of Persons</b>	2,538	4,910	7,218	2,288,721	2,642,062	2,849,567
<b>Persons by Gender</b>						
Female	49%	50%	51%	51%	51%	51%
Male	51%	50%	49%	49%	49%	49%
<b>Number of Families</b>	656	1,301	1,301	583,900	658,159	707,496
<b>Number of Households</b>	760	1,638	2,520	1,021,456	1,117,749	1,362,000
<b>Persons per Household</b>	3.34	3.00	2.86	2.61	2.59	2.55
<b>Number of Housing Units</b>	800	1,689	2,667	922,224	1,047,240	1,117,749
<b>Number of Persons By Age</b>						
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%
<b>Persons by Race</b>						
White	97%	95%	95%	91%	83%	76%
Non-white	3%	5%	5%	9%	17%	24%
<b>Households by Type</b>						
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**

<b>Characteristics</b>	<b>St. Francis In 1990</b>	<b>St. Francis In 2000</b>	<b>St. Francis In 2010</b>	<b>Metro Area In 1990</b>	<b>Metro Area In 2000</b>	<b>Metro Area In 2010</b>
<b>Children By Age</b>						
Under 5 Years Old	28%	28%	26%	31%	31%	27%
5 to 19 Years Old	72%	72%	74%	69%	69%	73%
<b>Household Incomes</b>						
Median	\$32,474	\$51,982	\$67,480	\$36,565	\$ 54,304	\$65,181
<b>Highest Level of Education</b>						
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%

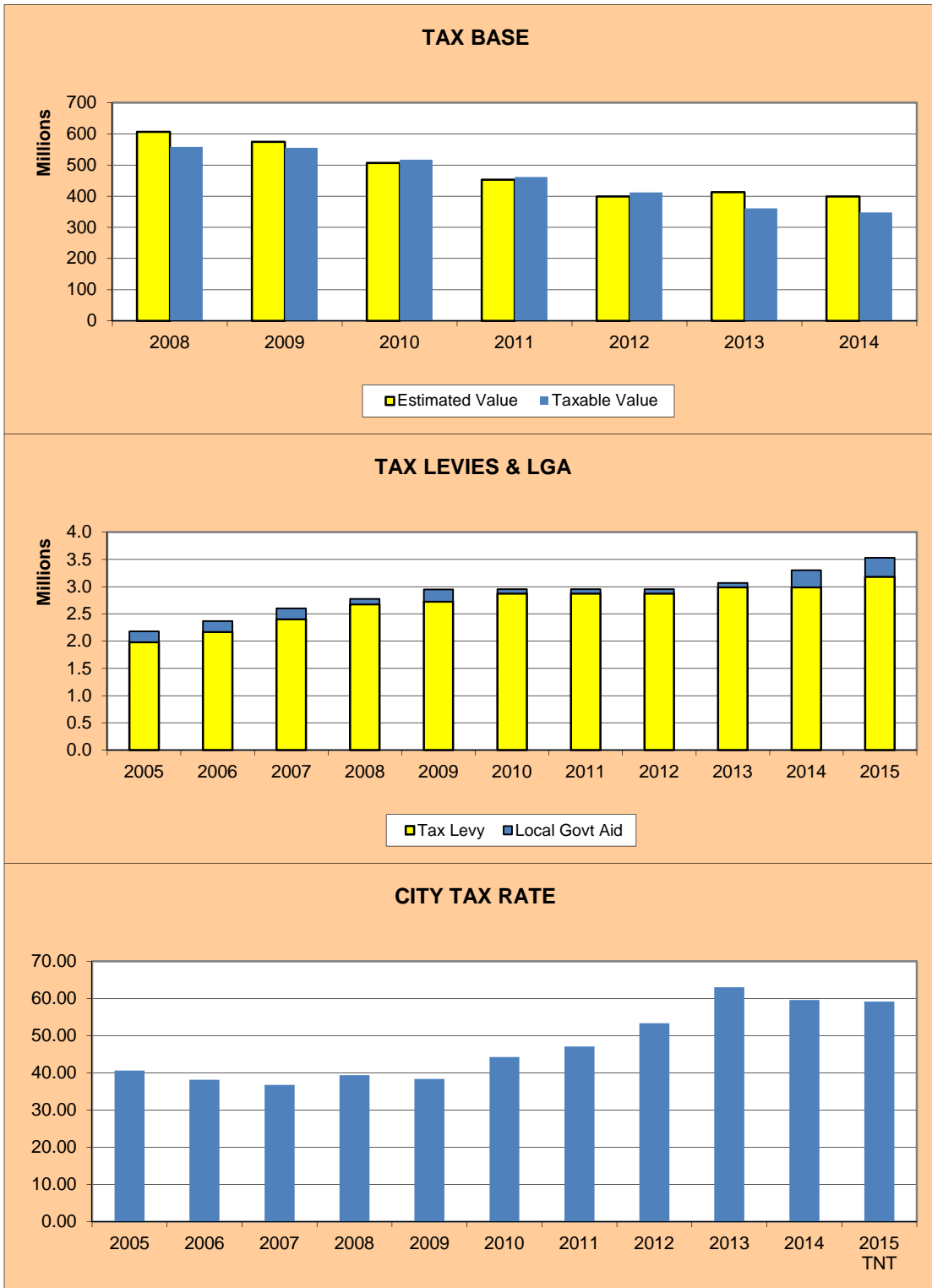
**CITY OF ST. FRANCIS, MINNESOTA**  
Miscellaneous Statistical Facts  
December 31, 2014

Year of incorporation				1974
Area of city				23.7 sq miles
Miles of roads:				
City				47
State/County				26.9
Private				4.5
				78.4
Total				78.4
Water system:				
Number of hydrants				
City				269
Private				68
Number of wells				3
Miles of water mains				
City				24.7
Private				7.4
Raw				0.6
Abandoned				0.2
Sewer system:				
Lift stations				
City				12
Private				2
Miles of sewer mains				
City				20.6
Private				5.7
Number of manholes				
City				504
Private				142
Fire protection:				
Number of stations				1
Number of paid-per-call employees				18
Police protection:				
Number of stations				1
Number of full-time police officers				11
Recreation:				
Parks (developed)				83 acres
Number of parks and playgrounds				14
Employees:				
Full time (including police protection)				27
Part time and temporary (including fire protection)				24
Council members				5
	Local	State	National	
Elections:				
Date of last elections	Nov 4, 2014	Nov 4, 2014	Nov 4, 2014	
Number of registered voters	4,011	4,011	4,011	
Number of votes cast	2,060	2,060	2,060	
Percent of registered voters voting	51%	51%	51%	

CITY OF ST. FRANCIS  
Principal Taxpayers  
December 31, 2013  
(Unaudited)

Taxpayer		2013/2014		
		Taxable Market Value	Net Tax Capacity	Percent of Total Tax Capacity
Alliant Techsystems	Ammunition manufacturer	11,021,300	160,552	4.25%
ALS Properties Woodhaven LLC	Mobile Home Park	8,125,500	101,569	2.69%
St. Francis Realty LLC	Shopping Center	4,124,100	81,241	2.15%
Connexus Energy	Utility	2,903,300	58,066	1.54%
King Exchange LLC	Shopping Center	2,776,800	54,036	1.43%
Minnegasco Inc.	Utility	2,621,900	52,438	1.39%
Northern Capital Investments	Residential	2,212,200	27,653	0.73%
Village Bank	Commercial	1,128,500	21,754	0.58%
Individual Family LP	Commercial	1,064,800	20,546	0.54%
Weaver Brothers Company	Apartment	1,556,200	19,047	0.50%
		37,534,600	596,902	15.80%

### CITY OF ST. FRANCIS, MINNESOTA TAX BASE, TAX LEVIES AND TAX RATES



**CITY OF ST. FRANCIS, MINNESOTA  
TAX BASE, TAX LEVIES AND TAX RATES**

**TAX BASE**

Year Payable	Estimated Value	Taxable Value
2008	606,300,761	557,796,700
2009	574,727,404	555,761,400
2010	507,098,392	517,621,700
2011	452,734,781	461,213,200
2012	399,249,358	411,814,985
2013	412,869,600	361,177,080
2014	398,810,600	347,731,217

**TAX LEVIES**

Year Payable	Tax Levy	Local Govt Aid	Total Levy + LGA
2005	1,979,977	200,000	2,179,977
2006	2,167,157	200,000	2,367,157
2007	2,402,157	200,000	2,602,157
2008	2,672,615	100,000	2,772,615
2009	2,724,202	222,535	2,946,737
2010	2,873,160	80,940	2,954,100
2011	2,873,160	80,940	2,954,100
2012	2,873,160	80,940	2,954,100
2013	2,988,086	80,940	3,069,026
2014	2,988,086	313,420	3,301,506
2015	3,180,953	347,348	3,528,301

**TAX RATES**

Year Payable	City Rate	Overlapping Rates*			Special Districts
		Anoka County	ISD #15	ISD #728	
2005	40.652	33.581	18.598	32.996	4.443
2006	38.145	32.543	23.167	36.105	4.016
2007	36.786	31.094	24.716	33.352	3.912
2008	39.380	31.453	23.269	32.491	5.224
2009	38.401	32.445	20.992	36.300	3.797
2010	44.265	35.574	24.970	40.142	4.317
2011	47.139	40.376	28.896	43.489	4.478
2012	53.406	42.265	32.835	45.548	3.225
2013	63.026	44.411	33.707	50.058	3.317
2014	59.629	43.239	33.635	51.286	3.286
2015 TNT	59.216	38.076	29.415	50.873	2.854

\*-Overlapping rates are those of local and county governments that apply to property owners within the City. Not all overlapping rates apply to all City property owners (e.g. the rates for special districts apply only to the proportion of the City's property owners whose property is located within the geographic boundaries of the special district).

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## 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).



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**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.

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**TRANSFER:** Transfers of assets between funds.

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## 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
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