

Memo

From: Joan Wall, Deputy Treasurer

To: Freeport City Council

Date: September 21, 2017

Re: 2018 Proposed Budget Notes

Before September 30th, Council will need to approve a preliminary levy and schedule a public hearing date between November 25th and December 28th. Along with this memo are a proposed 2018 budget and summaries of the major budget changes for each fund. A proposed preliminary budget & levy resolution is included with this packet (after the budget pages). Please keep in mind that the final levy, which will be approved in December, can be lowered from this preliminary levy, but cannot be increased.

Please notify me of any errors or discrepancies. Notes on budget line items are included with some of the budget figures and additional notes are below.

Fund 101 (General Fund)

Revenues

2018 Certified LGA is more than 2017 by \$3,650

Expenditures

Employee salaries were raised \$1 per hour

Annual cost of election equipment increased by \$1,100

Included \$2,500 for 2018 election costs

Decreased Public Works Assistant wages by \$5,000 to reflect actual needs

Included a \$10,000 transfer to the Capital Equipment fund – same as 2017

Included a \$72,000 transfer to the Street Improvements fund – \$2,000 more than 2017

Included a \$5,000 transfer to the South End Park Fund

Included a \$30,000 transfer to the Street Lights fund – \$20,000 more than 2017

Fund 225 (ASFA Fund)

Approved during annual fire department meeting, February 2017

Fund 300 (EDA)

Budget has been around \$10,000 for the last four years

2018 budget approved by EDA on 9/18/17

Fund 417 (Street Improvements Fund)

Legislature funded Small City Transportation Program \$8,980

Fund 601 (Water Fund)

Beginning in 2017, utility charges were shifted more to sewer & less to water

Decreased Special Assessment revenue budget to reflect actual revenue received

Fund 602 (Waste Water Fund)

Beginning in 2017, utility charges were shifted more to sewer & less to water

Fund 603 (Water – USDA Reserve)

USDA loan requires the City to set aside annual reserves

Fund 604 (Waste Water – USDA Reserve)

USDA loan requires the City to set aside annual reserves

Levy Comparisons (2017 Final vs 2018 Proposed)

Levy Description	Final 2017	Proposed 2018	Change Amount	%
General Fund Levy (Fund 101)	\$246,800	\$250,000	\$ 3,200	1.3%
EDA Levy (Fund 300)	\$ 10,000	\$ 10,000	0	0%
2013 GO Bonds Levy (Fund 326)	\$ 93,500	\$ 94,500	\$ 1,000	1.1%
2012 GO Bonds Levy (Fund 331)	\$ 95,000	\$100,000	\$ 5,000	5.3%
Total Levy	\$445,300	\$454,500	\$ 9,200	2.1%

CITY OF FREEPORT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2018

101 General Fund		Actuals				Current	%	Prelim.	Budget	Final	%
Account	Object	2014	2015	2016	2017	Budget	Exp.	Budget	Changes	Budget	Old
		2014	2015	2016	2017	2017	2017	18	18	18	18
41000 GENERAL GOVERNMENT											
200	Postage	367	687	195	357	300	119%	450		450	150%
210	Operating Supplies	789	2,457	1,153	796	2,000	40%	2,000		2,000	100%
220	Repair & Maint. Supplies	354	478	214	287	750	38%	750		750	100%
300	Professional Services	4,137	15,172	6,902	1,813	6,000	30%	6,000		6,000	100%
Cleaning \$1,875 + Ehlers continuing disclosure bond report \$500 + Web hosting \$400 + Computer services + Kathleen Murphy + SEH											
2015 was high due to outside help from Kathleen Murphy (hiring), KDV (consulting & training), and Schlenner Wenner (payroll) when former clerk terminated April 2015.											
2016 also had some of the above outside services.											
302	Legal Consulting	5,006	10,884	5,335	3,266	5,000	65%	5,000		5,000	100%
305	Legal Prosecution	1,055				500	0%	500		500	100%
320	Telephone	2,192	1,991	1,965	1,001	1,888	53%	1,550		1,550	82%
2017 removed fax line from budget											
350	Notices & Publication	1,375	1,849	734	376	1,300	29%	1,000		1,000	77%
2015 includes employee hiring announcements, etc.											
351	Periodicals	436	223	38	240	260	92%			0	0%
2017: removed St Cloud Times \$240, added Beacon & Herald \$260; Beacon & Herald pd for 3 yrs in 2017											
361	Liability Insurance	8,457	7,327	7,137	3,676	7,226	51%	7,600		7,600	105%
381	Electric	1,901	1,897	2,207	1,219	2,300	53%	2,300		2,300	100%
410	Rentals	2,527	2,034	2,022	1,549	2,200	70%	2,200		2,200	100%
Ameripride \$660, Marco \$1,300, Finken \$180											
430	Miscellaneous	6,717	112	500		350	0%	350		350	100%
2014 included Stearns Muni League mtg (345), new website (1,450), creamery asbestos report (1,290), KDV debt & levy analysis (840), DEED Grant Ap Assist Legal (1,384)											
2016 was to Girl Scouts											
433	Dues	3,480	3,244	3,945	577	3,415	17%	3,450		3,450	101%
Black Mountain \$2,800, Stearns Cnty Beacon \$60, MAOSC \$440, Freeport Chamber \$150											
2016 includes 1-time charge of \$630 for Black Mountain payroll setup											
434	League Dues	771	812	840		870	0%	870		870	100%
570	Office Equip & Furnishing	1,030				0	0%			0	0%
Account:		40,594	49,167	33,187	15,157	34,359	44%	34,020	0	34,020	99%
41100 Legislative (Council/Board)											
100	Wages and Salaries	3,995	5,090	4,670	1,560	4,320	36%	4,320		4,320	100%
Regular mtgs \$65 x 4 members x 12 mtgs = \$3,120											
Special mtgs \$50 x 4 members x 6 mtgs = \$1,200											
121	Cities FICA 6.2%	248	316	290	97	268	36%	268		268	100%
101.41100.100 x 6.2%											
122	Cities Share MED 1.45%	58	74	68	23	64	36%	63		63	98%
101.41100.100 x 1.45%											
330	Training	315	903		884	890	99%	890		890	100%
Newly elected officials training											
335	Mileage & Reimb Exp	34	160		151	306	49%	287		287	94%
Newly elected officials training											

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For the Year: 2018

101 General Fund		Actuals				Current	%	Prelim.	Budget	Final	% Old
Account	Object	2014	2015	2016	2017	Budget	Exp.	Budget	Changes	Budget	Budget
		2014	2015	2016	2017	2017	2017	18	18	18	18
335	Mileage & Reimb Exp 2018 election year	538		320		0	0%	350		350	*****%
350	Notices & Publication 2018 election year	67		388		0	0%	400		400	*****%
	Account:	2,725	415	2,853	427	415	103%	4,112	0	4,112	991%
41500 Auditor											
300	Professional Services BerganKDV & Schlenner Wenner assistance, Stearns County Treasurer audit confirmations	7,625	12,944	3,825	150	3,000	5%	1,000		1,000	33%
301	Audit Schlenner Wenner audit svcs	14,035	12,750	14,650	13,550	13,550	100%	13,960		13,960	103%
302	Legal Consulting Dymoke auditor's letter	75	110	110		110	0%	115		115	105%
	Account:	21,735	25,804	18,585	13,700	16,660	82%	15,075	0	15,075	90%
41550 Assessor											
304	Assessing Fees	4,871	4,422	4,696	4,812	5,000	96%	5,000		5,000	100%
	Account:	4,871	4,422	4,696	4,812	5,000	96%	5,000	0	5,000	100%
41800 Planning / Zoning											
300	Professional Services	5,321	60			1,000	0%	1,000		1,000	100%
350	Notices & Publication	176				250	0%	250		250	100%
429	County Recording Fees			138		0	0%			0	0%
	Account:	5,497	60	138		1,250	0%	1,250	0	1,250	100%
42050 Building Official											
310	Contractor 2016 includes unusually large building permits: Sacred Heart gym and Albany Stone	4,341	2,262	13,483		4,000	0%	4,000		4,000	100%
436	State Surcharge 2016 includes unusually large building permits: Sacred Heart gym and Albany Stone	138	78	571	335	200	168%	600		600	300%
	Account:	4,479	2,340	14,054	335	4,200	8%	4,600	0	4,600	110%
42200 Fire & Rescue											
700	Transfers City's fire protection contract In 2014, \$34,026 for City's fire protection contract coded incorrectly to 101.49360.700 by auditors. Should have been coded to 101.42200.700.		42,225	40,224	39,924	39,924	100%	40,207		40,207	101%
	Account:		42,225	40,224	39,924	39,924	100%	40,207	0	40,207	101%
43000 Public Works											
100	Wages and Salaries	52,153	48,413	41,428	29,961	43,740	68%	42,119		42,119	96%
103	Assistant's Wages	25,573	27,211	2,983	1,305	10,400	13%	5,360		5,360	52%
105	Misc Compensation		12,611			0	0%			0	0%
120	Cities Share PERA	7,360	4,543	3,331	1,659	4,061	41%	3,159		3,159	78%
121	Cities FICA 6.2%	6,262	4,738	2,753	1,938	3,356	58%	2,944		2,944	88%

CITY OF FREEPORT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2018

101 General Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		2014	2015	2016	2017	Budget	Exp.	Budget	Changes	Budget	Budget
122	Cities Share MED 1.45%	1,464	1,108	644	453	784	58%	689		689	88%
130	Health Insurance	12,500	1,667	10,227	6,750	9,000	75%	9,000		9,000	100%
131	Life Insurance	24	15	26	15	24	63%	24		24	100%
240	Clothing Replacement	421	624	241		200	0%	200		200	100%
330	Training		290			200	0%	100		100	50%
	LMC Safety & Loss Control Workshop + other possible trainings										
335	Mileage & Reimb Exp	67	173	98		100	0%	100		100	100%
360	Workers Comp Insurance	5,300	5,822	2,585	2,114	5,000	42%	3,000		3,000	60%
700	Transfers			10,000	10,000	10,000	100%	10,000		10,000	100%
	Set aside funds for future equipment purchases										
	Account:	111,124	107,215	74,316	54,195	86,865	62%	76,695	0	76,695	88%
43100 Highways, Streets & Roadways											
210	Operating Supplies	1,637	1,485	983	1,118	2,000	56%	2,000		2,000	100%
215	Gas & Oil	5,060	2,925	3,184	2,452	4,500	54%	4,000		4,000	89%
220	Repair & Maint. Supplies	1,359	2,522	887	669	2,000	33%	2,500		2,500	125%
225	Street Materials	8,384	7,563	10,633	5,693	8,300	69%	6,300		6,300	76%
	Crack sealing \$5,000, dust control \$800, road patch \$500										
	2016 includes \$5,328 for shoulder sealcoat done by County										
300	Professional Services			1,812		0	0%			0	0%
	2016: SEH fees for Industrial Park paving project										
311	Outside Maintenance		233	773	8,867	5,000	177%	5,000		5,000	100%
	2017: \$3400 mow brush around holding pond, \$2700 new lab room @ maint shop, \$2176 clean out ditch & add topsoil										
320	Telephone	2,575	2,219	712	529	750	71%	750		750	100%
	Currently paying \$60 per month for cell phone										
350	Notices & Publication	214	116			0	0%			0	0%
361	Liability Insurance	2,038	2,058	2,035	1,086	2,026	54%	2,400		2,400	118%
381	Electric	1,509	1,222	1,166	792	1,500	53%	1,500		1,500	100%
382	Heating Gas	1,044	700	554	526	1,500	35%	1,500		1,500	100%
383	Garbage	1,514	1,506	1,712	1,102	1,680	66%	1,680		1,680	100%
	\$140 x 12 months										
401	Truck Repairs	2,866	12,318	4,108	2,163	4,500	48%	4,500		4,500	100%
	2015 includes repairs on Public Works truck										
410	Rentals	141	152	96	64	250	26%	250		250	100%
430	Miscellaneous	651	13,000	6,696	4,556	950	480%	950		950	100%
	2015 was for Sauk River Watershed District assessments										
	2016 was for Christmas banners & garland - offset by Lions donation in 101.36230										
	2017 \$557 is for 'Welcome to Freeport' banners, \$3999 is for Sauk River Watershed District assessment										
431	Permits/License	37	345	345	345	500	69%	345		345	69%
	Annual permit fee to Minnesota Pollution Control										
433	Dues	107		107	106	150	71%	150		150	100%
	Annual vehicle registration										
510	Capital Expenditures	50,211				0	0%			0	0%
	2014 includes plow truck purchase										
700	Transfers			70,000	70,000	70,000	100%	72,000		72,000	103%
	Set aside funds for future street improvement										
	Account:	79,347	48,364	105,803	100,068	105,606	95%	105,825	0	105,825	100%

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For the Year: 2018

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Account	Object	2014	2015	2016	2017	Budget	Exp.	Budget	Changes	Budget	Budget
		2014	2015	2016	2017	2017	2017	18	18	18	18
43160	Street Lighting										
300	Professional Services	168	32	32	137	500	27%	300		300	60%
311	Outside Maintenance	3,673	1,261	905	430	1,000	43%	1,200		1,200	120%
381	Electric	17,968	19,059	19,572	12,465	18,000	69%	20,000		20,000	111%
700	Transfers				10,000	10,000	100%	30,000		30,000	300%
	Set aside funds for future street light purchases										
	2017 note: want to set aside more per year in future years										
	Account:	21,809	20,352	20,509	23,032	29,500	78%	51,500	0	51,500	175%
45100	Recreation										
210	Operating Supplies					3,000	0%	3,000		3,000	100%
	Winter rec program										
	Account:					3,000	0%	3,000	0	3,000	100%
45200	Parks										
210	Operating Supplies	37	4,765	48	196	500	39%	500		500	100%
	Paper towels, toilet paper, soap										
	2015 includes bagger/thatcher										
220	Repair & Maint. Supplies	1,441	2,447	2,372	3,701	2,000	185%	2,500		2,500	125%
260	Park Maintenance			273	451	1,200	38%	1,000		1,000	83%
	Mulch, playground equipment										
361	Liability Insurance	5,007	5,239	5,342	2,616	5,111	51%	5,400		5,400	106%
435	SR Citizen Building	16	525	1,732	3,557	3,000	119%	3,000		3,000	100%
	2017 Vinyl plank flooring & water heater										
700	Transfers				5,000	5,000	100%	5,000		5,000	100%
	Set aside funds for future south end park										
	Account:	6,501	12,976	9,767	15,521	16,811	92%	17,400	0	17,400	104%
49360	Tranfers to Other Funds										
700	Transfers	39,106				0	0%			0	0%
	Account:	39,106				0	***%	0	0	0	0%
	Fund:	444,833	418,173	418,682	332,624	442,643	75%	459,876	0	459,876	104%
											%
	Grand Total:	444,833	418,173	418,682	332,624	442,643		459,876	0	459,876	

CITY OF FREEPORT
Revenue Budget Report -- Multi Year Actuals
For the Year: 2018

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2014	2015	2016	2017	Budget	Rec.	Budget	Change	Budget	Budget

101 General Fund										
31000 General Property Taxes										
31000 General Property Taxes	224,645	194,203	236,666	131,419	246,800	53%	250,000	_____	250,000	101%
Group:	224,645	194,203	236,666	131,419	246,800	53%	250,000	0	250,000	101%
31800 Other Taxes										
31810 Franchise Fees	3,245	3,539	5,137		3,000	0%	3,000	_____	3,000	100%
Group:	3,245	3,539	5,137		3,000	0%	3,000	0	3,000	100%
32100 Liquor Licenses										
32100 Liquor Licenses	8,145	8,115	8,090	8,115	8,100	100%	8,100	_____	8,100	100%
Group:	8,145	8,115	8,090	8,115	8,100	100%	8,100	0	8,100	100%
32200 Special Events										
32200 Special Events			40	769	0	***%	_____	_____	0	0%
32210 Building Permits	6,836	2,759	15,172	1,557	500	311%	500	_____	500	100%
32230 Zoning Permit	300	125	575	50	200	25%	200	_____	200	100%
32231 Pet License	40	88	60	45	25	180%	25	_____	25	100%
Group:	7,176	2,972	15,847	2,421	725	334%	725	0	725	100%
32300 Gambling Licenses										
32300 Gambling Licenses	90	125	230	75	100	75%	100	_____	100	100%
Group:	90	125	230	75	100	75%	100	0	100	100%
33400 State Grants & Aid/PERA										
33400 State Grants & Aid/PERA	410	410	410	205	410	50%	410	_____	410	100%
33401 LGA (Local Gov't Aid)	108,215	110,589	111,311	55,820	111,640	50%	115,291	_____	115,291	103%
33402 HACA (Homestead Credit)	395	670	852		400	0%	400	_____	400	100%
33431 Small City Transportation		14,466			0	0%	_____	_____	0	0%
During 2017 session, Legislature funded 2017 & 2018. Recorded those years in 417. 33431 Street Improvements Fund.										
Group:	109,020	126,135	112,573	56,025	112,450	50%	116,101	0	116,101	103%
34000 Charges for Services										
34000 Charges for Services	166	665	835	800	100	800%	100	_____	100	100%
Group:	166	665	835	800	100	800%	100	0	100	100%
35100 Fines										
35100 Fines	3,074	2,075	1,933	1,077	1,500	72%	1,500	_____	1,500	100%
Group:	3,074	2,075	1,933	1,077	1,500	72%	1,500	0	1,500	100%

CITY OF FREEPORT
Revenue Budget Report -- Multi Year Actuals
For the Year: 2018

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2014	2015	2016	2017	Budget	Rec.	Budget	Change	Budget	Budget

101 General Fund										
36100 Special Assessments										
36100 Special Assessments	323	2,739			675	0%				0 0%
Group:	323	2,739			675	0%	0	0		0 0%
36200 Miscellaneous Revenues										
36200 Miscellaneous Revenues	4,149	311	1,885		1,140	0%	1,140		1,140	100%
2016 includes \$1875 from Albany Mutual Telephone										
36210 Interest Earnings	2,855	2,938	3,009	4,721	2,500	189%	3,000		3,000	120%
36220 Rents and Royalties	1,605	1,500	1,500		1,500	0%	1,500		1,500	100%
36230 Donations - Private			6,696	10,000	0	***%			0	0%
2016: from Lions for Christmas decorations										
2017: from Lions for Lions Park										
36240 Insurance Claims		678			0	0%			0	0%
36250 Insurance Dividends	3,207	6,286	9,459		5,000	0%	5,000		5,000	100%
36280 Sale of Equipment	7,600				0	0%			0	0%
Group:	19,416	11,713	22,549	14,721	10,140	145%	10,640	0	10,640	104%
39100 Transfer From AFSA										
39100 Transfer From AFSA	3,500	3,500	3,500	3,500	3,500	100%	3,500		3,500	100%
Group:	3,500	3,500	3,500	3,500	3,500	100%	3,500	0	3,500	100%
39200 Transfer from other funds										
39200 Transfer from other funds	18,311	1,696			0	0%			0	0%
2015 was to close remainder of fund 315 to fund 101										
2014 was to close several funds to fund 101										
Group:	18,311	1,696			0	0%	0	0	0	0%
39500 Transfer from EDA										
39500 Transfer from EDA	5,000	5,000	5,000	5,000	5,000	100%	5,000		5,000	100%
Group:	5,000	5,000	5,000	5,000	5,000	100%	5,000	0	5,000	100%
39700 Transfer from Water										
39700 Transfer from Water	40,000	40,000	40,000	41,000	41,000	100%	41,000		41,000	100%
Group:	40,000	40,000	40,000	41,000	41,000	100%	41,000	0	41,000	100%
39800 Transfer From WasteWater										
39800 Transfer From WasteWater	40,000	40,000	40,000	41,000	41,000	100%	41,000		41,000	100%
Group:	40,000	40,000	40,000	41,000	41,000	100%	41,000	0	41,000	100%
Fund:	482,111	442,477	492,360	305,153	474,090	64%	480,766	0	480,766	101%

Grand Total :	482,111	442,477	492,360	305,153	474,090	480,766	0	480,766
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CITY OF FREEPORT
Expenditure Budget Report -- Multi Year Actuals
For the Year: 2018

225 AFSA Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		2014	2015	2016	2017	Budget	Exp.	Budget	Changes	Budget	Budget
42200	Fire & Rescue										
100	Wages and Salaries	6,756	7,752	6,396		7,000	0%	7,000		7,000	100%
115	Drills	12,138	7,638	11,172		8,000	0%	12,000		12,000	150%
	Every other year there are more drills										
116	Fire Calls	2,370	5,700	7,416		5,000	0%	5,000		5,000	100%
117	Rescue Calls	6,348	5,340	5,832		6,500	0%	6,500		6,500	100%
121	Cities FICA 6.2%	1,712	1,629	1,911		2,046	0%	1,900		1,900	93%
122	Cities Share MED 1.45%	400	381	447		480	0%	450		450	94%
210	Operating Supplies	12,447	9,339	12,762	1,206	7,000	17%	8,000		8,000	114%
215	Gas & Oil	1,429	1,142	1,565	956	2,500	38%	2,500		2,500	100%
220	Repair & Maint. Supplies	3,699	1,213	2,070	1,102	3,000	37%	3,000		3,000	100%
240	Clothing Replacement	557	3,552			2,000	0%	2,000		2,000	100%
245	Radio/Pager Repair	350	336	1,499	593	1,500	40%	1,500		1,500	100%
300	Professional Services		400	670	779	400	195%	400		400	100%
	FEMA grant writer										
301	Audit	565		3,790	3,815	3,600	106%	3,800		3,800	106%
302	Legal Consulting	1,940	3,728			500	0%	500		500	100%
315	Fire Dept Aid 2%	17,793	19,118	19,603	2,183	14,183	15%	14,226		14,226	100%
	= to amount budgeted to receive from State (225.33400) + annual relief association contribution										
320	Telephone	892	877	881	949	875	108%	900		900	103%
330	Training	3,641	2,435	3,000	3,375	3,500	96%	3,500		3,500	100%
332	State/Chief Conference		250	600		750	0%	750		750	100%
333	Physicals	545	545	565	540	600	90%	600		600	100%
335	Mileage & Reimb Exp	10		766	74	250	30%	750		750	300%
360	Workers Comp Insurance	3,436	3,823	3,650	1,812	5,000	36%	5,000		5,000	100%
361	Liability Insurance	3,110	3,441	3,032	1,345	6,000	22%	6,000		6,000	100%
381	Electric	2,063	1,823	1,632	1,175	2,250	52%	2,250		2,250	100%
382	Heating Gas	1,545	891	982	967	1,750	55%	1,750		1,750	100%
383	Garbage	345	339	647	235	350	67%	350		350	100%
401	Truck Repairs	1,909	5,518	9,187	1,262	5,000	25%	5,000		5,000	100%
430	Miscellaneous	302	82	2,733	1,000	500	200%	500		500	100%
433	Dues	40	270	278	410	350	117%	350		350	100%
550	Motor Vehicles				315,000	0	***%			0	0%
560	Furniture and Fixtures				9,108	0	***%			0	0%
580	Other Equipment		591			0	0%			0	0%
700	Transfers	-30,526	3,500	3,500	3,500	3,500	100%	3,500		3,500	100%
	2014 includes a \$34,026 end of year auditor credit that should have been posted to the Fire Contract revenue account 225.34202. Actual transfer amount was \$3,500.										
	Account:	55,816	91,653	106,586	351,386	94,384	372%	99,976	0	99,976	106%
	Fund:	55,816	91,653	106,586	351,386	94,384	372%	99,976	0	99,976	106%
	Grand Total:	55,816	91,653	106,586	351,386	94,384		99,976	0	99,976	

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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2014	2015	2016	2017	Budget	Rec.	Budget	Change	Budget	Budget

225 AFSA Fund										
33400 State Grants & Aid/PERA										
33400 State Grants & Aid/PERA	15,736	17,020	19,863		12,000	0%	12,000		12,000	100%
All funds received are paid back out to the relief association - see 225.42200.315										
33420 State Fire Dept Aid			7,208	3,800	0	***%	4,000		4,000	****%
Training & education reimbursements										
Group:	15,736	17,020	27,071	3,800	12,000	32%	16,000	0	16,000	133%
33600 Grants & Aids from Local Government										
33621 County Fire Dept Aid				200	0	***%			0	0%
Group:				200	0	***%	0	0	0	0%
34200 Public Safety										
34202 Fire Contract	70,841	89,700	85,084	84,448	84,449	100%	85,048		85,048	100%
2014 should have included \$34,206 incorrectly coded to 225.42200.700 Transfers; actual fire contract revenue was \$104,867. Our auditors now require that the City of Freeport's portion is recorded as a revenue transfer instead of on this line. See also 225.39400.										
34203 Fire Revenues	1,700	2,880	3,233	2,930	250	***%	500		500	200%
34205 Rescue Revenues	-2,982	11,650	8,990	3,980	5,250	76%	5,250		5,250	100%
Group:	69,559	104,230	97,307	91,358	89,949	102%	90,798	0	90,798	100%
36200 Miscellaneous Revenues										
36200 Miscellaneous Revenues	1,890	3,275			1,000	0%	1,000		1,000	100%
36210 Interest Earnings	2,206	2,640	3,927	1,235	0	***%	1,000		1,000	****%
Majority of cash will be used to purchase fire truck in 2017, therefore interest will be less in 2018										
36230 Donations - Private	6,130	3,200	6,717	23,575	3,000	786%	3,000		3,000	100%
Group:	10,226	9,115	10,644	24,810	4,000	620%	5,000	0	5,000	125%
39400 Transfer from General										
39400 Transfer from General		42,225	40,224	39,924	39,924	100%	40,207		40,207	100%
Our auditors now require that the City of Freeport's portion is recorded as a revenue transfer instead of on the Fire Contract line. See also 225.34202.										
Group:		42,225	40,224	39,924	39,924	100%	40,207	0	40,207	100%
Fund:	95,521	172,590	175,246	160,092	145,873	110%	152,005	0	152,005	104%
Grand Total:	95,521	172,590	175,246	160,092	145,873		152,005	0	152,005	

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601 Water

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2014	2015	2016	2017	Budget	Exp.	Budget	Changes	Budget	Budget
43225	Water										
200	Postage	722	592	705	504	700	72%	725		725	104%
210	Operating Supplies	1,456	4,827	1,444	161	3,400	5%	2,000		2,000	59%
220	Repair & Maint. Supplies	373	166	769	488	650	75%	650		650	100%
300	Professional Services	169	199	652	129	300	43%	300		300	100%
	Gopher State One Call, SEH, Preferred Controls										
311	Outside Maintenance	2,147		8,358		4,000	0%	4,000		4,000	100%
	2018 budget: Clean water tower \$3,000, Other \$1,000										
	2016 includes \$7500 for water tower tank mixing system										
320	Telephone	245	616	233	163	300	54%	300		300	100%
330	Training	20		465	115	300	38%	125		125	42%
	MRWA Technical Conference (half)										
335	Mileage & Reimb Exp					0	0%	50		50	*****
	MRWA Technical Conference (half)										
350	Notices & Publication	511		384	373	500	75%	500		500	100%
361	Liability Insurance	942	809	781	385	798	48%	825		825	103%
381	Electric	6,442	4,235	5,836	3,643	6,000	61%	6,000		6,000	100%
420	Depreciation	29,615	29,615	71,080		71,080	0%	71,080		71,080	100%
	2016: needed to include depreciation that has been allocated to Fund 415 USDA in prior years. Fund 415 was merged into Fund 601 at the end of 2015.										
430	Miscellaneous	352	25			250	0%	250		250	100%
431	Permits/License	2,509	1,716	1,950	1,449	2,500	58%	2,500		2,500	100%
433	Dues	1,824	2,117	1,693	604	925	65%	2,125		2,125	230%
	Black Mountain \$800, MRWA \$300, City well facility fees \$200, Badger Meter renewal \$825										
440	Chemical Purification	4,234	3,568	4,589	1,578	4,000	39%	4,000		4,000	100%
450	Sales Tax				668	2,000	33%	1,000		1,000	50%
	For water sold to commercial customers										
460	Lab Testing	405				0	0%			0	0%
600	Bond Principal				40,000	40,000	100%	40,000		40,000	100%
	USDA loan \$25,000 + 2013A \$15,000										
610	Bond Interest			33,051	32,960	33,030	100%	32,160		32,160	97%
	USDA loan \$25,120 + 2013A \$7,040										
700	Transfers	40,000	81,601	53,867	54,867	54,867	100%	54,867		54,867	100%
	2017 & 2018: Transfer to General Fund \$41,000; Transfer to USDA Water Reserve Fund \$13,867.										
	2016: Transfer to General Fund \$40,000; Transfer to USDA Water Reserve Fund \$13,867.										
	2015: Includes \$41,601 transfer to USDA Water Fund for 2013-2015.										
	Account:	91,966	130,086	185,857	138,087	225,600	61%	223,457	0	223,457	99%
	Fund:	91,966	130,086	185,857	138,087	225,600	61%	223,457	0	223,457	99%
	Grand Total:	91,966	130,086	185,857	138,087	225,600		223,457	0	223,457	

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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2014	2015	2016	2017	Budget	Rec.	Budget	Change	Budget	Budget
601 Water										
31300 General Sales and Use Tax				711	2,000	36%			0	0%
Group:				711	2,000	36%	0	0	0	0%
34000 Charges for Services										
34000 Charges for Services	161,200	160,675	158,027	65,430	114,280	57%	114,280		114,280	100%
Rate change effective Jan 1, 2017 - shift utility charges more to sewer & less to water										
34050 Hook-up fee		2,300			1,200	0%	1,200		1,200	100%
Group:	161,200	162,975	158,027	65,430	115,480	57%	115,480	0	115,480	100%
36100 Special Assessments										
36100 Special Assessments	56	604	10,953	26,460	22,500	118%	9,900		9,900	44%
Prior to 2016, these assessments were recorded in Fund 415 USDA Rural Development Project										
Group:	56	604	10,953	26,460	22,500	118%	9,900	0	9,900	44%
36200 Miscellaneous Revenues										
36210 Interest Earnings	2,475	2,260	3,310	1,917	2,600	74%	4,000		4,000	153%
36280 Sale of Equipment	100				0	0%			0	0%
Group:	2,575	2,260	3,310	1,917	2,600	74%	4,000	0	4,000	153%
39200 Transfer from other funds										
39200 Transfer from other funds		498,199			0	0%			0	0%
2015: Close fund 415 (USDA) to fund 601										
Group:		498,199			0	0%	0	0	0	0%
Fund:	163,831	664,038	172,290	94,518	142,580	66%	129,380	0	129,380	90%
603 Water - USDA Reserve										
39700 Transfer from Water										
39700 Transfer from Water		41,601	13,867	13,867	13,867	100%	13,867		13,867	100%
Reserve fund required by USDA										
Group:		41,601	13,867	13,867	13,867	100%	13,867	0	13,867	100%
Fund:		41,601	13,867	13,867	13,867	100%	13,867	0	13,867	100%
Grand Total :	163,831	705,639	186,157	108,385	156,447		143,247	0	143,247	

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		2014	2015	2016	2017	Budget	Exp.	Budget	Changes	Budget	Budget
602 Waste Water											
43250 Sewage Collection and Disposal											
200	Postage	669	537	822	408	800	51%	800		800	100%
210	Operating Supplies	1,716	180	4,232	1,821	2,000	91%	2,300		2,300	115%
	Bill cards \$400, Misc \$100, Lagoon bugs & aquatic weed kill \$1,800 2014 included \$910 for lagoon bugs										
220	Repair & Maint. Supplies	720				1,000	0%	1,000		1,000	100%
	2018 plan to purchase hose & fittings										
300	Professional Services	169	14,924	1,586	2,099	200	***%	2,000		2,000	1000%
	Gopher State One Call, SEH 2015 includes \$11,200 for sewer televising & SEH review										
311	Outside Maintenance	7,331		2,348	18,901	7,500	252%	7,500		7,500	100%
	2018: Johnson Jet-Line (yr 2 of 5 yr contract) \$5,325, Tri-State annual inspection of 3 lift stations \$1,200, Other maintenance \$975 2017: Johnson Jet-Line (yr 1 of 5 yr contract) \$5,325, sanitary sewer by school \$13,425										
320	Telephone	245	218	233	163	250	65%	250		250	100%
330	Training	122	250	113	115	300	38%	125		125	42%
	MRWA Technical Conference (half)										
335	Mileage & Reimb Exp				100	100	100%	100		100	100%
350	Notices & Publication	107				0	0%			0	0%
361	Liability Insurance	1,746	1,972	1,552	767	2,015	38%	1,700		1,700	84%
381	Electric	956	651	911	426	900	47%	900		900	100%
420	Depreciation	62,223	61,632	61,632		62,225	0%	61,632		61,632	99%
430	Miscellaneous		26			0	0%			0	0%
431	Permits/License	23	1,570		100	25	400%	30		30	120%
	Wastewater certification renewal 2015: WWTR Permit Application \$330, 5 yr permit \$1,240 2017: Loren's exam & initial certificate										
433	Dues	1,289	1,439	1,493		1,345	0%	1,600		1,600	119%
	Black Mountain \$750, Badger Meter renewal \$850										
460	Lab Testing	685	1,149	902	606	1,000	61%	1,000		1,000	100%
600	Bond Principal				25,000	25,000	100%	25,000		25,000	100%
	2013 GO refunding bonds										
610	Bond Interest	13,627	3,805	2,368	3,650	3,650	100%	3,150		3,150	86%
	2013 GO refunding bonds										
620	Fiscal Agents Fees		165			0	0%			0	0%
700	Transfers	40,000	48,400	42,800	43,800	43,800	100%	43,800		43,800	100%
	2017 & 2018: Transfer to General Fund \$41,000; Transfer to USDA Waste Water Reserve Fund \$2,800. 2016: Transfer to General Fund \$40,000; Transfer to USDA Waste Water Reserve Fund \$2,800. 2015: Includes \$8,400 transfer to USDA Waste Water Fund for 2013-2015.										
	Account:	131,628	136,918	120,992	97,956	152,110	64%	152,887	0	152,887	101%
	Fund:	131,628	136,918	120,992	97,956	152,110	64%	152,887	0	152,887	101%
	Grand Total:	131,628	136,918	120,992	97,956	152,110		152,887	0	152,887	

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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2014	2015	2016	2017	Budget	Rec.	Budget	Change	Budget	Budget

602 Waste Water										
34000 Charges for Services										
34000 Charges for Services	79,431	79,244	87,911	74,497	135,800	55%	135,800	_____	135,800	100%
Sewer rates were raised by 10% beginning July 2016.										
Rate change effective Jan 1, 2017 - shift utility charges more to sewer & less to water.										
34050 Hook-up fee		1,200			1,200	0%	1,200	_____	1,200	100%
Group:	79,431	80,444	87,911	74,497	137,000	54%	137,000	0	137,000	100%
36100 Special Assessments										
36100 Special Assessments	56	-462			0	0%	_____	_____	0	0%
Group:	56	-462			0	0%	0	0	0	0%
36200 Miscellaneous Revenues										
36210 Interest Earnings	1,047	662	188	192	100	192%	200	_____	200	200%
Group:	1,047	662	188	192	100	192%	200	0	200	200%
39200 Transfer from other funds										
39200 Transfer from other funds	7,497				0	0%	_____	_____	0	0%
Group:	7,497				0	0%	0	0	0	0%
Fund:	88,031	80,644	88,099	74,689	137,100	54%	137,200	0	137,200	100%
604 Waste Water - USDA Reserve										
39800 Transfer From WasteWater										
39800 Transfer From WasteWater		8,400	2,800	2,800	2,800	100%	2,800	_____	2,800	100%
Reserve fund required by USDA										
Group:		8,400	2,800	2,800	2,800	100%	2,800	0	2,800	100%
Fund:		8,400	2,800	2,800	2,800	100%	2,800	0	2,800	100%
Grand Total :	88,031	89,044	90,899	77,489	139,900		140,000	0	140,000	

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		2014	2015	2016	2017	Budget	Exp.	Budget	Changes	Budget	Budget

265 TIF Swany White											
46508 TIF District Swany											
640	TIF Payment	2,891	2,744	2,915	1,493	3,000	50%	3,000		3,000	100%
	Account:	2,891	2,744	2,915	1,493	3,000	50%	3,000	0	3,000	100%
	Fund:	2,891	2,744	2,915	1,493	3,000	50%	3,000	0	3,000	100%

300 EDA											
46500 EDA Operations											
210	Operating Supplies	198	409	380	131	560	23%	400		400	71%
	EDA meeting meals										
300	Professional Services		1,565	440	7,231	400	***%	560		560	140%
	2015 \$1448 land sale closing costs, \$117 SEH										
	2016 Strack Consulting										
	2017 \$6343 land sale closing costs, \$888 SEH										
302	Legal Consulting	119	1,934	826	192	2,000	10%	2,000		2,000	100%
335	Mileage & Reimb Exp	26				100	0%	100		100	100%
360	Workers Comp Insurance	25	42	19		50	0%	50		50	100%
429	County Recording Fees			46		50	0%	50		50	100%
430	Miscellaneous	7,643	12,000		4,617	2,000	231%	2,000		2,000	100%
	2015 value of land sold to MarVin Enterprises										
	2017 value of land sold to Carr's										
700	Transfers	12,856	43,552	5,000	5,000	5,000	100%	5,000		5,000	100%
	\$5000 transfer to General Fund										
	2015 includes \$38,552 for land sale proceeds transferred to bond fund 331										
	Account:	20,867	59,502	6,711	17,171	10,160	169%	10,160	0	10,160	100%
	Fund:	20,867	59,502	6,711	17,171	10,160	169%	10,160	0	10,160	100%

326 Bonds, 2013 (Refunding of Main St Improvements)											
47000 Debt Service											
600	Bond Principal			110,000	115,000	115,000	100%	120,000		120,000	104%
610	Bond Interest		7,150	13,200	10,950	10,950	100%	8,600		8,600	79%
620	Fiscal Agents Fees		165	495	495	495	100%	495		495	100%
	Account:		7,315	123,695	126,445	126,445	100%	129,095	0	129,095	102%
	Fund:		7,315	123,695	126,445	126,445	100%	129,095	0	129,095	102%

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2014	2015	2016	2017	Budget	Exp.	Budget	Changes	Budget	Budget

331 Bonds, 2012 (Refunding of Industrial Park)											
47000 Debt Service											
600	Bond Principal		20,000	160,000	160,000	160,000	100%	165,000		165,000	103%
610	Bond Interest	10,359	20,603	19,568	17,568	17,568	100%	15,209		15,209	87%
620	Fiscal Agents Fees		495	495	495	495	100%	495		495	100%
	Account:	10,359	41,098	180,063	178,063	178,063	100%	180,704	0	180,704	101%
	Fund:	10,359	41,098	180,063	178,063	178,063	100%	180,704	0	180,704	101%

417 Street Improvements											
43100 Highways, Streets & Roadways											
300	Professional Services				29	0	***%			0	0%
	Account:				29	0	***%	0	0	0	0%
	Fund:				29	0	***%	0	0	0	0%

Grand Total :		34,117	110,659	313,384	323,201	317,668		322,959	0	322,959	

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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2014	2015	2016	2017	Budget	Rec.	Budget	Change	Budget	Budget

265 TIF Swany White										
31100 Bond Levy										
31150 Tax Increments	2,891	2,744	2,915	1,493	3,000	50%	3,000	_____	3,000	100%
Group:	2,891	2,744	2,915	1,493	3,000	50%	3,000	0	3,000	100%
Fund:	2,891	2,744	2,915	1,493	3,000	50%	3,000	0	3,000	100%
300 EDA										
31000 General Property Taxes										
31000 General Property Taxes	9,970	9,988	9,916	5,319	10,000	53%	10,000	_____	10,000	100%
Group:	9,970	9,988	9,916	5,319	10,000	53%	10,000	0	10,000	100%
36200 Miscellaneous Revenues										
36210 Interest Earnings	152	174	196	155	160	97%	160	_____	160	100%
36290 Sale Land/Property	10,000	40,000		2,088	0	***%	_____	_____	0	0%
Group:	10,152	40,174	196	2,243	160	***%	160	0	160	100%
Fund:	20,122	50,162	10,112	7,562	10,160	74%	10,160	0	10,160	100%
326 Bonds, 2013 (Refunding of Main St Improvements)										
31000 General Property Taxes										
31000 General Property Taxes			91,688	49,765	93,500	53%	94,500	_____	94,500	101%
Group:			91,688	49,765	93,500	53%	94,500	0	94,500	101%
36100 Special Assessments										
36100 Special Assessments			11,591	3,404	8,281	41%	8,281	_____	8,281	100%
Group:			11,591	3,404	8,281	41%	8,281	0	8,281	100%
36200 Miscellaneous Revenues										
36210 Interest Earnings		1,080	593	164	586	28%	473	_____	473	80%
Group:		1,080	593	164	586	28%	473	0	473	80%
39200 Transfer from other funds										
39200 Transfer from other funds		157,877			0	0%	_____	_____	0	0%
2015 transfer was from Fund 325, which was closed										
Group:		157,877			0	0%	0	0	0	0%

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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2014	2015	2016	2017	Budget	Rec.	Budget	Change	Budget	Budget
Fund:		158,957	103,872	53,333	102,367	52%	103,254	0	103,254	100%
331 Bonds, 2012 (Refunding of Industrial Park)										
31000 General Property Taxes										
31000 General Property Taxes		69,352	89,183	50,516	95,000	53%	100,000		100,000	105%
Group:		69,352	89,183	50,516	95,000	53%	100,000	0	100,000	105%
36100 Special Assessments										
36100 Special Assessments				21,666	0	***%			0	0%
2017: From Industrial Park lot sale										
Group:				21,666	0	***%	0	0	0	0%
36200 Miscellaneous Revenues										
36210 Interest Earnings		3,313	2,538	1,005	1,619	62%	1,216		1,216	75%
Group:		3,313	2,538	1,005	1,619	62%	1,216	0	1,216	75%
39200 Transfer from other funds										
39200 Transfer from other funds	10,359	421,755			0	0%			0	0%
2015 transfer was from Fund 330, which was closed										
Group:	10,359	421,755			0	0%	0	0	0	0%
Fund:	10,359	494,420	91,721	73,187	96,619	76%	101,216	0	101,216	104%
407 2006 Small Cities Grant										
36100 Special Assessments										
36101 Principal on Note		7,887	2,549	1,146	2,549	45%	1,428		1,428	56%
36102 Penalties and Interest	130	201	66	11	54	20%	29		29	53%
Group:	130	8,088	2,615	1,157	2,603	44%	1,457	0	1,457	55%
36200 Miscellaneous Revenues										
36200 Miscellaneous Revenues	6,946				0	0%			0	0%
36210 Interest Earnings	498	572	702	387	600	65%	750		750	125%
Group:	7,444	572	702	387	600	65%	750	0	750	125%
Fund:	7,574	8,660	3,317	1,544	3,203	48%	2,207	0	2,207	68%

CITY OF FREEPORT
Revenue Budget Report -- Multi Year Actuals
For the Year: 2018

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2014	2015	2016	2017	Budget	Rec.	Budget	Change	Budget	Budget
410 South End Park Fund										
36200 Miscellaneous Revenues										
36210 Interest Earnings	11	12	13	12	12	100%	50		50	416%
Group:	11	12	13	12	12	100%	50	0	50	416%
39400 Transfer from General										
39400 Transfer from General				5,000	5,000	100%	5,000		5,000	100%
2017 Set aside funds for future south end park										
Group:				5,000	5,000	100%	5,000	0	5,000	100%
Fund:	11	12	13	5,012	5,012	100%	5,050	0	5,050	100%
412 North End Park Fund										
36200 Miscellaneous Revenues										
36210 Interest Earnings	12	12	14	10	12	83%	20		20	166%
36230 Donations - Private				1,000	0	***%			0	0%
Group:	12	12	14	1,010	12	***%	20	0	20	166%
Fund:	12	12	14	1,010	12	***%	20	0	20	166%
416 Bucket Fund - Old Tower Preservation										
36200 Miscellaneous Revenues										
36210 Interest Earnings	35	36	41	22	36	61%	45		45	125%
Group:	35	36	41	22	36	61%	45	0	45	125%
Fund:	35	36	41	22	36	61%	45	0	45	125%
417 Street Improvements										
33400 State Grants & Aid/PERA										
33431 Small City Transportation				4,490	0	***%	8,980		8,980	*****%
During 2017 session, legislature funded 2017 & 2018. In 2015, \$14,466 received & was recorded in 101.33431.										
Group:				4,490	0	***%	8,980	0	8,980	*****%

CITY OF FREEPORT
Revenue Budget Report -- Multi Year Actuals
For the Year: 2018

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2014	2015	2016	2017	Budget	Rec.	Budget	Change	Budget	Budget

417 Street Improvements										
36200 Miscellaneous Revenues										
36210 Interest Earnings			470	367	300	122%	1,000	_____	1,000	333%
Group:			470	367	300	122%	1,000	0	1,000	333%
39400 Transfer from General										
39400 Transfer from General			70,000	70,000	70,000	100%	72,000	_____	72,000	102%
Set aside funds for future street improvement										
Group:			70,000	70,000	70,000	100%	72,000	0	72,000	102%
Fund:			70,470	74,857	70,300	106%	81,980	0	81,980	116%
418 Capital Equipment										
36200 Miscellaneous Revenues										
36210 Interest Earnings			70	52	50	104%	150	_____	150	300%
Group:			70	52	50	104%	150	0	150	300%
39400 Transfer from General										
39400 Transfer from General			10,000	10,000	10,000	100%	10,000	_____	10,000	100%
Set aside funds for future equipment purchases										
Group:			10,000	10,000	10,000	100%	10,000	0	10,000	100%
Fund:			10,070	10,052	10,050	100%	10,150	0	10,150	100%
419 Street Lights										
36200 Miscellaneous Revenues										
36210 Interest Earnings				10	0	***%	80	_____	80	****%
Group:				10	0	***%	80	0	80	****%
39400 Transfer from General										
39400 Transfer from General				10,000	10,000	100%	30,000	_____	30,000	300%
Set aside funds for future street light purchases										
Group:				10,000	10,000	100%	30,000	0	30,000	300%
Fund:				10,010	10,000	100%	30,080	0	30,080	300%
Grand Total :	41,004	715,003	292,545	238,082	310,759		347,162	0	347,162	



CITY OF FREEPORT

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112
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RESOLUTION 2017-10

A RESOLUTION ADOPTING PROPOSED 2018 BUDGET AND ORDERING CERTIFICATIONS OF PROPOSED 2018 LEVY TO COUNTY AUDITOR

WHEREAS; Minnesota State Statutes require that all local units of government formally adopt a preliminary tax levy for the proceeding fiscal year on or before September 30, 2017; and

WHEREAS; The Freeport City Council and City staff have done preliminary analysis of the demands for goods, services and other debt obligations to be provided for the City in 2018 and have attached such proposed budget in Appendix A; and

NOW, THEREFORE BE IT RESOLVED; The Freeport City Council has determined that the 2018 proposed tax levy shall be set, and directs the City Clerk to notify the Stearns County Auditor of this proposed levy amounts:

General Levy	\$250,000
EDA Levy	\$ 10,000
2013 GO Bond Levy	\$ 94,500
2012 GO Bond Levy	\$100,000
<hr/>	
Total Tax Levy	\$454,500

FURTHERMORE; The City Council hereby sets December 19, 2017 as the public hearing date for comment on the 2018 budget and tax levy. The meeting will be held at 7:00 pm at the Freeport City Hall, 125 Main Street East in the City of Freeport

Dated this 26th day of September 2017

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

Rodney Atkinson, Mayor

ATTEST:

Adrianna Hennen, Clerk-Treasurer

Drafted by: Joan Wall, Deputy Treasurer
City of Freeport, MN, 125 Main Street East, PO Box 301, Freeport, MN 56331