



**CITY OF NEWPORT
CITY COUNCIL WORKSHOP
NEWPORT CITY HALL**

June 16, 2022 – IMMEDIATELY FOLLOWING THE REGULAR COUNCIL MEETING

MAYOR: Laurie Elliott
COUNCIL: Kevin Chapdelaine
Tom Ingemann
Marvin Taylor
Rozlyn Johnson

City Administrator: Deb Hill
Supt. of Public Works: Matt Yokiel
Fire Chief: Steven Wiley
Asst. to the City Admin: Travis Brierley
Law Enforcement (WCSO): Bill Harrell

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. 2023 BUDGET
4. CITY WEBSITE PRESENTATION
5. INTERIM CITY ADMINISTRATOR POSITION
6. FUTURE MEETING AGENDA ITEMS
7. FUTURE CITY STAFFING
8. ADJOURNMENT



MEMO

TO: Mayor and Council

FROM: Deb Hill, City Administrator

DATE: June 16, 2022

SUBJECT: Preliminary Budget

Highlights:

- To preface, this preliminary budget is **very preliminary**. In order to really start the budgeting process, we need to work from an approved audit from the previous year. This normally is accomplished in April/early May. The auditors had been waiting for the completion of the fire relief audit to finish their reports. Many assumptions have been taken.
- **Assumptions:**
 1. LGA and Fiscal Disparities remain constant
 2. 15% health insurance increase
 3. 3.5% increase in law enforcement
 4. Will probably not know tax impacts or the amount of any captured taxes until mid-August
- **Revenue.** There will not be firm numbers for fiscal disparities or LGA for another month or so. There is a small difference in revenue from last year shown - \$8,710.
- **General Government.** Legal services have been increased to \$88,000 primarily due to potential legal costs associated with solving the concrete issue at the new city hall. We also have put in a significant amount of money into utilities for the new city hall. It is hard to estimate the costs of a new building also with the soaring energy costs. Presently, general government is up \$48,016.
- **Public Safety.** It is my understanding that the fire department will be approaching the council to increase the hourly wage – more than likely 50% if not higher due to staffing issues. If 50%, the budget goes up about \$34,000, 60% would be \$40,000. At a relief meeting a couple of months ago, it was stated that if/when the association joins PERA, they will be requesting a \$20,000 payment for their fund. None of these numbers are represented in the budget. Presently, public safety is up \$39,930.
- **Public Works.** Utilities, fuel and similar items have been stated with large increases. Presently, public works is up \$31,280.
- **Parks.** Like public works, utilities and fuel were increased. We moved the cost of the porta potties to the parks budget as there is no longer a Newport Athletic Association. Presently, parks and recreation are up \$8,672.
- **Transfers.** The transfer to the parks CIP was increased to \$275,000 due to conversations with Mayor Elliott and Councilor Chapdelaine for goals in park improvements. The fund will need another \$250,000 - \$300,000 to keep it in the black. The other large transfer is to the Equipment fund of \$100,000. The monies from the sale of city hall were planned to go into the equipment fund to keep that flush, so hopefully that will happen this year.

- **Enterprise Funds.** The good news is that our wastewater charge from Met Council went down 3.84%.
- **CIP Funds.** Matt and Derek are reviewing the line items in these funds.

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CITY OF NEWPORT, MINNESOTA

GENERAL FUND 2023 PROPOSED BUDGET

REVENUE	2018 ACTUAL BUDGET	2019 ACTUAL BUDGET	2020 ACTUAL BUDGET	2021 ACTUAL BUDGET	2022 APPROVED BUDGET	2023 PROPOSED BUDGET
Property Taxes						
Current ad valorem	1,792,910	1,908,778	1,893,896	1,858,170	1,878,500	1,900,000
Fiscal disparities	326,837	345,853	381,122	368,425	358,927	358,927
Fire relief	62,157	15,385	15,938	5,396	-	-
Special Assessments/debt service						
Total Property Taxes	<u>2,181,904</u>	<u>2,270,016</u>	<u>2,290,956</u>	<u>2,231,991</u>	<u>2,237,427</u>	<u>2,258,927</u>
Intergovernmental Revenue						
Local governmental aid	599,605	563,975	563,975	527,195	527,195	527,195
Market Value & other tax credits						
Police town aid						
Police training reimbursement						
State fire relief aid	20,837	22,320	24,582	23,969	24,000	24,000
Other/miscellaneous grants	37,651	14,892	36,814	78,576	25,000	25,000
Total Intergovernmental Revenue	<u>658,093</u>	<u>601,187</u>	<u>625,371</u>	<u>629,740</u>	<u>576,195</u>	<u>576,195</u>
Licenses and Permits						
Conditional use permits	3,550	1,500	1,950	2,000	1,700	1,700
Licenses and permits	375		600	150		
Liquor licenses	8,610	8,610	273	1,350	8,600	8,600
Cigarette licenses	750	750		1,000	750	750
Building permit fees	288,166	473,823	371,947	478,655	125,000	100,000
Animal licenses/citations	1,605	1,440	1,095	1,395	1,400	1,400
Recycling/sanitation	3,600	1,500	2,100	1,800	2,400	2,400
Total Licenses and Permits	<u>306,656</u>	<u>487,623</u>	<u>377,965</u>	<u>486,350</u>	<u>139,850</u>	<u>114,850</u>
Charges for Services						
Planning and zoning						
Special assessment search	-		-			
Accident reports						
Antenna franchise fees	83,854	89,898	94,203	95,878	96,000	98,000
Miscellaneous	23,800	19,235	15,864	57,790	20,000	22,000
Total Charges for Services	<u>107,654</u>	<u>109,133</u>	<u>110,067</u>	<u>153,668</u>	<u>116,000</u>	<u>120,000</u>
Other Revenue						
Fines and forfeits	31,279	22,352	24,642	32,470	25,250	27,000
Interest earned on investments	16,012	93,419	76,825	8,737	20,000	20,000
Billboard/rent/sale property	-		-	123,015	152,128	156,588
Donations	546	1,055	564	10,769	1,500	3,500
Other	33,236	53,467	77,364	38,896	50,000	50,000
Total Other Revenue	<u>81,073</u>	<u>170,293</u>	<u>179,395</u>	<u>213,887</u>	<u>248,878</u>	<u>257,088</u>
TOTAL REVENUE	<u>3,335,380</u>	<u>3,638,252</u>	<u>3,583,754</u>	<u>3,715,636</u>	<u>3,318,350</u>	<u>3,327,060</u>

CITY OF NEWPORT, MINNESOTA

**GENERAL FUND
2023 PROPOSED BUDGET**

<u>EXPENDITURES: GENERAL GOVERN</u>	<u>2018 ACTUAL BUDGET</u>	<u>2019 ACTUAL BUDGET</u>	<u>2020 ACTUAL BUDGET</u>	<u>2021 ACTUAL BUDGET</u>	<u>2022 APPROVED BUDGET</u>	<u>2023 PROPOSED BUDGET</u>
Mayor and Council						
Personnel services	19,550	22,560	22,560	22,560	22,560	22,560
PERA	787	909	909	672	1,128	1,128
FICA/Medicare	1,495	1,726	1,726	1,726	1,726	1,726
Workers Comp	97	81	98	100	100	100
Computer & phone service				609	750	750
Travel/conferences	-	551	47		1,200	1,200
Memberships	250	105	270		400	400
Education	465	400	208	95	1,500	1,500
Miscellaneous	0	1313				
Total Mayor and Council	22,644	27,645	25,818	25,762	29,364	29,364
Administration						
Personnel services (3.0)	179,481	193,687	224,141	249,629	293,400	260,000
PERA	13,408	14,446	17,283	18,722	21,000	20,300
FICA/Medicare	13,334	14,415	17,227	19,097	22,561	20,650
Health Insurance	23,847	25,522	25,826	34,109	47,257	55,650
Workers Comp	1,983	1,328	2,070	2,050	2,200	2,300
Office supplies	7,110	4,406	3,229	3,903	7,000	7,000
Computer & phone services	9,467	10,161	9,204	10,989	10,000	12,000
Travel & mileage	2,296	2,375	1,297	1,334	3,500	3,500
Printing and publishing	2,646	1,418	1,540	1,034	3,000	3,000
Postage	1,405	2,635	2,946	1,459	3,500	3,500
Dues and subscriptions	7,617	8,169	7,531	6,590	8,300	8,300
Education	3,123	4,302	815	1,691	5,000	5,000
Contractual services	7,400	7,421	9,106	11,699	10,000	13,000
Capital outlay	-	6,742		-	2,000	2,000
Miscellaneous	14,964	16,137	7,444	31,048	14,000	16,000
Total Administration	288,081	313,164	329,659	393,354	452,718	432,200
Elections						
Temporary employees	2,418	783	4,143	1,217	3,200	700
Operating supplies			723	92	700	700
Travel and conferences		62			100	100
Printing and publishing	49					
Miscellaneous	171		172		500	500
Total Elections	2,638	845	5,038	1,309	4,500	2,000
Rental Inspections						
Part-time employees	279	4,070	-		4,200	4,200
FICA/Medicare	21					
Total Inspections	300	4,070	-	-	4,200	4,200

CITY OF NEWPORT, MINNESOTA

GENERAL FUND 2023 PROPOSED BUDGET

EXPENDITURES: GENERAL GOVERN	2018 ACTUAL BUDGET	2019 ACTUAL BUDGET	2020 ACTUAL BUDGET	2021 ACTUAL BUDGET	2022 APPROVED BUDGET	2023 PROPOSED BUDGET
Professional services						
Accounting/audit	31,082	33,448	32,236	34,562	36,000	37,000
Engineering	70,667	74,030	82,380	96,048	70,000	80,000
Legal	67,665	79,195	69,510	64,381	75,000	88,000
IT, phone support & hardware	12,328	13,346	11,035	16,711	25,000	20,000
Financial/Assessment services	36,239	32,842	31,911	47,432	35,000	42,000
Building inspection	74,629	265,549	209,895	221,285	100,000	85,000
Insurance	34,295	38,675	50,263	55,668	50,000	58,000
Misc. contracted services	8,865	14,419	18,858	22,107	50,000	45,000
Total Professional Services	335,770	551,504	506,088	558,194	441,000	455,000
Planning and Zoning						
Personnel services	0					
Part time - planning com.	1,050	1,320	1,260	1,500	1,800	1,800
PERA	0					
FICA/Medicare	80	101	96	115	138	138
Operating supplies	380	161			500	500
Professional services	58,121	15,841	25,468	31,624	55,000	58,000
Travel and conferences	10	100			1,000	1,000
Miscellaneous	0					
Total Planning & Zoning	59,641	17,523	26,824	33,239	58,438	61,438
Government Buildings						
City Hall						
Operating supplies	371	418	141	200	900	4,000
Repairs and maintenance	1,562	282	100	50	1,500	6,000
Utilities	6,840	5,244	6,125	7,101	12,000	40,000
Capital outlay	-				2,500	14,000
Total City Hall	8,773	5,944	6,366	7,351	16,900	64,000
Library						
Personnel	13,829	13,723	15,586	15,596	21,800	24,000
FICA	857	851	966	967	1,352	1,488
Medicare	201	199	226	226	316	348
PERA	942	845	1,019	1,170	1,635	1,800
Supplies	5	282	624	263	1,100	1,100
Computer and phones	1,946	2,309	4,125		2,500	2,500
Repairs and maintenance	422	6	32	777	750	750
Utilities	2,362	2,100	2,078	5,300	2,500	6,500
Contracted Services	1,705	1,697	1,730	1,730	2,500	2,500
Capital outlay	2,680	2,096			4,500	4,500
Total Library	24,949	24,108	26,386	26,029	38,953	45,486
Railroad Tower						
Repairs and maintenance	-				200	200
Utilities	293	322	367	349	400	800
Total Railroad Tower	293	322	367	349	600	1,000
Total Government Buildings	34,015	30,374	33,119	33,729	56,453	110,486
Total General Government	743,089	945,125	926,546	1,045,586	1,046,672	1,094,688

CITY OF NEWPORT, MINNESOTA

**GENERAL FUND
2023 PROPOSED BUDGET**

EXPENDITURES: PUBLIC SAFETY	2018 ACTUAL BUDGET	2019 ACTUAL BUDGET	2020 ACTUAL BUDGET	2021 ACTUAL BUDGET	2022 APPROVED BUDGET	2023 PROPOSED BUDGET
Law Enforcement						
Personnel services	730,855	790,738	574,469	871,814	913,125	944,620
CSO		911	338	565	7,000	7,000
Animal control	5,717	5,676	4,999	4,003	6,500	6,500
Total Police Department	736,572	797,325	579,806	876,382	926,625	958,120
Fire Protection						
Personnel services (25)	53,902	63,412	49,784	60,815	69,000	76,000
Fica/Medicare	4,124	4,851	3,931	4,652	5,279	5,814
Workers' comp. insurance	9,917	7,281	10,338	7,668	12,000	12,000
Office supplies	1,725	3,289	29	1,005	2,000	2,000
Vehicle supplies	1,349	4,946	1,683	2,387	3,500	3,500
Tools and equipment	2,553	1,700	3,842	2,691	4,000	4,000
Fuel	3,291	4,146	1,912	3,494	4,500	6,000
Uniforms	1,812	2,461	1,469	2,293	3,000	3,000
Computers & phones (1-cell)	5,111	5,507	5,343	6,095	6,000	7,500
Radios - 800 MHz (27) * \$400/yr	9,686	16,946	13,271	13,816	16,000	16,000
Travel and conferences	273	355	101		1,000	1,000
Memberships & subscriptions	856	982	1,800	150	1,000	2,100
Education	5,073	11,262	6,662	4,569	11,000	11,000
Repairs & maintenance	6,422	4,702	8,541	16,717	7,000	10,000
Contractual & Fire Inspections	8,359	9,244	7,432	8,160	13,000	13,500
Fire Relief	62,157	15,385	15,938	5,396	-	-
State Fire Relief Aid	20,837	22,320	22,902	23,969	24,000	24,000
Civil Defence					300	300
Capital outlay	972	321			6,500	7,500
Total Fire Protection	198,419	179,110	154,978	163,877	189,079	205,214
Fire Station No. 1						
Operating supplies	-				500	
Repairs and maintenance	966	939	484	1,288	500	
Utilities	7,334	6,741	5,995	6,906	4,000	
Capital outlay	-				1,000	
Total Fire Station No. 1	8,300	7,680	6,479	8,194	6,000	
Fire Station No. 2						
Operating supplies	-				500	
Repairs and maintenance	0	525				
Utilities	3,191	737	1,648	1,988	1,200	
Capital outlay	0					
Total Fire Station No. 2	3,191	1,262	1,648	1,988	1,700	
Total Public Safety	946,482	985,377	742,911	1,050,441	1,123,404	1,163,334

CITY OF NEWPORT, MINNESOTA

**GENERAL FUND
2023 PROPOSED BUDGET**

<u>EXPENDITURES: OPERATIONS & MA</u>	<u>2018 ACTUAL BUDGET</u>	<u>2019 ACTUAL BUDGET</u>	<u>2020 ACTUAL BUDGET</u>	<u>2021 ACTUAL BUDGET</u>	<u>2022 APPROVED BUDGET</u>	<u>2023 PROPOSED BUDGET</u>
Streets						
Personnel services (1.94)	120,168	122,129	126,432	129,795	131,960	131,000
PERA	8,920	9,694	9,743	9,735	10,347	10,275
FICA/Medicare	8,003	9,101	9,204	9,929	10,554	10,481
Workers' compensation	24,060	29,721	45,502	6,605	48,000	49,000
Health insurance	39,886	45,651	35,187	37,172	38,560	27,500
Full-time overtime	4,726	7,850	3,480		6,000	6,000
Part-time personnel						
Education	772	910			1,500	1,500
Operations and supplies	42,818	66,066	58,635	64,498	60,000	70,000
Vehicle supplies	8,636	14,337	15,930	13,710	16,000	17,000
Small tools and equipment	520	1,291	1,914	3,344	3,000	4,000
Fuel	13,311	14,407	6,581	13,300	15,000	26,000
Uniforms	3,381	2,438	2,454	2,659	3,500	3,500
Computer (2) & phone (5) services	1,977	2,044	2,178	3,432	4,000	4,000
Travel and milage	210				500	500
Street maintenance	12,731	81,315	86,197	79,919	87,000	90,000
Repairs & maint.-vehicles	2,685	4,273	6,827	6,045	6,500	7,000
Rentals	-				3,000	3,000
Dues & Subscriptions	608	637	508		700	700
Contracted services	5,720	15,318	5,491	17,980	14,000	16,000
Capital Outlay	-				1,200	1,200
Miscellaneous	940	129	372	1,331	3,500	3,500
Total Streets	300,072	427,311	416,635	399,454	464,821	482,156
Composting						
Personnel services	4,351	4,804	4,394	5,152	6,000	6,300
FICA	270	298	272	319	372	391
Medicare	63	70	64	75	87	91
PERA	326	346	330	386	450	473
Operating supplies	454	20			250	250
Contracted Services	928			559	800	1,400
Miscellaneous contractual	350	490	350			
Total Composting	6,742	6,028	5,410	6,492	7,959	8,904
Public Works Garage						
Operating supplies	3,032	3,386	3,978	6,766	4,000	6,500
Repairs and maintenance	807	415	2,668	3,116	2,500	3,500
Utilities	17,284	17,458	17,114	18,949	18,500	27,000
Capital outlay	1,220			5,250	2,000	3,000
Total Public Works Garage	22,343	21,259	23,760	34,081	27,000	40,000
Total Public Works	329,157	454,598	445,805	440,026	499,780	531,060

CITY OF NEWPORT, MINNESOTA

**GENERAL FUND
2023 PROPOSED BUDGET**

EXPENDITURES: OPERATIONS & MA	2018 ACTUAL BUDGET	2019 ACTUAL BUDGET	2020 ACTUAL BUDGET	2021 ACTUAL BUDGET	2022 APPROVED BUDGET	2023 PROPOSED BUDGET
Parks						
Personnel services (3.35)	225,193	233,718	253,287	266,109	265,300	251,000
Overtime	-	1,268		4,400	4,400	4,400
PERA	16,890	18,061	20,654	20,288	20,228	19,155
FICA/Medicare	17,622	19,773	20,498	21,625	22,200	21,298
Health insurance	32,285	34,429	35,705	38,190	39,133	52,000
Workers' compensation	14,639	11,678	5,712	37,179	8,500	8,500
Seasonal/Part-time personnel	12,564	30,664	18,527	12,176	20,500	23,000
Education	1,559	1,993			4,000	4,000
Operating supplies	5,243	8,237	9,627	7,910	10,500	11,000
Vehicle supplies	6,371	4,521	5,986	5,220	6,500	6,500
Tools and minor equipment	232	1,107	230	1,232	3,000	3,000
Fuels	8,465	9,094	5,280	7,113	10,000	13,000
Uniforms	2,511	3,064	3,255	2,765	3,700	3,900
Rental	-			441	1,500	1,500
Phones (2) - warming houses	-			32	300	300
Dues and Subscriptions					1,500	1,500
Miscellaneous contractual	31,165	7,634	7,553	9,884	10,000	13,000
Capital outlay	-		1,433	4,591	15,000	15,000
Miscellaneous	250	2,104	2,530	4,463	3,000	5,000
Total Parks	374,989	387,345	390,277	443,619	449,261	457,053
Recreation						
Personnel services	2,981	3,675			8,200	8,200
Supplies	20				500	-
Total Recreation	3,001	3,675	0	0	8,700	8,200
Parks Buildings - Warming Houses						
Part time employees	3,520	4,549	4,775	1,503	4,900	5,300
Fica	218	282	296	93	304	329
Medicare	51	66	69	22	71	77
PERA	124	135	176		150	150
Operating supplies	-	80	638		400	400
Repairs and maintenance	-				250	250
Utilities	2,721	4,082	1,890	3,243	4,000	5,600
Total Parks Buildings	6,634	9,194	7,844	4,861	10,075	12,105
Special Contributions						
Ballfield Sanitation	500	412	600		650	
Total Special Projects	500	412	600	-	650	-
Total Parks and Recreation	385,124	400,626	398,721	448,480	468,686	477,358
Miscellaneous						
Contingency	5,980	60,063	-	740	20,000	20,000
TOTAL EXPENDITURES	2,409,832	2,845,789	2,513,983	2,985,274	3,158,541	3,286,440

CITY OF NEWPORT, MINNESOTA

GENERAL FUND 2023 PROPOSED BUDGET

EXPENDITURES: OPERATIONS & MA	2018 ACTUAL BUDGET	2019 ACTUAL BUDGET	2020 ACTUAL BUDGET	2021 ACTUAL BUDGET	2022 APPROVED BUDGET	2023 PROPOSED BUDGET
Excess (Deficiency) of Revenue over Expenditures	925,548	792,463	1,069,771	730,362	159,809	40,620
Other Financing Sources (uses) net						
Economic Dev. Authority	(34,900)	-	(25,000)			
Heritage Preservation Fund	(9,000)	(9,000)	(9,000)	(9,000)	(9,000)	(9,000)
Parks Fund	(94,500)	(50,000)	(33,000)	(33,660)	(275,000)	(275,000)
Utility Extension (Capital fund 402)	(400,000)					
Buy Forfeiture Fund						
City/Fire Hall Fund		(258,000)	(415,000)	(600,000)		
Equipment Fund	(145,000)	(32,000)	(33,000)	(91,800)	(300,000)	(100,000)
Buildings Fund	(200,000)	(50,000)	(25,000)	(25,000)	(25,000)	(25,000)
Seal Coating (405)	(62,000)					
Total Other Financing Sources	(945,400)	(399,000)	(540,000)	(759,460)	(609,000)	(409,000)
Other Financing Sources (uses) net	(945,400)	(399,000)	(540,000)	(759,460)	(609,000)	(409,000)
Net change in fund balance	(19,852)	393,463	529,771	(29,098)	(449,191)	(368,380)
Fund Balance: Beginning of Year	2,529,365	2,509,513	2,902,976	3,432,747	3,403,649	2,954,457
Fund Balance: End of Year	2,509,513	2,902,976	3,432,747	3,403,649	2,954,457	2,586,078
Ratio: Fund balance to expenditures	74.8%	89.5%	112.4%	90.9%	78.4%	70.0%

CITY OF NEWPORT, MINNESOTA

**WATER ENTERPRISE FUND
2023 PROPOSED BUDGET**

	2018 ACTUAL BUDGET	2019 ACTUAL BUDGET	2020 ACTUAL BUDGET	2021 ACTUAL BUDGET	2022 APPROVED BUDGET	2023 PROPOSED BUDGET
Operating revenue	0%	0%	0%	0%		
Water sales	\$ 310,782	\$ 360,297	\$ 434,730	\$ 452,600	\$ 432,467	\$ 458,415
Trunk connection fees	42,750	190,910	117,250	54,996	25,000	30,000
Access fees	57,693	238,850	70,350	201,600	15,000	15,000
Permits and licenses	1,815	8,465	6,660	7,576	2,500	4,500
Total operating revenue	<u>413,040</u>	<u>798,522</u>	<u>628,990</u>	<u>716,772</u>	<u>474,967</u>	<u>507,915</u>
Operating expenses						
Personnel (1.85)	95,106	90,181	96,872	102,500	116,025	119,730
Overtime	3,270	3,656	1,081	995	4,000	4,000
PERA	7,222	7,524	7,308	7,762	9,002	9,280
FICA/Medicare	7,884	6,772	7,144	7,917	9,182	9,465
Employee benefits	11,339	10,621	14,424	14,199	16,980	19,530
Workers Comp	5,744	3,468	2,944	3,875	5,000	5,000
Education	640	430	46		1,500	1,500
Fuel	1,480	1,569	1,914	2,800	3,000	4,500
Insurance	1,589	4,947		7,477	4,500	4,500
Supplies	7,574	15,111	26,124	10,000	20,000	20,000
Vehicle supplies	896	137	1,070	3,000	2,000	2,000
Tools & minor equip.	405		1,841	2,500	2,500	2,500
Repair & maint. supply	3,995		3,881	3,000	3,000	3,000
Professional services	22,534	38,397	2,830	35,000	30,000	30,000
Engineering fees	539	5,189	2,474	12,000	7,000	7,000
Connection fee	6,108	6,108	9,340	9,000	9,600	9,600
Telephone	241	240	240	700	450	450
Postage	724	2,116	794	1,700	1,000	1,000
Utilities (Xcel)	36,137	37,464	46,581	48,933	47,000	60,000
Gopher State	450	692	816	1,000	1,000	1,000
Contracted services	6,256	4,910	15,599	25,000	20,000	20,000
Vehicle repair & maint.	5,491			8,500	8,500	8,500
Depreciation	99,955	146,805	137,959	195,337	130,000	182,000
Uniforms	1,011	867	1,082	1,400	1,400	1,400
Capital Expenses	16,544				16,000	16,000
Refunds & Reimbursements						
Other	11,578	(7,828)	2,958	12,500	12,500	12,500
Total operating expenses	<u>354,712</u>	<u>379,376</u>	<u>385,322</u>	<u>517,095</u>	<u>481,139</u>	<u>554,455</u>
Operating income (loss)	58,328	419,146	243,668	199,677	(6,172)	(46,540)
Cash flows						
Operating income (loss)	58,328	419,146	243,668	199,677	(6,172)	(46,540)
Depreciation	99,955	146,805	137,959	195,337	130,000	182,000
Change in assets and liabilities	(34,414)	(113,862)	(25,023)	(6,671)	(6,671)	(6,671)
Acquisition of capital assets	0	1,066,300	0	0	0	0
Net cash provided (used) by noncapital financing activities	(28,338)					
Water meter changout	(16,673)			(16,673)	(16,673)	(16,673)
Telemetry controls						
2013 Street	(2,748)	(2,748)	(2,748)	(2,748)	(2,748)	(2,748)
2014 Street Bond	(20,270)	(19,905)	(21,114)	(21,114)	(21,114)	(21,114)
2016 Street Bond	(23,936)	(28,266)	(27,930)	(27,930)	(27,930)	(27,930)
2016 Tower Painting	(8,858)	(15,043)	(17,790)	(17,790)	(17,790)	(17,790)
2018A Debt Service (Catherine Extension)			(32,253)	(32,253)	(32,253)	(32,253)
Interest received	6,984	13,896	10,471	300	300	300
Well #1 rehab	0	0	0	0	0	0
250,000 Tower Inspection/Maint	0	0	0	0	0	0
500,000 Tower Inspection/Maint						
State Grants and Aids						
Misc.						
Transfers In/Out	(21,850)	(112,150)	(207,000)			
	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net change in net position	8,179	1,354,174	58,240	270,135	(1,051)	10,581
Cash and cash equivalents						
Beginning of year	1,133,412	1,141,591	2,495,765	2,554,005	2,824,139	2,823,089
End of year	<u>\$ 1,141,591</u>	<u>\$ 2,495,765</u>	<u>\$ 2,554,005</u>	<u>\$ 2,824,139</u>	<u>\$ 2,823,089</u>	<u>\$ 2,833,670</u>

CITY OF NEWPORT, MINNESOTA

**SEWER ENTERPRISE FUND
2023 PROPOSED BUDGET**

	2018 ACTUAL BUDGET	2019 ACTUAL BUDGET	2020 ACTUAL BUDGET	2021 APPROVED BUDGET	2022 APPROVED BUDGET	2023 PROPOSED BUDGET
Operating revenue						
Sewer charges	\$ 701,591	\$ 598,977	\$ 703,804	\$ 615,000	\$ 712,741	\$ 755,508
Trunk connection fees	42,750	190,210	119,000	40,000	25,000	30,000
Access fees		238,150	71,400	40,000	15,000	20,000
MetCouncil access fees		539,245	168,980	91,000	35,000	35,000
Permits and licenses	1,515	8,816	6,463			
Total operating revenue	<u>745,856</u>	<u>1,575,398</u>	<u>1,069,647</u>	<u>786,000</u>	<u>787,741</u>	<u>840,508</u>
Operating expenses						
Salaries (1.85)	98,905	90,296	102,181	106,625	116,025	119,730
Overtime	761	1,917	0	2,400	2,400	2,400
PERA	7,318	7,583	7,447	8,177	8,882	9,160
FICA/Medicare	7,906	7,385	7,970	8,340	9,060	9,343
Employee benefits	11,992	12,697	13,238	14,270	17,249	19,840
Work Comp	6,062	4,155		6,100		
Education	1,395	1,074		1,500	1,500	1,500
Supplies	1,874	1,175	3,820	11,000	10,000	10,000
Fuel	1,480	1,540	1,500	3,000	2,000	3,500
Vehicle supplies	59	136		3,000	2,500	2,500
Repair & maint. supplies	1,500	399	4,396	5,000	5,000	5,000
Tools & minor equipment	405		2,013	3,500	3,500	3,500
Professional services	25,045	(225)				
Engineering fee	239	4,769	2,534	5,500	5,500	5,500
Telephone	240	240	240	500	500	500
Postage	713	790	790	1,000	900	900
Insurance	3,971	1,349		4,500	4,500	4,500
Utilities	1,703	11	12,226	10,000	13,500	15,500
Gopher State	488	654	816	800	800	800
MCES sewer charges/contract	253,409	307,867	311,962	341,055	360,223	346,380
Met Council SAC charges	132,899	555,993	157,599	90,000	60,000	40,000
Contractual services (jetting, li	1,281	1,408	3,190	30,000	20,000	20,000
Uniforms	925	1,096	1,268	1,500	1,500	1,500
Dues and subscriptions	0			500	500	500
Depreciation	103,445	103,445	103,445	110,000	110,000	137,697
Capital Outlay						
Refunds & Reimbursements						
Other	(703)	(4,455)	(11,529)	5,000	5,000	5,000
Total operating expenses	<u>663,312</u>	<u>1,101,299</u>	<u>725,106</u>	<u>773,267</u>	<u>761,038</u>	<u>765,250</u>
Operating income (loss)	82,544	474,099	344,541	12,733	26,703	75,258
Cash flows						
Operating income (loss)	82,544	474,099	344,541	12,733	26,703	75,258
Depreciation	103,445	103,445	103,445	110,000	110,000	137,697
Change in assets and liabilities:	(18,193)	15,930	(17,896)	2,006	2,006	2,006
Cash flows from noncapital financing activities						
I/I project financing	(24,064)	(24,064)	(24,064)	(24,064)	(24,064)	(24,064)
I/I project	0	0	0	0	0	0
2013 Street Bond	(16,731)	(16,731)	(16,731)	(16,731)	(16,731)	(16,731)
2014 Street Bond	(33,783)	(33,174)	(35,190)	(35,190)	(35,190)	(35,190)
2016 Street Bond	(37,438)	(36,104)	(35,684)	(35,684)	(35,684)	(35,684)
2018A Debt Service (Catherine extension)						
Interest received	6,018	22,781	21,916	8,741	8,846	9,018
State grant and aid						
Telemetry System financing						
Lift station rehab						
Transfers In/Out	(21,850)	(112,150)	(207,000)			
Capital Equipment Replace	0	0	0	0	0	0
Change in net position	39,948	394,032	133,337	21,811	35,886	112,310
Cash and cash equivalents						
Beginning of year	<u>1,253,773</u>	<u>1,293,721</u>	<u>1,687,753</u>	<u>1,821,090</u>	<u>1,842,901</u>	<u>1,878,787</u>
End of year/Cash	<u>\$ 1,293,721</u>	<u>\$ 1,687,753</u>	<u>\$ 1,821,090</u>	<u>\$ 1,842,901</u>	<u>\$ 1,878,787</u>	<u>\$ 1,991,097</u>

CITY OF NEWPORT, MINNESOTA

**STORM SEWER ENTERPRISE FUND
2023 PROPOSED BUDGET**

	2018 ACTUAL BUDGET	2019 ACTUAL BUDGET	2020 ACTUAL BUDGET	2021 APPROVED BUDGET	2022 APPROVED BUDGET	2023 PROPOSED BUDGET
Operating revenue						
Storm sewer charges	\$ 133,541	\$ 152,405	\$ 172,885	\$ 163,000	\$ 182,725	\$ 187,760
Total operating revenue	<u>133,541</u>	<u>152,405</u>	<u>172,885</u>	<u>163,000</u>	<u>182,725</u>	<u>187,760</u>
Operating expenses						
Salaries (.285)	13,628	13,693	12,713	15,560	19,250	20,034
PERA	1,022	1,026	954	1,167	1,444	1,503
FICA/Medicare	1,043	1,001	939	1,190	1,473	1,533
Insurance	2,589	2,625	2,390	2,705	4,075	4,690
Vehicle Supplies						
Utilities						
Depreciation	19,378	22,578	29,329	20,000	20,884	21,795
Engineering fees	21,267	56,063	46,038	25,000	30,000	30,000
Contracted Services		14,092	(4,519)	14,000	14,000	14,000
Other Misc.	24,178	20,541	12,523	20,000	20,000	20,000
Total operating expenses	<u>83,105</u>	<u>131,619</u>	<u>100,367</u>	<u>99,622</u>	<u>111,125</u>	<u>113,554</u>
Operating income (loss)	50,436	20,786	72,518	63,378	71,600	74,206
Cash flows						
Operating income (loss)	50,436	20,786	72,518	63,378	71,600	74,206
Depreciation	19,378	22,578	29,329	20000	20,884	21,795
Change in assets and liabilities	23,948	19778	11519			
Interest received	804	358	56			
Financing activity						
2013 Street	(2,902)	(2,902)	(2,902)	(2,902)	(2,902)	(2,902)
2014 Street Bond	(13,513)	(13,270)	(14,076)	(14,076)	(14,076)	(14,076)
2016 Street Bond	(14,467)	(13,230)	(13,070)	(13,070)	(13,070)	(13,070)
North Ravine Debt Service 2012-2031	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Transfer In/Out			179,550			
Change in net position	43,683	14,098	242,924	33,329	42,435	45,953
Cash and cash equivalents						
Beginning of year	<u>(70,490)</u>	<u>(26,807)</u>	<u>(12,709)</u>	<u>230,215</u>	<u>263,544</u>	<u>305,980</u>
End of year	<u>\$ (26,807)</u>	<u>\$ (12,709)</u>	<u>\$ 230,215</u>	<u>\$ 263,544</u>	<u>\$ 305,980</u>	<u>\$ 351,933</u>

CITY OF NEWPORT, MINNESOTA

**STREET LIGHT ENTERPRISE FUND
2023 PROPOSED BUDGET**

	2018 ACTUAL BUDGET	2019 ACTUAL BUDGET	2020 ACTUAL BUDGET	2021 APPROVED BUDGET	2022 APPROVED BUDGET	2023 PROPOSED BUDGET
Operating revenue						
Street light charges	87,256	88,146	86,035	89,500	92,438	93,178
Total operating revenue	<u>87,256</u>	<u>88,146</u>	<u>86,035</u>	<u>89,500</u>	<u>92,438</u>	<u>93,178</u>
Operating expenses						
Salaries (.175)	8,270	8453	8819	9040	12440	12962
PERA	620	634	662	678	933	972
FICA/Medicare	616	626	655	692	952	992
Insurance	1,101	1,188	1257	1400	2687	3090
Supplies						
Utilities	42,752	41966	39101	46000	46920	47858
Depreciation						
Other	1,612	-4035				
Total operating expenses	<u>54,971</u>	<u>48,832</u>	<u>50,494</u>	<u>57,810</u>	<u>63,932</u>	<u>65,874</u>
Operating income (loss)	32,285	39,314	35,541	31,690	28,506	27,304
Cash flows						
Operating income (loss)	32,285	39,314	35,541	31,690	28,506	27,304
Depreciation	0					
Change in assets & liabilities	0					
Transfer to Other CIP for lights						
Interest received	733	1805	1873			
Net change in cash and cash equivalents	<u>33,018</u>	<u>41,119</u>	<u>37,414</u>	<u>31,690</u>	<u>28,506</u>	<u>27,304</u>
Cash and cash equivalents						
Beginning of year	<u>124,006</u>	<u>157,024</u>	<u>198,143</u>	<u>235,557</u>	<u>267,247</u>	<u>295,754</u>
End of year	<u>\$ 157,024</u>	<u>\$ 198,143</u>	<u>\$ 235,557</u>	<u>\$ 267,247</u>	<u>\$ 295,754</u>	<u>\$ 323,058</u>

CITY OF NEWPORT

2018-2026 EQUIPMENT CIP
2023 PROPOSED BUDGET

Fund 401

REVENUE	2019	2020	2021	2022	2023	2024	2025	2026	2027
Transfer from General Fund	\$ 32,000	\$ 33,000	\$ 91,800	\$ 300,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Grants									
Investment Earnings	\$ 9,952	\$ 8,354							
Misc.		\$ 6,500							
ARC Funds					\$ 150,000				
Transfer from Sale of Old City Hall				\$ 280,000					
TOTAL REVENUE	\$ 41,952	\$ 47,854	\$ 91,800	\$ 580,000	\$ 250,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000

EXPENDITURES

General									
11 Council and commision computer Administration computers							10000		
Life span									

Public Works

12 GMC Canyon - Bruce	10								30,000	
09 Ford Explorer (former squad)	10									
00 Wacker asphalt roller one-ton (Not Dep S	20								30,000	
03 Ford 550 Utility Truck w&s (Not Dep Sc)	15									
21 GMC 3500 3/4 ton (parks)	15		30,304	7,092						
17 GMC 3500 3/4 ton (parks)	15									
19 Ford 250 Truck	15	40,367								
21 GMC Sierra 2500 (parks)	15			31,141						
82 Ford 555 Backhoe (Not Dep Sc)	40									
68 Cat 12 Motor Grader (Not Dep Sc)	50									
22 John Deere Front End Loader	20				156,484					
07 Elgin Pelican Sweeper	20									
66 Layton Pull Type Paver (Not Dep Sc)	30						26,000			
91 Vermeer Chipper (Not Dep Sc)	30							25,000		
13 Bob Cat Skid Steer	15									
13 Tool Cat 5600 Bobcat	15									
12 Mower - Farris Mower	12						30,000			
15 Mower - Farris Mower	12									
17 Mower - Farris Mower	12									
08 JD 1565 Front Mount Mower	15							30,000		
19 Tool Cat 5610	40	45,235								
71 Ford 2000 Tractor (Not Dep Sc)	50									
14 International Dump Truck	20									
11 International Dump Truck	20									
01 Dump Truck - Sterling	20								150,000	
17 GMC HD Dump Truck	15									
87 Sreco Sewer Rodder (Not Dep Sc)	40									
09 Towmaster tandem trialer	20									
95 24' Tandem Trailer (Not Dep Sc)	25									
90 Stepp asphalt trailer (Not Dep Sc)	30									
93 Leroi Diesel air compressor (Not Dep Sc)	30									
23 Vac /Camera Truck	30					150,000				

Fire Department

70 F-1 GMC 4x4 Grass Rig (Not Dep Sc)	20									
13 Ford CV (Chief's vehicle)	10									
82 F-2 Ford 8000 Tanker/Tender	30			233,000						
13 F- Emax Typhoon Pumper	25									
88 F-2 Ford L9000 Pumper	25									
19 GMC Crew Grass Rig	20									
04 F-1 Sterling Pumper	25									
05 *F-1 Crown Vic (Extra vehicle)										
15 *Ford Utility Vehicle	20									
67 F-1 10Kw Generator	30									
98 Air Packs	15				170,000					
var Fire Hose (DNR matching grant)	10									
21 Portable Radios	10			76,227						
var Fire Pagers (DNR mating grant)	10			3,877						
var Structural Firefighting Gear	10	11,955	12,726	20,531	4,600	5,000	5,100	7,000	25,000	7,000
04 Extrication Equipment	15						38,000			
na Vehicle CAD System Laptops 4	10				20,000					
85 Ventilation Fan	15				5,000					
06 Mobile radios	10					45,000				

TOTAL EXPENDITURES	\$ 97,557	\$ 46,907	\$ 367,991	\$ 356,084	\$ 200,000	\$ 99,100	\$ 72,000	\$ 235,000	\$ 7,000
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Excess (Deficiency) of Revenue over Expenditures	\$ (55,605)	\$ 947	\$ (276,191)	\$ 223,916	\$ 50,000	\$ 900	\$ 28,000	\$ (135,000)	\$ 93,000
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Fund Balance: Beginning of Year	462,955	407,350	408,298	132,107	356,023	406,023	406,923	434,923	299,923
Fund Balance: End of Year	\$ 407,350	\$ 408,298	\$ 132,107	\$ 356,023	\$ 406,023	\$ 406,923	\$ 434,923	\$ 299,923	\$ 392,923

Audit 414361

* Donated vehicles no replacement.

Computer & Software Schedule

	<u>Computer Year</u>	<u>Computer Replacement</u>	<u>Operating System</u>	<u>Software Model</u>
Adminsitration Desktop (5 year rotation)				
City Adminstrator	2019	2024		
Asst. to City Administrat	2019	2024		
Admin. Assitant	2019	2024		
Accountant	2019	2024		
Front Desk	2019	2024		
Kiosk				
PW Dept. Laptop (4-5 year rotation)				
Asst. Supervisor	2022	2026		
Supervisor	2022	2026		
Supervisor Desktop	2019	2024		
PW Desktop	2021			
Library (5 year rotation)				
Computer 1	2019	2025		
Computer 2	2019	2025		
Computer 3	2019	2026		
Computer 4	2019	2026		
Computer 5	2019	2027		
Computer 6	2019	2027		
Library Coordinator	2019	2024		
Laptops (As needed)				
Administrator	2020			
Accountant	2020			
Administrative Asst. II	2020			
Administrative Office				
Council and Commision Laptops (As needed)				
5 Council	2020			
5 Planning Commission	2020			

CITY OF NEWPORT, MINNESOTA

2020-2026 PARKS CIP
2023 PROPOSED BUDGET

REVENUE	2020	2021	2022	2023	2024	2025	2026	2027
Transfer from General Fund	\$ 33,000	\$ 33,660	\$ 275,000	\$ 275,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Investments	\$ 9,273							
Park Dedication Fees								
Transfer from Street Light Fund					50,000		50,000	
Donations	\$ 80							
Transfer from NEDA			\$ 85,000					
TOTAL REVENUE	\$ 42,353	\$ 33,660	\$ 360,000	\$ 275,000	\$ 125,000	\$ 75,000	\$ 125,000	\$ 75,000
EXPENDITURES								
Bailey School Forest								
Install 45' gazebo								
Parkinglot and trail overlay maintenance				30,000				
Busy Beaver Park								
Build shelter with table								
Play Structure 1997 MN WI Playground				100,000				
Fencing				6,000				
Fishing Pier						30,000		
Park Development		6,000	30,000					
Newport trail overlay								
Tree Removal EAB								
CSAH 38 Trail			150,000	25,000				
Lions Park								
New lighting for skating					50,000			
Parkinglot overlay					100,000			
Install new play structure					250,000			
Loveland Park								
Repair warming house wiring					7,000			
Lighting of the skating rink							50,000	
Finish tennis courts								
Parkinglot overlay-replace 2037								
Replace 2 ADA drinking fountains			7,500					
New fencing for backstops-replace 2042								
Springler system on ball fields-replace 2032								
Hockey rink asphalt							150,000	
Play structure - fall area							150,000	
Play structure - 2001 EFA							200,000	
Pioneer Park								
Veteran's Memorial								
Install class 5 parking with bituminous						8,500		
Upgrade park lighting								
Replace play structure - 1996 EFA				320,000				
Run water to large pavilion				5,000				
TOTAL EXPENDITURES	\$ -	\$ 6,000	\$ 187,500	\$ 486,000	\$ 407,000	\$ 38,500	\$ 550,000	\$ -
Excess (Deficiency) of Revenue over Expenditures	\$ 42,353	\$ 27,660	\$ 172,500	\$ (211,000)	\$ (282,000)	\$ 36,500	\$ (425,000)	\$ 75,000
Fund Balance: Beginning of Year	523,281	565,634	593,294	765,794	554,794	272,794	309,294	-115,706
Fund Balance: End of Year	\$ 565,634	\$ 593,294	\$ 765,794	\$ 554,794	\$ 272,794	\$ 309,294	\$ (115,706)	\$ (40,706)

CITY OF NEWPORT, MINNESOTA

2018-2026 BUILDINGS CIP
2023 PROPOSED BUDGET

REVENUE	2019	2020	2021	2022	2023	2024	2025	2026	2027
Transfer from General Fund	\$ 50,000	\$ 25,000	\$ 25,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Investment earnings	\$ 11,418	\$ 7,226							
Transfer from Light Fund						\$ 5,000			
TOTAL REVENUE	\$ 61,418	\$ 32,226	\$ 25,500	\$ 25,000	\$ 25,000	\$ 30,000	\$ 25,000	\$ 25,000	\$ 25,000
EXPENDITURES									
City Hall									
22 Upgrade HVAC	20								
22 Carpet Council Chambers/Offices									
22 Replace roof	30								
22 Boiler	30								
22 Fire garage doors	20								
22 Law enforcement garage doors	30								
22 Electronic sign	15								
22 Generator	25								
22 Elevator	30+								
22 Extractors	10								
22 SCBA	15								
22 Siren	30								
Demoliton of old fire halls					100,000				
Library & Community Center									
Upgrade entry doors									
Railing repair				8,600					
Install new roof						15,000			
Paint exterior						5,000			
Upgrade lighting						5,000			
Window restoration						50,000	50,000		
Carpeting								5,000	
Public Works									
Paint interior of maint. Shop & exterior							16,500		
Floor repair							8,000		
Security system									
Upgrade garage doors & openers								8,000	
New floor hoists for heavy equipment-replace 2032	20								
Reroof building (2001)								150,000	
Update HVAC for office area								20,000	
Upgrade garage HVAC to radiant heat								28,000	
Reconstruct all asphalt driving surfaces								60,000	
New garage doors	20	11,870							
Solar panels-replace 2053	35								
Concrete apron repair				15,000					
Railroad Club									
Exterior upgrades to siding									
Install new roof	25								
Upgrade windows and doors									
Upgrade electrical system & lighting					6,000				
Upgrade HVAC (2030?)							8,000		
Railroad Tower - roof 2018									
TOTAL EXPENDITURES	\$ 11,870	\$ -	\$ -	\$ 23,600	\$ 106,000	\$ 75,000	\$ 82,500	\$ 271,000	\$ -
Excess (Deficiency) of Revenue over Expenditures	\$ 49,548	\$ 32,226	\$ 25,500	\$ 1,400	\$ (81,000)	\$ (45,000)	\$ (57,500)	\$ (246,000)	\$ 25,000
Fund Balance: Beginning of Year	551,408	600,956	633,182	658,682	660,082	579,082	534,082	476,582	230,582
Fund Balance: End of Year	\$ 600,956	\$ 633,182	\$ 658,682	\$ 660,082	\$ 579,082	\$ 534,082	\$ 476,582	\$ 230,582	\$ 255,582