



City of Newport
2025 Adopted
General Fund and Enterprise Fund Budgets
Capital Improvement Plans

Prepared and Presented By:

Joe Hatch

City Administrator

December 2024



MEMO

TO: Mayor and City Council

FROM: Joe Hatch, City Administrator

DATE: December 5, 2024

SUBJECT: 2025 Levy, Budget, and Capital Improvement Plan (CIP)

Background

The Newport City Council met several times in previous months preparing the 2025 budget and CIP. Discussions began in July based on budget assumptions and continued into August and September. Many assumptions are now known, and staff present a 2025 budget with a focus on the priorities of the community including parks, trails, and public safety.

Items of Note

- This is the second year of a more collaborative team approach to the budgeting process.
- Residential assessed property values decreased by 7.5%.
- The median home value decreased by \$24,700 to \$305,500.
- Debt service decreased by \$144,652 to \$994,442.
- Local Government Aid (LGA) increased by \$1,123 to \$495,182.

Highlights of 2025 Proposed Budget

- Investments in Newport parks and trails, enhancing quality of life.
 - Cedar Lane.
 - \$400,000 added to match trails funding from National Parks Service in 2026.
 - \$33,000 moved from “Fishing Pier” to future development.
 - Pioneer Park.
 - Parking Lot \$8,500
 - Trails plan finalization.
 - Loveland Park
 - Sports Courts \$250,000
- Investments in capacity for Parks, Facilities, and Public Works
 - New Mowers in 2025 - \$80,000
 - Vermeer Chipper - \$50,000

- JD 1565 Front Mount Mower - \$45,000
- Dump Truck Sterling - \$250,000
- Library & Community Center
 - Carpet - \$6,000
 - Monument sign - \$6,000
- Public Works Garage
 - Interior Paint - \$20,000
 - Floor - \$8,000
- Old City Hall (Railroad Club)
 - Electrical - \$4,500
 - Lighting - \$2,500
- Public Safety
 - Structural Firefighting Gear - \$12,000
- Investments in Capacity and Transitions
 - New Maintenance Operator position. The estimated cost is \$75,000 general funds (\$25,000 enterprise funds).
 - New Washington County Deputy
 - We received a “COPS” grant of \$125,000, a three-year grant starting in October 2024 and ending in October 2027. There is a 25% match required for the grant, and we plan on the new deputy starting in April 2025.
 - 2025 costs to levy \$0 - \$48,000 needed for the match (recommend utilizing Public Safety Funds from State \$170,000).
 - 2026 costs to levy \$41,000 (use approximately \$62,000 in remaining public safety funding from the State).
 - 2027 costs to levy about \$170,000
 - Transition for Accountant and PW Maintenance Operator - \$25,000.
- Public Safety Funding \$170,000 (received from the State of Minnesota)
 - Spend \$110,000 on funding for the new deputy (2024 & 2025)
 - Spend the remainder (\$60,000) on needed Fire equipment including the following items.
 - Updated EMS response gear
 - Portable radios
 - Water and rope rescue equipment
 - Emergency scene lighting
 - Lithium-Ion Battery Extinguishment Tools
 - Vehicle Stabilization Air Bag Kit

Balance of Priorities

Staff have listened to the Council and focused this budget on trying to balance numerous priorities. These include the following.

- Tax impact for the community
- Tax rate
- Fund Reserve Balance (50 to 60 percent)
- Long term financial health of Newport
- Service levels and staffing capacity
- Financial Flexibility

Staff feel we have balanced these many priorities with this budget.

Preliminary Levy vs. Final Levy

Here is a comparison of the preliminary levy passed in September versus the recommended final levy and the impacts on home based on their valuation.

Home Valuation	Preliminary Levy September 2024 6.80% - \$4,055,000	Proposed Levy December 5, 2024 5.50% - \$4,006,000
\$250,000	\$23.34 per year	\$7.10 per year
\$300,000	\$43.64 per year	\$23.48 per year
\$305,500	\$45.80 per year	\$25.21 per year
\$350,000	\$63.95 per year	\$39.87 per year
\$400,000	\$92.10 per year	\$64.10 per year

Recommendation

Staff recommend the Newport City council approve resolution number 2024-89 approving the 2025 Newport levy at \$4,006,000, the 2025 budget, and 2025 through 2029 CIP.

PROPERTY TAXES

Current ad valorem: Established by the State Legislature with Levy Limits.

Fiscal disparities: Metro communities share in the growth of commercial and industrial property value. The program redistributes to all municipalities through a formula based on population and market value. The distribution levy is determined by multiplying the city's prior year tax rate by the distribution levy.

INTERGOVERNMENTAL REVENUE

Local Government Aid: Monies to be received from the State.

LICENSES & PERMITS

Licenses & Permits: Fees collected by the City for general permits and contractor licenses.

Liquor licenses: Fees paid to the City for all liquor licensing.

Cigarette license: Fees collected by the City from establishments that sell cigarettes.

Building permits: Fees collected by the City for all building permits. In 2024, the City contracted with the City of West Saint Paul to perform all building inspections, except electrical.

Animal license and citations: Dog tags.

Recycling / Sanitation: Fees collected by the City from garbage/recycling haulers.

CHARGES FOR SERVICES

Accident Reports: Fees collected for copies of reports.

Antenna & franchise fees: Accounts for the lease revenue the City receives from its two antenna towers from Sprint, along with franchise fees from Xcel Energy.

OTHER REVENUE

Fines & forfeits: Revenue received from the courts for tickets, or bad checks, etc.

Interest on investments: This number is based on the estimated interest gained from funds invested that are directly related to the General Fund.

Billboard/rent/sale property: Revenue received from billboards.

Other Revenue: Unanticipated one-time revenues.

**CITY OF NEWPORT, MINNESOTA
GENERAL FUND
2025 PROPOSED BUDGET**

REVENUE	2021 ACTUAL BUDGET	2022 ACTUAL BUDGET	2023 ACTUAL BUDGET	2024 APPROVED BUDGET	2025 APPROVED BUDGET
Property Taxes					
Current ad valorem	1,858,170	2,056,081	2,161,755	2,210,008	2,613,261
Ad valorem in lieu (Rec&Eng Center)				63,000	75,000
Fiscal disparities	368,425	247,813	248,948	313,735	299,424
Fire relief	5,396				
Special Assessments/debt service					
Total Property Taxes	<u>2,231,991</u>	<u>2,303,894</u>	<u>2,410,703</u>	<u>2,586,743</u>	<u>2,987,685</u>
Intergovernmental Revenue					
Local governmental aid	527,195	527,195	452,475	494,059	495,182
Market Value & other tax credits					
Police town aid					
Police training reimbursement					
State fire relief aid	23,969	12,749			
Other/miscellaneous grants	78,576	18,631	13,902	35,000	25,000
Total Intergovernmental Revenue	<u>629,740</u>	<u>558,575</u>	<u>466,377</u>	<u>529,059</u>	<u>520,182</u>
Licenses and Permits					
Conditional use permits	2,000	3,150	4,350	2,000	2,000
Licenses and permits	150	475	550	1,000	1,000
Liquor licenses	1,350	8,660	8,710	8,600	8,600
Cigarette licenses	1,000	1,000	1,229	1,000	1,000
Building permit fees	478,655	122,389	255,239	100,000	100,000
Animal licenses/citations	1,395	1,290	1,050	1,400	1,400
Recycling/sanitation	1,800	1,200	1,800	2,100	2,100
Total Licenses and Permits	<u>486,350</u>	<u>138,164</u>	<u>272,928</u>	<u>116,100</u>	<u>116,100</u>
Charges for Services					
Planning and zoning					
Special assessment search					
Accident reports			156		
Antenna franchise fees	95,878	99,903	89,063	75,000	95,000
Miscellaneous	57,790		16,331	24,000	24,000
Total Charges for Services	<u>153,668</u>	<u>99,903</u>	<u>105,550</u>	<u>99,000</u>	<u>119,000</u>
Other Revenue					
Fines and forfeits	32,470	27,390	46,253	28,000	28,000
Interest earned on investments	8,737	(74,942)	177,409	25,000	25,000
Billboard/rent/sale property	123,015	151,290	155,829	161,129	165,960
Donations	10,769	270	2,701	3,500	3,500
Other	38,896	28,333	23,397	50,000	40,000
Total Other Revenue	<u>213,887</u>	<u>132,341</u>	<u>405,589</u>	<u>267,629</u>	<u>262,460</u>
TOTAL REVENUE	<u>3,715,636</u>	<u>3,232,877</u>	<u>3,661,147</u>	<u>3,598,531</u>	<u>4,005,427</u>

MAYOR & COUNCIL

Personal Services: Mayor & Council salary: Mayor - \$6,000/year, Council - \$4,800/year (each member)

Worker's Compensation: Workers Compensation

Travel/Conferences: Attend League Conference, Training sessions.

Memberships: Includes membership to Mayor's Association, and dues and subscriptions.

Education: Training, conferences.

ADMINISTRATION

Provide leadership to the Newport City Council; provide citizens of Newport with professional administrative services; maintain all municipal records; assist the public in matters of Health, Welfare and Safety.

Personnel services: Reflects all costs associated with the personnel (3 FTE) for Admin. Department.

PERA: PERA stands for Public Employees Retirement Association.

Health Insurance: Health and dental insurance for the employees in the Administration Department.

Workers Compensation: Workers Compensation.

Office supplies: Licenses, general supplies including awards, plaques, coffee service, copy, etc.

Computer and Phone Services: Internet, equipment, telephones, and cellular phone bills.

Equipment repair/maintenance: General maintenance for the copy machine, fix and repair computers. *Travel &*

Mileage: Transportation allowance for travel and meals at conferences and official meetings. *Printing &*

Publication: Informational material for public notices.

Postage: Mailings of official city business.

Dues & Subscriptions: League of MN Cities, MN Managers Association, etc.

Education: Continuing education, training, conferences and seminars.

Contractual Services: Unanticipated contractual services.

Capital outlay and miscellaneous: Furniture, etc.

Miscellaneous: Unanticipated miscellaneous capital, supplies, services, and equipment.

ELECTIONS

Provide for the public to vote in local, state and federal elections, including recruitment and training.

Temporary employees: Election and training.

Operating supplies: Equipment, and general supplies.

Travel & conferences: Training for staff to keep current of any changes in the elections law.

Printing & Publication: Notices in the newspaper.

**CITY OF NEWPORT, MINNESOTA
GENERAL FUND
2025 PROPOSED BUDGET**

EXPENDITURES: GENERAL GOVERNMENT	2021 ACTUAL BUDGET	2022 ACTUAL BUDGET	2023 ACTUAL BUDGET	2024 APPROVED BUDGET	2025 APPROVED BUDGET
Mayor and Council					
Personnel services	22,560	22,600	25,200	25,200	25,200
PERA	690	690	780	1,260	1,260
FICA	1,726	1,401	1,562	1,563	1,563
Medicare		328	365	365	365
Workers Comp	92	88	80	100	100
Education	95	439	654	1,500	1,500
Computer & phone service	589	596	600	750	750
Travel/conferences	10	220	1,095	1,200	1,200
Memberships		30	30	400	400
Miscellaneous		62			
Total Mayor and Council	25,762	26,454	30,366	32,338	32,338
Administration					
Personnel services (2.6)	249,937	274,819	266,959	256,000	287,984
PERA	18,745	17,416	19,624	19,200	21,599
FICA	18,766	16,488	15,975	15,872	17,855
Medicare		3,857	3,736	3,712	4,176
Health Insurance	34,355	40,514	42,283	44,600	49,500
Workers Comp	1,804	2,207	2,204	2,300	2,300
Office supplies	3,903	4,869	4,487	6,000	6,000
Education	1,691	2,967	3,331	5,000	5,000
Computer & phone services	10,989	11,010	8,868	12,000	12,500
Postage	1,459	3,144	3,807	3,500	3,500
Travel & mileage	1,334	2,778	4,739	3,500	3,500
Printing and publishing	1,034	2,190	4,584	3,000	3,000
Miscellaneous	31,048	14,502	11,355	16,000	16,000
Dues and subscriptions	6,590	6,521	7,902	7,500	7,500
Contractual services	11,699	9,622	4,393	13,000	13,000
Capital outlay	-			2,000	2,000
Total Administration	393,354	412,904	404,247	413,184	455,414
Elections					
Temporary employees	1,217	3,976	1,348	12,000	13,000
Operating supplies	92	372		700	
Travel and conferences				100	
Printing and publishing					
Miscellaneous			156	200	
Total Elections	1,309	4,348	1,504	13,000	13,000
Rental Inspections					
Part-time employees		481		4,200	4,200
FICA/Medicare					
Total Inspections	-	481	-	4,200	4,200

PROFESSIONAL SERVICES

Provide for the specialized services that require expert knowledge in the specific fields.

Accounting/Audit: Continue the annual audit with Malloy, Montague, Karnowski, Radosevich & Co.

Engineering: Contracted Engineer consultation with MSA.

Legal: Legal related work and legal retainer for attendance of Council meeting and special meeting.

IT, phone, and hardware: Contractual services with office IT, phone, and internet support and service.

Financial: Contractual services for financial services with Ehlers.

Building Inspector: Contracted building inspection services with the City of West Saint Paul.

Insurance - Property/Casualty: Insurance placed with the League of MN Cities Insurance Trust.

Miscellaneous Contracted Service: Zoning Ordinance Codification. Property appraisals, ROW purchases, and unanticipated and undesigned professional service needs including computer service, Banyon Contract Service, and copy machine lease.

PLANNING & ZONING

Provide professional support to the Planning Commission and to ensure proper and legal interpretation and enforcement of the zoning ordinance. Make recommendations on planning and development matters, oversee and enforce the zoning, subdivision, and Comprehensive Plan.

Personnel Services: Pays planning commission members at \$30/member/meeting.

Operating supplies: Supplies to be used to cover expenses associated with materials and other supplies necessary to provide planning information to the public and/or planning commission.

Professional Services: Those services that require outside professional assistance, e.g. Comprehensive Land Use Plan update. Consultation is provided by Bolton & Menk.

Travel & conferences: Covers the cost to attend Planning conferences and seminars.

Printing & Publishing: Public hearing notices.

Dues and Subscriptions: Planning magazine and planning association memberships.

Education: Continuing education, training, seminars.

GOVERNMENT FACILITIES

Maintain in good repair those buildings owned by the public of the City of Newport.

City Hall: Maintenance and utility expenditures.

Public Library: The budget reflects personnel costs, supplies, capital maintenance, and utility expenditures.

Railroad Tower: Capital maintenance and utility expenditures.

**CITY OF NEWPORT, MINNESOTA
GENERAL FUND
2025 PROPOSED BUDGET**

EXPENDITURES: GENERAL GOVERNMENT	2021 ACTUAL BUDGET	2022 ACTUAL BUDGET	2023 ACTUAL BUDGET	2024 APPROVED BUDGET	2025 APPROVED BUDGET
Professional services					
Accounting/audit	37,021	39,764	42,359	42,000	42,000
Engineering	96,048	53,750	86,646	80,000	80,000
Legal	64,381	113,589	77,036	100,000	100,000
IT, phone support & hardware	16,711	24,776	26,930	30,000	30,000
Financial/Assessment services	44,973	35,278	36,109	42,000	42,000
Building inspection	221,285	71,377	184,570	83,000	83,000
Insurance	55,668	58,106	76,465	82,000	92,000
Misc. contracted services	22,107	38,707	18,142	47,000	53,000
Total Professional Services	558,194	435,347	548,257	506,000	522,000
Planning and Zoning					
Personnel services	1,500	1,050	840	3,000	3,000
FICA	115	65	52	186	186
Medicare		15	12	44	44
Operating/Education		45	75	500	500
Professional services	31,624	33,796	32,370	40,000	50,000
Travel and conferences			1,316	1,000	1,000
Total Planning & Zoning	33,239	34,971	34,665	44,730	54,730
Government Buildings					
City Hall/Public Safety Building					
Operating supplies	200	2,641	2,039	4,000	4,000
Repairs and maintenance	50	1,971	20,491	25,000	25,000
Utilities	7,101	19,337	42,922	38,000	45,000
Capital outlay			300	14,000	14,000
Total City Hall	7,351	23,949	65,752	81,000	88,000
Library					
Personnel	15,770	19,567	22,520	26,500	34,560
PERA	982	1,239	1,517	1,988	2,592
FICA	978	1,214	1,397	1,643	2,143
Medicare	229	283	326	384	501
Supplies	263	502	1,110	500	500
Computer and phones	2,936	2,756	2,616	3,000	3,400
Repairs and maintenance	777	544	197	750	750
Utilities	2,364	3,959	3,731	4,500	4,700
Contracted Services	1,730	1,762	1,730	2,000	2,000
Capital outlay				1,500	1,500
Total Library	26,028	31,825	35,144	42,765	52,646
Railroad Tower					
Repairs and maintenance			32	200	200
Utilities	349	294	278	400	400
Total Railroad Tower	349	294	310	600	600
Total Government Buildings	33,728	56,068	101,206	124,365	141,246
Total General Government	1,045,586	970,573	1,120,245	1,137,816	1,222,927

POLICE SERVICES

The City of Newport contracts law enforcement services with Washington County Sheriff's Office.

Personnel Services: Reflects all the costs associated with contracting with Washington County Sheriff's Office for police services and code enforcement through the City of West Saint Paul.

Animal Control: For transportation and boarding

FIRE PROTECTION

The Newport Fire Department dedicates its efforts to provide for the safety and welfare of the public through preservation and protection of life, property, and the environment.

Personnel Services: Reflects pay per hour for 20-25 paid-on-call fire fighters.

Workers Compensation: Workers Compensation

Office supplies: Stationary, paper supplies.

Vehicle supplies: Reflects radio repair, parts for servicing, equipment resuscitators, radio change over.

Tools & Equipment: Minor tools.

Fuel: Fuel for equipment.

Uniforms: Gear replacement.

Communication: Phone and stamps.

800 MHz Radios: The department's annual operations cost for radios.

Travel & Conferences: Training.

Memberships: Membership dues.

Subscriptions: Professional information.

Education: State fire school, Northeast Metro Tech College, Century College, Fire Institute Association of Minnesota, Dakota Co. Tech College.

Contractual: Vehicle repairs and maintenance. Physicals and inoculations.

Fire Relief: The City of Newport's Fire Relief Association for retirement transferred to PERA in 2023.

State Fire Relief Aid: This item is a straight pass through.

Fire Marshall: Salary for the Fire Marshall.

Capital Outlay: Replacement of hoses, air packs, and turn-out gear.

**CITY OF NEWPORT, MINNESOTA
GENERAL FUND
2025 PROPOSED BUDGET**

EXPENDITURES: PUBLIC SAFETY	2021 ACTUAL BUDGET	2022 ACTUAL BUDGET	2023 ACTUAL BUDGET	2024 APPROVED BUDGET	2025 APPROVED BUDGET
Law Enforcement					
Personnel services	871,814	914,649	1,026,148	1,067,109	1,147,939
CSO	565		271	7,000	7,000
Animal control	4,003	4,179	5,321	5,500	7,000
Total Police Department	<u>876,382</u>	<u>918,828</u>	<u>1,031,740</u>	<u>1,079,609</u>	<u>1,161,939</u>
Fire Protection					
Personnel services (25)	60,789	57,318	112,167	130,000	138,500
Civil Defense				-	-
FICA	4,678	3,572	6,954	8,060	8,587
Medicare		836	1,626	1,885	2,008
Workers' comp. insurance	7,668	8,560	8,562	12,000	12,000
Office supplies	1,005	3,216	2,143	2,500	2,500
Education	4,569	7,817	13,715	11,000	11,500
Fuel	3,494	3,856	3,282	8,000	8,000
Vehicle supplies	3,528	1,832	1,495	3,500	4,000
Repairs & maintenance	16,717	6,043	2,510	10,000	11,000
Tools and equipment	2,691	7,127	4,598	13,000	13,500
Computers & phones (1-cell)	6,095	5,024	4,935	7,500	8,500
Computers				10,000	
Radios - 800 MHz (27) * \$400/yr	12,675	14,941	14,110	16,000	17,000
Travel and conferences				1,000	1,250
Uniforms	2,293	4,548	4,332	3,500	3,500
Memberships & subscriptions	150	1,240	2,379	1,100	1,250
Contractual & Fire Inspections	8,160	11,508	8,399	16,000	20,000
Fire Relief	5,396	455			
State Fire Relief Aid	23,969	26,719		5,000	
Capital outlay				7,500	7,500
Total Fire Protection	<u>163,877</u>	<u>164,612</u>	<u>191,207</u>	<u>267,545</u>	<u>270,595</u>
Fire Station No. 1					
Operating supplies		109	31		
Repairs and maintenance	1,288	(497)	74		
Utilities	6,906	10,479	4319		
Capital outlay					
Total Fire Station No. 1	<u>8,194</u>	<u>10,091</u>	<u>4,424</u>		
Fire Station No. 2					
Operating supplies		51	53		
Repairs and maintenance					
Utilities	1,988	2,561	438		
Capital outlay					
Total Fire Station No. 2	<u>1,988</u>	<u>2,612</u>	<u>491</u>		
Total Public Safety	1,050,441	1,096,143	1,227,862	1,347,154	1,432,534

STREETS DIVISION

The Newport Public Works Department is responsible for the operation and maintenance of all water systems, sanitary sewer systems, storm water systems, City-owned equipment, and roadways.

Personnel Services: Reflects costs associated with the personnel (1.94 FTE) assigned to the Street Dept.

PERA: PERA stands for Public Employees Retirement Association.

Workers Compensation: Workers Compensation

Health Insurance: Health and dental insurance for the employees in the Street Department.

Full-time overtime: Snow plowing and emergency call-outs.

Part-time Personnel Services: Seasonal part-time.

Operations and Supplies: Sand-salt, gravel, black top, cleaning supplies, shop supplies.

Miscellaneous materials and supplies: Special projects, events, and non-anticipated activities.

Vehicle supplies: New items, repair parts, replacement items, motors, bulbs, filters, gaskets etc.

Small tools and equipment: Shovels, rakes, brooms, saws, drills, small mowers, chainsaws, etc.

Fuel: Fuel for all equipment.

Uniforms: Includes the cost of uniforms for each employee.

Rental: Warning lights, portable toilets, small tools, pieces of equipment to buildings.

Travel and Mileage: Staff attendance to public works conferences and seminars.

Education: Continuing education.

Dues and Subscriptions: Washington County Public Health, Street Superintendent Association, etc.

Communications: Telephone and cellular phones.

Vehicle repairs: For repairing and maintaining vehicles.

Street Maintenance: Cost to cover annual street maintenance.

Capital outlay: Miscellaneous equipment utilized for street repair and maintenance.

Contracted Services: Technical support, curb repair and replacement, tree removal, dust control, vehicle repairs, MnDOT inspections, etc.

Miscellaneous: Unanticipated.

COMPOSTING & RECYCLING

Provide for the continuation of the central compost site program.

Personal Services: Part-time help to receive composting at the City's compost site.

Operating supplies: Signs, repair parts, etc.

Contracted Services: Portable toilet.

Capital Outlay: Unanticipated.

GOVERNMENT FACILITIES

Public Works Garage: Maintenance and utility expenditures.

**CITY OF NEWPORT, MINNESOTA
GENERAL FUND
2025 PROPOSED BUDGET**

EXPENDITURES: OPERATIONS & MAINTENANCE	2021 ACTUAL BUDGET	2022 ACTUAL BUDGET	2023 ACTUAL BUDGET	2024 APPROVED BUDGET	2025 APPROVED BUDGET
Streets					
Personnel services (2.69)	129,990	129,847	132,652	140,500	213,171
Full-time overtime	561	2,641	1,625	6,000	8,000
PERA	9,791	9,678	10,067	10,988	16,588
FICA	9,117	7,856	8,040	9,083	13,713
Medicare		1,838	1,880	2,124	3,207
Health insurance	37,172	34,686	23,699	26,900	48,800
Workers' compensation	6,605	31,184	31,187	37,000	37,000
Education		200	457	1,000	1,000
Operations and supplies	64,498	68,538	31,635	72,000	72,000
Fuel	13,300	11,013	19,149	17,000	19,000
Vehicle supplies	13,710	4,167	2,346	15,000	14,000
Repairs & maint.-general			1,974	3,000	3,000
Street maintenance	79,919	87,022	68,862	92,000	90,000
Small tools and equipment	3,344	202	2,181	3,000	3,000
Computer (2) & phone (5) services	3,429	1,610	2,972	3,000	3,500
Travel and milage		186	760	500	1,000
Repairs & maint.-vehicles	6,045	10,124	48,410	9,500	11,000
Rentals				3,000	3,000
Uniforms	2,659	3,217	3,319	3,500	4,500
Miscellaneous	1,334	372	411	2,000	2,000
Dues & Subscriptions		1,265	22	1,500	1,500
Contingency					10,000
Contracted services	17,980	14,795	7,884	16,800	15,500
Capital Outlay				1,200	1,200
Total Streets	399,454	420,441	399,532	476,595	595,678
Composting					
Personnel services	5,152	6,683	7,702	8,800	11,650
PERA	386	485	467	660	874
FICA	319	414	477	546	722
Medicare	75	97	112	128	169
Operating supplies				250	250
Contracted Services	559	915	819	1,200	1,200
Miscellaneous contractual					
Total Composting	6,492	8,594	9,577	11,583	14,865
Public Works Garage					
Operating supplies	6,766	4,065	7,221	6,500	7,500
Repairs and maintenance	3,116	774	3,915	3,500	3,500
Utilities	18,949	21,882	22,890	26,000	26,000
Capital outlay	5,249			3,000	3,000
Total Public Works Garage	34,080	26,721	34,026	39,000	40,000
Total Public Works	440,026	455,756	443,135	527,178	650,543

PARKS

Develop and enhance parks, natural settings and outdoor spaces for education and enjoyment. The Park Board will work with Staff, Council, local businesses, volunteers, and partners to achieve this mission.

Personnel Services: Reflects the costs associated with personnel (3.35 FTE) assigned to the Parks Dept.

PERA: PERA stands for Public Employees Retirement Association.

Health Insurance: Health and dental insurance for the employees in the Parks Department.

Workers Compensation: Workers Compensation

Over-time: Full-time Overtime for emergency services.

Seasonal Personnel Services: Seasonal help to maintain the parks.

Operating Supplies: Planters, flowers, lumber, grass weed and seed, etc.

Vehicle supplies: Licenses lift gates, repairs, etc.

Tools and minor equipment: Weed trimmer, blades, chain saws, etc. **Fuel:**

Gas, oil, and lubes for all equipment connected to the Parks. **Uniforms:**

Uniforms for seasonal and full-time.

Rental: Portable toilets, general rental equipment, etc.

Phone: For phone lines.

Miscellaneous contractual: Includes vehicle repair, equipment repair and contractual needs.

Capital outlay: Replacement of equipment.

Miscellaneous: Unanticipated.

PARKS BUILDINGS-WARMING HOUSES

Provide for ice rink warming house supervision during open hours.

Part-time Employees: Part-time employees warming house supervision.

Operating supplies: Items necessary to maintain this service.

Repairs and maintenance: Items for needed maintenance.

Utilities: Warming house heating and electrical expenses.

MISCELLANEOUS

Contingency: Reflects unanticipated costs to the City that are not covered by line items.

**CITY OF NEWPORT, MINNESOTA
GENERAL FUND
2025 PROPOSED BUDGET**

	2021 ACTUAL BUDGET	2022 ACTUAL BUDGET	2023 ACTUAL BUDGET	2024 APPROVED BUDGET	2025 APPROVED BUDGET
EXPENDITURES: OPERATIONS & MAINTENANCE					
Parks					
Personnel services (3.35)	273,767	302,098	257,064	270,810	295,800
Full-time Overtime		406	1,281	4,400	4,400
PERA	21,453	18,871	19,327	20,641	22,515
FICA	21,226	15,520	16,295	18,861	20,410
Medicare		3,629	3,811	4,411	4,773
Health insurance	38,051	44,756	45,810	59,400	67,700
Workers' compensation	33,295	8,755	8,432	10,000	10,000
Seasonal/Part-time personnel	12,176	1,072	19,512	29,000	29,000
Education	1,953	913	750	2,500	2,500
Operating supplies	7,910	13,612	9,000	14,500	14,500
Fuel	7,113	8,583	10,820	12,000	12,000
Vehicle supplies	5,220	311	5,058	6,500	5,000
Tools and minor equipment	1,232	627	779	2,000	2,000
Phones (2) - warming houses	32	134		300	300
Travel and Mileage		527		1,000	1,000
Repairs & maint-vehicles					5,000
Rental	441			1,500	1,500
Uniforms	2,765	4,080	4,364	4,500	4,500
Miscellaneous	1,010	1,274	682	3,500	3,500
Dues and Subscriptions	1,500		1,500	1,500	1,500
Contingency					10,000
Miscellaneous contractual	9,884	18,978	11,365	20,000	20,000
Capital outlay	4,591	3,820		5,000	5,000
Total Parks	443,619	447,967	415,850	492,323	542,899
Recreation					
Personnel services			-	-	-
Supplies			-		
Total Recreation	0	0	0	0	0
Parks Buildings - Warming Houses					
Part time employees	1,503	6,129	3,982	7,000	8,000
PERA		460	94	150	300
FICA	93	380	247	434	496
Medicare	22	89	58	102	116
Operating supplies				400	400
Repairs and maintenance				200	200
Utilities	3,243	3,827	1,094	4,500	4,500
Total Parks Buildings	4,861	10,885	5,475	12,786	14,012
Total Parks and Recreation	448,480	458,851	421,325	505,108	556,911
Miscellaneous					
Contingency	741	250	20,000	20,000	20,000
TOTAL EXPENDITURES	2,985,274	2,981,574	3,232,567	3,537,257	3,882,915

OTHER FINANCING SOURCES

The following list outlines the purpose of the special revenue funds and major capital reserve funds.

Economic Development Authority: To promote development or redevelopment action items in the City.

Heritage Preservation: A revolving fund to pay for the work that Heritage Preservation Consultant performs throughout the year.

Parks: For maintenance and replacement items for the parks and recreation programs.

Equipment Revolving: For capital equipment purchases – vehicles, mowers, etc.

Building: For maintenance at city hall/public safety building, library, public works building/garage – roofs, carpeting, painting etc.

**CITY OF NEWPORT, MINNESOTA
GENERAL FUND
2025 PROPOSED BUDGET**

	2021 ACTUAL BUDGET	2022 ACTUAL BUDGET	2023 ACTUAL BUDGET	2024 APPROVED BUDGET	2025 APPROVED BUDGET
Excess (Deficiency) of Revenue over Expenditures	730,361	251,303	428,580	61,274	122,512
Other Financing Sources (uses) net					
Sale of Assets			12,754		
Economic Dev. Authority 270					
Heritage Preservation Fund 204	(9,000)	(9,000)	(9,000)	(9,000)	(9,000)
Parks Fund 201	(33,660)	(275,000)	(200,000)	(150,000)	(150,000)
City/Fire Hall Fund	(600,000)				
Equipment Fund 401	(91,800)	(300,000)	(200,000)	(200,000)	(225,000)
Buildings Fund 411	(25,000)	(25,000)	(50,000)	(55,000)	(55,000)
Total Other Financing Sources	(759,460)	(609,000)	(446,246)	(414,000)	(439,000)
Other Financing Sources (uses) net	(759,460)	(609,000)	(446,246)	(414,000)	(439,000)
Net change in fund balance	(29,099)	(357,697)	(17,666)	(352,726)	(316,488)
Fund Balance: Beginning of Year	3,432,747	3,403,648	3,045,952	3,028,286	2,675,560
Fund Balance: End of Year	3,403,648	3,045,952	3,028,286	2,675,560	2,359,072
Ratio: Fund balance to expenditures	90.9%	84.8%	82.3%	67.7%	54.6%

**CITY OF NEWPORT, MINNESOTA
WATER ENTERPRISE FUND
2025 PROPOSED BUDGET**

	2021 ACTUAL BUDGET	2022 ACTUAL BUDGET	2023 ACTUAL BUDGET	2024 APPROVED BUDGET	2025 APPROVED BUDGET
Operating revenue					
Water sales	\$ 507,596	\$ 530,168	\$ 597,001	562,455	626,850
Trunk connection fees	126,000	7,000	28,490	27,500	27,500
Access fees	75,600	4,200	58,800	15,000	15,000
Permits, licenses & refunds	7,576	958	4,653	3,000	3,000
Total operating revenue	<u>716,772</u>	<u>542,326</u>	<u>688,944</u>	<u>607,955</u>	<u>672,350</u>
Operating expenses					
Personnel (1.95)	101,462	114,849	118,756	124,640	138,203
Overtime	2,033	1,299	3,222	2,400	2,400
Sales & use tax					4,500
PERA	6,812	8,668	9,075	9,528	10,545
FICA	8,600	6,945	7,251	7,876	8,717
Medicare		1,625	1,695	1,842	2,039
Employee benefits	14,152	18,380	17,325	21,050	26,300
Workers Comp	3,874	3,632	3,629	4,500	4,500
Education	583	69		1,000	1,000
Fuel	1,503	5,408	6,281	6,000	7,000
Insurance					
Supplies	32,152	18,601	15,487	20,000	20,000
Vehicle supplies	121		127	1,500	1,500
Tools & minor equip.	2,183	1,074	80	2,500	2,500
Repair & maint. supply	268	801	2,096	3,000	3,000
Repair & maint.-vehicle					1,500
Professional services	102	295	(1,137)	4,000	4,000
Engineering fees	4,234	28,066	37,531	30,000	33,000
Connection fee	9,456	9,288	9,456	10,000	10,000
Telephone	240	274	240	400	400
Postage	800	800	412	900	950
Utilities (Xcel)	48,693	59,777	64,401	65,000	68,000
Gopher State	749	705	581	1,000	1,000
Contracted services	48,719	43,387	54,608	45,000	55,000
Depreciation	195,337	212,395	196,091	215,000	215,000
Uniforms	986	1,253	1,804	1,500	1,800
Capital Expenses			11,074	16,000	16,000
Other	1,724	57,320	11,921	25,000	20,500
Total operating expenses	<u>484,783</u>	<u>594,911</u>	<u>572,006</u>	<u>619,637</u>	<u>659,354</u>
Operating income (loss)	231,989	(52,585)	116,938	(11,682)	12,996
Cash flows					
Operating income (loss)	231,989	(52,585)	116,938	(11,682)	12,996
Depreciation	195,337	212,395	196,091	215,000	215,000
Change in assets and liabilities	(145,185)	(63,216)	(53,874)		
Acquisition of capital assets	0	0	0		
Net cash provided (used) by noncapital financing activities					
2011 Bond meter change	(16,856)	(16,780)	(13,450)	(15,409)	(15,145)
2013 Street Bond	(2,748)	(2,748)	(2,748)	(2,748)	
2014 Street Bond	(21,114)	(20,289)	(21,451)	(20,991)	(20,531)
2016 Street Bond	(27,930)	(25,695)	(25,280)	(24,840)	(24,380)
2016 Tower Painting	(17,790)	(47,803)	(46,998)	(46,193)	(50,300)
2018A Debt Service (Catherine Extension)					
2021 Street Bond		(35,314)	(32,290)	(31,790)	(36,240)
Interest received	1,576	(66,470)	22,834		
Well #1 rehab	0	0	0		
250,000 Tower Inspection/Maint	0	0	0		
500,000 Tower Inspection/Maint					
State Grants and Aids	144	569	10		
Misc. and Assets	1,456,243				
Transfers In/Out	50,000	(454,006)	418,745	(6,000)	(6,000)
	<u>0</u>	<u>0</u>	<u>0</u>		
Net change in net position	1,703,666	(571,942)	558,527	55,348	75,399
Beginning of year	<u>2,554,005</u>	<u>4,257,671</u>	<u>3,685,729</u>	<u>4,244,256</u>	<u>4,299,604</u>
End of year	<u>\$ 4,257,671</u>	<u>\$ 3,685,729</u>	<u>\$ 4,244,256</u>	<u>\$ 4,299,604</u>	<u>\$ 4,375,003</u>

**CITY OF NEWPORT, MINNESOTA
SEWER ENTERPRISE FUND
2025 PROPOSED BUDGET**

	2021 ACTUAL BUDGET	2022 ACTUAL BUDGET	2023 ACTUAL BUDGET	2024 APPROVED BUDGET	2025 APPROVED BUDGET
Operating revenue					
Sewer charges	\$ 823,422	\$ 859,493	\$ 941,538	903,004	1,019,215
Trunk connection fees	126,000	10,500	30,240	27,500	27,500
Access fees	75,600	11,300	60,300	17,500	17,500
MetCouncil access fees	178,920	17,395	141,645	32,500	32,500
Permits and licenses	7,676	1,414	520	2,500	2,500
Total operating revenue	<u>1,211,618</u>	<u>900,102</u>	<u>1,174,243</u>	<u>983,004</u>	<u>1,099,215</u>
Operating expenses					
Salaries (1.95)	103,255	114,347	118,713	124,640	138,203
Overtime		711	916	2,400	2,400
PERA	7,649	8,578	8,900	9,528	10,545
FICA	8,237	7,311	7,637	7,876	8,717
Medicare		1,710	1,786	1,842	2,039
Employee benefits	13,558	17,984	16,962	20,900	25,500
Work Comp					
Education	382	23	766	800	850
Supplies	489	3,695	1,329	5,000	5,000
Fuel	936	4,257	4,971	6,000	6,000
Vehicle supplies			3,179	2,500	2,000
Repair & maint. supplies	1,865	55	228	4,000	4,000
Tools & minor equipment	681	335	585	3,000	3,000
Repair & maint.-vehicle					2,000
Professional services			1,904		
Engineering fee	6,255	58,452	32,448	30,000	30,000
Telephone	240	274	240	500	500
Postage	800	800	400	900	950
Insurance					
Utilities	10,171	9,679	13,141	15,500	16,000
Gopher State	749	705	580	1,000	1,000
MCES sewer charges/contracting	341,055	360,222	346,380	367,550	394,679
Met Council SAC charges	211,956	24,750	137,768	32,500	32,500
Contractual services	24,848	10,390	14,097	17,500	17,500
Uniforms	983	1,252	1,850	1,500	1,500
Dues and subscriptions					
Depreciation	123,692	133,522	123,923	138,000	140,000
Capital Outlay					
Refunds & Reimbursements					
Other	(4,931)	21,449	7,240	5,000	7,000
Total operating expenses	<u>852,870</u>	<u>780,501</u>	<u>845,943</u>	<u>798,437</u>	<u>851,883</u>
Operating income (loss)	358,748	119,601	328,300	184,567	247,332
Cash flows					
Operating income (loss)	358,748	119,601	328,300	184,567	247,332
Depreciation	123,692	133,522	123,923	138,000	140,000
Change in assets and liabilities	(44,818)	7,111	10,304		
Cash flows from noncapital financing activities					
2011 Street Bond	(24,064)	(21,356)	(17,119)	(19,611)	(19,275)
2013 Street Bond	(16,731)	(16,731)	(16,731)	(16,731)	(16,731)
2014 Street Bond	(35,190)	(33,815)	(35,752)	(34,985)	(34,219)
2016 Street Bond	(35,684)	(32,854)	(32,335)	(31,785)	(31,210)
2018A Debt Service (Catherine extension)					
2021 Street Bond		(35,314)	(32,290)	(30,800)	(30,300)
Interest received	5,724	(68,169)	60,189		
State grant and aid	143		10		
Telemetry System financing					
Lift station rehab					
Transfers In/Out	50,000	(389,514)	342,610	(10,500)	(10,500)
Capital Equip & Assests	1,391,243	0	0		
Change in net position	<u>1,773,063</u>	<u>(337,519)</u>	<u>731,109</u>	<u>178,155</u>	<u>261,828</u>
Beginning of year	<u>1,821,090</u>	<u>3,594,153</u>	<u>3,256,634</u>	<u>3,987,743</u>	<u>4,165,898</u>
End of year	<u>\$ 3,594,153</u>	<u>\$ 3,256,634</u>	<u>\$ 3,987,743</u>	<u>\$ 4,165,898</u>	<u>\$ 4,427,726</u>

**CITY OF NEWPORT, MINNESOTA
STREET LIGHT ENTERPRISE FUND
2025 PROPOSED BUDGET**

	2021 ACTUAL BUDGET	2022 ACTUAL BUDGET	2023 ACTUAL BUDGET	2024 APPROVED BUDGET	2025 APPROVED BUDGET
Operating revenue					
Street light charges	87,953	89,905	93,833	90,000	94,000
Total operating revenue	87,953	89,905	93,833	90,000	94,000
Operating expenses					
Salaries (.175)	9,127	12,520	13,224	14,200	15,056
PERA	684	941	992	1,065	1,129
FICA	682	745	779	880	933
Medicare		174	183	206	218
Insurance	1,367	2,590	3,329	3,100	3,500
Supplies					
Utilities	43,074	50,549	56,777	54,000	60,000
Depreciation					
Other			459		
Total operating expenses	54,934	67,519	75,743	73,451	80,837
Operating income (loss)	33,019	22,386	18,090	16,549	13,163
Cash flows					
Operating income (loss)	33,019	22,386	18,090		
Depreciation					
Change in assets & liabilities	-125				
Transfer to Other CIP for lights			-50000	-55000	
Interest received		-4763	8320		
Net change in cash and cash equivalents	32,894	17,623	(23,590)	(55,000)	0
Beginning of year	235,557	268,451	286,074	286,074	262,484
End of year	\$ 268,451	\$ 286,074	\$ 262,484	\$ 231,074	\$ 262,484

**CITY OF NEWPORT, MINNESOTA
STORM SEWER ENTERPRISE FUND
2025 PROPOSED BUDGET**

	2021 ACTUAL BUDGET	2022 ACTUAL BUDGET	2023 ACTUAL BUDGET	2024 APPROVED BUDGET	2025 APPROVED BUDGET
Operating revenue					
Storm sewer charges	\$ 181,132	\$ 186,962	\$ 198,611	194,515	210,530
Total operating revenue	181,132	186,962	198,611	194,515	210,530
Operating expenses					
Salaries (.335)	13,065	18,650	19,795	21,200	25,908
PERA	980	1,399	1,485	1,590	1,943
FICA	969	1,111	1,165	1,314	1,606
Medicare		260	272	307	376
Insurance	2,692	4,102	4,301	5,200	7,100
Vehicle Supplies					
Utilities					
Depreciation	28,640	21,942	28,640	22,000	22,000
Engineering fees	5,960	94,529	11,135	60,000	60,000
Contracted Services	5,981		5,700	14,000	14,000
Other Misc.	26,107	10,177	23,151	20,000	22,000
Total operating expenses	84,394	152,170	95,644	145,612	154,933
Operating income (loss)	96,738	34,792	102,967	48,903	55,597
Cash flows					
Operating income (loss)	96,738	34,792	102,967	48,903	55,597
Depreciation	28,640	21,942	28,640	22,000	22,000
Change in assets and liabilities	45134	46865	40663		
Interest received	124	-13091	2085		
Financing activity					
2013 Street Bond	(2,902)	(2,902)	(2,902)	(2,902)	
2014 Street Bond	(14,076)	(13,526)	(14,301)	(13,994)	(13,688)
2016 Street Bond	(13,070)	(12,698)	(12,490)	(12,270)	(12,040)
2021 Street Bond		(21,498)	(19,610)	(19,310)	(19,010)
North Ravine Debt Service 2012-2031	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Transfer In/Out		-281751	266632	6,000	6,000
Change in net position	120,588	(261,867)	371,684	8,427	18,859
Beginning of year	230,215	350,803	88,936	460,620	469,047
End of year	\$ 350,803	\$ 88,936	\$ 460,620	\$ 469,047	\$ 487,906

**CITY OF NEWPORT, MINNESOTA
NEWPORT ECONOMIC DEVELOPMENT AUTHORITY
2025 PROPOSED BUDGET**

	2021 ACTUAL BUDGET	2022 ACTUAL BUDGET	2023 ACTUAL BUDGET	2024 ADOPTED BUDGET	2025 PROPOSED BUDGET
Revenue					
Intergovernment/Levee Prop. Reim. Grants			336,323		
Investment earnings	9,968	(60,054)	101,495	15,000	15,000
Land Sales		150,000			
Property tax on City Bailey Med. Prop. Red Rock Gateway Properties					
Lodging Tax					
Miscellaneous	12,273				
Total Revenue	22,241	89,946	437,818	15,000	15,000
Expenditures					
Personnel services (0.4)			621	33,000	35,110
PERA			47	2,475	2,633
FICA			(54)	2,046	2,177
Medicare			6	479	509
Professional consulting services	20,284	3,234	614	11,313	15,000
Special projects				4,300	
Red Rock Gateway properties Development Incentive Program					
Façade Improvement Program					20,000
Matching Grant for Cleanup					
Property purchases			411,119		600,000
Land Purchase for Water Reservoir Area Study			3,066		
Miscellaneous costs				20,000	20,000
Total Expenditures	20,284	3,234	415,419	73,613	695,429
Excess (deficiency) of revenue over expenditures	1,957	86,712	22,399	(58,613)	(680,429)
Other financing sources					
Transfers in					
Transfers out		85,000	350,000		
Net change in fund balances	1,957	1,712	(327,601)	(58,613)	(680,429)
Fund balances (deficit)					
Beginning of year	2,265,508	2,267,465	2,269,177	1,941,576	1,882,963
End of year	2,267,465	2,269,177	1,941,576	1,882,963	1,202,534