



2014 COMPREHENSIVE ANNUAL BUDGET

DECEMBER 3, 2013

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CITY OF MEDINA
2014 COMPREHENSIVE ANNUAL BUDGET

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To: Medina City Council

December 3, 2013

The City of Medina Staff is pleased to submit the 2014 proposed Comprehensive Annual Budget and tax levy for your consideration of final approval on December 3, 2013. This 2014 budget reflects the Council's tax levy and budget discussions throughout 2013. When approved, this budget will be the basis for the final 2014 property tax levy to be certified to Hennepin County in December 2013. The County will then use the certified property tax levy for final 2014 property tax calculations.

Medina's population as of the 2010 census was 4,892 residents living in a total of 1,702 housing units. This is an increase of 887 people and 365 households compared to the 2000 census. Total taxable market value increased 2.7% from \$1.229 billion in 2013 to \$1.262 billion in 2014. Adjusted net tax capacity increased 1.6% from \$13.213 million in 2013 to \$13.426 million in 2014.

The budget proposes a General Fund levy increase of \$81,784 for 2014, which is an increase of 3.0%. Pre-existing debt service levies have been increased by \$97,490, largely to pay for new debt service levies related to the acquisition and improvements to the former Clam Corp building for use as a City public works and police facility. The overall total levy increase for 2014 amounts to \$179,274.

Tax Levy:	<u>2013</u>	<u>2014</u>	<u>Change</u>
General Fund	\$2,726,118	\$2,807,902	\$ 81,784
Equipment Debt Service	129,467	134,500	5,033
Road Improvement Debt Service	95,500	95,500	0
Building Debt Service	<u>297,721</u>	<u>390,178</u>	<u>92,457</u>
Total Levy	\$3,248,806	\$3,428,080	\$179,274

The General Fund Budget reflects the revenues and expenditures developed from the City's service needs, trend analysis, the annual goal setting session, joint work sessions with the City Council and Staff, and City Council discussions. The expenditure levels are focused on maintaining the City's current level of services and to address capital, maintenance, or special project needs. There are no new services provided for in this budget.

GENERAL FUND REVENUES:

The total budgeted revenue for 2014 is \$3,963,175 compared to the 2013 budget of \$3,776,425. As has been true in the past, these revenue estimates are based on conservative assumptions.

With the proposed general operating levy increase of 3.0%, property tax collections in the General Fund are projected to increase from \$2,726,118 in 2013 to \$2,807,902 in 2014. As in prior years, the City continues to receive the largest portion of the General Fund revenue from the property tax. In 2014, the tax levy will provide approximately 70.8% of the City's total General Fund revenues.

Licenses and Permits are estimated at \$257,700 in 2014 compared to \$189,400 in 2013. This reflects the expectation that building activity will continue to increase due to current platting activity. Likewise, charges for services are budgeted \$17,836 higher in 2014, resulting from plan review fees.

The Intergovernmental revenue budget is unchanged from \$182,202 in 2013.

Budgeted transfers in to the General Fund from the Water, Sewer, and Stormwater funds have increased from \$179,500 in 2013 to \$184,900 in 2014 based on a 3% increase per year.

GENERAL FUND EXPENDITURES:

General Fund expenditures are budgeted to increase from \$3,776,425 in 2013 to \$3,963,175 in 2014. General government expenditures are budgeted to increase \$119,784 or 12.2%, largely related to new building operating costs. Public safety expenditures are budgeted to increase \$89,578 or 4.5%. Parks and recreation expenditures are budgeted to increase \$8,144 or 5.5%, while public works expenditures are budgeted to increase by \$28,920 or 5.0%. Capital replacement acquisitions will continue to be transacted through other funding sources or reserves on an as needed or emergency basis only.

Additional positions being proposed by staff for 2014 include a planning intern and a seasonal public works position. Personnel costs represent 59.1% of the General Fund Budget. A 2.0% cost of living adjustment (COLA) and defined pay grade step (step) increases are included in the 2014 budget for all employees.

OTHER FUND BUDGETS

In addition to the City's General Fund Budget and proposed property tax levy, the City also has a number of other Special Revenue, Capital Projects, Debt Service, and Enterprise fund budgets. While a profile and proposed budget of each fund is included in this budget document, a brief summary of each fund's key changes should be noted to understand the impact on meeting future City service needs.

Community Event Fund: The City has depended on donations to fund the fireworks display at the annual Medina Celebration Day event. Additional donations will again be needed in 2014 to fund a fireworks contract for the event. To assist in the event funding, a \$2,000 transfer in from the General Fund is budgeted for 2014.

Public Works/Police Building Fund: The Public Works/Police Facility project was originally included in the City's CIP as a bonding and expenditure item for 2012. The facility is needed to address the existing facility safety, workspace efficiency, and growing public service demands in the community. In 2012, the City financed the project by issuing \$6.1 million of G.O. Capital

Improvement Plan bonds, and by recharacterizing \$1.4 million of its outstanding 2007A G.O. Water Revenue bonds as CIP bonds (since refunded in 2013). The former Clam Corp building was acquired for \$4,125,000 in December 2012 with building improvements expected to be completed in 2013.

Water Utility: The City's Water Rate Analysis demonstrated the need for a 3% rate increase in user rates and no current increase in the trunk connection fees.

Sewer Utility: The City's Sewer Rate Analysis includes a 3% rate increase in user rates and no current increase in the trunk connection fees.

Storm Water Utility: A 3% increase in the Storm Water Utility rate has been included in the 2014 budget. The storm water utility revenue supports administrative costs for annual reporting, pond maintenance, etc. and will be used as matching funds for capital project completion. The CIP for storm water projects is large and completion of the projects is highly contingent on receiving grant or cooperative funding from other agencies and partners.

The remaining portions of this budget document provide greater detail on the funding sources and uses. Supplemental information can be obtained from the Finance Department.

FINAL COMMENTS

I herewith submit the Preliminary 2014 Comprehensive Annual Budget to the City Council. It has been a pleasure to work with the City Council and your very capable staff to prepare this document. This budget has been prepared based on the direction given by the City Council to date and the best estimates of your staff of the available revenues and the expenditures required to reasonably maintain core levels of services without significantly compromising quality of life for Medina taxpayers.

Respectfully Submitted,

Scott Johnson
City Administrator

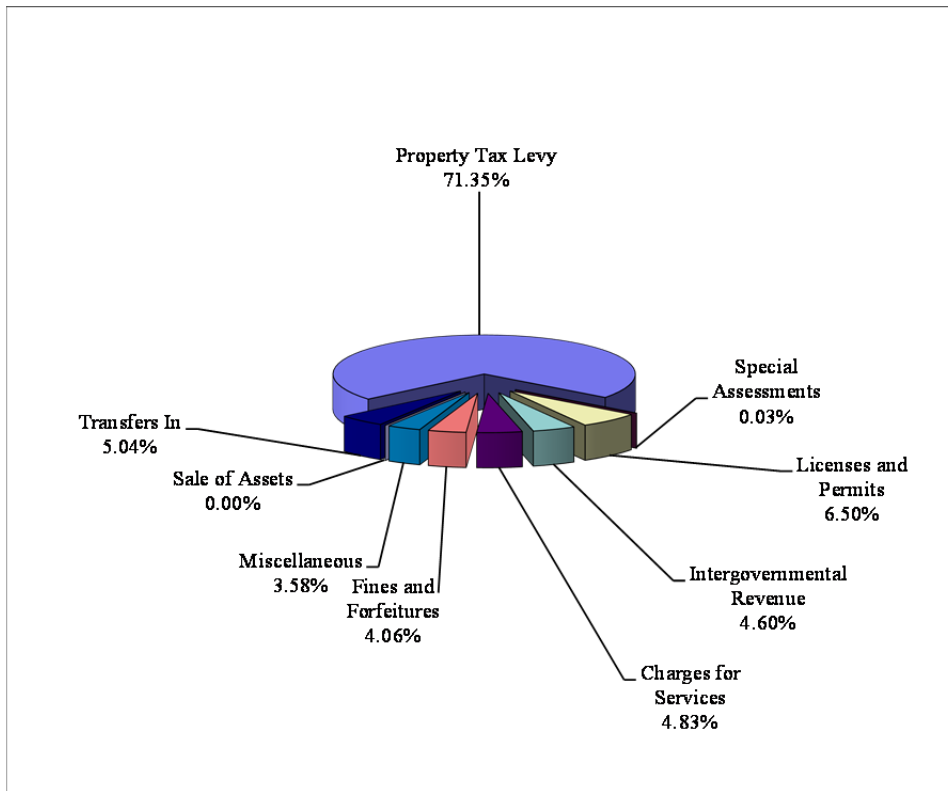


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General Fund

The General Fund is the primary operating fund for the governmental operations of the City. Activities enabled by General Fund planning include police protection and community support, fire prevention and suppression, planning and zoning, street maintenance and repair, parks and recreation, sanitation and waste removal, as well as engineering, legal and general administrative functions.

General Fund Revenues 2014

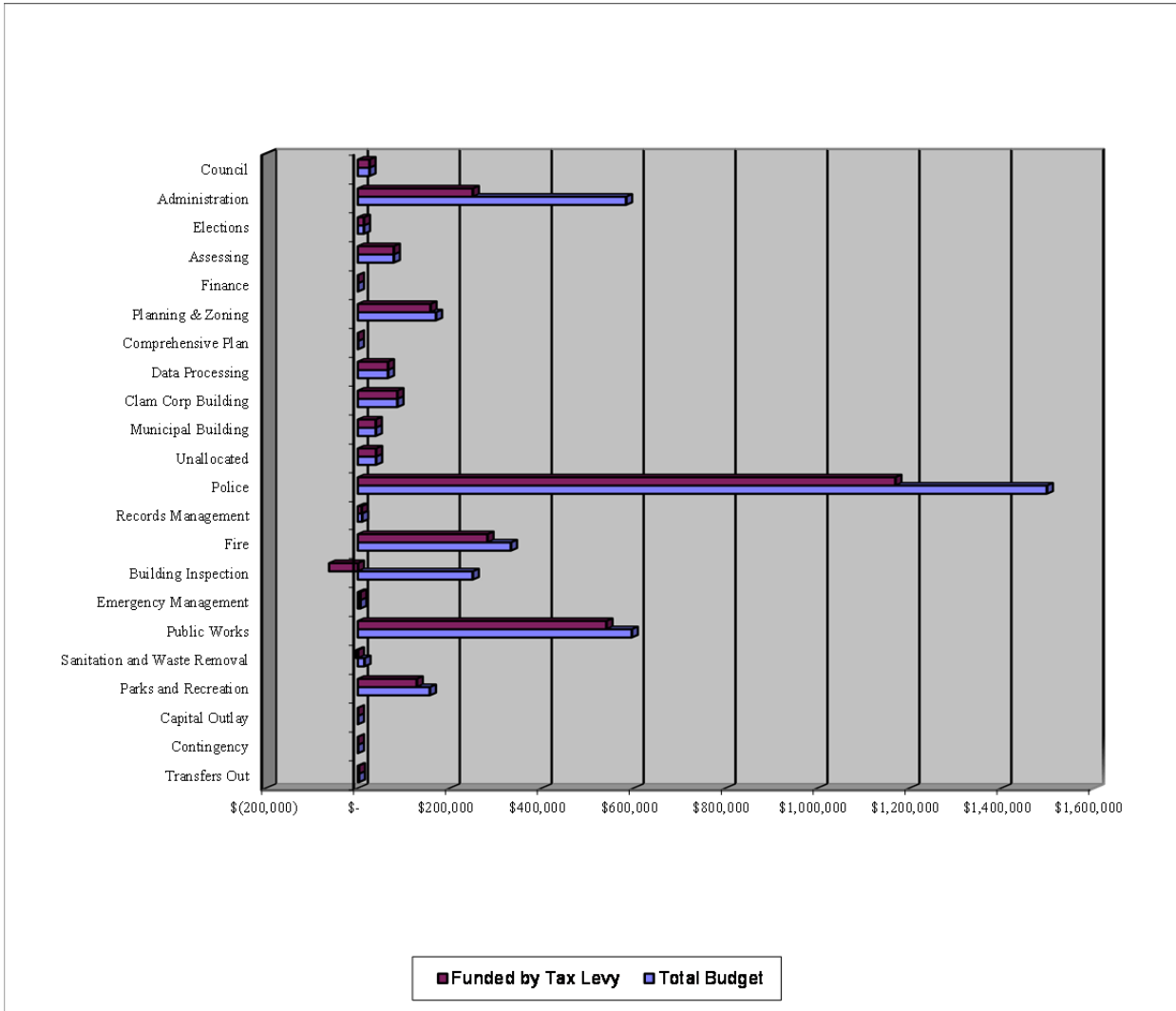


	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
REVENUES & OTHER SOURCES:				
Property Tax Levy	\$ 2,726,118	\$ 2,807,902	\$ 81,784	3.0%
Other Taxes Adjustments	5,000	20,000	15,000	300.0%
Special Assessments	1,000	1,000	-	0.0%
Licenses and Permits	189,400	257,700	68,300	36.1%
Intergovernmental Revenue	182,202	182,202	-	0.0%
Charges for Services	173,680	191,516	17,836	10.3%
Fines and Forfeitures	158,000	161,000	3,000	1.9%
Miscellaneous	146,525	141,955	(4,570)	-3.1%
Sale of Assets	-	-	-	N/A
Transfers In	194,500	199,900	5,400	2.8%
Total Revenues & Other Sources	\$ 3,776,425	\$ 3,963,175	\$ 186,750	4.9%

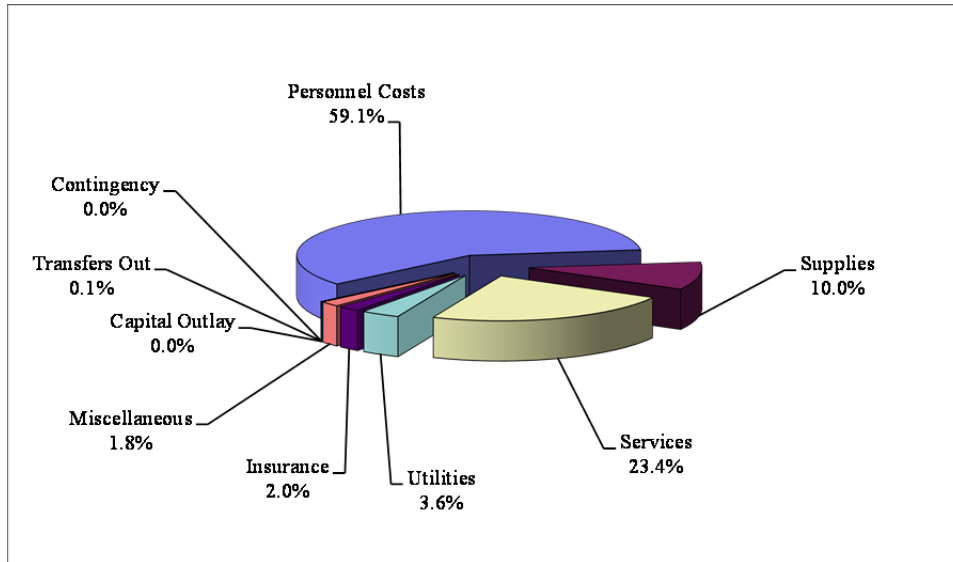
General Fund Expenditures 2014

		2013	2014	Amount	Percentage
		Final	Proposed	Increase	Increase
		Budget	Budget	(Decrease)	(Decrease)
EXPENDITURES & OTHER USES:					
General Government					
	Council	\$ 25,343	\$ 25,143	\$ (200)	-0.8%
	Administration	564,692	583,347	18,655	3.3%
	Elections	1,000	13,000	12,000	1200.0%
	Assessing	77,825	78,025	200	0.3%
	Planning & Zoning	175,715	169,871	(5,843)	-3.3%
	Data Processing	50,650	65,350	14,700	29.0%
	Municipal Building	37,450	38,900	1,450	3.9%
	Clam Corp Building	27,000	85,822	58,822	217.9%
	Unallocated	19,500	39,500	20,000	102.6%
Public Safety					
	Police	1,463,260	1,500,053	36,793	2.5%
	Records Management	9,200	8,000	(1,200)	-13.0%
	Fire	312,700	332,800	20,100	6.4%
	Building Inspection	215,900	249,785	33,885	15.7%
	Emergency Management	5,200	5,200	-	0.0%
Public Works					
	Sanitation and Waste Removal	17,478	14,180	(3,298)	-18.9%
	Parks and Recreation	148,288	156,432	8,144	5.5%
Capital Outlay:					
Public Safety					
	Fire	43,675	-	(43,675)	-100.0%
Contingency					
		-	-	-	N/A
Transfers Out					
		18,000	2,000	(16,000)	-88.9%
Total Expenditures &					
	Other Uses	\$ 3,776,425	\$ 3,963,175	\$ 186,750	4.9%

General Fund Expenditures 2014 By Department



General Fund Expenditures 2014 By Type



	2012	2013	2014	Increase/ (Decrease)	% Increase/ (Decrease)	% of Budget
Type of Expenditure	Budget	Budget	Budget			
Personnel Costs	\$ 2,235,675	\$ 2,234,694	\$ 2,342,747	\$ 108,053	4.8%	59.1%
Supplies	371,650	376,800	396,730	19,930	5.3%	10.0%
Services	901,675	871,825	925,884	54,059	6.2%	23.4%
Utilities	88,425	107,825	143,030	35,205	32.7%	3.6%
Insurance	45,875	51,075	80,138	29,063	56.9%	2.0%
Miscellaneous	81,450	72,531	72,646	115	0.2%	1.8%
Capital Outlay	43,675	43,675	-	(43,675)	-100.0%	0.0%
Transfers Out	18,000	18,000	2,000	(16,000)	-88.9%	0.1%
Contingency	-	-	-	-	N/A	0.0%
Total Expenditures	\$ 3,786,425	\$ 3,776,425	\$ 3,963,175	\$ 186,750	4.9%	100.0%

General Fund Revenues

PROFILE

Revenues for all General Fund operations, regardless of the department responsible for charging and collecting them, are all listed jointly in the revenues section of the budget document. This includes all revenues from property taxes to recreation charges for activities. The primary breakdowns for revenues in the General Fund are:

- Taxes
- Special Assessments
- Licenses and Permits
- Intergovernmental Revenues
- Charges for Services
- Fines and Forfeitures
- Miscellaneous Revenues

REVENUE DETAILS

Property Taxes

\$ 2,807,902

These are the General Fund property taxes charged to all taxable properties in the City of Medina based on the tax capacity of the property. The 2014 budget is 3.0% greater than the 2013 budget. Property Taxes make up about 71.1% of the total revenues and other sources collected to provide General Fund services.

Licenses and Permits

\$ 257,700

These are charges for items that state statutes have granted authority to issue and the fee amounts are generally authorized on an annual basis within the City's fee schedule. The City estimates these amounts conservatively as these amounts can vary considerably from year to year. Types of fees included are liquor and cigarette licenses, and building, plumbing, and hunting permits.

Charges for Services

\$ 191,516

Cities may receive revenues for services provided. The main sources of revenue are from planning and public safety. Other charges include election filing fees, sales of maps and copies, and assessment searches.

These three revenue sources, property taxes, licenses and permits, and charges for services, together make up approximately 82.5% of the City's general operating revenues and other sources. The balance comes from fines and forfeitures, intergovernmental activity, operating transfers and investment income.

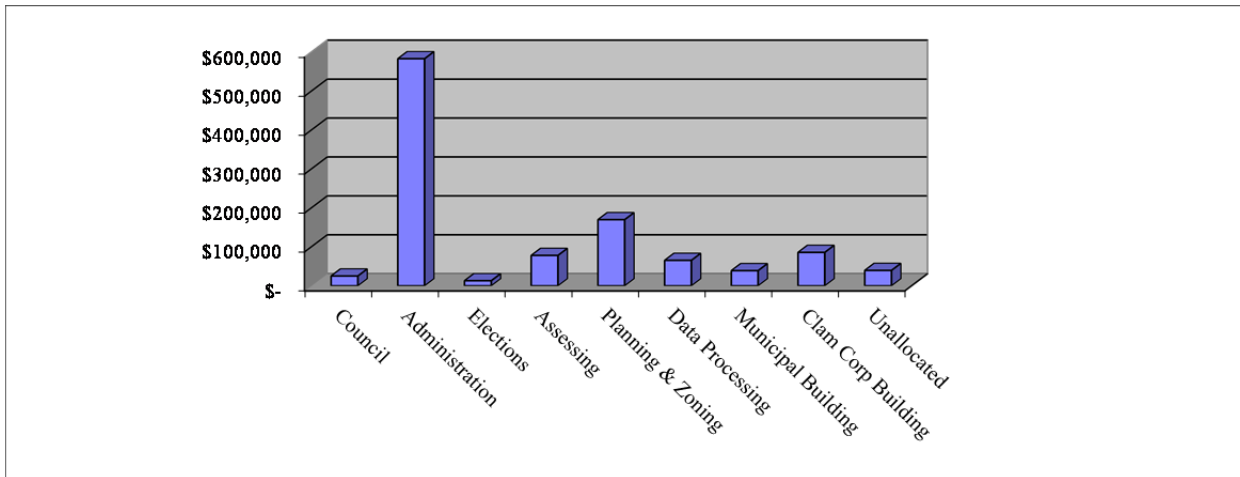
General Fund Expenditures

GENERAL GOVERNMENT OVERVIEW

PROFILE

The General Fund General Government consists of Council, Administration, Elections, Assessing, Planning & Zoning, Comprehensive Plan, Data Processing, Municipal Building, and Unallocated Departments of activity.

	2013 Final Budget	2014 Proposed Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
General Government				
Council	\$ 25,343	\$ 25,143	\$ (200)	-0.8%
Administration	564,692	583,347	18,655	3.3%
Elections	1,000	13,000	12,000	1200.0%
Assessing	77,825	78,025	200	0.3%
Planning & Zoning	175,715	169,871	(5,843)	-3.3%
Data Processing	50,650	65,350	14,700	29.0%
Municipal Building	37,450	38,900	1,450	3.9%
Clam Corp Building	27,000	85,822	58,822	217.9%
Unallocated	19,500	39,500	20,000	102.6%
Total General Government	\$ 979,174	\$ 1,098,958	\$ 119,784	12.2%



General Fund Expenditures (Continued)

GENERAL GOVERNMENT - COUNCIL

PROFILE

The City Council is comprised of one Mayor and four Council Members. All are elected at large. Under the City's Council-Administrator form of government, the City Council exercises the legislative authority of the City. The City Council is responsible for formulating City policy, enacting legislation, adopting the annual budget, levying local property taxes, and appointing members to advisory boards and commissions. Members of the City Council also constitute the Board of Appeal and Equalization, and the Canvassing Board for municipal elections.

The City Council budget includes expenditures related to compensation, memberships, subscriptions and training of its members. Printing expenditures are also included for the flier Council has chosen to insert with the County's proposed tax statements over the past few years.

BUDGETED PERSONNEL LEVELS

	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
Mayor	1	1	1	1	1	1	1	1	1	1
Council Members	4	4	4	4	4	4	4	4	4	4

STAFFING HISTORY & PHILOSOPHY

- Medina is a Statutory A form of government.
- All Council members are at large.

OPERATING BUDGET

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Council				
Personnel Costs	\$ 18,593	\$ 18,493	\$ (100)	-0.5%
Services	750	750	-	0.0%
Miscellaneous	6,000	5,900	(100)	-1.7%
Total Expenditures	\$ 25,343	\$ 25,143	\$ (200)	-0.8%
Funding Sources				
Property Tax Levy	\$ 25,343	\$ 25,143	\$ (200)	-0.8%

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – ADMINISTRATION

PROFILE

The City Administrator is the Chief Administrative Officer of the City. It is the Administrator's duty to properly administer all affairs relating to the City. The Administrator provides management of the City to ensure that all City Council policies and directives are carried out. Activities include coordinating recommendations to the City Council on financial, legislative, and management issues and to serve as a liaison between the Council, advisory boards and commissions, consultants, other levels of government, the media, and the public.

The Administration budget includes expenditures related to general administration, human resources management, information technology, legal, contract management, statutorily required clerk services and financial management including: budgeting, debt management, investments, vendor check processing, special assessments, public improvement financing, and risk management.

BUDGETED PERSONNEL LEVEL

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
Administrator/Clerk Assistant to City Administrator/Deputy Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant							0.72	0.90	0.65	
Administration Intern	0.42	0.42	0.42	0.38	0.27	0.38	0.50	0.52	0.13	0.02
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Asst. Finance Director	1.00	1.00								
Accountant			1.00	1.00	1.00	1.00	1.00			
Accounting Technician	1.00	1.00	1.00	1.00	1.00	1.00				
Deputy Clerk							1.01	1.01	1.01	1.01
Part Time Help								0.21	0.17	0.25
Total FTE's	5.22	5.22	5.22	5.18	5.13	5.24	5.23	4.64	3.96	2.28

STAFFING HISTORY & PHILOSOPHY

- In 2006, a Finance Director position was added to bring financial functions in house from the consultants and previously assigned to the City Administrator. The position created investment strategies to provide cash flow and conserving capital, while maximizing investment income revenue. Authorized part time help and overtime have not been utilized since.
- In 2007, an Accountant was added to enhance utility billing and development reimbursables, to alleviate segregation of duties from audit findings and to enhance accuracy of financial reporting, record retention and to meet the demands of City growth. This position also provided support for the additional 250 utility accounts added through new development.
- In 2008, the position of Assistant to the City Administrator was reassigned from an Administrative Assistant position to assume all statutory clerk functions (as Deputy Clerk), duties in human resource management, elections, public relations, information technology, contract management and liaison to parks and the community building previously held by the City Administrator.

- In 2008, an Accounting Technician position was created to replace the retiring Deputy Clerk. The position also provided resources for the newly created Storm Water Utility which added an additional 2,500 accounts, as well as monthly utility billing in 2009.
- In 2012, an Assistant Finance Director position was created to replace the Accountant position as well as to cover added responsibilities acquired due to a vacant Finance Director position in interim status with a contracted consultant.

OPERATING BUDGET

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Administration				
Personnel Costs	\$ 465,486	\$ 487,646	\$ 22,160	4.8%
Supplies	6,350	6,230	(120)	-1.9%
Services	73,875	71,325	(2,550)	-3.5%
Utilities	1,550	1,550	-	0.0%
Insurance	550	550	-	0.0%
Miscellaneous	16,881	16,046	(835)	-4.9%
Total Expenditures	\$ 564,692	\$ 583,347	\$ 18,655	3.3%
Funding Sources				
Special Assessments	\$ 1,000	\$ 1,000	\$ -	0.0%
Licenses and Permits	28,000	28,000	-	0.0%
Intergovernmental Revenue	1,775	1,775	-	0.0%
Charges for Services	96,750	101,580	4,830	5.0%
Miscellaneous	25,200	31,200	6,000	23.8%
Transfers In-Cost Allocation	179,500	184,900	5,400	3.0%
Property Tax Levy	232,467	234,892	2,425	1.0%
Total Administration Funding Sources	\$ 564,692	\$ 583,347	\$ 18,655	3.3%

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT - ELECTIONS

PROFILE

The City Clerk's Office is responsible for administration of elections, including supervision of elections and voter registration. The Clerk's Office ensures elections are handled in accordance with State, Federal, and County regulations. Oversees all activities related to City elections including notices, materials, and certification of process. Arranges polling places and sets up voting equipment. The Clerk's Office also supervises the recruiting and training of election coordinators and judges, and oversees the maintenance of voter registration files.

Section 200 of the Medina City Code provides for regular municipal elections to be held in even-numbered years only.

BUDGETED PERSONNEL LEVEL

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
Shifts	76		76		56		71		35	

STAFFING HISTORY & PHILOSOPHY

- Although internal staff provides a service to this department every year and significantly during an election year, no time is allocated due to the fluctuation in activity during off election years. The General Administration budget contains the staffing resources to conduct the City's elections.
- In 2006, City Staff restructured the flow of the election coordination by increasing internal staff administration and decreasing part-time hiring by 30%.
- In 2008, the City established a second precinct, which led to additional hiring of part-time election staffing.
- In 2010, City Staff enacted additional efficiencies in election coordination and shifts to reduce part-time hiring.
- In 2012 additional shift hours are added for additional absentee precinct at the primary and general election. This is also a presidential election and will require more staffing.
- 2013 is a non-election year. Shift staffing is not necessary.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – ELECTIONS (continued)

OPERATING BUDGET

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Elections				
Personnel Costs	\$ -	\$ 8,500	\$ 8,500	N/A
Supplies	250	800	550	220.0%
Services	750	1,850	1,100	146.7%
Miscellaneous	-	1,850	1,850	N/A
Total Expenditures	\$ 1,000	\$ 13,000	\$ 12,000	1200.0%
Funding Sources				
Property Tax Levy	\$ 1,000	\$ 13,000	\$ 12,000	1200.0%

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT - ASSESSING

PROFILE

The primary function of the City's Assessing services is to provide the accurate classification and valuation of all real, personal and exempt property, including the value of all improvements and structures thereon, located within Medina at maximum intervals of five years. In addition, the Assessor maintains a data base and affiliated files, including property characteristics and photographs, on all parcels, provides computerized reports and responds to requests of the Minnesota Department of Revenue, Hennepin County, City departments and members of the general public.

The City Assessor also attends and coordinates the City's Local Board of Appeal and Equalization hearing, commonly held in April each year and provides valuation information to the City to determine park dedication fees when properties subdivide.

BUDGETED PERSONNEL LEVEL AND STAFFING HISTORY & PHILOSOPHY

The City continues to utilize contracted assessing services. On a regular basis the City receives competitive quotes for this service. The contract services the City engages in are more economically feasible than hiring full-time staff. The City currently contracts with Rolf Erickson Enterprises Inc. South West Assessing for assessing services. No staffing is allocated to this department.

OPERATING BUDGET

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Assessing				
Supplies	\$ -	\$ 150	\$ 150	N/A
Services	77,125	77,125	-	0.0%
Miscellaneous	700	750	50	7.1%
Total Expenditures	\$ 77,825	\$ 78,025	\$ 200	0.3%
Funding Sources				
Property Tax Levy	\$ 77,825	\$ 78,025	\$ 200	0.3%

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – PLANNING AND ZONING

PROFILE

The Planning and Zoning department is primarily responsible for the drafting and enforcement of the City’s zoning and subdivision ordinances (Chapter 8) and also for coordinating the Comprehensive Plan. The department has considerable contact with various members of the public on matters related to property in the City including residents, business owners, contractors and builders, potential buyers, developers, realtors, appraisers, flood insurance agents, and other similar persons.

The department manages the review process of all land use and development applications including: subdivisions, site plan reviews, planned unit developments, conditional use permits, rezoning, variances, and other appeals. This process includes meeting with potential applicants prior to an application, reviewing requests for consistency with City regulations, preparing memoranda to assist the City officials, and drafting resolutions and ordinances. The department also coordinates the development process after a project is approved, which entails drafting documents such as easements and development agreements and verifying that all terms and conditions applied to a project are followed.

Assistance is provided to the Planning Commission, including supplying monthly information packets, maintenance of Commission meeting agendas and minutes, and distribution of public hearing notices.

Geographical Information System (GIS) and mapping services for all City departments are provided by this department. This includes obtaining and maintaining relevant data and creating maps and providing spatial analysis when requested.

The department inspects for compliance with zoning and nuisance regulations and carries through with enforcement activities when necessary. This includes unlicensed/inoperable vehicles and property maintenance, and property manure management practices.

BUDGETED PERSONNEL LEVEL

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
Planning Director						1.00	1.00			
City Planner	0.75	0.75	0.80	0.80	0.80			1.00	0.95	0.95
Associate Planner			0.38	0.40	0.40	0.91	1.00			
Planning Assistant	0.45	0.45	0.45	0.45	0.45	0.75	0.50	0.92		
Administrative Assistant	0.12	0.12	0.12	0.12	0.10	0.50	0.77	0.75	0.87	0.96
Part Time Help								0.05	0.23	0.01
Total FTE's	1.32	1.32	1.75	1.77	1.75	3.16	3.27	2.72	2.05	1.92

STAFFING HISTORY & PHILOSOPHY

- In 2004, the City created the position of full-time City Planner, as opposed to utilizing only outside consultants to meet the demands of the City’s growth and land use applications.
- In 2008, the department was restructured to provide or enhance professional planning and zoning services in the areas of land-use review, building permit review, ordinance revisions, use of GIS, as well as code and septic enforcement.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – PLANNING AND ZONING (continued)

OPERATING BUDGET

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Planning & Zoning				
Personnel Costs	\$ 133,040	\$ 128,446	\$ (4,593)	-3.5%
Supplies	550	300	(250)	-45.5%
Services	36,200	35,700	(500)	-1.4%
Utilities	225	225	-	0.0%
Miscellaneous	5,700	5,200	(500)	-8.8%
Total Expenditures	\$ 175,715	\$ 169,871	\$ (5,843)	-3.3%
Funding Sources				
Charges for Services	\$ 20,000	\$ 12,000	\$ (8,000)	-40.0%
Property Tax Levy	155,715	157,871	2,157	1.4%
Total Planning Funding Sources	\$ 175,715	\$ 169,871	\$ (5,843)	-3.3%

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – DATA PROCESSING

PROFILE

The main function for Data Processing is information technology (IT). This covers annual licensing fees and web based programs, as well as copier/printer leases. Also included are maintenance costs for workstations and servers necessary to maintain the City's electronic records and management.

BUDGETED PERSONNEL LEVEL AND STAFFING HISTORY & PHILOSOPHY

This service is provided on a contractual basis. No staffing is allocated directly to this department and staff coordination is budgeted from the General Administration budget.

OPERATING BUDGET

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Data Processing				
Supplies	\$ 6,000	\$ 6,000	\$ -	0.0%
Services	37,800	52,500	14,700	38.9%
Miscellaneous	6,850	6,850	-	0.0%
Total Expenditures	\$ 50,650	\$ 65,350	\$ 14,700	29.0%
Funding Sources				
Property Tax Levy	\$ 50,650	\$ 65,350	\$ 14,700	29.0%

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – MUNICIPAL BUILDING

PROFILE

The Municipal Building function provides for the ongoing cleaning, maintenance and repair of government buildings including City Hall. Other facilities, such as Hamel Community Building, Field House, and Hamel Water Treatment Plant have expenses charged directly to their respective departments. Public Works contracts or performs all maintenance on building and/or equipment, as well as mowing, work on garden beds, heating/cooling, plumbing, painting, parking lot, electrical, and water softener upkeep.

BUDGETED PERSONNEL LEVEL

The personnel from the Public Works department provide these services within the scope of their existing duties.

STAFFING HISTORY & PHILOSOPHY

The Public Works Department is responsible for these activities with minor contracting and maintenance contracts used for only specific items. The Administration Department provides contract management for the various service contracts to these areas.

OPERATING BUDGET

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Municipal Building				
Supplies	\$ 2,750	\$ 2,850	\$ 100	3.6%
Services	9,000	12,100	3,100	34.4%
Utilities	22,000	20,250	(1,750)	-8.0%
Insurance	3,700	3,700	-	0.0%
Total Expenditures	\$ 37,450	\$ 38,900	\$ 1,450	3.9%
Funding Sources				
Miscellaneous	\$ 100	\$ 100	\$ -	0.0%
Property Tax Levy	37,350	38,800	1,450	3.9%
Total Municipal Building Funding Sou	\$ 37,450	\$ 38,900	\$ 1,450	3.9%

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – CLAM CORP BUILDING

PROFILE

The former Clam Corp building at 600 Clydesdale Trail was obtained in 2012 and improved in 2013 for use as the Medina public works/police facility. The Clam Corp Building department provides for the ongoing cleaning, maintenance and repair of the building. Public Works and Police departments contract or perform all maintenance on building and/or equipment.

BUDGETED PERSONNEL LEVEL

The personnel from the Public Works and Police departments provide these services within the scope of their existing duties.

STAFFING HISTORY & PHILOSOPHY

The Public Works and Police departments are responsible for these activities.

OPERATING BUDGET

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Clam Corp Building				
Supplies	\$ -	\$ -	\$ -	N/A
Services	-	18,834	18,834	N/A
Utilities	22,000	56,250	34,250	155.7%
Insurance	5,000	10,738	5,738	114.8%
Total Expenditures	\$ 27,000	\$ 85,822	\$ 58,822	217.9%
Funding Sources				
Property Tax Levy	\$ 27,000	\$ 85,822	\$ 58,822	217.9%

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – UNALLOCATED INSURANCE

PROFILE

Insurance coverage costs include insurance policy premiums, agent services and provisions for deductible amounts. Under Minnesota Statute, the City is obligated to contract with an insurance agent to actually procure any policies deemed appropriate. It is anticipated that the agent selected will provide advice and recommendations regarding exposures, policies and options for the City. The League of Minnesota Cities Insurance Trust (LMCIT) has added a risk management component to its operations that provides a review of identified exposures and advice as to how the City can minimize potential for claims.

OPERATING BUDGET

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Unallocated Insurance				
Insurance	\$ 19,500	\$ 39,500	\$ 20,000	102.6%
Total Expenditures	\$ 19,500	\$ 39,500	\$ 20,000	102.6%
Funding Sources				
Property Tax Levy	\$ 19,500	\$ 39,500	\$ 20,000	102.6%

CAPITAL OUTLAY

N/A

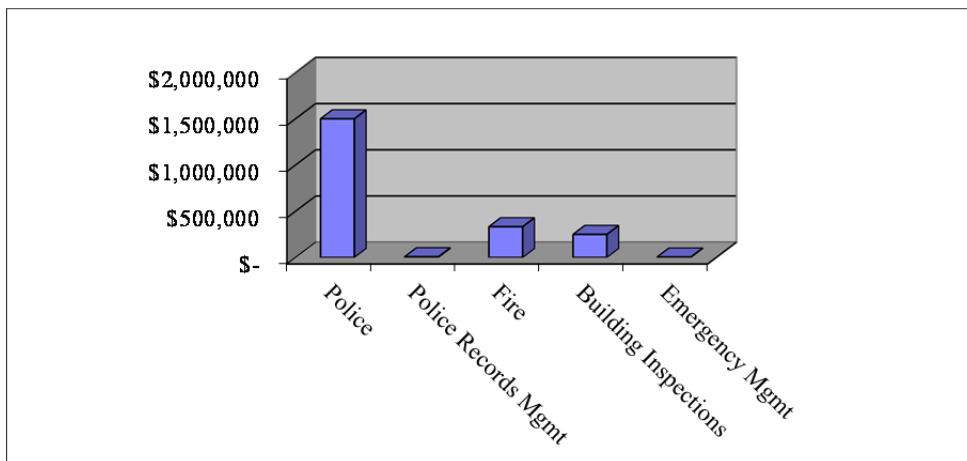
General Fund Expenditures (Continued)

PUBLIC SAFETY OVERVIEW

PROFILE

The General Fund Public Safety consists of Police Services, Police Records Management, Fire Services, Building Inspections, and Emergency Management Departments of activity. These five categories relate directly to making the City of Medina a safe place to live and work. These services are necessary to address mandated requirements by State and Federal laws. It is the responsibility of the local unit of government to protect their citizens.

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Public Safety				
Police	\$ 1,463,260	\$ 1,500,053	\$ 36,793	2.5%
Police Records Management	9,200	8,000	(1,200)	-13.0%
Fire	356,375	332,800	(23,575)	-6.6%
Building Inspections	215,900	249,785	33,885	15.7%
Emergency Management	5,200	5,200	-	0.0%
Total Public Safety	\$ 2,049,935	\$ 2,095,838	\$ 45,903	2.2%



General Fund Expenditures (Continued)

PUBLIC SAFETY – POLICE

PROFILE

The Police Department provides for police administration, public safety services, investigation, and patrol. The Chief of Police provides leadership and management oversight by coordinating and administrating all divisions within the department. The Chief of Police is responsible for overseeing multiple strategies by ensuring accountability and allocating resources. Sworn, uniformed officers respond to calls-for-service of both emergency and non-emergency nature. In addition, police services conduct proactive patrol in residential and commercial areas to deter crime and increase traffic safety. Officers seek to make a positive difference in the lives of the residents of Medina and the community. Community Service Officers are utilized to perform police-related duties that do not require a sworn police officer. The investigative process includes, but is not limited to, carrying out interviews and interrogations, recording and witnessing formal statements, conducting line-ups, performing surveillance, gathering and processing evidence, reviewing and analyzing the data gathered, writing and serving search warrants, and disseminating information to fellow officers within the department and agencies outside the police department.

BUDGETED PERSONNEL LEVEL

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Sergeant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Investigator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Officers	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
CSOs	0.75	0.75	0.75	0.45	0.60	1.20	1.20	1.20	1.20	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Transcriptionist	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.21		
Overtime	0.57	0.57	0.57	0.57	0.60	0.54	0.69	0.50	0.46	0.50
Total FTE's	12.82	12.82	12.82	12.52	12.70	13.24	13.39	12.91	11.66	11.50

STAFFING HISTORY & PHILOSOPHY

- Medina began providing contractual police services to Loretto from the date of inception.
- In 1998, scheduling was structured to provide response to all emergencies, 24 hours a day, seven days a week, 365 days a year.
- In 2003, the drug task force was formed and a position was designated to address drug related issues. In 2005, that position was backfilled for general patrol duties.
- In 2004, the Sergeant position was created to increase the supervision and accountability of the patrol division and work on investigations.
- In 2007, an Investigator was added to do all in house investigations.
- In 2007, a part-time Transcriptionist was added to increase efficiencies within the department.

General Fund Expenditures (Continued)

PUBLIC SAFETY – POLICE (continued)

OPERATING BUDGET

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
Police	Budget	Budget	(Decrease)	(Decrease)
Personnel Costs	\$ 1,251,410	\$ 1,283,753	\$ 32,343	2.6%
Supplies	72,000	74,200	2,200	3.1%
Services	97,925	97,400	(525)	-0.5%
Utilities	18,700	18,500	(200)	-1.1%
Insurance	3,675	6,650	2,975	81.0%
Miscellaneous	19,550	19,550	-	0.0%
Total Expenditures	\$ 1,463,260	\$ 1,500,053	\$ 36,793	2.5%
Funding Sources				
Licenses and Permits	\$ 3,000	\$ 3,000	\$ -	0.0%
Intergovernmental Revenue	86,500	86,500	-	0.0%
Charges for Services	58,380	59,816	1,436	2.5%
Fees & Fines	163,500	166,500	3,000	1.8%
Transfers In-Drug Task Force	15,000	15,000	-	0.0%
Sale of Vehicles	-	-	-	N/A
Property Tax Levy	1,136,880	1,169,237	32,357	2.8%
Total Police Funding Sources	\$ 1,463,260	\$ 1,500,053	\$ 36,793	2.5%

CAPITAL OUTLAY

None Requested.

General Fund Expenditures (Continued)

PUBLIC SAFETY – POLICE RECORDS MANAGEMENT

PROFILE

This function was established to capture the ongoing expenses created by the City's records management system.

BUDGETED PERSONNEL LEVEL

The personnel from the Police department provide these services within the scope of their existing duties.

OPERATING BUDGET

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Police Records Management				
Supplies	\$ 700	\$ -	\$ (700)	-100.0%
Services	8,500	8,000	(500)	-5.9%
Total Expenditures	\$ 9,200	\$ 8,000	\$ (1,200)	-13.0%
Funding Sources				
Property Tax Levy	\$ 9,200	\$ 8,000	\$ (1,200)	-13.0%

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

PUBLIC SAFETY – FIRE

PROFILE

The purpose of fire protection is to respond to fire, medical emergencies, water rescues and chemical spills/hazards within the City in a timely and efficient manner to minimize the loss sustained by citizens and/or businesses in the City. The fire services budget also provides public education in fire prevention, fire safety awareness, and fire extinguisher training.

BUDGETED PERSONNEL LEVEL

This service is provided on a contractual basis. No staffing is allocated to this department. The Administration Department provides contract management for the service contracts and the coordination is provided by the Police Department.

OPERATING BUDGET

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Fire				
Services	\$ 292,500	\$ 312,800	\$ 20,300	6.9%
Contributions	20,000	20,000	-	0.0%
Insurance	100	-	(100)	-100.0%
Miscellaneous	100	-	(100)	-100.0%
Capital Outlay	43,675	-	(43,675)	-100.0%
Total Expenditures	\$ 356,375	\$ 332,800	\$ (23,575)	-6.6%
Funding Sources				
Intergovernmental Revenue	\$ 30,000	\$ 30,000	\$ -	0.0%
Contributions	20,000	20,000	-	0.0%
Charges for Services	1,000	1,000	-	0.0%
Property Tax Levy	305,375	281,800	(23,575)	-7.7%
Total Fire Funding Sources	\$ 356,375	\$ 332,800	\$ (23,575)	-6.6%

CAPITAL OUTLAY

Various

General Fund Expenditures (Continued)

PUBLIC SAFETY – BUILDING INSPECTIONS

PROFILE

The Building Inspection division provides services for all building permit related activities in the City. This includes permits for new construction, additions, alterations and remodels, mechanical, plumbing, and septic systems. This includes reviewing plans for consistency with relevant codes prior to construction beginning, and also on-site inspections during and after construction. The function also maintains address files with past permit information and completes various state-required reports.

The division is also responsible for the review and inspection of other types of permits including permanent and temporary sign permits, driveway/curb cut permits and sewer/water hookup permits.

The division provides bi-annual fire inspections of all commercial properties in the City. Such inspections include proper material storage, fire suppression devices, emergency exiting and fire lane circulation.

This division coordinates the City's septic system monitoring program. This program requires property owners on individual sewage treatment systems to have their systems pumped and inspected by a private licensed contractor a minimum of once every three years.

This division also provides inspections for construction site erosion and sediment control measures in order to protect water quality and is responsible for regulation and enforcement related to wetlands within the City.

BUDGETED PERSONNEL LEVEL

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
City Planner	0.25	0.25	0.20	0.20	0.20					
Associate Planner	0.13	0.13	0.13	0.13	0.13	0.10				
Planning Assistant	0.55	0.55	0.55	0.55	0.55	0.25	0.25	0.10		
Administrative Assistant	0.23	0.23	0.23	0.23	0.25					
Intern	0.45	0.35								
Total FTE's	1.61	1.51	1.11	1.11	1.13	0.35	0.25	0.10	0.00	0.00

STAFFING HISTORY & PHILOSOPHY

- The City utilizes contract services for most plan review inspection activities.
- In 2009, staff was allocated to provide zoning plan reviews for structure setbacks, hardcover, and landscaping. In-house staff also provides administrative support and coordinates financial and statistical reporting.
- In 2010, more accurate allocation of the Administrative Assistant, who provides phone and counter services relating to building inspections, was implemented.

General Fund Expenditures (Continued)

PUBLIC SAFETY – BUILDING INSPECTIONS (continued)

OPERATING BUDGET

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Building Inspections				
Personnel Costs	\$ 100,150	\$ 123,035	\$ 22,885	22.9%
Supplies	-	-	-	N/A
Services	115,750	126,750	11,000	9.5%
Total Expenditures	\$ 215,900	\$ 249,785	\$ 33,885	15.7%
Funding Sources				
Licenses and Permits	\$ 158,400	\$ 226,700	\$ 68,300	43.1%
Charges for Services	66,500	85,500	19,000	28.6%
Miscellaneous	-	-	-	N/A
Property Tax Levy	(9,000)	(62,415)	(53,415)	593.5%
Total Building Inspections Sources	\$ 215,900	\$ 249,785	\$ 33,885	15.7%

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

PUBLIC SAFETY – EMERGENCY MANAGEMENT

PROFILE

The purpose of the Emergency Management function is to ensure the effective coordinated use of resources to: 1) maximize the protection of life and property, 2) ensure the continuity of government, 3) sustain survivors and 4) repair essential facilities and utilities in the event of a disaster, whether natural or manmade. Emergency Management is headed by the Public Safety Director. The City’s emergency plan is reviewed annually and continual training is conducted in accordance with City Ordinance 206.

BUDGETED PERSONNEL LEVEL

The personnel from the Police department provide these services within the scope of their existing duties.

OPERATING BUDGET

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Emergency Management				
Services	\$ 4,300	\$ 4,300	\$ -	0.0%
Insurance	200	200	-	0.0%
Miscellaneous	700	700	-	0.0%
Total Expenditures	\$ 5,200	\$ 5,200	\$ -	0.0%
Funding Sources				
Property Tax Levy	\$ 5,200	\$ 5,200	\$ -	0.0%

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

PUBLIC WORKS

PROFILE

Public Works provides maintenance of all City streets, sidewalks and trails, which includes patching, seal coating, crack sealing, sweeping, striping, mowing ditches, shouldering, grading, drainage issues, paving and minor sidewalk and curb repair. Also included are snow and ice control on roads, trails and parking lots, which are provided in a safe and cost effective manner while balancing personnel resources and environmental concerns, as well as servicing all trucks and equipment used. Public Works also provides traffic control, maintenance, replacement and inventory of signage, pavement markings, and street and signal lights. The department also maintains a compost and brush pile that can be utilized by the residents year round.

Public Works is on call 24/7 for all emergencies that may arise. Compliance with safety regulations is provided by the department, including training seminars and testing to maintain the various licensing requirements, and yearly safety training to meet OSHA requirements.

The Public Works Department provides budgeting, pavement management, road material bids, contracting with low bidders, and overseeing all road projects each year, as well as other smaller projects. Public Works is also involved in the set up, and tear down, and post clean-up of Clean-up Day and Medina Celebration Day.

BUDGETED PERSONNEL LEVEL

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
PW Director	0.40	0.40	0.40	0.40	0.40	0.45	0.45	0.45	0.55	0.60
PW Foreman	0.25	0.25	0.25	0.20	0.25	0.05	0.25	0.05		
Office Assistant	0.40	0.40	0.40	0.40	0.25	0.20	0.20	0.25	0.25	0.15
Street Maintenance/Inspector	0.49	0.49	0.50	0.49	0.50	0.67	0.81	0.83	0.81	0.96
PW Maintenance	0.45	0.45	0.45	0.40	0.40	0.40	0.30	0.40	0.36	0.37
PW Maintenance	0.20	0.20	0.20	0.20	0.20	0.30	0.25	0.30	0.35	0.35
PW On-call	0.03	0.03	0.03	0.03	0.04	0.03	0.03	0.03		
Winter Temp	0.30	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05
Part Time Help							0.12	0.05		
Total FTE's	2.52	2.27	2.28	2.17	2.09	2.15	2.46	2.41	2.37	2.48

General Fund Expenditures (Continued)

PUBLIC WORKS (continued)

STAFFING HISTORY & PHILOSOPHY

- In 2006, the Public Works Superintendent duties were redefined following retirement of the Public Works Director, which allowed for a higher level of administration and supervision.
- In 2007, a Foreman position was created to manage the day-to-day oversight of the employees working in the field. An On-Call policy was also adopted to compensate staff available for dispatch after hours.
- In 2009 & 2010, the department delayed the replacement of the retiring Equipment Operator. Part-time staffing was utilized for seasonal projects such as snow plowing and street maintenance.
- In 2011, the Street Maintenance position was written to include inspections.
- In 2012, the Public Works Superintendent title was changed to Public Works Director and the Administrative Assistant title was changed to Office Assistant.

OPERATING BUDGET

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Public Works				
Personnel Costs	\$ 206,949	\$ 229,962	\$ 23,013	11.1%
Supplies	266,500	277,000	10,500	3.9%
Services	38,000	33,500	(4,500)	-11.8%
Utilities	31,750	34,805	3,055	9.6%
Insurance	8,350	8,750	400	4.8%
Miscellaneous	12,000	11,750	(250)	-2.1%
Total Expenditures	\$ 563,549	\$ 595,767	\$ 32,218	5.7%
Funding Sources				
Intergovernmental Revenue	\$ 51,127	\$ 51,127	\$ -	0.0%
Clean Up Day	4,000	4,000	-	0.0%
Property Tax Levy	508,422	540,640	32,218	6.3%
Total Public Works Sources	\$ 563,549	\$ 595,767	\$ 32,218	5.7%

CAPITAL OUTLAY

None Requested.

General Fund Expenditures (Continued)

SANITATION AND WASTE REMOVAL

PROFILE

Sanitation and waste removal is responsible for the administration of the City's recycling and organic activities as well as refuse hauling.

BUDGETED PERSONNEL LEVEL

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
Assistant to City Administrator/Deputy Clerk	0.10	0.10	0.10	0.10	0.05	0.05
Total FTE's	0.10	0.10	0.10	0.05	0.05	0.05

STAFFING HISTORY & PHILOSOPHY

- In 2009, the City took on duties previously provided by a contracted Recycling Coordinator.

OPERATING BUDGET

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Sanitation and Waste Removal				
Personnel Costs	\$ 8,328	\$ 9,230	\$ 902	10.8%
Supplies	-	-	-	N/A
Services	8,700	4,500	(4,200)	-48.3%
Miscellaneous	450	450	-	0.0%
Total Expenditures	\$ 17,478	\$ 14,180	\$ (3,298)	-18.9%
Funding Sources				
Intergovernmental Revenue	\$ 13,000	\$ 13,000	\$ -	0.0%
Miscellaneous	4,075	4,075	-	0.0%
Property Tax Levy	403	(2,895)	(3,298)	-818.0%
Total Sanitation & Waste Sources	\$ 17,478	\$ 14,180	\$ (3,298)	-18.9%

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

PARKS AND RECREATION

PROFILE

This department represents the consolidation of all park maintenance operating functions. Activities within this department include maintenance and repair of playground equipment, installation and upkeep of park signage, repairs and snow removal on parking lots, dock installation and repairs, park shelter buildings, picnic shelters, irrigation systems, bleachers, benches, restroom and dumpster enclosures to ensure safe, clean and accessible park buildings and equipment. In addition, this department provides basic park turf maintenance including mowing, fertilizing, weed control, and seeding and aerating. It also provides miscellaneous grounds maintenance such as streetscape and flower maintenance, rain garden maintenance, as well as garbage collection and picking up litter. Other responsibilities include maintenance activities for athletic fields, tennis courts, basketball courts, and ice skating rinks. Operational and maintenance expenses for the community building are also included.

This Department is responsible for cleaning, winterizing, maintenance and repairs on the Hamel Community Building, with minor maintenance contracts used for only specific items. Staff spends a large part of their time inspecting the parks, working on maintenance and repair issues as needed.

BUDGETED PERSONNEL LEVEL

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
PW Director	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.05
PW Foreman	0.10	0.10	0.10	0.15	0.05	0.05	0.05	0.05		
Assistant to City Administrator/Deputy Clerk	0.05	0.05	0.05	0.05	0.05	0.05	0.25	0.05	0.10	0.05
Street Maintenance/Inspector	0.05	0.05		0.05		0.10	0.10	0.10	0.10	0.10
PW Maintenance	0.10	0.10	0.10	0.20	0.10	0.10	0.10	0.10	0.10	0.05
PW Maintenance	0.10	0.10	0.10	0.10	0.10	0.10	0.15	0.10	0.10	0.05
Part Time Help							0.12			
Planner									0.05	0.05
Administration Intern (part-time)									0.06	0.01
Total FTE's	0.50	0.50	0.45	0.65	0.40	0.50	0.87	0.50	0.61	0.36

STAFFING HISTORY & PHILOSOPHY

- The staffing structure of the department has been modified since 2006 to reflect the time spent by Public Works staff and Administrative support for park functions.

General Fund Expenditures (Continued)

PARKS AND RECREATION (continued)

OPERATING BUDGET

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Parks & Recreation				
Personnel Costs	\$ 50,738	\$ 53,682	\$ 2,944	5.8%
Supplies	21,700	29,200	7,500	34.6%
Services	50,650	48,450	(2,200)	-4.3%
Utilities	11,600	11,450	(150)	-1.3%
Insurance	10,000	10,050	50	0.5%
Miscellaneous	3,600	3,600	-	0.0%
Total Expenditures	\$ 148,288	\$ 156,432	\$ 8,144	5.5%
Funding Sources				
Community Building Rent	\$ 18,000	\$ 23,000	\$ 5,000	27.8%
Miscellaneous Revenue	5,500	5,500	\$ -	0.0%
Property Tax Levy	124,788	127,932	\$ 3,144	2.5%
Total Parks & Recreation Sources	\$ 148,288	\$ 156,432	\$ 8,144	5.5%

CAPITAL OUTLAY

None requested.

GENERAL FUND BUDGET

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
REVENUES & OTHER SOURCES:				
Property Tax Levy	\$ 2,726,118	\$ 2,807,902	\$ 81,784	3.0%
Other Taxes Adjustments	5,000	20,000	15,000	300.0%
Special Assessments	1,000	1,000	-	0.0%
Licenses and Permits	189,400	257,700	68,300	36.1%
Intergovernmental Revenue	182,202	182,202	-	0.0%
Charges for Services	173,680	191,516	17,836	10.3%
Fines and Forfeitures	158,000	161,000	3,000	1.9%
Miscellaneous	146,525	141,955	(4,570)	-3.1%
Sale of Assets	-	-	-	N/A
Transfers In	194,500	199,900	5,400	2.8%
Total Revenues & Other Sources	\$ 3,776,425	\$ 3,963,175	\$ 186,750	4.9%
EXPENDITURES & OTHER USES:				
General Government				
Council	\$ 25,343	\$ 25,143	\$ (200)	-0.8%
Administration	564,692	583,347	18,655	3.3%
Elections	1,000	13,000	12,000	1200.0%
Assessing	77,825	78,025	200	0.3%
Planning & Zoning	175,715	169,871	(5,843)	-3.3%
Data Processing	50,650	65,350	14,700	29.0%
Municipal Building	37,450	38,900	1,450	3.9%
Clam Corp Building	27,000	85,822	58,822	217.9%
Unallocated	19,500	39,500	20,000	102.6%
Public Safety				
Police	1,477,660	1,513,253	35,593	2.4%
Fire	312,700	332,800	20,100	6.4%
Building Inspections	215,900	249,785	33,885	15.7%
Public Works				
Sanitation and Waste Removal	563,549	595,767	32,218	5.7%
Parks and Recreation	17,478	14,180	(3,298)	-18.9%
Parks and Recreation	148,288	156,432	8,144	5.5%
Capital Outlay:				
Public Safety				
Fire	43,675	-	(43,675)	-100.0%
Contingency				
	-	-	-	N/A
Transfers Out				
	18,000	2,000	(16,000)	-88.9%
Total Expenditures & Other Uses	\$ 3,776,425	\$ 3,963,175	\$ 186,750	4.9%
Excess of Revenues				
Over Expenditures				
	-	-	-	

Special Revenue Funds

Special Revenue Funds are categorized by the specific nature of the source of revenues. Grant and donation funds given for a specific purpose are accounted for as Special Revenue Funds. The 2013 Special Revenue Funds for the City of Medina are:

- Environmental Fund
- Park Dedication Fund
- Municipal Park Fund
- German Liberal Cemetery Fund
- Police Forfeiture Fund
- Police Reserve Equipment Fund
- Community Event Fund
- Field House Operations Fund

Special Revenue Funds

ENVIRONMENTAL FUND

PROFILE

The Medina Environmental Fund's primary function is to provide for securing land for conservation of natural resources, for parks and open space, and for trails, including partnerships with other agencies on grant applications; secondary uses include: 1) Incentivizing residents to improve storm water run-off management through voluntary installation of rain gardens and other measures in order to benefit the health of lakes and streams; 2) Establishing a program for the installation of curb cuts for interested residents who wish to install rain gardens; 3) Partnering with Storm Water Utility Funds or grant resources to accomplish water improvement projects; 4) Lending funds to landowners to complete wetland mitigation projects that will be repaid to the City when the landowner receives compensation for the mitigation; 5) Implementing Low Impact Development or other sustainable initiatives in City projects; 6) Removing sick and diseased boulevard trees on city land and replacing them; and, 7) Subsidizing the cost of tree stock made available to residents on City Clean Up Day.

	2013	2014	\$	%
	Final	Projected	Increase/ (Decrease)	Increase/ (Decrease)
Environmental Fund	Budget	Budget		
REVENUES AND OTHER SOURCES:				
Investment Income	\$ 2,000	\$ 2,000	\$ -	0.0%
EXPENDITURES AND OTHER USES:				
GENERAL GOVERNMENT				
City Tree Program	10,000	10,000	-	0.0%
Rain Garden Program	-	-	-	N/A
Total Expenditures	\$ 10,000	\$ 10,000	\$ -	0.0%
Net Change in Fund Balances	(8,000)	(8,000)	-	
FUND BALANCES:				
Beginning of Year (As of December 31, 2012)		291,610		
Projected End of December 31, 2014		\$ 275,610		

Special Revenue Funds (Continued)

PARK DEDICATION FUND

PROFILE

The Park Dedication Fund is to be used by the City Council as they see the need for park projects, outside of expenditures within the General Fund, which are restricted by the use of Park Dedication Revenues. Park Dedication Fund projects are presented through the Capital Improvement Plan. Revenues are generated from Park Dedication Fees charged on new developments.

	2013	2014	\$	%
	Final	Projected	Increase/ (Decrease)	Increase/ (Decrease)
Park Dedication Fund	Budget	Budget		
REVENUES AND OTHER SOURCES:				
Intergovernmental	\$ -	\$ -	\$ -	N/A
Park Dedication Fees	50,000	100,000	50,000	100.0%
Investment Income	4,000	6,000	2,000	50.0%
Total Revenues	\$ 54,000	\$ 106,000	\$ 52,000	96.3%
EXPENDITURES AND OTHER USES:				
CULTURE AND RECREATION				
Capital Outlay	\$ 214,500	\$ 603,750	\$ 389,250	181.5%
Net Change in Fund Balances	(160,500)	(497,750)	(337,250)	
FUND BALANCES:				
Beginning of Year (As of December 31, 2012)		731,836		
Projected End of December 31, 2014		\$ 73,586		

Special Revenue Funds (Continued)

MUNICIPAL PARK FUND

PROFILE

The Municipal Park Fund is to be used by the City Council as they see the need for park projects outside of expenditures within the General Fund. Municipal Park Fund projects are presented through the Capital Improvement Plan. Revenues are generated by donations from individuals, businesses and organizations.

	2013	2014	\$	%
	Final	Projected	Increase/	Increase/
Municipal Park Fund	Budget	Budget	(Decrease)	(Decrease)
REVENUES AND OTHER SOURCES:				
Intergovernmental	\$ -	\$ -	\$ -	N/A
Contributions	-	-	-	N/A
Investment Income	100	300	200	200.0%
Total Revenues	\$ 100	\$ 300	\$ 200	200.0%
EXPENDITURES AND OTHER USES:				
CULTURE AND RECREATION				
Capital Outlay	\$ -	\$ -	\$ -	N/A
Net Change in Fund Balances	100	300	200	
FUND BALANCES:				
Beginning of Year (As of December 31, 2012)		75,743		
Projected End of December 31, 2014		\$ 76,143		

Special Revenue Funds (Continued)

GERMAN LIBERAL CEMETERY FUND

PROFILE

The German Liberal Cemetery Fund was created in 2010 when the cemetery was transferred to City ownership. This fund is used to account for lot sales that are legally restricted to the maintenance of the cemetery and principal amounts received and related interest income for the care of the German Liberal Cemetery.

	2013	2014	\$	%
	Final	Projected	Increase/	Increase/
German Liberal Cemetery	Budget	Budget	(Decrease)	(Decrease)
REVENUES AND OTHER SOURCES:				
Charges for Services	\$ 5,000	\$ 4,000	\$ (1,000)	-20.0%
Investment Income	500	500	-	0.0%
Total Revenues	\$ 5,500	\$ 4,500	\$ (1,000)	-18.2%
EXPENDITURES AND OTHER USES:				
Cemetery	\$ 2,725	\$ 2,760	\$ 35	1.3%
Net Change in Fund Balances	2,775	1,740	(1,035)	
FUND BALANCES:				
Beginning of Year (As of December 31, 2012)		88,608		
Projected End of December 31, 2014		\$ 93,123		

Special Revenue Funds (Continued)

POLICE FORFEITURE FUND

PROFILE

The Police Forfeiture Fund was established to account for receipts and disbursements related to forfeited vehicles, equipment and cash from drug, DWI, and other crime related cases. Expenditures are restricted by law to be used for drug and DWI enforcement.

	2013	2014	\$	%
	Final	Projected	Increase/	Increase/
Police Forfeiture Fund	Budget	Budget	(Decrease)	(Decrease)
REVENUES AND OTHER SOURCES:				
Forfeitures	\$ 46,500	\$ 35,000	\$ (11,500)	-24.7%
Investment Income	1,000	600	(400)	-40.0%
Sales of Capital Assets	6,000	-	(6,000)	-100.0%
Total Revenues	\$ 53,500	\$ 35,600	\$ (17,900)	-33.5%
EXPENDITURES AND OTHER USES:				
Public Safety	\$ 6,050	\$ 5,000	\$ (1,050)	-17.4%
Capital Outlay - Public Safety	75,000	49,500	(25,500)	-34.0%
Transfer to General Fund	15,000	15,000	-	0.0%
Total Expenditures	\$ 96,050	\$ 69,500	\$ (26,550)	-27.6%
Net Change in Fund Balances	(42,550)	(33,900)	8,650	
FUND BALANCES:				
Beginning of Year (As of December 31, 2012)		152,645		
Projected End of December 31, 2014		\$ 76,195		

Special Revenue Funds (Continued)

POLICE RESERVE EQUIPMENT FUND

PROFILE

The Medina Police Reserve Equipment Fund is utilized to track donations to the City of Medina in appreciation of the Reserves as well as Charges for Services they provide. These donations are accepted by City Council for various purposes. Various expenditures are approved through the Capital Improvement Program for a period of five years when sufficient funds are available.

	2013	2014	\$	%
	Final	Projected	Increase/	Increase/
Police Reserve Equipment Fund	Budget	Budget	(Decrease)	(Decrease)
REVENUES AND OTHER SOURCES:				
Charges for Services	\$ 1,000	\$ 1,000	\$ -	0.0%
Contributions	4,000	2,500	(1,500)	-37.5%
Investment Income	100	50	(50)	-50.0%
Total Revenues	\$ 5,100	\$ 3,550	\$ (1,550)	-30.4%
EXPENDITURES AND OTHER USES:				
Public Safety	\$ 7,290	\$ 3,600	\$ (3,690)	-50.62%
Net Change in Fund Balances	(2,190)	(50)	2,140	
FUND BALANCES:				
Beginning of Year (As of December 31, 2012)		17,612		
Projected End of December 31, 2014		\$ 15,372		

Special Revenue Funds (Continued)

COMMUNITY EVENT FUND

PROFILE

The Community Event Fund was established to account for donations as they relate to the City's Celebration Day.

	2013	2014	\$	%
	Final	Projected	Increase/ (Decrease)	Increase/ (Decrease)
Community Event Fund	Budget	Budget		
REVENUES AND OTHER SOURCES:				
Contributions	\$ 6,000	\$ 6,000	\$ -	0.0%
Investment Income	25	25	-	0.0%
Transfers from General Fund	2,000	2,000	-	0.0%
Total Revenues	\$ 8,025	\$ 8,025	\$ -	0.0%
EXPENDITURES AND OTHER USES:				
Culture and Recreation	\$ 6,000	\$ 6,000	\$ -	0.0%
Net Change in Fund Balances	2,025	2,025	-	
FUND BALANCES:				
Beginning of Year (As of December 31, 2012)		4,796		
Projected End of December 31, 2014		\$ 8,846		

Special Revenue Funds (Continued)

FIELD HOUSE OPERATING FUND

PROFILE

The Field House Operating Fund was established at the end of 2009 with a donation to assist in operating costs related to the opening of the field house at Hamel Legion Park. The donation was part of the contributions for the construction of the field house.

	2013	2014	\$	%
	Final	Projected	Increase/ (Decrease)	Increase/ (Decrease)
Field House Fund	Budget	Budget		
REVENUES AND OTHER SOURCES:				
Contributions	\$ 2,400	\$ 1,800	\$ (600)	-25.0%
Investment Income	150	100	(50)	-33.3%
Total Revenues	\$ 2,550	\$ 1,900	\$ (650)	-25.5%
EXPENDITURES AND OTHER USES:				
Culture and Recreation	\$ 4,100	\$ 4,100	\$ -	0.0%
Net Change in Fund Balances	(1,550)	(2,200)	(650)	
FUND BALANCES:				
Beginning of Year (As of December 31, 2012)		24,948		
Projected End of December 31, 2014		\$ 21,198		



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Special Revenue Funds (Continued)

	Environmental Fund	Park Dedication Fund	Municipal Park Fund	German Liberal Cemetery Fund
REVENUES:				
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Charges for Services	-	100,000	-	4,000
Fines and Forfeitures	-	-	-	-
Miscellaneous:				
Contributions	-	-	-	-
Investment Income	2,000	6,000	300	500
Sales of Capital Assets	-	-	-	-
Transfers In	-	-	-	-
Total Revenues	\$ 2,000	\$ 106,000	\$ 300	\$ 4,500
EXPENDITURES:				
Current:				
Public Safety	\$ -	\$ -	\$ -	\$ -
Cemetery	-	-	-	2,760
Culture and Recreation	10,000	-	-	-
Capital Outlay:				
Public Safety	-	-	-	-
Culture and Recreation	-	603,750	-	-
Transfers Out	-	-	-	-
Total Expenditures	10,000	603,750	-	2,760
Net Change in Fund Balances	(8,000)	(497,750)	300	1,740
FUND BALANCES:				
Beginning of Year (As of December 31, 2012)	291,610	731,836	75,743	88,608
Projected End of December 31, 2014	<u>\$ 283,610</u>	<u>\$ 234,086</u>	<u>\$ 76,043</u>	<u>\$ 90,348</u>

Special Revenue Funds (Continued)

Police Forfeiture Fund	Police Reserve Equipment Fund	Police Safe & Sober Grant Fund	Community Event Fund	Field House Fund	Total Special Revenue
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	1,000	-	-	-	105,000
35,000	-	-	-	-	35,000
-	2,500	-	6,000	1,800	10,300
600	50	-	25	100	9,575
-	-	-	-	-	-
-	-	-	2,000	-	2,000
<u>\$ 35,600</u>	<u>\$ 3,550</u>	<u>\$ -</u>	<u>\$ 8,025</u>	<u>\$ 1,900</u>	<u>\$ 161,875</u>
\$ 5,000	\$ 3,600	\$ -	\$ -	\$ -	\$ 8,600
-	-	-	-	-	2,760
-	-	-	6,000	4,100	20,100
49,500	-	-	-	-	49,500
-	-	-	-	-	603,750
15,000	-	-	-	-	15,000
<u>69,500</u>	<u>3,600</u>	<u>-</u>	<u>6,000</u>	<u>4,100</u>	<u>699,710</u>
(33,900)	(50)	-	2,025	(2,200)	(537,835)
152,645	17,612	-	4,796	24,948	1,387,798
<u>\$ 118,745</u>	<u>\$ 17,562</u>	<u>\$ -</u>	<u>\$ 6,821</u>	<u>\$ 22,748</u>	<u>\$ 849,963</u>

Capital Project Funds

The Capital Projects set of funds is used to record and keep track of costs for major projects. Often these projects will cross fiscal years and must be kept separate for assessment accounting or funding purposes. The City's Capital Improvement Program includes a five-year projection of capital improvement needs that will partially be funded from the Capital Project Funds. Some of the funds act as repositories for capital replacement funds for major assets, such as water and sewer infrastructure. The Capital Projects Funds for 2013 include:

- General Capital Improvement Fund
- Water Capital Improvement Fund
- Sewer Capital Improvement Fund
- Tax Increment 1-9 Fund
- Trunk Highway 55 Intersections Fund
- Loretto Ponds Project
- Equipment Replacement Fund
- Road Improvement Fund
- Public Works/Police Building

Capital Project Funds

GENERAL CAPITAL IMPROVEMENT FUND

PROFILE

The General Capital Improvement Fund provides for the accounting of sources (revenues) and uses (expenditures) of monies available from a number of sources such as the General Fund or grant activity. The City's Capital Improvement Program includes a five-year projection of capital improvement needs that will partially be funded from the Capital Improvement Fund.

	2013	2014	\$	%
	Final	Proposed	Increase/	Increase/
Capital Improvement Fund	Budget	Budget	(Decrease)	(Decrease)
REVENUES AND OTHER SOURCES:				
Intergovernmental	\$ -	\$ -	\$ -	N/A
Investment Income	2,000	2,000	-	0.0%
Bond Proceeds	-	-	-	N/A
Transfers from General Fund	16,000	-	(16,000)	-100.0%
Total Revenues	\$ 18,000	\$ 2,000	\$ (16,000)	-88.9%
EXPENDITURES AND OTHER USES:				
CAPITAL OUTLAY:				
General Government	\$ 25,000	\$ 125,000	\$ 100,000	400.0%
Public Safety	-	30,000	30,000	N/A
Public Works	-	-	-	N/A
Total Expenditures	\$ 25,000	\$ 155,000	\$ 130,000	520.0%
Net Change in Fund Balances	(7,000)	(153,000)	(146,000)	

Capital Project Funds (Continued)

WATER CAPITAL IMPROVEMENT FUND

PROFILE

The Water Capital Improvement Fund accounts for the financing of improvements to the construction of water infrastructure. The financing of these improvements is through a combination of special assessments, water connection fees through development, and bonding. The fund supports debt service payments at 40% for the Water Treatment Plant, Series 2005A and 100% for the Water Tower, Well, and Raw Water Supply Line, Series 2007A. The City's Capital Improvement Program includes a five-year projection of capital improvement needs that will partially be funded from the Water Capital Improvement Fund.

	2013	2014	\$	%
	Final	Proposed	Increase/	Increase/
Water Capital Improvement Fund	Budget	Budget	(Decrease)	(Decrease)
REVENUES AND OTHER SOURCES:				
Special Assessments	\$ -	\$ -	\$ -	N/A
Charges for Services	75,000	515,100	440,100	586.8%
Investment Income	-	5,000	5,000	N/A
Total Revenues	\$ 75,000	\$ 520,100	\$ 445,100	593.5%
EXPENDITURES AND OTHER USES:				
CAPITAL OUTLAY:				
Public Works	\$ 180,000	\$ 771,000	\$ 591,000	328.3%
Transfer to Water Fund	332,941	369,556	36,615	11.0%
Total Expenditures	\$ 512,941	\$ 1,140,556	\$ 627,615	122.4%
Net Change in Fund Balances	(437,941)	(620,456)	(182,515)	

Capital Project Funds (Continued)

SEWER CAPITAL IMPROVEMENT FUND

PROFILE

The Sewer Capital Improvement Fund accounts for the financing of improvements to the construction of sewer infrastructure. The financing of these improvements is through a combination of special assessments, sewer connection fees through development, and bonding. The City's Capital Improvement Program includes a five-year projection of capital improvement needs that will partially be funded from the Sewer Capital Improvement Fund.

	2013	2014	\$	%
	Final	Proposed	Increase/ (Decrease)	Increase/ (Decrease)
Sewer Capital Improvement Fund	Budget	Budget		
REVENUES AND OTHER SOURCES:				
Special Assessments	\$ 7,500	\$ 7,000	\$ (500)	-6.7%
Charges for Services	50,000	73,100	23,100	46.2%
Investment Income	15,000	10,000	(5,000)	-33.3%
Total Revenues	\$ 72,500	\$ 90,100	\$ 17,600	24.3%
EXPENDITURES AND OTHER USES:				
Public Works	\$ -	\$ -	\$ -	N/A
CAPITAL OUTLAY:				
Public Works	30,000	105,000	75,000	250.0%
Total Expenditures	\$ 30,000	\$ 105,000	\$ 75,000	250.0%
Net Change in Fund Balances	42,500	(14,900)	(57,400)	

Capital Project Funds (Continued)

TAX INCREMENT 1-9 FUND

PROFILE

The Tax Increment 1-9 fund accounts for all tax increment financing (TIF) revenues and expenditures from TIF District 1-9. This TIF District is the primary financing tool for the redevelopment around the Uptown Hamel area and north Hwy 55 and 101 area. Revenues are derived from tax increments on properties within the TIF District. The TIF District fund makes annual transfers to the 2008A G.O. Bond Fund - Uptown Hamel and 2005C G.O. Tax Increment Bond Fund – Uptown Hamel (refinanced by the 2012B G.O. Refunding Bonds) as necessary based on annual TIF fund analysis. Payments of principal and interest are also made on two Pay-As-You-Go Tax Increment Notes based on the amount of increment received on various parcels.

	2013	2014	\$	%
	Final	Proposed	Increase/	Increase/
Tax Increment Fund 1-9	Budget	Budget	(Decrease)	(Decrease)
REVENUES AND OTHER SOURCES:				
Tax Increment	\$ 382,637	\$ 382,637	\$ -	0.0%
Investment Income	(3,865)	(13,570)	(9,705)	251.1%
Tax Increment	\$ 378,772	\$ 369,067	\$ (9,705)	-2.6%
EXPENDITURES AND OTHER USES:				
Debt Service	\$ 238,988	\$ 213,487	\$ (25,501)	-10.7%
Other	19,132	9,566	(9,566)	-50.0%
Transfer Out	101,825	130,475	28,650	28.1%
Total Expenditures	\$ 359,945	\$ 353,528	\$ (6,417)	-1.8%
Net Change in Fund Balances	18,827	15,539	(3,288)	

Capital Project Funds

TRUNK HIGHWAY 55 INTERSECTIONS

PROFILE

The Trunk Highway 55 Intersections fund was established to track expenditures related to the intersection at County Road 19, County Road 116, and County Road 101 along Trunk Highway 55. The City is currently working on securing external funding for this project.

	2013	2014	\$	%
	Final	Proposed	Increase/	Increase/
	Budget	Budget	(Decrease)	(Decrease)
TH 55 Intersection				
REVENUES AND OTHER SOURCES:				
Intergovernmental	\$ -	\$ -	\$ -	N/A
EXPENDITURES AND OTHER USES:				
Interest Expense	\$ -	\$ -	\$ -	N/A
CAPITAL OUTLAY:				
Public Works	-	-	-	N/A
Total Expenditures	\$ -	\$ -	\$ -	N/A
Net Change in Fund Balances	-	-	-	

Capital Project Funds (Continued)

EQUIPMENT REPLACEMENT FUND

PROFILE

This fund is a capital improvement fund for replacement of equipment such as Public Works trucks and machinery, police cars and major office equipment. Equipment Certificates and transfers from the General Fund are the primary funding sources.

	2013	2014	\$	%
	Final	Proposed	Increase/	Increase/
Equipment Replacement Fund	Budget	Budget	(Decrease)	(Decrease)
REVENUES AND OTHER SOURCES:				
Miscellaneous	\$ -	\$ -	\$ -	N/A
Bond Proceeds	-	-	-	N/A
Investment Income	4,000	5,000	1,000	25.0%
Total Revenues	\$ 4,000	\$ 5,000	\$ 1,000	25.0%
EXPENDITURES AND OTHER USES:				
CAPITAL OUTLAY:				
General Government	\$ -	\$ 20,000	\$ 20,000	N/A
Public Safety	90,000	92,339	2,339	2.6%
Public Works	-	223,000	223,000	N/A
Total Expenditures	\$ 90,000	\$ 335,339	\$ 245,339	272.6%
Net Change in Fund Balances	(86,000)	(330,339)	(244,339)	

Capital Project Funds (Continued)

ROAD IMPROVEMENT FUND

PROFILE

This fund is a capital project fund utilized to construct and maintain the City's road system. Several projects are scheduled in the Capital Improvement Program for a period of five years. The City also incorporated the Pavement Management Plan into the CIP for long range planning.

	2013	2014	\$	%
	Final	Proposed	Increase/	Increase/
Road Improvement Fund	Budget	Budget	(Decrease)	(Decrease)
REVENUES AND OTHER SOURCES:				
Special Assessments	\$ 10,000	\$ 20,000	\$ 10,000	100.0%
Intergovernmental	-	-	-	N/A
Investment Income	2,500	5,000	2,500	100.0%
Bond Proceeds	-	-	-	N/A
Transfer In	-	-	-	N/A
Total Revenues	\$ 12,500	\$ 25,000	\$ 12,500	100.0%
EXPENDITURES AND OTHER USES:				
CAPITAL OUTLAY:				
Public Works	\$ 175,000	\$ 608,745	\$ 433,745	247.9%
Net Change in Fund Balances	(162,500)	(583,745)	(421,245)	

PUBLIC WORKS/POLICE BUILDING

PROFILE

This fund is a capital project fund utilized to obtain and improve the former Clam Corp building for use as a City public works and police facility. In 2012, the City financed the project by issuing \$6,100,000 of G.O. Capital Improvement Plan (CIP) Bonds, Series 2012A. In addition, the City recharacterized \$1,400,000 of its 2007A G.O. Water Revenue Bonds as CIP bonds (since refinanced by the 2013A G.O. Refunding Bonds) to aid in the overall \$7,500,000 project. The building acquisition occurred in December 2012 in the amount of \$4,125,000.

	2013	2014	\$	%
	Final	Proposed	Increase/	Increase/
Public Works/Police Building	Budget	Budget	(Decrease)	(Decrease)
REVENUES AND OTHER SOURCES:				
Investment Income	\$ 2,000	\$ -	\$ (2,000)	-100.0%
Bond Proceeds	-	-	-	N/A
Transfers from Water Fund	-	-	-	N/A
Total Revenues	\$ 2,000	\$ -	\$ (2,000)	-100.0%
EXPENDITURES AND OTHER USES:				
CAPITAL OUTLAY:				
Public Safety	\$ 1,400,000	\$ -	\$ (1,400,000)	-100.0%
Public Works	1,975,000	-	(1,975,000)	-100.0%
Total Expenditures	\$ 3,375,000	\$ -	\$ (3,375,000)	-100.0%
Net Change in Fund Balances	(3,373,000)	-	3,373,000	



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Capital Project Funds (Continued)

	General Capital Improvement Fund	Water Capital Improvement Fund	Sewer Capital Improvement Fund	Tax Increment Fund 1-9
REVENUES:				
Tax Increments	\$ -	\$ -	\$ -	\$ 382,637
Special Assessments	-	-	7,000	-
Intergovernmental	-	-	-	-
Charges for Services	-	515,100	73,100	-
Miscellaneous	-	-	-	-
Investment Income	2,000	5,000	10,000	(13,570)
Transfers In	-	-	-	-
Bond Proceeds	-	-	-	-
Total Revenues	\$ 2,000	\$ 520,100	\$ 90,100	\$ 369,067
EXPENDITURES:				
Debt Service:				
Interest and Fiscal Charges	\$ -	\$ -	\$ -	\$ 223,053
Capital Outlay:				
General Government	125,000	-	-	-
Public Safety	30,000	-	-	-
Public Works	-	771,000	105,000	-
Culture and Recreation	-	-	-	-
Economic Development	-	-	-	-
Transfers Out	-	369,556	-	130,475
Total Expenditures	\$ 155,000	\$ 1,140,556	\$ 105,000	\$ 353,528
Net Change in Fund Balances	(153,000)	(620,456)	(14,900)	15,539

Capital Project Funds (Continued)

TH 55 Intersections	Loretto Ponds Project	Equipment Replacement Fund	Road Improvement Fund	Public Works/ Police Building	Total Capital Projects
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 382,637
-	-	-	20,000	-	27,000
-	-	-	-	-	-
-	-	-	-	-	588,200
-	-	-	-	-	-
-	-	5,000	5,000	-	13,430
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ -	\$ 5,000	\$ 25,000	\$ -	\$ 1,011,267
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 223,053
-	-	20,000	-	-	145,000
-	-	92,339	-	-	122,339
-	-	223,000	608,745	-	1,707,745
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	500,031
\$ -	\$ -	\$ 335,339	\$ 608,745	\$ -	\$ 2,698,168
-	-	(330,339)	(583,745)	-	(1,686,901)

Debt Service Funds

Debt Service Funds track the monies collected and paid for the retirement of bonded debt obligations of the City. Funds are collected in various ways. Some dollars are collected through tax levies established solely for payment of these obligations. Some dollars are collected through special assessments against specific properties in the City which receive the benefits of debt projects. Tax increments are also dedicated to payment of debt obligations in some cases. If a general pledge of the tax base of the City is made against a bond obligation it is accounted for in the Debt Service Funds. For 2014 those funds include:

- G.O. 2008 Uptown Hamel Fund
- G.O. Improvement Bonds 2010A Fund
- G.O. Equipment Certificates 2011A Fund
- G.O. Road Bond Hunter South 2011A Fund
- G.O. Taxable Improvement Bonds 2011B Fund
- G.O. Capital Improvement Plan Bonds 2012A Fund (Clam Corp)
- G.O. Water Revenue Bonds 2007A Fund, Recharacterized as CIP Bonds (Clam Corp)
- G.O. Refunding Bonds 2012B Fund (TIF)

Debt Service Funds

G.O. BONDS 2008 UPTOWN HAMEL FUND

PROFILE

These bonds funded Hamel Road infrastructure improvements including streets, water lines, sewer lines and storm sewer utilities in Uptown Hamel Area. Revenues for payment of this bond issue come from tax increment generated by TIF District 1-9 and special assessments. Expenditures in this fund are for principal and interest on the bonds and agent fees for bond servicing. This debt will be fully retired on February 1, 2024.

						\$	%
						Increase/ (Decrease)	Increase/ (Decrease)
			2013 Budget	2014 Budget			
REVENUES AND OTHER SOURCES:							
Special Assessments			\$ 32,514	\$ 20,928		\$ (11,586)	-35.6%
Investment Income			1,785	1,344		(441)	-24.7%
Transfer In			61,825	60,475		(1,350)	-2.2%
Total Revenues			\$ 96,124	\$ 82,747		\$ (13,377)	-13.9%
EXPENDITURES AND OTHER USES:							
Debt Service:							
Principal			\$ 130,000	\$ 135,000		\$ 5,000	3.8%
Interest and Fiscal Charges			72,050	67,575		(4,475)	-6.2%
Total Expenditures			\$ 202,050	\$ 202,575		\$ 525	0.3%
NET CHANGE IN FUND BALANCE			\$ (105,926)	\$ (119,828)		\$ (13,902)	

Debt Service Funds (Continued)

G.O. IMPROVEMENT BONDS 2010A FUND

PROFILE

These bonds were to fund the 2010 road improvement projects based on the financing philosophy of Council from 2008. The Council proceeded with a bonding and assessment policy. Revenues for payment of this bond issue come from the property tax levy and special assessments. Expenditures in this fund are for principal and interest on the bonds and agent fees for bond servicing. This debt will be fully retired on February 1, 2021.

		2013	2014	\$	%
		Budget	Budget	Increase/ (Decrease)	Increase/ (Decrease)
REVENUES AND OTHER SOURCES:					
Property Tax Levy		\$ 29,000	\$ 29,000	\$ -	0.0%
Special Assessments		2,923	2,430	(493)	-16.9%
Investment Income		595	552	(43)	-7.2%
Total Revenues		\$ 32,518	\$ 31,982	\$ (536)	-1.6%
EXPENDITURES AND OTHER USES:					
Debt Service:					
Principal		\$ 30,000	\$ 30,000	\$ -	0.0%
Interest and Fiscal Charges		8,123	7,553	(570)	-7.0%
Total Expenditures		\$ 38,123	\$ 37,553	\$ (570)	-1.5%
NET CHANGE IN FUND BALANCE		\$ (5,605)	\$ (5,571)	\$ 34	

Debt Service Funds (Continued)

G.O. EQUIPMENT CERTIFICATES 2011A FUND

PROFILE

These bonds were to fund \$360,000 of equipment that had been identified in the Capital Improvement Plan. The City initially identified qualified equipment purchases including: police vehicles, a skid steer, one ton truck, computer server, and an administration vehicle. Revenues for payment of this bond issue come from the property tax levy. Expenditures in this fund are for principal and interest on the bonds and agent fees for bond servicing. This debt will be fully retired on February 1, 2015.

		2013	2014	\$	%
		Budget	Budget	Increase/ (Decrease)	Increase/ (Decrease)
REVENUES AND OTHER SOURCES:					
Property Tax Levy		\$ 129,467	\$ 134,500	\$ 5,033	3.9%
Investment Income		907	887	(20)	-2.2%
Total Revenues		\$ 130,374	\$ 135,387	\$ 5,013	3.8%
EXPENDITURES AND OTHER USES:					
Debt Service:					
Principal		\$ 141,118	\$ 121,004	\$ (20,114)	-14.3%
Interest and Fiscal Charges		2,721	1,813	(908)	-33.4%
Total Expenditures		\$ 143,839	\$ 122,817	\$ (21,022)	-14.6%
NET CHANGE IN FUND BALANCE					
		\$ (13,465)	\$ 12,570	\$ 26,035	

Debt Service Funds (Continued)

G.O. IMPROVEMENT BONDS 2011A FUND

PROFILE

These bonds were to fund the 2011 Hunter Drive South road improvement project based on the financing philosophy of Council from 2008. The Council proceeded with a bonding and assessment policy. Revenues for payment of this bond issue come from the property tax levy and special assessments. Expenditures in this fund are for principal and interest on the bonds and paying agent fees for bond servicing. This debt will be fully retired on February 1, 2019.

		2013	2014	\$	%
		Budget	Budget	Increase/ (Decrease)	Increase/ (Decrease)
REVENUES AND OTHER SOURCES:					
Property Tax Levy		\$ 11,500	\$ 11,500	\$ -	0.0%
Special Assessments		1,546	1,219	(327)	-21.2%
Investment Income		438	373	(65)	-14.8%
Total Revenues		\$ 13,484	\$ 13,092	\$ (392)	-2.9%
EXPENDITURES AND OTHER USES:					
Debt Service:					
Principal		\$ 18,882	\$ 18,996	\$ 114	0.6%
Interest and Fiscal Charges		2,309	2,627	318	13.8%
Total Expenditures		\$ 21,191	\$ 21,623	\$ 432	2.0%
NET CHANGE IN FUND BALANCE					
		\$ (7,707)	\$ (8,531)	\$ (824)	

Debt Service Funds (Continued)

G.O. TAXABLE IMPROVEMENT BONDS 2011B FUND

PROFILE

These bonds were to fund the 2011 Hunter Drive North road improvement project based on the financing philosophy of Council from 2008. The Council proceeded with a bonding and assessment policy. Revenues for payment of this bond issue come from the property tax levy and special assessments. Expenditures in this fund are for principal and interest on the bonds and paying agent fees for bond servicing. This debt will be fully retired on February 1, 2022.

		2013	2014	\$	%
		Budget	Budget	Increase/ (Decrease)	Increase/ (Decrease)
REVENUES AND OTHER SOURCES:					
Property Tax Levy		\$ 55,000	\$ 55,000	\$ -	0.0%
Special Assessments		202,536	52,358	(150,178)	-74.1%
Investment Income		1,288	1,351	63	4.9%
Total Revenues		\$ 258,824	\$ 108,709	\$ (150,115)	-58.0%
EXPENDITURES AND OTHER USES:					
Debt Service:					
Principal		\$ 75,000	\$ 80,000	\$ 5,000	6.7%
Interest and Fiscal Charges		22,125	21,894	(231)	-1.0%
Total Expenditures		\$ 97,125	\$ 101,894	\$ 4,769	4.9%
NET CHANGE IN FUND BALANCE					
		\$ 161,699	\$ 6,815	\$ (154,884)	

Debt Service Funds (Continued)

G.O. CAPITAL IMPROVEMENT PLAN BONDS 2012A FUND

PROFILE

These bonds were issued in the amount of \$6.1 million to fund the 2012 purchase and improvement of the building at 600 Clydesdale Trail for use as the Medina public works/police facility. Revenues for payment of this bond issue come from the property tax levy, Water Fund (9%), and Sewer Fund (11%). Expenditures in this fund are for principal and interest on the bonds and paying agent fees for bond servicing. This debt will be fully retired on February 1, 2034.

		2013	2014	\$	%
		Budget	Budget	Increase/ (Decrease)	Increase/ (Decrease)
REVENUES AND OTHER SOURCES:					
Property Tax Levy		\$ 130,251	\$ 248,409	\$ 118,158	90.7%
Interest		265	1,225	960	362.3%
Transfers In		32,563	62,102	29,539	
Bond Proceeds		-	-	-	N/A
Total Revenues		\$ 163,079	\$ 311,736	\$ 148,657	91.2%
EXPENDITURES AND OTHER USES:					
Debt Service:					
Principal		\$ -	\$ -	\$ -	N/A
Interest and Fiscal Charges		92,198	125,725	33,527	36.4%
Total Expenditures		\$ 92,198	\$ 125,725	\$ 33,527	36.4%
NET CHANGE IN FUND BALANCE		\$ 70,881	\$ 186,011	\$ 115,130	

Debt Service Funds (Continued)

G.O. WATER REVENUE BONDS 2007A FUND, RECHARACTERIZED AS CIP BONDS

PROFILE

In 2012, the City recharacterized \$1.4 million of the remaining outstanding 2007A G.O. Water Revenue bonds. The debt was removed from the Water Fund as revenue bonds and was correspondingly reestablished as CIP bonds to assist in the financing of improvements of the building at 600 Clydesdale Trail for use as the Medina public works/police facility. Revenues for payment of this bond issue come from the property tax levy, Water Fund (9%), and Sewer Fund (11%). Expenditures in this fund are for principal and interest on the bonds and paying agent fees for bond servicing.

During 2013, \$1,160,000 of the 2007A recharacterized bonds were refinanced by the 2013A G.O. Refunding Bonds, with the defeasance occurring on February 1, 2015.

						\$	%
						Increase/ (Decrease)	Increase/ (Decrease)
					2013	2014	
					Budget	Budget	
REVENUES AND OTHER SOURCES:							
Property Tax Levy					\$ 167,470	\$ 141,769	\$ (25,701) -15.3%
Interest					587	-	(587) -100.0%
Transfers In					41,867	35,442	(6,425) -15.3%
Bond Proceeds					-	-	- N/A
Total Revenues					\$ 209,924	\$ 177,211	\$ (32,713) -15.6%
EXPENDITURES AND OTHER USES:							
Debt Service:							
Principal					\$ -	\$ 120,000	\$ 120,000 N/A
Interest and Fiscal Charges					52,913	79,501	26,588 50.2%
Total Expenditures					\$ 52,913	\$ 199,501	\$ 146,588 277.0%
NET CHANGE IN FUND BALANCE							
					\$ 157,011	\$ (22,290)	\$ (179,301)

Debt Service Funds (Continued)

G.O. REFUNDING BONDS 2012B FUND (TIF)

PROFILE

In 2012, the City issued the 2012B G.O. Refunding Bonds to refinance \$655,000 of the 2005C G.O. Tax Increment Bonds (Uptown Hamel), with the defeasance occurring on February 1, 2013. Revenues for payment of this bond issue come from tax increments generated by TIF District 1-9 and special assessments. Expenditures in this fund are for principal and interest on the bonds and agent fees for bond servicing. This debt will be fully retired on February 1, 2021.

					\$	%
					Increase/ (Decrease)	Increase/ (Decrease)
		2013 Budget	2014 Budget			
REVENUES AND OTHER SOURCES:						
Property Tax Levy		\$ -	\$ -		\$ -	N/A
Special Assessments		-	17,600		17,600	N/A
Interest		17	30		13	76.5%
Transfers In		11,712	70,000		58,288	
Bond Proceeds		-	-		-	N/A
Total Revenues		\$ 11,729	\$ 87,630		\$ 75,901	647.1%
EXPENDITURES AND OTHER USES:						
Debt Service:						
Principal		\$ -	\$ 75,000		\$ 75,000	N/A
Interest and Fiscal Charges		7,150	9,638		2,488	34.8%
Total Expenditures		\$ 7,150	\$ 84,638		\$ 77,488	1083.7%
NET CHANGE IN FUND BALANCE		\$ 4,579	\$ 2,992		\$ (1,587)	

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Debt Service Funds (Continued)

		G.O.	G.O.	G.O.
	G.O. Bonds	Improvement	Equipment	Improvement
	2008 Uptown	Bonds	Certificates	Bonds
	Hamel	2010A	2011A	2011A
REVENUES AND OTHER SOURCES:				
Property Tax Levy	\$ -	\$ 29,000	\$ 134,500	\$ 11,500
Special Assessments	20,928	2,430	-	1,219
Investment Income	1,344	552	887	373
Transfer In	60,475	-	-	-
Total Revenues	\$ 82,747	\$ 31,982	\$ 135,387	\$ 13,092
EXPENDITURES AND OTHER USES:				
Debt Service:				
Principal	\$ 135,000	\$ 30,000	\$ 121,004	\$ 18,996
Interest and Fiscal Charges	67,575	7,553	1,813	2,627
Refunding	-	-	-	-
Transfer Out	-	-	-	-
Total Expenditures	\$ 202,575	\$ 37,553	\$ 122,817	\$ 21,623
NET CHANGE IN FUND BALANCE	\$ (119,828)	\$ (5,571)	\$ 12,570	\$ (8,531)
* Recharacterized as G.O. Capital Improvement Plan Bonds in 2012				

Debt Service Funds (Continued)

G.O. Taxable Improvement Bonds 2011B	G.O. CIP Bonds 2012A	G.O. Water Revenue Bonds 2007A *	G.O. Refunding Bonds (TIF) 2012B	Total Debt Service
\$ 55,000	\$ 248,409	\$ 141,769	\$ -	\$ 620,178
52,358	-	-	17,600	94,535
1,351	1,225	-	30	5,762
-	62,102	35,442	70,000	228,019
\$ 108,709	\$ 311,736	\$ 177,211	\$ 87,630	\$ 948,494
\$ 80,000	\$ -	\$ 120,000	\$ 75,000	\$ 580,000
21,894	125,725	79,501	9,638	316,326
-	-	-	-	-
-	-	-	-	-
\$ 101,894	\$ 125,725	\$ 199,501	\$ 84,638	\$ 896,326
\$ 6,815	\$ 186,011	\$ (22,290)	\$ 2,992	\$ 52,168



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Public Utility Funds

The Public Utility Funds track the revenues and expenses for fee based public utility services provided by the City. These funds operate on their own ability to generate revenues and receive no property tax support. Each year the City Council reviews the operations of these funds and sets rates for each service based on the needs for general operations, capital spending and debt service payments. The public utilities in 2013 include:

- Water Utility Fund
- Sewer Utility Fund
- Storm Water Utility Fund

Public Utility Funds (Continued)

WATER UTILITY FUND

PROFILE

The Water Utility Fund provides for the distribution of potable water to customers. This fund includes the operations, administration and utility billing for the utility. The City has three separate water systems which it maintains: Hamel, Independence Beach and Medina Morningside. Water is supplied by ten municipal wells, and the Hamel system utilizes a water treatment facility. Also included in the Water Fund along with providing the water is the maintenance of meters, locating water mains and services, testing of the municipal water supply throughout the systems as required, preventative maintenance, and emergency repairs to the City's distribution system. The utility billing operation prepares and sends out utility bills, receives meter readings and administers the collections and assessment for nonpayment. Agreements with the cities of Maple Plain and Orono are also in place to provide water to separate developments within the City of Medina.

OVERVIEW

Revenues (excluding transfers) are budgeted to increase \$49,333. A 3% charges for services rate increase, or \$22,133, is included and is supported by the 2012-2013 Water Rate Analysis. Expenses (excluding transfers) are budgeted to decrease \$24,057. Transfers out to the General Fund for operating costs were reviewed in 2012, and show a budgeted increase of approximately 3%.

In 2012, the City issued \$6.1 million of 2012A G.O. Capital Improvement Plan Bonds to fund the 2012 purchase and improvement of the building at 600 Clydesdale Trail for use as the Medina public works/police facility. The Water Fund will be transferring amounts equal to 9% of the debt service payments on the CIP bonds through February 1, 2034. Additionally, in 2012, the City recharacterized \$1.4 million of the remaining outstanding 2007A G.O. Water Revenue bonds. The debt was removed from the Water Fund as revenue bonds and was correspondingly reestablished as CIP bonds to assist in the financing of improvements of the building at 600 Clydesdale Trail for use as the Medina public works/police facility. The Water Fund will be transferring amounts equal to 9% of the debt service payments on the recharacterized bonds (since refinanced by the 2013A G.O. Refunding Bonds) through February 1, 2023.

BUDGETED PERSONNEL LEVEL

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
PW Director	0.20	0.20	0.20	0.20	0.20	0.25	0.25	0.25	0.25	0.25
PW Foreman	0.35	0.35	0.35	0.35	0.40	0.60	0.44	0.60		
Office Assistant	0.10	0.10	0.10	0.10	0.15	0.15	0.15			0.03
Street Maintenance/Inspector	0.13	0.13	0.15	0.13	0.15	0.08	0.07	0.07	0.07	0.03
PW Maintenance	0.17	0.17	0.17	0.16	0.21	0.25	0.37	0.31	0.43	0.43
PW Maintenance	0.40	0.40	0.40	0.45	0.45	0.35	0.35	0.35	0.38	0.43
PW On-call	0.15	0.15	0.15	0.15	0.18	0.14	0.12	0.12		
Part Time Help							0.03			
Total FTE's	1.50	1.50	1.52	1.54	1.74	1.82	1.78	1.70	1.13	1.17

CAPITAL OUTLAY

None requested.

Public Utility Funds (Continued)

WATER UTILITY FUND (continued)

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
REVENUES AND TRANSFERS IN:				
Revenues:				
Charges for Services	\$ 741,557	\$ 763,690	\$ 22,133	3.0%
Meter Sales	15,960	28,560	12,600	78.9%
Water Connection Fees	-	13,600	13,600	N/A
Investment Income	4,000	5,000	1,000	25.0%
Transfers In:				
Transfer In from Water Capital Fund	332,941	369,556	36,615	11.0%
Total Revenues and Transfers In	\$ 1,094,458	\$ 1,180,406	\$ 85,948	7.9%
EXPENSES AND TRANSFERS OUT:				
Expenses:				
Wages, Salaries and Compensation	\$ 138,478	\$ 143,999	\$ 5,520	4.0%
Materials and Supplies	47,700	42,900	(4,800)	-10.1%
Utilities	77,500	76,900	(600)	-0.8%
Repairs and Maintenance	41,500	76,000	34,500	83.1%
Insurance	6,825	7,175	350	5.1%
Depreciation	320,000	329,600	9,600	3.0%
Professional Services	24,100	24,450	350	1.5%
Miscellaneous	17,775	14,775	(3,000)	-16.9%
Purchase or Repair of Water Meters	20,000	30,000	10,000	50.0%
Interest Expense	207,094	131,076	(76,018)	-36.7%
Transfers Out:				
Transfer Out to 2012 Building Bonds	18,840	27,946	9,106	48.3%
Transfer Out to Recharacterized Water Bonds	14,653	15,949	1,296	8.8%
Transfer Out to General Fund	67,400	69,400	2,000	3.0%
Total Expenses and Transfers Out	\$ 1,001,865	\$ 990,170	\$ (11,696)	-1.2%
Revenues and Transfers In Over (Under) Expenses and Transfers Out	92,593	190,236	97,644	105.5%
Principal Payments on Bonds	(570,000)	(470,000)	100,000	-17.5%
Capital Outlay	-	-	-	N/A
Add Back Depreciation (Non-Cash)	320,000	329,600	9,600	3.0%
Increase (Decrease) to Cash	\$ (157,407)	\$ 49,836	\$ 207,244	-131.7%

Public Utility Funds (Continued)

SEWER UTILITY FUND

PROFILE

The Sewer Utility Fund provides for the collection and conveyance of wastewater through a system of mains and lift stations. Sewage is treated by the Metropolitan Council Environmental Services, whose fees account for a significant portion of this fund's expenses. Included in this fund is the routine and preventative maintenance of the City's collection system and its appurtenances, monitoring of inflow and infiltration, television inspection of the interiors of mains, and customer service such as providing sewer locations. This activity involves the operation and maintenance of the City's ten lift stations, which includes buildings, equipment, and property. The utility billing operation prepares and sends out utility bills, and administers the collections and assessment for nonpayment. An agreement with the City of Plymouth is also in place to provide sewer service to an area within the City of Medina.

OVERVIEW

Revenues are budgeted to increase by \$8,590. Rates are scheduled to increase by 3% as supported by the sewer rate analysis. Charges for Services are projected to increase by \$14,590. Expenses (not including transfers) are budgeted to increase by \$15,025. Transfers out to the General Fund for operating costs were reviewed in 2012, and show a budgeted increase of approximately 3%.

In 2012, the City issued \$6.1 million of 2012A G.O. Capital Improvement Plan Bonds to fund the 2012 purchase and improvement of the building at 600 Clydesdale Trail for use as the Medina public works/police facility. The Sewer Fund will be transferring amounts equal to 11% of the debt service payments on the CIP bonds through February 1, 2034. Additionally, in 2012, the City recharacterized \$1.4 million of the remaining outstanding 2007A G.O. Water Revenue bonds. The debt was removed from the Water Fund as revenue bonds and was correspondingly reestablished as CIP bonds to assist in the financing of improvements of the building at 600 Clydesdale Trail for use as the Medina public works/police facility. The Sewer Fund will be transferring amounts equal to 11% of the debt service payments on the recharacterized bonds (since refinanced by the 2013A G.O. Refunding Bonds) through February 1, 2023.

BUDGETED PERSONNEL LEVEL

	<u>2013</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
PW Director	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.10	0.10
PW Foreman	0.20	0.20	0.20	0.20	0.20	0.30	0.32	0.30		
Office Assistant	0.05	0.05	0.05	0.05	0.15	0.15	0.15			0.03
Street Maintenance/Inspector	0.13	0.13	0.15	0.13	0.15	0.08	0.07	0.07	0.07	0.02
PW Maintenance	0.18	0.18	0.18	0.16	0.21	0.25	0.26	0.26	0.17	0.17
PW Maintenance	0.30	0.30	0.30	0.25	0.25	0.25	0.25	0.25	0.17	0.17
PW On-call	0.15	0.15	0.15	0.15	0.18	0.14	0.12	0.12		
Part Time Help							0.03			
Total FTEs'	1.21	1.21	1.23	1.14	1.34	1.37	1.40	1.20	0.51	0.49

CAPITAL OUTLAY

None requested.

Public Utility Funds (Continued)

SEWER UTILITY FUND (continued)

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
REVENUES:				
Charges for Services	\$ 522,750	\$ 537,340	\$ 14,590	2.8%
Investment Income	14,000	8,000	(6,000)	-42.9%
Total Revenues	\$ 536,750	\$ 545,340	\$ 8,590	1.6%
EXPENSES AND TRANSFERS OUT:				
Expenses:				
Wages, Salaries and Compensation	\$ 109,983	\$ 116,127	\$ 6,144	5.6%
Materials and Supplies	5,700	5,700	-	0.0%
Utilities	4,300	8,300	4,000	93.0%
Repairs and Maintenance	33,500	33,500	-	0.0%
Insurance	9,025	9,025	-	0.0%
Depreciation	95,000	97,850	2,850	3.0%
Professional Services	20,800	22,800	2,000	9.6%
Sanitary Sewer Service MCES	235,000	235,000	0	0.0%
Miscellaneous	5,500	5,500	-	0.0%
Transfers Out:				
Transfer Out to 2012 Building Bonds	23,027	34,156	11,129	48.3%
Transfer Out to Recharacterized Water Bonds	17,910	19,493	1,583	8.8%
Transfer Out to General Fund	63,400	65,300	1,900	3.0%
Total Expenses and Transfers Out	\$ 623,145	\$ 652,751	\$ 29,606	4.8%
Revenues Over (Under) Expenses and Transfers Out	(86,395)	(107,411)	(21,016)	24.3%
Capital Outlay	-	-	-	N/A
Add Back Depreciation (Non-Cash)	95,000	97,850	2,850	3.0%
Increase (Decrease) to Cash	\$ 8,605	\$ (9,561)	\$ (18,166)	-211.1%

Public Utility Funds (Continued)

STORM WATER UTILITY FUND

PROFILE

The Storm Water Utility Fund provides for the collection and management of storm water throughout the City in compliance with State and Federal regulatory requirements. The Storm Water Utility provides for regional planning, surface water quality monitoring, and compliance with the Wetlands Conservation Act, approved Total Maximum Daily Loads (TMDL's) to impaired bodies of water and mandated Storm Water Pollution Prevention Program (SWPPP).

OVERVIEW

Charges for services revenues are budgeted at a 3% rate increase, or \$5,430..

Operating expenses (excluding operating transfers) are budgeted to increase by \$3,160. Potential projects are comprised of Best Management Practices (BMP's) implemented in the City's SWPPP, TMDL Implementation Plan(s), Loretto Wetland Restoration/Creation, Water Quality improvements relating to Hamel Road Tower Drive project, Stream, Ditch, and Wetland Restoration, other wetland restoration in MCWD area, and other general projects recommended by the Public Works Director and City Administrator. Grant funding is likely necessary for the completion of major projects.

BUDGETED PERSONNEL LEVEL

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
PW Director	0.10	0.10	0.10	0.10	0.10
PW Foreman	0.10	0.10	0.10	0.10	0.10
Office Assistant	0.10	0.10	0.10	0.10	0.10
Street Maintenance/Inspector	0.20	0.20	0.20	0.20	0.15
PW Maintenance	0.10	0.10	0.10	0.10	0.10
Total FTE's	0.60	0.60	0.60	0.60	0.55

CAPITAL OUTLAY

Various Improvements.

Public Utility Funds (Continued)

STORM WATER UTILITY FUND (continued)

	2013	2014	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
REVENUES:				
Charges for Services	\$ 183,500	\$ 188,930	\$ 5,430	3.0%
Miscellaneous-Grants	-	-	-	N/A
Miscellaneous	3,000	3,000	-	0.0%
Investment Income	1,000	1,000	-	0.0%
Total Revenues	\$ 187,500	\$ 192,930	\$ 5,430	2.9%
EXPENSES AND TRANSFERS OUT:				
Expenses:				
Wages, Salaries and Compensation	\$ 53,734	\$ 57,078	\$ 3,345	6.2%
Materials and Supplies	7,200	5,200	(2,000)	-27.8%
Utilities	-	-	-	N/A
Depreciation	6,000	6,180	180	3.0%
Professional Services	17,350	15,350	(2,000)	-11.5%
Miscellaneous	31,000	34,614	3,614	11.7%
Transfer Out to General Fund	48,700	50,200	1,500	3.1%
Total Expenses and Transfers Out	\$ 163,984	\$ 168,622	\$ 4,639	2.8%
Revenues Over (Under) Expenses and Transfers Out	23,516	24,308	791	3.4%
Capital Outlay	(41,000)	(573,375)	(532,375)	1298.5%
Add Back Depreciation (Non-Cash)	6,000	6,180	180	3.0%
Increase (Decrease) to Cash	\$ (11,484)	\$ (542,887)	\$ (531,404)	4627.5%



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Capital Improvement Program

The Capital Improvement Program (CIP) is a planning document that presents a five-year overview of scheduled capital projects to address the City's goals for maintaining public infrastructure. The CIP includes a long-term financing plan that allows the City to allocate funds for these projects based on assigned priorities. The five-years within the CIP provides the City with an opportunity to evaluate project priorities annually and to adjust the timing, scope and cost of projects as new information becomes available. The information contained in this plan represents an estimate of improvement costs based on present knowledge and expected conditions.

A capital improvement is defined as a major non-recurring expenditure related to the City's physical facilities and grounds. The CIP also distinguishes between projects contained in the City's operating budgets and capital improvement projects financed through the City's capital funds and public utility funds.

The CIP is predicated on the goals and policies established by the City Council, including general development, redevelopment, and maintenance policies that are part of the City's Comprehensive Plan. A primary objective of the CIP is to identify projects that further these goals and policies in a manner consistent with funding opportunities and in coordination with other improvement projects.

(The CIP will be compiled and presented separately.)



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Fee Schedule

The City Council adopts an ordinance which revises the City's fee schedule, including fees for land use, liquor licensing, public safety, and other permits issued by the City. It also establishes rates for sanitary sewer, water, storm water, and other services.

(The fee schedule will be compiled and presented separately.)