



# 2018 COMPREHENSIVE ANNUAL BUDGET

DECEMBER 5, 2017

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**CITY OF MEDINA**  
**2018 COMPREHENSIVE ANNUAL BUDGET**

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To: Medina City Council

December 5, 2017

The City of Medina Staff is pleased to submit the 2018 proposed Comprehensive Annual Budget and property tax levy for your consideration of final approval on December 5, 2017. This 2018 budget reflects the Council’s property tax levy and budget discussions throughout 2017. When approved, this budget will be the basis for the final 2018 property tax levy to be certified to Hennepin County in December 2017. The County will then use the certified property tax levy for final 2018 property tax calculations.

Medina’s population as of the 2010 census was 4,892 residents living in a total of 1,702 housing units. 2017 population is estimated to be 6,365, based on mathematical estimations of Medina’s fire districts. Total taxable market value increased 5.7% from \$1.583 billion in 2017 to \$1.672 billion in 2018. Adjusted net tax capacity increased 6.0% from \$17.091 million in 2017 to \$18.131 million in 2018.

The budget proposes a General Fund property tax levy increase of \$94,049 for 2018, which is an increase of 3.0%. Pre-existing debt service levies have increased by \$2,147. The overall total levy increase for 2018 amounts to \$95,839.

<b>Property Tax Levy:</b>	<u><b>2017</b></u>	<u><b>2018</b></u>	<u><b>Change</b></u>
General Fund	\$3,134,977	\$3,229,026	\$94,049
Capital Equipment	134,500	134,500	0
Equipment Debt Service	0	0	0
Road Improvement Debt Service	161,312	163,459	2,147
Building Debt Service	<u>378,189</u>	<u>377,832</u>	<u>(357)</u>
<b>Total Levy</b>	<b>\$3,808,978</b>	<b>\$3,904,817</b>	<b>\$95,839</b>

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.

## **GENERAL FUND REVENUES:**

The total budgeted revenue for 2018 is \$4,426,643 compared to the 2017 budget of \$4,309,741. 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 \$3,134,977 in 2017 to \$3,229,026 in 2018. As in prior years, the City continues to receive the largest portion of the General Fund revenue from the property tax. In 2018, the tax levy will provide approximately 73.0% of the City's total General Fund revenues.

Licenses and Permits are estimated to remain steady at \$376,100 in 2018. This reflects the expectation that building activity will continue due to current platting activity.

The Intergovernmental revenue budget is projected to increase slightly to \$232,118 in 2018. There are no scheduled increases related to the Safe and Sober program and state aid.

Budgeted transfers in to the General Fund from the Water, Sewer, and Storm Water funds have increased from \$202,048 in 2017 to \$208,110 in 2018 based on a 3% increase per year.

## **GENERAL FUND EXPENDITURES:**

General Fund expenditures are budgeted to increase from \$4,309,741 in 2017 to \$4,426,643 in 2018. General government expenditures are budgeted to increase \$14,417 or 1.3%, largely due to staff wages and IT services. Public safety expenditures are budgeted to increase \$95,724 or 4.2%, due to fire services and staff wages. Parks and recreation expenditures are budgeted to increase \$5,486 or 2.7%. Public works expenditures are budgeted to increase by \$1,276 or 0.2%. Capital replacement acquisitions will continue to be transacted through other funding sources or reserves on an as needed or emergency basis only.

Personnel costs represent 59% of the General Fund Budget. A 3.0% cost of living adjustment (COLA) and defined pay grade step (step) increases are included in the 2018 budget for qualifying 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 2018 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 2018.

Tower Drive Improvement Fund: The Tower Drive improvement project was originally included in the City's CIP as a bonding and expenditure item for 2015. The project was needed to address water



and sewer infrastructure, storm water pond drainage issues and road improvements. In 2015, the City financed the project by issuing \$1.765 million of G.O. Capital Improvement Plan bonds, existing utility funds and Municipal State Aid funds. The project was officially completed in 2017.

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 2018 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 document provide greater detail on individual fund sources and uses budgets. Supplemental information can be obtained from the Finance Department.

## **FINAL COMMENTS**

I herewith submit the Preliminary 2018 Comprehensive Annual Budget to the City Council. It has been a pleasure to work with the City Council and 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 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,

Erin Barnhart  
Finance Director



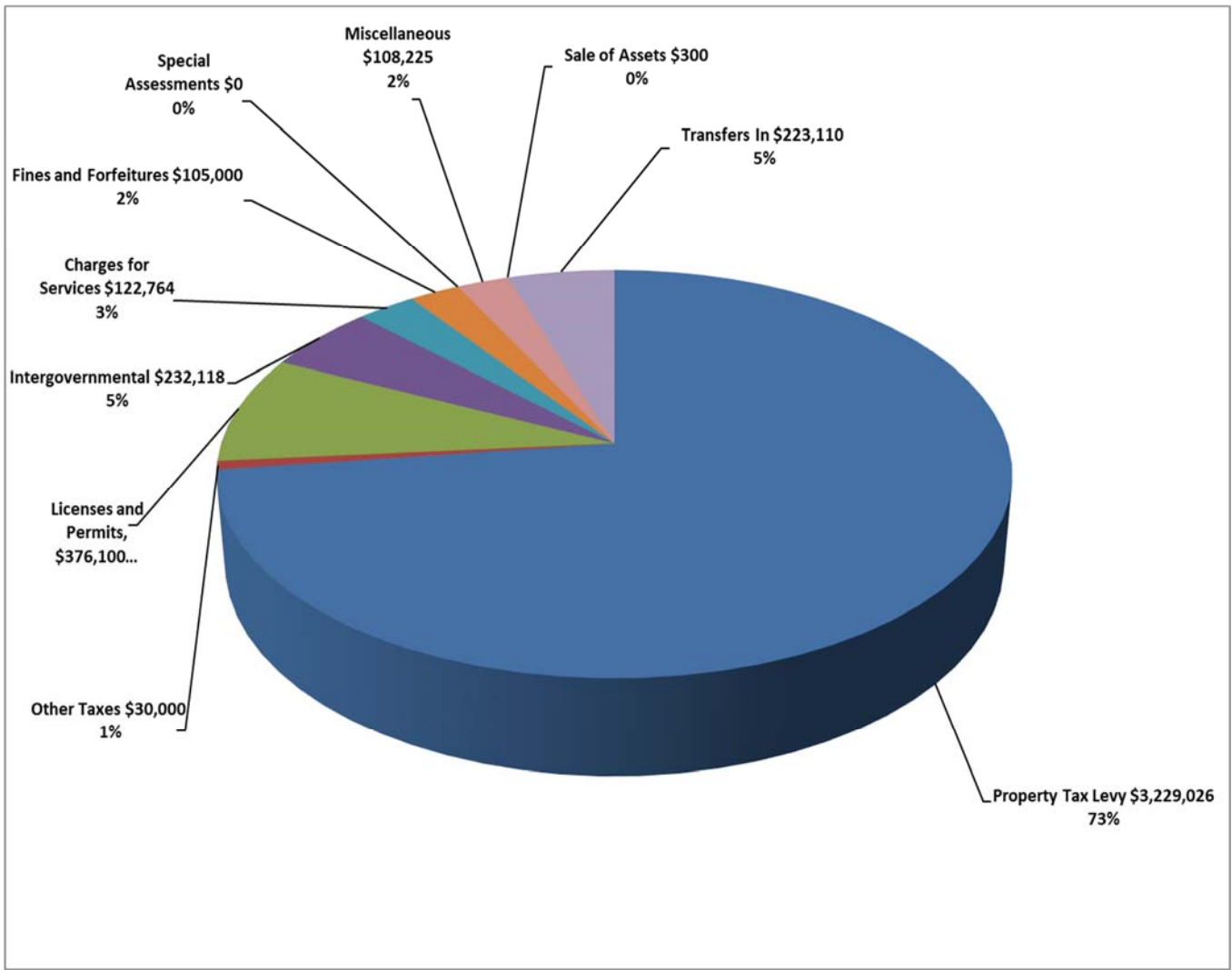
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## General Fund

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 and Other Financing Sources By Type 2018

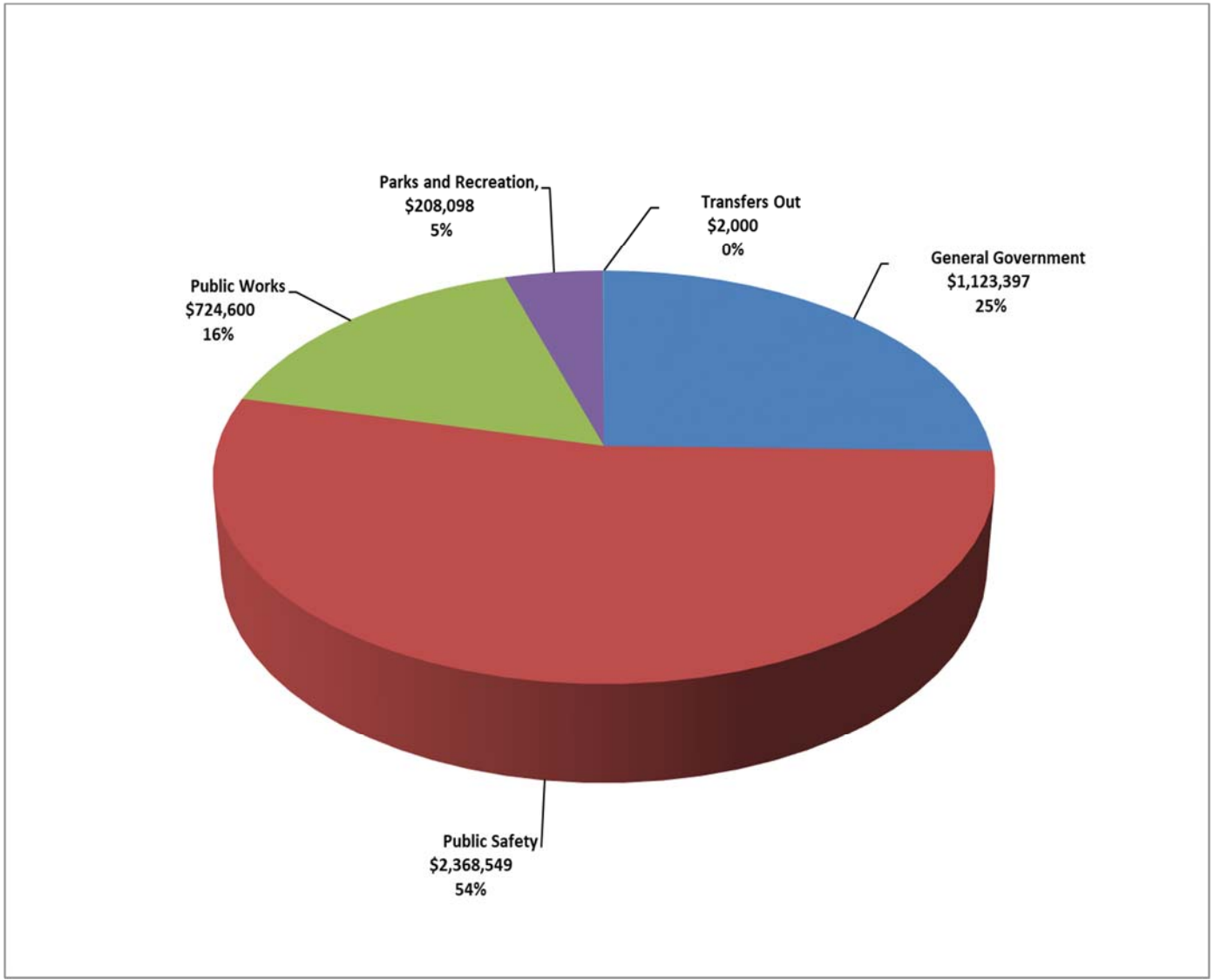
	2017 Budget	2018 Prelim Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
<b>REVENUES &amp; OTHER FINANCING SOURCES:</b>				
Property Tax Levy	3,134,977	3,229,026	94,049	3.0%
Other Taxes	30,000	30,000	0	0.0%
Licenses and Permits	372,800	376,100	3,300	0.9%
Intergovernmental	207,618	232,118	24,500	11.8%
Charges for Services	112,831	122,764	9,933	8.8%
Fines and Forfeitures	105,000	105,000	0	0.0%
Special Assessments	1,000	0	(1,000)	-100.0%
Miscellaneous	128,167	108,225	(19,942)	-15.6%
Sale of Assets	300	300	0	0.0%
Transfers In	217,048	223,110	6,062	2.8%
<b>Total Revenues &amp; Other Financing Sources</b>	<b>4,309,741</b>	<b>4,426,643</b>	<b>116,902</b>	<b>2.7%</b>



General Fund Expenditures and Other Financing Uses  
By Department 2018

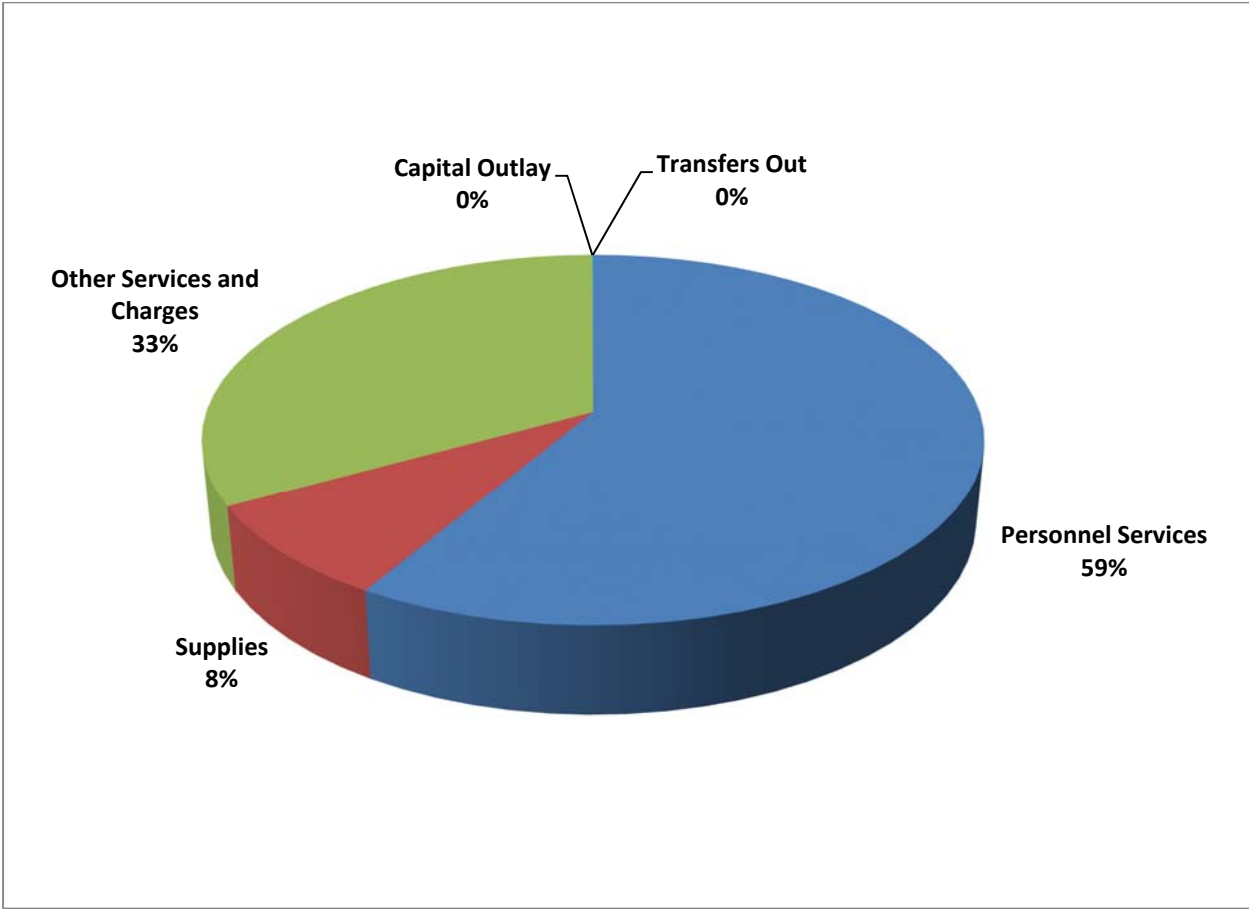
	2017	2018	Amount	Percentage
	Budget	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
General Government:				
Mayor & Council	26,294	25,143	(1,151)	-4.4%
Administration	591,789	602,321	10,532	1.8%
Elections	10,900	10,900	0	0.0%
Assessing	88,872	90,493	1,621	1.8%
Planning & Zoning	190,150	193,841	3,691	1.9%
Comprehensive Plan	8,000	8,000	0	0.0%
Data Processing	72,850	82,083	9,233	12.7%
Police/Public Works Facility	69,415	69,415	0	0.0%
Municipal Building	48,410	39,100	(9,310)	-19.2%
Unallocated	2,300	2,100	(200)	-8.7%
<b>Total General Government</b>	<b>1,108,980</b>	<b>1,123,397</b>	<b>14,417</b>	<b>1.3%</b>
Public Safety:				
Police	1,564,597	1,617,770	53,173	3.4%
Police Records Management	8,850	8,850	0	0.0%
Fire	394,172	424,716	30,544	7.7%
Building Inspections	300,006	312,013	12,007	4.0%
Emergency Management	5,200	5,200	0	0.0%
<b>Total Public Safety</b>	<b>2,272,825</b>	<b>2,368,549</b>	<b>95,724</b>	<b>4.2%</b>
Public Works:				
Public Works	708,212	706,455	(1,757)	-0.2%
Sanitation & Recycling	15,112	18,145	3,033	20.1%
<b>Total Public Works</b>	<b>723,324</b>	<b>724,600</b>	<b>1,276</b>	<b>0.2%</b>
Parks & Recreation:				
Community Building	33,950	37,127	3,177	9.4%
Parks	168,662	170,970	2,308	1.4%
<b>Total Parks &amp; Recreation</b>	<b>202,612</b>	<b>208,098</b>	<b>5,486</b>	<b>2.7%</b>
Transfers Out	2,000	2,000	0	0.0%
<b>Total Expenditures &amp; Other Financing Uses</b>	<b>4,309,741</b>	<b>4,426,643</b>	<b>116,902</b>	<b>2.7%</b>

General Fund Expenditures and Other Financing Uses  
By Department 2018



# General Fund Expenditures and Other Financing Uses By Type 2018

	2017 Budget	2018 Preliminary Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
<b>EXPENDITURES AND OTHER FINANCING USES BY TYPE</b>				
Personal Services	2,526,469	2,609,383	82,914	3.3%
Supplies	361,450	371,100	9,650	2.7%
Other Services and Charges	1,411,822	1,444,160	32,338	2.3%
Capital Outlay	0	0	0	N/A
Transfers Out	2,000	2,000	0	0.0%
<b>Total Expenditures and Other Financing Uses</b>	<b>4,301,741</b>	<b>4,426,643</b>	<b>124,902</b>	<b>2.9%</b>



## 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**

**\$ 3,229,026**

These are the General Fund property taxes charged to all taxable properties in the City of Medina based on the tax capacity of each property. The 2018 budget is 2.7% greater than the 2017 budget. Property Taxes make up about 73% of the total revenues and other sources collected to provide General Fund services.

#### **Licenses and Permits**

**\$ 376,100**

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**

**\$ 122,764**

Cities may receive revenues for services provided. The main sources of revenue are from public safety services and community room rentals. 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 85% of the City's general operating revenues and other sources. The balance comes from fines and forfeitures, intergovernmental activity, antenna rent, and operating transfers.



## General Fund Expenditures

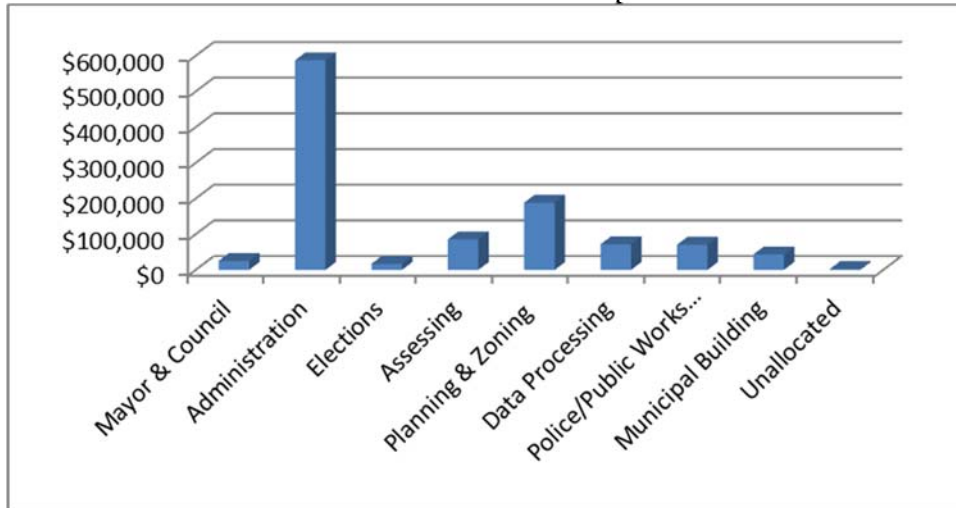
### GENERAL GOVERNMENT OVERVIEW

#### PROFILE

The General Fund General Government consists of City Council, Administration, Elections, Assessing, Planning & Zoning, Comprehensive Plan, Data Processing, and Municipal Buildings.

	2017 Budget	2018 Preliminary Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
General Government:				
Mayor & Council	26,294	25,143	(1,151)	-4.4%
Administration	591,789	602,321	10,532	1.8%
Elections	10,900	10,900	0	0.0%
Assessing	88,872	90,493	1,621	1.8%
Planning & Zoning	190,150	193,841	3,691	1.9%
Comprehensive Plan	8,000	8,000	0	0.0%
Data Processing	72,850	82,083	9,233	12.7%
Police/Public Works Facility	69,415	69,415	0	0.0%
Municipal Building	48,410	39,100	(9,310)	-19.2%
Unallocated	2,300	2,100	(200)	-8.7%
<b>Total General Government</b>	<b>1,108,980</b>	<b>1,123,397</b>	<b>14,417</b>	<b>1.3%</b>

2018 General Government Expenditures



## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT – MAYOR AND COUNCIL

#### PROFILE

The City Council is comprised of the 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

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
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

	2017	2018	Amount	Percentage
	Budget	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<b><u>Mayor and Council</u></b>				
Total Personal Services	18,494	17,593	(901)	-4.9%
Total Other Services and Charges	7,800	7,550	(250)	-3.2%
Total Mayor and Council	26,294	25,143	(1,151)	-4.4%

#### 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>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
City Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Administrator/City Clerk	0.80	0.80	0.80							
Assistant to City Administrator/Deputy Clerk				0.80	0.80	0.80	0.80	0.80	0.86	0.86
Office Assistant										
Administration Intern							0.42	0.38	0.27	0.38
Finance Director	1.00	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 II	1.00						1.00	1.00	1.00	1.00
Accounting Technician		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Part-Time	0.50	0.50	0.50	0.50						
Total FTE's	4.30	4.30	4.30	4.80	4.80	5.22	5.18	5.13	5.24	5.23

#### 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.
- In 2007, an Accountant was added to handle utility billing and the processing of development reimbursable items, as well as to improve segregation of accounting and finance duties, assist in enhancing the accuracy of financial reporting, and to meet the demands of City growth. This position also provided support for the additional 250 utility accounts added through new development.

## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT – ADMINISTRATION (continued)

- 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.
- In 2015, the Finance Director position was filled eliminating the Assistant Finance Director position and reducing consultant hours. Additionally, a half-time Accountant position was filled.
- In 2016, the budget includes the reassignment of the position Assistant to the Administrator to Assistant Administrator/City Clerk.
- In 2018, the budget includes the reassignment of the Accounting Technician position to Accountant II.

### OPERATING BUDGET

	2017 Budget	2018 Preliminary Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
<b><u>Administration</u></b>				
Total Personal Services	475,230	493,765	18,535	3.9%
Total Supplies	1,600	4,100	2,500	156.3%
Total Other Services and Charges	114,959	104,456	(10,503)	-9.1%
Total Capital Outlay	0	0	0	N/A
<b>Total Administration</b>	<b>591,789</b>	<b>602,321</b>	<b>10,532</b>	<b>1.8%</b>

### 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. The Clerk's Office oversees all activities related to City elections including notices, materials, and certification of process. Additionally, the Clerk's Office 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>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
Shifts	76	0	76		70		76		56		71

#### 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 were added for an additional absentee precinct at the primary and general election. This was also a presidential election and required more staffing.
- In 2014 two part-time election judges were hired to administer absentee voting.
- 2015 was a non-election year. Shift staffing was not necessary.
- 2016 one full-time election judge was hired to administer absentee voting along with staff. Presidential election and no excuse absentee voting implemented. Additional election judges for office help will be needed for future presidential elections.
- 2017 was a non-election year.
- 2018 it is estimated that two judges will be needed to assist in absentee voting.

## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT – ELECTIONS (continued)

#### OPERATING BUDGET

		2018	Amount	Percentage
	2017	Preliminary	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b><u>Elections</u></b>				
Total Personal Services	6,000	6,000	0	0.0%
Total Supplies	800	800	0	0.0%
Total Other Services and Charges	4,100	4,100	0	0.0%
Total Capital Outlay	0	0	0	N/A
Total Elections	10,900	10,900	0	0.0%

#### 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

	2017	2018	Amount	Percentage
	Budget	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<b><u>Assessing</u></b>				
Total Supplies	250	250	0	0.0%
Total Other Services and Charges	88,622	90,243	1,621	1.8%
<b>Total Assessing</b>	<b>88,872</b>	<b>90,493</b>	<b>1,621</b>	<b>1.8%</b>

#### 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 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>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
Planning Director	0.70	0.70	0.70							1.00
City Planner				0.70	0.75	0.75	0.80	0.80	0.80	
Associate Planner	0.30	0.30	0.30				0.38	0.40	0.40	0.91
Planning Assistant				0.30	0.35	0.35	0.45	0.45	0.45	0.75
Administrative Assistant	0.12	0.12	0.12	0.12	0.12	0.12	0.12	0.12	0.10	0.50
Part Time Help										
Total FTE's	1.12	1.12	1.12	1.12	1.22	1.22	1.75	1.77	1.75	3.16

#### 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.
- In 2016, the City Planner was reassigned as Planning Director and the Planning Assistant was budgeted and reassigned at Associate Planner.



## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT – PLANNING AND ZONING (continued)

#### OPERATING BUDGET

	2017	2018	Amount	Percentage
	Budget	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<b><u>Planning and Zoning</u></b>				
Total Personal Services	134,850	138,100	3,250	2.4%
Total Supplies	300	300	0	0.0%
Total Other Services and Charges	55,000	55,441	441	0.8%
Total Capital Outlay	0	0	0	N/A
<b>Total Planning and Zoning</b>	<b>190,150</b>	<b>193,841</b>	<b>3,691</b>	<b>1.9%</b>

#### CAPITAL OUTLAY

None requested.

## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT – COMPREHENSIVE PLAN

#### PROFILE

The City's Comprehensive Plan is updated every ten years and establishes the vision and sets the course for the City looking out two decades to guide future residential growth, economic development, and investments in City services such as natural resources, parks, recreation, transportation, and water resources. The current update is expected to be completed by the end of 2017.

#### OPERATING BUDGET

		2018	Amount	Percentage
	2017	Preliminary	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b><u>Comprehensive Plan</u></b>				
Total Other Services and Charges	8,000	8,000	0	0.0%
Total Comprehensive Plan	8,000	8,000	0	0.0%

#### CAPITAL OUTLAY

N/A

## 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. In 2014 video recording and editing of City Council meetings was implemented. In 2017 transition to the cloud was implemented reducing the need for servers.

#### 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

	2017	2018	Amount	Percentage
	Budget	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<b>Data Processing</b>				
Total Supplies	52,000	59,000	7,000	13.5%
Total Other Services and Charges	20,850	23,083	2,233	10.7%
Total Capital Outlay	0	0	0	N/A
Total Data Processing	72,850	82,083	9,233	12.7%

#### CAPITAL OUTLAY

None requested.

## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT – POLICE/PUBLIC WORKS FACILITY

#### PROFILE

The former Clam Corp building at 600 Clydesdale Trail was obtained in 2012 and improved in 2013 for use as the Medina police/public works facility. The Police/Public Works Facility 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

	2017	2018	Amount	Percentage
	Budget	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<b><u>Police/Public Works Facility</u></b>				
Total Supplies	2,000	0	(2,000)	-100.0%
Total Other Services and Charges	67,415	69,415	2,000	3.0%
Total Police/Public Works Facility	69,415	69,415	0	0.0%

#### CAPITAL OUTLAY

See the General Capital Improvement Fund.

## 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 expenditures 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 specific items. The Administration Department provides contract management for the various service contracts to these areas.

#### OPERATING BUDGET

	2017	2018	Amount	Percentage
	Budget	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<b>Municipal Building</b>				
Total Supplies	4,500	4,500	0	0.0%
Total Other Services and Charges	43,910	34,600	(9,310)	-21.2%
Total Capital Outlay	0	0	0	N/A
Total Municipal Building	48,410	39,100	(9,310)	-19.2%

#### CAPITAL OUTLAY

See the General Capital Improvement Fund.

## 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 Statutes, the City is obligated to contract with an insurance agent to 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.

NOTE: In years prior to 2015, the City did not allocate insurance policy premiums to existing City departments. For the 2015 budget and forward, the City intends to allocate insurance costs by department.

#### OPERATING BUDGET

	2017	2018	Amount	Percentage
	Budget	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<b><u>Unallocated</u></b>				
Total Other Services and charges	2,300	2,100	(200)	-8.7%
Total Unallocated	2,300	2,100	(200)	-8.7%

#### CAPITAL OUTLAY

N/A

## General Fund Expenditures (Continued)

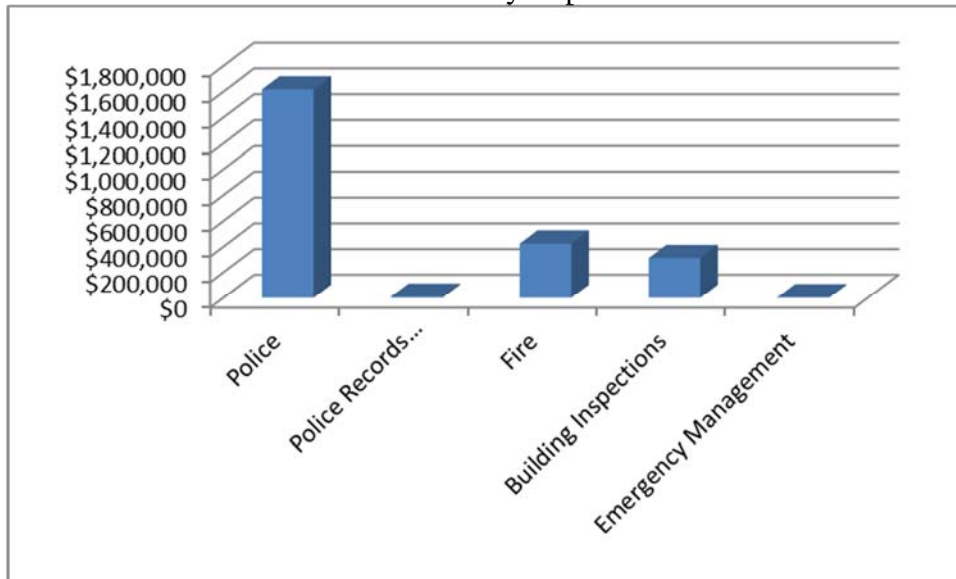
### PUBLIC SAFETY OVERVIEW

#### PROFILE

The General Fund Public Safety departments include Police Services, Police Records Management, Fire Services, Building Inspections, and Emergency Management activities. These 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 and property.

	2017 Budget	2018 Preliminary Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Public Safety:				
Police	1,564,597	1,617,770	53,173	3.4%
Police Records Management	8,850	8,850	0	0.0%
Fire	394,172	424,716	30,544	7.7%
Building Inspections	300,006	312,013	12,007	4.0%
Emergency Management	5,200	5,200	0	0.0%
Total Public Safety	2,272,825	2,368,549	95,724	4.2%

2018 Public Safety Expenditures



## General Fund Expenditures (Continued)

### PUBLIC SAFETY – POLICE

#### PROFILE

The Police Department provides for police administration, public safety services, investigation, and patrol. The Public Safety Director provides leadership and management oversight by coordinating and administrating all divisions within the department. The Public Safety Director 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>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
Public Safety Director	1.00	1.00	1.00	1.00	1.00	1.00				
Chief							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	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	0.75	0.75	0.75	0.75	0.45	0.60	1.20
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	0.50	0.50	0.50
Overtime	0.57	0.57	0.57	0.57	0.57	0.57	0.57	0.57	0.60	0.54
Total FTE's	12.82	12.82	12.82	12.82	12.82	12.82	12.82	12.52	12.70	13.24

#### 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 to 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.
- In 2013 the Police Chief position was elevated to the Public Safety Director position.



## General Fund Expenditures (Continued)

### *PUBLIC SAFETY – POLICE (continued)*

#### OPERATING BUDGET

		2018	Amount	Percentage
	2017	Preliminary	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>Police</b>				
Total Personal Services	1,342,497	1,396,520	54,023	4.0%
Total Supplies	60,500	60,000	(500)	-0.8%
Total Other Services and Charges	161,600	161,250	(350)	-0.2%
Total Capital Outlay	0	0	0	N/A
Total Police	1,564,597	1,617,770	53,173	3.4%

#### CAPITAL OUTLAY

See the Equipment Replacement Fund, Police Forfeiture Fund, and Police Reserve Equipment Fund.

## General Fund Expenditures (Continued)

### **PUBLIC SAFETY – POLICE RECORDS MANAGEMENT**

#### **PROFILE**

This function was established to capture the ongoing expenditures 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**

	2017 Budget	2018 Preliminary Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
<b><u>Police Records Management</u></b>				
Total Supplies	150	150	0	0.0%
Total Other Services and Charges	8,700	8,700	0	0.0%
Total Capital Outlay	0	0	0	N/A
Total Police Records Management	8,850	8,850	0	0.0%

#### **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**

	2017	2018	Amount	Percentage
	Budget	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<b>Fire</b>				
Total Other Services and Charges	394,172	424,716	30,544	7.7%
Total Capital Outlay	0	0	0	N/A
Total Fire	394,172	424,716	30,544	7.7%

#### **CAPITAL OUTLAY**

See the Equipment Replacement Fund.

## 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 also 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>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
Planning Director	0.30	0.30	0.30							
City Planner				0.30	0.25	0.25	0.20	0.20	0.20	
Associate Planner	0.70	0.70	0.70			0.13	0.13	0.13	0.13	0.10
Planning Assistant				0.70	0.65	0.65	0.55	0.55	0.55	0.25
PW Inspector	0.06									
Administrative Assistant	0.23	0.23	0.23	0.23	0.23	0.23	0.23	0.23	0.25	
Intern	0.45	0.45	0.45	0.45	0.45	0.35				
Total FTE's	1.74	1.68	1.68	1.68	1.58	1.61	1.11	1.11	1.13	0.35

#### **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.

## General Fund Expenditures (Continued)

### **PUBLIC SAFETY – BUILDING INSPECTIONS (Continued)**

- In 2010, more accurate allocation of the Administrative Assistant, who provides phone and counter services relating to building inspections, was implemented.
- In 2016, the City Planner was reassigned as Planning Director and the Planning Assistant was budgeted and reassigned at Associate Planner.
- In 2018, the budget for Public Works Inspector was moved from Public Works to Building Inspections.

### **OPERATING BUDGET**

	2017 Budget	2018 Preliminary Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
<b><u>Building Inspections</u></b>				
Total Personal Services	161,556	173,262	11,706	7.2%
Total Supplies	0	0	0	N/A
Total Other Services and Charges	138,450	138,751	301	0.2%
<b>Total Building Inspections</b>	<b>300,006</b>	<b>312,013</b>	<b>12,007</b>	<b>4.0%</b>

### **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**

	2017	2018	Amount	Percentage
	Budget	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<b><u>Emergency Management</u></b>				
Total Supplies	0	0	0	N/A
Total Other Services and Charges	5,200	5,200	0	0.0%
Total Emergency Management	5,200	5,200	0	0.0%
<b>TOTAL PUBLIC SAFETY</b>	2,272,825	2,368,549	95,724	4.2%

#### **CAPITAL OUTLAY**

See the General Capital Improvement Fund.

## 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>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
PW Director	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.45
PW Foreman	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.20	0.25	0.05
Office Assistant	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.25	0.20
Street Maintenance/Inspector	0.43	0.49	0.49	0.49	0.49	0.49	0.49	0.49	0.49	0.50
PW Maintenance	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.40	0.40	0.40
PW Maintenance	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.30
PW Maintenance	0.20	0.20	0.45	0.50						
PW On-call	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.04	0.03
Winter Temp						0.05	0.05	0.05	0.05	0.05
Part Time Help					.30					
Total FTE's	2.36	2.42	2.67	2.72	2.52	2.27	2.28	2.17	2.09	2.15

## 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.
- In 2014, a winter temporary position was added, which will become a full-time Public Works Maintenance position in 2015, allocated 50% to public works and 50% to parks.
- In 2018, the inspections position was budgeted to Building Inspections and removed from Public Works Budget.

#### OPERATING BUDGET

	2017	2018	Amount	Percentage
	Budget	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<b>Public Works</b>				
Total Personal Services	297,282	290,325	(6,957)	-2.3%
Total Supplies	210,280	210,080	(200)	-0.1%
Total Other Services and Charges	200,650	206,050	5,400	2.7%
Total Capital Outlay	0	0	0	N/A
<b>Total Public Works</b>	<b>708,212</b>	<b>706,455</b>	<b>(1,757)</b>	<b>-0.2%</b>

#### CAPITAL OUTLAY

See the Equipment Replacement Fund and Road Improvement Fund.



## General Fund Expenditures (Continued)

### SANITATION AND RECYCLING

#### PROFILE

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

#### BUDGETED PERSONNEL LEVEL

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
Assistant City Administrator/City Clerk	0.10	0.10	0.10				
Assistant to City Administrator/Deputy Clerk				0.10	0.10	0.10	0.10
Total FTE's	0.10	0.10	0.10	0.10	0.10	0.10	0.10

#### STAFFING HISTORY & PHILOSOPHY

- In 2009, the City took on duties previously provided by a contracted Recycling Coordinator.
- In 2016, the budget includes the reassignment of the position Assistant to the Administrator to Assistant Administrator/City Clerk.

#### OPERATING BUDGET

	2017 Budget	2018 Preliminary Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
<b><u>Sanitation and Recycling</u></b>				
Total Personal Services	10,162	10,695	533	5.2%
Total Supplies	500	500	0	0.0%
Total Other Services and Charges	4,450	4,450	0	0.0%
Total Sanitation and Recycling	15,112	15,645	533	3.5%

#### CAPITAL OUTLAY

None requested.

## General Fund Expenditures (Continued)

### COMMUNITY BUILDING

#### PROFILE

The Hamel Community Building is available to be rented for various private functions. The Community Building department provides for the ongoing cleaning, maintenance and repair of the Hamel Community Building.

#### BUDGETED PERSONNEL LEVEL

Services are provided on a contractual basis.

#### OPERATING BUDGET

	2017	2018	Amount	Percentage
	Budget	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<b>Community Building</b>				
Total Personal Services	5,081	5,347	266	5.2%
Total Supplies	4,500	5,000	500	11.1%
Total Other Services and Charges	24,369	26,780	2,411	9.9%
Total Capital Outlay	0	0	0	N/A
Total Community Building	33,950	37,127	3,177	9.4%

#### CAPITAL OUTLAY

See the General Capital Improvement Fund.

## General Fund Expenditures (Continued)

### PARKS

#### 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.

#### BUDGETED PERSONNEL LEVEL

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
PW Director	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
PW Foreman	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.15	0.05	0.05
Assistant City Administrator/City Clerk	0.05	0.05	0.05							
Assistant to City Administrator/Deputy Clerk				0.05	0.05	0.05	0.05	0.05	0.05	0.05
Street Maintenance/Inspector	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	
PW Maintenance	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.20	0.10	0.10
PW Maintenance	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
PW Maintenance	0.35	0.35	0.35	0.50						
Part Time Help	0.25	0.25								
Total FTE's	1.10	1.10	0.85	1.00	0.50	0.50	0.45	0.65	0.40	0.50

#### 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.
- In 2017, a part-time parks position was added.

## General Fund Expenditures (Continued)

### *PARKS AND RECREATION (continued)*

#### OPERATING BUDGET

	2017	2018	Amount	Percentage
	Budget	Preliminary	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b><u>Parks</u></b>				
Total Personal Services	75,317	77,775	2,458	3.3%
Total Supplies	24,070	23,920	(150)	-0.6%
Total Other Services and Charges	69,275	69,275	0	0.0%
Total Capital Outlay	0	0	0	N/A
<b>Total Parks</b>	<b>168,662</b>	<b>170,970</b>	<b>2,308</b>	<b>1.4%</b>

#### CAPITAL OUTLAY

See the Park Dedication Fund.

# GENERAL FUND BUDGET

		2018	Amount	Percentage	
	2017	Prelim	Increase	Increase	
	Budget	Budget	(Decrease)	(Decrease)	
<b><u>REVENUES &amp; OTHER FINANCING SOURCES:</u></b>					
1	Property Tax Levy	3,134,977	3,229,026	94,049	3.0%
2	Other Taxes	30,000	30,000	0	0.0%
3	Licenses and Permits	372,800	376,100	3,300	0.9%
4	Intergovernmental	207,618	232,118	24,500	11.8%
5	Charges for Services	112,831	122,764	9,933	8.8%
6	Fines and Forfeitures	105,000	105,000	0	0.0%
7	Special Assessments	1,000	0	(1,000)	-100.0%
8	Miscellaneous	128,167	108,225	(19,942)	-15.6%
9	Sale of Assets	300	300	0	0.0%
10	Transfers In	217,048	223,110	6,062	2.8%
11	Total Revenues & Other Financing Sources	4,309,741	4,426,643	116,902	2.7%
<b><u>EXPENDITURES &amp; OTHER FINANCING USES:</u></b>					
General Government:					
12	Mayor & Council	26,294	25,143	(1,151)	-4.4%
13	Administration	591,789	602,321	10,532	1.8%
14	Elections	10,900	10,900	0	0.0%
15	Assessing	88,872	90,493	1,621	1.8%
16	Planning & Zoning	190,150	193,841	3,691	1.9%
17	Comprehensive Plan	8,000	8,000	0	0.0%
18	Data Processing	72,850	82,083	9,233	12.7%
19	Police/Public Works Facility	69,415	69,415	0	0.0%
20	Municipal Building	48,410	39,100	(9,310)	-19.2%
21	Unallocated	2,300	2,100	(200)	-8.7%
22	Total General Government	1,108,980	1,123,397	14,417	1.3%
Public Safety:					
23	Police	1,564,597	1,617,770	53,173	3.4%
24	Police Records Management	8,850	8,850	0	0.0%
25	Fire	394,172	424,716	30,544	7.7%
26	Building Inspections	300,006	312,013	12,007	4.0%
27	Emergency Management	5,200	5,200	0	0.0%
28	Total Public Safety	2,272,825	2,368,549	95,724	4.2%
Public Works:					
29	Public Works	708,212	706,455	(1,757)	-0.2%
30	Sanitation & Recycling	15,112	18,145	3,033	20.1%
31	Total Public Works	723,324	724,600	1,276	0.2%
Parks & Recreation:					
32	Community Building	33,950	37,127	3,177	9.4%
33	Parks	168,662	170,970	2,308	1.4%
34	Total Parks & Recreation	202,612	208,098	5,486	2.7%
35	Transfers Out	2,000	2,000	0	0.0%
36	Total Expenditures & Other Financing Uses	4,309,741	4,426,643	116,902	2.7%
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>					
37		0	0	0	N/A



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## 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 Special Revenue Funds for the City of Medina are:

- Environmental Fund
- Municipal Park Fund
- Field House Operations Fund
- Police Forfeiture Fund
- Police Reserve Equipment Fund
- German Liberal Cemetery Fund
- Community Event Fund
- Cable Franchise 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. In 2017, a portion of the annual antenna revenue was allocated from the general fund.

	2017	2018	Amount	Percentage
	Actual	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Miscellaneous	2,435	51,362	48,927	2009.3%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Other Services and Charges	6,112	10,000	3,888	63.6%
Capital Outlay	0	0	0	N/A
Total Expenditures and Other Financing Uses	6,112	10,000	3,888	63.6%
Net Change in Fund Balance	(3,677)	41,362	45,039	-1224.9%
Fund Balance, Beginning of Year	382,554	378,877		
Fund Balance, End of Year	378,877	420,239		



## 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.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Miscellaneous	0	300	300	N/A
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Capital Outlay	0	0	0	N/A
Net Change in Fund Balance	0	300	300	N/A
Fund Balance, Beginning of Year	56,662	56,662		
Fund Balance, End of Year	56,662	56,962		

## Special Revenue Funds (Continued)

### **FIELD HOUSE OPERATIONS FUND**

#### **PROFILE**

The Field House Operations 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.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Miscellaneous	1,708	1,600	(108)	-6.3%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Personal Services	0	0	0	N/A
Supplies	475	700	225	47.3%
Other Services and Charges	2,535	3,400	865	34.1%
Total Expenditures and Other Financing Uses	3,010	4,100	1,090	36.2%
Net Change in Fund Balance	(1,302)	(2,500)	(1,198)	92.0%
Fund Balance, Beginning of Year	12,851	11,549		
Fund Balance, End of Year	11,549	9,049		

## 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.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Fines and Forfeitures	23,323	35,000	11,677	50.1%
Miscellaneous	0	700	700	N/A
Sale of Assets	0	0	0	N/A
Total Revenues and Other Financing Sources	23,323	35,700	12,377	53.1%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Personal Services	0	0	0	N/A
Supplies	0	0	0	N/A
Other Services and Charges	802	0	(802)	-100.0%
Capital Outlay	1,945	6,000	4,055	208.5%
Transfers Out	15,000	15,000	0	0.0%
Total Expenditures and Other Financing Uses	17,747	21,000	3,253	18.3%
Net Change in Fund Balance	5,575	14,700	9,125	163.7%
Fund Balance, Beginning of Year	162,983	168,558		
Fund Balance, End of Year	168,558	183,258		

## 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.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Charges for Services	0	0	0	N/A
Miscellaneous	0	50	50	N/A
Total Revenues and Other Financing Sources	0	50	50	N/A
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Supplies	24	3,000	2,976	12400.0%
Other Services and Charges	401	1,200	799	199.1%
Capital Outlay	0	0	0	N/A
Total Expenditures and Other Financing Uses	425	4,200	3,775	887.9%
Net Change in Fund Balance	(425)	(4,150)	(3,725)	876.1%
Fund Balance, Beginning of Year	16,309	15,884		
Fund Balance, End of Year	15,884	11,734		

## 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.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Charges for Services	15,585	5,000	(10,585)	-67.9%
Miscellaneous	45	0	(45)	-100.0%
Total Revenues and Other Financing Sources	15,630	5,000	(10,630)	-68.0%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Personal Services	0	0	0	N/A
Other Services and Charges	3,638	2,250	(1,388)	-38.2%
Total Expenditures and Other Financing Uses	3,638	2,250	(1,388)	-38.2%
Net Change in Fund Balance	11,992	2,750	(9,242)	-77.1%
Fund Balance, Beginning of Year	129,342	141,334		
Fund Balance, End of Year	141,334	144,084		

## Special Revenue Funds (Continued)

### COMMUNITY EVENT FUND

#### PROFILE

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

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Miscellaneous	4,275	6,010	1,735	40.6%
Transfers In	2,000	2,000	0	0.0%
Total Revenues and Other Financing Sources	6,275	8,010	1,735	27.6%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Supplies	0	0	0	N/A
Other Services and Charges	10,682	8,000	(2,682)	-25.1%
Total Expenditures and Other Financing Uses	10,682	8,000	(2,682)	-25.1%
Net Change in Fund Balance	(4,407)	10	4,417	-100.2%
Fund Balance, Beginning of Year	3,335	(1,072)		
Fund Balance, End of Year	(1,072)	(1,062)		

## Special Revenue Funds (Continued)

### CABLE FRANCHISE FUND

#### PROFILE

The Cable Franchise Fund was established to account for cable related costs. Cable franchise fee revenues are committed to this fund.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Other Taxes	42,898	50,000	7,102	16.6%
Miscellaneous	0	0	0	N/A
Total Revenues and Other Financing Sources	42,898	50,000	7,102	16.6%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Other Services and Charges	121,527	15,000	(106,527)	-87.7%
Net Change in Fund Balance	(78,629)	35,000	113,629	-144.5%
Fund Balance, Beginning of Year	(9,992)	(88,621)		
Fund Balance, End of Year	(88,621)	(53,621)		

## Special Revenue Funds (Continued)

	204	226	227	235
	Environmental	Municipal	Field	Police
	Fund	Park	House	Forfeiture
<b><u>REVENUES &amp; OTHER FINANCING SOURCES:</u></b>				
<u>Revenues</u>				
Other Taxes				
Intergovernmental				
Charges for Services				
Fines and Forfeitures				35,000
Miscellaneous	51,362	300	1,600	700
Total Revenues	51,362	300	1,600	35,700
<u>Other Financing Sources</u>				
Sale of Assets				0
Transfers In				
Total Other Financing Sources	0	0	0	0
Total Revenues & Other Financing Sources	51,362	300	1,600	35,700
<b><u>EXPENDITURES &amp; OTHER FINANCING USES:</u></b>				
<u>Current</u>				
General Government				
Public Safety				0
Public Works				
Parks & Recreation	10,000	0	4,100	
Total Current	10,000	0	4,100	0
<u>Capital Outlay</u>				
General Government				
Public Safety				6,000
Public Works				
Parks & Recreation	0	0		
Total Capital Outlay	0	0	0	6,000
<u>Other Financing Uses</u>				
Transfers Out				15,000
Total Expenditures & Other Financing Uses	10,000	0	4,100	21,000
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>				
	41,362	300	(2,500)	14,700



## Special Revenue Funds (Continued)

236	238	240	250	Total
Police Reserve Equipment	German Liberal Cemetery	Community Event	Cable Franchise	Special Revenue
			50,000	50,000
				0
0	5,000			5,000
				35,000
50	0	6,010	0	60,022
50	5,000	6,010	50,000	150,022
				0
		2,000		2,000
0	0	2,000	0	2,000
50	5,000	8,010	50,000	152,022
				2,250
4,200				4,200
				0
		8,000	15,000	37,100
4,200	2,250	8,000	15,000	43,550
				0
0				6,000
				0
				0
0	0	0	0	6,000
				15,000
4,200	2,250	8,000	15,000	64,550
(4,150)	2,750	10	35,000	87,472



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## 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 include:

- Park Dedication Fund
- General Capital Improvement Fund
- Water Capital Improvement Fund
- Sewer Capital Improvement Fund
- Tax Increment 1-9 Fund
- Tower Drive Improvement Fund
- Equipment Replacement Fund
- Road Improvement Fund

## Capital Project Funds

### 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.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Intergovernmental	0	0	0	N/A
Charges for Services	32,046	50,000	17,954	56.0%
Miscellaneous	5,920	6,000	80	1.4%
Total Revenues and Other Financing Sources	37,966	56,000	18,034	47.5%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Capital Outlay	122,180	609,000	486,820	398.4%
Net Change in Fund Balance	(84,213)	(553,000)	(468,787)	556.7%
Fund Balance, Beginning of Year	1,516,594	1,432,381		
Fund Balance, End of Year	1,432,381	879,381		

## Capital Project Funds (Continued)

### 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.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Intergovernmental	0	0	0	N/A
Miscellaneous	0	2,000	2,000	N/A
Transfers In	0	0	0	N/A
Bond Proceeds	0	0	0	N/A
Total Revenues and Other Financing Sources	0	2,000	2,000	N/A
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Capital Outlay	41,546	115,000	73,454	176.8%
Net Change in Fund Balance	(41,546)	(113,000)	(71,454)	172.0%
Fund Balance, Beginning of Year	211,663	170,117		
Fund Balance, End of Year	170,117	57,117		

## Capital Project Funds (Continued)

### WATER CAPITAL IMPROVEMENT FUND

#### PROFILE

The Water Capital Improvement Fund accounts for 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 of the Water enterprise fund as follows:

- 40% for the Water Treatment Plant, Series 2005A bonds (since refunded by the 2012B bonds)
- 100% for the Water Tower, Well, and Raw Water Supply Line, Series 2007A bonds (since refunded by the 2013A bonds)

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.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b>REVENUES AND OTHER FINANCING SOURCES:</b>				
Charges for Services	422,550	400,000	(22,550)	-5.3%
Special Assessments	0	0	0	N/A
Miscellaneous	0	5,000	5,000	N/A
Transfers In	167,500	0	(167,500)	-100.0%
Total Revenues and Other Financing Sources	590,050	405,000	(185,050)	-31.4%
<b>EXPENDITURES AND OTHER FINANCING USES:</b>				
Capital Outlay	7,799	364,000	356,202	4567.6%
Transfers Out	355,818	354,028	(1,790)	-0.5%
Total Expenditures and Other Financing Uses	363,617	718,028	354,412	97.5%
Net Change in Fund Balance	226,434	(313,028)	(539,462)	-238.2%
Fund Balance, Beginning of Year	1,242,344	1,468,777		
Fund Balance, End of Year	1,468,777	1,155,749		

## Capital Project Funds (Continued)

### **SEWER CAPITAL IMPROVEMENT FUND**

#### **PROFILE**

The Sewer Capital Improvement Fund accounts for the financing of improvements and 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.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary Budget</b>	<b>Increase (Decrease)</b>	<b>Increase (Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Charges for Services	63,750	70,000	6,250	9.8%
Special Assessments	0	5,000	5,000	N/A
Miscellaneous	0	10,000	10,000	N/A
Total Revenues and Other Financing Sources	63,750	85,000	21,250	33.3%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Capital Outlay	0	150,000	150,000	N/A
Transfers Out	0	0	0	
Total Expenditures and Other Financing Uses	0	150,000	150,000	N/A
Net Change in Fund Balance	63,750	(65,000)	(128,750)	-202.0%
Fund Balance, Beginning of Year	2,519,663	2,583,413		
Fund Balance, End of Year	2,583,413	2,518,413		

## 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 has been 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 (since 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.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary Budget</b>	<b>Increase (Decrease)</b>	<b>Increase (Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Tax Increments	212,539	292,341	79,802	37.5%
Miscellaneous	0	(4,660)	(4,660)	N/A
Total Revenues and Other Financing Sources	212,539	287,681	75,142	35.4%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Capital Outlay	186,555	0	(186,555)	-100.0%
Transfers Out	257,739	255,844	(1,895)	-0.7%
Total Expenditures and Other Financing Uses	444,294	255,844	(188,450)	-42.4%
Net Change in Fund Balance	(231,754)	31,837	263,591	-113.7%
Fund Balance, Beginning of Year	(135,005)	(366,759)		
Fund Balance, End of Year	(366,759)	(334,922)		



## Capital Project Funds (Continued)

### **TOWER DRIVE IMPROVEMENT FUND**

#### **PROFILE**

The Tower Drive Improvement Fund accounts for all construction revenues and expenditures from the Tower Drive Improvement Project associated with the issuance of the 2015A G.O. Capital Improvement Bond for \$1.765 million. Fund closed in 2017.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Intergovernmental	0	0		
Miscellaneous	0	0	0	N/A
Transfers In	1,190,458	0		
Bond Proceeds	0	0	0	N/A
Total Revenues and Other Financing Sources	1,190,458	0	0	-100.0%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Capital Outlay	59,091	0	(59,091)	-100.0%
Transfers Out	1,709,911	0	(1,709,911)	-100.0%
Total Expenditures and Other Financing Uses	1,769,002	0	(1,769,002)	-100.0%
Net Change in Fund Balance	(578,544)	0	1,769,002	-100.0%
Fund Balance, Beginning of Year	578,544	0		
Fund Balance, End of Year	0	0		

## 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 vehicles, fire equipment, and major office equipment. Proceeds from the issuance of Equipment Certificates and transfers from the General Fund have been the primary funding sources. Beginning with the 2015 budget, the City intends to certify a property tax levy specifically for the funding of equipment replacement.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Property Tax Levy	71,106	134,500	63,394	89.2%
Miscellaneous	0	2,000	2,000	N/A
Sale of Assets	15,841	0	(15,841)	-100.0%
Transfers In	0	0	0	N/A
Bond Proceeds	0	0	0	N/A
Total Revenues and Other Financing Sources	86,947	136,500	49,553	57.0%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Capital Outlay	148,029	307,290	159,261	107.6%
Transfers Out	0	0	0	N/A
Total Expenditures and Other Financing Uses	148,029	307,290	159,261	107.6%
Net Change in Fund Balance	(61,082)	(170,790)	(109,708)	179.6%
Fund Balance, Beginning of Year	323,617	262,534		
Fund Balance, End of Year	262,534	91,744		

## 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. Numerous projects are scheduled in the five-year Capital Improvement Plan (CIP). The City also incorporates the Pavement Management Plan into the CIP for long range planning.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Intergovernmental	0	0	0	N/A
Special Assessments	54,853	5,000	(49,853)	-90.9%
Miscellaneous	0	2,500	2,500	N/A
Transfers In	221,888		(221,888)	-100.0%
Bond Proceeds	0	0	0	N/A
Total Revenues and Other Financing Sources	276,741	7,500	(269,241)	-97.3%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Capital Outlay	699,447	776,000	76,553	10.9%
Net Change in Fund Balance	(422,707)	(768,500)	(345,793)	81.8%
Fund Balance, Beginning of Year	670,115	247,409		
Fund Balance, End of Year	247,409	(521,091)		

## Capital Project Funds (Continued)

	225	401	402
	Park	General	Water
	Dedication	Capital	Capital
		Improvement	Improvement
<b><u>REVENUES &amp; OTHER FINANCING SOURCES:</u></b>			
<u>Revenues</u>			
Property Tax Levy			
Tax Increments			
Intergovernmental	0	0	
Charges for Services	50,000		400,000
Special Assessments			0
Miscellaneous	6,000	2,000	5,000
Total Revenues	56,000	2,000	405,000
<u>Other Financing Sources</u>			
Sale of Assets			
Transfers In		0	0
Bond Proceeds		0	
Total Other Financing Sources	0	0	0
Total Revenues & Other Financing Sources	56,000	2,000	405,000
<b><u>EXPENDITURES &amp; OTHER FINANCING USES:</u></b>			
<u>Capital Outlay</u>			
General Government		10,000	
Public Safety		30,000	
Public Works			
Parks & Recreation	609,000	15,000	
Economic Development			
Water			4,000
Sewer			
Total Capital Outlay	609,000	55,000	4,000
<u>Other Financing Uses</u>			
Transfers Out			354,028
Total Expenditures & Other Financing Uses	609,000	55,000	358,028
<b><u>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</u></b>			
	(553,000)	(53,000)	46,972



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## 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 several ways. Some dollars are collected through property 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-financed 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. The City's Debt Service Funds include:

- G.O. Bonds 2008 Uptown Hamel Fund
- G.O. Improvement Bonds 2010A Fund
- G.O. Improvement Bonds 2011A Fund
- G.O. Taxable Improvement Bonds 2011B Fund
- G.O. Capital Improvement Plan Bonds 2012A Fund (PW/PD Facility)
- G.O. Refunding Bonds 2012B Fund (TIF)
- G.O. Refunding Bonds 2013A Fund (PW/PD Facility)
- G.O. Improvement Bonds 2015A (Tower Drive)
- G.O. Refunding Bonds 2016A (2008A)
- G.O. Improvement Bonds 2017A Fund

## 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 the 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. In 2016, this bond was refinanced as G.O. Refunding Bond 2016A.

	2017	2018	Amount	Percentage
	Actual	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Special Assessments	18,414	0	(18,414)	-100.0%
Miscellaneous	0	0	0	N/A
Transfers In	187,739	0	(187,739)	-100.0%
Bond Proceeds	0	0	0	N/A
Total Revenues and Other Financing Sources	206,153	0	(206,153)	-100.0%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Debt Service	181,798	0	(181,798)	-100.0%
Net Change in Fund Balance	24,355	0	(24,355)	-100.0%
Fund Balance, Beginning of Year	1,258,152	1,282,507		
Fund Balance, End of Year	1,282,507	1,282,507		



## 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.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Property Tax Levy	15,080	29,500	14,420	95.6%
Special Assessments	1,618	0	(1,618)	-100.0%
Miscellaneous	0	195	195	N/A
Total Revenues and Other Financing Sources	16,697	29,695	12,998	77.8%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Debt Service	39,891	38,754	(1,137)	-2.9%
Net Change in Fund Balance	(23,194)	(9,059)	14,135	-60.9%
Fund Balance, Beginning of Year	53,232	30,039		
Fund Balance, End of Year	30,039	20,980		

## 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.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Property Tax Levy	6,903	14,000	7,097	102.8%
Special Assessments	515	856	341	66.1%
Miscellaneous	0	140	140	N/A
Total Revenues and Other Financing Sources	7,418	14,996	7,578	102.2%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Debt Service	17,466	21,210	3,744	21.4%
Net Change in Fund Balance	(10,048)	(6,214)	3,834	-38.2%
Fund Balance, Beginning of Year	30,595	20,547		
Fund Balance, End of Year	20,547	14,333		

## 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.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Property Tax Levy	29,145	58,000	28,855	99.0%
Intergovernmental	0	0	0	N/A
Special Assessments	3,277	5,477	2,200	67.2%
Miscellaneous	0	1,203	1,203	N/A
Total Revenues and Other Financing Sources	32,421	64,680	32,259	99.5%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Debt Service	103,318	100,456	(2,862)	-2.8%
Net Change in Fund Balance	(70,897)	(35,776)	35,121	-49.5%
Fund Balance, Beginning of Year	306,172	235,275		
Fund Balance, End of Year	235,275	199,499		

## 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.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Property Tax Levy	126,071	243,915	117,844	93.5%
Miscellaneous	0	2,023	2,023	N/A
Transfers In	61,531	60,978	(553)	-0.9%
Total Revenues and Other Financing Sources	<u>187,602</u>	<u>306,916</u>	<u>119,314</u>	<u>63.6%</u>
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Debt Service	295,396	292,488	(2,908)	-1.0%
Net Change in Fund Balance	(107,794)	14,428	<u>122,222</u>	<u>-113.4%</u>
Fund Balance, Beginning of Year	391,355	283,561		
Fund Balance, End of Year	<u>283,561</u>	<u>297,989</u>		

## 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.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Special Assessments	12,550	11,485	(1,065)	-8.5%
Miscellaneous	0	58	58	N/A
Transfers In	70,000	75,000	5,000	7.1%
Total Revenues and Other Financing Sources	82,550	86,543	3,993	4.8%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Debt Service	86,242	90,263	4,021	4.7%
Net Change in Fund Balance	(3,692)	(3,720)	(28)	0.8%
Fund Balance, Beginning of Year	18,236	14,545		
Fund Balance, End of Year	14,545	10,825		

## Debt Service Funds (Continued)

### G.O. REFUNDING BONDS 2013A FUND

#### **PROFILE**

In 2013, the City issued the 2013A G.O. Refunding Bonds to refinance \$1,160,000 of the 2007A G.O. Water Revenue Bonds, with the defeasance occurring on February 1, 2015. A total of \$1.4 million of the remaining outstanding 2007A G.O. Water Revenue Bonds were originally recharacterized as G.O. CIP bonds in 2012 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. This debt will be fully retired on February 1, 2023.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Property Tax Levy	67,758	133,917	66,159	97.6%
Miscellaneous	0	871	871	N/A
Transfers In	33,017	33,480	463	1.4%
Total Revenues and Other Financing Sources	100,775	168,268	67,493	67.0%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Debt Service	154,117	156,625	2,508	1.6%
Net Change in Fund Balance	(53,341)	11,643	64,984	-121.8%
Fund Balance, Beginning of Year	181,899	128,557		
Fund Balance, End of Year	128,557	140,200		

## Debt Service Funds (Continued)

### G.O. IMPROVEMENT BONDS 2015A FUND

#### PROFILE

In 2015, the City issued \$1,765,000 of 2015A G.O. Improvement Bonds to finance improvements to Tower Drive. Other sources for the project included MSA, park dedication, grant, and utility funds. The project is accounted for in the Tower Drive capital projects fund.

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, 2031.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Property Tax Levy	30,740	61,959	31,219	101.6%
Special Assessments	45,489	89,490	44,001	96.7%
Miscellaneous	0	1,006	1,006	N/A
Transfers In	672,338	0	(672,338)	-100.0%
Total Revenues and Other Financing Sources	748,566	152,455	(596,111)	-79.6%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Debt Service	168,283	160,200	(8,083)	-4.8%
Net Change in Fund Balance	580,282	(7,745)	(588,027)	-101.3%
Fund Balance, Beginning of Year	230,301	810,583		
Fund Balance, End of Year	810,583	802,838		

## Debt Service Funds (Continued)

### G.O. REFUNDING BONDS 2016A FUND

#### PROFILE

In 2016, the City issued the 2016A G.O. Refunding Bonds to refinance \$2,280,000 of the 2008A G.O. Improvement Bonds, with the defeasance occurring on February 1, 2017. 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, 2024.

	2017	2018	Amount	Percentage
	Actual	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Special Assessments	0	14,457	14,457	N/A
Miscellaneous	0	800	800	N/A
Transfers In	0	172,000	172,000	N/A
Bond Proceeds	0	0	0	N/A
Total Revenues and Other Financing Sources	0	187,257	187,257	N/A
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Debt Service	12,650	188,200	175,550	1387.7%
Net Change in Fund Balance	(12,650)	(943)	11,707	-92.5%
Fund Balance, Beginning of Year	0	0		
Fund Balance, End of Year	0	(943)		



## Debt Service Funds (Continued)

### G.O. IMPROVEMENT BONDS 2017A FUND

#### PROFILE

In 2017, the City issued \$1,210,000 of 2017A G.O. Improvement Bonds to finance the Deer Hill Improvement Project. The project will be 100% assessed; payable at the sale of each lot, issuance of building permit or at the end of a twelve-year deferment in 2028. The project is accounted for in the Deer Hill Improvement capital projects fund.

Revenues for payment of this bond issue come from special assessments. Expenditures in this fund are for principal and interest on the bonds and paying agent fees for bond servicing. This debt can be prepaid at any time; otherwise fully retired on February 1, 2031.

	<b>2017</b>	<b>2018</b>	<b>Amount</b>	<b>Percentage</b>
	<b>Actual</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Special Assessments	88,537	0	(88,537)	-100.0%
Miscellaneous	0	55	55	N/A
Transfers In	0	0	0	N/A
Bond Proceeds	1,167,503	0	(1,167,503)	-100.0%
Total Revenues and Other Financing Sources	1,256,039	55	(1,255,984)	-100.0%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Debt Service	0	22,534	22,534	N/A
Net Change in Fund Balance	1,256,039	(22,479)	(1,278,518)	-101.8%
Fund Balance, Beginning of Year	0	1,256,039		
Fund Balance, End of Year	1,256,039	1,233,560		

## Debt Service Funds (Continued)

	306	312	313	316
	G.O. Bonds	G.O.	G.O.	G.O. Taxable
	2008	Improvement	Improvement	Improvement
	Uptown Hamel	Bonds	Bonds	Bonds
		2010A	2011A	2011B
<b><u>REVENUES &amp; OTHER FINANCING SOURCES:</u></b>				
<u>Revenues</u>				
Property Tax Levy		29,500	14,000	58,000
Intergovernmental				0
Special Assessments	0	0	856	5,477
Miscellaneous	0	195	140	1,203
Total Revenues	0	29,695	14,996	64,680
<u>Other Financing Sources</u>				
Transfers In	0			
Bond Proceeds				
Total Other Financing Sources	0	0	0	0
Total Revenues & Other Financing Sources	0	29,695	14,996	64,680
<b><u>EXPENDITURES &amp; OTHER FINANCING USES:</u></b>				
<u>Expenditures</u>				
Debt Service	0	38,754	21,210	100,456
<u>Other Financing Uses</u>				
Transfers Out				
Bonds Paid by Escrow				
Total Other Financing Uses	0	0	0	0
Total Expenditures & Other Financing Uses	0	38,754	21,210	100,456
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>				
	0	(9,059)	(6,214)	(35,776)



## 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 2017 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

Operating revenues are budgeted to increase \$24,911. A 3% charge for services rate increase supported by the 2012-2013 Water Rate Analysis. Operating expenses (excluding transfers) are budgeted to increase \$32,032 (includes CIP). 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>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
PW Director	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.25
PW Foreman	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.40	0.60
Office Assistant	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.15	0.15
Street Maintenance/Inspector	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.15
PW Maintenance	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.16	0.21	0.25
PW Water/Sewer Operator	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.45	0.45	0.35
PW Maintenance	0.17	0.17	0.17							
PW On-call	0.45	0.45	0.45	0.45	0.15	0.15	0.15	0.15	0.18	0.14
Part Time Help										
Total FTE's	1.97	1.97	1.97	1.80	1.50	1.50	1.52	1.54	1.74	1.82

#### CAPITAL OUTLAY

Accounted for in the Water Capital Improvement Fund.

## Public Utility Funds (Continued)

### WATER UTILITY FUND (continued)

	2017	2018	Amount	Percentage	
	Budget	Preliminary	Increase	Increase	
		Budget	(Decrease)	(Decrease)	
1	<b><u>OPERATING REVENUES</u></b>				
2					
3	<b><u>Charges for Services</u></b>				
4					
5	Charges for Services	831,652	856,563	24,911	3.0%
6	Special Assessments	2,500	2,500	0	0.0%
7	Meter Sales	28,140	28,140	0	0.0%
8					
9	Total Charges for Services	862,292	887,203	24,911	2.9%
10					
11	<b>TOTAL OPERATING REVENUES</b>	862,292	887,203	24,911	2.9%
12					
13	<b><u>OPERATING EXPENSES</u></b>				
14					
15	Personal Services	170,655	175,737	5,082	3.0%
16	Supplies	87,220	87,020	(200)	-0.2%
17	Depreciation	335,000	345,000	10,000	3.0%
18	Other Services and Charges	170,100	197,250	27,150	16.0%
19					
20	<b>TOTAL OPERATING EXPENSES</b>	762,975	805,007	42,032	5.5%
21					
22	<b>OPERATING INCOME (LOSS)</b>	99,317	82,196	(17,121)	-17.2%
23					
24	<b><u>NONOPERATING REVENUES</u></b>				
25					
26	Miscellaneous Revenues	0	0	0	N/A
27	Interest Earnings	5,000	5,000	0	0.0%
28	Water Connect/Reconnect Fee	17,000	17,000	0	0.0%
29					
30	Total Nonoperating Revenues	22,000	22,000	0	0.0%
31					
32	<b><u>NONOPERATING EXPENSES</u></b>				
33					
34	Bond Interest	(43,563)	(34,488)	0	-20.8%
35	Fiscal Agent s Fees	(700)	(700)	0	0.0%
36					
37	Total Nonoperating Expenses	(44,263)	(35,188)	0	-20.5%
38					
39	<b>INCOME (LOSS) BEFORE CAPITAL</b>				
40	<b>CONTRIBUTIONS AND TRANSFERS</b>	77,054	69,008	(17,121)	-10.4%
41					
42	<b><u>CAPITAL CONTRIBUTIONS AND TRANSFERS</u></b>				
43					
44	Transfers from Other Funds	355,818	350,693	(5,125)	-1.4%
45	Transfers to Other Funds	(118,401)	(120,636)	(2,235)	1.9%
46	Capital Contributions	0	0	0	N/A
47					
48	Total Capital Contributions and Transfers	237,417	230,057	(7,360)	-3.1%
49					
50	<b>CHANGE IN NET POSITION</b>	314,471	299,065	(24,481)	-4.9%
51					
52	<b>NET POSITION, JANUARY 1</b>	5,805,731	6,120,202	314,471	5.4%
53					
54	<b>NET POSITION, DECEMBER 31</b>	6,120,202	6,419,267	299,065	4.9%
55					

## 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

Operating revenues are budgeted to increase by \$18,765. Rates are scheduled to increase by 3% as supported by the sewer rate analysis. Operating expenses are projected to increase by \$39,410 (includes CIP). 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>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
PW Director	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
PW Foreman	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.30
Office Assistant	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.15	0.15
Street Maintenance/Inspector	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.15
PW Maintenance	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.16	0.21	0.25
PW Water/Sewer Operator	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.25	0.25	0.25
PW Maintenance	0.18	0.18	0.18							
PW On-call	0.45	0.45	0.45	0.45	0.15	0.15	0.15	0.15	0.18	0.14
Part Time Help										
Total FTE's	1.69	1.69	1.69	1.51	1.21	1.21	1.23	1.14	1.34	1.37

#### CAPITAL OUTLAY

Accounted for in the Sewer Capital Improvement Fund.

## Public Utility Funds (Continued)

### SEWER UTILITY FUND (continued)

		2017 Budget	2018 Prelim Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
1	<b><u>OPERATING REVENUES</u></b>				
2					
3	<b><u>Charges for Services</u></b>				
4					
5	Charges for Services	584,312	603,077	18,765	3.2%
6	Special Assessments	2,500	2,500	0	0.0%
7					
8	Total Charges for Services	586,812	605,577	18,765	3.2%
9					
10	<b>TOTAL OPERATING REVENUES</b>	586,812	605,577	18,765	3.2%
11					
12	<b><u>OPERATING EXPENSES</u></b>				
13					
14	Personal Services	140,598	145,353	4,755	3.4%
15	Supplies	6,880	5,880	(1,000)	-14.5%
16	Depreciation	100,000	110,000	10,000	10.0%
17	Other Services and Charges	364,900	360,500	(4,400)	-1.2%
18					
19	<b>TOTAL OPERATING EXPENSES</b>	612,378	621,733	9,355	1.5%
20					
21	<b>OPERATING INCOME (LOSS)</b>	(25,566)	(16,156)	9,410	-36.8%
22					
23	<b><u>NONOPERATING REVENUES</u></b>				
24					
25	Miscellaneous Revenues	0	0	0	N/A
26	Interest Earnings	5,000	5,000	0	0.0%
27					
28	Total Nonoperating Revenues	5,000	5,000	0	0.0%
29					
30	<b>INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	(20,566)	(11,156)	9,410	-45.8%
31					
32					
33	<b><u>CAPITAL CONTRIBUTIONS AND TRANSFERS</u></b>				
34					
35	Transfers to Other Funds	(123,347)	(127,498)	(4,151)	3.4%
36	Capital Contributions	0	0	0	N/A
37					
38	Total Capital Contributions and Transfers	(123,347)	(127,498)	(4,151)	3.4%
39					
40	<b>CHANGE IN NET POSITION</b>	(143,913)	(138,654)	5,259	-3.7%
41					
42	<b>NET POSITION, JANUARY 1</b>	4,049,142	3,905,229	(143,913)	-3.6%
43					
44	<b>NET POSITION, DECEMBER 31</b>	3,905,229	3,766,575	(138,654)	-3.6%
45					



## 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

Operating revenues are budgeted at a 3% rate increase, or \$6,111.

Operating expenses are budgeted to increase by \$45,545 (includes CIP). 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>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
PW Director	0.10	0.10	0.10	0.10	0.10	0.10	0.10
PW Foreman	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Office Assistant	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Street Maintenance Inspector	0.20	0.20	0.20	0.20	0.20	0.20	0.20
PW Maintenance	0.10	0.10	0.10	0.10	0.10	0.10	0.10
PW Maintenance	0.10	0.10	0.10				
Total FTE's	0.70	0.70	0.60	0.60	0.60	0.60	0.60

#### CAPITAL OUTLAY

Various Improvements.

## Public Utility Funds (Continued)

### STORM WATER UTILITY FUND (continued)

		2017	2018	Amount	Percentage
		Budget	Prelim Budget	Increase (Decrease)	Increase (Decrease)
1	<b><u>OPERATING REVENUES</u></b>				
2					
3	<b><u>Charges for Services</u></b>				
4					
5	Charges for Services	203,716	210,827	7,111	3.5%
6	Special Assessments	2,500	2,500	0	0.0%
7					
8	Total Charges for Services	206,216	213,327	7,111	3.4%
9					
10	<b>TOTAL OPERATING REVENUES</b>	206,216	213,327	7,111	3.4%
11					
12	<b><u>OPERATING EXPENSES</u></b>				
13					
14	Personal Services	70,821	73,341	2,520	3.6%
15	Supplies	5,200	5,200	0	0.0%
16	Depreciation	7,000	33,000	26,000	371.4%
17	Other Services and Charges	57,700	109,725	52,025	90.2%
18					
19	<b>TOTAL OPERATING EXPENSES</b>	140,721	221,266	80,545	57.2%
20					
21	<b>OPERATING INCOME (LOSS)</b>	65,495	(7,939)	(73,434)	-112.1%
22					
23	<b><u>NONOPERATING REVENUES</u></b>				
24					
25	Miscellaneous Revenues	3,000	0	(3,000)	-100.0%
26	Interest Earnings	1,000	1,000	0	0.0%
27					
28	Total Nonoperating Revenues	4,000	1,000	(3,000)	-75.0%
29					
30	<b>INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	69,495	(6,939)	(76,434)	-110.0%
31					
32					
33	<b><u>CAPITAL CONTRIBUTIONS AND TRANSFERS</u></b>				
34					
35	Transfers from Other Funds	0	0	0	N/A
36	Transfers to Other Funds	(54,849)	(56,494)	(1,645)	3.0%
37	Capital Contributions	0	0	0	N/A
38					
39	Total Capital Contributions and Transfers	(54,849)	(56,494)	(1,645)	3.0%
40					
41	<b>CHANGE IN NET POSITION</b>	14,646	(63,433)	(78,079)	-533.1%
42					
43	<b>NET POSITION, JANUARY 1</b>	821,140	835,786	14,646	1.8%
44					
45	<b>NET POSITION, DECEMBER 31</b>	835,786	772,353	(63,433)	-7.6%
46					



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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.)