



2020 COMPREHENSIVE ANNUAL BUDGET

DECEMBER 3, 2020

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CITY OF MEDINA
2020 COMPREHENSIVE ANNUAL BUDGET

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Mayor and City Council Members

December 3, 2019

The City of Medina Staff is pleased to submit the 2020 proposed Comprehensive Annual Budget and property tax levy for your consideration of final approval on December 3, 2019. This 2020 budget reflects the Council's property tax levy and budget discussions throughout 2019. When approved, this budget will be the basis for the final 2020 property tax levy to be certified to Hennepin County in December 2019. The County will then use the certified property tax levy for final 2020 property tax calculations.

Medina's population as of the 2010 census was 4,892 residents living in a total of 1,702 housing units. 2020 population is estimated to be 6,873, based on mathematical estimations of Medina's fire districts. Total taxable market value increased 4.8% from \$1.717 billion in 2019 to \$1.778 billion in 2020. Adjusted net tax capacity increased 5.2% from \$18.6 million in 2019 to \$19.5 million in 2020.

The budget proposes a General Fund property tax levy increase of \$108,555 for 2020, which is an increase of 3.3%. The increase is partially due to decreasing revenue sources. Pre-existing debt service levies have increased by \$5,322. Capital levies for the Municipal Park Fund and Equipment Fund have a total increase of \$276,000. The overall total levy increase for 2020 amounts to \$389,877.

Property Tax Levy:	<u>2019</u>	<u>2020</u>	<u>Change</u>
General Fund	\$3,325,897	\$3,434,452	\$108,555
Capital Equipment	134,500	312,500	178,000
Municipal Park Fund	14,000	112,000	98,000
Road Improvement Debt Service	151,106	152,753	1,647
Building Debt Service	<u>377,391</u>	<u>381,066</u>	<u>3,675</u>
Total Levy	\$4,002,894	\$4,392,771	\$389,877

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 2020 is \$4,807,123 compared to the 2019 budget of \$4,572,338. As has been true in the past, these revenue estimates are based on conservative assumptions.

With the proposed general operating levy increase of 3.3%, property tax collections in the General Fund are projected to increase from \$3,325,897 in 2019 to \$3,434,452 in 2020. As in prior years, the City continues to receive the largest portion of the General Fund revenue from the property tax. In 2020, the tax levy will provide approximately 71.0% of the City's total General Fund revenues.

Licenses and Permits are estimated to remain steady. The budget is conservative regarding building permit activity to account for slowing growth in the future. A large portion of building permit surplus can be offset by building inspection liability that isn't booked until year-end.

The Intergovernmental revenue budget is projected to increase to \$288,773 in 2020, due to increase in fire state aid. There are no scheduled increases related to the Safe and Sober program.

Budgeted transfers to the General Fund from the Water, Sewer, and Storm Water funds have increased from \$213,573 in 2019 to \$220,783 based on a 1.5% water increase, 2% sewer increase and a 3% storm water increase.

GENERAL FUND EXPENDITURES:

General Fund expenditures are budgeted to increase from \$4,572,338 in 2019 to \$4,807,123 in 2020. General government expenditures are budgeted to increase \$47,195 or 4.0%, largely due to staff wages and building contracts services (utilities and maintenance). Public safety expenditures are budgeted to increase \$75,675 or 3.1%, due to fire services, staff wages and building inspections. Parks and recreation expenditures are budgeted to increase \$24,590 or 11.7%, the increase is due to expanding contractual services (mowing and chem lawn). Public works expenditures are budgeted to increase by \$30,444 or 4.1%. 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 58% of the General Fund Budget. A 2.5% cost of living adjustment (COLA) and defined pay grade step (step) increases are included in the 2020 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 several 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. Conduit bond revenue in the amount of \$15,500 was received in 2019 to be spread over five years. Additional donations will again be needed in 2020 to fund a

fireworks contract for the event. To assist in the event funding, a \$4,000 transfer in from the General Fund is budgeted for 2020.

Municipal Park Fund: Park equipment has an asset/depreciation life between 10 and 40 years. Past practice for park equipment replacement needs have been funded from the General Fund or Park Dedication Fund if classified as a capital improvement. The past need for park replacement has not been great because the parks were new or newer. As the parks and park equipment within the City of Medina approach asset life, there will be an increased need for replacement. The funds within the Park Dedication Fund will not be enough to maintain a practice of funding replacements or improvements. The 2040 Comprehensive Plan shows between \$13.8 and \$27.4 million in new parks and trails development over the next 20 years. The Park Dedication Fund's revenue source is 100% dependent on development and developers and needs to set aside for future use. There have been past years and will be again when no revenue comes in for Park Dedication. Thus, the reason there is importance in establishing a constant revenue source for the Municipal Park Fund to handle replacements, which will be ongoing while there are parks in use. The Municipal Park levy is budgeted to increase \$98,000 beginning in 2020.

Water Utility: The City's 2018 Water Rate Analysis demonstrated the need for a 1.5% rate increase in user rates and no current increase in the trunk connection fees.

Sewer Utility: The City's 2018 Sewer Rate Analysis includes a 2% rate increase in user rates and a decrease in trunk connection fees because of the addition of an area charge for the Willow TH 55 lift station .

Storm Water Utility: A 3% increase in the Storm Water Utility rate has been included in the 2020 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 2020 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



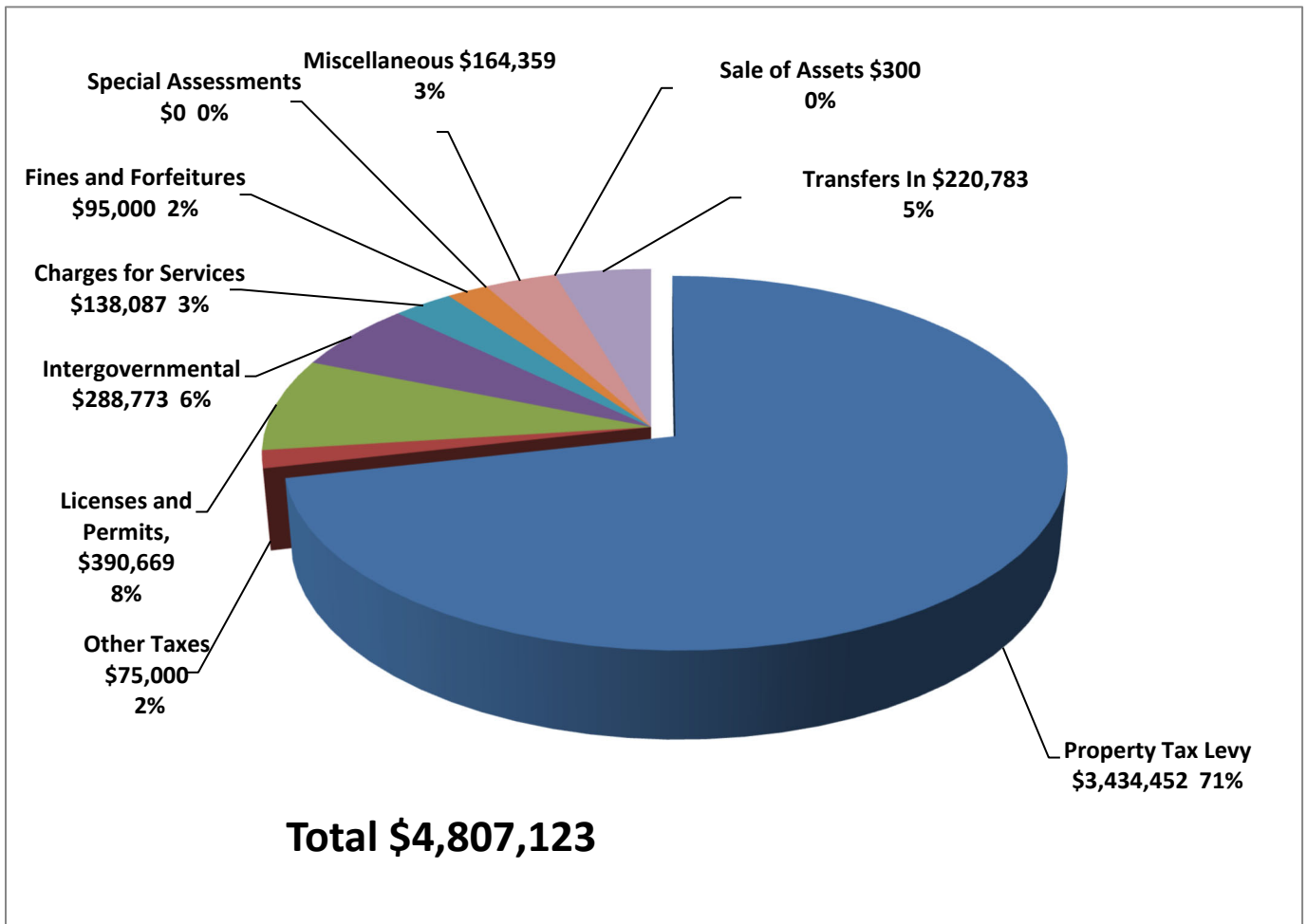
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General Fund

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 2020

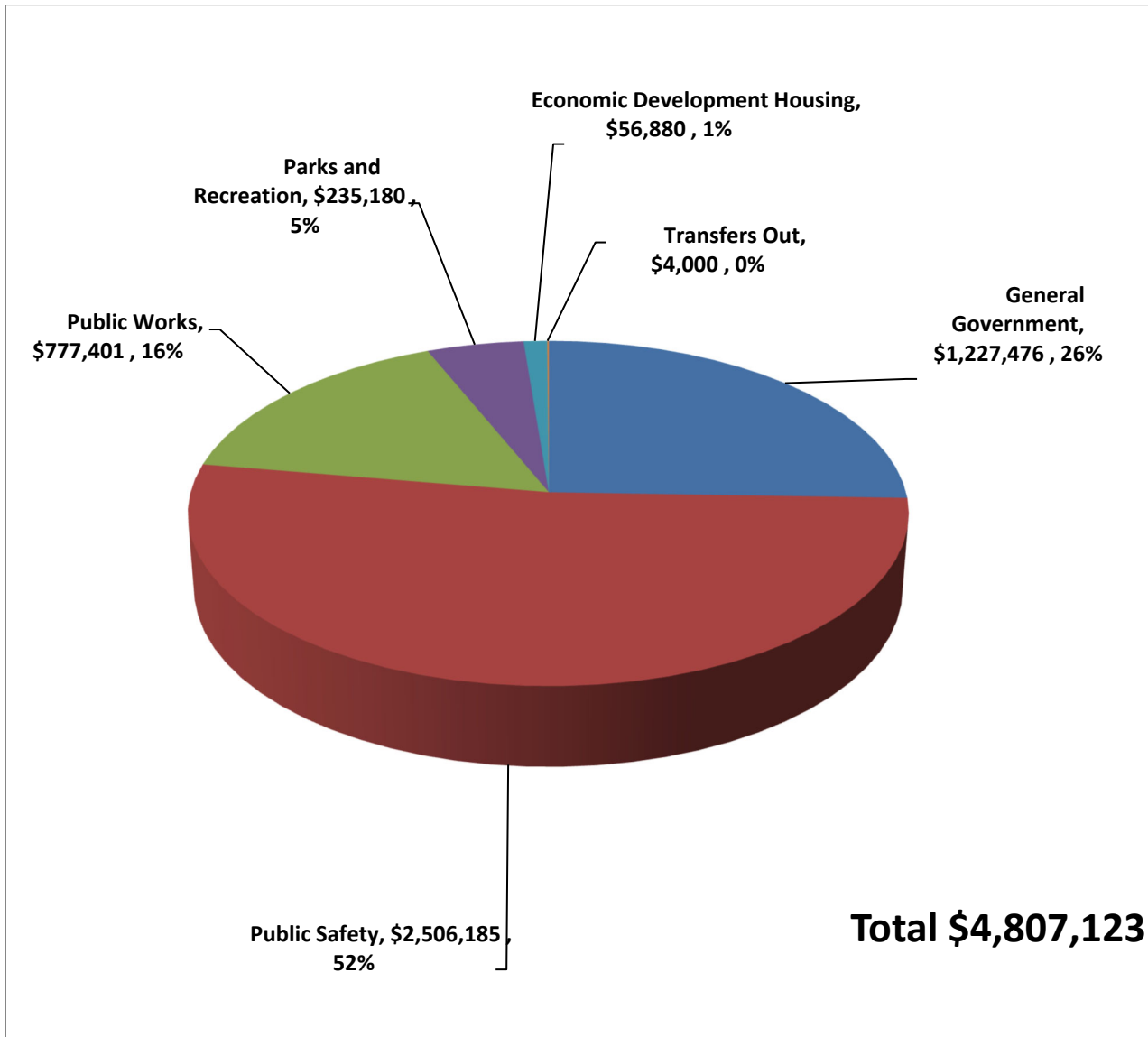
	2018	2019	2020	Amount	Percentage
	Budget	Budget	Prelim	Increase	Increase
			Budget	(Decrease)	(Decrease)
<u>REVENUES & OTHER FINANCING SOURCES:</u>					
Property Tax Levy	3,229,026	3,325,897	3,434,452	108,555	3.3%
Other Taxes	30,000	33,000	75,000	42,000	127.3%
Licenses and Permits	374,300	377,400	390,669	13,269	3.5%
Intergovernmental	232,118	263,910	288,773	24,863	9.4%
Charges for Services	124,564	123,146	138,087	14,941	12.1%
Fines and Forfeitures	105,000	110,000	95,000	(15,000)	-13.6%
Special Assessments	0	1,715	0	(1,715)	-100.0%
Miscellaneous	108,225	123,698	164,359	40,661	32.9%
Sale of Assets	300	0	0	0	N/A
Transfers In	223,110	213,572	220,783	7,211	3.4%
Total Revenues & Other Financing Sources	4,426,643	4,572,338	4,807,123	234,785	5.1%



General Fund Expenditures and Other Financing Uses By Department 2020

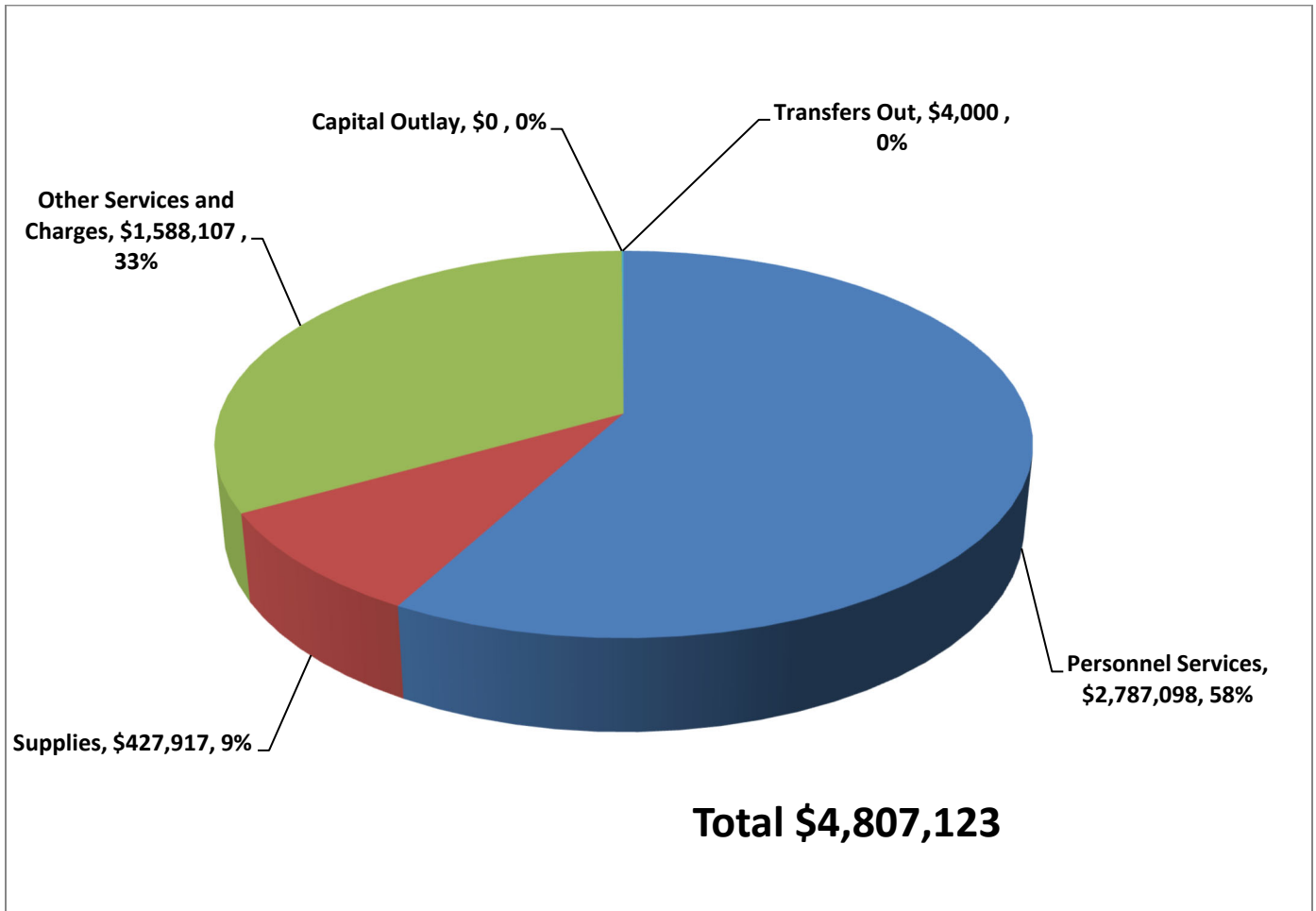
	2018 Budget	2019 Budget	2020 Preliminary Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
General Government:					
Mayor & Council	25,144	25,644	25,543	(101)	-0.4%
Administration	602,321	630,578	662,230	31,652	5.0%
Elections	10,900	11,400	15,400	4,000	35.1%
Assessing	90,493	93,840	98,066	4,226	4.5%
Planning & Zoning	193,840	189,411	191,032	1,621	0.9%
Comprehensive Plan	8,000	8,000	8,000	0	0.0%
Data Processing	82,083	82,083	88,704	6,621	8.1%
Police/Public Works Facility	69,415	76,415	77,500	1,085	1.4%
Municipal Building	39,100	60,810	61,000	190	0.3%
Unallocated	2,100	2,100	0	(2,100)	-100.0%
Total General Government	1,123,396	1,180,281	1,227,476	47,195	4.0%
Public Safety:					
Police	1,617,770	1,649,375	1,737,111	86,138	5.2%
Police Records Management	8,850	8,850	13,500	4,650	52.5%
Fire	424,716	446,242	419,111	(27,131)	-6.1%
Building Inspections	312,012	318,343	330,664	12,321	3.9%
Emergency Management	5,200	5,200	5,800	600	11.5%
Total Public Safety	2,368,548	2,428,010	2,506,185	76,577	3.2%
Public Works:					
Public Works	705,455	726,877	751,401	24,524	3.4%
Sanitation & Recycling & Organics	18,146	20,080	26,000	5,920	29.5%
Total Public Works	723,601	746,957	777,401	30,444	4.1%
Parks & Recreation:					
Community Building	37,127	41,146	41,808	662	1.6%
Parks	169,470	169,444	193,372	23,928	14.1%
Total Parks & Recreation	206,597	210,590	235,180	24,590	11.7%
Economic Development Housing					
Housing	0	0	56,880	56,880	N/A
Total Economic Development Housing	0	0	56,880	56,880	N/A
Transfers Out	2,000	4,000	4,000	0	0.0%
Total Expenditures & Other Financing Uses	4,424,142	4,569,838	4,807,123	235,686	5.2%

General Fund Expenditures and Other Financing Uses
By Department 2020



General Fund Expenditures and Other Financing Use

By Type 2020



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

\$ 3,434,452

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 2020 budget is 5.1% greater than the 2019 budget. Property Taxes make up about 71% of the total revenues and other sources collected to provide General Fund services.

Licenses and Permits

\$ 390,669

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

\$ 138,087

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 82% 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

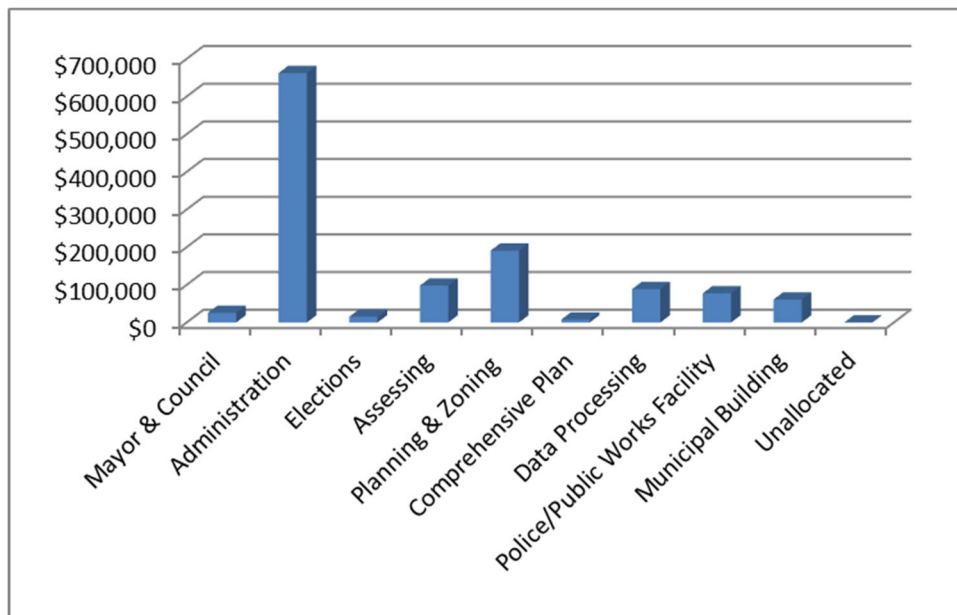
GENERAL GOVERNMENT OVERVIEW

PROFILE

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

	2018 Budget	2019 Budget	2020 Preliminary Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
General Government:					
Mayor & Council	25,144	25,644	25,543	(101)	-0.4%
Administration	602,321	630,578	662,230	31,652	5.0%
Elections	10,900	11,400	15,400	4,000	35.1%
Assessing	90,493	93,840	98,066	4,226	4.5%
Planning & Zoning	193,840	189,411	191,032	1,621	0.9%
Comprehensive Plan	8,000	8,000	8,000	0	0.0%
Data Processing	82,083	82,083	88,704	6,621	8.1%
Police/Public Works Facility	69,415	76,415	77,500	1,085	1.4%
Municipal Building	39,100	60,810	61,000	190	0.3%
Unallocated	2,100	2,100	0	(2,100)	-100.0%
Total General Government	1,123,396	1,180,281	1,227,476	47,195	4.0%

2020 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>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</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

			2020	Amount	Percentage
	2018	2019	Preliminary	Increase	Increase
	Budget	Budget	Budget	(Decrease)	(Decrease)
<u>Mayor and Council</u>					
Total Personnel Services	17,594	17,594	17,493	(101)	-0.6%
Total Other Services and Charges	7,550	8,050	8,050	0	0.0%
Total Mayor and Council	25,144	25,644	25,543	(101)	-0.4%

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>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</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	0.80	0.80					
Assistant to City Administrator/Deputy Clerk						0.80	0.80	0.80	0.80	0.80
Administrative Assistant	0.50	0.50								
Administration Intern									0.42	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
Accounting Part-Time			0.50	0.50	0.50	0.50				
Total FTE's	4.30	4.30	4.30	4.30	4.30	4.80	4.80	5.22	5.18	5.13

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.
- In 2019, a part-time administrative assistant position was created to be shared between admin and finance; replacing the vacant PT Finance Clerk position. Assistant City Administrator position was approved pay grade increase from 5-6 to 7-8.

OPERATING BUDGET

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<u>Administration</u>					
Total Personnel Services	493,765	522,623	547,890	25,267	4.8%
Total Supplies	4,100	5,100	5,100	0	0.0%
Total Other Services and Charges	104,456	102,855	109,240	6,385	6.2%
Total Capital Outlay	0	0	0	0	N/A
Total Administration	602,321	630,578	662,230	31,652	5.0%

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.

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.
- In 2018, two full-time election judges were hired to assist in absentee voting.
- In 2020, two primary elections and one general election will be held. All elections will have absentee voting and require election judges at City Hall.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – ELECTIONS (continued)

OPERATING BUDGET

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<u>Elections</u>					
Total Personnel Services	6,000	6,000	8,550	2,550	42.5%
Total Supplies	800	800	1,000	200	25.0%
Total Other Services and Charges	4,100	4,600	5,850	1,250	27.2%
Total Capital Outlay	0	0	0	0	N/A
Total Elections	10,900	11,400	15,400	4,000	35.1%

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

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<u>Assessing</u>					
Total Supplies	250	250	0	(250)	-100.0%
Total Other Services and Charges	90,243	93,590	98,066	4,476	4.8%
Total Assessing	90,493	93,840	98,066	4,226	4.5%

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>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
Planning Director	0.70	0.70	0.70	0.70	0.70					
City Planner						0.70	0.75	0.75	0.80	0.80
Associate Planner	0.30	0.30	0.30	0.30	0.30				0.38	0.40
Planning Assistant						0.30	0.35	0.35	0.45	0.45
Administrative Assistant	0.12	0.12	0.12	0.12	0.12	0.12	0.12	0.12	0.12	0.12
Part Time Help										
Total FTE's	1.12	1.12	1.12	1.12	1.12	1.12	1.22	1.22	1.75	1.77

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

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<u>Planning and Zoning</u>					
Total Personnel Services	138,099	137,111	140,682	3,571	2.6%
Total Supplies	300	800	750	(50)	-6.3%
Total Other Services and Charges	55,441	51,500	49,600	(1,900)	-3.7%
Total Capital Outlay	0	0	0	0	N/A
Total Planning and Zoning	193,840	189,411	191,032	1,621	0.9%

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 2020-2040 Comprehensive Plan was completed in September 2018. \$8,000 is assigned each year within General Fund reserves to account for total project cost every ten years.

OPERATING BUDGET

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<u>Comprehensive Plan</u>					
Total Other Services and Charges	8,000	8,000	8,000	0	0.0%
Total Comprehensive Plan	8,000	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

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<u>Data Processing</u>					
Total Supplies	59,000	59,000	68,954	9,954	16.9%
Total Other Services and Charges	23,083	23,083	19,750	(3,333)	-14.4%
Total Capital Outlay	0	0	0	0	N/A
Total Data Processing	82,083	82,083	88,704	6,621	8.1%

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

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<u>Police/Public Works Facility</u>					
Total Supplies	0	0	0	0	N/A
Total Other Services and Charges	69,415	76,415	77,500	1,085	1.4%
Total Police/Public Works Facility	69,415	76,415	77,500	1,085	1.4%

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

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary	Increase	Increase
	Budget	Budget	Budget	(Decrease)	(Decrease)
<u>Municipal Building</u>					
Total Supplies	4,500	4,800	2,800	(2,000)	-41.7%
Total Other Services and Charges	34,600	56,010	58,200	2,190	3.9%
Total Capital Outlay	0	0	0	0	N/A
Total Municipal Building	39,100	60,810	61,000	190	0.3%

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

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<u>Unallocated</u>					
Total Other Services and charges	2,100	2,100	0	(2,100)	-100.0%
Total Unallocated	2,100	2,100	0	(2,100)	-100.0%

CAPITAL OUTLAY

N/A

General Fund Expenditures (Continued)

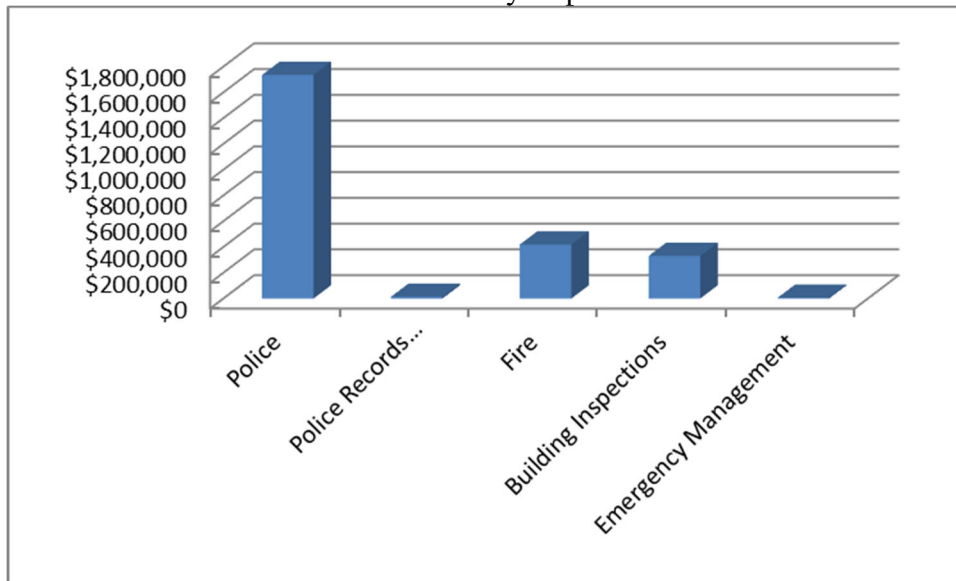
PUBLIC SAFETY OVERVIEW

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.

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
Police	1,617,770	1,649,375	1,737,111	87,736	5.3%
Police Records Management	8,850	8,850	13,500	4,650	52.5%
Fire	424,716	446,242	419,111	(27,131)	-6.1%
Building Inspections	312,012	318,343	330,664	12,321	3.9%
Emergency Management	5,200	5,200	5,800	600	11.5%
Total Public Safety	2,368,548	2,428,010	2,506,185	78,175	3.2%

2020 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>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
Public Safety Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Chief									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	8.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
CSOs	1.50	1.50	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.45
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
Overtime	0.57	0.57	0.57	0.57	0.57	0.57	0.57	0.57	0.57	0.57
Total FTE's	14.07	13.57	12.82	12.82	12.82	12.82	12.82	12.82	12.82	12.52

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 – STAFFING HISTORY & PHILOSOPHY (continued)

- In 2019, Police Sergeant was promoted to Public Safety Directed; effective March 2020. Addition of full-time officer was approved; effective 2020. Part-time transcriptionist position was removed from the budget; effective 2020.

OPERATING BUDGET

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
Police					
Total Personnel Services	1,396,520	1,428,125	1,511,293	83,168	5.8%
Total Supplies	60,000	60,000	61,068	1,068	1.8%
Total Other Services and Charges	161,250	161,250	164,750	3,500	2.2%
Total Capital Outlay	0	0	0	0	N/A
Total Police	1,617,770	1,649,375	1,737,111	87,736	5.3%

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

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary	Increase	Increase
			Budget	(Decrease)	(Decrease)
<u>Police Records Management</u>					
Total Supplies	150	150	0	(150)	-100.0%
Total Other Services and Charges	8,700	8,700	13,500	4,800	55.2%
Total Capital Outlay	0	0	0	0	N/A
Total Police Records Management	8,850	8,850	13,500	4,650	52.5%

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

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<u>Fire</u>					
Total Other Services and Charges	424,716	446,242	419,111	(27,131)	-6.1%
Total Capital Outlay	0	0	0	0	N/A
Total Fire	424,716	446,242	419,111	(27,131)	-6.1%

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 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>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
Planning Director	0.30	0.30	0.30	0.30	0.30					
City Planner						0.30	0.25	0.25	0.20	0.20
Associate Planner	0.70	0.70	0.70	0.70	0.70			0.13	0.13	0.13
Planning Assistant						0.70	0.65	0.65	0.55	0.55
PW Inspector	0.06	0.06	0.06							
Administrative Assistant	0.23	0.23	0.23	0.23	0.23	0.23	0.23	0.23	0.23	0.23
Intern	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.35		
Total FTE's	1.74	1.74	1.74	1.68	1.68	1.68	1.58	1.61	1.11	1.11

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

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary	Increase	Increase
	Budget	Budget	Budget	(Decrease)	(Decrease)
<u>Building Inspections</u>					
Total Personnel Services	173,262	171,193	170,259	(934)	-0.5%
Total Supplies	0	0	750	750	N/A
Total Other Services and Charges	138,750	147,150	159,655	12,505	8.5%
Total Building Inspections	312,012	318,343	330,664	12,321	3.9%

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

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary	Increase	Increase
			Budget	(Decrease)	(Decrease)
<u>Emergency Management</u>					
Total Supplies	0	0	0	0	N/A
Total Other Services and Charges	5,200	5,200	5,800	600	11.5%
Total Emergency Management	5,200	5,200	5,800	600	11.5%

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>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
PW Director	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40
PW Foreman	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.20
Administrative Assistant	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40
Street Maintenance/Inspector	0.43	0.49	0.43	0.49	0.43	0.49	0.49	0.49	0.49	0.49
PW Maintenance	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.40
PW Maintenance	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
PW Maintenance	0.20	0.20	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	0.03	0.03
Winter Temp								0.05	0.05	0.05
Part Time Help	0.25	0.25	0.25				0.30			
Total FTE's	2.61	2.61	2.61	2.42	2.67	2.72	2.52	2.27	2.28	2.17

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

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
Public Works					
Total Personnel Services	290,325	307,747	298,971	(8,776)	-2.9%
Total Supplies	209,080	213,080	244,580	31,500	14.8%
Total Other Services and Charges	206,050	206,050	207,850	1,800	0.9%
Total Capital Outlay	0	0	0	0	N/A
Total Public Works	705,455	726,877	751,401	24,524	3.4%

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>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Assistant City Administrator/City Clerk	0.10	0.10	0.10	0.10	0.10			
Deputy Clerk						0.10	0.10	0.10
Total FTE's	0.10	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

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<u>Sanitation and Recycling</u>					
Total Personnel Services	10,696	11,130	12,155	1,025	9.2%
Total Supplies	500	500	500	0	0.0%
Total Other Services and Charges	4,450	4,450	4,450	0	0.0%
Total Sanitation and Recycling	15,646	16,080	17,105	1,025	6.4%
<u>Organics</u>					
Total Supplies	2,500	4,000	7,895	3,895	97.4%
Total Other Services and Charges	0	0	1,000	1,000	N/A
Total Organics	2,500	4,000	8,895	4,895	122.4%
Total Sanitation and Recycling & Organics	18,146	20,080	26,000	5,920	29.5%

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

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary	Increase	Increase
	Budget	Budget	Budget	(Decrease)	(Decrease)
<u>Community Building</u>					
Total Personnel Services	5,347	5,566	6,078	512	9.2%
Total Supplies	5,000	5,500	5,500	0	0.0%
Total Other Services and Charges	26,780	30,080	30,230	150	0.5%
Total Capital Outlay	0	0	0	0	N/A
Total Community Building	37,127	41,146	41,808	662	1.6%

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>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</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	0.10	0.10	0.15
Assistant City Administrator/City Clerk	0.05	0.05	0.05	0.05	0.05					
Assistant to City Administrator/Deputy Clerk						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	0.05
PW Maintenance	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.20
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	0.35	0.35	0.50				
Part Time Help	0.25	0.25	0.25	0.25						
Total FTE's	1.10	1.10	1.10	1.10	0.85	1.00	0.50	0.50	0.45	0.65

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

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<u>Parks</u>					
Total Personnel Services	77,775	77,749	73,727	(4,022)	-5.2%
Total Supplies	23,920	23,920	29,020	5,100	21.3%
Total Other Services and Charges	67,775	67,775	90,625	22,850	33.7%
Total Capital Outlay	0	0	0	0	N/A
Total Parks	169,470	169,444	193,372	23,928	14.1%

CAPITAL OUTLAY

See the Park Dedication Fund & Municipal Park Fund.

General Fund Expenditures (Continued)

ECONOMIC DEVELOPMENT HOUSING

PROFILE

This department created in 2020 was derived to budget funds for the City to continue to participate in the Livable Communities Act (LCA), a program administered by the Metropolitan Council offering grants to participating cities to support development of affordable and life-cycle housing. The City elected to take part in the LCA in 1996 and to continue in 2010. The 2040 Comprehensive Plan also notes that the City participates in LCA Communities which participate in the LCA are required to expend a certain amount annually to help create, sustain, preserve, or advance affordable and/or life-cycle housing opportunities (ALHOA). The City is required to report annually whether at least 85% of the annual amount (determined by Metropolitan Council) is expended each year. If the City does not expend 85% of the ALHOA, the City does not qualify for any grants within the LCA. In 2020, the amount is \$56,880 and will be funded from antenna revenue.

OPERATING BUDGET

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<u>Economic Development Housing</u>					
Total Other Services and Charges	0	0	56,880	56,880	N/A
Total Economic Development Housing	0	0	56,880	56,880	N/A

CAPITAL OUTLAY

None requested.

GENERAL FUND BUDGET

	2018	2019	2020	Amount	Percentage
	Budget	Budget	Prelim	Increase	Increase
			Budget	(Decrease)	(Decrease)
<u>REVENUES & OTHER FINANCING SOURCES:</u>					
Property Tax Levy	3,229,026	3,325,897	3,434,452	108,555	3.3%
Other Taxes	30,000	33,000	75,000	42,000	127.3%
Licenses and Permits	374,300	377,400	390,669	13,269	3.5%
Intergovernmental	232,118	263,910	288,773	24,863	9.4%
Charges for Services	124,564	123,146	138,087	14,941	12.1%
Fines and Forfeitures	105,000	110,000	95,000	(15,000)	-13.6%
Special Assessments	0	1,715	0	(1,715)	-100.0%
Miscellaneous	108,225	123,698	164,359	40,661	32.9%
Sale of Assets	300	0	0	0	N/A
Transfers In	223,110	213,572	220,783	7,211	3.4%
Total Revenues & Other Financing Sources	4,426,643	4,572,338	4,807,123	234,785	5.1%
<u>EXPENDITURES & OTHER FINANCING USES:</u>					
General Government:					
Mayor & Council	25,144	25,644	25,543	(101)	-0.4%
Administration	602,321	630,578	662,230	31,652	5.0%
Elections	10,900	11,400	15,400	4,000	35.1%
Assessing	90,493	93,840	98,066	4,226	4.5%
Planning & Zoning	193,840	189,411	191,032	1,621	0.9%
Comprehensive Plan	8,000	8,000	8,000	0	0.0%
Data Processing	82,083	82,083	88,704	6,621	8.1%
Police/Public Works Facility	69,415	76,415	77,500	1,085	1.4%
Municipal Building	39,100	60,810	61,000	190	0.3%
Unallocated	2,100	2,100	0	(2,100)	-100.0%
Total General Government	1,123,396	1,180,281	1,227,476	47,195	4.0%
Public Safety:					
Police	1,617,770	1,651,875	1,737,111	85,236	5.2%
Police Records Management	8,850	8,850	13,500	4,650	52.5%
Fire	424,716	446,242	419,111	(27,131)	-6.1%
Building Inspections	312,013	318,343	330,664	12,321	3.9%
Emergency Management	5,200	5,200	5,800	600	11.5%
Total Public Safety	2,368,549	2,430,510	2,506,185	75,675	3.1%
Public Works:					
Public Works	706,455	726,877	751,401	24,524	3.4%
Sanitation & Recycling	18,146	20,080	26,000	5,920	29.5%
Total Public Works	724,601	746,957	777,402	30,444	4.1%
Parks & Recreation:					
Community Building	37,127	41,146	41,808	662	1.6%
Parks	170,970	169,444	193,372	23,928	14.1%
Total Parks & Recreation	208,097	210,590	235,180	24,590	11.7%
Economic Development Housing	0	0	56,880	56,880	N/A
Transfers Out	2,000	4,000	4,000	0	0.0%
Total Expenditures & Other Financing Uses	4,426,643	4,572,338	4,807,123	234,784	5.1%
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES	0	0	0	0	N/A

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.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Miscellaneous	165,476	0	(165,476)	-100.0%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Other Services and Charges	37,560	32,000	(5,560)	-14.8%
Capital Outlay	0	0	0	N/A
Transfers Out	0	0	0	N/A
Total Expenditures and Other Financing Uses	37,560	32,000	(5,560)	-14.8%
Net Change in Fund Balance	127,916	(32,000)	(159,916)	-125.0%
Fund Balance, Beginning of Year	323,394	451,311		
Fund Balance, End of Year	451,311	419,311		

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 and maintenance outside of expenditures within the General Fund and Park Dedication Fund. Municipal Park Fund projects are primarily the replacement of existing park equipment and structures that do not qualify for the Park Dedication Fund. Projects and replacements are presented through the Capital Improvement Plan. Revenues are generated by taxes, antenna revenue, grants and donations from individuals, businesses and organizations.

In 2019, discussions and planning took place amongst staff, City Council, Park Commission and community outreach to establish a 30-year replacement plan. A levy increase was proposed beginning 2020 and onward to fund ongoing replacements.

	2019	2020	Amount	Percentage
	YTD	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Property Taxes	7,216	112,000	104,784	1452.1%
Miscellaneous	167,982	300	(167,682)	-99.8%
Transfers In	0	0	0	N/A
Total Revenues and Other Financing Uses	175,198	112,300	(62,898)	14
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Capital Outlay	16,355	135,000	118,645	725.4%
Net Change in Fund Balance	158,843	(22,700)	(181,543)	-114.3%
Fund Balance, Beginning of Year	63,520	222,363		
Fund Balance, End of Year	222,363	199,663		

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.

	2019	2020	Amount	Percentage
	YTD	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Miscellaneous	1,668	1,800	132	7.9%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Personal Services	0	0	0	N/A
Supplies	853	900	47	5.5%
Other Services and Charges	2,913	4,100	1,187	40.8%
Total Expenditures and Other Financing Uses	3,766	5,000	1,234	32.8%
Net Change in Fund Balance	(2,098)	(3,200)	(1,102)	52.5%
Fund Balance, Beginning of Year	15,445	13,347		
Fund Balance, End of Year	13,347	10,147		

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. In 2018, due to law changes, forfeiture revenues and federal drug revenues have ceased or decreased significantly.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Fines and Forfeitures	124,058	15,000	(109,058)	-87.9%
Miscellaneous	587	0	(587)	-100.0%
Sale of Assets	0	0	0	N/A
Total Revenues and Other Financing Sources	124,645	15,000	(109,645)	-88.0%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Personal Services	396	0	(396)	-100.0%
Supplies	1,399	0	(1,399)	-100.0%
Other Services and Charges	6,234	0	(6,234)	-100.0%
Capital Outlay	41,102	54,000	12,898	31.4%
Transfers Out	0	0	0	N/A
Total Expenditures and Other Financing Uses	49,131	54,000	4,869	9.9%
Net Change in Fund Balance	75,514	(39,000)	(114,514)	-151.6%
Fund Balance, Beginning of Year	171,625	247,138		
Fund Balance, End of Year	247,138	208,138		

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 enough funds are available.

	2019	2020	Amount	Percentage
	YTD	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Charges for Services	0	0	0	N/A
Miscellaneous	350	0	(350)	-100.0%
Total Revenues and Other Financing Sources	350	0	(350)	-100.0%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Supplies	57	1,200	1,143	2007.1%
Other Services and Charges	863	1,200	337	39.0%
Capital Outlay	0	0	0	N/A
Total Expenditures and Other Financing Uses	920	2,400	1,480	160.9%
Net Change in Fund Balance	(570)	(2,400)	(1,830)	321.1%
Fund Balance, Beginning of Year	18,945	18,375		
Fund Balance, End of Year	18,375	15,975		

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.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Charges for Services	3,835	5,000	1,165	30.4%
Miscellaneous	0	0	0	N/A
Total Revenues and Other Financing Sources	3,835	5,000	1,165	30.4%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Personal Services	0	0	0	N/A
Other Services and Charges	4,149	4,650	501	12.1%
Total Expenditures and Other Financing Uses	4,149	4,650	501	12.1%
Net Change in Fund Balance	(314)	350	664	-211.4%
Fund Balance, Beginning of Year	129,950	129,636		
Fund Balance, End of Year	129,636	129,986		

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.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Miscellaneous	24,800	18,264	(6,536)	-26.4%
Transfers In	4,000	4,000	0	0.0%
Total Revenues and Other Financing Sources	28,800	22,264	(6,536)	-22.7%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Supplies	973	0	(973)	-100.0%
Other Services and Charges	11,999	8,100	(3,899)	-32.5%
Total Expenditures and Other Financing Uses	12,972	8,100	(4,872)	-37.6%
Net Change in Fund Balance	15,828	14,164	(1,664)	-10.5%
Fund Balance, Beginning of Year	6,013	21,841		
Fund Balance, End of Year	21,841	36,005		

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.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Other Taxes	61,647	67,000	5,353	8.7%
Miscellaneous	0	0	0	N/A
Total Revenues and Other Financing Sources	61,647	67,000	5,353	8.7%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Other Services and Charges	12,342	15,000	2,658	21.5%
Net Change in Fund Balance	49,305	52,000	2,695	5.5%
Fund Balance, Beginning of Year	(51,437)	(2,132)		
Fund Balance, End of Year	(2,132)	49,868		

Special Revenue Funds (Continued)

	204	226	227	235
	Environmental	Municipal	Field	Police
	Fund	Park	House	Forfeiture
<u>REVENUES & OTHER FINANCING SOURCES:</u>				
<u>Revenues</u>				
Property Taxes		112,000		
Other Taxes				
Intergovernmental				
Charges for Services				
Fines and Forfeitures				15,000
Miscellaneous	0	300	1,800	0
Total Revenues	0	112,300	1,800	15,000
<u>Other Financing Sources</u>				
Sale of Assets				0
Transfers In				
Total Other Financing Sources	0	0	0	0
Total Revenues & Other Financing Sources	0	112,300	1,800	15,000
<u>EXPENDITURES & OTHER FINANCING USES:</u>				
<u>Current</u>				
General Government				
Public Safety				0
Public Works				
Parks & Recreation	32,000	0	5,000	
Total Current	32,000	0	5,000	0
<u>Capital Outlay</u>				
General Government				
Public Safety				54,000
Public Works				
Parks & Recreation	0	135,000		
Total Capital Outlay	0	135,000	0	54,000
<u>Other Financing Uses</u>				
Transfers Out				0
Total Expenditures & Other Financing Uses	32,000	135,000	5,000	54,000
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES	(32,000)	(22,700)	(3,200)	(39,000)

Special Revenue Funds (Continued)

236	238	240	250	Total
Police Reserve	German Liberal	Community	Cable	Special
Equipment	Cemetery	Event	Franchise	Revenue
				112,000
			67,000	67,000
				0
0	5,000			5,000
				15,000
0	0	18,264	0	20,364
0	5,000	18,264	67,000	219,364
				0
		4,000		4,000
0	0	4,000	0	4,000
0	5,000	22,264	67,000	223,364
	4,650			4,650
2,400				2,400
				0
		8,100	15,000	60,100
2,400	4,650	8,100	15,000	67,150
				0
0				54,000
				0
				135,000
0	0	0	0	189,000
				0
2,400	4,650	8,100	15,000	256,150
(2,400)	350	14,164	52,000	(32,786)



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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
- 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 new park projects, outside of expenditures within the General Fund. Park Dedication funds are needed for new park development, which is the intended use of Park Dedication funds, as mandated by state statute. Park Dedication Fund projects are presented through the Capital Improvement Plan. Revenues are generated from Park Dedication Fees charged on new developments.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Intergovernmental	0	0	0	N/A
Charges for Services	8,854	50,000	41,146	464.7%
Miscellaneous	0	6,000	6,000	N/A
Total Revenues and Other Financing Sources	8,854	56,000	47,146	532.5%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Capital Outlay	27,016	455,000	427,984	1584.2%
Net Change in Fund Balance	(18,162)	(399,000)	(380,838)	2096.9%
Fund Balance, Beginning of Year	1,531,033	1,512,871		
Fund Balance, End of Year	1,512,871	1,113,871		

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 several 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.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Intergovernmental	0	0	0	N/A
Miscellaneous	4,200	2,000	(2,200)	-52.4%
Transfers In	200,000	0	(200,000)	-100.0%
Bond Proceeds	0	0	0	N/A
Total Revenues and Other Financing Sources	204,200	2,000	(202,200)	-99.0%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Capital Outlay	4,391	85,000	80,609	1835.8%
Net Change in Fund Balance	199,809	(83,000)	(282,809)	-141.5%
Fund Balance, Beginning of Year	130,420	330,230		
Fund Balance, End of Year	330,230	247,230		

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.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Charges for Services	563,673	400,000	(163,673)	-29.0%
Special Assessments	0	0	0	N/A
Miscellaneous	0	5,000	5,000	N/A
Transfers In	0	0	0	N/A
Total Revenues and Other Financing Sources	563,673	405,000	(158,673)	-28.1%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Capital Outlay	23	0	(23)	-100.0%
Transfers Out	360,093	356,028	(4,065)	-1.1%
Total Expenditures and Other Financing Uses	360,116	356,028	(4,088)	-1.1%
Net Change in Fund Balance	203,557	48,972	(154,585)	-75.9%
Fund Balance, Beginning of Year	1,109,138	1,312,695		
Fund Balance, End of Year	1,312,695	1,361,667		

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.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Charges for Services	84,065	60,000	(24,065)	-28.6%
Special Assessments	0	0	0	N/A
Miscellaneous	0	20,000	20,000	N/A
Total Revenues and Other Financing Sources	84,065	80,000	(4,065)	-4.8%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Capital Outlay	8,498	0	(8,498)	-100.0%
Transfers Out	0	0	0	
Total Expenditures and Other Financing Uses	8,498	0	(8,498)	-100.0%
Net Change in Fund Balance	75,567	80,000	4,433	5.9%
Fund Balance, Beginning of Year	2,884,914	2,960,481		
Fund Balance, End of Year	2,960,481	3,040,481		

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.

	2019	2020	Amount	Percentage
	YTD	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Tax Increments	248,992	387,024	138,032	55.4%
Miscellaneous	0	0	0	N/A
Total Revenues and Other Financing Sources	248,992	387,024	138,032	55.4%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Capital Outlay	188,844	0	(188,844)	-100.0%
Transfers Out	246,000	256,400	10,400	4.2%
Total Expenditures and Other Financing Uses	434,844	256,400	(178,444)	-41.0%
Net Change in Fund Balance	(185,852)	130,624	316,476	-170.3%
Fund Balance, Beginning of Year	(172,841)	(358,693)		
Fund Balance, End of Year	(358,693)	(228,069)		

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. In 2019, a levy increase was proposed for 2020 and onward.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Property Tax Levy	69,325	312,500	243,175	350.8%
Miscellaneous	88,957	2,000	(86,957)	-97.8%
Sale of Assets	35,880	20,000	(15,880)	-44.3%
Transfers In	200,000	0	(200,000)	-100.0%
Bond Proceeds	0	0	0	N/A
Total Revenues and Other Financing Sources	394,162	334,500	(59,662)	-15.1%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Capital Outlay	584,545	463,877	(120,668)	-20.6%
Transfers Out	0	0	0	N/A
Total Expenditures and Other Financing Uses	584,545	463,877	(120,668)	-20.6%
Net Change in Fund Balance	(190,383)	(129,377)	61,006	-32.0%
Fund Balance, Beginning of Year	260,750	70,366		
Fund Balance, End of Year	70,366	(59,011)		

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.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Intergovernmental	0	0	0	N/A
Special Assessments	57,604	0	(57,604)	-100.0%
Miscellaneous	299,066	10,000	(289,066)	-96.7%
Transfers In	0		0	N/A
Bond Proceeds	0	0	0	N/A
Total Revenues and Other Financing Sources	356,671	10,000	(346,671)	-97.2%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Capital Outlay	424,006	202,500	(221,506)	-52.2%
Net Change in Fund Balance	(67,335)	(192,500)	(125,165)	185.9%
Fund Balance, Beginning of Year	1,069,935	1,002,600		
Fund Balance, End of Year	1,002,600	810,100		



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Capital Project Funds (Continued)

		401	402
	225	General	Water
	Park	Capital	Capital
	Dedication	Improvement	Improvement
<u>REVENUES & OTHER FINANCING SOURCES:</u>			
<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
<u>EXPENDITURES & OTHER FINANCING USES:</u>			
<u>Capital Outlay</u>			
General Government		65,000	
Public Safety		0	
Public Works			
Parks & Recreation	455,000	20,000	
Economic Development			
Water			0
Sewer			
Total Capital Outlay	455,000	85,000	0
<u>Other Financing Uses</u>			
Transfers Out			356,028
Total Expenditures & Other Financing Uses	455,000	85,000	356,028
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES	(399,000)	(83,000)	48,972

Capital Project Funds (Continued)

403				
Sewer	406	411	420	Total
Capital	Tax Increment	Equipment	Road	Capital
Improvement	#1-9	Replacement	Improvement	Projects
		312,500		312,500
	387,024			387,024
			0	0
60,000				510,000
0			0	0
20,000	0	2,000	10,000	45,000
80,000	387,024	314,500	10,000	1,254,524
		20,000		20,000
		0	0	0
		0	0	0
0	0	20,000	0	20,000
80,000	387,024	334,500	10,000	1,274,524
		0		65,000
		199,877		199,877
		264,000	202,500	466,500
				475,000
	0			0
				0
0				0
0	0	463,877	202,500	1,206,377
	256,400	0		612,428
0	256,400	463,877	202,500	1,818,805
80,000	130,624	(129,377)	(192,500)	(544,281)



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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. 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.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Property Tax Levy	15,304	29,500	14,196	92.8%
Special Assessments	0	0	0	N/A
Miscellaneous	0	0	0	N/A
Total Revenues and Other Financing Sources	15,304	29,500	14,196	92.8%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Debt Service	27,724	31,718	3,994	14.4%
Net Change in Fund Balance	(12,420)	(2,218)	10,202	-82.1%
Fund Balance, Beginning of Year	37,035	24,615		
Fund Balance, End of Year	24,615	22,397		

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, 2020.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Property Tax Levy	52	0	(52)	-100.0%
Special Assessments	0	0	0	N/A
Miscellaneous	0	0	0	N/A
Total Revenues and Other Financing Sources	52	0	(52)	-100.0%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Debt Service	23,270	0	(23,270)	-100.0%
Net Change in Fund Balance	(23,218)	0	23,218	-100.0%
Fund Balance, Beginning of Year	21,387	(1,831)		
Fund Balance, End of Year	(1,831)	(1,831)		

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.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Property Tax Levy	30,600	60,000	29,400	96.1%
Intergovernmental	0	0	0	N/A
Special Assessments	701	0	(701)	-100.0%
Miscellaneous	0	0	0	N/A
Total Revenues and Other Financing Sources	31,301	60,000	28,699	91.7%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Debt Service	103,409	105,341	1,932	1.9%
Net Change in Fund Balance	(72,108)	(45,341)	26,767	-37.1%
Fund Balance, Beginning of Year	230,127	158,019		
Fund Balance, End of Year	158,019	112,678		

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.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Property Tax Levy	125,524	243,705	118,181	94.2%
Miscellaneous	0	0	0	N/A
Transfers In	60,427	60,926	499	0.8%
Total Revenues and Other Financing Sources	185,951	304,631	118,680	63.8%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Debt Service	289,990	287,366	(2,624)	-0.9%
Net Change in Fund Balance	(104,039)	17,265	121,304	-116.6%
Fund Balance, Beginning of Year	421,662	317,623		
Fund Balance, End of Year	317,623	334,888		

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.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Special Assessments	5,007	9,425	4,418	88.2%
Miscellaneous	0	0	0	N/A
Transfers In	75,000	75,000	0	0.0%
Total Revenues and Other Financing Sources	80,007	84,425	4,418	5.5%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Debt Service	83,915	87,688	3,773	4.5%
Net Change in Fund Balance	(3,908)	(3,263)	645	-16.5%
Fund Balance, Beginning of Year	14,438	10,529		
Fund Balance, End of Year	10,529	7,266		

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.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Property Tax Levy	70,507	137,361	66,854	94.8%
Miscellaneous	0	871	871	N/A
Transfers In	33,920	34,340	420	1.2%
Total Revenues and Other Financing Sources	104,427	172,572	68,145	65.3%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Debt Service	158,665	160,715	2,050	1.3%
Net Change in Fund Balance	(54,238)	11,857	66,095	-121.9%
Fund Balance, Beginning of Year	205,977	151,739		
Fund Balance, End of Year	151,739	163,596		

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.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Property Tax Levy	31,810	63,253	31,443	98.8%
Special Assessments	49,664	83,298	33,634	67.7%
Miscellaneous	0	0	0	N/A
Transfers In	0	0	0	N/A
Total Revenues and Other Financing Sources	81,475	146,551	65,076	79.9%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Debt Service	158,278	155,878	(2,400)	-1.5%
Net Change in Fund Balance	(76,803)	(9,327)	67,476	-87.9%
Fund Balance, Beginning of Year	305,118	228,315		
Fund Balance, End of Year	228,315	218,988		

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.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Special Assessments	5,366	10,700	5,334	99.4%
Miscellaneous	0	0	0	N/A
Transfers In	171,000	181,400	10,400	6.1%
Bond Proceeds	0	0	0	N/A
Total Revenues and Other Financing Sources	176,366	192,100	15,734	8.9%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Debt Service	187,628	187,028	(600)	-0.3%
Net Change in Fund Balance	(11,262)	5,072	16,334	-145.0%
Fund Balance, Beginning of Year	40,911	29,649		
Fund Balance, End of Year	29,649	34,721		

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.

		2020	Amount	Percentage
	2019	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Special Assessments	143,622	35,000	(108,622)	-75.6%
Miscellaneous	0	0	0	N/A
Transfers In	0	0	0	N/A
Bond Proceeds	0	0	0	N/A
Total Revenues and Other Financing Sources	143,622	35,000	(108,622)	-75.6%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Debt Service	25,465	114,847	89,382	351.0%
Net Change in Fund Balance	118,156	(79,847)	(198,003)	-167.6%
Fund Balance, Beginning of Year	180,490	298,646		
Fund Balance, End of Year	298,646	218,799		



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Debt Service Funds (Continued)

	312	313	316	319
	G.O.	G.O.	G.O. Taxable	G.O.
	Improvement	Improvement	Improvement	CIP
	Bonds	Bonds	Bonds	Bonds
	2010A	2011A	2011B	2012A
<u>REVENUES & OTHER FINANCING SOURCES:</u>				
<u>Revenues</u>				
Property Tax Levy	29,500	0	60,000	243,705
Intergovernmental			0	
Special Assessments	0	0	0	
Miscellaneous	0	0	0	0
Total Revenues	29,500	0	60,000	243,705
<u>Other Financing Sources</u>				
Transfers In				60,926
Bond Proceeds				
Total Other Financing Sources	0	0	0	60,926
Total Revenues & Other Financing Sources	29,500	0	60,000	304,631
<u>EXPENDITURES & OTHER FINANCING USES:</u>				
<u>Expenditures</u>				
Debt Service	31,718	0	105,341	287,366
<u>Other Financing Uses</u>				
Transfers Out				
Bonds Paid by Escrow				
Total Other Financing Uses	0	0	0	0
Total Expenditures & Other Financing Uses	31,718	0	105,341	287,366
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES	(2,218)	0	(45,341)	17,265

Debt Service Funds (Continued)

320	321	322	323	324	
G.O.	G.O.	G.O.	G.O.	G.O.	
Refunding	Refunding	Improvement	Refunding	Improvement	Total
Bonds	Bonds	Bonds	Bonds	Bonds	Debt
2012B	2013A	2015A	2016A	2017A	Service
	137,361	63,253	0	0	533,819
					0
9,425		83,298	10,700	35,000	138,423
0	871	0	0	0	871
9,425	138,232	146,551	10,700	35,000	673,113
75,000	34,340		181,400	0	351,666
			0	0	0
75,000	34,340	0	181,400	0	351,666
84,425	172,572	146,551	192,100	35,000	1,024,779
87,688	160,715	155,878	187,028	114,847	1,130,581
					0
					0
0	0	0	0	0	0
87,688	160,715	155,878	187,028	114,847	1,130,581
(3,263)	11,857	(9,327)	5,072	(79,847)	(105,802)



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Public Utility Funds

The Public Utility Funds track the revenues and expenses for fee based public utility services provided by the City. These funds operate on their own ability to generate revenues and receive no property tax support. Each year the City Council reviews the operations of these funds and sets rates for each service based on the needs for general operations, capital spending and debt service payments. The public utilities in 2020 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 \$23,086. A 1.5% charge for services rate increase supported by the 2018 Water Rate Analysis. Operating expenses (excluding transfers) are budgeted to decrease \$19,940 (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>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</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	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
Office Assistant	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Street Maintenance/Inspector	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13
PW Maintenance	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.16
PW Water/Sewer Operator	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.45
PW Maintenance	0.17	0.17	0.17	0.17	0.17					
PW On-call	0.45	0.45	0.45	0.45	0.45	0.45	0.15	0.15	0.15	0.15
Part Time Help										
Total FTE's	1.97	1.97	1.97	1.97	1.97	1.80	1.50	1.50	1.52	1.54

CAPITAL OUTLAY

Accounted for in the Water Capital Improvement Fund.

Public Utility Funds (Continued)

WATER UTILITY FUND (continued)

	2019	2020	Amount	Percentage
	Budget	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<u>OPERATING REVENUES</u>				
<u>Charges for Services</u>				
Charges for Services	875,268	892,854	17,586	2.0%
Special Assessments	2,500	8,000	5,500	220.0%
Meter Sales	28,140	28,140	0	0.0%
Total Charges for Services	905,908	928,994	23,086	2.5%
TOTAL OPERATING REVENUES	905,908	928,994	23,086	2.5%
<u>OPERATING EXPENSES</u>				
Personnel Services	188,859	180,498	(8,361)	-4.4%
Supplies	87,020	102,020	15,000	17.2%
Depreciation	345,000	345,000	0	0.0%
Other Services and Charges	255,929	229,350	(26,579)	-10.4%
TOTAL OPERATING EXPENSES	876,808	856,868	(19,940)	-2.3%
OPERATING INCOME (LOSS)	29,100	72,125	43,025	147.9%
<u>NONOPERATING REVENUES</u>				
Miscellaneous Revenues	0	0	0	N/A
Interest Earnings	5,000	5,000	0	0.0%
Water Connect/Reconnect Fee	17,000	17,000	0	0.0%
Total Nonoperating Revenues	22,000	22,000	0	0.0%
<u>NONOPERATING EXPENSES</u>				
Bond Interest	(25,200)	(15,738)	0	-37.5%
Fiscal Agent's Fees	(781)	(1,400)	(619)	79.3%
Total Nonoperating Expenses	(25,981)	(17,138)	(619)	-34.0%
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS	25,119	76,987	42,406	206.5%
<u>CAPITAL CONTRIBUTIONS AND TRANSFERS</u>				
Transfers from Other Funds	360,093	356,028	(4,065)	-1.1%
Transfers to Other Funds	(122,149)	(125,758)	(3,609)	3.0%
Capital Contributions	0	0	0	N/A
Total Capital Contributions and Transfers	237,944	230,270	(7,674)	-3.2%
CHANGE IN NET POSITION	263,063	307,257	34,732	16.8%
NET POSITION, JANUARY 1	9,394,556	9,657,619	263,063	2.8%
NET POSITION, DECEMBER 31	9,657,619	9,964,876	307,257	3.2%

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 \$17,795. Rates are scheduled to increase by 2% as supported by the 2018 sewer rate analysis. Operating expenses are projected to increase by \$10,000 (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>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</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	0.20
Office Assistant	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05
Street Maintenance/Inspector	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13
PW Maintenance	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.16
PW Water/Sewer Operator	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.25
PW Maintenance	0.18	0.18	0.18	0.18	0.18					
PW On-call	0.45	0.45	0.45	0.45	0.45	0.45	0.15	0.15	0.15	0.15
Total FTE's	1.69	1.69	1.69	1.69	1.69	1.51	1.21	1.21	1.23	1.14

CAPITAL OUTLAY

Accounted for in the Sewer Capital Improvement Fund.

Public Utility Funds (Continued)

SEWER UTILITY FUND (continued)

	2019	2020	Amount	Percentage
	Budget	Prelim Budget	Increase (Decrease)	Increase (Decrease)
<u>OPERATING REVENUES</u>				
<u>Charges for Services</u>				
Charges for Services	624,617	642,287	17,795	2.8%
Special Assessments	2,500	2,500	0	0.0%
Total Charges for Services	627,117	644,787	17,795	2.8%
TOTAL OPERATING REVENUES	627,117	644,787	17,795	2.8%
<u>OPERATING EXPENSES</u>				
Personal Services	155,838	155,838	(0)	0.0%
Supplies	5,880	5,880	0	0.0%
Depreciation	100,000	110,000	10,000	10.0%
Other Services and Charges	415,500	415,500	0	0.0%
TOTAL OPERATING EXPENSES	677,218	687,218	10,000	1.5%
OPERATING INCOME (LOSS)	(50,101)	(42,430)	7,796	-15.3%
<u>NONOPERATING REVENUES</u>				
Miscellaneous Revenues	0	0	0	N/A
Interest Earnings	5,000	5,000	0	0.0%
Total Nonoperating Revenues	5,000	5,000	0	0.0%
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS	(45,101)	(37,430)	7,796	-17.0%
<u>CAPITAL CONTRIBUTIONS AND TRANSFERS</u>				
Transfers to Other Funds	(127,582)	(130,357)	(2,775)	2.2%
Capital Contributions	0	0	0	N/A
Total Capital Contributions and Transfers	(127,582)	(130,357)	(2,775)	2.2%
CHANGE IN NET POSITION	(172,683)	(167,787)	5,020	-2.8%
NET POSITION, JANUARY 1	4,049,142	3,876,459	(172,683)	-4.3%
NET POSITION, DECEMBER 31	3,876,459	3,708,672	(167,787)	-4.3%

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 \$6,484.

Operating expenses are budgeted to increase by \$15,950 (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>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
PW Director	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	0.10
Office Assistant	0.10	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	0.20
PW Maintenance	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
PW Maintenance	0.10	0.10	0.10	0.10	0.10			
Total FTE's	0.70	0.70	0.70	0.70	0.60	0.60	0.60	0.60

CAPITAL OUTLAY

Various Improvements.

Public Utility Funds (Continued)

STORM WATER UTILITY FUND (continued)

	2019	2020	Amount	Percentage
	Budget	Prelim Budget	Increase (Decrease)	Increase (Decrease)
<u>OPERATING REVENUES</u>				
<u>Charges for Services</u>				
Charges for Services	219,622	223,606	6,484	1.8%
Special Assessments	2,500	2,500	0	0.0%
Total Charges for Services	222,122	226,106	6,484	1.8%
TOTAL OPERATING REVENUES	222,122	226,106	6,484	1.8%
<u>OPERATING EXPENSES</u>				
Personal Services	78,470	78,470	0	0.0%
Supplies	5,200	5,200	0	0.0%
Depreciation	33,000	70,000	37,000	112.1%
Other Services and Charges	88,750	67,700	(21,050)	-23.7%
TOTAL OPERATING EXPENSES	205,420	221,370	15,950	7.8%
OPERATING INCOME (LOSS)	16,702	4,735	(9,467)	-71.6%
<u>NONOPERATING REVENUES</u>				
Miscellaneous Revenues	0	0	0	N/A
Interest Earnings	1,000	1,000	0	0.0%
Total Nonoperating Revenues	1,000	1,000	0	0.0%
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS	17,702	5,735	(9,467)	-67.6%
<u>CAPITAL CONTRIBUTIONS AND TRANSFERS</u>				
Transfers from Other Funds	0	0	0	N/A
Transfers to Other Funds	(58,189)	(59,935)	(1,746)	3.0%
Capital Contributions	0	0	0	N/A
Total Capital Contributions and Transfers	(58,189)	(59,935)	(1,746)	3.0%
CHANGE IN NET POSITION	(40,487)	(54,199)	(11,212)	33.9%
NET POSITION, JANUARY 1	1,258,231	1,215,244	(42,987)	-3.4%
NET POSITION, DECEMBER 31	1,217,744	1,161,044	(56,699)	-4.7%



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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.)