



# 2023 COMPREHENSIVE ANNUAL BUDGET

DECEMBER 6, 2022

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*COUNCIL MEMBER*

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*PUBLIC WORKS DIRECTOR*



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**CITY OF MEDINA**  
**2023 COMPREHENSIVE ANNUAL BUDGET**

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**CITY OFFICE**  
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Mayor and City Council Members

November 22, 2022

The City of Medina Staff is pleased to submit the 2023 proposed Comprehensive Annual Budget and property tax levy for your consideration of final approval on December 6, 2022. This 2023 budget reflects the Council's property tax levy and budget discussions throughout 2022. When approved, this budget will be the basis for the final 2023 property tax levy to be certified to Hennepin County in December 2022. The County will then use the certified property tax levy for final 2023 property tax calculations.

Total taxable market value increased 19.3% from \$2.016 billion in 2022 to \$2.405 billion in 2023. Adjusted net tax capacity increased 20.1% from \$23.268 million in 2022 to \$27.944 million in 2023.

The budget proposes a General Fund property tax levy increase of \$942,900 for 2023, which maintains a tax rate of 22.59% from 2022 to in 2023. The levy increase is due to general operations, new growth, tax base expansion and funds dedicated to a future fire facility. Pre-existing debt service levies have increased by \$16,449. Capital levies for the Municipal Park Fund and Equipment Fund have no increase and a Road Fund levy has been added in the amount of \$61,000. The overall total levy increase for 2023 amounts to \$1,020,349.

<b>Property Tax Levy:</b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>Change</u></b>
General Fund	\$4,147,600	\$5,090,500	\$942,900
Capital Equipment	312,500	312,500	0
Capital Road Fund	\$0	\$61,000	\$61,000
Municipal Park Fund	112,000	112,000	0
Road Improvement Debt Service	59,403	60,155	\$752
Building Debt Service	349,094	364,791	\$15,697
<b>Total Levy</b>	<b>\$4,980,597</b>	<b>\$6,000,946</b>	<b>\$1,020,349</b>

The General Fund Budget reflects the revenues and expenditures developed from the City's service needs, trend analysis, the annual goal setting session, joint work sessions with the City Council and Staff, and City Council discussions. The expenditure levels are focused on maintaining the City's current level of services and to address capital, maintenance, or special project needs.

## **GENERAL FUND REVENUES:**

The total budgeted revenue for 2023 is \$6,570,044 compared to the 2022 budget of \$5,742,058. Of the increase, \$455,000 is tax revenue assigned to a future fire facility.

With the proposed general operating levy increase, property tax collections in the General Fund are projected to increase from \$4,147,600 in 2022 to \$5,090,500 in 2023. As in prior years, the City continues to receive the largest portion of the General Fund revenue from the property tax. In 2023, the tax levy will provide approximately 77% 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 is not booked until year-end.

Budgeted transfers to the General Fund from the Water, Sewer, and Storm Water funds have increased from \$234,230 in 2022 to \$286,257 in 2023.

## **GENERAL FUND EXPENDITURES:**

General Fund expenditures are budgeted to increase from \$5,742,058 in 2022 to \$6,570,044 in 2023, of this increase \$455,000 is a transfer to the future fire facility fund. General government expenditures are budgeted to increase \$132,746 or 9.7%, largely due to staffing and wages. Public safety expenditures are budgeted to increase \$301,873 or 10.3%, due to staff wages and fire services. Parks and recreation expenditures are budgeted to increase \$25,014 and public works expenditures are budgeted to increase by \$45,537 or 5.6%. 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 55% of the General Fund Budget. A 5.0% cost of living adjustment (COLA) and defined pay grade step (step) increases are included in the 2023 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 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 2023 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 2023.

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.

Water Utility: The City's 2020 Water Rate Analysis demonstrated the need for a 1% rate increase in user rates and no current increase in the trunk connection fees.

Sewer Utility: The City's 2020 Sewer Rate Analysis includes a 1% 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 2023 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**

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



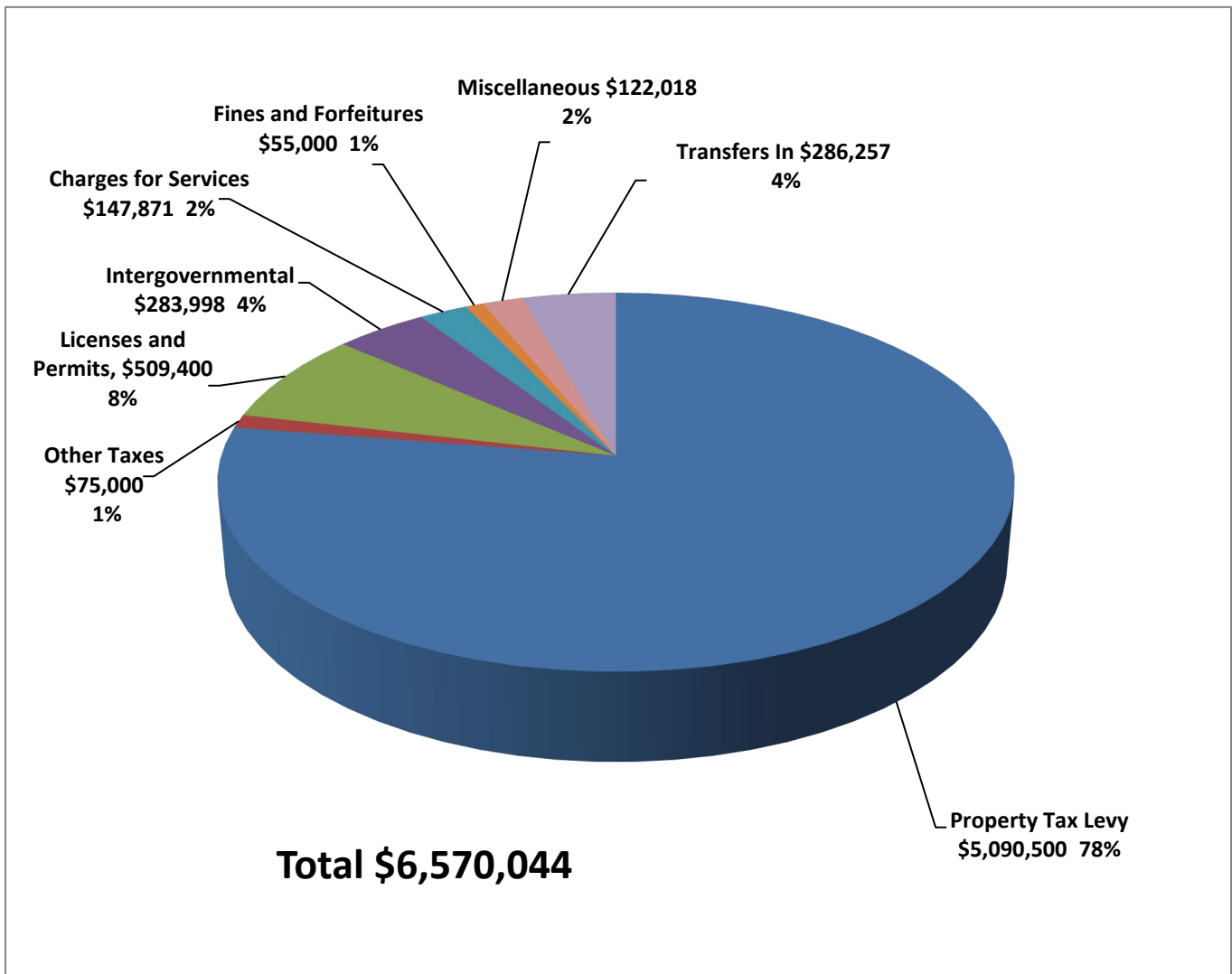
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## General Fund

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 2023

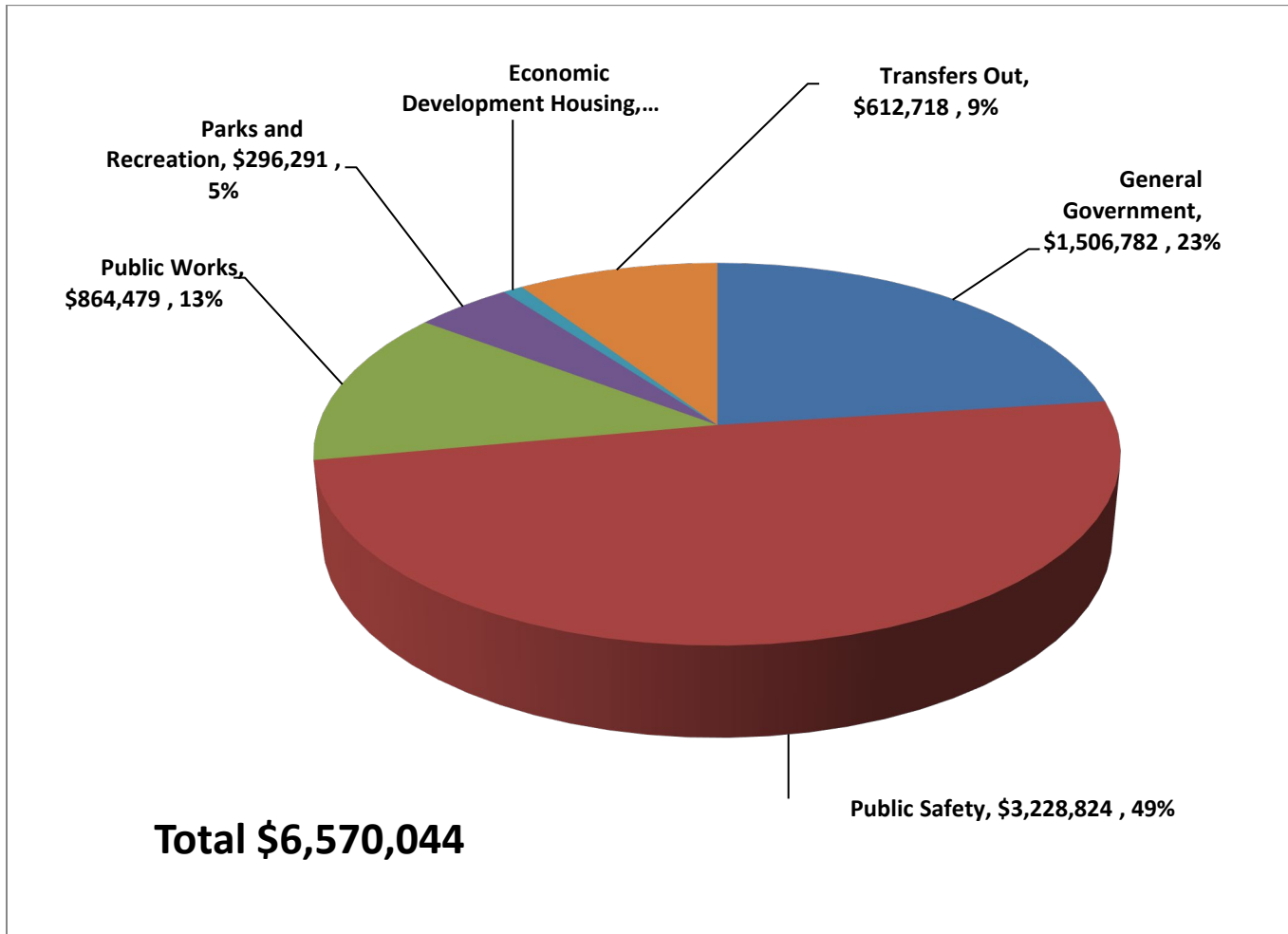
	2021	2022	2023	Amount	Percentage
	Budget	Budget	Prelim	Increase	Increase
			Budget	(Decrease)	(Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES BY TYPE</u></b>					
Property Tax Levy	3,731,800	4,147,600	5,090,500	942,900	22.7%
Other Taxes	75,000	85,000	75,000	(10,000)	-11.8%
Licenses and Permits	391,269	492,500	509,400	16,900	3.4%
Intergovernmental	288,773	303,773	283,998	(19,775)	-6.5%
Charges for Services	141,254	143,074	147,871	4,797	3.4%
Fines and Forfeitures	95,000	95,000	55,000	(40,000)	-42.1%
Special Assessments	0	0	0	0	N/A
Miscellaneous	131,875	240,881	122,018	(118,863)	-49.3%
Sale of Assets	0	0	0	0	N/A
Transfers In	227,409	234,230	286,257	52,027	22.2%
Total Revenues and Other Financing Sources	5,082,380	5,742,058	6,570,044	827,986	14.4%



## General Fund Expenditures and Other Financing Uses By Department 2023

	2021 Budget	2022 Budget	2023 Prelim Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
General Government:					
Mayor & Council	25,544	25,544	25,544	(0)	0.0%
Administration	664,268	691,552	809,831	118,279	17.1%
Elections	15,400	24,617	24,692	75	0.3%
Assessing	104,316	172,500	172,500	0	0.0%
Planning & Zoning	191,094	206,624	213,116	6,492	3.1%
Comprehensive Plan	8,000	8,000	8,000	0	0.0%
Data Processing	90,704	101,000	104,000	3,000	3.0%
Police/Public Works Facility	81,500	87,800	89,300	1,500	1.7%
Municipal Building	58,800	56,400	59,800	3,400	6.0%
Unallocated	0	0	0	0	N/A
Total General Government	1,239,626	1,374,037	1,506,782	132,745	9.7%
Public Safety:					
Police	1,849,789	2,023,300	2,253,577	230,277	11.4%
Police Records Management	13,500	14,200	10,250	(3,950)	-27.8%
Fire	408,130	441,448	476,281	34,833	7.9%
Building Inspections	329,479	441,953	482,467	40,514	9.2%
Emergency Management	5,800	6,050	6,250	200	3.3%
Total Public Safety	2,606,698	2,926,951	3,228,824	301,873	10.3%
Public Works:					
Public Works	741,356	793,620	840,377	46,757	5.9%
Sanitation & Recycling & Organics	26,539	25,322	24,103	(1,219)	-4.8%
Total Public Works	767,895	818,942	864,479	45,537	5.6%
Parks & Recreation:					
Community Building	42,076	40,035	43,526	3,491	8.7%
Parks	186,341	231,241	252,764	21,523	9.3%
Total Parks & Recreation	228,417	271,276	296,290	25,014	9.2%
Economic Development Housing					
Housing	57,010	57,907	60,949	3,042	5.3%
Total Economic Development Housing	57,010	57,907	60,949	3,042	0
Transfers Out	4,000	147,174	112,718	(34,456)	-23.4%
Transfer to Reserves	178,734	0	45,000	0	
Transfer to Future Fire Facility	0	145,771	455,000	309,229	212.1%
Total Expenditures & Other Financing Uses	5,082,380	5,742,058	6,570,044	782,985	13.6%

General Fund Expenditures and Other Financing Uses  
By Department 2023



## 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**

**\$ 5,090,500**

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 2023 budget is 14.4% greater than the 2022 budget. Property Taxes make up about 78% of the total revenues and other sources collected to provide General Fund services.

#### **Licenses and Permits**

**\$ 509,400**

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**

**\$ 147,871**

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 88% of the City's general operating revenues and other sources. The balance comes from fines and forfeitures, intergovernmental activity, and operating transfers.

## General Fund Expenditures

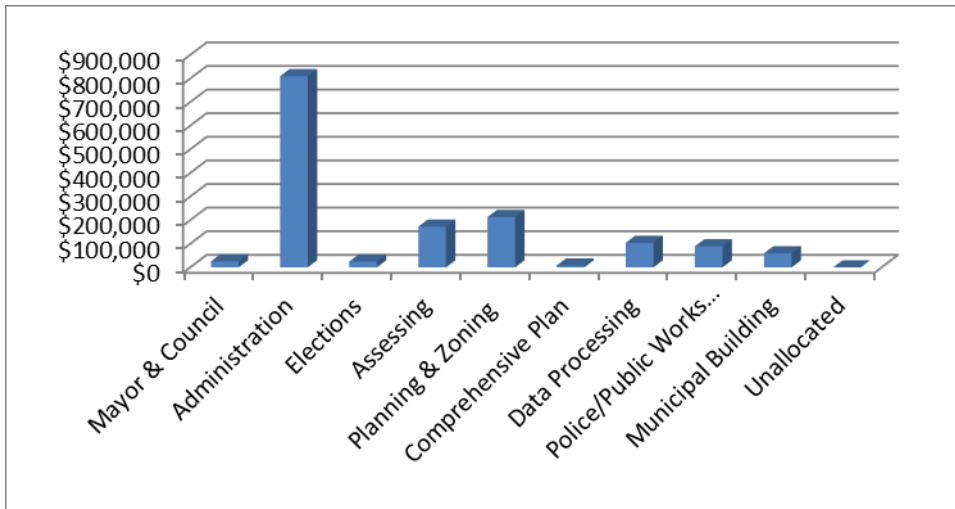
### **GENERAL GOVERNMENT OVERVIEW**

#### **PROFILE**

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

	2021	2022	2023	Amount	Percentage
	Budget	Budget	Prelim Budget	Increase (Decrease)	Increase (Decrease)
General Government:					
Mayor & Council	25,544	25,544	25,544	(0)	0.0%
Administration	664,268	691,552	809,831	118,279	17.1%
Elections	15,400	24,617	24,692	75	0.3%
Assessing	104,316	172,500	172,500	0	0.0%
Planning & Zoning	191,094	206,624	213,116	6,492	3.1%
Comprehensive Plan	8,000	8,000	8,000	0	0.0%
Data Processing	90,704	101,000	104,000	3,000	3.0%
Police/Public Works Facility	81,500	87,800	89,300	1,500	1.7%
Municipal Building	58,800	56,400	59,800	3,400	6.0%
Unallocated	0	0	0	0	N/A
Total General Government	1,239,626	1,374,037	1,506,782	132,745	9.7%

### 2023 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 Truth in Taxation flier inserted with the County's proposed tax statements.

#### **BUDGETED PERSONNEL LEVELS**

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</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**

			2023	Amount	Percentage
	2021	2022	Prelim	Increase	Increase
	Budget	Budget	Budget	(Decrease)	(Decrease)
<b><u>Mayor and Council</u></b>					
Total Personnel Services	17,494	17,494	17,494	(0)	0.0%
Total Other Services and Charges	8,050	8,050	8,050	0	0.0%
Total Mayor and Council	25,544	25,544	25,544	(0)	0.0%

#### **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>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</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	0.80		
Assistant to City Administrator/City Clerk	0.80	0.80							0.80	0.80
Administrative Assistant	0.50	0.50	0.50	0.50	0.50					
Administration Intern										
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
Accountant I	1.00	1.00								
Accountant II			1.00	1.00	1.00	1.00				
Accounting Technician	1.00						1.00	1.00	1.00	1.00
Accounting Part-Time						0.50	0.50	0.50	0.50	
Total FTE's	5.30	4.30	4.30	4.30	4.30	4.30	4.80	4.80	5.22	5.18

#### **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.
- In 2021, the Asst. City Administrator/City Clerk position became vacant and was reallocated to Asst. to City Administrator/City Clerk and decreased to pay grade 5-6.
- In 2022, full-time Accounting Technician position posted to be filled in 2023. Position to handle billing, water meter replacement program and cross-train for additional backup.

### **OPERATING BUDGET**

	2021	2022	2023	Amount	Percentage
	Budget	Budget	Prelim	Increase	Increase
			Budget	(Decrease)	(Decrease)
<b><u>Administration</u></b>					
Total Personnel Services	545,938	568,502	681,881	113,379	19.9%
Total Supplies	5,100	5,100	5,300	200	3.9%
Total Other Services and Charges	113,230	117,950	122,650	4,700	4.0%
Total Capital Outlay	0	0	0	0	N/A
Total Administration	664,268	691,552	809,831	118,279	17.1%

### **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 were held. All elections had absentee voting and required election judges at City Hall.
- In 2022, one full-time election judge was hired to assist in early voting for the primary election. One part-time election judge assisted with early voting for the general election.

## General Fund Expenditures (Continued)

### **GENERAL GOVERNMENT – ELECTIONS (continued)**

#### **OPERATING BUDGET**

			2023	Amount	Percentage
	2021	2022	Prelim	Increase	Increase
	Budget	Budget	Budget	(Decrease)	(Decrease)
<b><u>Elections</u></b>					
Total Personnel Services	8,550	11,842	11,842	(1)	0.0%
Total Supplies	1,000	1,000	1,000	0	0.0%
Total Other Services and Charges	5,850	11,775	11,850	75	0.6%
Total Capital Outlay	0	0	0	0	N/A
Total Elections	15,400	24,617	24,692	75	0.3%

#### **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 residential assessing services. In 2021, the City contracted with Hennepin County for commercial, industrial and apartment assessing services. No staffing is allocated to this department.

#### **OPERATING BUDGET**

	2021	2022	2023	Amount	Percentage
	Budget	Budget	Prelim Budget	Increase (Decrease)	Increase (Decrease)
<b><u>Assessing</u></b>					
Total Supplies	0	0	0	0	N/A
Total Other Services and Charges	104,316	172,500	172,500	0	0.0%
Total Assessing	104,316	172,500	172,500	0	0.0%

#### **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>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Planning Director	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70		
City Planner									0.70	0.75
Associate Planner	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30		
Planning Assistant	0.12	0.12							0.30	0.35
Administrative Assistant			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	1.12	1.12	1.12	1.22

#### **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**

			2023	Amount	Percentage
	2021	2022	Prelim	Increase	Increase
	Budget	Budget	Budget	(Decrease)	(Decrease)
<b><u>Planning and Zoning</u></b>					
Total Personnel Services	144,044	153,574	167,366	13,792	9.0%
Total Supplies	750	750	450	(300)	-40.0%
Total Other Services and Charges	46,300	52,300	45,300	(7,000)	-13.4%
Total Capital Outlay	0	0	0	0	N/A
Total Planning and Zoning	191,094	206,624	213,116	6,492	3.1%

#### **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**

			2023	Amount	Percentage
	2021	2022	Prelim	Increase	Increase
	Budget	Budget	Budget	(Decrease)	(Decrease)
<b><u>Comprehensive Plan</u></b>					
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. In 2021, contracted services with Cipher Laboratories was terminated and replaced with Solution Builders.

#### **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**

	2021	2022	2023	Amount	Percentage
			Prelim	Increase	Increase
	Budget	Budget	Budget	(Decrease)	(Decrease)
<b><u>Data Processing</u></b>					
Total Supplies	70,954	73,500	76,500	3,000	4.1%
Total Other Services and Charges	19,750	27,500	27,500	0	0.0%
Total Capital Outlay	0	0	0	0	N/A
Total Data Processing	90,704	101,000	104,000	3,000	3.0%

#### **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**

	2021	2022	2023	Amount	Percentage
	Budget	Budget	Prelim Budget	Increase (Decrease)	Increase (Decrease)
<b><u>Police/Public Works Facility</u></b>					
Total Supplies	2,000	2,500	2,500	0	0.0%
Total Other Services and Charges	79,500	85,300	86,800	1,500	1.8%
Total Police/Public Works Facility	81,500	87,800	89,300	1,500	1.7%

#### **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**

	2021	2022	2023	Amount	Percentage
	Budget	Budget	Prelim Budget	Increase (Decrease)	Increase (Decrease)
<b><u>Municipal Building</u></b>					
Total Supplies	2,800	2,800	2,800	0	0.0%
Total Other Services and Charges	56,000	53,600	57,000	3,400	6.3%
Total Capital Outlay	0	0	0	0	N/A
Total Municipal Building	58,800	56,400	59,800	3,400	6.0%

#### **CAPITAL OUTLAY**

See the General Capital Improvement Fund.



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## General Fund Expenditures (Continued)

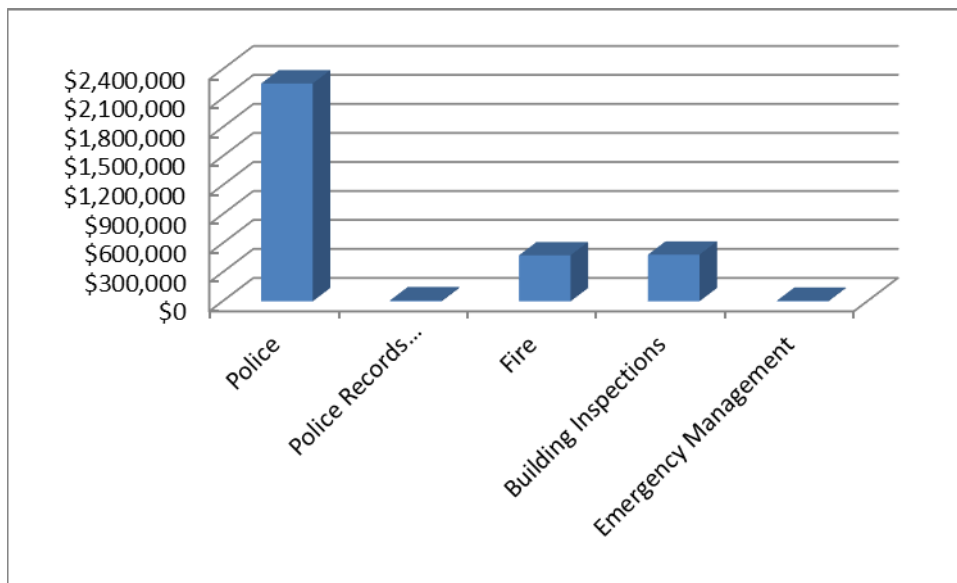
### **PUBLIC SAFETY OVERVIEW**

#### **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.

	2021	2022	2023	Amount	Percentage
	Budget	Budget	Prelim Budget	Increase (Decrease)	Increase (Decrease)
Public Safety:					
Police	1,849,789	2,023,300	2,253,577	230,277	11.4%
Police Records Management	13,500	14,200	10,250	(3,950)	-27.8%
Fire	408,130	441,448	476,281	34,833	7.9%
Building Inspections	329,479	441,953	482,467	40,514	9.2%
Emergency Management	5,800	6,050	6,250	200	3.3%
Total Public Safety	2,606,698	2,926,951	3,228,824	301,873	10.3%

2023 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 administering 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>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Public Safety Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Sergeant	2.00	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	8.00	8.00	8.00	7.00	7.00	7.00	7.00	7.00	7.00
CSOs	1.50	1.50	1.50	1.50	1.50	0.75	0.75	0.75	0.75	0.75
Administrative Assistant	1.50	1.50	1.50	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
Overtime	0.57	0.57	0.57	0.57	0.57	0.57	0.57	0.57	0.57	0.57
Total FTE's	15.57	14.57	14.57	14.07	13.57	12.82	12.82	12.82	12.82	12.82

#### **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.
- In 2021, a part-time Administrative Assistant was added for backup.
- In 2022, a second sergeant position was budgeted for 2023.

### **OPERATING BUDGET**

	2021	2022	2023	Amount	Percentage
	Budget	Budget	Prelim Budget	Increase (Decrease)	Increase (Decrease)
<b><u>Police</u></b>					
Total Personnel Services	1,625,521	1,758,100	1,961,177	203,077	11.6%
Total Supplies	60,568	68,500	76,500	8,000	11.7%
Total Other Services and Charges	163,700	196,700	215,900	19,200	9.8%
Total Capital Outlay	0	0	0	0	N/A
Total Police	1,849,789	2,023,300	2,253,577	230,277	11.4%

### **CAPITAL OUTLAY**

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



## General Fund Expenditures (Continued)

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

#### **PROFILE**

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

#### **BUDGETED PERSONNEL LEVEL**

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

#### **OPERATING BUDGET**

			2023	Amount	Percentage
	2021	2022	Prelim	Increase	Increase
	Budget	Budget	Budget	(Decrease)	(Decrease)
<b><u>Police Records Management</u></b>					
Total Supplies	0	0	0	0	N/A
Total Other Services and Charges	13,500	14,200	10,250	(3,950)	-27.8%
Total Capital Outlay	0	0	0	0	N/A
Total Police Records Management	13,500	14,200	10,250	(3,950)	-27.8%

#### **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.

In 2020, a fire study was completed to determine benefits of a regional fire district or municipal fire department. Planning and implementation are projected to continue. In 2021, the Maple Plain Fire contract was renegotiated and set for a one-year term.

#### **OPERATING BUDGET**

			2023	Amount	Percentage
	2021	2022	Prelim	Increase	Increase
	Budget	Budget	Budget	(Decrease)	(Decrease)
<b><u>Fire</u></b>					
Total Other Services and Charges	408,130	441,448	476,281	34,833	7.9%
Total Capital Outlay	0	0	0	0	N/A
Total Fire	408,130	441,448	476,281	34,833	7.9%

#### **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 to protect water quality and is responsible for regulation and enforcement related to wetlands within the City.

#### **BUDGETED PERSONNEL LEVEL**

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Planning Director	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30		
City Planner									0.30	0.25
Associate Planner	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70		
Planning Assistant	0.88	0.88							0.70	0.65
PW Inspector	0.06	0.06	0.06	0.06	0.06	0.06				
Administrative Assistant			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	0.45	0.45	0.45
Total FTE's	2.39	2.39	1.74	1.74	1.74	1.74	1.68	1.68	1.68	1.58

#### **STAFFING HISTORY & PHILOSOPHY**

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

## General Fund Expenditures (Continued)

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

- 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.
- In 2021, the Administrative Assistant shared between the Public Works and Planning/Building department was allocated to full-time Public Works. A full-time Planning and Building Assistant position was posted to be filled in 2022.

### **OPERATING BUDGET**

	2021	2022	2023	Amount	Percentage
	Budget	Budget	Prelim	Increase	Increase
	Budget	Budget	Budget	(Decrease)	(Decrease)
<b><u>Building Inspections</u></b>					
Total Personnel Services	171,379	242,803	257,767	14,964	6.2%
Total Supplies	750	950	950	0	0.0%
Total Other Services and Charges	157,350	198,200	223,750	25,550	12.9%
Total Building Inspections	329,479	441,953	482,467	40,514	9.2%

### **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.

In 2020, the Emergency Management fund was used to monitor all COVID-19 related expenditures that were reimbursable from CARES ACT funds. This fund will continue to monitor COVID-19 expenditures as well as all expenditures reimbursable from ARPA funds if applicable.

#### **BUDGETED PERSONNEL LEVEL**

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

#### **OPERATING BUDGET**

	2021	2022	2023	Amount	Percentage
	Budget	Budget	Prelim Budget	Increase (Decrease)	Increase (Decrease)
<b><u>Emergency Management</u></b>					
Total Supplies	0	0	0	0	N/A
Total Other Services and Charges	5,800	6,050	6,250	200	3.3%
Total Emergency Management	5,800	6,050	6,250	200	3.3%

#### **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>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</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	0.25
Administrative Assistant	0.50	0.50	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40
Street Maintenance/Inspector	0.43	0.43	0.49	0.43	0.49	0.43	0.49	0.43	0.49	0.43
PW Maintenance	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
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	0.20	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	0.25	0.25	0.25	0.25						
Part Time Help	0.25	0.25	0.25	0.25	0.25	0.25				0.30
Total FTE's	2.96	2.96	2.86	2.86	2.61	2.61	2.42	2.67	2.72	2.52

## 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.
- In 2020, winter seasonal help was added to assist in snow plowing.
- In 2021, the Administrative Assistant shared between the Public Works and Planning/Building department was allocated to full-time Public Works. A full-time Planning and Building Assistant position was posted to be filled in 2022.

#### **OPERATING BUDGET**

			2023	Amount	Percentage
	2021	2022	Prelim	Increase	Increase
	Budget	Budget	Budget	(Decrease)	(Decrease)
<u><b>Public Works</b></u>					
Total Personnel Services	287,826	330,170	355,667	25,497	7.7%
Total Supplies	242,580	239,200	253,260	14,060	5.9%
Total Other Services and Charges	210,950	224,250	231,450	7,200	3.2%
Total Capital Outlay	0	0	0	0	N/A
Total Public Works	741,356	793,620	840,377	46,757	5.9%

#### **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>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Assistant City Administrator/City Clerk			0.10	0.10	0.10	0.10	0.10	0.10	
Assistant to City Administrator/City Clerk	0.10	0.10							
Deputy Clerk									0.10
Total FTE's	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>

#### **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.
- In 2021, the Asst. City Administrator/City Clerk position became vacant and was reallocated to Asst. to City Administrator/City Clerk and decreased to pay grade 5-6.

#### **OPERATING BUDGET**

	2021	2022	2023	Amount	Percentage
	Budget	Budget	Prelim Budget	Increase (Decrease)	Increase (Decrease)
<b><u>Sanitation and Recycling</u></b>					
Total Personnel Services	12,694	11,472	10,253	(1,219)	-10.6%
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	17,644	16,422	15,203	(1,219)	-7.4%
<b><u>Organics</u></b>					
Total Supplies	7,895	7,900	7,900	0	0.0%
Total Other Services and Charges	1,000	1,000	1,000	0	0.0%
Total Organics	8,895	8,900	8,900	0	0.0%
Total Sanitation and Recycling & Organics	26,539	25,322	24,103	(1,219)	-4.8%

#### **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**

			2023	Amount	Percentage
	2021	2022	Prelim	Increase	Increase
	Budget	Budget	Budget	(Decrease)	(Decrease)
<b><u>Community Building</u></b>					
Total Personnel Services	6,346	5,735	5,126	(609)	-10.6%
Total Supplies	5,500	5,500	7,500	2,000	36.4%
Total Other Services and Charges	30,230	28,800	30,900	2,100	7.3%
Total Capital Outlay	0	0	0	0	N/A
Total Community Building	42,076	40,035	43,526	3,491	8.7%

#### **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>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</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	0.10
Administrative Assistant	0.20	0.20								
Assistant City Administrator/City Clerk			0.05	0.05	0.05	0.05	0.05	0.05		
Assistant to City Administrator/Deputy Clerk									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	0.10
PW Maintenance	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
PW Maintenance	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.50	
Part Time Help	0.25	0.25	0.25	0.25	0.25	0.25	0.25			
Total FTE's	1.25	1.25	1.10	1.10	1.10	1.10	1.10	0.85	1.00	0.50

#### STAFFING HISTORY & PHILOSOPHY

- The staffing structure of the department has been modified since 2006 to reflect the time spent by Public Works staff and administrative support for park functions.
- In 2017, a part-time parks position was added.

## General Fund Expenditures (Continued)

### **PARKS AND RECREATION (continued)**

#### **OPERATING BUDGET**

			2023	Amount	Percentage
	2021	2022	Prelim	Increase	Increase
	Budget	Budget	Budget	(Decrease)	(Decrease)
<b><u>Parks</u></b>					
Total Personnel Services	64,296	101,696	118,219	16,523	16.2%
Total Supplies	29,020	29,020	29,020	0	0.0%
Total Other Services and Charges	93,025	100,525	105,525	5,000	5.0%
Total Capital Outlay	0	0	0	0	N/A
Total Parks	186,341	231,241	252,764	21,523	9.3%

#### **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. Current funding source is antenna revenue.

#### **OPERATING BUDGET**

			2023	Amount	Percentage
	2021	2022	Prelim	Increase	Increase
	Budget	Budget	Budget	(Decrease)	(Decrease)
<b><u>Economic Development Housing</u></b>					
Total Other Services and Charges	57,010	57,907	60,949	3,042	5.3%
<b>Total Economic Development Housing</b>	<b>57,010</b>	<b>57,907</b>	<b>60,949</b>	<b>3,042</b>	<b>5.3%</b>

#### **CAPITAL OUTLAY**

None requested.

# GENERAL FUND BUDGET

	2021	2022	2023	Amount	Percentage
	Budget	Budget	Prelim Budget	Increase (Decrease)	Increase (Decrease)
<b>REVENUES &amp; OTHER FINANCING SOURCES:</b>					
Property Tax Levy	3,731,800	4,147,600	5,090,500	942,900	22.7%
Other Taxes	75,000	85,000	75,000	(10,000)	-11.8%
Licenses and Permits	391,269	492,500	509,400	16,900	3.4%
Intergovernmental	288,773	303,773	283,998	(19,775)	-6.5%
Charges for Services	141,254	143,074	147,871	4,797	3.4%
Fines and Forfeitures	95,000	95,000	55,000	(40,000)	-42.1%
Special Assessments	0	0	0	0	N/A
Miscellaneous	131,875	240,881	122,018	(118,863)	-49.3%
Sale of Assets	0	0	0	0	N/A
Transfers In	227,409	234,230	286,257	52,027	22.2%
Total Revenues & Other Financing Sources	5,082,380	5,742,058	6,570,044	827,986	14.4%
<b>EXPENDITURES &amp; OTHER FINANCING USES:</b>					
General Government:					
Mayor & Council	25,544	25,544	25,544	(0)	0.0%
Administration	664,268	691,552	809,831	118,279	17.1%
Elections	15,400	24,617	24,692	75	0.3%
Assessing	104,315	172,499	172,500	1	0.0%
Planning & Zoning	191,094	206,624	213,116	6,492	3.1%
Comprehensive Plan	8,000	8,000	8,000	0	0.0%
Data Processing	90,704	101,000	104,000	3,000	3.0%
Police/Public Works Facility	79,500	87,800	89,300	1,500	1.7%
Municipal Building	58,800	56,400	59,800	3,400	6.0%
Unallocated	0	0	0	0	N/A
Total General Government	1,237,625	1,374,036	1,506,782	132,746	9.7%
Public Safety:					
Police	1,849,789	2,023,300	2,253,577	230,277	11.4%
Police Records Management	13,500	14,200	10,250	(3,950)	-27.8%
Fire	408,130	441,448	476,281	34,833	7.9%
Building Inspections	329,479	441,953	482,467	40,514	9.2%
Emergency Management	5,800	6,050	6,250	200	3.3%
Total Public Safety	2,606,698	2,926,951	3,228,824	301,873	10.3%
Public Works:					
Public Works	743,356	793,620	840,377	46,757	5.9%
Sanitation & Recycling	26,539	25,322	24,103	(1,219)	-4.8%
Total Public Works	769,895	818,942	864,480	45,537	5.6%
Parks & Recreation:					
Community Building	42,076	40,035	43,526	3,491	8.7%
Parks	186,341	231,241	252,764	21,523	9.3%
Total Parks & Recreation	228,417	271,276	296,290	25,014	9.2%
Economic Development Housing	57,010	57,907	60,949	3,042	5.3%
Transfers Out	4,000	147,174	112,718	(34,456)	-23.4%
Reserves	178,734	0	45,000	45,000	N/A
Transfer to Fire Facility	0	145,771	455,000	309,229	212.1%
Total Transfers	182,734	292,945	612,718	319,773	109.2%
Total Expenditures & Other Financing Uses	5,082,379	5,742,058	6,570,044	827,986	14.4%
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	1	(1)	0	0	-133.1%



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## Special Revenue Funds

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

- Environmental Fund
- Municipal Park Fund
- Field House Operations Fund
- Charitable Gambling
- 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.

	2022	2023	Amount	Percentage
	YTD	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Miscellaneous	59,674	0	(59,674)	-100.0%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Other Services and Charges	69,885	31,000	(38,885)	-55.6%
Capital Outlay	0	0	0	N/A
Transfers Out	0	0	0	N/A
Total Expenditures and Other Financing Uses	69,885	31,000	(38,885)	-55.6%
Net Change in Fund Balance	(10,211)	(31,000)	(20,789)	203.6%
Fund Balance, Beginning of Year	487,281	477,070		
Fund Balance, End of Year	477,070	446,070		



## 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 implementation was passed for 2020 and onward to fund ongoing replacements.

	2022	2023	Amount	Percentage
	YTD	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Property Taxes	58,104	112,000	53,896	92.8%
Miscellaneous	44,404	0	(44,404)	-100.0%
Transfers In	0	0	0	N/A
Total Revenues and Other Financing Uses	102,509	112,000	9,491	(0)
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Capital Outlay	131,695	331,000	199,306	151.3%
Net Change in Fund Balance	(29,186)	(219,000)	(189,814)	650.4%
Fund Balance, Beginning of Year	426,721	397,536		
Fund Balance, End of Year	397,536	178,536		

## 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.

		2023	Amount	Percentage
	2022	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Miscellaneous	2,658	1,000	(1,658)	-62.4%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Personal Services	0	0	0	N/A
Supplies	440	900	460	104.6%
Other Services and Charges	2,196	4,100	1,904	86.7%
Total Expenditures and Other Financing Uses	2,636	5,000	2,364	89.7%
Net Change in Fund Balance	23	(4,000)	(4,023)	-17697.9%
Fund Balance, Beginning of Year	4,618	4,641		
Fund Balance, End of Year	4,641	641		

## Special Revenue Funds (Continued)

### **CHARITABLE GAMBLING FUND**

#### **PROFILE**

The Charitable Gambling Fund was established in accordance with Minn. Stat. § 349.213(f)(2). The statute gives the City of Medina local authority to require organizations with premises permits to conduct lawful gambling to make specific expenditures of no more than 10% of the net profit. The Gambling and Control Board has an authorized list of approved expenditure uses for all revenue received from lawful gambling donations.

		2023	Amount	Percentage
	2022	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Miscellaneous	21,103	0	(21,103)	-100.0%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Other Services and Charges	0	0	0	N/A
Capital Outlay	0	0	0	N/A
Transfers Out	0	0	0	N/A
Total Expenditures and Other Financing Uses	0	0	0	N/A
Net Change in Fund Balance	21,103	0	(21,103)	-100.0%
Fund Balance, Beginning of Year	7,263	28,366		
Fund Balance, End of Year	28,366	28,366		

## 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.

		2023	Amount	Percentage
	2022	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Fines and Forfeitures	7,904	20,000	12,096	153.0%
Miscellaneous	0	0	0	N/A
Sale of Assets	0	0	0	N/A
Total Revenues and Other Financing Sources	7,904	20,000	12,096	153.0%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Personal Services	5	0	(5)	-100.0%
Supplies	1,512	0	(1,512)	-100.0%
Other Services and Charges	0	40,000	40,000	N/A
Capital Outlay	0	15,000	15,000	N/A
Transfers Out	0	0	0	N/A
Total Expenditures and Other Financing Uses	1,517	55,000	53,483	3526.3%
Net Change in Fund Balance	6,387	(35,000)	(41,387)	-648.0%
Fund Balance, Beginning of Year	264,634	271,022		
Fund Balance, End of Year	271,022	236,022		

## 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.

		2023	Amount	Percentage
	2022	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Charges for Services	0	0	0	N/A
Miscellaneous	2,702	0	(2,702)	-100.0%
Total Revenues and Other Financing Sources	2,702	0	(2,702)	-100.0%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Supplies	3,450	3,000	(450)	-13.0%
Other Services and Charges	868	1,200	332	38.3%
Capital Outlay	5,854	0	(5,854)	-100.0%
Total Expenditures and Other Financing Uses	10,171	4,200	(5,971)	-58.7%
Net Change in Fund Balance	(7,470)	(4,200)	3,270	-43.8%
Fund Balance, Beginning of Year	16,831	9,361		
Fund Balance, End of Year	9,361	5,161		

## 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.

		2023	Amount	Percentage
	2022	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Charges for Services	23,230	5,000	(18,230)	-78.5%
Miscellaneous	0	0	0	N/A
Total Revenues and Other Financing Sources	23,230	5,000	(18,230)	-78.5%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Personal Services	0	0	0	N/A
Other Services and Charges	2,851	4,650	1,799	63.1%
Total Expenditures and Other Financing Uses	2,851	4,650	1,799	63.1%
Net Change in Fund Balance	20,379	350	(20,029)	-98.3%
Fund Balance, Beginning of Year	173,269	193,648		
Fund Balance, End of Year	193,648	193,998		

## 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.

		2023	Amount	Percentage
	2022	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Miscellaneous	5,751	0	(5,751)	-100.0%
Transfers In	4,000	4,000	0	0.0%
Total Revenues and Other Financing Sources	9,751	4,000	(5,751)	-59.0%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Supplies	3,853	0	(3,853)	-100.0%
Other Services and Charges	12,533	8,100	(4,433)	-35.4%
Total Expenditures and Other Financing Uses	16,386	8,100	(8,286)	-50.6%
Net Change in Fund Balance	(6,635)	(4,100)	2,535	-38.2%
Fund Balance, Beginning of Year	18,129	11,494		
Fund Balance, End of Year	11,494	7,394		

## Special Revenue Funds (Continued)

### **CRIME PREVENTION FUND**

#### **PROFILE**

The Crime Prevention Fund was established to account for donations for the Hamel bike rodeo, Cops and Bobbers and other crime prevention events.

		2023	Amount	Percentage
	2022	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Miscellaneous	6,100	0	(6,100)	-100.0%
Transfers In	0	1,500	1,500	N/A
Total Revenues and Other Financing Sources	6,100	1,500	(4,600)	-75.4%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Supplies	2,450	0	(2,450)	-100.0%
Other Services and Charges				N/A
Total Expenditures and Other Financing Uses	2,450	0	(2,450)	-100.0%
Net Change in Fund Balance	3,650	1,500	(2,150)	-58.9%
Fund Balance, Beginning of Year	0	3,650		
Fund Balance, End of Year	3,650	5,150		



## 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.

		2023	Amount	Percentage
	2022	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Other Taxes	55,757	67,000	11,243	20.2%
Miscellaneous	0	0	0	N/A
Total Revenues and Other Financing Sources	55,757	67,000	11,243	20.2%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Other Services and Charges	17,973	15,000	(2,973)	-16.5%
Transfers Out	45,000	45,000	0	0.0%
Total Expenditures and Other Financing Uses	62,973	60,000	(2,973)	-4.7%
Net Change in Fund Balance	(7,216)	7,000	14,216	-197.0%
Fund Balance, Beginning of Year	68,683	61,467		
Fund Balance, End of Year	61,467	68,467		

## Special Revenue Funds (Continued)

	204	226	227	230
	Environmental	Municipal	Field	Charitable
	Fund	Park	House	Gambling
<b><u>REVENUES &amp; OTHER FINANCING SOURCES:</u></b>				
<u>Revenues</u>				
Property Taxes		112,000		
Other Taxes				
Intergovernmental				
Charges for Services				
Fines and Forfeitures				
Miscellaneous	0	0	1,000	0
Total Revenues	0	112,000	1,000	0
<u>Other Financing Sources</u>				
Sale of Assets				
Transfers In				
Total Other Financing Sources	0	0	0	0
Total Revenues & Other Financing Sources	0	112,000	1,000	0
<b><u>EXPENDITURES &amp; OTHER FINANCING USES:</u></b>				
<u>Current</u>				
General Government				
Public Safety				
Public Works				
Parks & Recreation	31,000	0	5,000	
Total Current	31,000	0	5,000	0
<u>Capital Outlay</u>				
General Government				
Public Safety				
Public Works				
Parks & Recreation	0	331,000		
Total Capital Outlay	0	331,000	0	0
<u>Other Financing Uses</u>				
Transfers Out				
Total Expenditures & Other Financing Uses	31,000	331,000	5,000	0
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	(31,000)	(219,000)	(4,000)	0

## Special Revenue Funds (Continued)

235	236	238	240	245	250	Total
Police Forfeiture	Police Reserve Equipment	German Liberal Cemetery	Community Event	Crime Prevention Events	Cable Franchise	Special Revenue
						112,000
					67,000	67,000
						0
	0	5,000				5,000
20,000						20,000
0	0	0	0		0	1,000
20,000	0	5,000	0	0	67,000	205,000
0						0
			4,000	1,500		5,500
0	0	0	4,000	1,500	0	5,500
20,000	0	5,000	4,000		67,000	210,500
		4,650				4,650
40,000	4,200			0		44,200
						0
			8,100		15,000	59,100
40,000	4,200	4,650	8,100	0	15,000	107,950
						0
0	0					0
						0
						331,000
0	0	0	0	0	0	331,000
0					45,000	45,000
40,000	4,200	4,650	8,100	0	60,000	483,950
(20,000)	(4,200)	350	(4,100)	0	7,000	(273,450)



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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
- Fire Facility 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.

		2023	Amount	Percentage
	2022	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Intergovernmental	0	0	0	N/A
Charges for Services	162,260	20,000	(142,260)	-87.7%
Miscellaneous	0	0	0	N/A
Total Revenues and Other Financing Sources	162,260	20,000	(142,260)	-87.7%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Capital Outlay	945,938	329,000	(616,938)	-65.2%
Net Change in Fund Balance	(783,678)	(309,000)	474,678	-60.6%
Fund Balance, Beginning of Year	1,560,869	777,190		
Fund Balance, End of Year	777,190	468,190		

## 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.

	2022	2023	Amount	Percentage
	YTD	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Intergovernmental	0	0	0	N/A
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	0	0	0	N/A
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Capital Outlay	26,850	55,000	28,150	104.8%
Net Change in Fund Balance	(26,850)	(55,000)	(28,150)	104.8%
Fund Balance, Beginning of Year	259,253	232,403		
Fund Balance, End of Year	232,403	177,403		

## 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:

- 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.

- In 2023, bonding is planned for the water treatment plant expansion project.

		<b>2023</b>	<b>Amount</b>	<b>Percentage</b>
	<b>2022</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
	<b>YTD</b>	<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Charges for Services	557,800	300,000	(257,800)	-46.2%
Special Assessments	0	0	0	N/A
Miscellaneous	0	0	0	N/A
Transfers In	0	0	0	N/A
Total Revenues and Other Financing Sources	557,800	300,000	(257,800)	-46.2%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Capital Outlay	159,579	2,300,000	2,140,421	1341.3%
Transfers Out	205,338	491,480	286,142	139.4%
Total Expenditures and Other Financing Uses	364,917	2,791,480	2,426,563	665.0%
Net Change in Fund Balance	192,883	(2,491,480)	(2,684,363)	-1391.7%
Fund Balance, Beginning of Year	1,931,005	2,123,888		
Fund Balance, End of Year	2,123,888	(367,592)		



## 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.

- In 2020, an interfund loan of \$140,000 was made to the debt service fund for early redemption of bonds callable.
- In 2021, the interfund loan was paid back from debt service.

	2022	2023	Amount	Percentage
	YTD	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Charges for Services	87,433	40,000	(47,433)	-54.3%
Special Assessments	0	0	0	N/A
Miscellaneous	0	0	0	N/A
Total Revenues and Other Financing Sources	87,433	40,000	(47,433)	-54.3%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Capital Outlay	24,343	1,010,000	985,657	4049.0%
Transfers Out	0	0	0	
Total Expenditures and Other Financing Uses	24,343	1,010,000	985,657	4049.0%
Net Change in Fund Balance	63,090	(970,000)	(1,033,090)	-1637.5%
Fund Balance, Beginning of Year	3,282,854	3,345,945		
Fund Balance, End of Year	3,345,945	2,375,945		

## Capital Project Funds (Continued)

### **FIRE FACILITY CAPITAL FUND**

#### **PROFILE**

The Fire Facility Capital Improvement Fund was created in 2021 and accounts for financing the construction of a fire facility. The current financing is from reserve transfers and surplus revenue funds. Other options for future financing include property tax levy and bonding.

		2023	Amount	Percentage
	2022	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Transfers In	295,771	455,000	159,229	53.8%
Total Revenues and Other Financing Sources	295,771	455,000	159,229	53.8%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Capital Outlay	0	0	0	N/A
Transfers Out	0	0	0	
Total Expenditures and Other Financing Uses	0	0	0	N/A
Net Change in Fund Balance	295,771	455,000	159,229	53.8%
Fund Balance, Beginning of Year	300,000	595,771		
Fund Balance, End of Year	595,771	1,050,771		

## 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.

		2023	Amount	Percentage
	2022	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Tax Increments	269,693	548,846	279,153	103.5%
Miscellaneous	0	0	0	N/A
Total Revenues and Other Financing Sources	269,693	548,846	279,153	103.5%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Capital Outlay	227,366	0	(227,366)	-100.0%
Transfers Out	196,200	202,550	6,350	3.2%
Total Expenditures and Other Financing Uses	423,566	202,550	(221,016)	-52.2%
Net Change in Fund Balance	(153,872)	346,296	500,168	-325.1%
Fund Balance, Beginning of Year	(14,665)	(168,537)		
Fund Balance, End of Year	(168,537)	177,759		

## 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 implementation was passed for 2020 and onward.

	2022	2023	Amount	Percentage
	YTD	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Property Tax Levy	162,122	312,500	150,378	92.8%
Miscellaneous	0	0	0	N/A
Sale of Assets	29,440	20,000	(9,440)	-32.1%
Transfers In	235,267	46,269	(188,998)	-80.3%
Bond Proceeds	0	0	0	N/A
Total Revenues and Other Financing Sources	426,829	378,769	(48,060)	-11.3%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Capital Outlay	223,208	654,908	431,700	193.4%
Transfers Out	0	0	0	N/A
Total Expenditures and Other Financing Uses	223,208	654,908	431,700	193.4%
Net Change in Fund Balance	203,621	(276,139)	(479,760)	-235.6%
Fund Balance, Beginning of Year	184,956	388,577		
Fund Balance, End of Year	388,577	112,438		

## 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.

- In 2023, bonding is planned to cover road project expenses in 2023 and 2022.

		2023	Amount	Percentage
	2022	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Property Tax Levy	56	61,000	60,944	107883.7%
Intergovernmental	366,751	1,295,381	928,630	253.2%
Special Assessments	89,836	0	(89,836)	-100.0%
Miscellaneous	0	0	0	N/A
Transfers In	366,751	0	(366,751)	-100.0%
Bond Proceeds	0	0	0	N/A
Total Revenues and Other Financing Sources	823,395	1,356,381	472,043	64.7%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Capital Outlay	1,145,302	2,392,907	1,247,605	108.9%
Net Change in Fund Balance	(321,907)	(1,036,526)	(775,562)	222.0%
Fund Balance, Beginning of Year	340,229	18,321		
Fund Balance, End of Year	18,321	(1,018,205)		

## Capital Project Funds (Continued)

	225	401	402
	Park	General	Water
	Dedication	Capital	Capital
		Improvement	Improvement
<b><u>REVENUES &amp; OTHER FINANCING SOURCES:</u></b>			
<u>Revenues</u>			
Property Tax Levy			
Tax Increments			
Intergovernmental	0	0	
Charges for Services	20,000		300,000
Special Assessments			0
Miscellaneous	0	0	0
Total Revenues	20,000	0	300,000
<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	20,000	0	300,000
<b><u>EXPENDITURES &amp; OTHER FINANCING USES:</u></b>			
<u>Capital Outlay</u>			
General Government		30,000	
Public Safety		15,000	
Public Works			
Parks & Recreation	329,000	10,000	
Economic Development			
Water			2,300,001
Sewer			
Total Capital Outlay	329,000	55,000	2,300,001
<u>Other Financing Uses</u>			
Transfers Out			491,480
Total Expenditures & Other Financing Uses	329,000	55,000	2,791,481
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	(309,000)	(55,000)	(2,491,481)

## Capital Project Funds (Continued)

403 Sewer Capital Improvement	405 Fire Facility Capital	406 Tax Increment #1-9	411 Equipment Replacement	420 Road Improvement	Total Capital Projects
			312,500	61,000	373,500
		548,846			548,846
				1,295,381	1,295,381
40,000					360,000
				0	0
0		0	0	0	0
40,000		548,846	312,500	1,356,381	2,577,727
			20,000		20,000
	455,000		46,269	0	501,269
			0	0	0
0	455,000	0	66,269	0	521,269
40,000	455,000	548,846	378,769	1,356,381	3,098,996
			0		30,000
			649,908		664,908
			5,000	2,392,907	2,397,907
					339,000
		0			0
					2,300,001
1,010,000					1,010,000
1,010,000	0	0	654,908	2,392,907	6,741,816
		202,550	0		694,030
1,010,000		202,550	654,908	2,392,907	7,435,846
(970,000)	455,000	346,296	(276,139)	(1,036,526)	(4,336,850)



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## Debt Service Funds

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

- G.O. Capital Improvement Plan Bonds 2020A (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 2020A (2017A) Fund

## Debt Service Funds

### **G.O. CAPITAL IMPROVEMENT PLAN BONDS 2020A 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 replaced with refunding bond 2020A.

In 2020, the City issued the 2020A G.O. Refunding Bonds to refinance \$4,880,000 of the 2012A G.O. CIP Bonds, with the defeasance occurring on February 1, 2021.

Revenues for payment of bond 2012A come from the property tax levy and the utility funds (water & sewer). 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, 2034.

		2023	Amount	Percentage
	2022	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Property Tax Levy	112,976	364,791	251,815	222.9%
Miscellaneous	0	0	0	N/A
Bond Proceeds	0	0	0	N/A
Transfers In	54,154	91,198	37,044	68.4%
Total Revenues and Other Financing Sources	167,130	455,989	288,859	172.8%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Debt Service	236,779	256,103	19,324	8.2%
Transfers Out	0	0	0	N/A
	236,779	256,103	19,324	8.2%
Net Change in Fund Balance	(69,650)	199,886	269,536	-387.0%
Fund Balance, Beginning of Year	435,533	365,883		
Fund Balance, End of Year	365,883	565,769		

## 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.

	2022	2023	Amount	Percentage
	YTD	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Property Tax Levy	69,059	0	(69,059)	-100.0%
Miscellaneous	0	0	0	N/A
Transfers In	33,120	0	(33,120)	-100.0%
Total Revenues and Other Financing Sources	102,179	0	(102,179)	-100.0%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Debt Service	159,902	157,189	(2,713)	-1.7%
Net Change in Fund Balance	(57,722)	(157,189)	(99,467)	172.3%
Fund Balance, Beginning of Year	238,723	181,001		
Fund Balance, End of Year	181,001	23,812		

## 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.

	2022	2023	Amount	Percentage
	YTD	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Property Tax Levy	30,245	60,155	29,910	98.9%
Special Assessments	34,481	49,679	15,198	44.1%
Miscellaneous	0	0	0	N/A
Transfers In	0	0	0	N/A
Total Revenues and Other Financing Sources	64,726	109,834	45,108	69.7%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Debt Service	146,371	143,828	(2,543)	-1.7%
Net Change in Fund Balance	(81,645)	(33,994)	47,651	-58.4%
Fund Balance, Beginning of Year	305,013	223,368		
Fund Balance, End of Year	223,368	189,374		

## 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.

	2022	2023	Amount	Percentage
	YTD	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Special Assessments	4,495	7,776	3,281	73.0%
Miscellaneous	0	0	0	N/A
Transfers In	196,200	202,550	6,350	3.2%
Bond Proceeds	0	0	0	N/A
Total Revenues and Other Financing Sources	200,695	210,326	9,631	4.8%
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Debt Service	185,221	191,478	6,257	3.4%
Net Change in Fund Balance	15,474	18,848	3,374	21.8%
Fund Balance, Beginning of Year	60,831	76,305		
Fund Balance, End of Year	76,305	95,153		

## Debt Service Funds (Continued)

### **G.O. IMPROVEMENT BONDS 2020A 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. In 2020, this debt was refunded with G.O. Refunding Bond 2020A.

In 2020, the City issued the 2020A G.O. Refunding Bonds to \$1,120,000 of the 2017A G.O. Improvement Bonds, with the defeasance occurring on December 22, 2020.

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 will be fully retired on February 1, 2031.

	<b>2022</b>	<b>2023</b>	<b>Amount</b>	<b>Percentage</b>
	<b>YTD</b>	<b>Preliminary</b>	<b>Increase</b>	<b>Increase</b>
		<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b><u>REVENUES AND OTHER FINANCING SOURCES:</u></b>				
Special Assessments	0	0	0	N/A
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	0	0	0	N/A
<b><u>EXPENDITURES AND OTHER FINANCING USES:</u></b>				
Transfers Out	0	0	0	N/A
Debt Service	112,017	112,112	95	0.1%
	112,017	112,112	95	0.1%
Net Change in Fund Balance	(112,017)	(112,112)	(95)	0.1%
Fund Balance, Beginning of Year	1,200,205	1,088,188		
Fund Balance, End of Year	1,088,188	976,076		

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## Debt Service Funds (Continued)

	319	321	322
	G.O.	G.O.	G.O.
	CIP	Refunding	Improvement
	Bonds	Bonds	Bonds
	2012A	2013A	2015A
<b><u>REVENUES &amp; OTHER FINANCING SOURCES:</u></b>			
<u>Revenues</u>			
Property Tax Levy	364,791	0	60,155
Intergovernmental			
Special Assessments			49,679
Miscellaneous	0	0	0
Total Revenues	364,791	0	109,834
<u>Other Financing Sources</u>			
Transfers In	91,198	0	
Bond Proceeds	0		
Total Other Financing Sources	91,198	0	0
Total Revenues & Other Financing Sources	455,989	0	109,834
<b><u>EXPENDITURES &amp; OTHER FINANCING USES:</u></b>			
<u>Expenditures</u>			
Debt Service	256,103	157,189	143,828
<u>Other Financing Uses</u>			
Transfers Out	0		
Bonds Paid by Escrow			
Total Other Financing Uses	0	0	0
Total Expenditures & Other Financing Uses	256,103	157,189	143,828
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	199,886	(157,189)	(33,994)



Debt Service Funds (Continued)

323 G.O.	324 G.O.	
Refunding Bonds	Improvement Bonds	Total Debt
2016A	2017A	Service
0	0	424,946
	0	0
7,776	0	57,455
0	0	0
7,776	0	482,401
202,550	0	293,748
0	0	0
202,550	0	293,748
210,326	0	776,149
191,478	112,112	860,710
		0
		0
0	0	0
191,478	112,112	860,710
18,848	(112,112)	(84,561)



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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 2023 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

A 1% water rate increase is proposed for 2023; supported by the 2020 Water Rate Analysis. Operating expenses (excluding transfers) are budgeted to increase \$370,816 (includes CIP). Transfers out to the General Fund for operating costs are 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>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</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
Administrative Assistant	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	0.17
PW Water/Sewer Operator	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40
PW Maintenance	0.17	0.17	0.17	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	0.45	0.45	0.45	0.15
Part Time Help										
Total FTE's	1.97	1.97	1.97	1.97	1.97	1.97	1.97	1.97	1.80	1.50

#### CAPITAL OUTLAY

Accounted for in the Water Capital Improvement Fund.

## Public Utility Funds (Continued)

### **WATER UTILITY FUND (continued)**

	2022	2023	Amount	Percentage
	Budget	Prelim Budget	Increase (Decrease)	Increase (Decrease)
<b><u>OPERATING REVENUES</u></b>				
<b><u>Charges for Services</u></b>				
Charges for Services	1,321,400	1,377,200	55,800	4.2%
Special Assessments	14,000	14,000	0	0.0%
Meter Sales	20,000	30,000	0	50.0%
Miscellaneous Revenues	0	0	0	N/A
Total Charges for Services	1,355,400	1,421,200	55,800	4.9%
<b>TOTAL OPERATING REVENUES</b>	1,355,400	1,421,200	55,800	4.9%
<b><u>OPERATING EXPENSES</u></b>				
Personnel Services	236,428	247,244	10,816	4.6%
Supplies	102,020	112,020	10,000	9.8%
Depreciation	350,000	380,000	30,000	8.6%
Other Services and Charges	910,400	1,230,400	320,000	35.1%
<b>TOTAL OPERATING EXPENSES</b>	1,598,848	1,969,664	370,816	23.2%
<b>OPERATING INCOME (LOSS)</b>	(243,448)	(548,464)	(315,016)	125.3%
<b><u>NONOPERATING REVENUES</u></b>				
Miscellaneous Revenues	0	0	0	N/A
Interest Earnings	5,000	0	(5,000)	-100.0%
Water Connect/Reconnect Fee	5,000	10,000	5,000	100.0%
Total Nonoperating Revenues	10,000	10,000	0	0.0%
<b><u>NONOPERATING EXPENSES</u></b>				
Bond Principal	(200,000)	(205,000)	(5,000)	2.5%
Bond Interest	(5,338)	(1,794)	3,544	-66.4%
Fiscal Agent's Fees	(800)	(800)	0	0.0%
Total Nonoperating Expenses	(206,138)	(207,594)	(1,456)	0.7%
<b>INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	(439,586)	(746,058)	(316,472)	69.7%
<b><u>CAPITAL CONTRIBUTIONS AND TRANSFERS</u></b>				
Transfers from Other Funds	205,338	206,794	1,456	0.7%
Transfers to Other Funds	(127,209)	(131,613)	(4,404)	3.5%
Capital Contributions	0	0	0	N/A
Total Capital Contributions and Transfers	78,129	75,181	(2,948)	-3.8%
<b>CHANGE IN NET POSITION</b>	(361,457)	(670,877)	(319,420)	85.6%
<b>NET POSITION, JANUARY 1</b>	12,527,709	13,301,072	773,363	6.2%
<b>NET POSITION, DECEMBER 31</b>	12,166,252	12,630,195	463,943	3.8%

## 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

Rates are scheduled to increase by 1% as supported by the 2020 sewer rate analysis. Operating expenses are projected to increase by \$112,357 (includes CIP). Transfers out to the General Fund for operating costs were reviewed in 2020 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>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</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
Administrative Assistant	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	0.18
PW Water/Sewer Operator	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30
PW Maintenance	0.18	0.18	0.18	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	0.45	0.45	0.45	0.15
Total FTE's	1.69	1.69	1.69	1.69	1.69	1.69	1.69	1.69	1.51	1.21

#### CAPITAL OUTLAY

Accounted for in the Sewer Capital Improvement Fund.

## Public Utility Funds (Continued)

### **SEWER UTILITY FUND (continued)**

	2022	2023	Amount	Percentage
	Budget	Prelim Budget	Increase (Decrease)	Increase (Decrease)
<b><u>OPERATING REVENUES</u></b>				
<b><u>Charges for Services</u></b>				
Charges for Services	841,697	939,339	97,267	11.6%
Special Assessments	2,500	2,500	0	0.0%
Total Charges for Services	844,197	941,839	97,267	11.6%
<b>TOTAL OPERATING REVENUES</b>	844,197	941,839	97,267	11.6%
<b><u>OPERATING EXPENSES</u></b>				
Personal Services	142,737	154,094	11,357	8.0%
Supplies	5,880	5,880	0	0.0%
Depreciation	100,000	125,000	25,000	25.0%
Other Services and Charges	490,500	566,500	76,000	15.5%
<b>TOTAL OPERATING EXPENSES</b>	739,117	851,474	112,357	15.2%
<b>OPERATING INCOME (LOSS)</b>	105,080	90,365	(15,090)	-14.0%
<b><u>NONOPERATING REVENUES</u></b>				
Miscellaneous Income	0	0	0	N/A
Interest Earnings	5,000	0	(5,000)	-100.0%
Total Nonoperating Revenues	5,000	0	(5,000)	-100.0%
<b>INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	110,080	90,365	(20,090)	-17.9%
<b><u>CAPITAL CONTRIBUTIONS AND TRANSFERS</u></b>				
Transfers to Other Funds	(130,711)	(135,349)	(4,638)	3.5%
Capital Contributions	0	0	0	N/A
Total Capital Contributions and Transfers	(130,711)	(135,349)	(4,638)	3.5%
<b>CHANGE IN NET POSITION</b>	(20,631)	(44,984)	(24,728)	118.0%
<b>NET POSITION, JANUARY 1</b>	4,948,275	4,934,166	(14,109)	-0.3%
<b>NET POSITION, DECEMBER 31</b>	4,927,644	4,889,182	(38,462)	-0.8%
<b><u>OTHER CASH INFLOWS</u></b>				

## 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.

Operating expenses are budgeted to decrease by \$152,401 (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>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
PW Director	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
Office Assistant			0.15	0.15	0.10	0.10	0.10	0.10	0.10
Administrative Assistance	0.15	0.15							
Street Maintenance Inspector	0.20	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	0.10
PW Maintenance	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	
Total FTE's	0.75	0.75	0.75	0.75	0.70	0.70	0.70	0.60	0.60

#### **CAPITAL OUTLAY**

Various Improvements.



## Public Utility Funds (Continued)

### **STORM WATER UTILITY FUND (continued)**

	2022	2023	Amount	Percentage
	Budget	Prelim Budget	Increase (Decrease)	Increase (Decrease)
<b><u>OPERATING REVENUES</u></b>				
<b><u>Charges for Services</u></b>				
Charges for Services	265,500	275,000	12,000	3.6%
Special Assessments	2,500	2,500	0	0.0%
Total Charges for Services	268,000	277,500	12,000	3.5%
<b>TOTAL OPERATING REVENUES</b>	268,000	277,500	12,000	3.5%
<b><u>OPERATING EXPENSES</u></b>				
Personal Services	80,702	84,324	3,622	4.5%
Supplies	5,200	750	(4,450)	-85.6%
Depreciation	70,000	75,000	5,000	7.1%
Other Services and Charges	347,673	191,100	(156,573)	-45.0%
<b>TOTAL OPERATING EXPENSES</b>	503,575	351,174	(152,401)	-30.3%
<b>OPERATING INCOME (LOSS)</b>	(235,575)	(73,674)	164,401	-68.7%
<b><u>NONOPERATING REVENUES</u></b>				
Miscellaneous Income	0	0	0	N/A
Interest Earnings	0	0	0	N/A
Total Nonoperating Revenues	0	0	0	N/A
<b>INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	(235,575)	(73,674)	164,401	-68.7%
<b><u>CAPITAL CONTRIBUTIONS AND TRANSFERS</u></b>				
Transfers from Other Funds	0	0	0	N/A
Grants	0	0	0	N/A
Transfers to Other Funds	(63,585)	(65,493)	(1,908)	3.0%
Capital Contributions	0	0	0	N/A
Total Capital Contributions and Transfers	(63,585)	(65,493)	(1,908)	3.0%
<b>CHANGE IN NET POSITION</b>	(299,160)	(139,167)	162,493	-53.5%
<b>NET POSITION, JANUARY 1</b>	1,820,543	1,905,138	84,595	4.6%
<b>NET POSITION, DECEMBER 31</b>	1,262,342	1,765,971	503,629	39.9%



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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.)