

# CITY OF MEDINA



## COMPREHENSIVE ANNUAL BUDGET

APPROVED DECEMBER 16, 2008

FOR THE FISCAL YEAR  
BEGINNING JANUARY 1, 2009

**CHAD ADAMS**  
*CITY ADMINISTRATOR*

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*CHIEF OF POLICE*

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**TIM BENETTI**  
*PLANNING DIRECTOR*

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**CITY OF MEDINA**  
**2009 COMPREHENSIVE ANNUAL BUDGET**

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To: Medina City Council  
From: Chad M. Adams, City Administrator  
Date: November 20, 2008  
RE: 2009 Comprehensive Budget and Tax Levy

The City of Medina Staff submitted this 2009 Proposed Final Budget and Tax Levy for your consideration of approval on December 16, 2008. The City is required to adopt a final budget and certify a final tax levy to the county auditor on or before December 29<sup>th</sup>. Prior to the final budget and tax levy being adopted, the City must conduct a Truth In Taxation (TNT) hearing, which was scheduled this year for December 8 at 6:30 p.m. in Medina City Hall.

The proposed final levy is the total of all levies the City intends to impose, both general and special levies. For payable 2009, levy limits instituted by the State of Minnesota will apply to the City of Medina. Three years of levy limits apply to cities with population of over 2,500. The City's population is 4,911 as of April 2007, according to the Metropolitan Council. The Minnesota Department of Revenue has notified the City that the Payable 2009 Initial Overall Levy Limitation is as follows:

**2009 Tax Levy Limit:** \$2,588,401

The tax levy limit allows for a 6.79 percent increase from the 2008 total levy of \$2,423,714. The 6.79 percent tax levy limit includes the 3.9 percent inflation adjustment applicable to all cities in Minnesota plus Medina's other adjustment factors primarily including growth for new household and new commercial or industrial construction.

Cities are also allowed to request special levies in addition to the tax levy limit indicated above. The new levy limit law for 2009 preserved all previously established special levies with one change, and added five new special levies. Staff proposed and Council approved in the preliminary levy on September 2, 2008 the utilization of one special levy for a three year certificate of indebtedness. The 2009 principal and interest amount is reflected in the Debt Service category in the tax levy below.

There are two funds that require a tax levy: the General Fund and the Debt Service Fund. Staff proposed a 2009 preliminary levy which was amended by Council on September 2, 2008 to allow for an additional \$75,000 contingency line item in the General Fund tax levy. The preliminary tax levy was approved as follows:

<b>Tax Levy:</b>	
General Fund	\$2,580,289
Debt Service	<u>\$ 144,430</u>
<b>Total Levy</b>	<b>\$2,724,719</b>

The proposed general fund levy of \$2,580,289 reflects a 6.46 percent increase in the local levy, which is less than the allowable 6.79 percent. The additional special levy will bring the City's final total tax levy of \$2,724,719 to a 12.42 percent increase.

The property tax levy should be set at a level to raise adequate revenue for the operating budget when combined with other expected revenues. The final level of expected revenue should be sufficient to result in a projected year-end fund balance to cover possible emergencies or contingencies.

The proposed final General Fund Budget reflects the revenues and expenditures developed from the City's needs, trend analysis, the Annual Goal Setting Session in February 2008, the joint work sessions with the City Council and Staff during the months of July and August 2008, and budget deliberations when the preliminary budget and tax levy were established on September 2, 2008. The expenditure levels are focused on maintaining the City's current level of services and to address capital, maintenance, or special project needs. The \$75,000 in contingency funding added to the budget on September 2, 2008 has since been appropriated to road maintenance/improvement projects and fire merger consultation needs.

#### **GENERAL FUND REVENUES:**

Total estimated revenue for 2009 is \$3,982,429 compared to the 2008 budget of \$4,158,825. As a historical practice, revenues are budgeted using conservative assumptions.

With a proposed general operating levy increase of 6.46 percent, property tax collections in the General Fund increases from \$2,423,714 to \$2,580,289.

Licenses and Permits are estimated at \$267,100 in 2009 compared to \$406,215 in 2008. Most of this decrease is attributable to slower building permits as a result of local market demands as well as limitations on development while the City implements its new Comprehensive Plan.

Charges for Services decrease to \$323,600 in 2009 from \$683,240 in 2008. \$270,000 of the reduction is due to changes in accounting practices regarding pass through revenues.

Other 2009 significant revenue increases including police fines and utility transfers for administrative expenses are not expected to increase by the same rate for 2010.

#### **GENERAL FUND EXPENDITURES:**

The proposed 2009 General Fund Budget is intended to address some of the growing needs discussed in previous years and as articulated by the City Council in work and goal setting sessions. Again, the proposed expenditure decrease to \$3,982,429 in 2009 from \$4,158,825 in 2008 is largely attributable to the change in accounting practices regarding pass through expenses.

The General Fund budget provides the financing for many government services that address the City's needs and defined goals. Increases in the expenditure budget for 2009 generally relate to personnel costs both through prior year reorganization, compensation philosophy, and mandates. To improve organizational effectiveness and to support the goals established by the City Council, several City Departments were reorganized in 2008. The proposed 2009 budget reflects a full calendar year of expenses regarding the changes in 2008. Based on the currently level of services

being provided, Staff is not proposing additional personnel in 2009. It is intended to maintain current service levels in most areas and improve services levels in a few key areas with existing personnel.

Personnel costs represent 54.43 percent of the General Fund Budget. A 3 percent cost of living adjustment and defined pay grade step increases are included in the 2009 budget. Mandated employer increases for retirement through the State of Minnesota Public Employee Retirement Association (PERA) is included in the 2009 budget along with a health insurance benefit increase of 16 percent. The health insurance increase has been divided proportionately to be consistent with the formula benefits are currently split.

The City's transfers out continue to decrease based on Council policy directives provided in 2008. Both the 2008 and 2009 budgets have demonstrated significant decreases to the Environmental Fund, Equipment Fund and Road Improvement Fund. The creation of a Storm Water Utility was an appropriate measure to off-set the reduction of the Environmental Fund transfers. While Staff has recommended increasing fund balances in the Equipment Fund as a strategy to fund capital equipment needs, the Council has decided to use debt service as an alternative strategy. Staff has also supported increasing fund balances in the Road Improvement Fund along with a street assessment policy to fund road improvement needs. The Council continues to evaluate the street assessment policy and has alternatively indicated support for debt service as a strategy to fund road improvements needs.

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

#### **OTHER FUND BUDGETS**

In addition to the City's General Fund Budget and proposed final tax levy, the City also has a number of other Special Revenue Fund, Capital Project Fund, Debt Service Fund and Enterprise Funds to prepare annual budgets. A profile and proposed budget of each fund is included in this budget book.

#### **FINAL COMMENTS**

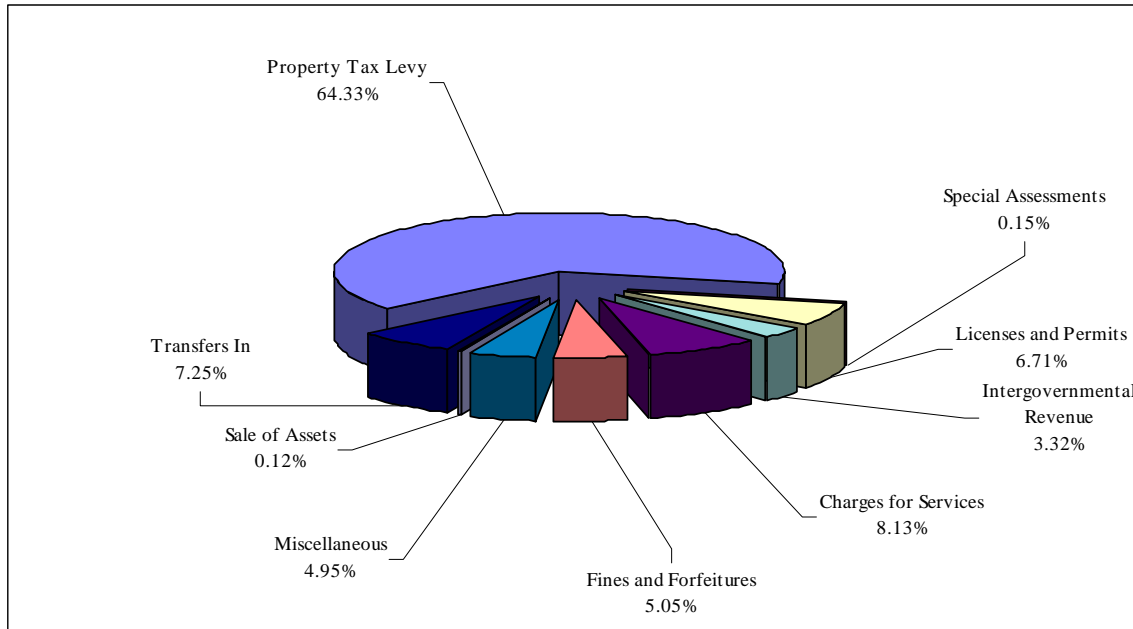
It is with pleasure to report that all City Departments continue to take a conservative and needs-based approach in proposing the fiscally responsible annual budgets. This budget book is a new document that has been created to provide a more thorough Council and public evaluation of the City's programs and services.

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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 2009

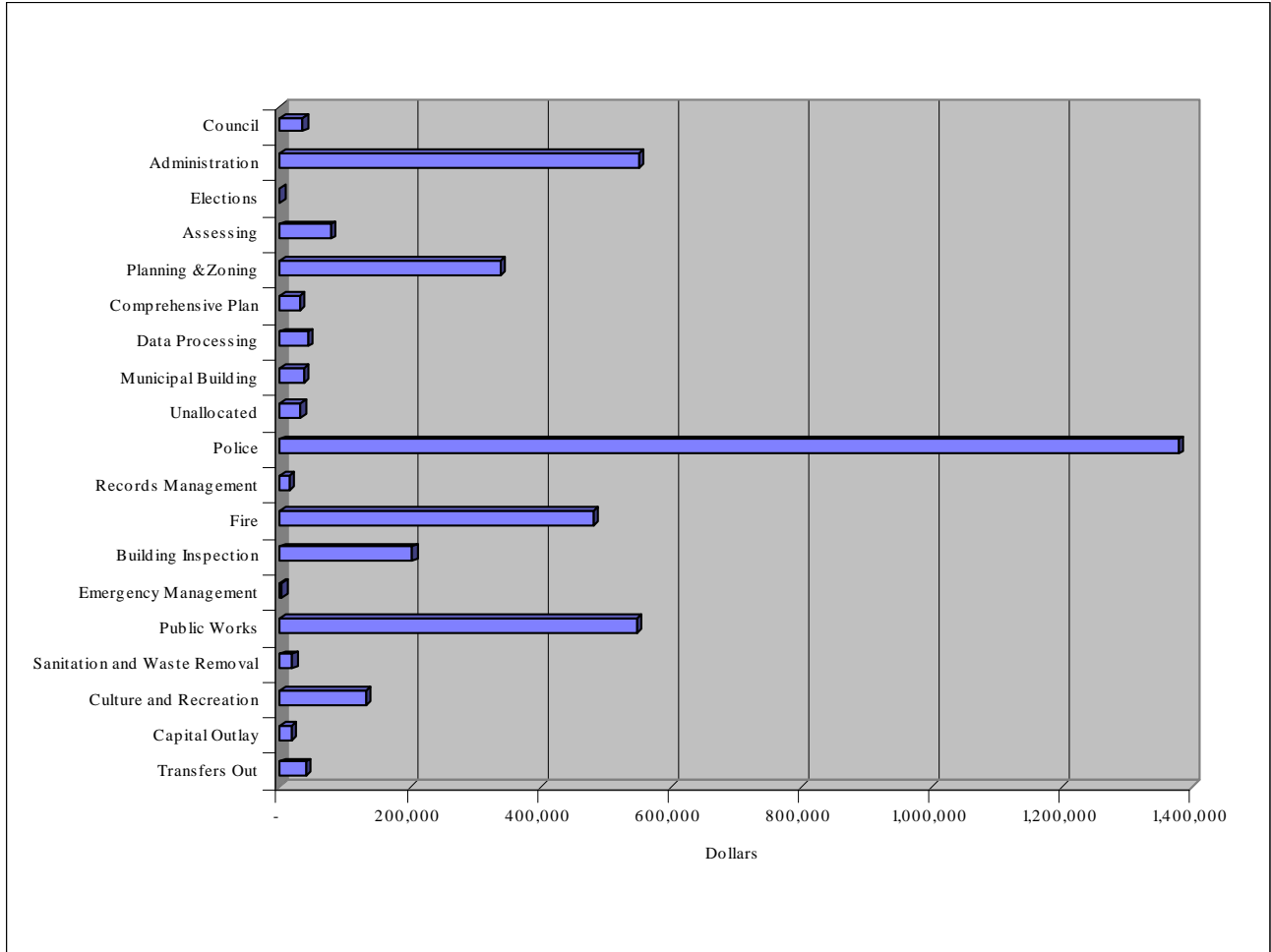


	2008 Final Budget	2009 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
<b>REVENUES &amp; OTHER SOURCES:</b>				
Property Tax Levy	\$ 2,423,714	\$ 2,580,289	\$ 156,575	6.46%
Other Taxes Adjustments	(19,750)	(18,500)	1,250	(6.33%)
Special Assessments	7,000	6,000	(1,000)	(14.29%)
Licenses and Permits	406,215	267,100	(139,115)	(34.25%)
Intergovernmental Revenue	168,881	132,250	(36,631)	(21.69%)
Charges for Services	683,240	323,600	(359,640)	(52.64%)
Fines and Forfeitures	121,000	201,000	80,000	66.12%
Miscellaneous	169,250	197,247	27,997	16.54%
Sale of Assets	4,775	4,775	-	0.00%
Transfers In	194,500	288,668	94,168	48.42%
<b>Total Revenues &amp; Other Sources</b>	<b>\$ 4,158,825</b>	<b>\$ 3,982,429</b>	<b>\$ (176,396)</b>	<b>(4.24%)</b>

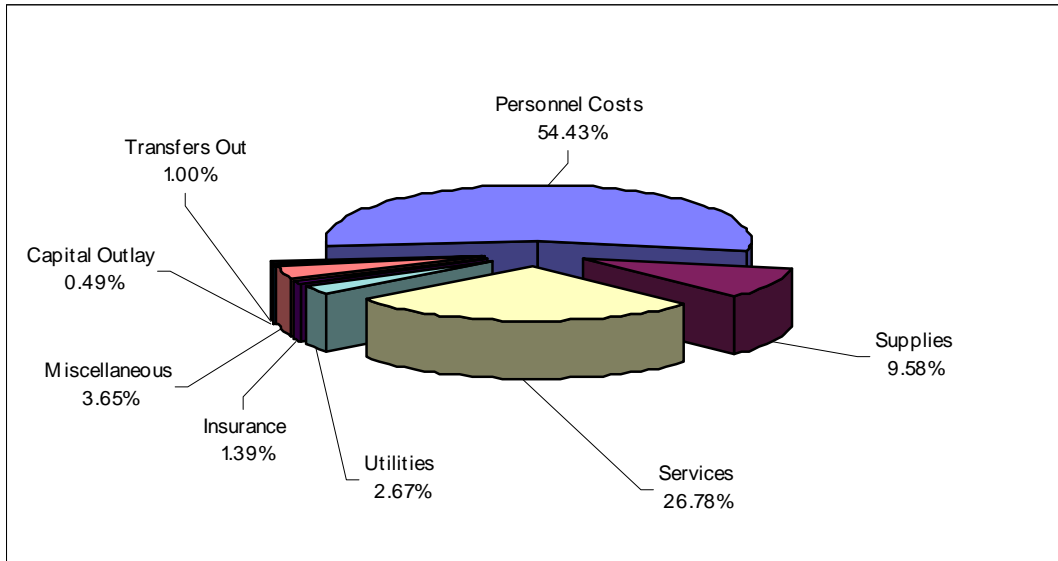
## General Fund Expenditures 2009

	2008 Final Budget	2009 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
<b>EXPENDITURES &amp; OTHER USES:</b>				
General Government				
Council	\$ 38,750	\$ 35,250	\$ (3,500)	(9.03%)
Administration	529,970	550,525	20,555	3.88%
Elections	6,550	100	(6,450)	(98.47%)
Assessing	77,700	77,700	-	0.00%
Planning & Zoning	614,500	337,693	(276,807)	(45.05%)
Comprehensive Plan	30,000	30,500	500	1.67%
Data Processing	42,050	42,500	450	1.07%
Municipal Building	46,620	36,270	(10,350)	(22.20%)
Unallocated	21,750	32,000	10,250	47.13%
Public Safety				
Police	1,278,600	1,379,849	101,249	7.92%
Records Management	-	14,300	14,300	
Fire	392,050	481,350	89,300	22.78%
Building Inspection	174,040	203,749	29,709	17.07%
Emergency Management	2,550	3,850	1,300	50.98%
Public Works	489,665	547,794	58,129	11.87%
Sanitation and Waste Removal	47,550	19,200	(28,350)	(59.62%)
Culture and Recreation	147,280	132,799	(14,481)	(9.83%)
Capital Outlay:				
General Government	11,900	3,500	(8,400)	(70.59%)
Public Safety	18,800	11,000	(7,800)	(41.49%)
Public Works	500	2,500	2,000	400.00%
Transfers Out	188,000	40,000	(148,000)	(78.72%)
Total Expenditures & Other Uses	<u>\$ 4,158,825</u>	<u>\$ 3,982,429</u>	<u>\$ (176,396)</u>	<u>(4.24%)</u>

# General Fund Expenditures 2009 By Department



## General Fund Expenditures 2009 By Type



	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
Personnel Costs	\$ 2,011,277	\$ 2,172,599	\$ 161,322	8.02%
Supplies	286,350	381,650	95,300	33.28%
Services	1,245,335	1,066,400	(178,935)	(14.37%)
Utilities	106,950	106,495	(455)	(0.43%)
Insurance	44,900	55,550	10,650	23.72%
Miscellaneous	244,813	145,235	(99,578)	(40.68%)
Capital Outlay	31,200	19,500	(11,700)	(37.50%)
Transfers Out	188,000	40,000	(140,000)	(78.72%)
<b>Total Expenditures</b>	<b>\$ 4,158,825</b>	<b>\$ 3,982,429</b>	<b>\$ (176,396)</b>	<b>(4.24%)</b>

## General Fund Revenues

### **PROFILE**

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

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

### **REVENUE DETAILS**

#### **Property Taxes**

**\$ 2,580,289**

These are the taxes charged to all taxable properties in the City of Medina based on the tax capacity of the property. It is about 6.46% more than in 2008. Property Taxes make up about 63.75% of the total revenues collected to provide General Fund services.

#### **Licenses and Permits**

**\$ 267,100**

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

#### **Charges for Services**

**\$ 323,600**

Cities may receive revenues for services provided. The main sources of revenue are from planning and public safety. Other charges include election filing fees, sales of maps and copies, and assessment searches. This revenue source budget has been reduced by \$270,000 in 2009 due to a change in accounting practice for pass through fees.

These three revenue sources, property taxes, licenses and permits, and charges for services, together make up approximately 80% of the City's general operating revenues. The balance comes from fines and forfeitures, intergovernmental activity, operating transfers and investment income.

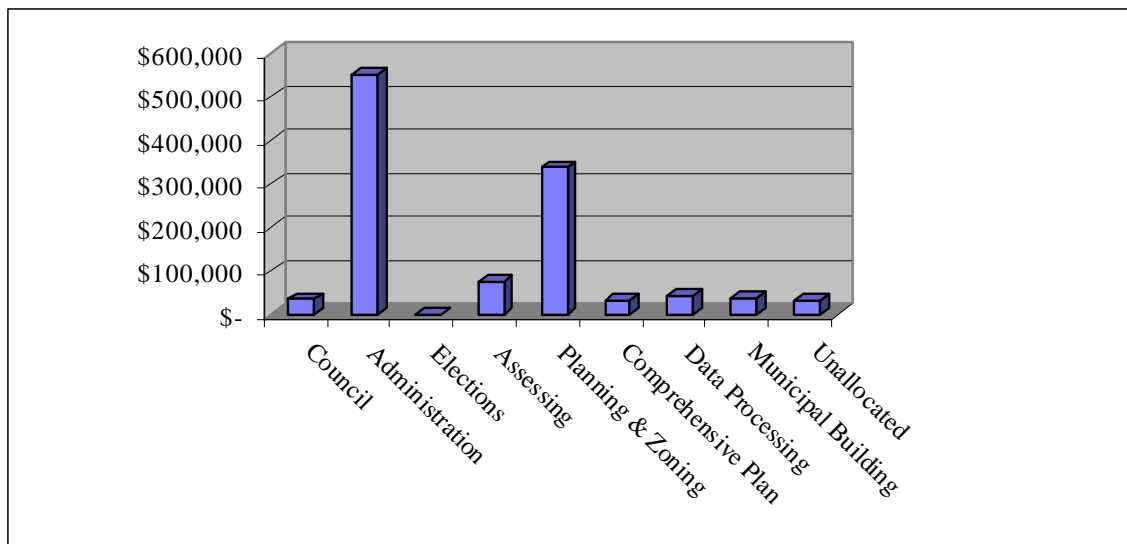
## General Fund Expenditures

### GENERAL GOVERNMENT OVERVIEW

#### PROFILE

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

	2008 Final Budget	2009 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
<b>General Government</b>				
Council	\$ 38,750	\$ 35,250	\$ (3,500)	(9.03%)
Administration	529,970	550,525	20,555	3.88%
Elections	6,550	100	(6,450)	(98.47%)
Assessing	77,700	77,700	-	0.00%
Planning & Zoning	614,500	337,693	(276,807)	(45.05%)
Comprehensive Plan	30,000	30,500	500	1.67%
Data Processing	42,050	42,500	450	1.07%
Municipal Building	46,620	36,270	(10,350)	(22.20%)
Unallocated	21,750	32,000	10,250	47.13%
<b>Total General Government</b>	<b>\$ 1,407,890</b>	<b>\$ 1,142,538</b>	<b>\$ (265,352)</b>	<b>(18.85%)</b>



## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT - COUNCIL

#### PROFILE

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

The City Council budget includes expenses related to compensation, memberships, subscriptions and training of its members. There are also several contributions to organizations that provide public purpose related services to the community that Medina does not provide itself.

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
Personnel Costs	\$ 21,600	\$ 17,800	\$ (3,800)	(17.59%)
Insurance	350	350	-	0.00%
Miscellaneous	16,800	17,100	300	1.79%
<b>Total Expenditures</b>	<b>\$ 38,750</b>	<b>\$ 35,250</b>	<b>\$ (3,500)</b>	<b>(9.03%)</b>

#### PERSONNEL LEVELS

1 – Mayor

4 – Council Members

#### 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 Council policies and directives are carried out. Activities include coordinating recommendations to the City Council on financial, legislative, and management issues and to provide liaison between the Council, advisory boards and commissions, staff, other levels of government, the media, and the public.

The Administration budget includes expenses related to finance, clerk, administration, risk management, information technology, legal and human resources.

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
Personnel Costs	\$ 391,207	\$ 448,190	\$ 56,983	14.57%
Supplies	6,250	6,250	-	0.00%
Services	77,150	81,000	3,850	4.99%
Utilities	200	250	50	25.00%
Insurance	650	750	100	15.38%
Miscellaneous	54,513	14,085	(40,428)	(74.16%)
Capital Outlay	2,000	2,000	-	0.00%
<b>Total Expenditures</b>	<b>\$ 531,970</b>	<b>\$ 552,525</b>	<b>\$ 20,555</b>	<b>3.86%</b>

#### PERSONNEL LEVELS

- 1 – Administrator
- .85 – Assistant to City Administrator/Deputy Clerk
- 1 – Finance Director
- 1 – Accountant
- 1 – Accounting Technician
- .5 – Administration Intern (part-time)

#### CAPITAL OUTLAY

One computer replacement per year on a five year cycle.

## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT - ELECTIONS

#### PROFILE

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

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
Personnel Costs	\$ 3,700	\$ -	\$ (3,700)	(100.00%)
Supplies	2,000	100	(1,900)	(95.00%)
Services	700	-	(700)	(100.00%)
Miscellaneous	150	-	(150)	(100.00%)
<b>Total Expenditures</b>	<b>\$ 6,550</b>	<b>\$ 100</b>	<b>\$ (6,450)</b>	<b>(98.47%)</b>

#### PERSONNEL LEVELS

None – non-election year.

#### CAPITAL OUTLAY

None requested.

## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT - ASSESSING

#### PROFILE

The primary function of the City Assessor is 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, provide computerized reports and responds to request of the Minnesota Department of Revenue, Hennepin County, City departments and members of the general public.

The City contracts with Southwest Assessing for assessing services.

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
Supplies	\$ 2,000	\$ 2,000	\$ -	0.00%
Services	75,700	75,050	(650)	(0.86%)
Miscellaneous	-	650	650	
<b>Total Expenditures</b>	<b>\$ 77,700</b>	<b>\$ 77,700</b>	<b>\$ -</b>	<b>0.00%</b>

#### PERSONNEL LEVELS

None – contracted service.

#### 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 ordinance (Chapter 8). The department prepares initial reports on all land use applications, including site and building plans, variances, conditional use permits, rezoning, appeals, and preliminary plats. The department serves as staff liaison to the Planning Commission. The department also administers site performance guarantees and oversees the issuance of land use permits.

The 2007 change in accounting practice for reimbursable developer expense impacted the proposed budget by a \$270,000 reduction in contractual services.

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
Personnel Costs	\$ 254,250	\$ 267,543	\$ 13,293	5.23%
Supplies	3,000	1,500	(1,500)	(50.00%)
Services	269,750	41,250	(228,500)	(84.71%)
Utilities	1,500	4,000	2,500	166.67%
Miscellaneous	86,000	23,400	(62,600)	(72.79%)
Capital Outlay	8,900	500	(8,400)	(94.38%)
<b>Total Expenditures</b>	<b>\$ 623,400</b>	<b>\$ 338,193</b>	<b>\$ (285,207)</b>	<b>(45.75%)</b>

#### **PERSONNEL LEVELS**

- 1 – Planning Director
- .90 – Associate Planner
- .75 – Planning Assistant
- .50 – Office Assistant

#### **CAPITAL OUTLAY**

Miscellaneous computer needs.

## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT – COMPREHENSIVE PLAN

#### PROFILE

The Comprehensive Plan is a guiding tool for future development of Medina, reflecting the desires of its residents and sets the City's policies and goals within the context of the region. The current Comprehensive Plan was adopted in 2000 and is being updated in 2008.

The Comprehensive Plan was completed in draft form by a review panel, consultants and staff. The proposed expenses are in conjunction with production of the document and ordinance changes necessary to comply with the document once adopted.

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
Supplies	\$ -	\$ 500	\$ 500	
Services	30,000	30,000	-	0.00%
<b>Total Expenditures</b>	<b>\$ 30,000</b>	<b>\$ 30,500</b>	<b>\$ 500</b>	<b>1.67%</b>

#### PERSONNEL LEVELS

None – contracted service.

#### CAPITAL OUTLAY

None requested.

## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT – DATA PROCESSING

#### PROFILE

The Data Processing main function is information technology. This covers annual licensing fees and web based programs, as well as copier/printer leases. The trend has shown an increase in maintenance costs with the increase in workstations.

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
Supplies	\$ 8,000	\$ 3,000	\$ (5,000)	(62.50%)
Services	34,050	31,500	(2,550)	(7.49%)
Miscellaneous	-	8,000	8,000	
Capital Outlay	1,000	1,000	-	0.00%
<b>Total Expenditures</b>	<b>\$ 43,050</b>	<b>\$ 43,500</b>	<b>\$ 450</b>	<b>1.05%</b>

#### PERSONNEL LEVELS

None – contracted service.

#### CAPITAL OUTLAY

Miscellaneous computer needs.

### GENERAL GOVERNMENT – MUNICIPAL BUILDING

#### PROFILE

This Municipal Building function provides for the ongoing cleaning, maintenance and repair of all government buildings including city hall and public works. Other facilities such as the Hamel Community Building and the Hamel Water Treatment Plant have expenses charged directly to their respective funds.

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
Supplies	\$ 2,500	\$ 2,500	\$ -	0.00%
Services	13,020	10,750	(2,270)	(17.43%)
Utilities	27,100	18,770	(8,330)	(30.74%)
Insurance	4,000	4,250	250	6.25%
<b>Total Expenditures</b>	<b>\$ 46,620</b>	<b>\$ 36,270</b>	<b>\$ (10,350)</b>	<b>(22.20%)</b>

## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT – UNALLOCATED INSURANCE

#### PROFILE

Insurance coverage costs include insurance policy premiums, agent services and provisions for deductible amounts. Under Minnesota Statute, the City is obligated to contract with an insurance agent to actually procure any policies deemed appropriate. It is anticipated that the agent selected will provide advice and recommendations regarding exposures, policies and options for the City. The League of Minnesota Cities Insurance Trust (LMCIT) has added a risk management component to its operations at no cost to the City that provides a review of identified exposures and advice as to how the City can minimize potential for claims. While this service will not provide all services necessary to effectively manage risk, it has reduced the cost of service.

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
Insurance	\$ 21,750	\$ 32,000	\$ 10,250	47.13%
<b>Total Expenditures</b>	<b>\$ 21,750</b>	<b>\$ 32,000</b>	<b>\$ 10,250</b>	<b>47.13%</b>

## General Fund Expenditures (Continued)

### PUBLIC SAFETY – POLICE

#### PROFILE

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

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
Personnel Costs	\$ 1,052,900	\$ 1,141,449	\$ 88,549	8.41%
Supplies	67,900	75,900	8,000	11.78%
Services	102,400	105,850	3,450	3.37%
Utilities	26,150	26,900	750	2.87%
Insurance	7,500	7,500	-	0.00%
Miscellaneous	21,750	22,250	500	2.30%
Capital Outlay	18,800	11,000	(7,800)	(41.49%)
<b>Total Expenditures</b>	<b>\$ 1,297,400</b>	<b>\$ 1,390,849</b>	<b>\$ 93,449</b>	<b>7.20%</b>

#### PERSONNEL LEVELS

- 1 – Chief
- 1 – Sergeant
- 1 – Investigator
- 1 – Office Assistant
- .5 – Transcriptionist (part-time)
- 7 – Patrol Officers
- 1 – Community Service Officer

#### CAPITAL OUTLAY

Command vehicle equipment, red man suit, simmunitions.

## General Fund Expenditures (Continued)

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

#### **PROFILE**

This function was established to capture the ongoing expenses created by the new records management system.

	<b>2008</b>	<b>2009</b>	<b>\$</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>
Supplies	\$ -	\$ 1,000	\$ 1,000
Services	-	10,300	10,300
Utilities	-	500	500
Capital Outlay	-	2,500	2,500
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 14,300</b>	<b>\$ 14,300</b>

#### **PERSONNEL LEVELS**

None allocated.

#### **CAPITAL OUTLAY**

Ticket writer.

## 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.

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
Services	\$ 231,500	\$ 265,000	\$ 33,500	14.47%
Contributions	63,000	63,000	-	0.00%
Insurance	50	50	-	0.00%
Miscellaneous	500	500	-	0.00%
Capital Outlay	97,000	152,800	55,800	57.53%
<b>Total Expenditures</b>	<b>\$ 392,050</b>	<b>\$ 481,350</b>	<b>\$ 89,300</b>	<b>22.78%</b>

#### PERSONNEL LEVELS

None – contracted service.

#### CAPITAL OUTLAY

Hamel – Engine 12 replacement, Engine 11 refurbish (2 years remaining, amortized over 5 years)  
 Tanker 11 replacement, Grass Rig 11, SCBA compressor (3 years remaining, amortized over 5 years)  
 Proposed additional tanker (projected amortization over 5 years)

Long Lake – Proposed tanker replacement and rescue vehicle replacement.

Loretto – Proposed tanker and duty vehicle.

Maple Plain – Computed into rate.

## General Fund Expenditures (Continued)

### **PUBLIC SAFETY – BUILDING INSPECTIONS**

#### **PROFILE**

The Building Inspection function provides inspection services for housing maintenance, building permits, fire suppression permits, mechanical permits, plumbing permits, sign permits, water and sewer permits, plan reviews, building code compliance and complaint oriented inspections as well as code enforcement. The majority of the services are provided by contract through Metro West Inspections.

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
Personnel Costs	\$ 16,540	\$ 26,749	\$ 10,209	61.72%
Services	136,500	156,000	19,500	14.29%
Miscellaneous	21,000	21,000	-	0.00%
<b>Total Expenditures</b>	<b>\$ 174,040</b>	<b>\$ 203,749</b>	<b>\$ 29,709</b>	<b>17.07%</b>

#### **PERSONNEL LEVELS**

.10 – Associate Planner  
.25 – Planning Assistant

#### **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 and 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 Police Chief. It is the responsibility to conduct one exercise to test the City's emergency plan each year.

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
Services	\$ 2,500	\$ 3,100	\$ 600	24.00%
Insurance	50	50	-	0.00%
Miscellaneous	-	700	700	
<b>Total Expenditures</b>	<b>\$ 2,550</b>	<b>\$ 3,850</b>	<b>\$ 1,300</b>	<b>50.98%</b>

#### **PERSONNEL LEVELS**

None allocated.

#### **CAPITAL OUTLAY**

None requested.

## General Fund Expenditures (Continued)

### PUBLIC WORKS

#### PROFILE

Public Works provides for the maintenance of city streets, sidewalks and trails. The activities include patching, seal coating, crack sealing, sweeping, and minor sidewalk repair. This department includes all street maintenance costs, including snow and ice control. Public Works also provides traffic control, including maintenance, replacement and inventory of signage and pavement markings. Building maintenance is also a subsystem of the Public Works department. Maintenance and repair of heating, ventilation, air conditioning, electrical, plumbing, mechanical as well as miscellaneous construction is included.

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
Personnel Costs	\$ 168,000	\$ 177,094	\$ 9,094	5.41%
Supplies	178,700	260,400	81,700	45.72%
Services	88,165	58,200	(29,965)	(33.99%)
Utilities	31,500	32,800	1,300	4.13%
Insurance	7,500	7,500	-	0.00%
Miscellaneous	15,800	11,800	(4,000)	(25.32%)
Capital Outlay	500	2,500	2,000	400.00%
<b>Total Expenditures</b>	<b>\$ 490,165</b>	<b>\$ 550,294</b>	<b>\$ 60,129</b>	<b>12.27%</b>

#### PERSONNEL LEVELS

.45 – Superintendent  
 .05 – Foreman  
 .20 – Office Assistant  
 .80 – Street Maintenance Worker  
 .40 – Sewer/Water Maintenance Worker  
 .30 – Sewer/Water Maintenance Worker  
 .10 – On Call  
 Winter temp as needed for snow removal.

#### CAPITAL OUTLAY

Computer replacement – share with water, sewer, storm water utility funds.  
 Wire feed welder.

## General Fund Expenditures (Continued)

### SANITATION AND WASTE REMOVAL

#### PROFILE

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

This function changed significantly in structure due to a new hauling contract and the implementation of an organics program.

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
Personnel Costs	\$ -	\$ 3,700	\$ 3,700	
Supplies	-	12,500	12,500	
Services	43,000	3,000	(40,000)	(93.02%)
Miscellaneous	4,550	-	(4,550)	(100.00%)
<b>Total Expenditures</b>	<b>\$ 47,550</b>	<b>\$ 19,200</b>	<b>\$ (28,350)</b>	<b>(59.62%)</b>

#### PERSONNEL LEVELS

.05 – Assistant to the City Administrator/Deputy Clerk

#### CAPITAL OUTLAY

None requested.

## General Fund Expenditures (Continued)

### CULTURE AND RECREATION

#### PROFILE

This department represents the consolidation of all park maintenance operating functions with the Hamel Community Building. Activities within this department include maintenance and repair of playground equipment, park shelter buildings, picnic shelters, irrigation systems, bleachers, benches, restroom and dumpster enclosures to ensure safe, clean and accessible park building and equipment. In addition, this department provides basic park turf maintenance including mowing, fertilizing, weed control, seeding, and aerating. It also provides miscellaneous grounds maintenance such as streetscape and flower maintenance, and litter picking. Other responsibilities include maintenance activities for athletic fields, tennis courts, basketball courts, and ice skating rinks. Operational and maintenance expenses for the community building are also included.

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
Personnel Costs	\$ 60,080	\$ 42,074	\$ (18,006)	(29.97%)
Supplies	16,000	17,000	1,000	6.25%
Services	54,900	55,100	200	0.36%
Utilities	9,500	10,775	1,275	13.42%
Insurance	3,050	3,100	50	1.64%
Miscellaneous	3,750	4,750	1,000	26.67%
<b>Total Expenditures</b>	<b>\$ 147,280</b>	<b>\$ 132,799</b>	<b>\$ (14,481)</b>	<b>(9.83%)</b>

#### PERSONNEL LEVELS

- .10 – Assistant to the City Administrator/Deputy Clerk
- .10 – Public Works Superintendent
- .05 – Public Works Foreman
- .10 – Street Maintenance Worker
- .20 – Sewer/Water Maintenance Worker

#### CAPITAL OUTLAY

None requested.

## General Fund Expenditures (Continued)

### TRANSFERS OUT

#### PROFILE

Planned transfers to other funds from operating funds during the fiscal year are placed in this section of the budget document. They are utilized to provide funding for ongoing expenditures that are general in nature.

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
Trans. to Revolving Capital Fund	\$ 50,000	\$ -	\$ (50,000)	(100.00%)
Trans. to Equipment Fund	30,000	-	(30,000)	(100.00%)
Trans. to Community Event Fund	5,000	-	(5,000)	(100.00%)
Trans. to Road Imp. Fund	100,000	40,000	(60,000)	(60.00%)
Trans. to Municipal Park Fund	3,000	-	(3,000)	(100.00%)
<b>Total Expenditures</b>	<b>\$ 188,000</b>	<b>\$ 40,000</b>	<b>\$ (148,000)</b>	<b>(78.72%)</b>

	<b>Approved General Fund Budget</b>			
	2008	2009	Amount	Percentage
	Final	Approved	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>REVENUES &amp; OTHER SOURCES:</b>				
Property Tax Levy	\$ 2,423,714	\$2,580,289	\$ 156,575	6.46%
Other Taxes Adjustments	(19,750)	(18,500)	1,250	(6.33%)
Special Assessments	7,000	6,000	(1,000)	(14.29%)
Licenses and Permits	406,215	267,100	(139,115)	(34.25%)
Intergovernmental Revenue	168,881	132,250	(36,631)	(21.69%)
Charges for Services	683,240	323,600	(359,640)	(52.64%)
Fines and Forfeitures	121,000	201,000	80,000	66.12%
Miscellaneous	169,250	197,247	27,997	16.54%
Sale of Assets	4,775	4,775	-	0.00%
Transfers In	194,500	288,668	94,168	48.42%
<b>Total Revenues &amp; Other Sources</b>	<b>4,158,825</b>	<b>3,982,429</b>	<b>(176,396)</b>	<b>(4.24%)</b>
<b>EXPENDITURES &amp; OTHER USES:</b>				
General Government				
Council	38,750	35,250	(3,500)	(9.03%)
Administration	529,970	550,525	20,555	3.88%
Elections	6,550	100	(6,450)	(98.47%)
Assessing	77,700	77,700	-	0.00%
Planning & Zoning	614,500	337,693	(276,807)	(45.05%)
Comprehensive Plan	30,000	30,500	500	1.67%
Data Processing	42,050	42,500	450	1.07%
Municipal Building	46,620	36,270	(10,350)	(22.20%)
Unallocated	21,750	32,000	10,250	47.13%
Public Safety	1,847,240	2,083,098	235,858	12.77%
Public Works	489,665	547,794	58,129	11.87%
Sanitation and Waste Removal	47,550	19,200	(28,350)	(59.62%)
Culture and Recreation	147,280	132,799	(14,481)	(9.83%)
Capital Outlay:				
General Government	11,900	3,500	(8,400)	(70.59%)
Public Safety	18,800	11,000	(7,800)	(41.49%)
Public Works	500	2,500	2,000	400.00%
Transfers Out	188,000	40,000	(148,000)	(78.72%)
<b>Total Expenditures &amp; Other Uses</b>	<b>4,158,825</b>	<b>3,982,429</b>	<b>(176,396)</b>	<b>(4.24%)</b>
Excess of Revenues				
Over Expenditures	-	-	-	
<b>FUND BALANCES:</b>				
Beginning of Year	1,593,446	1,593,446	-	
End of Year	\$ 1,593,446	\$1,593,446	\$ -	

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## Special Revenue Funds

Special Revenue Funds are categorized by the specific nature of the source of revenues. Grant funds given for a specific purpose are accounted for as Special Revenue Funds. The 2009 Special Revenue Funds for the City of Medina are:

- Environmental Fund
- Park Dedication Fund
- Municipal Park Fund
- Police Forfeiture Fund
- Police Reserve Equipment Fund
- Community Event Fund

## Special Revenue Funds

### ENVIRONMENTAL FUND

#### PROFILE

The Environmental Fund is to be used by the City Council as they see the need for environmental projects. Tree trimming and inspection activity is reflected in the Environmental Fund. Additional Environmental Fund projects are proposed through the Capital Improvement Plan. Water quality improvements were accounted for in this fund prior to creating the City's Storm Water Utility Fund.

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
<b>Investment Earnings</b>	<b>\$ 14,500</b>	<b>\$ 15,500</b>	<b>\$ 1,000</b>	<b>6.90%</b>
<b>EXPENDITURES AND OTHER USES:</b>				
<b>GENERAL GOVERNMENT</b>				
City Tree Program	\$ 10,000	\$ 10,000	\$ -	0.00%
Irrigation/Tree Relocation	1,500	1,500	-	0.00%
Water Quality Improvements	17,500	-	(17,500)	(100.00%)
<b>Total Expenditures</b>	<b>\$ 29,000</b>	<b>\$ 11,500</b>	<b>(\$ 17,500)</b>	<b>(60.34%)</b>
 <b>NET CHANGE IN</b>				
<b>FUND BALANCE</b>	(\$ 14,500)	\$ 4,000	\$ 18,500	
 <b>FUND BALANCE:</b>				
Beginning of Year (as of November 5, 2008)		<u>\$277,540</u>		
Proposed End of December 31, 2009		<u><u>\$281,540</u></u>		

## Special Revenue Funds (Continued)

### **PARK DEDICATION FUND**

#### **PROFILE**

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

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
Park Dedication Fees	\$ 250,000	\$ 250,000	\$ -	0.00%
Intergovernmental	80,000	80,000	-	0.00%
Contributions	-	150,000	150,000	
Investment Earnings	65,000	65,000	-	0.00%
<b>Total Revenues</b>	<b>\$ 395,000</b>	<b>\$ 545,000</b>	<b>\$ 70,000</b>	<b>17.72%</b>
<b>EXPENDITURES AND OTHER USES:</b>				
<b>CULTURE AND RECREATION</b>				
<b>Capital Outlay</b>	<b>\$ 829,000</b>	<b>\$ 1,102,000</b>	<b>\$ 273,000</b>	<b>32.93%</b>
<b>NET CHANGE IN FUND BALANCE</b>				
	(\$434,000)	(\$557,000)	\$ 205,000	
<b>FUND BALANCE:</b>				
Beginning of Year (as of November 5, 2008)		<u>\$1,100,183</u>		
Proposed End of December 31, 2009		<u>\$ 543,183</u>		

## Special Revenue Funds (Continued)

### MUNICIPAL PARK FUND

#### PROFILE

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

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
Contributions	\$ 5,000	\$ 4,000	(\$ 1,000)	(20.00%)
Investment Earnings	500	500	-	0.00%
Transfer In	3,000	-	(3,000)	(100.00%)
<b>Total Revenues</b>	<b>\$ 8,500</b>	<b>\$ 4,500</b>	<b>(\$ 4,000)</b>	<b>(47.05%)</b>
<b>EXPENDITURES AND OTHER USES:</b>				
<b>CULTURE AND RECREATION</b>				
<b>Capital Outlay</b>	<b>\$ 45,000</b>	<b>\$ 6,000</b>	<b>(\$39,000)</b>	<b>(86.66%)</b>
 <b>NET CHANGE IN</b>				
<b>FUND BALANCE</b>	(\$ 36,500)	(\$1,500)	\$ 35,000	
 <b>FUND BALANCE:</b>				
Beginning of Year (as of November 5, 2008)		<u>\$ 39,017</u>		
Proposed End of December 31, 2009		<u><u>\$ 37,517</u></u>		

## Special Revenue Funds (Continued)

### **POLICE FORFEITURE FUND**

#### **PROFILE**

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

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
Contributions	\$ 17,500	\$ 20,000	\$ 2,500	14.29%
Investment Earnings	400	800	400	100.00%
<b>Total Revenues</b>	<b>\$ 17,900</b>	<b>\$ 20,800</b>	<b>\$ 2,900</b>	<b>16.20%</b>
<b>EXPENDITURES AND OTHER USES:</b>				
Public Safety	8,500	4,500	(4,000)	(47.06%)
Transfer to General Fund	10,000	20,000	10,000	100.00%
<b>Total Expenditures</b>	<b>\$ 18,500</b>	<b>\$ 24,500</b>	<b>\$ 6,000</b>	<b>32.43%</b>
<b>NET CHANGE IN</b>				
<b>FUND BALANCE</b>	(\$ 600)	(\$ 3,700)	(\$ 3,100)	
<b>FUND BALANCE:</b>				
Beginning of Year (as of November 5, 2008)		<u>\$ 22,079</u>		
Proposed End of December 31, 2009		<u>\$ 18,379</u>		

## 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 when sufficient funds are available.

	<b>2008 Budget</b>	<b>2009 Budget</b>	<b>\$ Increase/ (Decrease)</b>	<b>% Increase/ (Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
Charges for Services	\$ 700	\$ 700	\$ -	0.00%
Contributions	2,500	2,500	-	0.00%
Investment Earnings	500	500	-	0.00%
<b>Total Revenues</b>	<b>\$ 3,700</b>	<b>\$ 3,700</b>	<b>\$ -</b>	<b>0.00%</b>
<b>EXPENDITURES AND OTHER USES:</b>				
<b>Culture and Recreation</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>NET CHANGE IN FUND BALANCE</b>				
	\$ 3,700	\$ 3,700	\$ -	
<b>FUND BALANCE:</b>				
Beginning of Year (as of November 5, 2008)		\$ 16,263		
Proposed End of December 31, 2009		\$ 19,963		

## Special Revenue Funds (Continued)

### COMMUNITY EVENT FUND

#### PROFILE

The Community Event Fund was established to account for donations as they relate to the Celebration Days. For 2008 the City of Medina contribution was increased for the 150<sup>th</sup> year celebration.

	<b>2008 Budget</b>	<b>2009 Budget</b>	<b>\$ Increase/ (Decrease)</b>	<b>% Increase/ (Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
Contributions	\$ 1,500	\$ 1,500	\$ -	0.00%
Investment Earnings	400	400	-	0.00%
Transfer From General Fund	5,000	-	(5,000)	(100.00%)
<b>Total Revenues</b>	<b>\$ 6,900</b>	<b>\$ 1,900</b>	<b>(\$ 5,000)</b>	<b>(72.46%)</b>
<b>EXPENDITURES AND OTHER USES:</b>				
<b>Culture and Recreation</b>	<b>\$ 10,000</b>	<b>\$ 5,000</b>	<b>(\$ 5,000)</b>	<b>(50.00%)</b>
<b>NET CHANGE IN FUND BALANCE</b>				
	(\$ 3,100)	(\$ 3,100)	\$ -	
<b>FUND BALANCE:</b>				
Beginning of Year (as of November 5, 2008)		\$ 4,146		
Proposed End of December 31, 2009		\$ 1,046		

## Special Revenue Funds (Continued)

### Approved Special Revenue Funds Budgets

	Environmental Fund	Park Dedication Fund	Municipal Park Fund
<b>REVENUES:</b>			
Intergovernmental	\$ -	\$ 80,000	\$ -
Charges for Services	-	-	-
Fines and Forfeitures	-	-	-
Miscellaneous:	-	-	-
Contributions	-	400,000	4,000
Investment Income	15,500	65,000	500
Transfers In	-	-	-
<b>Total Revenues</b>	<b>\$ 15,500</b>	<b>\$ 545,000</b>	<b>\$ 4,500</b>
<b>EXPENDITURES:</b>			
Current:			
Public Safety	\$ -	\$ -	\$ -
Culture and Recreation	11,500	-	-
Capital Outlay:			
Culture and Recreation	-	1,102,000	6,000
Transfers Out	-	-	-
<b>Total Expenditures</b>	<b>11,500</b>	<b>1,102,000</b>	<b>6,000</b>
<b>Net Change in Fund Balances</b>	<b>15,500</b>	<b>(557,000)</b>	<b>(1,500)</b>
<b>FUND BALANCES:</b>			
Beginning of Year (as of November 5, 2008)	277,540	1,100,183	39,017
<b>Proposed End of December 31, 2009</b>	<b>\$ 281,540</b>	<b>\$ 543,183</b>	<b>\$ 37,517</b>

Special Revenue Funds (Continued)

Police Forfeiture Fund	Police Reserve Equipment Fund	Community Event Fund	Total Special Revenue
\$ -	\$ -	\$ -	\$ 80,000
-	700	-	700
20,000	-	-	20,000
-	-	-	-
-	2,500	1,500	408,000
800	500	400	82,700
-	-	-	-
<b>\$ 20,800</b>	<b>\$ 3,700</b>	<b>\$ 1,900</b>	<b>\$ 591,400</b>
\$ 4,500	\$ -	\$ -	\$ 4,500
-	-	5,000	16,500
-	-	-	1,108,000
20,000	-	-	20,000
<b>24,500</b>	<b>-</b>	<b>5,000</b>	<b>1,149,000</b>
<b>(3,700)</b>	<b>3,700</b>	<b>(3,100)</b>	<b>(557,600)</b>
22,079	16,263	4,146	1,181,688
<b>\$ 18,379</b>	<b>\$ 19,963</b>	<b>\$ 1,046</b>	<b>\$ 624,088</b>

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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 for 2009 include:

- General Capital Improvement Fund
- Water Capital Improvement Fund
- Sewer Capital Improvement Fund
- Tax Increment 1-9 Fund
- Trunk Highway 55 Intersections Fund
- Equipment Replacement Fund
- Road Improvement Fund

## Capital Project Funds

### GENERAL CAPITAL IMPROVEMENT FUND

#### PROFILE

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

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
Intergovernmental	\$ 15,000	\$ 15,000	\$ -	0.00%
Investment Earnings	8,500	9,000	500	5.89%
Transfer from General Fund	50,000	-	(50,000)	(100.00%)
Bond Proceeds	8,000,000	8,000,000	-	0.00%
<b>Total Revenues</b>	<b>\$ 8,073,500</b>	<b>\$8,024,000</b>	<b>(\$ 49,500)</b>	<b>(0.61%)</b>
<b>EXPENDITURES AND OTHER USES:</b>				
CAPITAL OUTLAY:				
Public Works	\$ 8,000,000	\$8,000,000	\$ -	0.00%
Public Safety	39,000	30,000	(9,000)	(23.08%)
<b>Total Expenditures</b>	<b>\$ 8,039,000</b>	<b>\$8,030,000</b>	<b>(\$ 9,000)</b>	<b>(0.11%)</b>
 NET CHANGE IN FUND BALANCE	 \$ 34,500	 (\$ 6,000)	 \$ 40,500	

## Capital Project Funds (Continued)

### WATER CAPITAL IMPROVEMENT FUND

#### PROFILE

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

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
Special Assessments	\$ 8,545	\$ 34,095	\$ 25,550	299.01%
Charges for Services	200,000	200,000	-	0.00%
Investment Earnings	13,500	6,500	(7,000)	(51.85%)
<b>Total Revenues</b>	<b>\$ 222,045</b>	<b>\$ 240,595</b>	<b>\$ 18,550</b>	<b>8.35%</b>
<b>EXPENDITURES AND OTHER USES:</b>				
<b>CAPITAL OUTLAY:</b>				
Public Works	\$ 48,500	\$ 14,000	(\$ 34,500)	(71.13%)
Transfer to Water Fund	550,349	527,500	(22,849)	(4.15%)
<b>Total Expenditures</b>	<b>\$ 598,849</b>	<b>\$541,500</b>	<b>( \$ 57,349)</b>	<b>(9.58%)</b>
 <b>NET CHANGE IN FUND BALANCE</b>	 (\$ 376,804)	 (\$ 300,905)	 \$ 75,899	

## Capital Project Funds (Continued)

### **SEWER CAPITAL IMPROVEMENT FUND**

#### **PROFILE**

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

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
Special Assessments	\$ 17,296	\$ 5,500	(\$ 11,796)	(68.20%)
Charges for Services	150,000	150,000	-	0.00%
Investment Earnings	64,500	64,500	-	0.00%
<b>Total Revenues</b>	<b>\$ 231,796</b>	<b>\$ 220,000</b>	<b>(\$ 11,796)</b>	<b>(5.09%)</b>
<b>EXPENDITURES AND OTHER USES:</b>				
Public Works	\$ 70,000	\$ 6,000	(\$ 64,000)	(91.43%)
<b>CAPITAL OUTLAY:</b>				
Public Works	\$ 88,500	70,000	(\$ 18,500)	(20.90%)
<b>Total Expenditures</b>	<b>\$158,500</b>	<b>\$76,000</b>	<b>( \$ 82,500)</b>	<b>(52.05%)</b>
 <b>NET CHANGE IN FUND BALANCE</b>	 \$ 73,296	 \$ 144,000	 \$ 70,704	

## Capital Project Funds (Continued)

### TAX INCREMENT 1-9 FUND

#### PROFILE

The fund accounts for all tax increment financing (TIF) revenues and expenditures from the TIF District 1-9. This TIF District is the primary financing tool for the redevelopment around the Uptown Hamel area and north Hwy 55 and 101 area. Revenues are mainly tax increment and special assessments. The TIF District fund is annually transferring principal and interest payments to the debt service fund for outstanding TIF Revenues Bonds, Series 2005C.

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
Tax Increment	\$ 428,271	\$ 533,015	\$ 104,744	24.46%
Special Assessments	30,000	-	(30,000)	(100.00%)
Bond Proceeds	1,625,000	-	(1,625,000)	(100.00%)
<b>Total Revenues</b>	<b>\$ 2,083,271</b>	<b>\$ 533,015</b>	<b>(\$ 2,175,256)</b>	<b>(80.32%)</b>
<b>EXPENDITURES AND OTHER USES:</b>				
Principal Expense	\$ -	\$ 60,000	\$ 60,000	
Interest Expense	23,200	153,448	130,248	561.41%
<b>CAPITAL OUTLAY:</b>				
Public Works	1,625,000	-	(2,345,368)	(100.00%)
Transfer to Debt Service	96,055	189,448	93,393	97.23%
<b>Total Expenditures</b>	<b>\$ 1,744,255</b>	<b>\$ 402,895</b>	<b>(\$ 2,251,175)</b>	<b>(91.34%)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 339,016</b>	<b>\$ 130,120</b>	<b>(\$ 208,896)</b>	

## Capital Project Funds

### **TRUNK HIGHWAY 55 INTERSECTIONS**

#### **PROFILE**

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

	<b>2008 Budget</b>	<b>2009 Budget</b>	<b>\$ Increase/ (Decrease)</b>	<b>% Increase/ (Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>EXPENDITURES AND OTHER USES:</b>				
Interest Expense	\$ 1,200	\$ 2,300	\$ 1,100	91.67%
<b>CAPITAL OUTLAY:</b>				
Public Safety	75,000	50,000	(25,000)	(33.33%)
<b>Total Expenditures</b>	<b>\$ 76,200</b>	<b>\$ 52,300</b>	<b>(23,900)</b>	<b>(31.36%)</b>
 <b>NET CHANGE IN FUND BALANCE</b>	 <b>( \$76,200)</b>	 <b>( \$ 52,300)</b>	 <b>(23,900)</b>	

## Capital Project Funds (Continued)

### EQUIPMENT REPLACEMENT FUND

#### PROFILE

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

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
Investment Income	\$ 18,000	\$ 18,500	\$ 500	2.78%
Transfers In	30,000	-	(30,000)	(100.00%)
<b>Total Revenues</b>	<b>\$ 48,000</b>	<b>\$ 18,500</b>	<b>(\$ 29,500)</b>	<b>(61.45%)</b>
<b>EXPENDITURES AND OTHER USES:</b>				
<b>CAPITAL OUTLAY:</b>				
Public Safety	\$ 88,000	\$ 107,000	\$ 19,000	21.59%
Public Works	205,000	256,000	51,000	24.88%
<b>Total Expenditures</b>	<b>\$ 293,000</b>	<b>\$ 363,000</b>	<b>\$ 70,000</b>	<b>23.89%</b>
 <b>NET CHANGE IN FUND BALANCE</b>	 (\$ 245,000)	 (\$ 344,500)	 (\$ 99,500)	

## Capital Project Funds (Continued)

### ROAD IMPROVEMENT FUND

#### PROFILE

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

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
Special Assessments	\$ 8,545	\$ 50,913	\$ 42,368	496.82%
Investment Income	8,500	9,000	500	5.88%
Transfers In	100,000	40,000	(60,000)	(60.00%)
<b>Total Revenues</b>	<b>\$ 117,045</b>	<b>\$ 99,913</b>	<b>(\$ 17,132)</b>	<b>(14.64%)</b>
<b>EXPENDITURES AND OTHER USES:</b>				
CAPITAL OUTLAY:				
Public Works	<b>\$ 260,000</b>	<b>\$ 340,977</b>	<b>\$ 80,977</b>	<b>31.14%</b>
<b>NET CHANGE IN FUND BALANCE</b>	(\$ 142,955)	(\$ 241,064)	(\$ 98,109)	

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## Capital Project Funds (Continued)

### Approved Capital Project Funds Budgets

	General Capital Improvement Fund	Water Capital Improvement Fund	Sewer Capital Improvement Fund
<b>REVENUES:</b>			
Tax Increments	\$ -	\$ -	\$ -
Special Assessments	-	34,095	5,500
Intergovernmental	15,000	-	-
Charges for Services	-	200,000	150,000
Fines and Forfeitures	-	-	-
Miscellaneous:			
Contributions	-	-	-
Investment Income	9,000	6,500	64,500
Transfers In	-	-	-
Bond Proceeds	8,000,000	-	-
<b>Total Revenues</b>	<b>8,024,000</b>	<b>240,595</b>	<b>220,000</b>
<b>EXPENDITURES:</b>			
Current:			
Public Safety	-	-	-
Public Works	-	-	6,000
Culture and Recreation	-	-	-
Debt Service:			
Principal	-	-	-
Interest and Fiscal Charges	-	-	-
Capital Outlay:			
General Government	-	-	-
Public Safety	30,000	-	-
Public Works	8,000,000	14,000	70,000
Culture and Recreation	-	-	-
Economic Development	-	-	-
Transfers Out	-	527,500	-
<b>Total Expenditures</b>	<b>8,030,000</b>	<b>541,500</b>	<b>76,000</b>
<b>Net Change in Fund Balances</b>	<b>(6,000)</b>	<b>(300,905)</b>	<b>144,000</b>

Capital Project Funds (Continued)

Tax Increment Fund 1-9	TH 55 Intersections	Equipment Replacement Fund	Road Improvement Fund	Total Capital Projects
\$ 533,015	\$ -	\$ -	\$ -	\$ 533,015
-	-	-	50,913	90,508
-	-	-	-	15,000
-	-	-	-	350,000
-	-	-	-	-
-	-	-	-	-
-	-	18,500	9,000	107,500
-	-	-	40,000	40,000
-	-	-	-	8,000,000
<b>533,015</b>	<b>-</b>	<b>18,500</b>	<b>99,913</b>	<b>9,136,023</b>
-	-	-	-	-
-	50,000	-	-	56,000
-	-	-	-	-
60,000	-	-	-	60,000
153,448	2,300	-	-	155,748
-	-	-	-	-
-	-	107,000	-	137,000
-	-	256,000	340,977	8,680,977
-	-	-	-	-
-	-	-	-	-
189,448	-	-	-	716,948
<b>402,895</b>	<b>52,300</b>	<b>363,000</b>	<b>340,977</b>	<b>9,806,672</b>
<b>130,120</b>	<b>(52,300)</b>	<b>(344,500)</b>	<b>(241,064)</b>	<b>(670,649)</b>

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## Debt Service Funds

Debt Service Funds track the monies collected and paid for the retirement of bond debt obligations of the City. Funds are collected in various ways. Some dollars are collected through tax levies established solely for payment of these obligations. Some dollars are collected through special assessments against specific properties in the City which receive the benefits of debt projects. Tax increments are also dedicated to payment of debt obligations in some cases. If a general pledge of the tax base of the City is made against a bond obligation it is accounted for in the Debt Service Funds. For 2009 those funds include:

- G.O. Bonds 2005 Uptown Hamel Fund
- G.O. Improvement Bonds 2005B Fund
- G.O. 2008 Uptown Hamel Fund
- G.O. Equipment Certificate 2008B Fund

## Debt Service Funds

### G.O. BONDS 2005 UPTOWN HAMEL FUND

#### PROFILE

Proceeds from this bond issue are being used to make qualified improvements in the Tax Increment Financing District 1-9. These bonds will fund infrastructure improvements including the Sioux Drive Street Improvements, the Mill Drive Street Improvements and the Uptown Hamel Storm Sewer Improvements. Revenues for payment of this bond issue come from tax increments generated by TIF District 1-9 and special assessments. Expenditures from this fund are for principal and interest on the bonds and agent fees for bond servicing. This debt will be fully retired on February 1, 2021.

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
Special Assessments	\$ 39,962	\$ 38,589	(\$ 1,373)	(3.44%)
Transfers In	56,543	56,116	(427)	(0.76%)
<b>Total Revenues</b>	<b>\$ 96,505</b>	<b>\$ 94,705</b>	<b>(\$ 1,800)</b>	<b>(1.87%)</b>
<b>EXPENDITURES AND OTHER USES:</b>				
DEBT SERVICE:				
Principal	\$ 60,000	\$ 60,000	\$ -	0.00%
Interest and Fiscal Charges	36,505	34,705	(1,800)	(4.93%)
<b>Total Expenditures</b>	<b>\$ 96,505</b>	<b>\$ 94,705</b>	<b>(\$ 1,800)</b>	<b>(1.87%)</b>
 <b>NET CHANGE IN FUND BALANCE</b>	 <b>\$ -</b>	 <b>\$ -</b>	 <b>\$ -</b>	

## Debt Service Funds (Continued)

### G.O. IMPROVEMENT BONDS 2005B FUND

#### PROFILE

These bonds will fund infrastructure improvements including streets, water and sewer lines, and stormwater utilities in the Park Ridge Acres development. Revenues for payment of this bond issue come from special assessments. Expenditures from 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, 2010.

	<b>2008</b>	<b>2009</b>	<b>\$</b>	<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
<b>Special Assessments</b>	<b>\$ 213,844</b>	<b>\$ 179,097</b>	<b>(\$ 34,747)</b>	<b>(16.25%)</b>
<b>EXPENDITURES AND OTHER USES:</b>				
DEBT SERVICE:				
Principal	\$ 260,000	\$ 270,000	\$ 10,000	3.85%
Interest and Fiscal Charges	21,285	13,335	(7,950)	(37.35%)
<b>Total Expenditures</b>	<b>\$ 281,285</b>	<b>\$ 283,335</b>	<b>\$ 2,050</b>	<b>(0.73%)</b>
 <b>NET CHANGE IN FUND BALANCE</b>	 (\$ 67,441)	 (\$ 104,238)	 (\$ 36,797)	

## Debt Service Funds (Continued)

### G.O. BONDS 2008 UPTOWN HAMEL FUND

#### PROFILE

These bonds will fund Hamel Road infrastructure improvements including streets, water lines, sewer lines and storm sewer utilities in Uptown Hamel Area. Revenues for payment of this bond issue come from tax increments generated by TIF District 1-9 and special assessments. Expenditures from 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.

	<b>2009 Budget</b>
<b>REVENUES AND OTHER SOURCES:</b>	
Special Assessments	\$ 70,173
Transfers In	25,469
<b>Total Revenues</b>	<b>\$ 95,643</b>
<b>EXPENDITURES AND OTHER USES:</b>	
DEBT SERVICE:	
Principal	\$ -
Interest and Fiscal Charges	95,643
<b>Total Expenditures</b>	<b>\$ 95,643</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ -</b>

## Debt Service Funds (Continued)

### G.O. EQUIPMENT CERTIFICATES 2008B FUND

#### PROFILE

These bonds are to fund \$400,000 of equipment that has been identified in the Capital Improvement Plan. The City initially identified these qualified equipment purchases - police vehicles, tandem truck, mower/tractor, roller, and GPS. Revenues for payment of this bond issue come from the property tax levy. Expenditures from 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, 2011.

	<u>2009 Budget</u>
<b>REVENUES AND OTHER SOURCES:</b>	
Property Tax Levy	<b>\$ 144,430</b>
<b>EXPENDITURES AND OTHER USES:</b>	
DEBT SERVICE:	
Principal	\$ 140,000
Interest and Fiscal Charges	<u>8,278</u>
<b>Total Expenditures</b>	<b><u>\$ 148,278</u></b>
 <b>NET CHANGE IN FUND BALANCE</b>	 <b>(\$ 3,848)</b>

## Debt Service Funds (Continued)

### Proposed Debt Service Budget

	G.O. Bonds 2005 Uptown Hamel	G.O. Improvement Bonds 2005B	G.O. Bonds 2008 Uptown Hamel	G.O. Equipment Certificates 2008B	Total Debt Service
<b>REVENUES:</b>					
Property Tax Levy	\$ -	\$ -	\$ -	\$ 144,430	\$ 144,430
Special Assessments	38,589	179,097	70,173	-	287,859
Transfer In	56,116	-	25,470	-	81,586
<b>Total Revenues</b>	<b>94,705</b>	<b>179,097</b>	<b>95,643</b>	<b>144,430</b>	<b>513,875</b>
<b>EXPENDITURES:</b>					
Debt Service:					
Principal	60,000	270,000	-	140,000	470,000
Interest and Fiscal Charges	34,705	13,335	95,643	8,278	151,961
<b>Total Expenditures</b>	<b>94,705</b>	<b>283,335</b>	<b>95,643</b>	<b>148,278</b>	<b>621,961</b>
<b>Net Change in Fund Balances</b>	<b>-</b>	<b>(104,238)</b>	<b>-</b>	<b>(3,848)</b>	<b>(108,086)</b>

## 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 2009 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 nine 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. We also hold agreements with the Cities of Maple Plain and Orono to provide water to separate developments within the City of Medina.

#### OVERVIEW

Revenues are proposed to increase \$175,437. A \$194,786 increase in charges for services based on a 5% rate increase as supported by the October 2008 Water Rate Analysis. Transfers in from the Water Capital Improvement Fund will be reduced in 2009 by \$22,849. The December 2007 bond issue that is being supported by this transfer had not been issued at the time the 2008 budget was approved and the amounts for the transfer were projected based on assumption of the issuance.

Expenses are proposed to increase \$152,200. The following categories will be increasing to account for some of this adjustment, Wages and Compensation \$11,043, Depreciation \$201,000, Transfers to General Fund \$20,068, and Capital Outlay \$7,000.

Materials/Supplies will be decreasing \$2,935, Contracted Services will be decreasing \$20,153 and Debt Service will be decreasing \$63,823.

#### PERSONNEL LEVELS

- .25 – Public Works Superintendent
- .60 – Public Works Foreman
- .15 – Planning/Public Works Office Assistant
- .05 – Street Maintenance Worker
- .25 – Sewer/Water Maintenance Worker
- .35 – Sewer/Water Maintenance Worker

#### CAPITAL OUTLAY

Well # 4 Maintenance

Joint acquisition of GPS with Public Works, Planning, Sewer, and Storm Water funds

## Public Utility Funds (Continued)

### WATER UTILITY FUND (CONTINUED)

#### Approved Water Fund Budget

	2008 Proposed Budget	2009 Proposed Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
<b>REVENUES:</b>				
Operating:				
Charges for Services	592,989	787,775	194,786	32.85%
Non-Operating:				
Meter Sales	25,000	25,000	-	0.00%
Water Connection Fees	3,000	6,000	3,000	100.00%
Transfer In from Water Capital Fund	550,349	527,500	(22,849)	(4.15%)
Investment Income	60,500	61,000	500	0.83%
<b>Total Revenues</b>	<b>1,231,838</b>	<b>1,407,275</b>	<b>175,437</b>	<b>14.24%</b>
<b>EXPENSES:</b>				
Operating:				
Wages, Salaries and Compensation	135,382	146,422	11,040	8.15%
Materials and Supplies	66,635	63,700	(2,935)	(4.40%)
Utilities	97,439	91,000	(6,439)	(6.61%)
Repairs and Maintenance	17,000	16,025	(975)	(5.74%)
Insurance	14,190	14,225	35	0.25%
Depreciation	90,000	291,000	201,000	223.33%
Professional Services	67,200	57,675	(9,525)	(14.17%)
Miscellaneous	14,000	10,750	(3,250)	(23.21%)
Non-Operating:				
Purchase or Repair of Water Meters	30,000	30,000	-	0.00%
Principal Expense	687,799	475,000	(212,799)	(30.94%)
Interest Expense	153,324	302,300	148,976	97.16%
Transfer Out to General Fund	116,250	136,318	20,068	17.26%
Capital Outlay	72,000	79,000	7,000	9.72%
<b>Total Expenses</b>	<b>1,561,218</b>	<b>1,713,415</b>	<b>152,197</b>	<b>9.75%</b>
<b>Increase/(Decrease) to Net Assets</b>	<b>(329,380)</b>	<b>(306,140)</b>	<b>23,240</b>	

## 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 approximately 40% 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 XX 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. We also hold an agreement with the City of Plymouth to provide sewer service to an area within the City of Medina.

#### OVERVIEW

Revenues are proposed to increase \$143,368. A \$133,368 increase in charges for services based on a 5% rate increase as supported by the October 2008 Sewer Rate Analysis. Investment Income is also proposed to increase \$10,000.

Expenses are proposed to increase \$99,713. The following categories will be increasing to account for some of this adjustment, Depreciation \$46,710, Transfers to General Fund \$17,100, Capital Outlay \$4,000, Materials/Supplies \$5,015, and Metropolitan Council Environmental Services \$39,157. Wages and Compensation will be decreasing \$1,145, and Contracted Services will be decreasing \$1,124.

#### PERSONNEL LEVELS

- .20 – Public Works Superintendent
- .30 – Public Works Foreman
- .15 – Planning/Public Works Office Assistant
- .05 – Street Maintenance Worker
- .25 – Sewer/Water Maintenance Worker
- .25 – Sewer/Water Maintenance Worker

#### CAPITAL OUTLAY

Blower

Joint acquisition of GPS with Public Works, Planning, Water, and Storm Water funds

## Public Utility Funds (Continued)

### SEWER UTILITY FUND (CONTINUED)

#### Approved Sewer Fund Budget

	2008 Proposed Budget	2009 Proposed Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
<b>REVENUES:</b>				
Operating:				
Charges for Services	332,962	450,800	117,838	35.39%
Non-Operating:				
Special Assessments	4,470	20,000	15,530	347.43%
Investment Income	47,000	57,000	10,000	21.28%
<b>Total Revenues</b>	<b>384,432</b>	<b>527,800</b>	<b>143,368</b>	<b>37.29%</b>
<b>EXPENSES:</b>				
Operating:				
Wages, Salaries and Compensation	105,895	104,748	(1,147)	(1.08%)
Materials and Supplies	4,035	9,050	5,015	124.29%
Utilities	13,980	13,950	(30)	(0.21%)
Repairs and Maintenance	5,500	5,500	-	0.00%
Insurance	3,800	3,800	-	0.00%
Depreciation	39,790	86,500	46,710	117.39%
Professional Services	46,794	34,800	(11,994)	(25.63%)
Sanitary Sewer Service MCES	175,200	214,357	39,157	22.35%
Miscellaneous	2,000	2,900	900	45.00%
Non-Operating:				
Transfer Out to General Fund	68,250	85,350	17,100	25.05%
Capital Outlay	2,000	6,000	4,000	200.00%
<b>Total Expenses</b>	<b>467,244</b>	<b>566,955</b>	<b>99,712</b>	<b>21.34%</b>
<b>Increase/(Decrease) to Net Assets</b>	<b>(82,812)</b>	<b>(39,155)</b>	<b>43,657</b>	

## Public Utility Funds (Continued)

### **STORM WATER UTILITY FUND**

#### **PROFILE**

The Storm Water Utility Fund provides for the collection and management of stormwater 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**

Revenues are proposed to increase \$22,275, all within charges for services based on proposed projects for 2009.

Expenses are proposed to increase \$22,275. The projects comprise of Best Management Practices (BMP's) implemented in the City's SWPPP, TMDL Implementation Plan(s), Lakeshore Shoreline Stabilization, and other general projects recommended by the Public Works Superintendent and City Administrator. Several of the projects completed have also received grant or cooperative funding through Clean Water Legacy funds, Three Rivers Park District, Hennepin County Environmental Services division, local watershed districts, and other area governmental entities and jurisdictions.

#### **PERSONNEL LEVELS**

Indirect Cost allocation has been formulated to be consistent with the formula used with the other utility funds. This figure is captured in a Transfer Out to General Fund category.

#### **CAPITAL OUTLAY**

None requested.

## Public Utility Funds (Continued)

### STORM WATER UTILITY FUND (CONTINUED)

#### Approved Storm Water Fund Budget

	2008 Proposed Budget	2009 Proposed Budget	Amount Increase (Decrease)
<b>REVENUES:</b>			
Operating:			
<b>Charges for Services</b>	<b>\$ 157,200</b>	<b>\$ 169,475</b>	<b>\$ 12,275</b>
<b>EXPENSES:</b>			
Operating:			
Wages, Salaries and Compensation	\$ -	\$ 17,500	\$ 17,500
Materials and Supplies	-	13,000	13,000
Professional Services	157,200	32,125	(125,075)
Miscellaneous	-	30,750	30,750
Non-Operating:			
Transfer Out to General Fund	-	47,000	47,000
Capital Outlay	-	29,100	29,100
<b>Total Expenses</b>	<b>\$ 157,200</b>	<b>\$ 169,475</b>	<b>\$ 12,275</b>
<b>Increase/(Decrease) to Net Assets</b>	-	-	-
<b>Citywide REFs</b>	<b>6,496</b>	<b>6,442</b>	<b>(54)</b>
<b>REF Rate</b>	<b>\$ 24.20</b>	<b>\$ 26.31</b>	<b>\$ 2.11</b>

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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.

## Capital Improvement Program

2009 CIP: DEPARTMENT	2008	2009	2010	2011	2012	2013	Revenue Source
<b>Roads</b>							
Hamel Road - Uptown Hamel	\$ 1,000,000						TIF, assessments/ Road Impr. Fund
Hamel Road - Pinto to Tower Reconstruct					\$ 170,954		Road Improvement Fund
Medina Rd Tamarack to 24-Overlay	\$ 120,000						Road Improvement Fund
Cherry Hill Overlay		\$ 84,000					Road Improvement Fund
Elm Creek Middle Section Overlay		\$ 45,888					Road Improvement Fund
Ridgeview Circle Overlay		\$ 36,542					Road Improvement Fund
Sycamore Trail Overlay		\$ 59,047					Road Improvement Fund
Tamarack North of Medina Overlay/Rehab			\$ 262,395				Road Improvement Fund
Tamarack City Limits to CSAH 24 Rehab						\$ 435,671	Road Improvement Fund
Comanche Trail Overlay			\$ 27,125				Road Improvement Fund
Hunter Drive South of CSAH 24 Rehab			\$ 361,514				Developer/ Road Improvement Fund
Hunter Drive - Medina to Hamel Reconstruct					\$ 1,068,476		Developer/ Road Improvement Fund
Holy Name Drive Overlay			\$ 157,698				Road Improvement Fund
Lake View Road Overlay			\$ 47,232				Road Improvement Fund
Willow Drive Orono to 24 Reconstruct				\$ 1,286,514			Road Improvement Fund
Willow Drive N of Chippewa Reconstruct					\$ 316,485		Road Improvement Fund
Wichita Trail Reconstruct				\$ 125,086			Road Improvement Fund
Tower Drive West of Pinto Overlay				\$ 24,313			Road Improvement Fund
Tower Drive WTP to Hamel Reconstruct					\$ 236,091		Road Improvement Fund
Shire Drive Overlay					\$ 60,727		Road Improvement Fund
Iroquois Drive Overlay					\$ 25,695		Road Improvement Fund
Pioneer Trail - Hamel to Willow Final Overlay		\$ 115,500					Road Improvement Fund
Pioneer Trail - Willow to TH55 Final Overlay			\$ 231,000				Road Improvement Fund
Kilkenny Lane Overlay						\$ 13,514	Road Improvement Fund
Maplewood Drive Overlay						\$ 29,328	Road Improvement Fund
Bobolink Road Overlay						\$ 86,326	Road Improvement Fund
Morningside Road Overlay						\$ 100,654	Road Improvement Fund
Elsinore Circle N of Morningside Rd Overlay						\$ 18,789	Road Improvement Fund
Chippewa Road West Maintenance		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	General Fund
Hunter Drive - Medina to Hamel Maintenance		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	General Fund
Streets Seal Coat	\$ 95,000	\$ 139,118	\$ 208,481	\$ 48,977	\$ 83,506	\$ 237,919	General Fund
Townline Road CR11 to TH 55 Overlay						\$ 103,122	Road Improvement Fund
Hwy 55 & CR 116 Intersection	\$ -	\$ 50,000	\$ 50,000				Road Imp/TH 55 Intersection Capital Improvement Fund
<b>Roads Sub-total</b>	<b>\$ 1,215,000</b>	<b>\$ 540,095</b>	<b>\$ 1,355,445</b>	<b>\$ 1,494,890</b>	<b>\$ 1,971,934</b>	<b>\$ 1,035,323</b>	

Public Works							
Tandem		\$ 190,000		\$ 190,000			Equipment Fund
Roller		\$ 18,000					Equipment Fund
Wire Feed Welder		\$ 2,000					General Fund
Single Axel Truck					\$ 160,000		Equipment Fund
Skid Steer					\$ 35,000		Equipment Fund
One Ton Pickup or Dump w/box				\$ 45,000			Equipment Fund
Electric Utility Burial (with Hamel Road)-UH	\$ 625,000						Assessments/TIF PW & Plan
GPS		\$ 8,000					Equipment/Water/Sewer Fund
Mower/tractor		\$ 40,000					Equipment Fund
<b>Public Works Sub-total</b>	<b>\$ 625,000</b>	<b>\$ 258,000</b>	<b>\$ -</b>	<b>\$ 235,000</b>	<b>\$ 195,000</b>	<b>\$ -</b>	

Public Safety (Police, Fire, etc.)							
PD Squad Cars	\$ 81,000	\$ 89,000	\$ 90,000	\$ 58,000	\$ 58,000	\$ 58,000	Equipment Fund
PD Squad Camera		\$ 4,500					Forfeiture Fund
PD Eagle Radar Replacement				\$ 4,000			Forfeiture Fund
PD Records System		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	Equipment Fund
PD Ticket Writer		\$ 2,500					General Fund
PD Red Man Suit		\$ 2,000					General Fund
PD Simmunitions		\$ 2,500					General Fund
PD Computer Rotation		\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	General Fund
PD Card Reader System		\$ 8,000					Equipment Fund
Civil Defense Sirens	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	Revolving Capital Improvement Fund
Fire (Hamel)	\$ 95,000	\$ 94,000	\$ 91,000	\$ 38,000	\$ 38,000	\$ 38,000	General Fund
Fire (Hamel Proposed Tanker)		\$ 29,800	\$ 29,000	\$ 28,200	\$ 27,400	\$ 26,700	General Fund
Fire (Other)	\$ 10,000	\$ 29,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	General Fund
<b>Police Sub-total</b>	<b>\$ 216,000</b>	<b>\$ 307,800</b>	<b>\$ 266,500</b>	<b>\$ 184,700</b>	<b>\$ 179,900</b>	<b>\$ 179,200</b>	

Administration/Data Processing							
Computer Server			\$ 25,000				GO Bond-With City Hall
Computer replacements		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	General Fund
Vehicle			\$ 20,000				Equipment Fund
<b>Administration Sub-total</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 47,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	

City Buildings							
City Hall Renovation	\$ 15,000		\$ 25,000				Revolving Capital Improvement Fund
New City Hall/Police Facility					\$ 6,500,000		G.O. Bond, Cash Reserves
New Public Works Facility		\$ 8,000,000					G.O. Bond, Cash Reserves
<b>City Building Sub-total</b>	<b>\$ 15,000</b>	<b>\$ 8,000,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 6,500,000</b>	<b>\$ -</b>	

Water (high growth expectation)							
Well #7	\$ 745,000						Water Capital Improvement Fund

Well #4 Maintenance		\$ 10,000					Water Capital Improvement Fund
Locator	\$ 4,000						Water Operating Fund
Small Generator	\$ 2,000						Water Operating Fund
Independence Beach House Controls			\$ 14,000				Water Capital Improvement Fund
Generator (split w/ Sewer)	\$ 38,500		\$ 40,000				Water Capital Improvement Fund
Water Tower (and land acquisition)		\$ 2,650,000					Water Capital Improvement Fund
GPS		\$ 4,000					PW & Planning Equipment/Water/Sewer Fund
Repair and Replacement	\$ 35,000	\$ 75,000	\$ 35,000	\$ 35,000	\$ 75,000	\$ 75,000	Water Operating Fund
<b>Water Sub-total</b>	<b>\$ 824,500</b>	<b>\$ 2,739,000</b>	<b>\$ 89,000</b>	<b>\$ 35,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	

### Sewer

Generator (split w/ Water)	\$ 38,500		\$ 40,000				Sewer Capital Improvement Fund
Gas Monitor	\$ 1,500						Sewer Operating Fund
Blower		\$ 2,000					Sewer Operating Fund
GPS		\$ 4,000					PW & Planning Equipment/Water/Sewer Fund
Extension - Others	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	Assessments/Sewer Capital
I/I Study (repairs as needed)	\$ 50,000						Sewer Capital Improvement Fund
I/I Repair and Rehab	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	Sewer Capital Improvement Fund
<b>Sewer Sub-total</b>	<b>\$ 160,000</b>	<b>\$ 76,000</b>	<b>\$ 110,000</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	

### Parks

Trails	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	Park Dedication Fund
Hamel Road-Hunter to TH55	\$ 50,000			\$ 100,000			Developer/Park Dedication Fund
Arrowhead/Hackamore Road			\$ 150,000				Park Dedication Fund
CR 116		\$ 100,000	\$ 200,000				Dedication/Grant Funds
Morningside/Keller Estates	\$ 20,000						Park Dedication Fund
Willow Drive – Morningside to CR 6 Orono				\$ 40,000			Park Dedication Fund
Medina Road	\$ 100,000						Park Dedication Fund
Hunter Drive - Lions Park to South		\$ 75,000					Park Dedication Fund
Hunter Drive - Lions Park to North			\$ 125,000				Developer/Park Dedication Fund
Independence Beach-Neighborhood connection				\$ 25,000			Park Dedication Fund
Hamel Legion Park							
Basketball Court	\$ 3,000						Park Dedication Fund
Picnic Tables – Playground		\$ 2,000					Park Dedication Fund
Parking in NE area of Park (or ROW)			\$ 125,000				Park Dedication Fund
Trail Seal Coating		\$ 3,500		\$ 3,500			General Fund
Fire Pit - Screening		\$ 500					Park Dedication Fund
Fire Pit - Benches (2)		\$ 2,000					Donations

Playground Equipment	\$ 75,000						Donations/Dedication Fund
Plaza - additional table		\$ 1,000					Donation
Entrance Signs		\$ 7,500					Park Dedication Fund
Benches	\$ 5,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	Donations
General Landscaping	\$ 1,000	\$ 5,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	Park Dedication Fund
Concrete Bench Slabs (BB Court, Playground)		\$ 2,000					Park Dedication Fund
Concession Stand/Field house/Storage		\$ 300,000					Donations/Park Dedication
Ball field Outfield fences		\$ -					Municipal Park Fund
Ball field Lights		\$ 125,000					Park Dedication Fund
Irrigation System		\$ 10,000					Park Dedication Fund
Tree Relocation Project	\$ 3,000	\$ 3,000					Dedication/Environmental
Trash/Recycling Receptacles		\$ 2,000					Park Dedication Fund
Utility Screening		\$ 6,000					Water Fund
Drinking Fountain		\$ 3,000					Park Dedication Fund
Bleachers (New four Sets)		\$ 7,500					Park Dedication Fund
Medina Morningside Playground Equipment Border			\$ 15,000				Municipal Park Fund
Holy Name Park Pavement, drainage & posts	\$ 35,000						Park Dedication Fund
Pier/Dock Shelter		\$ 25,000	\$ 35,000				Park Dedication Fund
Hunter Lions Park Restrooms, storage, sewer/water			\$ 65,000				Park Dedication Fund
Lakeshore Park Repair Shelter	\$ 3,000						General Fund
Maple Park Play equipment/trail			\$ 85,000				Park Dedication Fund
Walnut Park Storm Water Control		\$ 15,000					Storm Water Utility
Rainwater Nature Area	\$ 41,000						Park Dedication Fund
Bridge Phase II Implementation		\$ 10,000	\$ 60,000				Park Dedication Fund
Land Acquisitions - Parks/Open Space	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	Park Dedication Fund
Medina Lake Preserve		\$ 25,000	\$ 25,000				Park Dedication Fund
Signage - All Parks		\$ 20,000					Park Dedication Fund
<b>Parks Sub-total</b>	<b>\$ 711,000</b>	<b>\$ 1,126,000</b>	<b>\$ 1,262,000</b>	<b>\$ 545,500</b>	<b>\$ 377,000</b>	<b>\$ 377,000</b>	
<b>TOTAL:</b>	<b>\$ 3,766,500</b>	<b>\$ 13,048,895</b>	<b>\$ 3,154,945</b>	<b>\$ 2,567,090</b>	<b>\$ 9,370,834</b>	<b>\$ 1,738,523</b>	

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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.

City of Medina Fee Schedule			
Effective January 1, 2009			
Service	Charge	Service	Charge
<b>Administration</b>		<b>Liquor</b>	
Address labels	\$50.00	3.2 Malt Liquor-off sale	\$50.00
Address list	\$25.00	3.2 Malt Liquor-on sale	\$100.00
Affidavit of filing	\$2.00	Liquor License Investigation (in-state maximum)	\$500.00
Audit Book copy	\$50.00	Liquor License Investigation (out-of-state maximum)	\$10,000.00
Cigarette License (annual)	\$150.00	Off-sale	\$100.00
City Code Book	Cost plus 10%	On-Sale Class A:>\$20,000 sq. ft.	\$7,500.00
Copies--single or double sided (B&W)	\$0.25	On-Sale Class B:12,000 - 20,000 sq. ft.	\$6,500.00
Copies or pictures - color 8 1/2x11	\$0.50 per page	On-Sale Class C: 6,000 - 12,000 sq. ft.	\$5,500.00
Delinquent Charges Assessed	10% administrative fee	On-Sale Class D: < 6,000 sq. ft.	\$4,500.00
DVD/CD/VHS/Audio	\$30.00 per item	On-Sale Sunday	\$200.00
Hall Rental (weekend only)	\$25.00	Public Dance	\$100.00
Mailing Costs of copies/reports	At cost	3.2 Malt Liquor -one day set up	\$25.00
New Resident Listing	\$2.00 plus postage	Temporary 3.2 application fee	\$25.00
Peddler, Solicitor, Transient Merchant Permit	\$25.00 up to \$100.00		
Photographs	\$20.00 + cost of photo	<b>Park and Rec</b>	
Recycling Container	No Charge	Independence Beach Parking Permit (residents only)	No Charge
Recycling Container Wheel Kit	\$5.00	Ball field Use	See Exhibit C
NSF Check	\$20.00	Shelter Reservation - private/non-profit	Weekday(resident)=\$20;Weekday (non-resident)=\$30; Weekend (resident)=\$25; Weekend(non-resident)=\$50
Special Assessment search	\$15.00	Shelter Reservation - commercial	Weekday(resident)=\$30;Weekday (non-resident)=\$50; Weekend (resident)=\$40; Weekend(non-resident)=\$75
Special Council Meeting request	\$250.00	Hamel Community Building	See Exhibit B
Special Event Permit Fee	\$25.00		
Tax Increment Financing application (minimum)	\$1,500.00 (deposit) plus c.a.c.	<b>Police</b>	
Voter Certification	\$2.00	Accident/Police Report	\$.25/page
<b>Fire</b>		Burning Permit (non-resident)	\$15.00
Fire False Alarm (first)	No Charge	Burning Permit (resident)	No Charge
Fire False Alarm (second)	\$100.00	Dog Impounds	\$25.00 at Police office, At Strehler Farm \$50.00 plus \$10.00 each additional calendar day
Fire False Alarm (third)	\$150.00		
Fire False Alarm (fourth)	\$200.00		
Fire False Alarm (fifth and thereafter)	\$250.00		
Post Fire Inspection	\$40.00 + c.a.c.		
		Driving Record	\$10.00
		Event Security (per officer/per hour)	\$60.00 and \$75.00 on Holidays
		Fingerprinting	\$15.00 up to three cards, \$5.00 each additional card
		Fireworks Permit	\$50.00
		Gambling-Investigation for Class A,B,C	\$100.00
		Gambling license-Class A, B, C (annual)	\$50.00
		Gambling license-Class D (raffle)	\$10.00
		Gun Club license (annual)	\$50.00
		Hunting Permit (non-resident)	\$15.00
		Hunting Permit (resident)	\$5.00
		Letter of Conduct	\$15.00
		Police False Alarm (first)	No Charge
		Police False Alarm (second)	\$25.00
		Police False Alarm (third)	\$50.00
		Police False Alarm (fourth)	\$75.00
		Police False Alarm (fifth and thereafter)	\$150.00
		Vehicle Impound/Storage	\$10.00/day + towing fees
* c.a.c. = city accrued costs			

City of Medina Fee Schedule			
Effective January 1, 2009			
Service	Charge	Service	Charge
<b>Trunk Connection Rates</b> (A=by acre) (U=by equivalent residential unit as determined by the Metropolitan Council SAC) (LU = by living unit for residential; and, equivalent for commercial as determined by the Metropolitan Council SAC)		<b>Sewer and Water Rates</b> (MM=Medina Morningside, IB=Independence Beach) * All rates monthly	
Hamel Urban Service Area-Sewer (U)	\$1,890.00	Sewer (residential) minimum	
Hamel Urban Service Area-Water (LU)	\$5,470.00	Sewer (residential) per 1,000 gallons of water usage	\$18.48 per month
Independence Beach Area-Sewer (U)	\$4,040.00	Sewer (commercial) minimum	\$4.62
Independence Beach Area-Water (LU)	\$4,040.00	Sewer (commercial) per 1,000 gallons of water usage	\$18.48 per month
Medina Morningside Area-Sewer (U)	\$4,040.00	Sewer only (residential) (based on 6,000 gallons per month)	\$4.62
Medina Morningside Area-Water (LU)	\$4,040.00	MM & IB Water (residential) (minimum charge)	\$27.72 per month
SAC Fee (set by Metropolitan Council)	\$2,000.00	MM & IB Water (residential) 0-10,000 gallons	\$11.55 per month
		MM & IB Water (residential) 11,000-23,000 gallons	\$2.89 per 1,000 gallons
<b>Public Works</b>		MM & IB Water (residential) 24,000 and up gallons	\$3.21 per 1,000 gallons
Curb stop repair	\$250.00 (deposit) + c.a.c	MM & IB Water (commercial) (minimum charge)	\$3.42 per 1,000 gallons
Driveway	\$100.00	MM & IB Water (commercial) Water Usage under 10,000 gallons per month	\$11.55 per month
Frozen/damaged meter repair	\$100.00	MM & IB Water (commercial) water usage over 10,000 gallons per month	\$2.89 per 1,000 gallons
Water disconnect (winter)	\$65.00	Hamel Water (residential) (minimum charge)	\$3.42 per 1,000 gallons
Radio Transmitter	\$125.00	Hamel Water (residential) 0-10,000 gallons	\$14.99 per month
Water meter (1") + radio transmitter & meter horn	\$420.00	Hamel Water (residential) 11,000-23,000 gallons	\$3.75 per 1,000 gallons
Water meter (1-1/2")	(at cost)	Hamel Water (residential) 24,000 and up gallons	\$4.36 per 1,000 gallons
Water meter (3/4")	(at cost)	Hamel Water (commercial) (minimum charge)	\$4.65 per 1,000 gallons
Water meter (5/8")	(at cost)	Hamel Water (commercial) Water Usage under 10,000 gallons	\$14.99 per month
Water reconnect (spring)	\$65.00	Hamel Water (commercial) water usage over 10,000 gallons per month	\$3.75 per 1,000 gallons
		Penalty for unpaid utility bills	\$4.65 per 1,000 gallons
<b>Staff &amp; Consultant Fees</b>		City of Maple Plain Water Service Supply	6% per year on unpaid balance
City Attorney	Up to \$220 per hour, per rate schedule	City of Orono Water Service Supply	Rate established by City of Maple Plain plus 10% Medina administrative fee
City Engineer	Up to \$207 per hour, per rate schedule	City of Plymouth Sewer Services	Rate established by City of Orono plus 10% Medina administrative fee
Prosecuting Attorney	\$118 per hour		Rate established by City of Plymouth plus 10% Medina administrative fee
Planning Consultants	Up to \$160 per hour, per rate schedule	<b>Storm Water Utility Fees</b>	
City Staff - Professional	\$80.00/hour	Storm Water Utility Annual Fee	
City Staff - Public Works	\$65.00/hour + Time & half for O.T.	Storm Water Appeal	\$26.31 per Residential Equivalency Factor (REF)
City Staff - Administrative Support	\$60.00/hour + Time & half for O.T.		\$250.00
Staff and consultant time spent on planning applications (or defined as other c.a.c) will be charged to applicant			
* c.a.c. = city accrued costs			

City of Medina Fee Schedule			
Effective January 1, 2009			
Service	Charge	Service	Charge
<b>Building Inspection Related</b>		<b>Planning and Zoning</b>	<b>Charge</b>
Building Permits	Based on valuation--1994 Building Fee Schedule	Agriculture Preserve Application	50.00 + c.a.c.
Building Plan Review	65% of building permits	Agriculture Preserve Expiration	50.00 + c.a.c.
Building - accessory structure	\$100.00 (< 120 sq. ft. not on permanent foundation) > 120 sq. ft. = state fee schedule	Appeal Administrative Decision	\$250.00
Building - building w/o permit violation	Double charge	Appeal of Wetland Functional Assessment and Value Classification	\$500.00 (deposit) + c.a.c.
Building - demolition (minimum)	\$100.00 per structure (Resid.) \$200.00 per structure (Non-Resid.)	Appeal of Wetland Corrections Notice	\$500.00 (deposit) + c.a.c.
Building - fence	< 5 ft. (no permit); > 5 ft. = state fee schedule	Basin Floodplain Review	\$250.00
Building - fireplace	\$50.00 per fireplace plus \$0.50 state surcharge	Cartway Easement	\$2000.00 (deposit) + c.a.c.
Building - reroof or re-side residential	\$75.00 plus \$0.50 state surcharge	Comprehensive Plan Amendment	\$2000.00 (deposit) + c.a.c.
Building - residing in existing home while building new, demolition of existing before C/O of new home	\$10,000.00 escrow	Comprehensive Plan Copy	\$100.00
Building - site grading/vegetation established escrow prior to Temp CO	\$10,000.00 escrow	Concept Plan Review	\$1000.00 (deposit) + c.a.c.
Building - windows (existing openings)	\$50.00	Conditional Use Permit application (commercial, minimum)	\$2000.00 (deposit) + c.a.c.
Building - windows (changing opening)	State fee schedule	Conditional Use Permit application (Telecommunications Tower, minimum)	\$2000.00 (deposit) + c.a.c.
Electrical	\$2.00	Conditional Use Permit application (residential, minimum)	\$1000.00 (deposit) + c.a.c.
Grading, drainage & erosion control plan (engineer review of submitted plans and building permits)	\$250.00 + c.a.c.	Conditional Use Permit Annual Review	\$100.00 residential \$250.00 commercial
Grading Permit	< 50 cu. yds. = \$50.00 51-100 cu. yds = \$75.00 101-1000 cu. yds = \$200.00 1001+ cu. yds = \$750.00 + financial guarantee of 150% of cost Violations = c.a.c.	Interim Use Permit	\$2000.00 (deposit) + c.a.c.
Hardcover Structure - Hardcover Surface Review (ex: sport courts/address monuments)	\$25.00 \$50.00	Kennel License	\$250.00 (deposit) + c.a.c.
Mechanical	\$50.00 per piece plus \$0.50 state surcharge	Lot Combination or Split (Survey Subd.)	\$5000.00 (deposit) + c.a.c.
Moving Structure through City Permit	\$100.00 + c.a.c.	Maps	11x17 = \$4      17x22 = \$8 22x34 = \$10      28x40 = \$12 34x44 = \$15
Plumbing	\$50.00 (1-5 fixtures), \$10.00 each additional; plus \$0.50 state surcharge	Park Dedication Fee (see city code)	Res. = 8% of land value but no < \$3500/unit or > \$8000/unit
Septic (new)	\$250.00	Planned Unit Development (General Plan)	\$5000.00 (deposit) + c.a.c.
Holding tank (ex: floor drains)	\$100.00	Planned Unit Development Final Plan	\$2000.00 (deposit) + c.a.c.
Septic Violation Inspection	250.00 + c.a.c.	Rezoning Application (minimum)	\$1000.00 (deposit) + c.a.c.
Sewer Connection	\$100.00	Rivervine Floodplain Review	\$1000.00 (deposit) + c.a.c.
Signs (temporary/portable) Sign face replacement-wall or pylon face New monument/pylon sign	\$50.00      \$100 state fee schedule	Site Plan Review	\$5000.00 (deposit) + c.a.c.
SWPPP Review (one acre or more)	\$100	Platted Subdivision Application (min.)	\$5,000.00 (deposit) + c.a.c.
Underground Tank Removal	\$100.00	Upland Buffer Vegetation Review/Inspection	150% financial guarantee - See Medina Code Section 828.43 Subd. 8
Water Connection	\$100.00	Vacation	\$2000.00 (deposit) + c.a.c.
Water Heater	\$15.00 plus \$0.50 state surcharge	Variance application (minimum)	\$1000.00 (deposit) + c.a.c. for residential \$2000.00 (deposit) + c.a.c. for commercial \$1000.00 (deposit) + c.a.c. for wetland regs.
		(L-Use Applic. Sign)	\$35.00
		Delivery Fee (City delivers sign to site)	\$50.00 (each way) Developer creates and erects "notice of development" sign 10 days prior to a public hearing up to 16 sq. ft. Remove language
		Zoning Letter	\$50.00
* Deposits for land use and other applications must include the fee established by this fee schedule ordinance and any unpaid fees from the previous application involving essentially the same property by the same or similar applicant.			
* Deposits for Land Use Applications that require more than two requests or large in scale shall be determined by the City Administrator.			
* Deposits will be returned for land use projects paid in full after final approval, deposits for wetland and grading permits will be returned upon acceptance of work if bills are paid in full.			
* Escrow for building certificate will be returned upon acceptance of project.			
* Land use applications are processed by planning, building, finance, engineering and legal departments and all costs associated with the review shall be billed to the applicant.			
* c.a.c. = city accrued costs			

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