



# 2012 COMPREHENSIVE ANNUAL BUDGET

DECEMBER 6, 2011

**THOMAS J. CROSBY, JR.**  
*MAYOR*

**MELISSA MARTINSON**  
*COUNCIL MEMBER*

**JEFF PEDERSON**  
*COUNCIL MEMBER*

**MICHAEL SIITARI**  
*COUNCIL MEMBER*

**ELIZABETH WEIR**  
*COUNCIL MEMBER*

**SCOTT JOHNSON**  
*CITY ADMINISTRATOR*

**ED BELLAND**  
*CHIEF OF POLICE*

**DUSTY FINKE**  
*CITY PLANNER*

**JOE RIGDON**  
*INTERIM FINANCE DIRECTOR*

**STEVE SCHERER**  
*PUBLIC WORKS SUPERINTENDENT*

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**CITY OF MEDINA**  
**2012 COMPREHENSIVE ANNUAL BUDGET**

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To: Medina City Council

December 6, 2011

The City of Medina Staff is pleased to submit the 2012 proposed Comprehensive Annual Budget and tax levy for your consideration of final approval on December 6, 2011. This 2012 budget reflects the Council's tax levy and budget discussions throughout 2011. When approved, this budget will be the basis for the final 2012 property tax levy to be certified to Hennepin County in December 2011. The County will then use the certified property tax levy for final 2012 property tax calculations.

Medina's population as of the 2010 census was 4,892 residents living in a total of 1,702 housing units. This is an increase of 887 people and 365 households compared to the 2000 census. Since the 2010 census in April of 2010, there has been a net gain of 9 housing units with an estimated population gain of 26. Total taxable market value decreased 6.3% from \$1.372 billion in 2011 to \$1.286 billion in 2012. Adjusted net tax capacity declined 6.4% from \$14.740 million in 2011 to \$13.799 million in 2012.

Despite the fact that the State Legislature has eliminated any levy limits for cities in 2012, this proposed budget is well within what was anticipated to be the levy limits for 2012. The budget proposes a General Fund levy increase of \$18,881 for 2012, which is an increase of 0.7%. The City's total levy will increase by \$143,062 to pay for the general fund increase and increased debt service levies for new equipment and new road projects in 2011.

<b>Tax Levy:</b>	<u><b>2011</b></u>	<u><b>2012</b></u>	<u><b>Change</b></u>
General Fund	\$2,600,454	\$2,619,335	\$ 18,881
Equipment Debt Service	151,410	129,150	(22,260)
Road Improvement Debt Service	<u>40,777</u>	<u>187,218</u>	<u>146,441</u>
<b>Total Levy</b>	<b>\$2,792,641</b>	<b>\$2,935,703</b>	<b>\$143,062</b>

The General Fund Budget reflects the revenues and expenditures developed from the City's service needs, trend analysis, the annual goal setting session, joint work sessions with the City Council and Staff, and City Council discussions. The expenditure levels are focused on maintaining the City's

current level of services and to address capital, maintenance, or special project needs. There are no new services or personnel provided for in this budget.

### **GENERAL FUND REVENUES:**

The total budgeted revenue for 2012 is \$3,786,425 compared to the 2011 budget of \$3,791,425. As has been true in the past, these revenue estimates are based on conservative assumptions.

With the proposed general operating levy increase of 0.7%, property tax collections in the General Fund are projected to increase from \$2,600,454 in 2011 to \$2,619,335 in 2012. As in prior years, the City continues to receive the largest portion of the General Fund revenue from the property tax. In 2012, the tax levy will provide approximately 69.4% of the City's total General Fund revenues.

Licenses and Permits are estimated at \$172,790 in 2012 compared to \$169,700 in 2011. This reflects the expectation that building activity will increase slightly in 2012 due to current platting activity.

Intergovernmental revenue is down from \$176,675 to \$137,275 due mainly to the loss of Municipal State Aid for roads due to the 2010 census population falling under 5,000.

Miscellaneous Revenue is budgeted to decrease from \$196,146 to \$170,400 due mainly to falling investment interest rates resulting in a decrease in budgeted interest earnings.

Budgeted transfers in to the General Fund from the Water and Sewer funds have increased from \$270,700 in 2011 to \$279,100 in 2012 based on the same formula used in past years and is caused by an estimated increase in City overhead. In addition, this budget calls for a \$30,000 increase in the transfer in to the General Fund from the police forfeiture fund (from \$35,000 to \$65,000) to further finance the one police officer dedicated to the drug task force.

### **GENERAL FUND EXPENDITURES:**

General Fund expenditures are budgeted to decrease from \$3,791,425 in 2011 to \$3,786,425 in 2012. General government expenditures are budgeted to decrease \$4,550 or 0.5%, public safety expenditures are budgeted to decrease \$1,145 or 0.1%, and culture and recreation expenditures are budgeted to decrease \$2,420 or 1.6%. Public works expenditures are budgeted to increase by \$10,215 or 1.9%. Capital replacement acquisitions will continue to be transacted through other funding sources or reserves on an as needed or emergency basis only.

Staff is proposing no additional personnel in 2012. Personnel costs represent 59.0% of the General Fund Budget. A 1.5% cost of living adjustment (COLA) and defined pay grade step (step) increases (capped at 4.0%) are included in the 2012 budget for all non-union employees. The City's overall cost of health benefits is projected to decrease by approximately \$50,000 from 2011 to 2012 due to a new four year contract with a new health insurance provider.

In 2010, 2011, and again in 2012, the remaining transfer to the Road Improvement Fund was eliminated. While staff has recommended utilizing the transfers from the General Fund as a continued financing mechanism for long-term equipment and road needs, staff has implemented

the Council's debt service strategy through the use of equipment certificates, as well as street assessments and road bonding for street improvements.

## **OTHER FUND BUDGETS**

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

German Liberal Cemetery Fund: The City Council agreed to accept the transfer of ownership of the German Liberal Cemetery in 2010. Staff had prepared analyses through a 2009 Feasibility Report and is utilizing initial trend data as preliminary information for a beginning estimated budget for 2012.

Park Dedication Fund: With the slowdown in local development activity and recent park projects committed to for construction, the City's fund balance will continue to decrease, which will limit the City's ability to complete Park CIP projects in coming years. Projects will need to be deferred in the future if Park Dedication revenues do not increase.

Community Event Fund: The City has depended on donations to fund the fireworks display at the annual Medina Celebration Day event. Additional donations will again be needed in 2012 to fund a fireworks contract for the event. To assist in the event funding, a \$2,000 transfer in from the General Fund is budgeted for 2012.

Field House Fund: The City will be primarily relying on ball field user fees to fund the operations of the Field House in Hamel Legion Park. The City has set aside \$25,000 from the initial \$100,000 of local donations for the capital project to be used as a supplement for funding the facility maintenance and operations for a projected three to five years.

Capital Improvement Project (CIP) Fund – Public Works Facility: The Public Works Facility project is included in the City's CIP as a bonding and expenditure item for 2012, with the understanding that project design would occur in 2011. A new Public Works Facility is needed to address the existing facility safety, workspace efficiency, and growing public service demands in the community. Project construction is scheduled for 2012.

Water Utility: The City's Water Rate Analysis demonstrated the need for an 8% rate increase in user rates and an 8% increase in the trunk connection fees. This increase is necessary for continued financing of the water treatment facility plant.

Sewer Utility: The City's Sewer Rate Analysis demonstrated no need for a rate increase in the trunk connection fees, or an increase in the sewer user rates. The City's CIP includes a future trunk connection parallel line along Highway 55 that warrants a future increase in the connection fees. The City's implementation of water conservation meters and billing practice for actual use of sewer have eliminated the need to raise sewer rates.

Storm Water Utility: A 5% increase in the Storm Water Utility rate has been included in the 2012 budget to help support the increasing storm water needs and mandates imposed on the City. The storm water utility revenue supports increasing administrative costs for annual reporting, pond maintenance, etc. and will be used as matching funds for capital project completion. The CIP for storm water projects is large and completion of the projects is highly contingent on receiving grant or cooperative funding from other agencies and partners.

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

**FINAL COMMENTS**

I herewith submit the Preliminary 2012 Comprehensive Annual Budget to the City Council. It has been a pleasure to work with the City Council and your very capable staff to prepare this document. This budget has been prepared based on the direction given by the City Council to date and the best estimates of your staff of the available revenues and the expenditures required to reasonably maintain core levels of services without significantly compromising quality of life for Medina taxpayers.

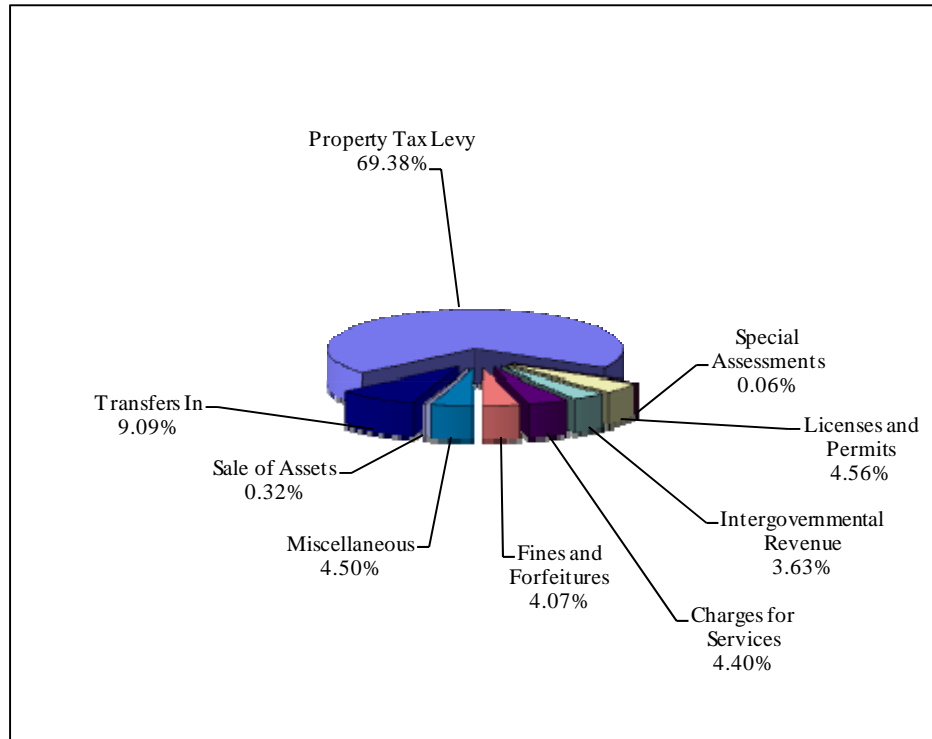
Respectfully Submitted,

Scott Johnson  
City Administrator

## 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 2012

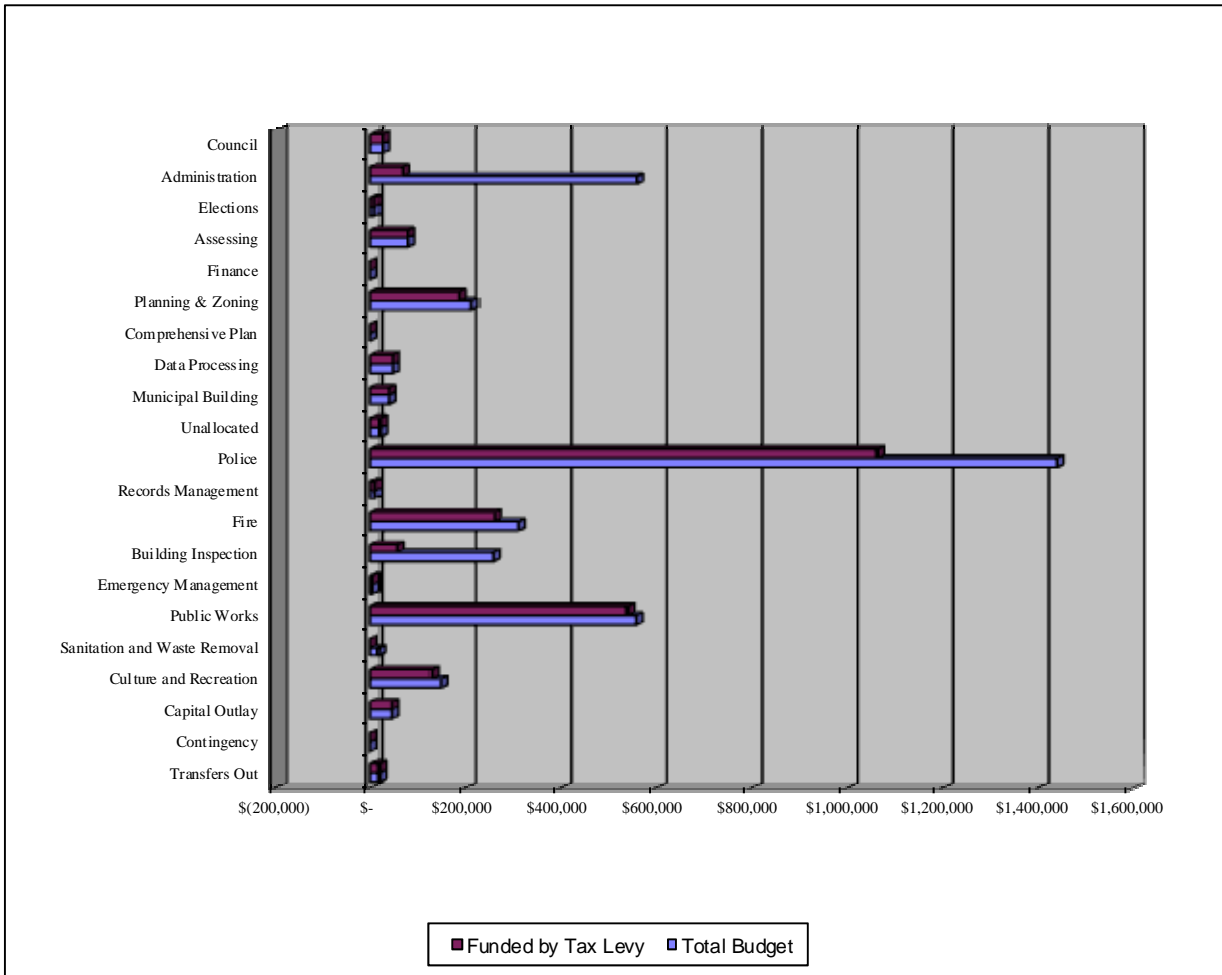


	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>REVENUES &amp; OTHER SOURCES:</b>				
Property Tax Levy	\$ 2,600,454	\$ 2,619,335	\$ 18,881	0.73%
Other Taxes Adjustments	7,500	7,500	-	0.00%
Special Assessments	3,000	2,250	(750)	-25.00%
Licenses and Permits	169,700	172,790	3,090	1.82%
Intergovernmental Revenue	176,675	137,275	(39,400)	-22.30%
Charges for Services	166,050	166,575	525	0.32%
Fines and Forfeitures	154,000	154,000	-	0.00%
Miscellaneous	196,146	170,400	(25,746)	-13.13%
Sale of Assets	12,200	12,200	-	0.00%
Transfers In	305,700	344,100	38,400	12.56%
<b>Total Revenues &amp; Other Sources</b>	<b>\$ 3,791,425</b>	<b>\$ 3,786,425</b>	<b>\$ (5,000)</b>	<b>-0.13%</b>

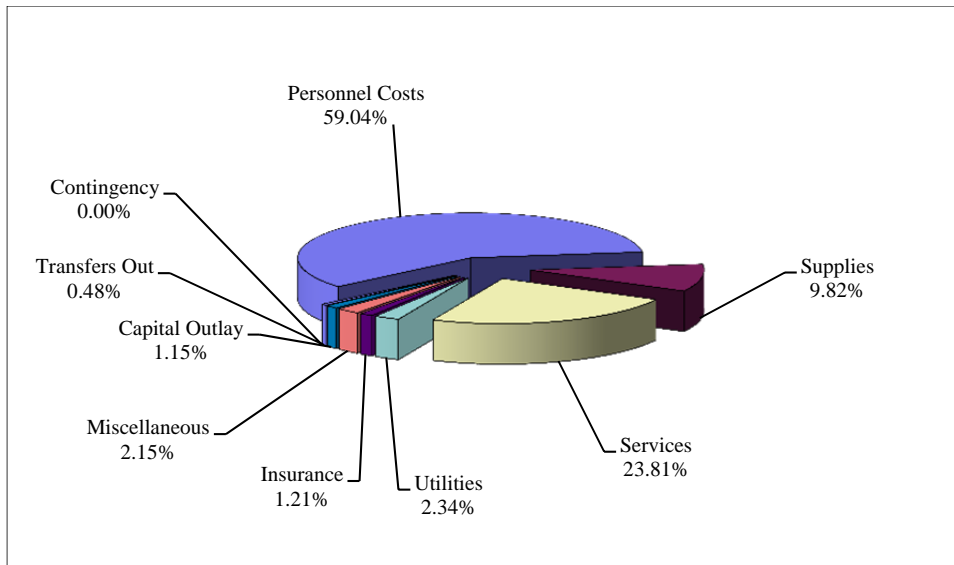
## General Fund Expenditures 2012

		2011	2012	Amount	Percentage
		Final	Proposed	Increase	Increase
		Budget	Budget	(Decrease)	(Decrease)
<b>EXPENDITURES &amp; OTHER USES:</b>					
	General Government				
	Council	\$ 24,850	\$ 24,100	\$ (750)	-3.02%
	Administration	566,250	557,230	(9,020)	-1.59%
	Elections	1,250	8,250	7,000	560.00%
	Assessing	78,550	78,325	(225)	-0.29%
	Planning & Zoning	211,725	211,820	95	0.04%
	Data Processing	46,450	45,450	(1,000)	-2.15%
	Municipal Building	36,100	37,450	1,350	3.74%
	Unallocated	21,500	19,500	(2,000)	-9.30%
	Public Safety				
	Police	1,475,625	1,440,630	(34,995)	-2.37%
	Records Management	9,500	9,700	200	2.11%
	Fire	297,500	311,600	14,100	4.74%
	Building Inspection	239,450	257,100	17,650	7.37%
	Emergency Management	4,300	4,700	400	9.30%
	Public Works	545,800	556,015	10,215	1.87%
	Sanitation and Waste Removal	16,100	16,000	(100)	-0.62%
	Culture and Recreation	149,300	146,880	(2,420)	-1.62%
	Capital Outlay:				
	Public Safety				
	Fire	42,175	43,675	1,500	3.56%
	Contingency	-	-	-	N/A
	Transfers Out	25,000	18,000	(7,000)	-28.00%
	<b>Total Expenditures &amp;</b>				
	<b>Other Uses</b>	<b>\$ 3,791,425</b>	<b>\$ 3,786,425</b>	<b>\$ (5,000)</b>	<b>-0.13%</b>

## General Fund Expenditures 2012 By Department



## General Fund Expenditures 2012 By Type



	2011	2012	Increase/	%	%
	Budget	Budget	(Decrease)	(Decrease)	of
Type of Expenditure					Budget
Personnel Costs	\$ 2,262,280	\$ 2,235,675	\$ (26,605)	-1.18%	59.04%
Supplies	366,450	371,650	5,200	1.42%	9.82%
Services	876,350	901,675	25,325	2.89%	23.81%
Utilities	90,225	88,425	(1,800)	-2.00%	2.34%
Insurance	44,400	45,875	1,475	3.32%	1.21%
Miscellaneous	84,545	81,450	(3,095)	-3.66%	2.15%
Capital Outlay	42,175	43,675	1,500	3.56%	1.15%
Transfers Out	25,000	18,000	(7,000)	-28.00%	0.48%
Contingency	-	-	-	N/A	0.00%
<b>Total Expenditures</b>	<b>\$ 3,791,425</b>	<b>\$ 3,786,425</b>	<b>\$ (5,000)</b>	<b>-0.13%</b>	<b>100.00%</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**

**\$ 2,619,335**

These are the General Fund property taxes charged to all taxable properties in the City of Medina based on the tax capacity of the property. The 2012 budget is 0.7% greater than the 2011 budget. Property Taxes make up about 69.5% of the total revenues collected to provide General Fund services.

#### **Licenses and Permits**

**\$ 172,790**

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

#### **Charges for Services**

**\$ 166,575**

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

These three revenue sources, property taxes, licenses and permits, and charges for services, together make up approximately 78.1% of the City's general operating revenues. The balance comes from fines and forfeitures, intergovernmental activity, operating transfers and investment income.

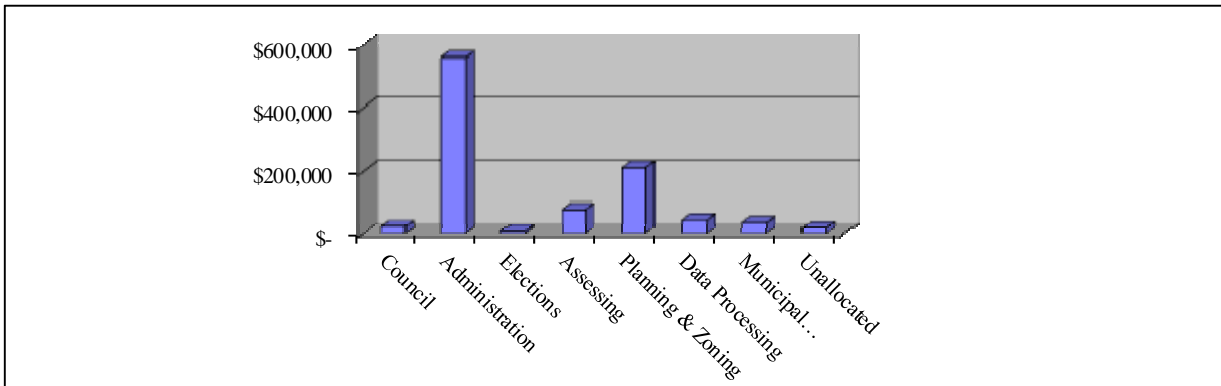
## General Fund Expenditures

### 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.

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>General Government</b>				
Council	\$ 24,850	\$ 24,100	\$ (750)	-3.02%
Administration	566,250	557,230	(9,020)	-1.59%
Elections	1,250	8,250	7,000	560.00%
Assessing	78,550	78,325	(225)	-0.29%
Planning & Zoning	211,725	211,820	95	0.04%
Data Processing	46,450	45,450	(1,000)	-2.15%
Municipal Building	36,100	37,450	1,350	3.74%
Unallocated	21,500	19,500	(2,000)	-9.30%
<b>Total General Government</b>	<b>\$ 986,675</b>	<b>\$ 982,125</b>	<b>\$ (4,550)</b>	<b>-0.46%</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 expenditures related to compensation, memberships, subscriptions and training of its members. Printing expenditures are also included for the flier Council has chosen to insert with the County's proposed tax statements over the past few years.

#### **BUDGETED PERSONNEL LEVELS**

	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
Mayor	1	1	1	1	1	1	1	1	1	1
Council Members	4	4	4	4	4	4	4	4	4	4

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

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

## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT – COUNCIL (continued)

#### OPERATING BUDGET

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>Council</b>				
Personnel Costs	\$ 17,600	\$ 17,500	\$ (100)	-0.57%
Services	750	750	-	0.00%
Miscellaneous	6,500	5,850	(650)	-10.00%
<b>Total Expenditures</b>	<b>\$ 24,850</b>	<b>\$ 24,100</b>	<b>\$ (750)</b>	<b>-3.02%</b>
<b>Funding Sources</b>				
Property Tax Levy	\$ 24,850	\$ 24,100	\$ (750)	-3.02%

#### 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 serve as a liaison between the Council, advisory boards and commissions, consultants, other levels of government, the media, and the public.

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

#### BUDGETED PERSONNEL LEVEL

	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
Administrator/Clerk Assistant to City Administrator/Deputy Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant					0.72	0.90	0.65			0.05
Administration Intern	0.42	0.38	0.27	0.38	0.50	0.52	0.13	0.02	0.25	0.25
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Accountant	1.00	1.00	1.00	1.00	1.00					
Accounting Technician	1.00	1.00	1.00	1.00						
Deputy Clerk					1.01	1.01	1.01	1.01	1.03	1.03
Part Time Help						0.21	0.17	0.25	0.17	0.17
Total FTE's	5.22	5.18	5.13	5.25	5.24	4.64	3.95	2.28	2.45	2.50

#### STAFFING HISTORY & PHILOSOPHY

- In 2006, a Finance Director position was added to bring financial functions in house from the consultants and previously assigned to the City Administrator. The position created investment strategies to provide cash flow and conserving capital, while maximizing investment income revenue. Authorized part time help and overtime have not been utilized since.
- In 2007, an Accountant was added to enhance utility billing and development reimbursables, to alleviate segregation of duties from audit findings and to enhance accuracy of financial reporting, record retention and to meet the demands of City growth. This position also provided support for the additional 250 utility accounts added through new development.
- In 2008, the position of Assistant to the City Administrator was reassigned from an Administrative Assistant position to assume all statutory clerk functions (as Deputy Clerk), duties in human resource management, elections, public relations, information technology, contract management and liaison to parks and the community building previously held by the City Administrator.
- In 2008, an Accounting Technician position was created to replace the retiring Deputy Clerk. The position also provided resources for the newly created Storm Water Utility which added an additional 2,500 accounts, as well as monthly utility billing in 2009.

## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT – ADMINISTRATION (continued)

#### OPERATING BUDGET

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>Administration</b>				
Personnel Costs	\$ 475,450	\$ 455,230	\$ (20,220)	-4.25%
Supplies	6,350	6,350	-	0.00%
Services	64,775	74,900	10,125	15.63%
Utilities	250	950	700	280.00%
Insurance	550	550	-	0.00%
Miscellaneous	18,875	19,250	375	1.99%
<b>Total Expenditures</b>	<b>\$ 566,250</b>	<b>\$ 557,230</b>	<b>\$ (9,020)</b>	<b>-1.59%</b>
<b>Funding Sources</b>				
Special Assessments	\$ 3,000	\$ 2,250	\$ (750)	-25.00%
Licenses and Permits	27,200	28,000	800	2.94%
Intergovernmental Revenue	1,775	1,775	-	0.00%
Charges for Services	88,825	92,425	3,600	4.05%
Miscellaneous	117,292	86,100	(31,192)	-26.59%
Transfers In-Cost Allocation	270,700	279,100	8,400	3.10%
Property Tax Levy	57,458	67,580	10,122	17.62%
<b>Total Administration Funding Sources</b>	<b>\$ 566,250</b>	<b>\$ 557,230</b>	<b>\$ (9,020)</b>	<b>-1.59%</b>

#### CAPITAL OUTLAY

None requested.

## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT - ELECTIONS

#### PROFILE

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

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

#### BUDGETED PERSONNEL LEVEL

	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
Shifts	76		56		71		35		50	

#### STAFFING HISTORY & PHILOSOPHY

- Although internal staff provides a service to this department every year and significantly during an election year, no time is allocated due to the fluctuation in activity during off election years. The General Administration budget contains the staffing resources to conduct the City's elections.
- In 2006, City Staff restructured the flow of the election coordination by increasing internal staff administration and decreasing part-time hiring by 30%.
- In 2008, the City established a second precinct, which led to additional hiring of part-time election staffing.
- In 2010, City Staff enacted additional efficiencies in election coordination and shifts to reduce part-time hiring.
- 2011 is a non-election year. Shift staffing is not necessary.
- In 2012 additional shift hours are added for additional absentee precinct at the primary and general election. This is also a presidential election and will require more staffing.

## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT – ELECTIONS (continued)

#### OPERATING BUDGET

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>Elections</b>				
Personnel Costs	\$ -	\$ 5,500	\$ 5,500	N/A
Supplies	250	2,000	1,750	700.00%
Services	1,000	750	(250)	-25.00%
<b>Total Expenditures</b>	<b>\$ 1,250</b>	<b>\$ 8,250</b>	<b>\$ 7,000</b>	<b>560.00%</b>
<b>Funding Sources</b>				
Property Tax Levy	\$ 1,250	\$ 8,250	\$ 7,000	560.00%

#### CAPITAL OUTLAY

None requested.

## General Fund Expenditures (Continued)

### **GENERAL GOVERNMENT - ASSESSING**

#### **PROFILE**

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

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

#### **BUDGETED PERSONNEL LEVEL AND STAFFING HISTORY & PHILOSOPHY**

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

## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT – ASSESSING (continued)

#### OPERATING BUDGET

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>Assessing</b>				
Supplies	\$ 750	\$ 500	\$ (250)	-33.33%
Services	77,100	77,125	25	0.03%
Miscellaneous	700	700	-	0.00%
<b>Total Expenditures</b>	<b>\$ 78,550</b>	<b>\$ 78,325</b>	<b>\$ (225)</b>	<b>-0.29%</b>
<b>Funding Sources</b>				
Property Tax Levy	\$ 78,550	\$ 78,325	\$ (225)	-0.29%

#### CAPITAL OUTLAY

None requested.

## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT – PLANNING AND ZONING

#### PROFILE

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

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

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

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

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

#### BUDGETED PERSONNEL LEVEL

	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
Planning Director				1.00	1.00					
City Planner	0.80	0.80	0.80			1.00	0.95	0.95	0.96	
Associate Planner	0.38	0.40	0.40	0.91	1.00					
Planning Assistant	0.45	0.45	0.45	0.75	0.50	0.92				
Administrative Assistant	0.12	0.12	0.10	0.50	0.77	0.75	0.87	0.96	0.71	0.77
Part Time Help						0.05	0.23	0.01		0.17
Total FTE's	1.75	1.77	1.75	3.16	3.27	2.72	2.04	1.92	1.67	0.94

#### STAFFING HISTORY & PHILOSOPHY

- In 2004, the City created the position of full-time City Planner, as opposed to utilizing only outside consultants to meet the demands of the City’s growth and land use applications.
- In 2008, the department was restructured to provide or enhance professional planning and zoning services in the areas of land-use review, building permit review, ordinance revisions, use of GIS, as well as code and septic enforcement.
- In 2009, 2010 & 2011, a vacant position remained unfilled as development activities slowed.
- In 2010, 2011 & 2012 replacement of Associate Planner budgeted for July 1 start.

## General Fund Expenditures (Continued)

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

#### OPERATING BUDGET

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>Planning &amp; Zoning</b>				
Personnel Costs	\$ 165,600	\$ 166,695	\$ 1,095	0.66%
Supplies	4,000	800	(3,200)	-80.00%
Services	34,000	36,700	2,700	7.94%
Utilities	225	225	-	0.00%
Miscellaneous	7,900	7,400	(500)	-6.33%
<b>Total Expenditures</b>	<b>\$ 211,725</b>	<b>\$ 211,820</b>	<b>\$ 95</b>	<b>0.04%</b>
<b>Funding Sources</b>				
Charges for Services	\$ 25,000	\$ 25,000	\$ -	0.00%
Property Tax Levy	186,725	186,820	95	0.05%
<b>Total Planning Funding Sources</b>	<b>\$ 211,725</b>	<b>\$ 211,820</b>	<b>\$ 95</b>	<b>0.04%</b>

#### CAPITAL OUTLAY

None requested.



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## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT – DATA PROCESSING

#### PROFILE

The main function for Data Processing is information technology (IT). This covers annual licensing fees and web based programs, as well as copier/printer leases. The trend has shown an increase in maintenance costs with the increase in workstations, licensing and the addition of new servers to keep up with the City's electronic records and management.

#### BUDGETED PERSONNEL LEVEL AND STAFFING HISTORY & PHILOSOPHY

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

#### OPERATING BUDGET

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>Data Processing</b>				
Supplies	\$ 5,100	\$ 5,100	\$ -	0.00%
Services	34,500	32,500	(2,000)	-5.80%
Miscellaneous	6,850	7,850	1,000	14.60%
<b>Total Expenditures</b>	<b>\$ 46,450</b>	<b>\$ 45,450</b>	<b>\$ (1,000)</b>	<b>-2.15%</b>

#### CAPITAL OUTLAY

None requested.

## General Fund Expenditures (Continued)

### **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 Hamel Community Building, Field House, and Hamel Water Treatment Plant have expenses charged directly to their respective departments. Public Works contracts or performs all maintenance on building and/or equipment, as well as mowing, work on garden beds, heating/cooling, plumbing, painting, parking lot, electrical, and water softener upkeep.

#### **BUDGETED PERSONNEL LEVEL**

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

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

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

## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT – MUNICIPAL BUILDING (continued)

#### OPERATING BUDGET

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>Municipal Building</b>				
Supplies	\$ 1,500	\$ 2,750	\$ 1,250	83.33%
Services	8,000	9,000	1,000	12.50%
Utilities	23,150	22,000	(1,150)	-4.97%
Insurance	3,450	3,700	250	7.25%
<b>Total Expenditures</b>	<b>\$ 36,100</b>	<b>\$ 37,450</b>	<b>\$ 1,350</b>	<b>3.74%</b>
<b>Funding Sources</b>				
Miscellaneous	\$ 100	\$ 100	\$ -	0.00%
Property Tax Levy	36,000	37,350	1,350	3.75%
<b>Total Municipal Building Funding</b>	<b>\$ 36,100</b>	<b>\$ 37,450</b>	<b>\$ 1,350</b>	<b>3.74%</b>

#### CAPITAL OUTLAY

None requested.

## General Fund Expenditures (Continued)

### GENERAL GOVERNMENT – UNALLOCATED INSURANCE

#### PROFILE

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

#### OPERATING BUDGET

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>Unallocated Insurance</b>				
Insurance	\$ 21,500	\$ 19,500	\$ (2,000)	-9.30%
<b>Total Expenditure</b>	<b>\$ 21,500</b>	<b>\$ 19,500</b>	<b>\$ (2,000)</b>	<b>-9.30%</b>
<b>Funding Sources</b>				
Property Tax Levy	\$ 21,500	\$ 19,500	\$ (2,000)	-9.30%

#### CAPITAL OUTLAY

N/A

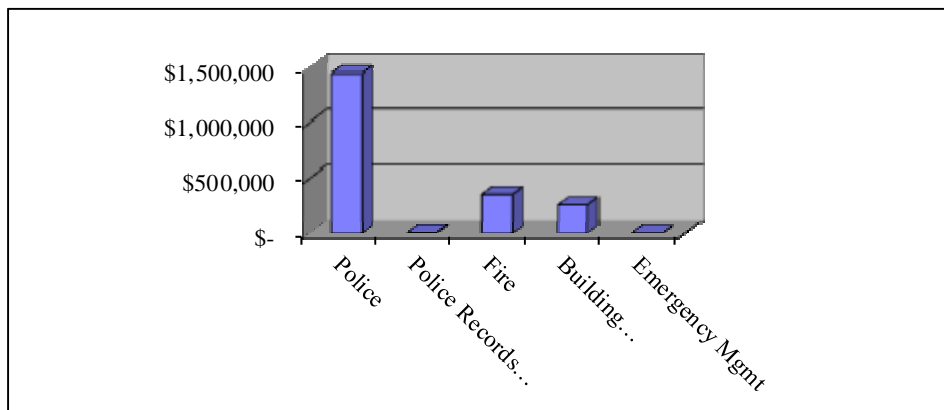
## General Fund Expenditures (Continued)

### PUBLIC SAFETY OVERVIEW

#### PROFILE

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

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>Public Safety</b>				
Police	\$ 1,475,625	\$ 1,440,630	\$ (34,995)	-2.37%
Police Records Management	9,500	9,700	200	2.11%
Fire	339,675	355,275	15,600	4.59%
Building Inspections	239,450	257,100	17,650	7.37%
Emergency Management	4,300	4,700	400	9.30%
<b>Total Public Safety</b>	<b>\$ 2,068,550</b>	<b>\$ 2,067,405</b>	<b>\$ (1,145)</b>	<b>-0.06%</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.

#### BUDGETED PERSONNEL LEVEL

	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Sergeant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Investigator	1.00	1.00	1.00	1.00	1.00	1.00				
Officers	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	6.00	6.00
CSOs	0.75	0.45	0.60	1.20	1.20	1.20	1.20	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Transcriptionist	0.50	0.50	0.50	0.50	0.50	0.21				
Overtime	0.57	0.57	0.60	0.54	0.69	0.50	0.46	0.50	0.32	0.34
Total FTE's	12.82	12.52	12.70	13.24	13.39	12.90	11.66	11.50	10.32	9.34

#### STAFFING HISTORY & PHILOSOPHY

- Medina began providing contractual police services to Loretto from the date of inception.
- In 1998, scheduling was structured to provide response to all emergencies, 24 hours a day, seven days a week, 365 days a year.
- In 2003, the drug task force was formed and a position was designated to address drug related issues. In 2005, that position was backfilled for general patrol duties.
- In 2004, the Sergeant position was created to increase the supervision and accountability of the patrol division and work on investigations.
- In 2007, an Investigator was added to do all in house investigations.
- In 2007, a part-time Transcriptionist was added to increase efficiencies within the department.
- In 2011, a part-time CSO scheduled for hire July 1, budget for ½ year. Mid-year current CSO hours increase 6 hours per week and ½ year part-time CSO remained vacant
- In 2012, the part-time CSO remained at 30 hours per week as increased in 2011 and the vacant ½ year CSO was removed from the budget.

## General Fund Expenditures (Continued)

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

#### OPERATING BUDGET

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
<b>Police</b>	Budget	Budget	(Decrease)	(Decrease)
Personnel Costs	\$ 1,259,425	\$ 1,235,030	\$ (24,395)	-1.94%
Supplies	66,500	66,500	-	0.00%
Services	96,875	90,625	(6,250)	-6.45%
Utilities	21,500	21,450	(50)	-0.23%
Insurance	6,475	3,475	(3,000)	-46.33%
Miscellaneous	24,850	23,550	(1,300)	-5.23%
<b>Total Expenditures</b>	<b>\$ 1,475,625</b>	<b>\$ 1,440,630</b>	<b>\$ (34,995)</b>	<b>-2.37%</b>
<b>Funding Sources</b>				
Licenses and Permits	\$ 2,500	\$ 2,700	\$ 200	8.00%
Intergovernmental Revenue	85,000	79,500	(5,500)	-6.47%
Charges for Services	49,700	58,275	8,575	17.25%
Fees & Fines	161,050	160,500	(550)	-0.34%
Transfers In-Drug Task Force	35,000	65,000	30,000	85.71%
Sale of Vehicles	12,200	12,200	-	0.00%
Property Tax Levy	1,130,175	1,062,455	(67,720)	-5.99%
<b>Total Police Funding Sources</b>	<b>\$ 1,475,625</b>	<b>\$ 1,440,630</b>	<b>\$ (34,995)</b>	<b>-2.37%</b>

#### CAPITAL OUTLAY

None Requested.

## General Fund Expenditures (Continued)

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

#### **PROFILE**

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

#### **BUDGETED PERSONNEL LEVEL**

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

#### **OPERATING BUDGET**

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>Police Records Management</b>				
Supplies	\$ 700	\$ 700	\$ -	0.00%
Services	8,800	9,000	200	2.27%
<b>Total Expenditures</b>	<b>\$ 9,500</b>	<b>\$ 9,700</b>	<b>\$ 200</b>	<b>2.11%</b>
<b>Funding Sources</b>				
Property Tax Levy	\$ 9,500	\$ 9,700	\$ 200	2.11%

#### **CAPITAL OUTLAY**

None requested.

## General Fund Expenditures (Continued)

### PUBLIC SAFETY – FIRE

#### PROFILE

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

#### BUDGETED PERSONNEL LEVEL

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

#### OPERATING BUDGET

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>Fire</b>				
Services	\$ 277,300	\$ 291,400	\$ 14,100	5.08%
Contributions	20,000	20,000	-	0.00%
Insurance	100	100	-	0.00%
Miscellaneous	100	100	-	0.00%
Capital Outlay	42,175	43,675	1,500	3.56%
<b>Total Expenditures</b>	<b>\$ 339,675</b>	<b>\$ 355,275</b>	<b>\$ 15,600</b>	<b>4.59%</b>
<b>Funding Sources</b>				
Intergovernmental Revenue	\$ 32,000	\$ 31,000	\$ (1,000)	-3.13%
Contributions	20,000	20,000	-	0.00%
Charges for Services	1,000	1,000	-	0.00%
Property Tax Levy	286,675	303,275	16,600	5.79%
<b>Total Fire Funding Sources</b>	<b>\$ 339,675</b>	<b>\$ 355,275</b>	<b>\$ 15,600</b>	<b>4.59%</b>

#### CAPITAL OUTLAY

Hamel – Tanker 11 replacement, Grass Rig 11, SCBA compressor (final year remaining, amortized over 5 years)

Loretto - Duty Vehicle (2 years remaining, amortized over 5 years)  
Truck 11 (2 years remaining, amortized over 7 years)

Maple Plain – Computed into rate.

Long Lake – Computed into budget.

## General Fund Expenditures (Continued)

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

#### **PROFILE**

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

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

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

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

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

#### **BUDGETED PERSONNEL LEVEL**

	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
City Planner	0.20	0.20	0.20							
Associate Planner	0.13	0.13	0.13	0.10						
Planning Assistant	0.55	0.55	0.55	0.25	0.25	0.10				
Administrative Assistant	0.23	0.23	0.25							
Total FTE's	1.11	1.11	1.13	0.35	0.25	0.10	0.00	0.00	0.00	0.00

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

- The City utilizes contract services for most plan review inspection activities.
- In 2009, staff was allocated to provide zoning plan reviews for structure setbacks, hardcover, and landscaping. In-house staff also provides administrative support and coordinates financial and statistical reporting.
- In 2010, more accurate allocation of the Administrative Assistant, who provides phone and counter services relating to building inspections, was implemented.
- In 2010, 2011 & 2012 replacement of Associate Planner budgeted for July 1 start.

## General Fund Expenditures (Continued)

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

#### OPERATING BUDGET

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>Building Inspections</b>				
Personnel Costs	\$ 91,650	\$ 95,525	\$ 3,875	4.23%
Supplies	1,000	-	(1,000)	-100.00%
Services	146,800	161,575	14,775	10.06%
<b>Total Expenditures</b>	<b>\$ 239,450</b>	<b>\$ 257,100</b>	<b>\$ 17,650</b>	<b>7.37%</b>
<b>Funding Sources</b>				
Licenses and Permits	\$ 140,000	\$ 142,090	\$ 2,090	1.49%
Charges for Services	64,000	58,000	(6,000)	-9.38%
Miscellaneous	-	1,500	1,500	N/A
Property Tax Levy	35,450	55,510	20,060	56.59%
<b>Total Building Inspections Sources</b>	<b>\$ 239,450</b>	<b>\$ 257,100</b>	<b>\$ 17,650</b>	<b>7.37%</b>

#### CAPITAL OUTLAY

None requested.

## General Fund Expenditures (Continued)

### **PUBLIC SAFETY – EMERGENCY MANAGEMENT**

#### **PROFILE**

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

#### **BUDGETED PERSONNEL LEVEL**

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

#### **OPERATING BUDGET**

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>Emergency Management</b>				
Services	\$ 3,400	\$ 3,800	\$ 400	11.76%
Insurance	200	200	-	0.00%
Miscellaneous	700	700	-	0.00%
<b>Total Expenditures</b>	<b>\$ 4,300</b>	<b>\$ 4,700</b>	<b>\$ 400</b>	<b>9.30%</b>
<b>Funding Sources</b>				
Property Tax Levy	\$ 4,300	\$ 4,700	\$ 400	9.30%

#### **CAPITAL OUTLAY**

None requested.



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## General Fund Expenditures (Continued)

### PUBLIC WORKS

#### PROFILE

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

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

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

#### BUDGETED PERSONNEL LEVEL

	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
PW Superintendent	0.40	0.40	0.40	0.45	0.45	0.45	0.55	0.60	0.60	0.60
PW Foreman	0.25	0.20	0.25	0.05	0.25	0.05				
Administrative Assistant	0.40	0.40	0.25	0.20	0.20	0.25	0.25	0.15	0.15	0.15
Street Maintenance/Inspector	0.49	0.50	0.67	0.81	0.83	0.81	0.96	0.91	0.96	0.94
PW Maintenance	0.45	0.40	0.40	0.40	0.30	0.40	0.36	0.37	0.37	0.36
PW Maintenance	0.20	0.20	0.20	0.30	0.25	0.30	0.35	0.35	0.35	
PW On-call	0.03	0.03	0.04	0.03	0.03	0.03				
Winter Temp	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.04
Part Time Help					0.12	0.05				
Total FTE's	2.27	2.18	2.26	2.29	2.49	2.39	2.52	2.42	2.48	2.08

#### STAFFING HISTORY & PHILOSOPHY

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

## General Fund Expenditures (Continued)

### PUBLIC WORKS (continued)

#### OPERATING BUDGET

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>Public Works</b>				
Personnel Costs	\$ 190,900	\$ 204,415	\$ 13,515	7.08%
Supplies	258,500	258,500	-	0.00%
Services	42,000	41,000	(1,000)	-2.38%
Utilities	33,350	31,750	(1,600)	-4.80%
Insurance	8,850	8,350	(500)	-5.65%
Miscellaneous	12,200	12,000	(200)	-1.64%
<b>Total Expenditures</b>	<b>\$ 545,800</b>	<b>\$ 556,015</b>	<b>\$ 10,215</b>	<b>1.87%</b>
<b>Funding Sources</b>				
Intergovernmental Revenue	\$ 46,100	\$ 13,050	\$ (33,050)	-71.69%
Clean Up Day	5,500	4,500	(1,000)	-18.18%
Property Tax Levy	494,200	538,465	44,265	8.96%
<b>Total Public Works Sources</b>	<b>\$ 545,800</b>	<b>\$ 556,015</b>	<b>\$ 10,215</b>	<b>1.87%</b>

#### CAPITAL OUTLAY

None Requested.

## General Fund Expenditures (Continued)

### SANITATION AND WASTE REMOVAL

#### PROFILE

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

#### BUDGETED PERSONNEL LEVEL

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

#### STAFFING HISTORY & PHILOSOPHY

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

## General Fund Expenditures (Continued)

### SANITATION AND WASTE REMOVAL (continued)

#### OPERATING BUDGET

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>Sanitation and Waste Removal</b>				
Personnel Costs	\$ 7,530	\$ 7,650	\$ 120	1.59%
Supplies	1,600	1,600	-	0.00%
Services	6,200	6,300	100	1.61%
Miscellaneous	770	450	(320)	-41.56%
<b>Total Expenditures</b>	<b>\$ 16,100</b>	<b>\$ 16,000</b>	<b>\$ (100)</b>	<b>-0.62%</b>
<b>Funding Sources</b>				
Intergovernmental Revenue	\$ 12,000	\$ 12,000	\$ -	0.00%
Miscellaneous	4,100	4,075	(25)	-0.61%
Property Tax Levy	-	(75)	(75)	N/A
<b>Total Sanitation &amp; Waste Sources</b>	<b>\$ 16,100</b>	<b>\$ 16,000</b>	<b>\$ (100)</b>	<b>-0.62%</b>

#### CAPITAL OUTLAY

None requested.

## General Fund Expenditures (Continued)

### CULTURE AND RECREATION

#### PROFILE

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

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

#### BUDGETED PERSONNEL LEVEL

	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
PW Superintendent	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.05	0.05	0.05
PW Foreman	0.10	0.15	0.05	0.05	0.05	0.05				
Assistant to City Administrator/Deputy Clerk	0.05	0.05	0.05	0.05	0.25	0.05	0.10	0.05	0.05	0.05
Street Maintenance/Inspector	0.05	0.00	0.10	0.10	0.10	0.10	0.10	0.05	0.05	0.05
PW Maintenance	0.10	0.20	0.10	0.10	0.10	0.10	0.10	0.05	0.05	0.05
PW Maintenance	0.10	0.10	0.10	0.10	0.15	0.10	0.10	0.05	0.05	
Part Time Help					0.12					
Planner							0.05	0.05	0.05	
Administration Intern (part-time)							0.06	0.01		
Total FTE's	0.50	0.60	0.50	0.50	0.88	0.50	0.61	0.31	0.30	0.20

#### STAFFING HISTORY & PHILOSOPHY

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

## General Fund Expenditures (Continued)

### CULTURE AND RECREATION (continued)

#### OPERATING BUDGET

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>Culture &amp; Recreation</b>				
Personnel Costs	\$ 54,125	\$ 48,130	\$ (5,995)	-11.08%
Supplies	20,200	26,850	6,650	32.92%
Services	54,850	46,250	(8,600)	-15.68%
Utilities	11,750	12,050	300	2.55%
Insurance	3,275	10,000	6,725	205.34%
Miscellaneous	5,100	3,600	(1,500)	-29.41%
<b>Total Expenditures</b>	<b>\$ 149,300</b>	<b>\$ 146,880</b>	<b>\$ (2,420)</b>	<b>-1.62%</b>
<b>Funding Sources</b>				
Community Building Rent	\$ 13,000	\$ 13,000	\$ -	0.00%
Miscellaneous Revenue	6,000	6,000	-	0.00%
Property Tax Levy	130,300	127,880	(2,420)	-1.86%
<b>Total Culture &amp; Recreation Sources</b>	<b>\$ 149,300</b>	<b>\$ 146,880</b>	<b>\$ (2,420)</b>	<b>-1.62%</b>

#### CAPITAL OUTLAY

None requested.

## GENERAL FUND BUDGET

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>REVENUES &amp; OTHER SOURCES:</b>				
Property Tax Levy	\$ 2,600,454	\$ 2,619,335	\$ 18,881	0.73%
Other Taxes Adjustments	7,500	7,500	-	0.00%
Special Assessments	3,000	2,250	(750)	-25.00%
Licenses and Permits	169,700	172,790	3,090	1.82%
Intergovernmental Revenue	176,675	137,275	(39,400)	-22.30%
Charges for Services	166,050	166,575	525	0.32%
Fines and Forfeitures	154,000	154,000	-	0.00%
Miscellaneous	196,146	170,400	(25,746)	-13.13%
Sale of Assets	12,200	12,200	-	0.00%
Transfers In	305,700	344,100	38,400	12.56%
<b>Total Revenues &amp; Other Sources</b>	<b>\$ 3,791,425</b>	<b>\$ 3,786,425</b>	<b>\$ (5,000)</b>	<b>-0.13%</b>
<b>EXPENDITURES &amp; OTHER USES:</b>				
<b>General Government</b>				
Council	\$ 24,850	\$ 24,100	\$ (750)	-3.02%
Administration	566,250	557,230	(9,020)	-1.59%
Elections	1,250	8,250	7,000	560.00%
Assessing	78,550	78,325	(225)	-0.29%
Planning & Zoning	211,725	211,820	95	0.04%
Data Processing	46,450	45,450	(1,000)	-2.15%
Municipal Building	36,100	37,450	1,350	3.74%
Unallocated	21,500	19,500	(2,000)	-9.30%
<b>Public Safety</b>				
Police	1,489,425	1,455,030	(34,395)	-2.31%
Fire	297,500	311,600	14,100	4.74%
Building Inspections	239,450	257,100	17,650	7.37%
<b>Public Works</b>	<b>545,800</b>	<b>556,015</b>	<b>10,215</b>	<b>1.87%</b>
Sanitation and Waste Removal	16,100	16,000	(100)	-0.62%
Culture and Recreation	149,300	146,880	(2,420)	-1.62%
<b>Capital Outlay:</b>				
<b>Public Safety</b>				
Fire	42,175	43,675	1,500	3.56%
Contingency	-	-	-	
Transfers Out	25,000	18,000	(7,000)	-28.00%
<b>Total Expenditures &amp; Other Uses</b>	<b>\$ 3,791,425</b>	<b>\$ 3,786,425</b>	<b>\$ (5,000)</b>	<b>-0.13%</b>
<b>Excess of Revenues</b>				
Over Expenditures	-	-	-	

## Special Revenue Funds

Special Revenue Funds are categorized by the specific nature of the source of revenues. Grant and donation funds given for a specific purpose are accounted for as Special Revenue Funds. The 2012 Special Revenue Funds for the City of Medina are:

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

## Special Revenue Funds

### ENVIRONMENTAL FUND

#### PROFILE

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

	<b>2011</b>	<b>2012</b>	<b>\$</b>	<b>%</b>
	<b>Final</b>	<b>Projected</b>	<b>Increase/</b>	<b>Increase/</b>
	<b>Budget</b>	<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
Environmental Fund				
<b>REVENUES AND OTHER SOURCES:</b>				
<b>Investment Income</b>	<b>\$ 10,000</b>	<b>\$ 5,000</b>	<b>\$ (5,000)</b>	<b>-50.00%</b>
<b>EXPENDITURES AND OTHER USES:</b>				
GENERAL GOVERNMENT				
City Tree Program	10,000	10,000	-	0.00%
Rain Garden Program	12,500	-	(12,500)	-100.00%
<b>Total Expenditures</b>	<b>\$ 22,500</b>	<b>\$ 10,000</b>	<b>\$ (12,500)</b>	<b>-55.56%</b>
Net Change in Fund Balances	(12,500)	(5,000)	7,500	
<b>FUND BALANCES:</b>				
Beginning of Year (As of December 31, 2010)		287,830		
Projected End of December 31, 2012		\$ 270,330		

## Special Revenue Funds (Continued)

### **PARK DEDICATION FUND**

#### **PROFILE**

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

	<b>2011</b>	<b>2012</b>	<b>\$</b>	<b>%</b>
	<b>Final</b>	<b>Projected</b>	<b>Increase/</b>	<b>Increase/</b>
Park Dedication Fund	<b>Budget</b>	<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
Intergovernmental	\$ 150,000	\$ -	\$ (150,000)	-100.00%
Investment Income	40,000	9,000	(31,000)	-77.50%
<b>Total Revenues</b>	<b>\$ 190,000</b>	<b>\$ 9,000</b>	<b>\$ (181,000)</b>	<b>-95.26%</b>
<b>EXPENDITURES AND OTHER USES:</b>				
CULTURE AND RECREATION				
<b>Capital Outlay</b>	<b>\$ -</b>	<b>\$ 262,500</b>	<b>\$ 262,500</b>	<b>N/A</b>
Net Change in Fund Balances	190,000	(253,500)	(443,500)	
<b>FUND BALANCES:</b>				
Beginning of Year (As of December 31, 2010)		295,833		
Projected End of December 31, 2012		\$ 232,333		

## Special Revenue Funds (Continued)

### MUNICIPAL PARK FUND

#### PROFILE

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

	<b>2011</b>	<b>2012</b>	<b>\$</b>	<b>%</b>
	<b>Final</b>	<b>Projected</b>	<b>Increase/</b>	<b>Increase/</b>
	<b>Budget</b>	<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
Municipal Park Fund				
<b>REVENUES AND OTHER SOURCES:</b>				
Intergovernmental	\$ -	\$ -	\$ -	N/A
Contributions	2,000	-	(2,000)	-100.00%
Investment Income	-	100	100	N/A
<b>Total Revenues</b>	<b>\$ 2,000</b>	<b>\$ 100</b>	<b>\$ (1,900)</b>	<b>-95.00%</b>
<b>EXPENDITURES AND OTHER USES:</b>				
CULTURE AND RECREATION				
<b>Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
Net Change in Fund Balances	2,000	100	(1,900)	
<b>FUND BALANCES:</b>				
Beginning of Year (As of December 31, 2010)		49,724		
Projected End of December 31, 2012		\$ 51,824		

## Special Revenue Funds (Continued)

### GERMAN LIBERAL CEMETERY FUND

#### PROFILE

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

	<b>2011</b>	<b>2012</b>	<b>\$</b>	<b>%</b>
	<b>Final</b>	<b>Projected</b>	<b>Increase/</b>	<b>Increase/</b>
German Liberal Cemetery	<b>Budget</b>	<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
Charges for Services	\$ 10,000	\$ 6,000	\$ (4,000)	-40.00%
Investment Income	-	150	150	N/A
<b>Total Revenues</b>	<b>\$ 10,000</b>	<b>\$ 6,150</b>	<b>\$ (3,850)</b>	<b>-38.50%</b>
<b>EXPENDITURES AND OTHER USES:</b>				
Cemetery	\$ 2,725	\$ 2,725	\$ -	0.00%
Net Change in Fund Balances	7,275	3,425	(3,850)	
<b>FUND BALANCES:</b>				
Beginning of Year (As of December 31, 2010)		51,945		
Projected End of December 31, 2012		\$ 62,645		

## 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>2011</b>	<b>2012</b>	<b>\$</b>	<b>%</b>
	<b>Final</b>	<b>Projected</b>	<b>Increase/</b>	<b>Increase/</b>
	<b>Budget</b>	<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
Police Forfeiture Fund				
<b>REVENUES AND OTHER SOURCES:</b>				
Forfeitures	\$ 50,000	\$ 50,000	\$ -	0.00%
Investment Income	800	2,750	1,950	243.75%
<b>Total Revenues</b>	<b>\$ 50,800</b>	<b>\$ 52,750</b>	<b>\$ 1,950</b>	<b>3.84%</b>
<b>EXPENDITURES AND OTHER USES:</b>				
Public Safety	\$ -	\$ 6,050	\$ 6,050	N/A
Capital Outlay - Public Safety	43,000	60,000	17,000	39.53%
Transfer to General Fund	35,000	65,000	30,000	85.71%
<b>Total Expenditures</b>	<b>\$ 78,000</b>	<b>\$ 131,050</b>	<b>\$ 53,050</b>	<b>68.01%</b>
Net Change in Fund Balances	(27,200)	(78,300)	(51,100)	
<b>FUND BALANCES:</b>				
Beginning of Year (As of December 31, 2010)		208,829		
Projected End of December 31, 2012		\$ 103,329		

## Special Revenue Funds (Continued)

### **POLICE RESERVE EQUIPMENT FUND**

#### **PROFILE**

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

	<b>2011</b>	<b>2012</b>	<b>\$</b>	<b>%</b>
	<b>Final</b>	<b>Projected</b>	<b>Increase/</b>	<b>Increase/</b>
	<b>Budget</b>	<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
Police Reserve Equipment Fund				
<b>REVENUES AND OTHER SOURCES:</b>				
Charges for Services	\$ 1,200	\$ 1,000	\$ (200)	-16.67%
Contributions	4,000	4,000	-	0.00%
Investment Income	500	250	(250)	-50.00%
<b>Total Revenues</b>	<b>\$ 5,700</b>	<b>\$ 5,250</b>	<b>\$ (450)</b>	<b>-7.89%</b>
<b>EXPENDITURES AND OTHER USES:</b>				
<b>Public Safety</b>	<b>\$ -</b>	<b>\$ 7,290</b>	<b>\$ 7,290</b>	<b>N/A</b>
Net Change in Fund Balances	5,700	(2,040)	(7,740)	
<b>FUND BALANCES:</b>				
Beginning of Year (As of December 31, 2010)		14,480		
Projected End of December 31, 2012		\$ 18,140		

## Special Revenue Funds (Continued)

### COMMUNITY EVENT FUND

#### PROFILE

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

	2011	2012	\$	%
	Final	Projected	Increase/ (Decrease)	Increase/ (Decrease)
	Budget	Budget		
Community Event Fund				
<b>REVENUES AND OTHER SOURCES:</b>				
Contributions	\$ 6,000	\$ 4,000	\$ (2,000)	-33.33%
Transfers from General Fund	-	2,000	2,000	N/A
<b>Total Revenues</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>0.00%</b>
<b>EXPENDITURES AND OTHER USES:</b>				
<b>Culture and Recreation</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>0.00%</b>
Net Change in Fund Balances	-	-	-	
<b>FUND BALANCES:</b>				
Beginning of Year (As of December 31, 2010)		1,042		
Projected End of December 31, 2012		\$ 1,042		

## Special Revenue Funds (Continued)

### **FIELD HOUSE OPERATING FUND**

#### **PROFILE**

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

	<b>2011</b>	<b>2012</b>	<b>\$</b>	<b>%</b>
	<b>Final</b>	<b>Projected</b>	<b>Increase/</b>	<b>Increase/</b>
	<b>Budget</b>	<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
Field House Fund				
<b>REVENUES AND OTHER SOURCES:</b>				
Contributions	\$ -	\$ 2,400	\$ 2,400	N/A
<b>EXPENDITURES AND OTHER USES:</b>				
<b>Culture and Recreation</b>	<b>\$ 10,000</b>	<b>\$ 8,200</b>	<b>\$ (1,800)</b>	<b>-18.00%</b>
Net Change in Fund Balances	(10,000)	(5,800)	4,200	
<b>FUND BALANCES:</b>				
Beginning of Year (As of December 31, 2010)		26,019		
Projected End of December 31, 2012		\$ 10,219		

## Special Revenue Funds (Continued)

		Environmental Fund	Park Dedication Fund	Municipal Park Fund	German Liberal Cemetery Fund
<b>REVENUES:</b>					
Intergovernmental		\$ -	\$ -	\$ -	\$ -
Charges for Services		-	-	-	6,000
Fines and Forfeitures		-	-	-	
Miscellaneous:					
Contributions		-	-	-	-
Investment Income		5,000	9,000	100	150
Transfers In		-	-	-	-
Total Revenues		<u>\$ 5,000</u>	<u>\$ 9,000</u>	<u>\$ 100</u>	<u>\$ 6,150</u>
<b>EXPENDITURES:</b>					
<b>Current:</b>					
Public Safety		\$ -	\$ -	\$ -	\$ -
Cemetery		-	-	-	2,725
Culture and Recreation		10,000	-	-	-
<b>Capital Outlay:</b>					
Public Safety		-	-	-	
Culture and Recreation		-	262,500	-	-
Transfers Out		-	-	-	
Total Expenditures		<u>10,000</u>	<u>262,500</u>	<u>-</u>	<u>2,725</u>
Net Change in Fund Balances		(5,000)	(253,500)	100	3,425

## Special Revenue Funds (Continued)

Police Forfeiture Fund	Police Reserve Equipment Fund	Police Safe & Sober Grant Fund	Community Event Fund	Field House Fund	Total Special Revenue
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	1,000	-	-	-	7,000
50,000	-	-	-	-	50,000
-	4,000	-	4,000	2,400	10,400
2,750	250	-	-	-	17,250
-	-	-	2,000	-	2,000
<b>\$ 52,750</b>	<b>\$ 5,250</b>	<b>\$ -</b>	<b>\$ 6,000</b>	<b>\$ 2,400</b>	<b>\$ 86,650</b>
\$ 6,050	\$ 7,290	\$ -	\$ -	\$ -	\$ 13,340
-	-	-	-	-	2,725
-	-	-	6,000	8,200	24,200
60,000	-	-	-	-	60,000
-	-	-	-	-	262,500
65,000	-	-	-	-	65,000
<b>131,050</b>	<b>7,290</b>	<b>-</b>	<b>6,000</b>	<b>8,200</b>	<b>427,765</b>
(78,300)	(2,040)	-	-	(5,800)	(341,115)



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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 2012 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>2011</b>	<b>2012</b>	<b>\$</b>	<b>%</b>
	<b>Final</b>	<b>Proposed</b>	<b>Increase/</b>	<b>Increase/</b>
Capital Improvement Fund	<b>Budget</b>	<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
Intergovernmental	\$ -	\$ 15,000	\$ 15,000	N/A
Investment Income	4,000	3,000	(1,000)	-25.00%
Bond Proceeds	-	6,500,000	6,500,000	N/A
Transfers from General Fund	25,000	16,000	(9,000)	-36.00%
<b>Total Revenues</b>	<b>\$ 29,000</b>	<b>\$ 6,534,000</b>	<b>\$ 6,505,000</b>	<b>22431.03%</b>
<b>EXPENDITURES AND OTHER USES:</b>				
<b>CAPITAL OUTLAY:</b>				
General Government	\$ 26,500	\$ 31,000	\$ 4,500	16.98%
Public Safety	8,000	-	(8,000)	-100.00%
Public Works	-	6,500,000	6,500,000	N/A
<b>Total Expenditures</b>	<b>\$ 34,500</b>	<b>\$ 6,531,000</b>	<b>\$ 6,496,500</b>	<b>18830.43%</b>
Net Change in Fund Balances	(5,500)	3,000	8,500	

## 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 is 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>2011</b>	<b>2012</b>	<b>\$</b>	<b>%</b>
	<b>Final</b>	<b>Proposed</b>	<b>Increase/</b>	<b>Increase/</b>
	<b>Budget</b>	<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
Water Capital Improvement Fund				
<b>REVENUES AND OTHER SOURCES:</b>				
Special Assessments	\$ -	\$ -	\$ -	N/A
Charges for Services	75,000	75,000	-	0.00%
Investment Income	-	-	-	N/A
<b>Total Revenues</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>0.00%</b>
<b>EXPENDITURES AND OTHER USES:</b>				
<b>CAPITAL OUTLAY:</b>				
Public Works	\$ 12,000	\$ -	\$ (12,000)	-100.00%
Transfer to Water Fund	548,260	549,900	1,640	0.30%
<b>Total Expenditures</b>	<b>\$ 560,260</b>	<b>\$ 549,900</b>	<b>\$ (10,360)</b>	<b>-1.85%</b>
Net Change in Fund Balances	(485,260)	(474,900)	10,360	

## Capital Project Funds (Continued)

### SEWER CAPITAL IMPROVEMENT FUND

#### PROFILE

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

	<b>2011</b>	<b>2012</b>	<b>\$</b>	<b>%</b>
	<b>Final</b>	<b>Proposed</b>	<b>Increase/</b>	<b>Increase/</b>
	<b>Budget</b>	<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
Sewer Capital Improvement Fund				
<b>REVENUES AND OTHER SOURCES:</b>				
Special Assessments	\$ 7,525	\$ 7,125	\$ (400)	-5.32%
Charges for Services	50,000	50,000	-	0.00%
Investment Income	60,000	23,000	(37,000)	-61.67%
<b>Total Revenues</b>	<b>\$ 117,525</b>	<b>\$ 80,125</b>	<b>\$ (37,400)</b>	<b>-31.82%</b>
<b>EXPENDITURES AND OTHER USES:</b>				
Public Works	\$ -	\$ -	\$ -	N/A
<b>CAPITAL OUTLAY:</b>				
Public Works	184,816	28,172	(156,644)	-84.76%
<b>Total Expenditures</b>	<b>\$ 184,816</b>	<b>\$ 28,172</b>	<b>\$ (156,644)</b>	<b>-84.76%</b>
Net Change in Fund Balances	(67,291)	51,953	119,244	

## 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. Payment of principal and interest are also made on the two Pay-As-You-Go Tax Increment Notes equal to the amount of increment received on various parcels.

	<b>2011</b>	<b>2012</b>	<b>\$</b>	<b>%</b>
	<b>Final</b>	<b>Proposed</b>	<b>Increase/</b>	<b>Increase/</b>
Tax Increment Fund 1-9	<b>Budget</b>	<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
<b>Tax Increment</b>	<b>\$ 545,000</b>	<b>\$ 455,000</b>	<b>\$ (90,000)</b>	<b>-16.51%</b>
<b>EXPENDITURES AND OTHER USES:</b>				
Debt Service	\$ 310,000	\$ 305,000	\$ (5,000)	-1.61%
Transfer Out	95,636	226,925	131,289	137.28%
<b>Total Expenditures</b>	<b>\$ 405,636</b>	<b>\$ 531,925</b>	<b>\$ 126,289</b>	<b>31.13%</b>
Net Change in Fund Balances	139,364	(76,925)	(216,289)	

## 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>2011</b>	<b>2012</b>	<b>\$</b>	<b>%</b>
	<b>Final</b>	<b>Proposed</b>	<b>Increase/</b>	<b>Increase/</b>
TH 55 Intersection	<b>Budget</b>	<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
<b>Intergovernmental</b>	\$ -	\$ -	\$ -	N/A
<b>EXPENDITURES AND OTHER USES:</b>				
Interest Expense	\$ 1,050	\$ 1,050	\$ -	0.00%
<b>CAPITAL OUTLAY:</b>				
Public Works	25,000	-	(25,000)	-100.00%
<b>Total Expenditures</b>	<b>\$ 26,050</b>	<b>\$ 1,050</b>	<b>\$ (25,000)</b>	<b>-95.97%</b>
Net Change in Fund Balances	(26,050)	(1,050)	25,000	

## Capital Project Funds (Continued)

### EQUIPMENT REPLACEMENT FUND

#### PROFILE

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

	<b>2011</b>	<b>2012</b>	<b>\$</b>	<b>%</b>
	<b>Final</b>	<b>Proposed</b>	<b>Increase/</b>	<b>Increase/</b>
Equipment Replacement Fund	<b>Budget</b>	<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
Miscellaneous	\$ 11,312	\$ -	\$ (11,312)	-100.00%
Bond Proceeds	600,000	-	(600,000)	-100.00%
Investment Income	8,700	4,800	(3,900)	-44.83%
<b>Total Revenues</b>	<b>\$ 620,012</b>	<b>\$ 4,800</b>	<b>\$ (615,212)</b>	<b>-99.23%</b>
<b>EXPENDITURES AND OTHER USES:</b>				
<b>CAPITAL OUTLAY:</b>				
General Government	\$ 2,000	\$ -	\$ (2,000)	-100.00%
Public Safety	62,500	58,000	(4,500)	-7.20%
Public Works	119,000	-	(119,000)	-100.00%
<b>Total Expenditures</b>	<b>\$ 183,500</b>	<b>\$ 58,000</b>	<b>\$ (125,500)</b>	<b>-68.39%</b>
Net Change in Fund Balances	436,512	(53,200)	(489,712)	

## 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>2011</b>	<b>2012</b>	<b>\$</b>	<b>%</b>
	<b>Final</b>	<b>Proposed</b>	<b>Increase/</b>	<b>Increase/</b>
Road Improvement Fund	<b>Budget</b>	<b>Budget</b>	<b>(Decrease)</b>	<b>(Decrease)</b>
<b>REVENUES AND OTHER SOURCES:</b>				
Special Assessments	\$ 39,350	\$ 20,800	\$ (18,550)	-47.14%
Intergovernmental	-	-	-	N/A
Investment Income	10,000	5,600	(4,400)	-44.00%
Bond Proceeds	1,250,000	450,050	(799,950)	-64.00%
Transfer In	-	-	-	N/A
<b>Total Revenues</b>	<b>\$ 1,299,350</b>	<b>\$ 476,450</b>	<b>\$ (822,900)</b>	<b>-63.33%</b>
<b>EXPENDITURES AND OTHER USES:</b>				
<b>CAPITAL OUTLAY:</b>				
<b>Public Works</b>	<b>\$ 468,476</b>	<b>\$ 12,000</b>	<b>\$ (456,476)</b>	<b>-97.44%</b>
Net Change in Fund Balances	830,874	464,450	(366,424)	



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## Capital Project Funds (Continued)

	General Capital	Water Capital	Sewer Capital
	Improvement	Improvement	Improvement
	Fund	Fund	Fund
<b>REVENUES:</b>			
Tax Increments	\$ -	\$ -	\$ -
Special Assessments	-	-	7,125
Intergovernmental	15,000	-	-
Charges for Services	-	75,000	50,000
Miscellaneous	-	-	-
Investment Income	3,000	-	23,000
Transfers In	16,000	-	-
Bond Proceeds	6,500,000	-	-
<b>Total Revenues</b>	<b>\$ 6,534,000</b>	<b>\$ 75,000</b>	<b>\$ 80,125</b>
<b>EXPENDITURES:</b>			
<b>Debt Service:</b>			
Interest and Fiscal Charges	\$ -	\$ -	\$ -
<b>Capital Outlay:</b>			
General Government	31,000	-	-
Public Safety	-	-	-
Public Works	6,500,000	-	28,172
Culture and Recreation	-	-	-
Economic Development	-	-	-
Transfers Out	-	549,900	-
<b>Total Expenditures</b>	<b>\$ 6,531,000</b>	<b>\$ 549,900</b>	<b>\$ 28,172</b>
<b>Net Change in Fund Balances</b>	<b>3,000</b>	<b>(474,900)</b>	<b>51,953</b>

## Capital Project Funds (Continued)

Tax Increment Fund 1-9	TH 55 Intersections	Equipment Replacement Fund	Road Improvement Fund	Total Capital Projects
\$ 455,000	\$ -	\$ -	\$ -	\$ 455,000
-	-	-	20,800	27,925
-	-	-	-	15,000
-	-	-	-	125,000
-	-	-	-	-
-	-	4,800	5,600	36,400
-	-	-	-	16,000
-	-	-	450,050	6,950,050
<b>\$ 455,000</b>	<b>\$ -</b>	<b>\$ 4,800</b>	<b>\$ 476,450</b>	<b>\$ 7,625,375</b>
\$ 305,000	\$ 1,050	\$ -	\$ -	\$ 306,050
-	-	-	-	31,000
-	-	58,000	-	58,000
-	-	-	12,000	6,540,172
-	-	-	-	-
-	-	-	-	-
226,925	-	-	-	776,825
<b>\$ 531,925</b>	<b>\$ 1,050</b>	<b>\$ 58,000</b>	<b>\$ 12,000</b>	<b>\$ 7,712,047</b>
(76,925)	(1,050)	(53,200)	464,450	(86,672)



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## Debt Service Funds

Debt Service Funds track the monies collected and paid for the retirement of bonded debt obligations of the City. Funds are collected in 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 2012 those funds include:

- G.O. Bonds 2005 Uptown Hamel Fund
- G.O. 2008 Uptown Hamel Fund
- G.O. Improvement Bonds 2010A Fund
- G.O. Equipment Certificates 2011A Fund
- G.O. Road Bond Hunter South 2011A Fund
- G.O. Taxable Improvement Bonds 2011B Fund

## Debt Service Funds

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

#### **PROFILE**

Proceeds from this bond issue were used to make qualified improvements in the Tax Increment Financing District 1-9. These bonds funded 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 increment generated by TIF District 1-9 and special assessments. Expenditures in this fund are for principal and interest on the bonds and agent fees for bond servicing. This debt will be fully retired on February 1, 2021.

				\$	%
	<b>2011</b>	<b>2012</b>		<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
	<b>Budget</b>	<b>Budget</b>			
<b>REVENUES AND OTHER SOURCES:</b>					
Special Assessments	\$ 31,350	\$ 24,975		\$ (6,375)	-20.33%
Transfer In	-	68,550		68,550	N/A
<b>Total Revenues</b>	<b>\$ 31,350</b>	<b>\$ 93,525</b>		<b>\$ 62,175</b>	<b>198.33%</b>
<b>EXPENDITURES AND OTHER USES:</b>					
Debt Service:					
Principal	\$ 65,000	\$ 65,000		-	0.00%
Interest and Fiscal Charges	30,636	28,525		(2,111)	-6.89%
<b>Total Expenditures</b>	<b>\$ 95,636</b>	<b>\$ 93,525</b>		<b>\$ (2,111)</b>	<b>-2.21%</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ (64,286)</b>	<b>\$ -</b>		<b>\$ 64,286</b>	

## Debt Service Funds (Continued)

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

#### **PROFILE**

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

					\$	%
					<b>Increase/ (Decrease)</b>	<b>Increase/ (Decrease)</b>
		<b>2011 Budget</b>	<b>2012 Budget</b>			
<b>REVENUES AND OTHER SOURCES:</b>						
Special Assessments	\$	48,625	\$	42,825	(5,800)	-11.93%
Transfer In		95,636		158,375	62,739	65.60%
<b>Total Revenues</b>	<b>\$</b>	<b>144,261</b>	<b>\$</b>	<b>201,200</b>	<b>56,939</b>	<b>39.47%</b>
<b>EXPENDITURES AND OTHER USES:</b>						
Debt Service:						
Principal	\$	120,000	\$	125,000	5,000	4.17%
Interest and Fiscal Charges		80,025		76,200	(3,825)	-4.78%
<b>Total Expenditures</b>	<b>\$</b>	<b>200,025</b>	<b>\$</b>	<b>201,200</b>	<b>1,175</b>	<b>0.59%</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$</b>	<b>(55,764)</b>	<b>\$</b>	<b>-</b>	<b>55,764</b>	

## Debt Service Funds (Continued)

### G.O. IMPROVEMENT BONDS 2010A FUND

#### PROFILE

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

		2011	2012	\$	%
		Budget	Budget	Increase/ (Decrease)	Increase/ (Decrease)
<b>REVENUES AND OTHER SOURCES:</b>					
Property Tax Levy		\$ 40,777	\$ 40,305	\$ (472)	-1.16%
Special Assessments		-	6,150	6,150	N/A
<b>Total Revenues</b>		<b>\$ 40,777</b>	<b>\$ 46,455</b>	<b>\$ 5,678</b>	<b>13.92%</b>
<b>EXPENDITURES AND OTHER USES:</b>					
Debt Service:					
Principal		\$ -	\$ 30,000	\$ 30,000	N/A
Interest and Fiscal Charges		9,424	9,075	(349)	-3.70%
<b>Total Expenditures</b>		<b>\$ 9,424</b>	<b>\$ 39,075</b>	<b>\$ 29,651</b>	<b>314.63%</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ 31,353</b>	<b>\$ 7,380</b>	<b>\$ (23,973)</b>	

## Debt Service Funds (Continued)

### G.O. EQUIPMENT CERTIFICATES 2011A FUND

#### **PROFILE**

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

		2011	2012	\$	%
		Budget	Budget	Increase/ (Decrease)	Increase/ (Decrease)
<b>REVENUES AND OTHER SOURCES:</b>					
Property Tax Levy		\$ -	\$ 129,150	\$ 129,150	N/A
<b>EXPENDITURES AND OTHER USES:</b>					
Debt Service:					
Principal		\$ -	\$ -	\$ -	N/A
Interest and Fiscal Charges		-	3,760	3,760	N/A
<b>Total Expenditures</b>		<b>\$ -</b>	<b>\$ 3,760</b>	<b>\$ 3,760</b>	<b>N/A</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ -</b>	<b>\$ 125,390</b>	<b>\$ 125,390</b>	

## Debt Service Funds (Continued)

### G.O. IMPROVEMENT BONDS 2011A FUND

#### PROFILE

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

				\$	%
		2011	2012	Increase/ (Decrease)	Increase/ (Decrease)
		Budget	Budget		
<b>REVENUES AND OTHER SOURCES:</b>					
Property Tax Levy		\$ -	\$ 44,636	\$ 44,636	N/A
Special Assessments		-	25,400	25,400	N/A
<b>Total Revenues</b>		<b>\$ -</b>	<b>\$ 70,036</b>	<b>\$ 70,036</b>	<b>N/A</b>
<b>EXPENDITURES AND OTHER USES:</b>					
Debt Service:					
Principal		\$ -	\$ -	\$ -	N/A
Interest and Fiscal Charges		-	2,945	2,945	N/A
<b>Total Expenditures</b>		<b>\$ -</b>	<b>\$ 2,945</b>	<b>\$ 2,945</b>	<b>N/A</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ -</b>	<b>\$ 67,091</b>	<b>\$ 67,091</b>	

## Debt Service Funds (Continued)

### G.O. TAXABLE IMPROVEMENT BONDS 2011B FUND

#### **PROFILE**

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

		<b>2011</b>	<b>2012</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>					
Property Tax Levy		\$ -	\$ 102,277	\$ 102,277	N/A
Special Assessments		-	21,990	21,990	N/A
<b>Total Revenues</b>		<b>\$ -</b>	<b>\$ 124,267</b>	<b>\$ 124,267</b>	<b>N/A</b>
<b>EXPENDITURES AND OTHER USES:</b>					
Debt Service:					
Principal		\$ -	\$ -	\$ -	N/A
Interest and Fiscal Charges		-	24,040	24,040	N/A
<b>Total Expenditures</b>		<b>\$ -</b>	<b>\$ 24,040</b>	<b>\$ 24,040</b>	<b>N/A</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ -</b>	<b>\$ 100,227</b>	<b>\$ 100,227</b>	



Debt Service Funds (Continued)

G.O.	G.O.	G.O. Taxable	
Equipment	Improvement	Improvement	Total
Certificates	Bonds	Bonds	Debt
2011A	2011A	2011B	Service
\$ 129,150	\$ 44,636	\$ 102,277	\$ 316,368
-	25,400	21,990	121,340
-	-	-	226,925
<b>\$ 129,150</b>	<b>\$ 70,036</b>	<b>\$ 124,267</b>	<b>\$ 664,633</b>
\$ -	\$ -	\$ -	\$ 220,000
3,760	2,945	24,040	144,545
<b>\$ 3,760</b>	<b>\$ 2,945</b>	<b>\$ 24,040</b>	<b>\$ 364,545</b>
<b>\$ 125,390</b>	<b>\$ 67,091</b>	<b>\$ 100,227</b>	<b>\$ 300,088</b>



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## Public Utility Funds

The Public Utility Funds track the revenues and expenses for fee based public utility services provided by the City. These funds operate on their own ability to generate revenues and receive no property tax support. Each year the City Council reviews the operations of these funds and sets rates for each service based on the needs for general operations, capital spending and debt service payments. The public utilities in 2012 include:

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

## Public Utility Funds (Continued)

### WATER UTILITY FUND

#### PROFILE

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

#### OVERVIEW

Revenues are budgeted to decrease \$8,635. A \$900 decrease in charges for services, based on an 8% rate increase as supported by the 2011 Water Rate Analysis, is necessary to maintain current user's portion of the water treatment plant debt service and support the 14% decline in water usage. Successful conservation efforts have kept this usage down. Transfers in from the Water Capital Improvement Fund will be increased in 2012 by \$1,640. Interest earnings are projected to decrease by \$29,000 as the fund still holds bond proceeds to construct a new water tower, but has been utilizing the proceeds to make payments on the issue.

Expenses are budgeted to decrease \$62,725. The following categories are decreasing to account for some of this adjustment: Materials and Supplies \$36,575, Utilities \$15,100, Insurance \$2,300, Professional Services \$14,925, Purchase or Repair of Water Meters \$10,000, and Debt Service by \$3,550. Capital Outlay is also reduced by \$12,000. Depreciation will increase by \$33,000 as additional assets were capitalized in 2010 and additional are projected to be capitalized in 2011.

#### BUDGETED PERSONNEL LEVEL

	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
PW Superintendent	0.20	0.20	0.20	0.25	0.25	0.25	0.25	0.25	0.25	0.25
PW Foreman	0.35	0.35	0.40	0.60	0.44	0.60				
Administrative Assistant	0.10	0.10	0.15	0.15	0.15			0.03	0.03	0.03
Street Maintenance/Inspector	0.13	0.15	0.08	0.07	0.07	0.07	0.03	0.03	0.03	0.03
PW Maintenance	0.17	0.16	0.21	0.25	0.37	0.31	0.43	0.43	0.43	0.44
PW Maintenance	0.40	0.45	0.45	0.35	0.35	0.35	0.38	0.43	0.43	
PW On-call	0.15	0.15	0.18	0.14	0.12	0.12				
Part Time Help					0.03					
Total FTE's	1.50	1.55	1.67	1.82	1.79	1.70	1.09	1.17	1.17	0.75

#### CAPITAL OUTLAY

None requested.

## Public Utility Funds (Continued)

### WATER UTILITY FUND (continued)

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>REVENUES:</b>				
Operating:				
Charges for Services	\$ 710,325	\$ 709,425	\$ (900)	-0.13%
Non-Operating:				
Meter Sales	15,000	33,900	18,900	126.00%
Water Connection Fees	1,500	2,225	725	48.33%
Transfer In from Water Capital Fund	548,260	549,900	1,640	0.30%
Investment Income	75,000	46,000	(29,000)	-38.67%
<b>Total Revenues</b>	<b>\$ 1,350,085</b>	<b>\$ 1,341,450</b>	<b>\$ (8,635)</b>	<b>-0.64%</b>
<b>EXPENSES:</b>				
Operating:				
Wages, Salaries and Compensation	\$ 133,700	\$ 132,450	\$ (1,250)	-0.93%
Materials and Supplies	83,775	47,200	(36,575)	-43.66%
Utilities	82,600	67,500	(15,100)	-18.28%
Repairs and Maintenance	32,100	33,000	900	2.80%
Insurance	9,125	6,825	(2,300)	-25.21%
Depreciation	322,000	355,000	33,000	10.25%
Professional Services	39,650	24,725	(14,925)	-37.64%
Miscellaneous	16,975	16,300	(675)	-3.98%
Non-Operating:				
Purchase or Repair of Water Meters	30,000	20,000	(10,000)	-33.33%
Principal Expense	530,000	550,000	20,000	3.77%
Interest Expense	257,225	233,675	(23,550)	-9.16%
Transfer Out to General Fund	137,550	137,300	(250)	-0.18%
Capital Outlay	12,000	-	(12,000)	-100.00%
<b>Total Expenses</b>	<b>\$ 1,686,700</b>	<b>\$ 1,623,975</b>	<b>\$ (62,725)</b>	<b>-3.72%</b>
Increase/(Decrease) to Net Assets	\$ (336,615)	\$ (282,525)	\$ 54,090	

## 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 36% of this fund's expenses. Included in this fund is the routine and preventative maintenance of the City's collection system and its appurtenances, monitoring of inflow and infiltration, television inspection of the interiors of mains, and customer service such as providing sewer locations. This activity involves the operation and maintenance of the City's ten lift stations, which includes buildings, equipment, and property. The utility billing operation prepares and sends out utility bills, and administers the collections and assessment for nonpayment. An agreement with the City of Plymouth is also in place to provide sewer service to an area within the City of Medina.

#### OVERVIEW

Revenues are budgeted to decrease by \$5,500. Rates will have an additional year of a 0% increase as supported by the sewer rate analysis. Charges for Services are still projected to remain the same. Interest Income is budgeted to decrease by \$5,500.

Expenses are budgeted to decrease by \$6,309. The following categories are increasing to account for some of this adjustment: Wages, Salaries and Compensation \$7,100 Insurance 1,066, Metropolitan Council Environmental Services \$5,000 and Transfer Out to the General Fund \$8,850. These increases are offset by decreases in Materials and Supplies \$6,675, Utilities \$3,750, Repairs and Maintenance \$2,000, and Professional Services \$3,500. Capital Outlay is reduced to zero and Depreciation is projected to remain the same.

#### BUDGETED PERSONNEL LEVEL

	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
PW Superintendent	0.20	0.20	0.20	0.20	0.20	0.20	0.10	0.10	0.10	0.10
PW Foreman	0.20	0.20	0.20	0.30	0.32	0.30				
Administrative Assistant	0.05	0.05	0.15	0.15	0.15			0.03	0.03	0.03
Street Maintenance/Inspector	0.13	0.15	0.08	0.07	0.07	0.07	0.02	0.02	0.02	0.02
PW Maintenance	0.18	0.16	0.21	0.25	0.26	0.26	0.17	0.17	0.17	0.18
PW Maintenance	0.30	0.25	0.25	0.25	0.25	0.25	0.17	0.17	0.17	
PW On-call	0.15	0.15	0.18	0.14	0.12	0.12				
Part Time Help					0.03					
Total FTEs'	1.21	1.15	1.27	1.37	1.41	1.20	0.46	0.49	0.49	0.33

#### CAPITAL OUTLAY

None requested.

## Public Utility Funds (Continued)

### SEWER UTILITY FUND (continued)

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>REVENUES:</b>				
Operating:				
Charges for Services	\$ 506,000	\$ 506,000	\$ -	0.00%
Non-Operating:				
Investment Income	28,000	22,500	(5,500)	-19.64%
<b>Total Revenues</b>	<b>\$ 534,000</b>	<b>\$ 528,500</b>	<b>\$ (5,500)</b>	<b>-1.03%</b>
<b>EXPENSES:</b>				
Operating:				
Wages, Salaries and Compensation	\$ 98,925	\$ 106,025	\$ 7,100	7.18%
Materials and Supplies	12,375	5,700	(6,675)	-53.94%
Utilities	8,050	4,300	(3,750)	-46.58%
Repairs and Maintenance	33,500	31,500	(2,000)	-5.97%
Insurance	4,509	5,575	1,066	23.64%
Depreciation	139,500	139,500	-	0.00%
Professional Services	23,800	20,300	(3,500)	-14.71%
Sanitary Sewer Service MCES	230,000	235,000	5,000	2.17%
Miscellaneous	5,400	5,000	(400)	-7.41%
Non-Operating:				
Transfer Out to General Fund	82,800	91,650	8,850	10.69%
Capital Outlay	12,000	-	(12,000)	-100.00%
<b>Total Expenses</b>	<b>\$ 650,859</b>	<b>\$ 644,550</b>	<b>\$ (6,309)</b>	<b>-0.97%</b>
Increase/(Decrease) to Net Assets	\$ (116,859)	\$ (116,050)	\$ 809	

## Public Utility Funds (Continued)

### STORM WATER UTILITY FUND

#### PROFILE

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

#### OVERVIEW

Charges for services revenues are budgeted to increase by \$13,334 and are based on a 5.0% rate increase, an increase in REFs caused by the adjustment of the sanitary landfill in the City's calculation, and on potential projects. Interest earnings of \$2,000 are now projected as the fund has accumulated a cash balance.

Operating expenses are budgeted to increase by \$7,400. Potential projects are comprised of Best Management Practices (BMP's) implemented in the City's SWPPP, TMDL Implementation Plan(s), Loretto Wetland Restoration/Creation, Water Quality improvements relating to Hamel Road Tower Drive project, a Public Works Facility project, Stream, Ditch, and Wetland Restoration, other wetland restoration in MCWD area, and other general projects recommended by the Public Works Superintendent and City Administrator. Grant funding is imperative to the completion of several projects.

Staff is recommending only a 5% increase in the rate although the adjustment of the landfill calculation and a significant increase in projects would require a substantial rate increase to balance the 2011 budget. This increases the need of grant funding for project completions. There are some reserves within the fund due to some projects in prior budgets not being completed due to lack of external funding support.

#### BUDGETED PERSONNEL LEVEL

	<u>2012</u>	<u>2011</u>	<u>2010</u>
PW Superintendent	0.10	0.10	0.10
PW Foreman	0.10	0.10	0.10
Administrative Assistant	0.10	0.10	0.10
Street Maintenance/Inspector	0.20	0.20	0.15
PW Maintenance	0.10	0.10	0.10
Total FTE's	0.60	0.60	0.55

#### CAPITAL OUTLAY

Various Improvements.

## Public Utility Funds (Continued)

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

	2011	2012	Amount	Percentage
	Final	Proposed	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
<b>REVENUES:</b>				
Operating:				
Charges for Services	\$ 171,441	\$ 184,775	\$ 13,334	7.78%
Miscellaneous-Grants	522,609	-	(522,609)	-100.00%
Miscellaneous	3,150	5,000	1,850	58.73%
<b>Total Revenues</b>	<b>\$ 697,200</b>	<b>\$ 189,775</b>	<b>\$ (507,425)</b>	<b>-72.78%</b>
<b>EXPENSES:</b>				
Operating:				
Wages, Salaries and Compensation	\$ 50,000	\$ 57,800	\$ 7,800	15.60%
Materials and Supplies	7,200	7,700	500	6.94%
Utilities	3,000	-	(3,000)	-100.00%
Depreciation	1,000	3,300	2,300	230.00%
Professional Services	31,000	31,000	-	0.00%
Miscellaneous	44,150	43,950	(200)	-0.45%
Non-Operating:				
Transfer Out to General Fund	50,350	50,150	(200)	-0.40%
Capital Outlay	510,500	151,000	(359,500)	-70.42%
<b>Total Expenses</b>	<b>\$ 697,200</b>	<b>\$ 344,900</b>	<b>\$ (352,300)</b>	<b>-50.53%</b>
Increase/(Decrease) to Net Assets	\$ -	\$ (155,125)	\$ (155,125)	



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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.



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# Capital Improvement Program

2012 CIP: DEPARTMENT	2011	2012		2013		2014		2015		2016		Revenue Source
		Project Cost	City Proposed Portion	Project Cost	City Proposed Portion	Project Cost	City Proposed Portion	Project Cost	City Proposed Portion	Project Cost	City Proposed Portion	
<b>Roads</b>												
Hamel Road - Pinto to Tower Reconstruct						\$ 170,954	\$ 102,572					Road Bonds/Assessments
Tamarack North of Medina Overlay/Rehab								\$ 150,000	\$120,000			Road Bonds/Assessments
Tamarack City Limits to CSAH 24 Rehab										\$ 435,671	\$ 348,537	Road Bonds/Assessments
Comanche Trail Overlay								\$ 27,125	\$ 13,563			Road Bonds/Assessments
Holiday Store RD. West side of town Mill/overlay		\$ 6,000	\$ 6,000									Road Bonds/Assessments
Lakeview Road overlay								\$ 47,232	\$ 23,616			Road Bonds/Assessments
Willow Drive Orono to 24 Overlay						\$ 200,000	\$ 160,000					Road Bonds/Assessments
Willow Drive N of Chippewa a overly blacktop portion				\$ 59,000	\$ 47,200							Road Bonds/Assessments
Wichita Trail Reconstruct								\$ 125,086	\$ 62,543			Road Bonds/Assessments
Tower Drive West of Pinto Overlay						\$ 25,000	\$ 12,500					Road Bonds/Assessments
Tower Drive WTP to Hamel Reconstruct						\$ 236,091	\$ 118,046					Road Bonds/Assessments
Iroquois Drive Overlay								\$ 26,000	\$ 13,000			Road Bonds/Assessments
Willow brook RD				\$ 40,000	\$ 10,000							Split/Orono Road Bond
Kilkenny Lane Overlay		\$ 12,000	\$ 6,000									Road Bonds/Assessments
Maplewood Drive Overlay								\$ 29,328	\$ 14,664			Road Bonds/Assessments
Bobolink Road Overlay								\$ 86,326	\$ 43,163			Road Bonds/Assessments
Morningside Road Overlay								\$ 100,654	\$ 50,327			Road Bonds/Assessments
Elsinore Circle N of Morningside Rd Overlay								\$ 18,789	\$ 9,395			Road Bonds/Assessments
Tuckborough/Hunter farms Addition overlay				273,850	\$ 136,925							Road Bonds/assessments
Townline Road CR11 to TH 55 Overlay										\$ 103,122	\$ 41,249	Independence funds/Road Bonds/Assessments
Hwy 55 & CSAH101 Signal upgrade								\$ 300,000	\$ 75,000			Road Bonds/MSA
Hwy 55 & CR 116 Intersection	\$ 25,000	\$ 200,000		\$2,620,000	\$ 150,000							TH 55 Intersect Capital Impr Fund/Fed & State Match/MSA
<b>Roads Sub-total</b>	<b>\$ 25,000</b>	<b>\$ 218,000</b>	<b>\$ 12,000</b>	<b>\$2,992,850</b>	<b>\$ 344,125</b>	<b>\$ 632,045</b>	<b>\$ 393,118</b>	<b>\$ 910,540</b>	<b>\$425,270</b>	<b>\$ 538,793</b>	<b>\$ 389,786</b>	
<b>Public Works</b>												
Tandem								\$ 225,000				Equipment Bonds
Pickup Truck 3/4 Ton								\$ 35,000				Equipment Bonds
Tandem Trailer												Equipment Bonds
Single Axel Truck										\$ 150,000		Equipment Bonds
Loader						\$ 150,000						Equipment Bonds
<b>Public Works Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 260,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>	
<b>Public Safety (Police, Fire, etc.)</b>												
PD Squad Cars	\$ 58,000	\$ 58,000		\$ 90,000		\$ 58,000		\$ 58,000		\$ 95,000		Equipment Bonds
PD Squad Camera		\$ 35,000										Fed Drug Forfeiture Fund
PD Squad Portable Radios	\$ 5,000	\$ 25,000		\$ 25,000								DWI Forfeiture Fund
PD Squad Laptops/Software MDC	\$ 35,000							\$ 10,000		\$ 10,000		DWI Forfeiture Fund
PD Card Reader System				\$ 8,000								DWI Forfeiture Fund
Civil Defense Sirens		\$ -		\$ 30,000		\$ 30,000						Revolving Cap. Impr. Fund/ County Grant
Fire (Hamel Tanker)	\$ -	\$ -		\$ 30,000		\$ 30,000		\$ 30,000		\$ 30,000		General Fund
Fire (Other)	\$ 14,000	\$ 20,000		\$ 20,000		\$ 20,000		\$ 20,000				General Fund
<b>Police Sub-total</b>	<b>\$ 112,000</b>	<b>\$ 138,000</b>	<b>\$ -</b>	<b>\$ 203,000</b>	<b>\$ -</b>	<b>\$ 138,000</b>	<b>\$ -</b>	<b>\$ 118,000</b>	<b>\$ -</b>	<b>\$ 135,000</b>	<b>\$ -</b>	
<b>Administration/Data Processing</b>												
Vehicle	\$ -											Equipment Bonds
<b>Administration Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

2012 CIP: DEPARTMENT	2011	2012		2013		2014		2015		2016		Revenue Source
		Project Cost	City Proposed Portion	Project Cost	City Proposed Portion	Project Cost	City Proposed Portion	Project Cost	City Proposed Portion	Project Cost	City Proposed Portion	
<b>City Buildings</b>												
City Hall Repairs/Renovation	\$ 25,000	\$ 25,000		\$ 25,000		\$ 25,000		\$ 25,000		\$ 25,000		Revolving Cap. Impr. Fund
Community Room Carpeting		\$ 6,000										Revolving Cap. Impr. Fund
New Public Works Facility		\$ 6,500,000										G.O. CIP Bonds
<b>City Building Sub-total</b>	<b>\$ 25,000</b>	<b>\$ 6,531,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	
<b>Water (high growth expectation)</b>												
Independence Beach House Controls Generator (split w / Sewer)		\$ 15,000										Water Capital Improvement
Water Tower (and land acquisition)		\$ 200,000		\$ 2,450,000								Water Capital Improvement
Tower Dr Water Main		\$ 70,000										Water Capital Improvement
<b>Water Sub-total</b>	<b>\$ -</b>	<b>\$ 285,000</b>	<b>\$ -</b>	<b>\$ 2,450,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Sewer</b>												
Generator (split w / Water)						\$ 80,000						Sewer Capital Improvement
Vac & Jetter				\$ 30,000								Equip fund-Sewer/Stormwater
Extension - Others	\$ 50,000	\$ 50,000										Assessments/Sewer Capital
Gravity Sewer Replacement - Orono		\$ 102,816	\$ 28,172									Sewer Capital Improvement-27.4%
Tower Drive Recon project		\$ 50,000										TBD
<b>Sewer Sub-total</b>	<b>\$ 50,000</b>	<b>\$ 202,816</b>	<b>\$ 28,172</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Storm Water</b>												
Willow Dr. Water Quality (WQ) Improvements						\$ 20,000						Road Bonds/ Assessments/ Storm Water Utility/ Grant
Vac & Jetter				\$ 30,000								Equip fund-Sewer/Stormwater
Hamel Rd/Tower Dr. WQ Improvements		\$ 500,000										Road Bonds, Assessments, Grants, Storm Water Utility
PW Facility WQ Improvements		\$ 100,000	\$ 25,000									Elm Creek Watershed grants
Loretto Wetland Restoration/Creation		\$ 338,000	\$ 85,000									Storm Water Utility; Grants
Lake Independence WQ Improvements						\$ 40,000	\$ 14,000	\$ 40,000	\$ 14,000	\$ 40,000	\$ 14,000	Storm Water Utility; Grants
Stream/Ditch restoration in MCWD area	\$ 55,000	\$ 55,000	\$ 19,250	\$ 55,000	\$ 19,250	\$ 55,000	\$ 19,250	\$ 55,000	\$ 19,250	\$ 55,000	\$ 19,250	Storm Water Utility; Grants
Wetland restoration in MCWD area	\$ 30,000	\$ 30,000	\$ 10,500	\$ 30,000	\$ 10,500	\$ 30,000	\$ 10,500	\$ 30,000	\$ 10,500	\$ 30,000	\$ 10,500	Storm Water Utility; Grants
ISTS Repair and Replacement	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 875	\$ 2,500	\$ 875	\$ 2,500	\$ 875	Storm Water Utility
Rain Garden Implementation Program	\$ 25,000	\$ 25,000	\$ 8,750	\$ 25,000	\$ 8,750	\$ 25,000	\$ 8,750	\$ 25,000	\$ 8,750	\$ 25,000	\$ 8,750	SWU; Grants; Env. Fund
<b>Storm Water Sub-total</b>	<b>\$ 112,500</b>	<b>\$ 1,050,500</b>	<b>\$ 151,000</b>	<b>\$ 142,500</b>	<b>\$ 41,000</b>	<b>\$ 172,500</b>	<b>\$ 53,375</b>	<b>\$ 152,500</b>	<b>\$ 53,375</b>	<b>\$ 152,500</b>	<b>\$ 53,375</b>	
<b>Parks</b>												
Trails	\$ 125,000	\$ 125,000	\$ 31,250	\$ 125,000	\$ 31,250							Park Dedication/Grants/Donations
Hamel Road-Hunter to TH55		\$ 100,000	\$ 100,000		\$ -							Developer/Park Dedication Fund
Arrow head/Hackamore Road				\$ 150,000	\$ 150,000							Park Dedication Fund
CR 116												Park Dedication/Grants/Donations
Willow Drive - Morningside to CR 6	\$ 10,000	\$ 40,000	\$ 40,000	\$ 75,000	\$ 50,000							Park Dedication Fund/Grants
Hunter Drive - Lions Park to South												Park Dedication Fund
Hunter Drive - Lions Park to North	\$ 125,000											Developer/Park Dedication Fund
Hamel Legion Park												
Parking in NE area of Park (or ROW)						\$ 125,000	\$ 31,250					Park Dedication/Grants/Donations
Trail Seal Coating	\$ 3,500	\$ 3,500		\$ 3,500		\$ 6,000		\$ 3,500				General Fund
Fire Pit - Benches (2)		\$ 1,000										Donations
Playground Equipment						\$ 15,000	\$ 3,750					Park Dedication/Grants/Donations
Benches by Playground Equipment												Donations
Benches	\$ 1,000	\$ 1,000		\$ 1,000		\$ 1,000		\$ 1,000		\$ 1,000		Donations
General Landscaping	\$ 1,000	\$ 1,000		\$ 1,000		\$ 1,000		\$ 1,000		\$ 1,000		Park Dedication Fund
Concrete Bench Slabs (BB Court, Playground)												Park Dedication Fund
Outfield fences/sun screen/trees												Municipal Park Fund/Donations
Ballfield Outfield fences												Park Dedication/Grants/Donations
Ballfield Lights (one field per year)	\$ 135,000	\$ 100,000	\$ 25,000	\$ 100,000	\$ 25,000	\$ 100,000	\$ 25,000					Park Dedication/Grants/Donations
Score Boards								\$ 20,000	\$ -			Grants/Donations
Irrigation System-Ball Fields		\$ 15,000	\$ 3,750	\$ 15,000	\$ 3,750	\$ 15,000						Park Dedication/Grants/Donations
Tree Relocation Project												Park Dedication/Environmental
Trash/Recycling Receptacles												Park Dedication Fund

2012 CIP: DEPARTMENT	2011	2012		2013		2014		2015		2016		Revenue Source
		Project Cost	City Proposed Portion	Project Cost	City Proposed Portion	Project Cost	City Proposed Portion	Project Cost	City Proposed Portion	Project Cost	City Proposed Portion	
Utility Screening												Water Fund
Drinking Fountain												Park Dedication Fund
Bleachers (New four Sets)												Park Dedication Fund
Community Building - various additions												
Shading Southside of Building	\$ 3,000											Park Dedication Fund/Donations
Garbage Enclosure												
Landscaping	\$ 5,000											Dedication or Donations
Medina Morningside												
Northside Landscaping	\$ 5,000											Park Dedication Fund
Screening Eastside & Well House												General Fund
Holy Name Park												
Picnic Shelter										\$ 5,000	\$ 5,000	Park Dedication Fund
Stepping Stones												Park Dedication Fund
Pavement, drainage & posts												Park Dedication Fund
Pier/Dock				\$ 10,000	\$ 10,000							Park Dedication Fund
Hunter Lions Park												
Sewer/Water Line	\$ 20,000											Park Dedication Fund
Bathrooms & Water Fountain								\$ 50,000	\$ 12,500			Park Dedication Fund/Donations
Lakeshore Park												
Plantings and Park Improvements		\$ 1,000										Park Dedication Fund
Maple Park												
Picnic Tables												Park Dedication Fund
Landscape Buffer												Park Dedication Fund
Play equipment/trail(Post 2015)												Park Dedication Fund
Walnut Park												
Park Improvements		\$ 1,000										Park Dedication Fund
Storm Water Control												Storm Water Utility
Rainwater Nature Area												Park Dedication Fund
Bridge by New Trail				\$ 60,000	\$ 60,000							Park Dedication Fund
Screen Electrical Box												Park Dedication Fund
Phase II Implementation												Park Dedication Fund
Trees		\$ 1,000										Park Dedication Fund
Medina Lake Preserve												
Benches & Concrete Slabs		\$ 1,500		\$ 1,500								Donations/Park Dedication Fund
Land Acquisitions - Parks/Open Space	\$ 250,000	\$ 250,000	\$ 62,500	\$ 250,000	\$ 62,500					\$ 250,000		Park Dedication Fund/Grants
Tomann Preserve - Park Development				\$ 5,000	\$ 5,000							Park Dedication Fund
Pertom Park Development		\$ 5,000		\$ 10,000		\$ 20,000				\$ 20,000	\$ 20,000	Park Dedication Fund/Donations
Pickup truck	\$ 12,000											Equip/Water/Sewer
Hockey Rink and lights (Location: TBD)								\$ 100,000	\$100,000			Park Dedication Fund
<b>Parks Sub-total</b>	<b>\$ 695,500</b>	<b>\$ 646,000</b>	<b>\$ 262,500</b>	<b>\$ 807,000</b>	<b>\$ 397,500</b>	<b>\$ 283,000</b>	<b>\$ 60,000</b>	<b>\$ 75,500</b>	<b>\$ 12,500</b>	<b>\$ 277,000</b>	<b>\$ 25,000</b>	
<b>TOTAL:</b>	<b>\$ 1,020,000</b>	<b>\$ 9,071,316</b>	<b>\$ 453,672</b>	<b>\$ 6,650,350</b>	<b>\$ 782,625</b>	<b>\$ 1,480,545</b>	<b>\$ 506,493</b>	<b>\$ 1,541,540</b>	<b>\$ 491,145</b>	<b>\$ 1,278,293</b>	<b>\$ 468,161</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.

(The fee schedule will be compiled and presented to Council at a later date.)