



2011 COMPREHENSIVE ANNUAL BUDGET

ADOPTED DECEMBER 7, 2010

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CITY OF MEDINA
2011 COMPREHENSIVE ANNUAL BUDGET

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CITY OFFICE
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To: Medina City Council

December 30, 2010

The City of Medina Staff submitted the 2011 proposed budget and tax levy for your consideration of approval on September 7, 2010 and for final approval on December 7, 2010. This 2011 Comprehensive Annual Budget reflects the Council's tax levy and budget approvals from the December 7, 2010 City Council meeting. City staff has subsequently certified the final levy to the county auditor on or before December 28, 2010, along with other budgetary reports in compliance with the State requirements.

The City's population is 5,026 as of April 2009, according to the Metropolitan Council, which is an increase of 95 persons and 38 households as compared to April 2008. While the new households and commercial activity impacting the 2011 taxes payable is significantly less, the City continues to experience tax base growth, but at a much slower rate compared to the past decade. As a general City philosophy, the Council has historically attempted to raise the tax levy in years where tax base growth is evident to meet growing service demands. For 2010 and 2011 taxes payable, the City has taken the approach to maintain core service levels and subsequently the City's tax levy in response to regional economic conditions.

The City's tax levy is the total of all levies the City intends to impose, both general and special levies. For payable 2011, levy limits instituted by the State of Minnesota will continue to apply to the City of Medina. Beginning in 2009, three years of levy limits applied to cities with a population of over 2,500. For 2011, the Minnesota Department of Revenue certified the City's general levy limit at \$2,706,802 or an increase of 3.86%. Due to the City's limited tax base growth, ability to maintain core service levels, and desire to maintain resident property taxes at a near zero increase, the City approved the final general tax levy on December 7, 2010 at \$2,600,454 which is a decrease of \$5,646, or 0.22%, for the General Fund.

Cities are also allowed to request special levies in addition to the tax levy limit indicated above. The new levy limit law initiated for 2009 preserved all previously established special levies with one change, and added five new special levies. Staff proposed and Council approved the utilization of one special levy for a three year certificate of indebtedness in 2008 beginning in 2009. The approved special levy in 2011 is \$151,410 which is an increase of \$1,352 from 2010. The Council also approved the issuance of road bonds in 2010 to begin a new special levy in 2011 in the amount of \$40,777 as a mechanism to fund maintenance to the City's roads. The 2011 principal and interest amounts are reflected in the Debt Service categories in the tax levy below.

For 2011, there are three funds that require a tax levy: the General Fund, the Equipment Debt Service Fund, and the Road Improvement Debt Service Fund.

Tax Levy:

General Fund	\$2,600,454
Equipment Debt Service	\$ 151,410
Road Improvement Debt Service	<u>\$ 40,777</u>
Total Levy	\$2,792,641

As stated previously, the general fund levy of \$2,600,454 reflects a 0.22 percent decrease in the local levy. With the additional special levies, the City's total tax levy of \$2,792,641 represents a 1.32 percent increase.

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

The General Fund Budget reflects the revenues and expenditures developed from the City's service needs, trend analysis, the Annual Goal Setting Session in February 2010, and the joint work sessions with the City Council and Staff during the months of June through November 2010. The September 7, 1010 Budget Open House was the main tool to solicit input from the general public prior to establishing the preliminary levy by September 15th. The Truth-in-Taxation meeting on December 7, 2010 was also a valuable tool to receive feedback from local residents prior to establishing the final budget. The expenditure levels are focused on maintaining the City's current level of services and to address capital, maintenance, or special project needs.

GENERAL FUND REVENUES:

The total estimated revenue for 2011 was approved by the Council on December 7th at \$3,791,425 compared to the 2010 budget of \$3,889,685. As a historical practice, revenues are budgeted using conservative assumptions.

With the proposed general operating levy decrease of 0.22 percent, property tax collections in the general fund decreases from \$2,606,100 to \$2,600,454. As in prior years, the City continues to get the largest portion of the General Fund revenue from the property tax. In 2011, the tax levy will provide approximately 68.79% of the City's total General Fund revenues.

Licenses and Permits are established at \$169,700 in 2011 compared to \$229,850 in 2010. Most of this decrease is attributable to slower building permits as a result of local market demands.

Charges for Services decreased to \$166,050 in 2011 from \$219,055 in 2010. Again, the decrease is reflecting the effects of the local economic conditions projected for 2011.

GENERAL FUND EXPENDITURES:

The 2011 General Fund Budget will address some of the growing needs discussed in previous years and as articulated by the City Council in budget and goal setting sessions. The approved expenditures decrease to \$3,791,425 in 2011 from \$3,889,685 in 2010 and is largely attributable to the deferral of filling staff vacancies in various departments, and continuing a strong position of limited capital acquisitions. Staff is proposing no additional personnel in 2011 and will experience some cost savings, with possible further reduced level of services, due to the deferral of filling the existing staff vacancies until mid year. Capital replacement acquisitions will continue to be transacted through other funding sources or reserves on an as needed or emergency basis only.

Personnel costs represent 60.06 percent of the General Fund Budget. A 1 percent cost of living adjustment (COLA) and reinstatement of the defined pay grade step (step) increases were approved in the 2011 budget for all non-union employees. The COLA and Step increases were frozen for 2010. A mid-year review of the current financial status is required and could potentially have a work hour reduction or an additional 1 percent COLA implemented for non-union employees. A 0 percent COLA was approved as an amendment in the Police Labor Agreement for 2011, but with the lifting of the 2010 work hour reduction plan, a 4% COLA will result. In addition to the COLA, the City agreed to no layoffs for the Police Union in 2011. Mandated employer increases for retirement through the State of Minnesota Public Employee Retirement Association (PERA) is included in the 2011 budget along with a health insurance benefit increase projected at 10.22 percent. The health insurance increase has been divided proportionately between employer and employee to be consistent with the formula the benefits are currently split.

The transfer out of funds from the General Fund Budget to support long-term capital needs has been eliminated again for 2011, with the exception of a portion of the transfer for the Revolving Capital Improvement Fund. Both the 2008 and 2009 budgets demonstrated significant decreases to the Environmental Fund, Equipment Fund and Road Improvement Fund. In 2010, 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 tax levy, the City also has a number of other Special Revenue Funds, Capital Project Funds, Debt Service Funds and Enterprise Funds to prepare annual budgets. While a profile and proposed budget of each fund is included in this budget book, 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 Council has 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 that preliminary information for a beginning estimated budget for 2011.

Park Dedication Fund: With the slow down 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 be needed early in 2011 to fund and commit to a fireworks contract for the event in 2011.

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 and public approval for award of bonds for the project 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 would be scheduled for 2012.

Water Utility: The City's Water Rate Analysis demonstrated the need for a 5% 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 the need for a 5% increase in the trunk connection fees, but no increase in the sewer user rates. The City's CIP includes a future trunk connection parallel line along Highway 55 that warrants an increase in the connection fees. However, the City's implementation of water conservation meters and billing practice for actual use of sewer has demonstrated no need to raise sewer rates.

Storm Water Utility: A 5% increase in the Storm Water Utility rate has been included in the 2011 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 reduction in residential equivalency factor (REF) of 11.91% is due to the removal of the Minnesota Pollution Control Agency (Sanitary Landfill) from the calculation. 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 am pleased to submit the final 2011 Comprehensive Annual Budget to the City Council under the direction provided these past several months through policy discussions, work sessions, and the Truth in Taxation meeting. The 2011 Comprehensive Annual Budget will reasonably maintain core levels of services without significantly compromising quality of life for Medina taxpayers.

Respectfully Submitted,

Chad M. Adams
City Administrator

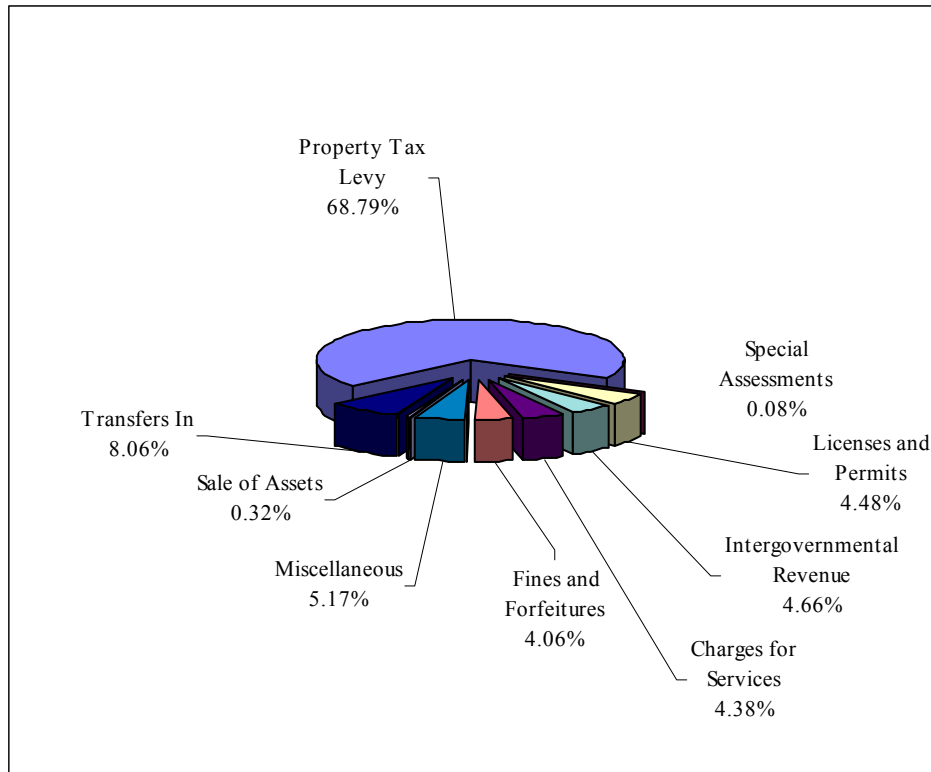


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General Fund

The General Fund is the primary operating fund for the governmental operations of the City. Activities enabled by General Fund planning include police protection and community support, fire prevention and suppression, planning and zoning, street maintenance and repair, parks and recreation, sanitation and waste removal, as well as engineering, legal and general administrative functions.

General Fund Revenues 2011

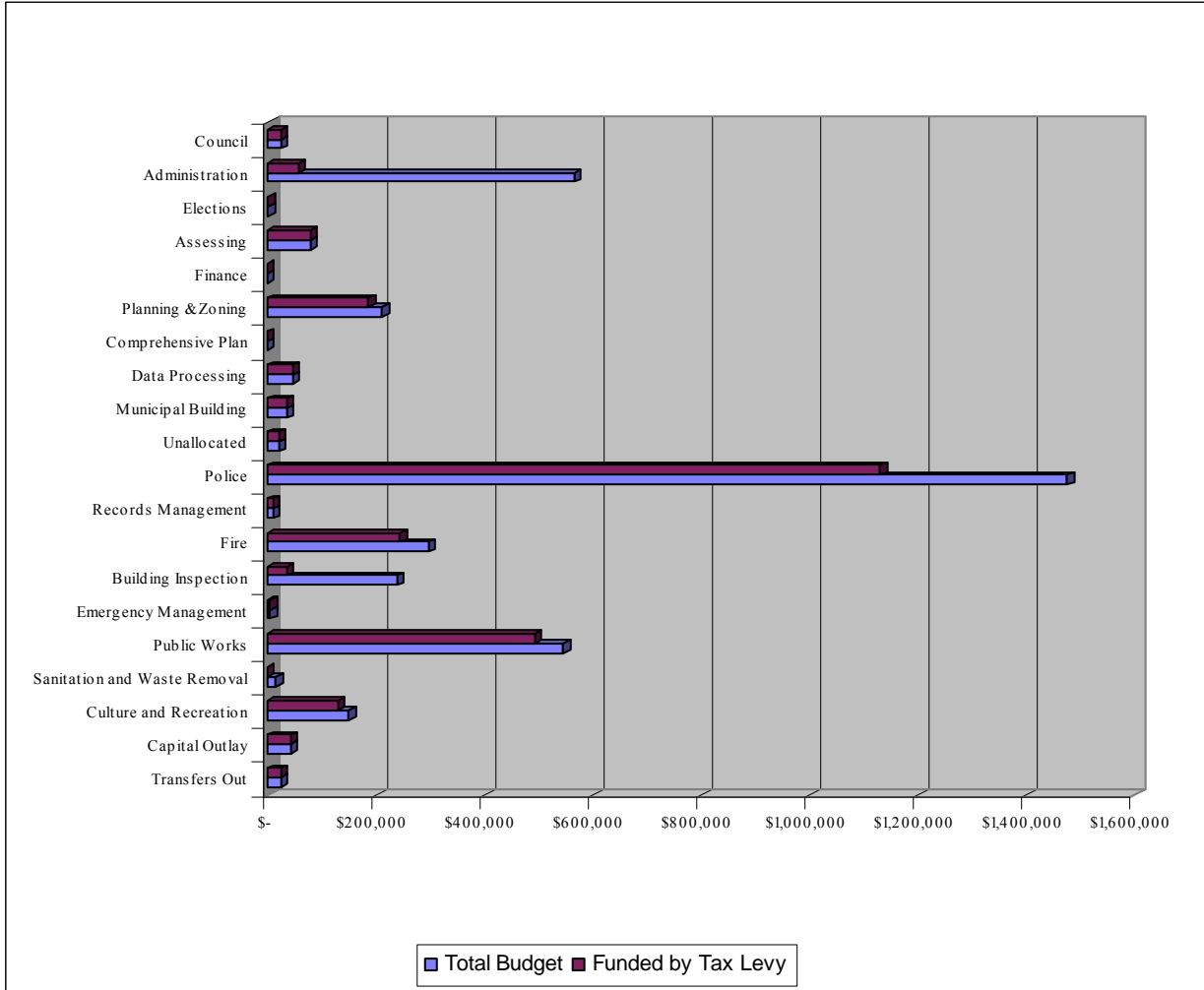


	2010 Final Budget	2011 Final Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
REVENUES & OTHER SOURCES:				
Property Tax Levy	\$ 2,606,100	\$ 2,600,454	\$ (5,646)	(0.22%)
Other Taxes Adjustments	7,500	7,500	-	0.00%
Special Assessments	6,000	3,000	(3,000)	(50.00%)
Licenses and Permits	229,850	169,700	(60,150)	(26.17%)
Intergovernmental Revenue	131,275	176,675	45,400	34.58%
Charges for Services	219,055	166,050	(53,005)	(24.20%)
Fines and Forfeitures	191,000	154,000	(37,000)	(19.37%)
Miscellaneous	201,205	196,146	(5,059)	(2.51%)
Sale of Assets	7,000	12,200	5,200	74.29%
Transfers In	290,700	305,700	15,000	5.16%
Total Revenues & Other Sources	\$ 3,889,685	\$ 3,791,425	\$ (98,260)	(2.53%)

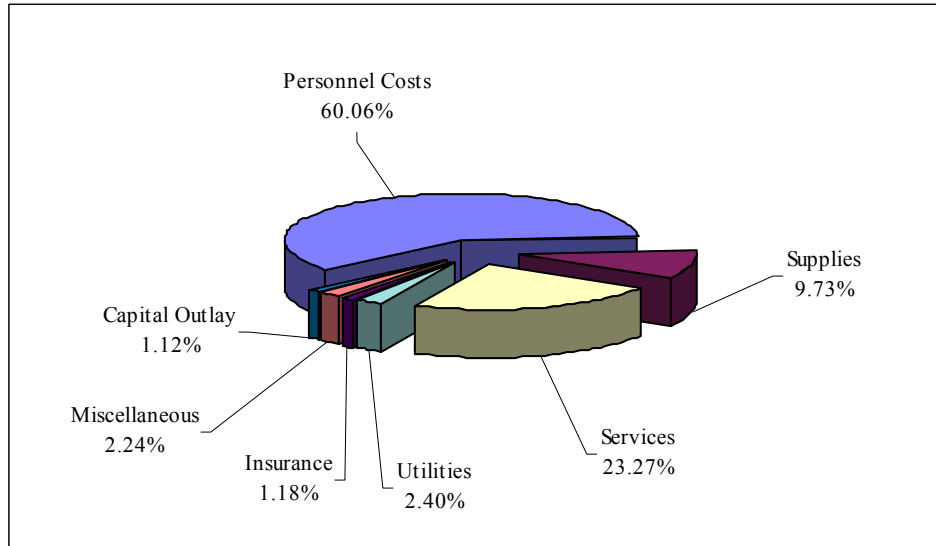
General Fund Expenditures 2011

	2010 Final Budget	2011 Final Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
EXPENDITURES & OTHER USES:				
General Government				
Council	\$ 29,975	\$ 24,850	\$ (5,125)	(17.10%)
Administration	550,025	566,250	16,225	2.95%
Elections	10,600	1,250	(9,350)	(88.21%)
Assessing	78,725	78,550	(175)	(0.22%)
Planning & Zoning	227,500	211,725	(15,775)	(6.93%)
Comprehensive Plan	22,200	-	(22,200)	(100.00%)
Data Processing	44,250	46,450	2,200	4.97%
Municipal Building	35,900	36,100	200	0.56%
Unallocated	17,600	21,500	3,900	22.16%
Public Safety				
Police	1,418,525	1,475,625	57,100	4.03%
Records Management	11,800	9,500	(2,300)	(19.49%)
Fire	312,050	297,500	(14,550)	(4.66%)
Building Inspection	301,890	239,450	(62,440)	(20.68%)
Emergency Management	4,350	4,300	(50)	(1.15%)
Public Works	543,500	545,800	2,300	0.42%
Sanitation and Waste Removal	12,000	16,100	4,100	34.17%
Culture and Recreation	138,795	149,300	10,505	7.57%
Capital Outlay:				
Public Safety				
Fire	130,000	42,175	(87,825)	(67.56%)
Total Expenditures & Other Uses	\$ 3,889,685	\$ 3,791,425	\$ (98,260)	(2.53%)

General Fund Expenditures 2011 By Department



General Fund Expenditures 2011 By Type



Type of Expenditure	2010 Budget	2011 Budget	Increase/ (Decrease)	Increase/ (Decrease)
Personnel Costs	\$2,162,010	\$2,262,280	\$ 100,270	4.64%
Supplies	371,700	366,450	(5,250)	(1.41%)
Services	986,750	876,350	(110,400)	(11.19%)
Utilities	92,025	90,225	(1,800)	(1.96%)
Insurance	39,250	44,400	5,150	13.12%
Miscellaneous	107,950	84,545	(23,405)	(21.68%)
Capital Outlay	130,000	42,175	(87,825)	(67.56%)
Total Expenditures	\$3,889,685	\$3,791,425	\$ (98,260)	(2.53%)

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

\$ 2,600,454

These are the taxes charged to all taxable properties in the City of Medina based on the tax capacity of the property. It is .22% less than in 2010. Property Taxes make up about 68.8% of the total revenues collected to provide General Fund services.

Licenses and Permits

\$ 169,700

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

Charges for Services

\$ 166,050

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 77.4% of the City's general operating revenues. The balance comes from fines and forfeitures, intergovernmental activity, operating transfers and investment income.

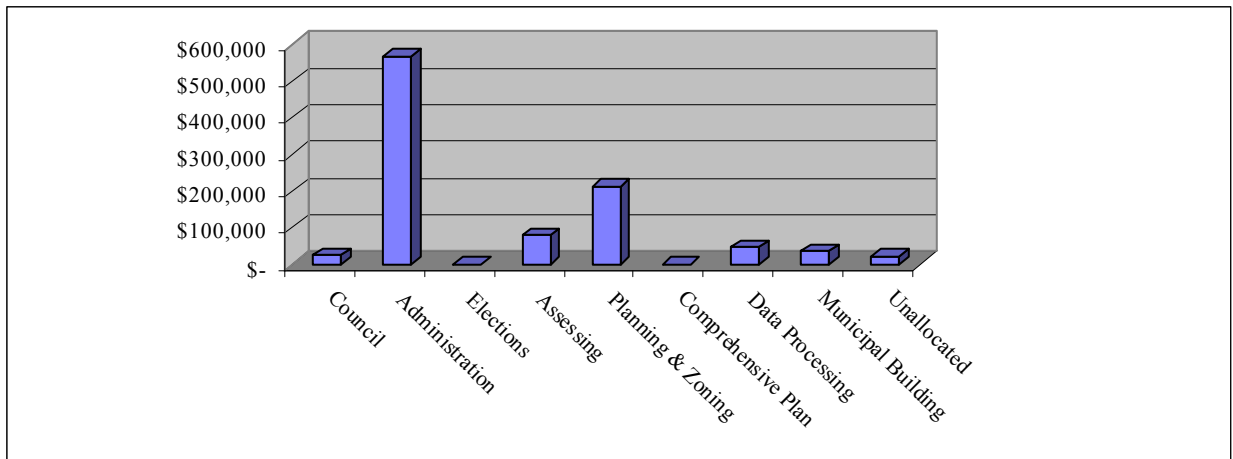
General Fund Expenditures

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.

	2010 Final Budget	2011 Final Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
General Government				
Council	\$ 29,975	\$ 24,850	\$ (5,125)	(17.10%)
Administration	550,025	566,250	16,225	2.95%
Elections	10,600	1,250	(9,350)	(88.21%)
Assessing	78,725	78,550	(175)	(0.22%)
Planning & Zoning	227,500	211,725	(15,775)	(6.93%)
Comprehensive Plan	22,200	-	(22,200)	(100.00%)
Data Processing	44,250	46,450	2,200	4.97%
Municipal Building	35,900	36,100	200	0.56%
Unallocated	17,600	21,500	3,900	22.16%
Total General Government	\$ 1,016,775	\$ 986,675	\$ (30,100)	(2.96%)



General Fund Expenditures (Continued)

GENERAL GOVERNMENT - COUNCIL

PROFILE

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

The City Council budget includes expenses related to compensation, memberships, subscriptions and training of its members. Printing expenses 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>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>	<u>2002</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

	2010	2011	Amount	Percentage
	Final	Final	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Council				
Personnel Costs	\$ 17,600	\$ 17,600	\$ -	0.00%
Services	500	750	250	50.00%
Insurance	350	-	(350)	(100.00%)
Miscellaneous	11,525	6,500	(5,025)	(43.60%)
Total Expenditures	\$ 29,975	\$ 24,850	\$ (5,125)	(17.10%)
Funding Sources				
Property Tax Levy	\$ 29,975	\$ 24,850	\$ (5,125)	(17.10%)

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 expenses 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>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>	<u>2002</u>
City Administrator/Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assist. to City Administrator/Dep. Clerk	0.80	0.86	0.86							
Administrative Assistant				0.72	0.90	0.65			0.05	0.25
Administration Intern	0.27	0.27	0.38	0.50	0.52	0.13	0.02	0.25	0.25	0.25
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00				
Accountant	1.00	1.00	1.00	1.00						
Accounting Technician	1.00	1.00	1.00							
Deputy Clerk				1.01	1.01	1.01	1.01	1.03	1.03	1.03
Part Time Help					0.21	0.17	0.25	0.17	0.17	0.17
Total FTEs	4.83	4.89	5.25	5.24	4.64	3.95	2.28	2.45	2.50	2.70

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

	2010 Final Budget	2011 Final Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Administration				
Personnel Costs	\$ 458,150	\$ 475,450	\$ 17,300	3.78%
Supplies	6,350	6,350	-	0.00%
Services	65,875	64,775	(1,100)	(1.67%)
Utilities	250	250	-	0.00%
Insurance	500	550	50	10.00%
Miscellaneous	18,900	18,875	(25)	(0.13%)
Total Expenditures	\$ 550,025	\$ 566,250	\$ 16,225	2.95%
Funding Sources				
Special Assessments	\$ 6,000	\$ 3,000	\$ (3,000)	(50.00%)
Licenses and Permits	26,750	27,200	450	1.68%
Intergovernmental Revenue	1,775	1,775	-	0.00%
Charges for Services	84,125	88,825	4,700	5.59%
Miscellaneous	130,451	117,292	(13,159)	(10.09%)
Transfers In-Cost Allocation	270,700	270,700	-	0.00%
Property Tax Levy	30,224	57,458	27,234	90.11%
Total Administration Funding Sources	\$ 550,025	\$ 566,250	\$ 16,225	2.95%

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>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>
Judge Shifts		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.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – ELECTIONS (continued)

OPERATING BUDGET

	2010	2011	Amount	Percentage
	Final	Final	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Elections				
Personnel Costs	\$ 6,000	\$ -	\$ (6,000)	(100.00%)
Supplies	2,000	250	(1,750)	(87.50%)
Services	1,100	1,000	(100)	(9.09%)
Miscellaneous	1,500	-	(1,500)	(100.00%)
Total Expenditures	\$ 10,600	\$ 1,250	\$ (9,350)	(88.21%)
Funding Sources				
Property Tax Levy	\$ 10,600	\$ 1,250	\$ (9,350)	(88.21%)

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

	2010	2011	Amount	Percentage
	Final	Final	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Assessing				
Supplies	\$ 1,000	\$ 750	\$ (250)	(25.00%)
Services	77,025	77,100	75	0.10%
Miscellaneous	700	700	-	0.00%
Total Expenditures	\$ 78,725	\$ 78,550	\$ (175)	(0.22%)
Funding Sources				
Property Tax Levy	\$ 78,725	\$ 78,550	\$ (175)	(0.22%)

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>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>	<u>2002</u>
Planning Director			1.00	1.00						
City Planner	0.80	0.80			1.00	0.95	0.95	0.96		
Associate Planner	0.40	0.40	0.91	1.00						
Planning Assistant	0.45	0.45	0.75	0.50	0.92					
Administrative Assistant	0.12	0.10	0.50	0.77	0.75	0.87	0.96	0.71	0.77	0.77
Part Time Help					0.05	0.23	0.01		0.17	0.17
Total FTE's	1.77	1.75	3.16	3.27	2.72	2.04	1.92	1.67	0.94	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, a vacant position remained unfilled as development activities slowed.
- In 2010 & 2011 replacement of Associate Planner budgeted for July 1 start.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – PLANNING AND ZONING (continued)

OPERATING BUDGET

	2010 Final Budget	2011 Final Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Planning & Zoning				
Personnel Costs	\$ 162,150	\$ 165,600	\$ 3,450	2.13%
Supplies	700	4,000	3,300	471.43%
Services	33,000	34,000	1,000	3.03%
Utilities	2,000	225	(1,775)	(88.75%)
Miscellaneous	29,650	7,900	(21,750)	(73.36%)
Total Expenditures	\$ 227,500	\$ 211,725	\$ (15,775)	(6.93%)
Funding Sources				
Charges for Services	\$ 25,000	\$ 25,000	\$ -	0.00%
Property Tax Levy	202,500	186,725	(15,775)	(7.79%)
Total Planning Funding Sources	\$ 227,500	\$ 211,725	\$ (15,775)	(6.93%)

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – COMPREHENSIVE PLAN

PROFILE

The Comprehensive Plan is a guiding tool for future development of Medina, reflecting the desires of its residents and sets the City's policies and goals within the context of the region. The current Comprehensive Plan was adopted in 2009 by both the City of Medina and Metropolitan Council.

From 2007 to 2009, the Comprehensive Plan was completed in draft form by a review panel, consultants and staff. The majority of required ordinance revisions are expected to be completed in 2010, prior to the implementation of the 2011 budget.

BUDGETED PERSONNEL LEVEL

The personnel from the Planning and Zoning department provide these services within the scope of their existing duties. The Comprehensive Plan is complete and will be reviewed and revised in 2016 for completion in 2020.

OPERATING BUDGET

	2010 Final Budget	2011 Final Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Comprehensive Plan				
Supplies	\$ 200	\$ -	\$ (200)	(100.00%)
Services	22,000	-	(22,000)	(100.00%)
Total Expenditures	\$ 22,200	\$ -	\$ (22,200)	(100.00%)
Funding Sources				
Property Tax Levy	\$ 22,200	\$ -	\$ (22,200)	(100.00%)

CAPITAL OUTLAY

None requested.

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

	2010 Final Budget	2011 Final Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Data Processing				
Supplies	\$ 4,000	\$ 5,100	\$ 1,100	27.50%
Services	32,500	34,500	2,000	6.15%
Miscellaneous	7,750	6,850	(900)	(11.61%)
Total Expenditures	\$ 44,250	\$ 46,450	\$ 2,200	4.97%
Funding Sources				
Property Tax Levy	\$ 44,250	\$ 46,450	\$ 2,200	4.97%

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

	2010	2011	Amount	Percentage
	Final	Final	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Municipal Building				
Supplies	\$ 1,250	\$ 1,500	\$ 250	20.00%
Services	7,500	8,000	500	6.67%
Utilities	23,150	23,150	-	0.00%
Insurance	4,000	3,450	(550)	(13.75%)
Total Expenditures	\$ 35,900	\$ 36,100	\$ 200	0.56%
Funding Sources				
Miscellaneous	\$ -	\$ 100	\$ 100	
Property Tax Levy	35,900	36,000	100	0.28%
Total Municipal Building Funding Sources	\$ 35,900	\$ 36,100	\$ 200	0.56%

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

	2010	2011	Amount	Percentage
	Final	Final	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Unallocated Insurance				
Insurance	\$ 17,600	\$ 21,500	\$ 3,900	22.16%
Total Expenditure	\$ 17,600	\$ 21,500	\$ 3,900	22.16%
Funding Sources				
Property Tax Levy	\$ 17,600	\$ 21,500	\$ 3,900	22.16%

CAPITAL OUTLAY

N/A

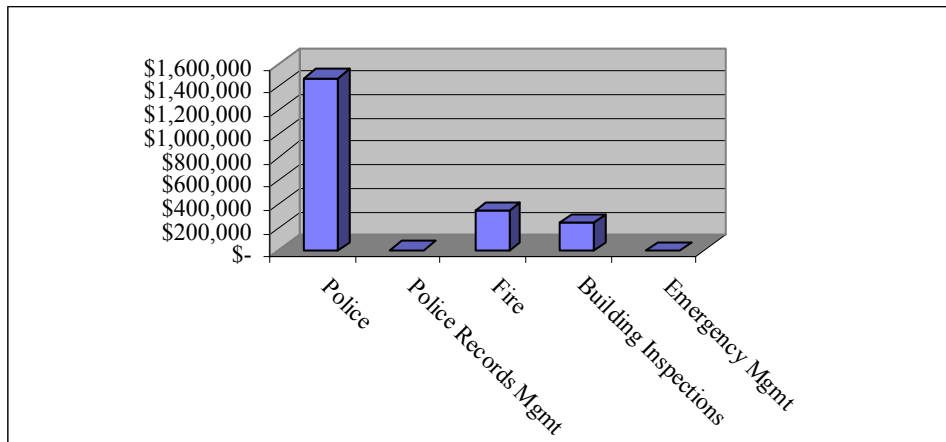
General Fund Expenditures (Continued)

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.

	2010 Final Budget	2011 Final Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Public Safety				
Police	\$ 1,418,525	\$ 1,475,625	\$ 57,100	4.03%
Police Records Management	11,800	9,500	(2,300)	(19.49%)
Fire	442,050	339,675	(102,375)	(23.16%)
Building Inspections	301,890	239,450	(62,440)	(20.68%)
Emergency Management	4,350	4,300	(50)	(1.15%)
Total Public Safety	\$ 2,178,615	\$ 2,068,550	\$ (110,065)	(5.05%)



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>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>	<u>2002</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		
Investigator	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	6.00	6.00	6.00
CSOs	0.45	0.60	1.20	1.20	1.20	1.20	1.00	1.00	1.00	1.10
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	0.21					
Overtime	0.57	0.60	0.54	0.69	0.50	0.46	0.50	0.32	0.34	0.34
Total FTEs	12.52	12.70	13.24	13.39	12.90	11.66	11.50	10.32	9.34	9.44

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.

General Fund Expenditures (Continued)

PUBLIC SAFETY – POLICE (continued)

OPERATING BUDGET

Police	2010 Final Budget	2011 Final Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Personnel Costs	\$ 1,196,000	\$ 1,259,425	\$ 63,425	5.30%
Supplies	72,500	66,500	(6,000)	(8.28%)
Services	96,875	96,875	-	0.00%
Utilities	22,000	21,500	(500)	(2.27%)
Insurance	7,000	6,475	(525)	(7.50%)
Miscellaneous	24,150	24,850	700	2.90%
Total Expenditures	\$ 1,418,525	\$ 1,475,625	\$ 57,100	4.03%
 Funding Sources				
Licenses and Permits	\$ 2,000	\$ 2,500	\$ 500	25.00%
Intergovernmental Revenue	72,500	85,000	12,500	17.24%
Charges for Services	48,705	49,700	995	2.04%
Fees & Fines	198,550	161,050	(37,500)	(18.89%)
Transfers In-Drug Task Force	20,000	35,000	15,000	75.00%
Sale of Vehicles	7,000	12,200	5,200	74.29%
Property Tax Levy	1,069,770	1,130,175	60,405	5.65%
Total Police Funding Sources	\$ 1,418,525	\$ 1,475,625	\$ 57,100	4.03%

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

	2010 Final Budget	2011 Final Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Police Records Management				
Supplies	\$ 1,000	\$ 700	\$ (300)	(30.00%)
Services	10,300	8,800	(1,500)	(14.56%)
Utilities	500	-	(500)	(100.00%)
Total Expenditures	\$ 11,800	\$ 9,500	\$ (2,300)	(19.49%)
Funding Sources				
Property Tax Levy	\$ 11,800	\$ 9,500	\$ (2,300)	(19.49%)

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

	2010 Final Budget	2011 Final Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Fire				
Services	\$ 292,000	\$ 277,300	\$ (14,700)	(5.03%)
Contributions	20,000	20,000	-	0.00%
Insurance	50	100	50	100.00%
Miscellaneous	-	100	100	
Capital Outlay	130,000	42,175	(87,825)	(67.56%)
Total Expenditures	\$ 442,050	\$ 339,675	\$ (102,375)	(23.16%)
Funding Sources				
Intergovernmental Revenue	\$ 32,000	\$ 32,000	\$ -	0.00%
Contributions	20,000	20,000	-	0.00%
Charges for Services	-	1,000	1,000	
Property Tax Levy	390,050	286,675	(103,375)	(26.50%)
Total Fire Funding Sources	\$ 442,050	\$ 339,675	\$ (102,375)	(23.16%)

CAPITAL OUTLAY

Hamel – Tanker 11 replacement, Grass Rig 11, SCBA compressor (final year remaining, amortized over 5 years)
Loretto - Duty Vehicle (3 years remaining, amortized over 5 years)
Truck 11 (3 years remaining, amortized over 7 years)
Maple Plain – Computed into rate.

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>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
City Planner	0.20	0.20			
Associate Planner	0.13	0.13	0.10		
Planning Assistant	0.55	0.55	0.25	0.25	0.10
Administrative Assistant	0.23	0.25			
Total FTEs	1.11	1.13	0.35	0.25	0.10

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 replacement of Associate Planner budgeted for July 1 start.

General Fund Expenditures (Continued)

PUBLIC SAFETY – BUILDING INSPECTIONS (continued)

OPERATING BUDGET

	2010	2011	Amount	Percentage
	Final	Final	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Building Inspections				
Personnel Costs	\$ 92,265	\$ 91,650	\$ (615)	(0.67%)
Supplies	-	1,000	1,000	
Services	209,625	146,800	(62,825)	(29.97%)
Total Expenditures	\$ 301,890	\$ 239,450	\$ (62,440)	(20.68%)
Funding Sources				
Licenses and Permits	\$ 201,100	\$ 140,000	\$ (61,100)	(30.38%)
Charges for Services	120,000	64,000	(56,000)	(46.67%)
Property Tax Levy	(19,210)	35,450	54,660	(284.54%)
Total Building Inspections Sources	\$ 301,890	\$ 239,450	\$ (62,440)	(20.68%)

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

	2010 Final Budget	2011 Final Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Emergency Management				
Services	\$ 3,600	\$ 3,400	\$ (200)	(5.56%)
Insurance	50	200	150	300.00%
Miscellaneous	700	700	-	0.00%
Total Expenditures	\$ 4,350	\$ 4,300	\$ (50)	(1.15%)
Funding Sources				
Property Tax Levy	\$ 4,350	\$ 4,300	\$ (50)	(1.15%)

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>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>	<u>2002</u>
PW Superintendent	0.40	0.40	0.45	0.45	0.45	0.55	0.60	0.60	0.60	0.60
PW Foreman	0.40	0.25	0.05	0.25	0.05					
Administrative Assistant	0.40	0.25	0.20	0.20	0.25	0.25	0.15	0.15	0.15	0.15
Street Maintenance	0.50	0.67	0.81	0.83	0.81	0.96	0.91	0.96	0.94	0.94
PW Maintenance	0.40	0.40	0.40	0.30	0.40	0.36	0.37	0.37	0.36	0.36
PW Maintenance	0.20	0.20	0.30	0.25	0.30	0.35	0.35	0.35		
PW On-call	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	0.04	0.11
Part Time Help				0.12	0.05					
Total FTEs	2.63	2.26	2.29	2.49	2.39	2.52	2.42	2.48	2.08	2.15

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

	2010	2011	Amount	Percentage
	Final	Final	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Public Works				
Personnel Costs	\$ 182,850	\$ 190,900	\$ 8,050	4.40%
Supplies	258,000	258,500	500	0.19%
Services	49,500	42,000	(7,500)	(15.15%)
Utilities	33,400	33,350	(50)	(0.15%)
Insurance	7,150	8,850	1,700	23.78%
Miscellaneous	12,600	12,200	(400)	(3.17%)
Total Expenditures	\$ 543,500	\$ 545,800	\$ 2,300	0.42%
Funding Sources				
Intergovernmental Revenue	\$ 14,000	\$ 46,100	\$ 32,100	229.29%
Clean Up Day	5,500	5,500	-	0.00%
Miscellaneous	500	-	(500)	(100.00%)
Property Tax Levy	523,500	494,200	(29,300)	(5.60%)
Total Public Works Sources	\$ 543,500	\$ 545,800	\$ 2,300	0.42%

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>2011</u>	<u>2010</u>	<u>2009</u>
Assistant to City Administrator/Deputy Clerk	0.10	0.05	0.05
Total FTEs	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

	2010 Final Budget	2011 Final Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Sanitation and Waste Removal				
Personnel Costs	\$ 3,825	\$ 7,530	\$ 3,705	96.86%
Supplies	2,000	1,600	(400)	(20.00%)
Services	-	6,200	6,200	
Miscellaneous	6,175	770	(5,405)	(87.53%)
Total Expenditures	\$ 12,000	\$ 16,100	\$ 4,100	34.17%
Funding Sources				
Intergovernmental Revenue	\$ 12,000	\$ 12,000	\$ -	0.00%
Miscellaneous	-	4,100	4,100	
Property Tax Levy	-	-	-	
Total Sanitation & Waste Sources	\$ 12,000	\$ 16,100	\$ 4,100	34.17%

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>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>	<u>2002</u>
PW Superintendent	0.10	0.10	0.10	0.10	0.10	0.10	0.05	0.05	0.05	0.05
PW Foreman	0.15	0.05	0.05	0.05	0.05					
Assist. to City Administrator/Dep. Clerk	0.05	0.05	0.05	0.25	0.05	0.10	0.05	0.05	0.05	0.05
Street Maintenance	0.10	0.10	0.10	0.10	0.10	0.10	0.05	0.05	0.05	0.05
PW Maintenance	0.20	0.10	0.10	0.10	0.10	0.10	0.05	0.05	0.05	0.05
PW Maintenance Part Time Help	0.10	0.10	0.10	0.15 0.12	0.10	0.10	0.05	0.05		
Planner						0.05	0.05	0.05		
Administration Intern						0.06	0.01			
Total FTEs	0.70	0.50	0.50	0.88	0.50	0.61	0.31	0.30	0.20	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

	2010 Final Budget	2011 Final Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Culture & Recreation				
Personnel Costs	\$ 43,170	\$ 54,125	\$ 10,955	25.38%
Supplies	22,700	20,200	(2,500)	(11.01%)
Services	54,550	54,850	300	0.55%
Utilities	11,325	11,750	425	3.75%
Insurance	2,550	3,275	725	28.43%
Miscellaneous	4,500	5,100	600	13.33%
Total Expenditures	\$ 138,795	\$ 149,300	\$ 10,505	7.57%
Funding Sources				
Community Building Rent	\$ 12,000	\$ 13,000	\$ 1,000	8.33%
Miscellaneous Revenue	5,000	6,000	1,000	20.00%
Property Tax Levy	121,795	130,300	8,505	6.98%
Total Culture & Recreation Sources	\$ 138,795	\$ 149,300	\$ 10,505	7.57%

CAPITAL OUTLAY

None requested.

GENERAL FUND BUDGET

	2010 Final Budget	2011 Final Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
REVENUES & OTHER SOURCES:				
Property Tax Levy	\$ 2,606,100	\$ 2,600,454	\$ (5,646)	(0.22%)
Other Taxes Adjustments	7,500	7,500	-	0.00%
Special Assessments	6,000	3,000	(3,000)	(50.00%)
Licenses and Permits	229,850	169,700	(60,150)	(26.17%)
Intergovernmental Revenue	131,275	176,675	45,400	34.58%
Charges for Services	219,055	166,050	(53,005)	(24.20%)
Fines and Forfeitures	191,000	154,000	(37,000)	(19.37%)
Miscellaneous	201,205	196,146	(5,059)	(2.51%)
Sale of Assets	7,000	12,200	5,200	74.29%
Transfers In	290,700	305,700	15,000	5.16%
Total Revenues & Other Sources	\$ 3,889,685	\$ 3,791,425	\$ (98,260)	(2.53%)
EXPENDITURES & OTHER USES:				
General Government				
Council	\$ 29,975	\$ 24,850	\$ (5,125)	(17.10%)
Administration	550,025	566,250	16,225	2.95%
Elections	10,600	1,250	(9,350)	(88.21%)
Assessing	78,725	78,550	(175)	(0.22%)
Planning & Zoning	227,500	211,725	(15,775)	(6.93%)
Comprehensive Plan	22,200	-	(22,200)	(100.00%)
Data Processing	44,250	46,450	2,200	4.97%
Municipal Building	35,900	36,100	200	0.56%
Unallocated	17,600	21,500	3,900	22.16%
Public Safety				
Police	1,434,675	1,489,425	54,750	3.82%
Fire	312,050	297,500	(14,550)	(4.66%)
Building Inspections	301,890	239,450	(62,440)	(20.68%)
Public Works	543,500	545,800	2,300	0.42%
Sanitation and Waste Removal	12,000	16,100	4,100	34.17%
Culture and Recreation	138,795	149,300	10,505	7.57%
Capital Outlay:				
General Government	-	-	-	
Public Safety				
Police	-	-	-	
Fire	130,000	42,175	(87,825)	(67.56%)
Public Works	-	-	-	
Transfers Out	-	25,000	25,000	
Total Expenditures & Other Uses	\$ 3,889,685	\$ 3,791,425	\$ (98,260)	(2.53%)

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 2011 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
- Police Safe & Sober Grant 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.

	2010	2011	\$	%
	Final	Final	Increase/	Increase/
	Budget	Budget	(Decrease)	(Decrease)
Environmental Fund				
REVENUES AND OTHER SOURCES:				
Investment Income	\$10,000	\$10,000	\$ -	0.00%
EXPENDITURES AND OTHER USES:				
GENERAL GOVERNMENT				
City Tree Program	\$10,000	\$10,000	\$ -	0.00%
Horse/Manure Management Program	5,000	-	(5,000)	(100.00%)
Rain Garden Program	12,500	12,500	-	0.00%
Total Expenditures	\$27,500	\$22,500	\$ (5,000)	(18.18%)
Net Change in Fund Balances	(17,500)	(12,500)	5,000	
FUND BALANCES:				
Beginning of Year (As of December 14, 2010)		\$270,152		
Projected End of December 31, 2011		\$240,152		

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.

	2010	2011	\$	%
	Final	Final	Increase/	Increase/
	Budget	Budget	(Decrease)	(Decrease)
Park Dedication Fund				
REVENUES AND OTHER SOURCES:				
Intergovernmental	\$150,000	\$150,000	\$ -	0.00%
Investment Income	40,000	40,000	-	0.00%
Total Revenues	\$190,000	\$190,000	\$ -	0.00%
EXPENDITURES AND OTHER USES:				
CULTURE AND RECREATION				
Capital Outlay	\$ -	\$349,000	\$ 349,000	
Net Change in Fund Balances	190,000	(159,000)	(349,000)	
FUND BALANCES:				
Beginning of Year (As of December 14, 2010)		\$286,335		
Projected End of December 31, 2011		\$317,335	*	

*Fund balance does not reflect all expenses for the 116 trail.

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.

	2010	2011	\$	%
	Final	Final	Increase/	Increase/
	Budget	Budget	(Decrease)	(Decrease)
Municipal Park Fund				
REVENUES AND OTHER SOURCES:				
Contributions	\$ 6,000	\$ 2,000	\$ (4,000)	(66.67%)
Investment Income	450	-	(450)	(100.00%)
Total Revenues	\$ 6,450	\$ 2,000	\$ (4,450)	(68.99%)
EXPENDITURES AND OTHER USES:				
CULTURE AND RECREATION				
Capital Outlay	\$ -	\$ 1,000	\$ 1,000	
Net Change in Fund Balances	6,450	1,000	(5,450)	
FUND BALANCES:				
Beginning of Year (As of December 14, 2010)		\$49,816		
Projected End of December 31, 2011		\$57,266		

Special Revenue Funds (Continued)

GERMAN LIBERAL CEMETERY FUND

PROFILE

The German Liberal Cemetery Fund is being created in 2010 when the cemetery is 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.

	2011 Final Budget	\$ Increase/ (Decrease)
German Liberal Cemetery		
REVENUES AND OTHER SOURCES:		
Charges for Services	\$ 10,000	\$ 10,000
EXPENDITURES AND OTHER USES:		
Cemetery	\$ 2,725	\$ 2,725
Net Change in Fund Balances	7,275	
FUND BALANCES:		
Beginning of Year (As of December 14, 2010)	\$ 35,474	
Projected End of December 31, 2011	\$ 7,275	

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.

	2010 Final Budget	2011 Final Budget	\$ Increase/ (Decrease)	% Increase/ (Decrease)
Police Forfeiture Fund				
REVENUES AND OTHER SOURCES:				
Forfeitures	\$ 30,000	\$ 50,000	\$ 20,000	66.67%
Investment Income	800	800	-	0.00%
Total Revenues	\$ 30,800	\$ 50,800	\$ 20,000	64.94%
EXPENDITURES AND OTHER USES:				
Public Safety	\$ -	\$ 6,050	\$ 6,050	
Capital Outlay - Public Safety	35,000	43,000	8,000	22.86%
Transfer to General Fund	20,000	35,000	15,000	75.00%
Total Expenditures	\$ 55,000	\$ 84,050	\$ 29,050	52.82%
Net Change in Fund Balances	(24,200)	(33,250)	(9,050)	
FUND BALANCES:				
Beginning of Year (As of December 14, 2010)		\$205,591		
Projected End of December 31, 2011		\$148,141		

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.

	2010 Final Budget	2011 Final Budget	\$ Increase/ (Decrease)	% Increase/ (Decrease)
Police Reserve Equipment Fund				
REVENUES AND OTHER SOURCES:				
Charges for Services	\$ 700	\$ 1,200	\$ 500	71.43%
Contributions	2,500	4,000	1,500	60.00%
Investment Income	500	500	-	0.00%
Total Revenues	\$ 3,700	\$ 5,700	\$ 2,000	54.05%
EXPENDITURES AND OTHER USES:				
Public Safety	\$ -	\$ 7,425	\$ 7,425	
Net Change in Fund Balances	3,700	(1,725)	(5,425)	
FUND BALANCES:				
Beginning of Year (As of December 14, 2010)		\$ 14,217		
Projected End of December 31, 2011		\$ 16,192		

Special Revenue Funds (Continued)

POLICE SAFE & SOBER GRANT FUND

PROFILE

In 2010 the Medina Police Department, as part of the Lake Minnetonka Enforcement Group (LMEG), was awarded \$100,000 from the Federal Safe and Sober Program for 2011. LMEG includes nine departments, Rogers Police, Corcoran Police, Orono Police, Wayzata Police, Minnetrista Police, South Lake Police, Mound Police, Medina Police and the West Hennepin Public Safety Department. 2010 was Medina's turn to apply for the grant and act as the fiscal agent. Our responsibility as for the fiscal agent is to receive the grant funds and reimburse the other agencies for there time worked in the program.

The Safe and Sober Program provides over time to department to increase traffic safety through enforcement and education. Medina Police have been in the Safe and Sober program for 17 years. The fiscal agent responsibility rotates from department to department, year to year.

	2011 Final Budget	\$ Increase/ (Decrease)
Safe & Sober Grant Fund		
REVENUES AND OTHER SOURCES:		
Intergovernmental	\$100,000	\$ 100,000
Total Revenues	\$100,000	\$ 100,000
 EXPENDITURES AND OTHER USES:		
Public Safety	\$100,000	\$ 100,000
 Net Change in Fund Balances	-	-
 FUND BALANCES:		
Beginning of Year (As of December 14, 2010)	\$ -	
 Projected End of December 31, 2011	\$ -	

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.

	2010 Final Budget	2011 Final Budget	\$ Increase/ (Decrease)	% Increase/ (Decrease)
Community Event Fund				
REVENUES AND OTHER SOURCES:				
Contributions	\$ 2,500	\$ 6,000	\$ 3,500	140.00%
Investment Income	120	-	(120)	(100.00%)
Total Revenues	\$ 2,620	\$ 6,000	\$ 3,380	129.01%
EXPENDITURES AND OTHER USES:				
Culture and Recreation	\$ 3,400	\$ 6,000	\$ 2,600	76.47%
Net Change in Fund Balances	(780)	-	780	
FUND BALANCES:				
Beginning of Year (As of December 14, 2010)		\$ 1,238		
Projected End of December 31, 2011		\$ 458		

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.

	2010 Final Budget	2011 Final Budget	\$ Increase/ (Decrease)
Field House Fund			
REVENUES AND OTHER SOURCES:			
Contributions	\$ -	\$ -	\$ -
EXPENDITURES AND OTHER USES:			
Culture and Recreation	-	\$ 10,000	\$ 10,000
Net Change in Fund Balances	-	(10,000)	(10,000)
FUND BALANCES:			
Beginning of Year (As of December 14, 2010)		\$26,049	
Projected End of December 31, 2011		\$16,049	



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Special Revenue Funds (Continued)

	Environmental Fund	Park Dedication Fund	Municipal Park Fund	German Liberal Cemetery Fund
REVENUES:				
Intergovernmental	\$ -	\$ 150,000	\$ -	\$ -
Charges for Services	-	-	-	10,000
Fines and Forfeitures	-	-	-	-
Miscellaneous:				
Contributions	-	-	2,000	-
Investment Income	10,000	40,000	-	-
Total Revenues	\$ 10,000	\$ 190,000	\$ 2,000	\$ 10,000
EXPENDITURES:				
Current:				
Public Safety	\$ -	\$ -	\$ -	\$ -
Cemetery	-	-	-	2,725
Culture and Recreation	22,500	-	-	-
Capital Outlay:				
Public Safety	-	-	-	-
Culture and Recreation	-	349,000	1,000	-
Transfers Out	-	-	-	-
Total Expenditures	\$ 22,500	\$ 349,000	\$ 1,000	\$ 2,725
Net Change in Fund Balances	\$ (12,500)	\$(159,000)	\$ 1,000	\$ 7,275
FUND BALANCES:				
Beginning of Year (As of December 14, 2010)	\$ 270,152	\$ 286,335	\$ 49,816	\$ 35,474
Projected End of December 31, 2011	\$ 257,652	\$ 127,335	\$ 50,816	\$ 42,749

Special Revenue Funds (Continued)

<u>Police Forfeiture Fund</u>	<u>Police Reserve Equipment Fund</u>	<u>Police Safe & Sober Grant Fund</u>	<u>Community Event Fund</u>	<u>Field House Fund</u>	<u>Total Special Revenue</u>
\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 250,000
-	1,200	-	-	-	11,200
50,000	-	-	-	-	50,000
-	4,000	-	6,000	-	12,000
800	500	-	-	-	51,300
<u>\$ 50,800</u>	<u>\$ 5,700</u>	<u>\$ 100,000</u>	<u>\$ 6,000</u>	<u>\$ -</u>	<u>\$ 374,500</u>
\$ 6,050	\$ 7,425	\$ 100,000	\$ -	\$ -	\$ 113,475
-	-	-	-	-	2,725
-	-	-	6,000	10,000	38,500
43,000	-	-	-	-	43,000
-	-	-	-	-	350,000
35,000	-	-	-	-	35,000
<u>\$ 84,050</u>	<u>\$ 7,425</u>	<u>\$ 100,000</u>	<u>\$ 6,000</u>	<u>\$ 10,000</u>	<u>\$ 582,700</u>
\$ (33,250)	\$ (1,725)	\$ -	\$ -	\$ (10,000)	\$(208,200)
\$ 205,591	\$ 14,217	\$ -	\$ 1,238	\$ 26,049	\$ 888,872
<u>\$ 172,341</u>	<u>\$ 12,492</u>	<u>\$ -</u>	<u>\$ 1,238</u>	<u>\$ 16,049</u>	<u>\$ 680,672</u>



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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 2011 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.

	2010	2011	\$	%
	Final	Final	Increase/	Increase/
Capital Improvement Fund	Budget	Budget	(Decrease)	(Decrease)
REVENUES AND OTHER SOURCES:				
Investment Income	\$ 4,000	\$ 4,000	\$ -	0.00%
Bond Proceeds	6,500,000	-	(6,500,000)	(100.00%)
Total Revenues	\$ 6,504,000	\$ 4,000	\$ (6,500,000)	(99.94%)
EXPENDITURES AND OTHER USES:				
CAPITAL OUTLAY:				
General Government	\$ -	\$26,500	\$ 26,500	
Public Safety	-	8,000	8,000	
Public Works	6,500,000	-	(6,500,000)	(100.00%)
Total Expenditures	\$ 6,500,000	\$34,500	\$ (6,465,500)	(99.47%)
Net Change in Fund Balances	\$ 4,000	\$(30,500)	\$ (34,500)	

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.

	2010	2011	\$	%
	Final	Final	Increase/	Increase/
Water Capital Improvement Fund	Budget	Budget	(Decrease)	(Decrease)
REVENUES AND OTHER SOURCES:				
Special Assessments	\$ 79,297	\$ -	\$ (79,297)	(100.00%)
Charges for Services	75,000	75,000	-	0.00%
Investment Income	10,000	-	(10,000)	(100.00%)
Total Revenues	\$ 164,297	\$ 75,000	\$ (89,297)	(54.35%)
EXPENDITURES AND OTHER USES:				
CAPITAL OUTLAY:				
Public Works	\$ 11,000	\$ 12,000	\$ 1,000	9.09%
Transfer to Water Fund	545,625	548,260	2,635	0.48%
Total Expenditures	\$ 556,625	\$ 560,260	\$ 3,635	0.65%
Net Change in Fund Balances	\$ (392,328)	\$ (485,260)	\$ (92,932)	

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.

	2010	2011	\$	%
	Final	Final	Increase/	Increase/
Sewer Capital Improvement Fund	Budget	Budget	(Decrease)	(Decrease)
REVENUES AND OTHER SOURCES:				
Special Assessments	\$ 48,715	\$ 7,525	\$ (41,190)	(84.55%)
Charges for Services	50,000	50,000	-	0.00%
Investment Income	60,000	60,000	-	0.00%
Total Revenues	\$ 158,715	\$117,525	\$ (41,190)	(25.95%)
EXPENDITURES AND OTHER USES:				
CAPITAL OUTLAY:				
Public Works	\$ 70,000	\$184,816	\$ 114,816	164.02%
Total Expenditures	\$ 70,000	\$184,816	\$ 114,816	164.02%
Net Change in Fund Balances	\$ 88,715	\$(67,291)	\$(156,006)	

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.

	2010	2011	\$	%
	Final	Final	Increase/	Increase/
	Budget	Budget	(Decrease)	(Decrease)
Tax Increment Fund 1-9				
REVENUES AND OTHER SOURCES:				
Tax Increment	\$ 441,385	\$ 545,000	\$ 103,615	23.47%
EXPENDITURES AND OTHER USES:				
Debt Service	\$ 250,705	\$ 310,000	\$ 59,295	23.65%
Transfer Out	62,849	95,636	32,787	52.17%
Total Expenditures	\$ 313,554	\$ 405,636	\$ 92,082	29.37%
Net Change in Fund Balances	\$ 127,831	\$ 139,364	\$ 11,533	

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.

	2010	2011	\$	%
	Final	Final	Increase/	Increase/
	Budget	Budget	(Decrease)	(Decrease)
TH 55 Intersection				
REVENUES AND OTHER SOURCES:				
Intergovernmental	\$ -	\$ -	\$ -	
EXPENDITURES AND OTHER USES:				
Interest Expense	\$ 1,050	\$ 1,050	\$ -	0.00%
CAPITAL OUTLAY:				
Public Works	50,000	25,000	(25,000)	(50.00%)
Total Expenditures	\$ 51,050	\$ 26,050	\$ (25,000)	(48.97%)
Net Change in Fund Balances	\$ (51,050)	\$ (26,050)	\$ 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.

	2010 Final Budget	2011 Final Budget	\$ Increase/ (Decrease)	% Increase/ (Decrease)
Equipment Replacement Fund				
REVENUES AND OTHER SOURCES:				
Miscellaneous	\$ -	\$11,312	\$ 11,312	
Bond Proceeds	-	600,000	600,000	
Investment Income	8,700	8,700	-	0.00%
	<u>\$</u>	<u>\$</u>	<u>\$</u>	
Total Revenues	8,700	620,012	611,312	7026.57%
EXPENDITURES AND OTHER USES:				
CAPITAL OUTLAY:				
General Government	\$ 25,000	\$ 2,000	\$ (23,000)	(92.00%)
Public Safety	100,000	62,500	(37,500)	(37.50%)
Public Works	22,000	119,000	97,000	440.91%
	<u>\$</u>	<u>\$</u>	<u>\$</u>	
Total Expenditures	147,000	183,500	36,500	24.83%
Net Change in Fund Balances	\$(138,300)	\$436,512	\$ 574,812	

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.

	2010 Final Budget	2011 Final Budget	\$ Increase/ (Decrease)	% Increase/ (Decrease)
Road Improvement Fund				
REVENUES AND OTHER SOURCES:				
Special Assessments	\$ 89,685	\$ 39,350	\$ (50,335)	(56.12%)
Investment Income	10,000	10,000	-	0.00%
Bond Proceeds	400,000	1,250,000	850,000	212.50%
Total Revenues	\$ 499,685	\$1,299,350	\$ 799,665	160.03%
EXPENDITURES AND OTHER USES:				
CAPITAL OUTLAY:				
Public Works	\$ 388,698	\$,468,476	\$1,079,778	277.79%
Net Change in Fund Balances	\$ 110,987	\$(169,126)	\$ (280,113)	



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Capital Project Funds (Continued)

	General Capital Improvement Fund	Water Capital Improvement Fund	Sewer Capital Improvement Fund
REVENUES:			
Tax Increments	\$ -	\$ -	\$ -
Special Assessments	-	-	7,525
Intergovernmental	-	-	-
Charges for Services	-	75,000	50,000
Miscellaneous	-	-	-
Investment Income	4,000	-	60,000
Bond Proceeds	-	-	-
Total Revenues	\$ 4,000	\$ 75,000	\$ 117,525
EXPENDITURES:			
Debt Service:			
Interest and Fiscal Charges	\$ -	\$ -	\$ -
Capital Outlay:			
General Government	26,500	-	-
Public Safety	8,000	-	-
Public Works	-	12,000	184,816
Culture and Recreation	-	-	-
Economic Development	-	-	-
Transfers Out	-	548,260	-
Total Expenditures	\$ 34,500	\$ 560,260	\$ 184,816
Net Change in Fund Balances	\$ (30,500)	\$ (485,260)	\$ (67,291)

Capital Project Funds (Continued)

Tax Increment Fund 1-9	TH 55 Intersections	Equipment Replacement Fund	Road Improvement Fund	Total Capital Projects
\$ 545,000	\$ -	\$ -	\$ -	\$ 545,000
-	-	-	39,350	46,875
-	-	-	-	-
-	-	-	-	125,000
-	-	11,312	-	11,312
-	-	8,700	10,000	82,700
-	-	600,000	1,250,000	1,850,000
<u>\$ 545,000</u>	<u>\$ -</u>	<u>\$ 620,012</u>	<u>\$ 1,299,350</u>	<u>\$ 2,660,887</u>
\$ 310,000	\$ 1,050	\$ -	\$ -	\$ 311,050
-	-	2,000	-	28,500
-	-	62,500	-	70,500
-	25,000	119,000	1,468,476	1,809,292
-	-	-	-	-
-	-	-	-	-
95,636	-	-	-	643,896
<u>\$ 405,636</u>	<u>\$ 26,050</u>	<u>\$ 183,500</u>	<u>\$ 1,468,476</u>	<u>\$ 2,863,238</u>
\$ 139,364	\$ (26,050)	\$ 436,512	\$ (169,126)	\$ (202,351)



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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 2011 those funds include:

- G.O. Bonds 2005 Uptown Hamel Fund
- G.O. 2008 Uptown Hamel Fund
- G.O. Equipment Certificate 2008B Fund
- G.O. Improvement Bonds 2010A 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.

	<u>2010 Budget</u>	<u>2011 Budget</u>	<u>\$ Increase/ (Decrease)</u>	<u>% Increase/ (Decrease)</u>
REVENUES AND OTHER SOURCES:				
Special Assessments	\$ 34,900	\$ 31,350	\$ (3,550)	(10.17%)
EXPENDITURES AND OTHER USES:				
Debt Service:				
Principal	\$ 65,000	\$ 65,000	\$ -	0.00%
Interest and Fiscal Charges	32,749	30,636	(2,113)	(6.45%)
Total Expenditures	<u>\$ 97,749</u>	<u>\$ 95,636</u>	<u>\$ (2,113)</u>	<u>(2.16%)</u>
NET CHANGE IN FUND BALANCE	\$ (62,849)	\$ (64,286)	\$ (1,438)	

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.

	<u>2010 Budget</u>	<u>2011 Budget</u>	<u>\$ Increase/ (Decrease)</u>	<u>% Increase/ (Decrease)</u>
REVENUES AND OTHER SOURCES:				
Special Assessments	\$ 74,900	\$ 48,625	\$ (26,275)	(35.08%)
Transfer In	95,636	95,636	-	0.00%
Total Revenues	\$ 170,536	\$ 144,261	\$ (26,275)	(15.41%)
EXPENDITURES AND OTHER USES:				
Debt Service:				
Principal	\$ 115,000	\$ 120,000	\$ 5,000	4.35%
Interest and Fiscal Charges	83,550	80,025	(3,525)	(4.22%)
Total Expenditures	\$ 198,550	\$ 200,025	\$ 1,475	0.74%
NET CHANGE IN FUND BALANCE	\$ (28,014)	\$ (55,764)	\$ (27,750)	

Debt Service Funds (Continued)

G.O. EQUIPMENT CERTIFICATES 2008B FUND

PROFILE

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

	<u>2010 Budget</u>	<u>2011 Budget</u>	<u>\$ Increase/ (Decrease)</u>	<u>% Increase/ (Decrease)</u>
REVENUES AND OTHER SOURCES:				
Property Tax Levy	\$ 150,058	\$ 151,410	\$ 1,352	0.90%
EXPENDITURES AND OTHER USES:				
Debt Service:				
Principal	\$ 135,000	\$ 140,000	\$ 5,000	3.70%
Interest and Fiscal Charges	6,507	2,550	(3,957)	(60.81%)
Total Expenditures	<u>\$ 141,507</u>	<u>\$ 142,550</u>	<u>\$ 1,043</u>	0.74%
NET CHANGE IN FUND BALANCE	\$ 8,551	\$ 8,860	\$ 309	

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.

	<u>2011 Budget</u>	<u>\$ Increase/ (Decrease)</u>
REVENUES AND OTHER SOURCES:		
Property Tax Levy	\$ 40,777	\$ 40,777
EXPENDITURES AND OTHER USES:		
Debt Service:		
Principal	\$ -	\$ -
Interest and Fiscal Charges	9,424	9,424
Total Expenditures	<u>\$ 9,424</u>	<u>\$ 9,424</u>
NET CHANGE IN FUND BALANCE	\$ 31,353	\$ 31,353

Debt Service Funds (Continued)

	G.O. Bonds 2005 Uptown Hamel	G.O. Bonds 2008 Uptown Hamel	G.O. Equipment Certificates 2008B	G.O. Improvement Bonds 2010A	Total Debt Service
REVENUES AND OTHER SOURCES:					
Property Tax Levy	\$ -	\$ -	\$ 151,410	\$ 40,777	\$ 192,187
Special Assessments	31,350	48,625	-	-	79,975
Transfer In	-	95,636	-	-	95,636
Total Revenues	\$ 31,350	\$ 144,261	\$ 151,410	\$ 40,777	\$ 367,798
EXPENDITURES AND OTHER USES:					
Debt Service:					
Principal	\$ 65,000	\$ 120,000	\$ 140,000	\$ -	\$ 325,000
Interest and Fiscal Charges	30,636	80,025	2,550	9,424	122,635
Total Expenditures	\$ 95,636	\$ 200,025	\$ 142,550	\$ 9,424	\$ 447,635
NET CHANGE IN FUND BALANCE	\$ (64,286)	\$ (55,764)	\$ 8,860	\$ 31,353	\$ (79,837)

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 2010 include:

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

Public Utility Funds (Continued)

WATER UTILITY FUND

PROFILE

The Water Utility Fund provides for the distribution of potable water to customers. This fund includes the operations, administration and utility billing for the utility. The City has three separate water systems which it maintains: Hamel, Independence Beach and Medina Morningside. Water is supplied by nine municipal wells, and the Hamel system utilizes a water treatment facility. Also included in the Water Fund along with providing the water is the maintenance of meters, locating water mains and services, testing of the municipal water supply throughout the systems as required, preventative maintenance, and emergency repairs to the City's distribution system. The utility billing operation prepares and sends out utility bills, receives meter readings and administers the collections and assessment for nonpayment. 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 to decrease \$12,265. A \$1,100 increase in charges for services, based on a 5% rate increase as supported by the 2009 Water Rate Analysis and Council discussion on July 23, 2009, is necessary to maintain current user's portion of the water treatment plant debt service. Successful conservation efforts have kept this increase down. Transfers in from the Water Capital Improvement Fund will be increased in 2011 by \$2,635. Interest earnings are projected to decrease by \$15,000 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. Water Connection Fees are reduced by \$1,000.

Expenses are to decrease \$2,636,476. The following categories are increasing to account for some of this adjustment, Wages, Salaries and compensation \$3,799, Materials and Supplies \$13,500, and Utilities \$4,500. Repairs and Maintenance are projected to decrease by \$875 Insurance by \$12,125, Professional Services by \$16,425, Debt Service by \$7,700 and Miscellaneous by \$150. Purchase or Repair of Water Meters and Transfer Out to General Fund are projected to remain the same. Depreciation will increase by \$52,000 as the useful life of several category types were changed in 2010. Capital Outlay is reduced by \$2,673,000 as the construction of the water tower has been delayed; this is offset with 1/3 of the acquisition of a Public Works pickup truck.

BUDGETED PERSONNEL LEVEL

	<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>	<u>2002</u>
PW Superintendent	0.20	0.20	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
PW Foreman	0.20	0.40	0.60	0.44	0.60					
Administrative Assistant	0.10	0.15	0.15	0.15			0.03	0.03	0.03	0.03
Street Maintenance	0.15	0.08	0.07	0.07	0.07	0.03	0.03	0.03	0.03	0.03
PW Maintenance	0.16	0.21	0.25	0.37	0.31	0.43	0.43	0.43	0.44	0.44
PW Maintenance	0.45	0.45	0.35	0.35	0.35	0.38	0.43	0.43		
PW On-call	0.15	0.18	0.14	0.12	0.12					
Part Time Help				0.03						
Total FTEs	1.40	1.67	1.82	1.79	1.70	1.09	1.17	1.17	0.75	0.75

CAPITAL OUTLAY

One-third of the Public Works pickup truck

Public Utility Funds (Continued)

WATER UTILITY FUND (continued)

	2010 Final Budget	2011 Final Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
REVENUES:				
Operating:				
Charges for Services	\$ 709,225	\$ 710,325	\$ 1,100	0.16%
Non-Operating:				
Meter Sales	15,000	15,000	-	0.00%
Water Connection Fees	2,500	1,500	(1,000)	(40.00%)
Transfer In from Water Capital Fund	545,625	548,260	2,635	0.48%
Investment Income	90,000	75,000	(15,000)	(16.67%)
Total Revenues	\$ 1,362,350	\$ 1,350,085	\$ (12,265)	(0.90%)
EXPENSES:				
Operating:				
Wages, Salaries and Compensation	\$ 129,901	\$ 133,700	\$ 3,799	2.92%
Materials and Supplies	70,275	83,775	13,500	19.21%
Utilities	78,100	82,600	4,500	5.76%
Repairs and Maintenance	32,975	32,100	(875)	(2.65%)
Insurance	21,250	9,125	(12,125)	(57.06%)
Depreciation	270,000	322,000	52,000	19.26%
Professional Services	56,075	39,650	(16,425)	(29.29%)
Miscellaneous	17,125	16,975	(150)	(0.88%)
Non-Operating:				
Purchase or Repair of Water Meters	30,000	30,000	-	0.00%
Principal Expense	510,000	530,000	20,000	3.92%
Interest Expense	284,925	257,225	(27,700)	(9.72%)
Transfer Out to General Fund	137,550	137,550	-	0.00%
Capital Outlay	2,685,000	12,000	(2,673,000)	(99.55%)
Total Expenses	\$ 4,323,176	\$ 1,686,700	\$ (2,636,476)	(60.98%)
 Increase/(Decrease) to Net Assets	 \$(2,960,826)	 \$(336,615)	 \$ 2,624,211	

Public Utility Funds (Continued)

SEWER UTILITY FUND

PROFILE

The Sewer Utility Fund provides for the collection and conveyance of wastewater through a system of mains and lift stations. Sewage is treated by the Metropolitan Council Environmental Services, whose fees account for approximately 40% of this fund's expenses. Included in this fund is the routine and preventative maintenance of the City's collection system and its appurtenances, monitoring of inflow and infiltration, television inspection of the interiors of mains, and customer service such as providing sewer locations. This activity involves the operation and maintenance of the City's nine 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 to increase \$6,750. Rates will have an additional year of a 0% increase as supported by the Council discussion on July 23, 2009 and trend information. Charges for Services are still projected to increase \$30,750. Special Assessment income is to decrease \$12,000 as delinquent utility balances are reducing and Interest Income is decreasing by \$12,000.

Expenses are to increase \$100,620. The following categories are increasing to account for some of this adjustment, Wages, Salaries and Compensation \$2,820, Materials and Supplies \$1,500, Utilities \$1,050, Professional Services \$7,300. Metropolitan Council Environmental Services are to also increase \$27,700. Insurance is decreasing by \$550 and Miscellaneous is to be decreasing \$1,200. Depreciation will increase by \$50,000 as the useful life of several category types were changed in 2010. Capital Outlay is increasing \$12,000 for one-third of the cost for a Public Works pick up truck.

BUDGETED PERSONNEL LEVEL

	<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>	<u>2002</u>
PW Superintendent	0.20	0.20	0.20	0.20	0.20	0.10	0.10	0.10	0.10	0.10
PW Foreman	0.15	0.20	0.30	0.32	0.30					
Administrative										
Assistant	0.05	0.15	0.15	0.15			0.03	0.03	0.03	0.03
Street Maintenance	0.15	0.08	0.07	0.07	0.07	0.02	0.02	0.02	0.02	0.02
PW Maintenance	0.11	0.21	0.25	0.26	0.26	0.17	0.17	0.17	0.18	0.18
PW Maintenance	0.25	0.25	0.25	0.25	0.25	0.17	0.17	0.17		
PW On-call	0.15	0.18	0.14	0.12	0.12					
Part Time Help				0.03						
Total FTEs	1.05	1.27	1.37	1.41	1.20	0.46	0.49	0.49	0.33	0.33

CAPITAL OUTLAY

One-third of a Public Works pick up.

Public Utility Funds (Continued)

SEWER UTILITY FUND (continued)

	2010 Final Budget	2011 Final Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
REVENUES:				
Operating:				
Charges for Services	\$ 467,250	\$ 498,000	\$ 30,750	6.58%
Non-Operating:				
Special Assessments	20,000	8,000	(12,000)	(60.00%)
Investment Income	40,000	28,000	(12,000)	(30.00%)
Total Revenues	<u>\$ 527,250</u>	<u>\$ 534,000</u>	<u>\$ 6,750</u>	1.28%
EXPENSES:				
Operating:				
Wages, Salaries and Compensation	\$ 96,105	\$ 98,925	\$ 2,820	2.93%
Materials and Supplies	10,875	12,375	1,500	13.79%
Utilities	7,000	8,050	1,050	15.00%
Repairs and Maintenance	33,500	33,500	-	0.00%
Insurance	5,675	5,125	(550)	-9.69%
Depreciation	89,500	139,500	50,000	55.87%
Professional Services	16,500	23,800	7,300	44.24%
Sanitary Sewer Service MCES	202,300	230,000	27,700	13.69%
Miscellaneous	6,600	5,400	(1,200)	-18.18%
Non-Operating:				
Transfer Out to General Fund	82,800	82,800	-	0.00%
Capital Outlay	-	12,000	12,000	
Total Expenses	<u>\$ 550,855</u>	<u>\$ 651,475</u>	<u>\$ 100,620</u>	18.27%
Increase/(Decrease) to Net Assets	\$ (23,605)	\$(117,475)	\$ (93,870)	

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

Revenues are to increase \$116,025, mainly within Miscellaneous Grant Funding, charges for services are to increase of \$7,906 is based a 5.0% rate increase, a reduction in REFs caused by the removal of the sanitary landfill in the City's calculation, and on projects for 2011, interest earnings of \$150 are now projected as the fund has accumulated a cash balance.

Expenses are to increase \$116,025. The projects comprise of Best Management Practices (BMP's) implemented in the City's SWPPP, TMDL Implementation Plan(s), Lakeshore Shoreline Stabilization, Loretto Wetland Restoration/Creation, Stream, Ditch, and Wetland Restoration, Rain Garden Implementation Program and other general projects recommended by the Public Works Superintendent and City Administrator. Grant funding is imperative to the completion of several projects.

The fund is budgeted with a balanced budget. Staff is recommending only a 5% increase in the rate although the removal of the landfill from the calculation would require a 13.4% rate increase to balance the 2010 budget. This increases the need of grant funding for project completion. 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>2011</u>	<u>2010</u>
PW Superintendent	0.10	0.10
PW Foreman	0.10	0.10
Administrative Assistant	0.10	0.10
Street Maintenance	0.20	0.15
PW Maintenance	0.10	0.10
Total FTEs	0.60	0.55

CAPITAL OUTLAY

Various Improvements.

Public Utility Funds (Continued)

STORM WATER UTILITY FUND (continued)

	2010 Final Budget	2011 Final Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
REVENUES:				
Operating:				
Charges for Services	\$ 159,535	\$ 167,441	\$ 7,906	4.96%
Miscellaneous-Grants	413,790	522,609	108,819	26.30%
Miscellaneous	7,850	7,150	(700)	(8.92%)
Total Revenues	<u>\$ 581,175</u>	<u>\$ 697,200</u>	<u>\$ 116,025</u>	19.96%
EXPENSES:				
Operating:				
Wages, Salaries and Compensation	\$ 32,200	\$ 50,000	\$ 17,800	55.28%
Materials and Supplies	2,500	7,200	4,700	188.00%
Utilities	-	3,000	3,000	
Depreciation	-	1,000	1,000	
Professional Services	26,125	31,000	4,875	18.66%
Miscellaneous	17,000	44,150	27,150	159.71%
Non-Operating:				
Transfer Out to General Fund	50,350	50,350	-	0.00%
Capital Outlay	453,000	510,500	57,500	12.69%
Total Expenses	<u>\$ 581,175</u>	<u>\$ 697,200</u>	<u>\$ 116,025</u>	19.96%
Increase/(Decrease) to Net Assets	\$ -	\$ -	\$ -	
City Wide REFs	6,442	5,675	(767)	(11.91%)
REF Rate	\$ 28.10	\$ 29.51	\$ 1.41	5.00%



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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

2010 CIP: DEPARTMENT	2010	2011	2012	2013	2014	2015	Revenue Source
Roads							
Hamel Road - Pinto to Tower Reconstruct			\$ 170,954				Road Bonds/Assessments
Tamarack North of Medina Overlay/Rehab						\$ 262,395	Road Bonds/Assessments
Tamarack City Limits to CSAH 24 Rehab				\$ 435,671			Road Bonds/Assessments
Comanche Trail Overlay						\$ 27,125	Road Bonds/Assessments
Hunter Drive South of CSAH 24 Reclaim		\$ 400,000					Road Bonds/Assessments
Hunter Drive - Medina to Hamel Reconstruct		\$1,068,476					Developer/Road Bonds/Assessments
Holy Name Drive Overlay	\$ 157,698						Road Bonds/Assessments
Lake View Road Overlay						\$ 47,232	Road Bonds/Assessments
Willow Drive Orono to 24 Reconstruct					\$1,286,514		Road Bonds/Assessments
Willow Drive N of Chippewa Reconstruct				\$ 316,485			Road Bonds/Assessments
Wichita Trail Reconstruct						\$ 125,086	Road Bonds/Assessments
Tower Drive West of Pinto Overlay			\$ 25,000				Road Bonds/Assessments
Tower Drive WTP to Hamel Reconstruct			\$ 236,091				Road Bonds/Assessments
Iroquois Drive Overlay						\$ 26,000	Road Bonds/Assessments
Pioneer Trail - Willow to TH55 Final Overlay	\$ 231,000						Road Bonds/Assessments
Kilkenny Lane Overlay			\$ 12,000				Road Bonds/Assessments
Maplewood Drive Overlay						\$ 29,328	Road Bonds/Assessments
Bobolink Road Overlay						\$ 86,326	Road Bonds/Assessments
Morningside Road Overlay						\$ 100,654	Road Bonds/Assessments
Elsinore Circle N of Morningside Rd Overlay						\$ 18,789	Road Bonds/Assessments
Chippewa Road West Maintenance	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	General Fund
Hunter Drive - Medina to Hamel Maintenance	\$ 5,000						General Fund
Streets Seal Coat	\$ 101,603	\$ 107,272	\$ 105,450	\$ 110,581	\$ 112,377	\$ 110,224	General Fund
Townline Road CR11 to TH 55 Overlay				\$ 103,122			Road Bonds/Assessments
Hwy 55 & CSAH101 Signal upgrade						\$ 75,000	Road Bonds/MSA
Hwy 55 & CR 116 Intersection	\$ 50,000	\$ 25,000	\$ 2,820,000				TH 55 Intersect Capital Impr Fund/Fed & State Match/MSA
Roads Sub-total	\$ 550,301	\$1,605,748	\$ 3,374,495	\$ 970,859	\$1,403,891	\$ 913,159	
Public Works							
Tandem				\$ 225,000			Equipment Bonds
Pickup Truck 3/4 Ton						\$ 35,000	Equipment Bonds
Roller	\$ 22,000						Equipment Bonds
Tandem Trailer						\$ 8,000	Equipment Bonds
Single Axle Truck				\$ 170,000			Equipment Bonds
Loader					\$ 150,000		Equipment Bonds
Skid Steer		\$ 60,000					Equipment Bonds
One Ton Pickup or Dump w/box		\$ 45,000					Equipment Bonds
Broom for Tractor			\$ 20,000				Split w/ Loretto 1/2 Park 1/2 Equip
Miscellaneous Equipment		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	Equipment Fund
Public Works Sub-total	\$ 22,000	\$ 107,000	\$ 22,000	\$ 397,000	\$ 152,000	\$ 45,000	

Capital Improvement Program (Continued)

2010 CIP: DEPARTMENT	2010	2011	2012	2013	2014	2015	Revenue Source
Public Safety (Police, Fire, etc.)							
PD Squad Cars	\$ 90,000	\$ 58,000	\$ 58,000	\$ 90,000	\$ 58,000	\$ 58,000	Equipment Bonds
PD Squad Camera			\$ 35,000				Fed Drug Forfeiture Fund
PD Squad Portable Radios	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	Fed Drug Forfeiture Fund
PD Eagle Radar Replacement		\$ 3,000					Forfeiture Fund/Safe & Sober Grant
PD Squad Laptops/Software MDC	\$ 35,000	\$ 35,000					DWI Forfeiture Fund
PD Ticket Writer				\$ 5,000	\$ 2,500	\$ 5,000	Equipment Fund
PD Rifles				\$ 2,000			Fed Drug Forfeiture Fund
PD Tasers			\$ 1,800		\$ 1,800		DWI Forfeiture Fund
PD Medical Bags			\$ 1,500				General Fund
PD Defibrulators					\$ 3,000		Equipment Fund
PD Red Man Suit			\$ 2,000				DWI Forfeiture Fund
PD Computer Rotation		\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	Equipment Fund
PD Card Reader System				\$ 8,000			DWI Forfeiture Fund
Civil Defense Sirens			\$ 30,000	\$ 30,000	\$ 30,000		Revolving Cap. Impr. Fund/ County Grant
Fire (Hamel)	\$ 91,000	\$ 36,000					General Fund
Fire (Hamel Tanker)			\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	General Fund
Fire (Other)	\$ 10,000	\$ 14,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	General Fund
Police Sub-total	\$ 236,000	\$ 155,500	\$ 187,800	\$ 194,500	\$ 154,800	\$ 122,500	
Administration/Data Processing							
Computer Server	\$ 25,000						Equipment Fund
Computer replacements		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	Equipment Fund
Vehicle		\$ -	\$ 20,000				Equipment Bonds
Administration Sub-total	\$ 25,000	\$ 2,000	\$ 22,000	\$ 2,000	\$ 2,000	\$ 2,000	
City Buildings							
City Hall Repairs/Renovation		\$ 25,000					Revolving Cap. Impr. Fund
Planning/Building Storage Improvements		\$ 1,500					Revolving Cap. Impr. Fund
Police Department Paint		\$ 2,000					Revolving Cap. Impr. Fund
Police Department Carpet		\$ 6,000					Revolving Cap. Impr. Fund
New City Hall/Police Facility						\$6,500,000	G.O. Improvement Bonds
New Public Works Facility			\$ 6,500,000				G.O. Improvement Bonds
City Building Sub-total	\$ -	\$ 34,500	\$ 6,500,000	\$ -	\$ -	\$6,500,000	
Water (high growth expectation)							
Well #4 Maintenance	\$ 10,000						Water Capital Improvement
Independence Beach House Controls			\$ 15,000				Water Capital Improvement
Generator (split w/ Sewer)					\$ 40,000		Water Capital Improvement
Water Tower (and land acquisition)				\$2,650,000			Water Capital Improvement
Pickup Truck		\$ 12,000					Equip/Water/Sewer
Tower Dr Water Main			\$ 70,000				Water Capital Improvement
Repair and Replacement	\$ 35,000	\$ 35,000	\$ 10,000	\$ 75,000	\$ 35,000	\$ 35,000	Water Operating Fund
Water Sub-total	\$ 45,000	\$ 47,000	\$ 95,000	\$2,725,000	\$ 75,000	\$ 35,000	

Capital Improvement Program (Continued)

2010 CIP: DEPARTMENT	2010	2011	2012	2013	2014	2015	Revenue Source
Sewer							
Generator (split w/ Water)					\$ 40,000		Sewer Capital Improvement
Pick up truck		\$ 12,000					Equip/Water/Sewer
Gas Monitor					\$ 2,000		Sewer Operating Fund
Vac & Jetter				\$ 30,000			Equip fund-Sewer/Stormwater
Extension - Others	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	Assessments/Sewer Capital
Gravity Sewer Replacement - Orono		\$ 102,816					Sewer Capital Improvement-27.4%
Tower Drive Recon project			\$ 50,000				TBD
I/I Repair and Rehab	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	Sewer Capital Improvement
Sewer Sub-total	\$ 70,000	\$ 184,816	\$ 120,000	\$ 100,000	\$ 112,000	\$ 70,000	
Storm Water							
Steamer	\$ 20,000						Storm Water Operating
Highest Dr. Erosion & Drainage Improvements	\$ 5,000						Storm Water Utility
Willow Dr. Water Quality (WQ) Improvements					\$ 100,000		Storm Water Utility/ Assessments/Grant
Hunter Dr. WQ Improvements		\$ 50,000					Storm Water Utility/ Assessments/Grant
Vac & Jetter				\$ 30,000			Equip fund-Sewer/Stormwater
Hamel Rd/Tower Dr. WQ Improvements			\$ 500,000				Storm Water Utility
PW Facility WQ Improvements			\$ 100,000				Elm Creek Watershed grants
City Hall WQ Improvements				\$ 50,000			G.O. Bond; Storm Water Util.
Loretto Wetland Restoration/Creation		\$ 338,000					Storm Water Utility; Grants
Lake Independence WQ Improvements					\$ 40,000		Storm Water Utility; Grants
Shoreline Buffering/Stabilization Program	\$ 25,000	\$ 10,000					Storm Water Utility; Grants
Stream/Ditch restoration in MCWD area	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	Storm Water Utility; Grants
Wetland restoration in MCWD area	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	Storm Water Utility; Grants
ISTS Repair and Replacement	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	Storm Water Utility
Rain Garden Implementation Program	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	SWU; Grants; Env. Fund
Storm Water Sub-total	\$ 162,500	\$ 510,500	\$ 712,500	\$ 192,500	\$ 252,500	\$ 112,500	
Parks							
Trails	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	Park Dedication/Grants/Donations
Hamel Road-Hunter to TH55			\$ 100,000				Developer/Park Dedication Fund
Arrowhead/Hackamore Road				\$ 150,000			Park Dedication Fund
CR 116	\$ 325,000						Park Dedication/Grants/Donations
Willow Drive - Morningside to CR 6 Orono		\$ 40,000					Park Dedication Fund
Hunter Drive - Lions Park to South	\$ 75,000						Park Dedication Fund
Hunter Drive - Lions Park to North		\$ 125,000					Developer/Park Dedication Fund
Hamel Legion Park							
Parking in NE area of Park (or ROW)					\$ 125,000		Park Dedication/Grants/Donations
Trail Seal Coating	\$ 6,000	\$ 3,500	\$ 3,500	\$ 3,500	\$ 6,000	\$ 3,500	General Fund
Fire Pit - Benches (2)			\$ 1,000				Donations
Playground Equipment					\$ 15,000		Park Dedication/Grants/Donations

Capital Improvement Program (Continued)

2010 CIP: DEPARTMENT	2010	2011	2012	2013	2014	2015	Revenue Source
Parks - continued							
Benches by Playground Equipment	\$ 3,000						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)	\$ 1,000						Park Dedication Fund
Outfield fences/sun screen/trees	\$ 10,000						Municipal Park Fund/Donations
Ballfield Outfield fences	\$ 25,000						Park Dedication/Grants/Donations
Ballfield Lights (one field per year)		\$ 135,000	\$ 100,000	\$ 100,000	\$ 100,000		Park Dedication/Grants/Donations
Score Boards						\$ 20,000	Grants/Donations
Irrigation System-Ball Fields		\$ 15,000	\$ 15,000	\$ 15,000			Park Dedication/Grants/Donations
Trash/Recycling Receptacles	\$ 2,000						Park Dedication Fund
Community Building - various additions							
Shading Southside of Building	\$ 3,000	\$ 3,000					Park Dedication Fund/Donations
Landscaping		\$ 5,000					Dedication or Donations
Medina Morningside							
Northside Landscaping		\$ 5,000					Park Dedication Fund
Screening Eastside & Well House	\$ 1,000						General Fund
Holy Name Park							
Move Bathroom Enclosure	\$ 500						General Fund
Stepping Stones	\$ 500						Park Dedication Fund
Pier/Dock			\$ 10,000				Park Dedication Fund
Hunter Lions Park							
Sewer/Water Line		\$ 20,000					Park Dedication Fund
Lakeshore Park							
Erosion Plantings	\$ 5,000						Park Dedication Fund
Walnut Park							
Signage					\$ 1,000		Park Dedication Fund
Rainwater Nature Area							Park Dedication Fund
Bridge by New Trail			\$ 60,000				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	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	Park Dedication Fund/Grants
Tomann Preserve - Park Development	\$ 5,000			\$ 5,000			Park Dedication Fund
Pickup truck		\$ 12,000					Equip/Water/Sewer
Hockey Rink and lights (Location: TBD)						\$ 100,000	Park Dedication Fund
Parks Sub-total	\$ 839,000	\$ 740,500	\$ 669,000	\$ 652,000	\$ 624,000	\$ 400,500	
TOTAL:	\$1,949,801	\$3,387,564	\$11,702,795	\$5,233,859	\$2,776,191	\$8,200,659	

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.



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EXHIBIT A
City of Medina Fee Schedule

Effective January 1, 2011

Service	Charge	Service	Charge	
Administration		Liquor		
Address labels	\$50.00	3.2 Malt Liquor-off sale	\$50.00	
Address list	\$25.00	3.2 Malt Liquor-on sale	\$100.00	
Administrative Appeal	\$250.00	Consumption & Display License	\$300	
Affidavit of filing	\$2.00	Liquor License Investigation (in-state maximum)	\$500.00	
Audit Book copy	\$50.00	Liquor License Investigation (out-of-state maximum)	\$10,000.00	
Tobacco License (annual)	\$150.00	Off-sale	\$150.00	
City Code Book	Cost plus 10%	On-Sale Class A:>20,000 sq. ft.	\$7,500.00	
Copies--single or double sided (B&W)	\$0.25 per page	On-Sale Class B:12,000 - 20,000 sq. ft.	\$6,500.00	
Copies or pictures - color 8 1/2x11	\$0.50 per page	On-Sale Class C: 6,000 - 12,000 sq. ft.	\$5,500.00	
Copies - Public Data Request	\$0 if cost is less than \$5	On-Sale Class D: < 6,000 sq. ft.	\$4,500.00	
Delinquent Charges Assessed	10% administrative fee	On-Sale Sunday	\$200.00	
DVD/CD/VHS/Audio	\$30.00 per item	Public Dance	\$100.00	
Mailing Costs of copies/reports	At cost	3.2 Malt Liquor -one day set up	\$25.00	
New Resident Listing	\$2.00 plus postage	Temporary 3.2 application fee	\$25.00	
Peddler, Solicitor, Transient Merchant Permit Application Fee	\$50.00 up to \$100.00 if extensive background check is needed	Wine License	\$2,000.00	
Photographs	\$20.00 + cost of photo			
Recycling Container	No Charge			
Recycling Container Wheel Kit	\$5.00			
Non Sufficient Funds Check	\$30.00	Park and Rec		
Special Assessment search	\$25.00	Independence Beach Parking Permit (residents only)	No Charge	
Special Council Meeting request	\$250.00	Ballfield Use	See Exhibit C	
Special Event Permit Fee	\$25.00	Shelter Reservation - private/non-profit	Weekday(resident)=\$20;Weekday (non-resident)=\$30; Weekend (resident)=\$25; Weekend(non-resident)=\$50	
Tax Increment Financing application (minimum)	\$1,500.00 (deposit) plus c.a.c.	Shelter Reservation - commercial	Weekday(resident)=\$30;Weekday (non-resident)=\$50; Weekend (resident)=\$40; Weekend(non-resident)=\$75	
Voter Certification	\$2.00	Hamel Community Building	See Exhibit B	
		Police		
Fire		Accident/Police Report	\$.25/page	
Fire False Alarm (first)	\$100.00	Number of alarms within one calendar year	Burning Permit (non-resident)	\$15.00
Fire False Alarm (second)	\$150.00		Burning Permit (resident)	No Charge
Fire False Alarm (third)	\$200.00		Dog Impounds	\$25.00 at Police office, At Strehler Farm \$50.00 plus \$10.00 each additional calendar day
Fire False Alarm (fourth and thereafter)	\$250.00		Driving Record	\$10.00
Post Fire Inspection	\$40.00 + c.a.c.		Event Security (per officer/per hour)	\$70.00 and \$85.00 on Holidays
		Fingerprinting	\$15.00 up to three cards, \$5.00 each additional card	
German Liberal Cemetery		Fireworks Permit	\$50.00	
Gravesite Purchase	\$2,000.00	Gambling Investigation Fee (annual)	\$50.00	
Gravesite Transfer	\$15.00	Gambling Application for Exempt Permit	\$10.00	
Interment (Open/Close) for Casket	\$900.00	Gun Club license (annual)	\$50.00	
Interment (Open/Close) for Cremation or Infant Cherub	\$250.00	Hunting Permit (non-resident)	\$25.00	
Disinterment (Open/Close) for Casket	\$900.00	Hunting Permit (resident)	\$15.00	
Disinterment (Open/Close) for Cremation or Infant Cherub	\$250.00	Letter of Conduct	\$15.00	
Marker Locating for Placement	\$45.00	Police False Alarm (first)	No Charge	
Gravesite Locating for Interment	\$65.00	Police False Alarm (second)	\$25.00	
Funeral Service Attendant/Traffic Control	\$150.00	Police False Alarm (third)	\$50.00	
		Police False Alarm (fourth)	\$75.00	
		Police False Alarm (fifth and thereafter)	\$150.00	
		Vehicle Impound/Storage	\$10.00/day + towing fees	

* c.a.c. = city accrued costs

Number of alarms within one calendar year

**EXHIBIT A
City of Medina Fee Schedule**

Effective January 1, 2011

Service	Charge	Service	Charge
Public Works		Trunk Connection Rates (A=by acre) (U=by equivalent residential unit as determined by the Metropolitan Council SAC) (LU = by living unit for residential; and, equivalent for commercial as determined by the Metropolitan Council SAC)	
Curb stop repair	\$250.00 (deposit) + c.a.c	Hamel Urban Service Area-Sewer (U)	\$2,075.00
Driveway Curb Cut Review	\$100.00	Hamel Urban Service Area-Water (LU)	\$6,575.00
Driveway Waiver	\$500.00	Independence Beach Area-Sewer (U)	\$4,410.00
Frozen/damaged meter repair	\$100.00	Independence Beach Area-Water (LU)	\$4,410.00
Water disconnect	\$65.00	Medina Morningside Area-Sewer (U)	\$4,410.00
Radio Transmitter	\$125.00	Medina Morningside Area-Water (LU)	\$4,410.00
Water meter (1") + radio transmitter & meter horn	\$420.00	Sewer Access Charge (SAC) Fee (set by Metropolitan Council)	\$2,230.00
Water meter (1-1/2")	(at cost)		
Water meter (3/4")	(at cost)		
Water meter (5/8")	(at cost)		
Water reconnect	\$65.00		
Sewer and Water Rates (MM=Medina Morningside, IB=Independence Beach) * All rates monthly			
Sewer (residential) minimum	\$18.48 per month	Hamel Water (residential) 5,000-6,000 gallons	\$2.89 per 1,000 gallons
Sewer (residential) per 1,000 gallons of water usage	\$4.62	Hamel Water (residential) 7,000-10,000 gallons	\$3.94 per 1,000 gallons
Sewer (commercial) minimum	\$18.48 per month	Hamel Water (residential) 11,000-23,000 gallons	\$4.73 per 1,000 gallons
Sewer (commercial) per 1,000 gallons of water usage	\$4.62	Hamel Water (residential) 24,000 and up gallons	\$5.25 per 1,000 gallons
Sewer only (residential) (based on 6,000 gallons per month)	\$27.72 per month	Hamel Water (irrigation) 0-13,000 gallons	\$4.73 per 1,000 gallons
MM & IB Water (residential) (base charge)	\$9.45 per month	Hamel Water (irrigation) 14,000 and up gallons	\$5.25 per 1,000 gallons
MM & IB Water (residential) 0-4,000 gallons	\$2.10 per 1,000 gallons	Hamel Water (commercial) (base charge)	\$13.13 per month
MM & IB Water (residential) 5,000-6,000 gallons	\$2.37 per 1,000 gallons	Hamel Water (commercial) water usage under 10,000 gallons	\$3.94 per 1,000 gallons
MM & IB Water (residential) 7,000-10,000 gallons	\$3.15 per 1,000 gallons	Hamel Water (commercial) water usage over 10,000 gallons per month	\$5.25 per 1,000 gallons
MM & IB Water (residential) 11,000-23,000 gallons	\$3.41 per 1,000 gallons	Penalty for unpaid utility bills	18% per year on unpaid balance
MM & IB Water (residential) 24,000 and up gallons	\$4.20 per 1,000 gallons	City of Maple Plain Water Service	Rate established by City of Maple Plain plus 10% Medina administrative fee
MM & IB Water (irrigation) 0-13,000 gallons	\$3.41 per 1,000 gallons	City of Orono Water Service	Rate established by City of Orono plus 10% Medina administrative fee
MM & IB Water (irrigation) 14,000 and up gallons	\$4.20 per 1,000 gallons	City of Plymouth Sewer Services	Rate established by City of Plymouth plus 10% Medina administrative fee
MM & IB Water (commercial) (base charge)	\$9.45 per month		
MM & IB Water (commercial) water usage under 10,000 gallons per month	\$3.15 per 1,000 gallons	Storm Water Utility Fees	
MM & IB Water (commercial) water usage over 10,000 gallons per month	\$4.20 per 1,000 gallons	Storm Water Utility Annual Fee	\$29.51 per Residential Equivalency Factor (REF)
Hamel Water (residential) (base charge)	\$13.13 per month	Storm Water Appeal	\$250.00
Hamel Water (residential) 0-4,000 gallons	\$2.37 per 1,000 gallons		
* c.a.c. = city accrued costs			

**EXHIBIT A
City of Medina Fee Schedule**

Effective January 1, 2011

Service	Charge	Service	Charge
Building Inspection Related		Staff & Consultant Fees	
Building Permits	Based on valuation-- 1994 Building Fee Schedule	City Attorney	Up to \$220 per hour, per rate schedule
Building Plan Review	65% of building permits	City Engineer	Up to \$207 per hour, per rate schedule
Investigation fee (for work began w/o permit)	Double charge	Prosecuting Attorney	\$118 per hour
Demolition (minimum)	\$100.00 per structure (Resid.) \$200.00 per structure (Non-Res.)	Planning Consultants	Up to \$160 per hour, per rate schedule
Fence	< 5 ft. (no permit); > 5 ft. = state fee schedule	Tree Inspector	Up to \$75.00/hour
Building - fireplace	\$50.00 per fireplace plus state surcharge	City Staff - Professional	\$80.00/hour
Re-side - residential	\$100.00 per structure plus state surcharge	City Staff - Public Works	\$65.00/hour + Time & half for O.T.
Re-roof - residential	\$100.00 (\$165.00 for wood shingles/shakes) plus state surcharge	City Staff - Public Works Field Inspector	\$80/hour + Time & half for O.T.
Occupancy Financial Guarantee (ex: occupy home prior to approval of final grade; other similar)	\$10,000.00 escrow	City Staff - Administrative Support	\$60.00/hour + Time & half for O.T.
Window replacement (existing openings) - residential	\$50.00 (1 window); \$100.00 (2+ windows) plus state surcharge	Staff and consultant time spent on planning applications (or defined as other c.a.c) will be charged to applicant	
Windows (changing opening)	Based on valuation		
Electrical	\$2.00		
Grading, drainage & erosion control plan (engineer review of submitted plans and building permits)	\$250.00 + c.a.c		
Grading Permit	< 50 cu. yds. = \$50.00 51-100 cu. yds = \$75.00 101-1000 cu. yds =\$200.00 1001+ cu. yds = \$750.00 + financial guarantee of 150% of cost; Violations = c.a.c		
Hardcover Surface Small Improvement Review (ex: sport courts, address monuments, pillars, sheds <120 sq. ft., etc.)	\$50.00		
Mechanical (residential)	\$50.00 per piece plus state surcharge		
Moving Structure on public streets	\$100.00 + c.a.c.		
Plumbing (residential)	\$50.00 (1-5 fixtures), \$10.00 each additional; plus state surcharge		
Septic (new)	\$250.00		
Septic Repair (drainage fields)	\$125.00		
Holding tank (ex: floor drains)	\$100.00		
Septic Violation Inspection	\$250.00 + c.a.c.		
Sewer Hook-up	\$100.00		
Signs (temporary/portable) Sign face replacement-wall or pylon face New monument/pylon sign	\$50.00 \$100.00 state fee schedule		
Storm Water Pollution Prevention Program Review (one acre or more)	\$200.00		
Underground Tank Removal	\$100.00		
Tree Preservation Plan Review	\$50.00		
Water Hook-up	\$100.00		
Water Heater - residential	\$15.00 plus state surcharge		* c.a.c. = city accrued costs

City of Medina Fee Schedule

Effective January 1, 2011

Service	Charge	Service	Charge
Planning and Zoning		Planning and Zoning	
Agriculture Preserve Application	\$50.00 + c.a.c.	Mixed Use Stage I Plan	\$2000.00 + c.a.c.
Agriculture Preserve Expiration	\$50.00 + c.a.c.	Mixed Use Stage II Plan	\$2000.00 + c.a.c.
Appeal Administrative Decision	\$500.00	Mixed Use Stage III Plan	\$2000.00 + c.a.c.
Appeal of Wetland Functional Assessment and Value Classification	\$500.00 (deposit) + c.a.c.	Park Dedication Fee (see city code)	Res. = 8% of land value but no < \$3500/unit or > \$8000/unit
Appeal of Wetland Corrections Notice	\$500.00 (deposit) + c.a.c.	Planned Unit Development Concept Plan	\$1000.00 (deposit) + c.a.c.
Appeal of Open Space Composite Map and/or reference data	\$500.00 (deposit) + c.a.c.	Planned Unit Development General Plan	\$5000.00 (deposit) + c.a.c.
Basin Floodplain Review	\$250.00	Planned Unit Development Final Plan	\$2000.00 (deposit) + c.a.c.
Cartway Easement	\$2000.00 (deposit) + c.a.c.	Rezoning Application (minimum)	\$1000.00 (deposit) + c.a.c.
Comprehensive Plan Amendment	\$2000.00 (deposit) + c.a.c.	Rivervine Floodplain Review	\$1000.00 (deposit) + c.a.c.
Comprehensive Plan Copy	\$100.00	Site Plan Review	\$5000.00 (deposit) + c.a.c.
Concept Plan Review	\$1,000.00	Platted Subdivision Application (min.)	\$5000.00 (deposit) + c.a.c.
Conditional Use Permit application (commercial, minimum)	\$2000.00 (deposit) + c.a.c.	Temporary Outdoor Sales Event	\$50.00
Conditional Use Permit application (Telecommunications Tower, minimum)	\$2000.00 (deposit) + c.a.c.	Upland Buffer Vegetation Review/Inspection/Guarantee	150% financial guarantee - See Medina Code Section 828.43 Subd. 8
Conditional Use Permit application (residential, minimum)	\$1000.00 (deposit) + c.a.c.	Vacation	\$2000.00 (deposit) + c.a.c.
Conditional Use Permit Annual Review	\$100.00 residential \$250.00 commercial	Variance application (minimum)	\$1000.00 (deposit) + c.a.c. for residential \$2000.00 (deposit) + c.a.c. for commercial \$1000.00 (deposit) + c.a.c. for wetland regs.
Conservation Design collaborative goal setting process	\$1,000.00	(L-Use Applic. Sign) Fee (City delivers sign to site)	Delivery \$35.00 (each way) \$50.00
Development Improvement Financial Guarantee (i.e. Letter of Credit or Cash)	150% amount of estimated improvements	Wetland Delineation Review	\$500.00 (deposit) + c.a.c.
Environmental Review (eg. EAW, EIS)	\$2000.00 (deposit) + c.a.c.	Wetland Field Estimate (flagging)	\$250.00
Interim Use Permit	\$2000.00 (deposit) + c.a.c.	Wetland Exemption Decision/No Loss	\$300.00
Kennel License	\$500.00 (deposit) + c.a.c.	Wetland Replacement Plan	\$500.00 (deposit) + c.a.c.
Lot Combination or Split (Survey Subd.)	\$5000.00 (deposit) + c.a.c.	Zoning Letter	\$50.00
Maps	11x17 = \$4 17x22 = \$8 22x34 = \$10 28x40 = \$12 34x44 = \$15		* c.a.c. = city accrued costs

* Deposits for land use and other applications must include the fee established by this fee schedule ordinance and any unpaid fees from the previous application involving essentially the same property by the same or similar applicant.

* Deposits for Land Use Applications that require more than two requests or large in scale shall be determined by the City Administrator.

* Deposits will be returned for land use projects paid in full after final approval, deposits for wetland and grading permits will be returned upon acceptance of work if bills are paid in full.

* Escrow for building certificate will be returned upon acceptance of project.

* Land use applications are processed by planning, building, finance, engineering and legal departments and all costs associated with the review shall be billed to the applicant.

EXHIBIT B
Hamel Community Building Fee Schedule 2011

<u>Group</u>	<u>Time Period</u>	<u>Non-Resident</u>	<u>Medina Resident or Business</u>
Medina Public Service Groups	Anytime	N/A	N/A
City Approved Medina Civic or Non-profit Groups ■	Anytime	N/A ■	N/A ■
Monday to Friday ◇	All Day	\$150	\$120
Monday to Friday ◇	< 4 Hours	\$75	\$60
Monday to Thursday ◇	< 1.5 Hours	\$35	\$30
Sat. and Sun. Afternoons (7 am to 2 pm) ◇	< 4 Hours	\$75	\$60
Sat. and Sun. Evenings (2 pm to Midnight) ◇	All Day	\$300	\$250
Sat. and Sun. Evenings (2 pm to Midnight) ◇	4 Hour Minimum (\$50/hr)	\$200	\$200
Overnight Events* (10 pm to 8 am)	All Night	\$100	\$75
Alcohol Usage*	All Day	\$50	\$50
◇ Kitchen Service Area and Outdoor Shelter use included in all fees.			
■ City Approved Civic or Non-profit Groups or public events can receive one free use per month and any additional will be charged resident's rates			
* in addition to base fee			

<u>Community Building Security Deposit ○</u>	<u>Time Period</u>	<u>Non-Resident</u>	<u>Medina Resident or Business</u>
Medina Public Service Groups - Any Day	Anytime	N/A	N/A
City Approved Medina Civic or Non-profit Groups - Any Day ■	Anytime	\$100	\$100
Any Day	Before 5 pm	\$150	\$150
Any Day	After 5 pm	\$250	\$250
Any Day w/ Alcohol or Dance	Anytime	\$500	\$500
○ This fee is to cover any damage to the facility, extra clean-up, or cancellation of event without 48 hours notice.			
■ This fee is to cover any damage to the facility, extra clean-up, or cancellation of event without 14 days notice.			

EXHIBIT C

FIELD RESERVATION FEE SCHEDULE

Group Designation Description

The following is a description of a group’s designation for applicable usage fees:

A - City Events: City sponsored camps, or City-wide recreational programming.

B - Local Youth Athletic Organization:

- A non-profit organization of children from the ages of 4-17yrs of age, and
- An organization with 30% Medina residents on the roster. Residence is to be verified by submitting a copy of the teams’ league roster to the City by the organization, or
- An organization that provides a public service in Medina.

C – Non-resident Youth Athletic Associations: A non-profit organization of children from the ages of 4-17 yrs of age.

D – Local Adult Resident: An adult team with 30% Medina residents on the roster. Residence is to be verified by submitting a copy of the teams’ league roster to the City by the team.

E - Non-Resident Adult / Corporate Events: A private group/organization whose activities generate monies for the financial enrichments of the members and non-Medina based groups.

Field Usage Fee Table

Facility*	A User	B User	C & D Users	E User	Tournaments**:	
					Youth	Adult
Ball Field**	No Fee	\$5/ game \$10/Day	\$10/game \$30/Day	\$45/3hrs	\$60	\$250
Open Field	No Fee	\$5/game \$20/Day	\$25/game \$40/Day	\$55/3hrs	\$330	\$600
Light Fee:	\$12 / field / hour – this fee will be required if lights are requested					

**Field fees are based on a game (2.5 hrs) or choosing per day (8am-10pm) that allows sole rights to the field for such usages as practices & multiple games.*

***Tournament fees are based on per field per day.*

Security Deposit

\$500.00 Security Deposit for field reservations pertaining to games and/or practices per every Field Reservation Application submitted.

\$800.00 Security Deposit for field reservations pertaining to tournaments per every Field Reservation Application submitted.

\$25 Administration Processing fee will be charged to the Security Deposit for any cancellations or rescheduling of approved reservation submitted within thirty (30) days of the event.

Key Deposit

A \$25 key deposit is required for issued keys to any building reservation on the facilities. Keys must be returned by 4:30 p.m. of next business day after rental.

Rental Fees for Amenities

Field House Bathroom Fee

\$70 per day to reserve both men’s and women’s bathrooms

Portable Toilets

The City of Medina will determine if Additional Toilets or Special Cleaning need to be scheduled on the day or days that the fields are reserved.

Portable Toilet Fees:

\$60 Additional Units (per unit); \$200 ADA Toilet; \$35 Special Cleaning (per unit)

RESERVATION FEE AND DEPOSIT POLICY

Recreation Field Reservation fees

Recreation Field Reservation fees are the fees required for the direct usage of the fields. This fee includes the field usage fee as well as any fees associated with the requested/required rental of amenities. All fees will be required by the City upon submission of the reservation application.

Refunds of Reservation Fees

Refunds for all Recreation Field Reservation fees are processed on an individual basis with regards to the conditions of the cancellation. All cancellation notices and requests for rescheduling must be submitted in writing. Any cancellations that occur upon the day of the event, the City must receive the cancellation notice by the next business day.

- *REFUND FOR CANCELLATIONS DUE TO WEATHER CONDITIONS.* All cancellations that are due to weather conditions must be verified by the City staff prior to refund. A percent of the Recreation Field Reservation fees may be remitted to the City according to the percent of field used if event is interrupted due to weather conditions and is not rescheduled.
- *NO FEE REFUNDS.* Recreation Field Reservation fee refunds will not be given for cancelled game/practice reservations that are not related to weather conditions less than fourteen (14) days before the event.
- *NO FEE REFUNDS.* Recreation Field Reservation fee refund will not be given for cancelled tournament reservations that are not related to weather conditions less than thirty (30) days before the event.

Recreation Field Reservation Security Deposit

Recreation Field Reservation Security Deposit is required to secure the performance of the field usage and any administration fees connected to cancellations or rescheduling. A security deposit will be required by the City upon submission of the reservation application.

Refunds of Security Deposit

The applicant, having fulfilled the obligations under the field reservation application, City Code Chapter 515, and an after post-event inspection by the Public Works Department, will have their Security Deposit refunded.

- A full security deposit will be remitted to the applicant upon having left no financial obligation to the City and having caused no damage beyond ordinary wear and tear.
- A percent of the security deposit will be remitted to the City pending:
 - 1) any financial obligation to the City,
 - 2) the percent of damages to the facilities beyond the ordinary wear and tear.

Administrative Processing Fee For Rescheduling

An Administrative Processing Fee will be charged in accordance with the City's Fee Schedule to the Security Deposit for the rescheduling an approved field reservation.

Cancellations that need to be rescheduled due to weather conditions are not applicable to the Administrative Processing Fee.



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