



2010 COMPREHENSIVE ANNUAL BUDGET

ADOPTED DECEMBER 1, 2009

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CITY OF MEDINA
2010 COMPREHENSIVE ANNUAL BUDGET

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CITY OFFICE
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To: Medina City Council

December 21, 2009

The City of Medina Staff submitted the 2010 Proposed Budget and Tax Levy for your consideration of approval on September 1, 2009 and for final approval on December 1, 2009. The City is required to adopt a final budget and certify a final levy to the county auditor on or before December 28 in compliance with the State of Minnesota's Truth-in-Taxation (TNT) requirements. In 2009, the legislature made significant changes to the truth-in-taxation requirements, which modified the old scheme of published notices, public hearings, and meetings.

The City's population is 4,931 as of April 2008, according to the Metropolitan Council, which is an increase of 20 household units compared to April 2007. With the additional household units and recent commercial activity now supporting taxes payable 2010, the City's tax base continues to grow, 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 and has stabilized or lowered the City's tax rate in such years of increasing market values in the community (from both inflationary and new development activity).

The City's final tax levy is the total of all levies the City intends to impose, both general and special levies. For payable 2010, levy limits instituted by the State of Minnesota will apply to the City of Medina. Beginning in 2009, three years of levy limits apply to cities with population of over 2,500. The Minnesota Department of Revenue certified the City's levy limit at 1.96%. Due to the City's limited tax base growth and tax levy limits imposed for taxes payable 2010, the tax levy was proposed for the General Fund at a 1% increase or \$25,811. The City Council approved the 1% General Fund tax levy increase on December 1, 2009.

Cities are also allowed to request special levies in addition to the tax levy limit indicated above. The new levy limit law for 2009 preserved all previously established special levies with one change, and added five new special levies. Staff proposed and Council approved the utilization of one special levy for a three year certificate of indebtedness in 2008 beginning in 2009. The 2010 principal and interest amount is reflected in the Debt Service category in the tax levy below.

There are two funds that require a tax levy: the General Fund and the Debt Service Fund. The final tax levy adopted by the Council on December 1st included:

Tax Levy:	
General Fund	\$2,606,100
Debt Service	<u>\$ 150,058</u>
Total Levy	\$2,756,158

The final general fund levy of \$2,606,100 reflects a 1.00 percent increase in the local levy. The additional special levy brought the City's final total tax levy of \$2,756,158 to a 1.15 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. Because of the increasing tax base in Medina for 2010, approximately 54% of residential single-family lots in the City realized a decrease in their City tax payments.¹

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 2009, the joint work sessions with the City Council and Staff during the months of July and August 2009. The August 27, 2009 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 1, 2009 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:

Total estimated revenue for 2010 was approved by the Council on December 1st in the amount of \$3,889,685 compared to the 2009 budget of \$3,982,429. As a historical practice, revenues are budgeted using conservative assumptions.

Most of the General Fund Revenues consist of the tax levy, which included a 1.0 percent increase, or from \$2,580,289 to \$2,606,100.

Licenses and Permits were established at \$229,850 in 2010 compared to \$267,100 in 2009. Most of this decrease is attributable to slower building permits as a result of local market demands as well as delays on development while the City implements its official controls for the new Comprehensive Plan.

Charges for Services decreased to \$219,055 in 2010 from \$323,600 in 2009. Again, the decrease is reflecting the effects of the local economic status at this time.

¹ Source: Hennepin County Taxpayer Services.

GENERAL FUND EXPENDITURES:

The final 2010 General Fund Budget will address some of the growing needs discussed in previous years and as articulated by the City Council in work and goal setting sessions. The approved expenditures decrease to \$3,889,685 in 2010 from \$3,982,429 in 2009 and is largely attributable to the deferral of filling staff vacancies in various departments and a strong position of zero capital acquisitions. Staff is proposing no additional personnel in 2010 and will experience some reduced level of services due to the deferral of filling the existing staff vacancies. Capital replacement acquisitions will be transacted through other funding sources or reserves on an as needed or emergency basis only.

Personnel costs represent 55.58 percent of the General Fund Budget. A zero percent cost of living adjustment and no defined pay grade step increases were approved in the 2010 budget for all non-union employees. A work hour reduction for union employees will accomplish a net zero increase in the Police Budget in lieu of the wage increases per the Labor Agreement. Mandated employer increases for retirement through the State of Minnesota Public Employee Retirement Association (PERA) is included in the 2010 budget along with a health insurance benefit increase of 15.63 percent. The health insurance increase has been divided proportionately between employer and employee to be consistent with the formula benefits is currently split.

The transfer out of funds from the General Fund Budget to support long-term capital needs has been eliminated for 2010. 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 is eliminated. While staff has recommended utilizing the transfers from the General Fund as a continued financing mechanism for long-term improvements, staff has implemented the Council's alternative debt service strategy through the use of equipment certificates. Staff will also continue implementing the alternative funding policy for roads by utilizing street assessments and road improvement bonds to support the City's pavement management program as directed by Council.

OTHER FUND BUDGETS

In addition to the City's General Fund Budget and proposed final tax levy, the City also has a number of other Special Revenue 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.

Environmental Fund: The Council's adoption of a new purpose statement will be a useful tool in prioritizing funding for environmental needs and projects. There is no defined revenue source contributing to the Fund, which may limit the City's abilities to meet environmental needs in the future.

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 2010 to fund and commit to a fireworks contract for the event in 2010.

Water Utility: The City's Water Rate Analysis demonstrated the need for a 5% rate increase in user rates and a 5% increase in the trunk connection fees. Necessary infrastructure projects including the water treatment facility, wells, raw water supply lines, pump houses and a new water storage facility are warranting the rate and fee increases.

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 6.77% increase in utility rates has been included in the 2010 budget to help support the increasing storm water needs and mandates imposed on the City. The storm water utility revenue supports increasing administrative costs for annual reporting, pond maintenance, etc. and will be used as matching funds for capital project completion. The CIP for storm water projects is large and completion of the projects is 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 2010 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. Despite the local economic conditions and state mandated tax levy limits that have created challenges for the 2010 budget process, we have found solutions to reasonably maintain core levels of services without significantly compromising quality of life for Medina taxpayers.

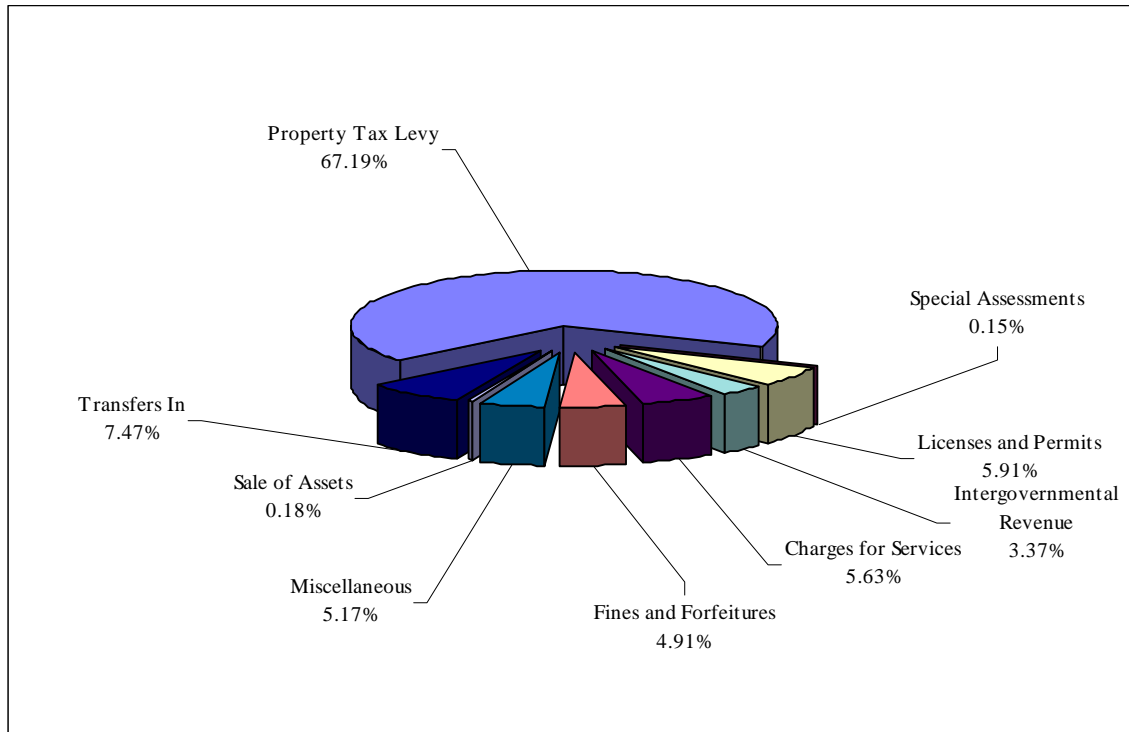
Respectfully Submitted,

Chad M. Adams
City Administrator

General Fund

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

General Fund Revenues 2010

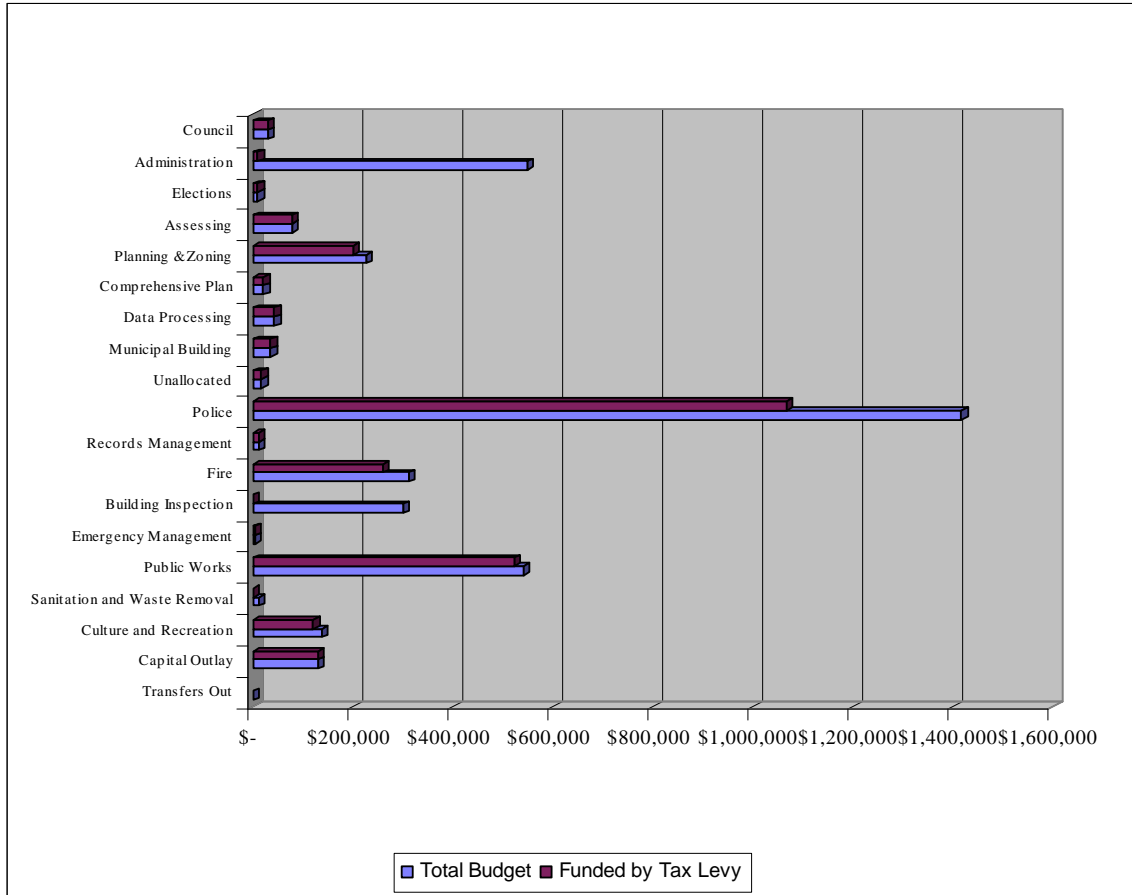


	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
REVENUES & OTHER SOURCES:				
Property Tax Levy	\$ 2,580,289	\$ 2,606,100	\$ 25,811	1.00%
Other Taxes Adjustments	7,500	7,500	-	0.00%
Special Assessments	6,000	6,000	-	0.00%
Licenses and Permits	267,100	229,850	(37,250)	(13.95%)
Intergovernmental Revenue	132,250	131,275	(975)	(0.74%)
Charges for Services	323,600	219,055	(104,545)	(32.31%)
Fines and Forfeitures	201,000	191,000	(10,000)	(4.98%)
Miscellaneous	171,247	201,205	29,958	17.49%
Sale of Assets	4,775	7,000	2,225	46.60%
Transfers In	288,668	290,700	2,032	0.70%
Total Revenues & Other Sources	\$ 3,982,429	\$ 3,889,685	\$ (92,744)	(2.33%)

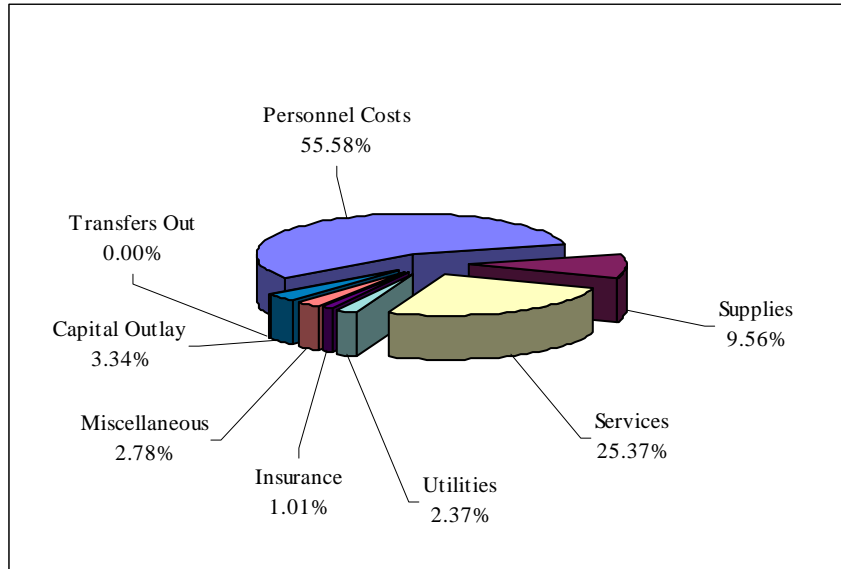
General Fund Expenditures 2010

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
EXPENDITURES & OTHER USES:				
General Government				
Council	\$ 35,250	\$ 29,975	\$ (5,275)	(14.96%)
Administration	550,525	550,025	(500)	(0.09%)
Elections	100	10,600	10,500	10,500.00%
Assessing	77,700	78,725	1,025	1.32%
Planning & Zoning	337,693	227,500	(110,193)	(32.63%)
Comprehensive Plan	30,500	22,200	(8,300)	(27.21%)
Data Processing	42,500	44,250	1,750	4.12%
Municipal Building	36,270	35,900	(370)	(1.02%)
Unallocated	32,000	17,600	(14,400)	(45.00%)
Public Safety				
Police	1,383,849	1,418,525	34,676	2.51%
Records Management	14,300	11,800	(2,500)	(17.48%)
Fire	328,550	312,050	(16,500)	(5.02%)
Building Inspection	203,749	301,890	98,141	48.17%
Emergency Management	3,850	4,350	500	12.99%
Public Works	547,794	543,500	(4,294)	(0.78%)
Sanitation and Waste Removal	19,200	12,000	(7,200)	(37.50%)
Culture and Recreation	132,799	138,795	5,996	4.52%
Capital Outlay:				
General Government	3,500	-	(3,500)	(100.00%)
Public Safety				
Police	7,000	-	(7,000)	(100.00%)
Fire	152,800	130,000	(22,800)	(14.92%)
Public Works	2,500	-	(2,500)	(100.00%)
Transfers Out	40,000	-	(40,000)	(100.00%)
Total Expenditures & Other Uses	<u>\$ 3,982,429</u>	<u>\$ 3,889,685</u>	<u>\$ (92,744)</u>	<u>(2.33%)</u>

General Fund Expenditures 2010 By Department



General Fund Expenditures 2010 By Type



Type of Expenditure	2009 Budget	2010 Budget	\$ Increase/ (Decrease)	% Increase/ (Decrease)
Personnel Costs	\$2,124,599	\$2,162,010	\$ 37,411	1.76%
Supplies	382,650	371,700	(10,950)	(2.86%)
Services	989,100	986,750	(2,350)	(0.24%)
Utilities	93,995	92,025	(1,970)	(2.10%)
Insurance	55,550	39,250	(16,300)	(29.34%)
Miscellaneous	124,235	107,950	(16,285)	(13.11%)
Capital Outlay	172,300	130,000	(42,300)	(24.55%)
Transfers Out	40,000	-	(40,000)	(100.00%)
Total Expenditures	\$3,982,429	\$3,889,685	\$ (92,744)	(2.33%)

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

\$ 2,606,100

These are the taxes charged to all taxable properties in the City of Medina based on the tax capacity of the property. It is 1.00% more than in 2009. Property Taxes make up about 67% of the total revenues collected to provide General Fund services.

Licenses and Permits

\$ 229,850

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

\$ 219,055

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

These three revenue sources, property taxes, licenses and permits, and charges for services, together make up approximately 78.5% of the City's general operating revenues. The balance comes from fines and forfeitures, intergovernmental activity, operating transfers and investment income.

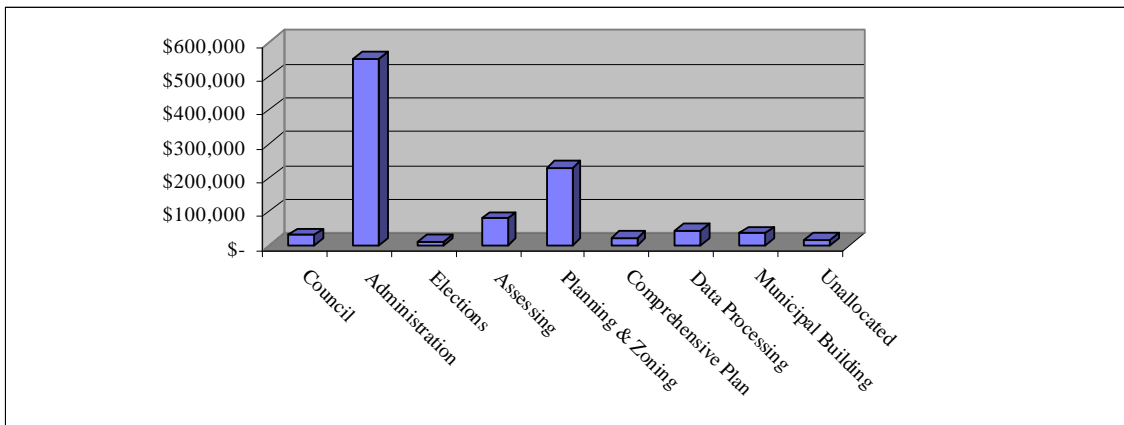
General Fund Expenditures

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.

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
General Government				
Council	\$ 35,250	\$ 29,975	\$ (5,275)	(14.96%)
Administration	550,525	550,025	(500)	(0.09%)
Elections	100	10,600	10,500	10,500.00%
Assessing	77,700	78,725	1,025	1.32%
Planning & Zoning	337,693	227,500	(110,193)	(32.63%)
Comprehensive Plan	30,500	22,200	(8,300)	(27.21%)
Data Processing	42,500	44,250	1,750	4.12%
Municipal Building	36,270	35,900	(370)	(1.02%)
Unallocated	32,000	17,600	(14,400)	(45.00%)
Total General Government	\$ 1,142,538	\$ 1,016,775	\$(125,763)	(11.01%)



General Fund Expenditures (Continued)

GENERAL GOVERNMENT - COUNCIL

PROFILE

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

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

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Council				
Personnel Costs	\$ 17,800	\$ 17,600	\$ (200)	(1.12%)
Insurance	350	350	-	0.00%
Miscellaneous	17,100	12,025	(5,075)	(29.68%)
Total Expenditures	\$ 35,250	\$ 29,975	\$ (5,275)	(14.96%)
Funding Sources				
Property Tax Levy	\$ 35,250	\$ 29,975	\$ (5,275)	(14.96%)

PERSONNEL LEVELS

1 – Mayor
4 – Council Members

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – ADMINISTRATION

PROFILE

The City Administrator is the Chief Administrative Officer of the City. It is the Administrator's duty to properly administer all affairs relating to the City. The Administrator provides management of the City to ensure that all Council policies and directives are carried out. Activities include coordinating recommendations to the City Council on financial, legislative, and management issues and to 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 finance, administration, risk management, information technology, legal, human resources and statutorily required clerk services.

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Administration				
Personnel Costs	\$ 448,190	\$ 458,150	\$ 9,960	2.22%
Supplies	6,250	6,350	100	1.60%
Services	81,000	72,275	(8,725)	(10.77%)
Utilities	250	250	-	0.00%
Insurance	750	500	(250)	(33.33%)
Miscellaneous	14,085	12,500	(1,585)	(11.25%)
Capital Outlay	2,000	-	(2,000)	(100.00%)
Total Expenditures	\$ 552,525	\$ 550,025	\$ (2,500)	(0.45%)
Funding Sources				
Special Assessments	\$ 6,000	\$ 6,000	\$ -	0.00%
Licenses and Permits	24,000	26,750	2,750	11.46%
Intergovernmental Revenue	1,750	1,775	25	1.43%
Charges for Services	90,200	84,125	(6,075)	(6.74%)
Miscellaneous	94,500	130,451	35,951	38.04%
Transfers In-Cost Allocation	268,668	270,700	2,032	0.76%
Property Tax Levy	67,407	30,224	(37,183)	(55.16%)
Total Administration Funding Sources	\$ 552,525	\$ 550,025	\$ (2,500)	(0.45%)

PERSONNEL LEVELS

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

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 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.

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Elections				
Personnel Costs	\$ -	\$ 6,000	\$ 6,000	
Supplies	100	2,000	1,900	1,900.00%
Services	-	1,100	1,100	
Miscellaneous	-	1,500	1,500	
Total Expenditures	\$ 100	\$ 10,600	\$ 10,500	10,500.00%
Funding Sources				
Property Tax Levy	\$ 100	\$ 10,600	\$ 10,500	10,500.00%

PERSONNEL LEVELS

Deputy Clerk remains in Administration yet provides oversight.
Election Judges for 2 precincts.

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT - ASSESSING

PROFILE

The primary function of the City Assessor is the accurate classification and valuation of all real, personal and exempt property, including the value of all improvements and structures thereon, located within Medina at maximum intervals of five years. In addition, the Assessor maintains a data base and affiliated files, including property characteristics and photographs, on all parcels, 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 contracts with Southwest Assessing for assessing services.

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Assessing				
Supplies	\$ 2,000	\$ 1,000	\$ (1,000)	(50.00%)
Services	75,050	77,025	1,975	2.63%
Miscellaneous	650	700	50	7.69%
Total Expenditures	\$ 77,700	\$ 78,725	\$ 1,025	1.32%
Funding Sources				
Property Tax Levy	\$ 77,700	\$ 78,725	\$ 1,025	1.32%

PERSONNEL LEVELS

None – contracted service.

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – PLANNING AND ZONING

PROFILE

The Planning and Zoning department is primarily responsible for the drafting and enforcement of the City’s zoning ordinance (Chapter 8). The department prepares initial reports on all land use applications, including site and building plans, variances, conditional use permits, rezoning, appeals, and preliminary plats. The department serves as staff liaison to the Planning Commission. The department also administers site performance guarantees and oversees the issuance of land use permits.

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Planning & Zoning				
Personnel Costs	\$ 267,543	\$ 162,150	\$(105,393)	(39.39%)
Supplies	1,500	700	(800)	(53.33%)
Services	41,250	36,500	(4,750)	(11.52%)
Utilities	4,000	2,000	(2,000)	(50.00%)
Miscellaneous	23,400	26,150	2,750	11.75%
Capital Outlay	500	-	(500)	(100.00%)
Total Expenditures	\$ 338,193	\$ 227,500	\$(110,693)	(32.73%)
Funding Sources				
Charges for Services	\$ 50,000	\$ 25,000	\$ (25,000)	(50.00%)
Miscellaneous	600	-	(600)	(100.00%)
Property Tax Levy	287,593	202,500	(85,093)	(29.59%)
Total Planning Funding Sources	\$ 338,193	\$ 227,500	\$(110,693)	(32.73%)

PERSONNEL LEVELS

.80 – City Planner
 .375 – Associate Planner
 .45 – Planning Assistant
 .10 – Office Assistant

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 2000 and the update is currently being reviewed by the Metropolitan Council.

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

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Comprehensive Plan				
Supplies	\$ 500	\$ 200	\$ (300)	(60.00%)
Services	30,000	22,000	(8,000)	(26.67%)
Total Expenditures	\$ 30,500	\$ 22,200	\$ (8,300)	(27.21%)
Funding Sources				
Property Tax Levy	\$ 30,500	\$ 22,200	\$ (8,300)	(27.21%)

PERSONNEL LEVELS

None – contracted service.

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – DATA PROCESSING

PROFILE

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

	2009	2010	Amount	Percentage
	Final	Approved	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Data Processing				
Supplies	\$ 3,000	\$ 4,000	\$ 1,000	33.33%
Services	31,500	32,500	1,000	3.17%
Miscellaneous	8,000	7,750	(250)	(3.13%)
Capital Outlay	1,000	-	(1,000)	(100.00%)
Total Expenditures	\$ 43,500	\$ 44,250	\$ 750	1.72%
Funding Sources				
Property Tax Levy	\$ 43,500	\$ 44,250	\$ 750	1.72%

PERSONNEL LEVELS

None – contracted service.

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 the Hamel Community Building and the Hamel Water Treatment Plant have expenses charged directly to their respective funds.

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Municipal Building				
Supplies	\$ 2,500	\$ 1,250	\$ (1,250)	(50.00%)
Services	10,750	7,500	(3,250)	(30.23%)
Utilities	18,770	23,150	4,380	23.34%
Insurance	4,250	4,000	(250)	(5.88%)
Total Expenditures	\$ 36,270	\$ 35,900	\$ (370)	(1.02%)
Funding Sources				
Property Tax Levy	\$ 36,270	\$ 35,900	\$ (370)	(1.02%)

PERSONNEL LEVELS

N/A

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.

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Unallocated Insurance				
Insurance	\$ 32,000	\$ 17,600	\$ (14,400)	(45.00%)
Total Expenditure	\$ 32,000	\$ 17,600	\$ (14,400)	(45.00%)
Funding Sources				
Property Tax Levy	\$ 32,000	\$ 17,600	\$ (14,400)	(45.00%)

PERSONNEL LEVELS

N/A

CAPITAL OUTLAY

N/A

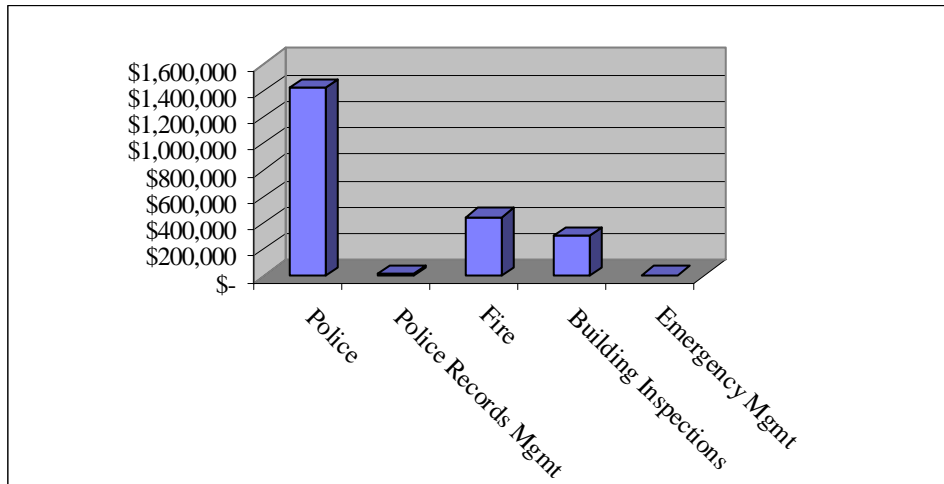
General Fund Expenditures (Continued)

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 services required by State and Federal laws. It is the responsibility of the local unit of government to protect their citizens.

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Public Safety				
Police	\$ 1,390,849	\$ 1,418,525	\$ 27,676	1.99%
Police Records Management	14,300	11,800	(2,500)	(17.48%)
Fire	481,350	442,050	(39,300)	(8.16%)
Building Inspections	203,749	301,890	98,141	48.17%
Emergency Management	3,850	4,350	500	12.99%
Total Public Safety	\$ 2,094,098	\$ 2,178,615	\$ 84,517	4.04%



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.

Police	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Personnel Costs	\$ 1,141,449	\$ 1,196,000	\$ 54,551	4.78%
Supplies	75,900	72,500	(3,400)	(4.48%)
Services	105,850	97,475	(8,375)	(7.91%)
Utilities	26,900	22,000	(4,900)	(18.22%)
Insurance	7,500	7,000	(500)	(6.67%)
Miscellaneous	22,250	23,550	1,300	5.84%
Capital Outlay	11,000	-	(11,000)	(100.00%)
Total Expenditures	\$ 1,390,849	\$ 1,418,525	\$ 27,676	1.99%
Funding Sources				
Licenses and Permits	\$ 2,000	\$ 2,000	\$ -	0.00%
Intergovernmental Revenue	62,500	72,500	10,000	16.00%
Charges for Services	47,300	48,705	1,405	2.97%
Fees & Fines	207,000	198,550	(8,450)	(4.08%)
Transfers In-Drug Task Force	20,000	20,000	-	0.00%
Sale of Vehicles	4,775	7,000	2,225	46.60%
Property Tax Levy	1,047,274	1,069,770	22,496	2.15%
Total Police Funding Sources	\$ 1,390,849	\$ 1,418,525	\$ 27,676	1.99%

PERSONNEL LEVELS

1 – Chief	
1 – Sergeant	0.5 – Transcriptionist (part-time)
1 – Investigator	7 – Patrol Officers
1 – Office Assistant	0.5 – Community Service Officer (part-time)

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.

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Police Records Management				
Supplies	\$ 1,000	\$ 1,000	\$ -	0.00%
Services	10,300	10,300	-	0.00%
Utilities	500	500	-	0.00%
Capital Outlay	2,500	-	(2,500)	(100.00%)
Total Expenditures	\$ 14,300	\$ 11,800	\$ (2,500)	(17.48%)
Funding Sources				
Property Tax Levy	\$ 14,300	\$ 11,800	\$ (2,500)	(17.48%)

PERSONNEL LEVELS

None allocated.

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.

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Fire				
Services	\$ 265,000	\$ 260,000	\$ (5,000)	(1.89%)
Contributions	63,000	52,000	(11,000)	(17.46%)
Insurance	50	50	-	0.00%
Miscellaneous	500	-	(500)	(100.00%)
Capital Outlay	152,800	130,000	(22,800)	(14.92%)
Total Expenditures	\$ 481,350	\$ 442,050	\$ (39,300)	(8.16%)
Funding Sources				
Intergovernmental Revenue	\$ 43,000	\$ 32,000	\$ (11,000)	(25.58%)
Contributions	20,000	20,000	-	0.00%
Property Tax Levy	418,350	390,050	(28,300)	(6.76%)
Total Fire Funding Sources	\$ 481,350	\$ 442,050	\$ (39,300)	(8.16%)

PERSONNEL LEVELS

None – contracted service.

CAPITAL OUTLAY

Hamel – Engine 12 replacement, Engine 11 refurbish (1 years remaining, amortized over 5 years)
 Tanker 11 replacement, Grass Rig 11, SCBA compressor (2 years remaining, amortized over 5 years)
 Additional tanker (4 years remaining, amortized over 5 years)

Long Lake – Proposed Engine 13 replacement

Loretto - Duty Vehicle (4 years remaining, amortized over 5 years)
 Truck 11 (4 years remaining, amortized over 7 years)
 Proposed Turnout Gear

Maple Plain – Computed into rate.

General Fund Expenditures (Continued)

PUBLIC SAFETY – BUILDING INSPECTIONS

PROFILE

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

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Building Inspections				
Personnel Costs	\$ 26,749	\$ 92,265	\$ 65,516	244.93%
Services	156,000	209,625	53,625	34.38%
Miscellaneous	21,000	-	(21,000)	(100.00%)
Total Expenditures	\$ 203,749	\$ 301,890	\$ 98,141	48.17%
Funding Sources				
Licenses and Permits	\$ 241,100	\$ 201,100	\$ (40,000)	(16.59%)
Charges for Services	201,000	120,000	(81,000)	(40.30%)
Property Tax Levy	(238,351)	(19,210)	219,141	(91.94%)
Total Building Inspections Sources	\$ 203,749	\$ 301,890	\$ 98,141	48.17%

PERSONNEL LEVELS

.20 – City Planner
 .125 – Associate Planner
 .55 – Planning Assistant
 .25 – Office Assistant

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

PUBLIC SAFETY – EMERGENCY MANAGEMENT

PROFILE

The purpose of the Emergency Management function is to ensure the effective 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.

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Emergency Management				
Services	\$ 3,100	\$ 3,600	\$ 500	16.13%
Insurance	50	50	-	0.00%
Miscellaneous	700	700	-	0.00%
Total Expenditures	\$ 3,850	\$ 4,350	\$ 500	12.99%
Funding Sources				
Property Tax Levy	\$ 3,850	\$ 4,350	\$ 500	12.99%

PERSONNEL LEVELS

None allocated.

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

PUBLIC WORKS

PROFILE

Public Works provides maintenance of city streets, sidewalks and trails, which includes patching, seal coating, crack sealing, sweeping, and minor sidewalk and curb repair. Included in the department are all street maintenance costs, as well as snow and ice control. Public Works also provides traffic control, including maintenance, replacement and inventory of signage, pavement markings, and street and signal lights. Public Works is also responsible to be on call 24/7 for all emergencies that may arise. Building maintenance is also included, such as maintenance and repair of heating, ventilation, air conditioning, electrical, plumbing, mechanical, and miscellaneous construction.

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Public Works				
Personnel Costs	\$ 177,094	\$ 182,850	\$ 5,756	3.25%
Supplies	260,400	258,000	(2,400)	(0.92%)
Services	58,200	50,300	(7,900)	(13.57%)
Utilities	32,800	32,800	-	0.00%
Insurance	7,500	7,150	(350)	(4.67%)
Miscellaneous	11,800	12,400	600	5.08%
Capital Outlay	2,500	-	(2,500)	(100.00%)
Total Expenditures	\$ 550,294	\$ 543,500	\$ (6,794)	(1.23%)
Funding Sources				
Intergovernmental Revenue	\$ 14,000	\$ 14,000	\$ -	0.00%
Clean Up Day	5,000	5,500	500	10.00%
Miscellaneous	-	500	500	
Property Tax Levy	531,294	523,500	(7,794)	(1.47%)
Total Public Works Sources	\$ 550,294	\$ 543,500	\$ (6,794)	(1.23%)

PERSONNEL LEVELS

.40 – Superintendent
 .25 – Foreman
 .25 – Office Assistant
 .65 – Street Maintenance Worker
 .60 – Public Works Maintenance Worker
 .10 – On Call
 Winter temp as needed for snow removal

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.

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Sanitation and Waste Removal				
Personnel Costs	\$ 3,700	\$ 3,825	\$ 125	3.38%
Supplies	12,500	2,000	(10,500)	(84.00%)
Services	3,000	-	(3,000)	(100.00%)
Miscellaneous	-	6,175	6,175	
Total Expenditures	\$ 19,200	\$ 12,000	\$ (7,200)	(37.50%)
Funding Sources				
Intergovernmental Revenue	\$ 12,000	\$ 12,000	\$ -	0.00%
Property Tax Levy	7,200	-	(7,200)	(100.00%)
Total Sanitation & Waste Sources	\$ 19,200	\$ 12,000	\$ (7,200)	(37.50%)

PERSONNEL LEVELS

.05 – Assistant to the City Administrator/Deputy Clerk

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

CULTURE AND RECREATION

PROFILE

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

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Culture & Recreation				
Personnel Costs	\$ 42,074	\$ 43,170	\$ 1,096	2.60%
Supplies	17,000	22,700	5,700	33.53%
Services	55,100	54,550	(550)	(1.00%)
Utilities	10,775	11,325	550	5.10%
Insurance	3,100	2,550	(550)	(17.74%)
Miscellaneous	4,750	4,500	(250)	(5.26%)
Total Expenditures	\$ 132,799	\$ 138,795	\$ 5,996	4.52%
Funding Sources				
Community Building Rent	\$ 12,000	\$ 12,000	\$ -	0.00%
Miscellaneous Revenue	5,000	5,000	-	0.00%
Property Tax Levy	120,799	121,795	996	0.82%
Total Culture & Recreation Sources	\$ 137,799	\$ 138,795	\$ 996	0.72%

PERSONNEL LEVELS

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

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

TRANSFERS OUT

PROFILE

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

	2009	2010	Amount	Percentage
	Final	Approved	Increase	Increase
	Budget	Budget	(Decrease)	(Decrease)
Transfers Out				
Transfers to				
Road Improvement Fund	\$ 40,000	\$ -	\$ (40,000)	(100.00%)
Total Expenditures	\$ 40,000	\$ -	\$ (40,000)	(100.00%)
 Funding Sources				
Property Tax Levy	\$ 40,000	\$ -	\$ (40,000)	(100.00%)

GENERAL FUND BUDGET

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
REVENUES & OTHER SOURCES:				
Property Tax Levy	\$ 2,580,289	\$ 2,606,100	\$ 25,811	1.00%
Other Taxes Adjustments	7,500	7,500	-	0.00%
Special Assessments	6,000	6,000	-	0.00%
Licenses and Permits	267,100	229,850	(37,250)	(13.95%)
Intergovernmental Revenue	132,250	131,275	(975)	(0.74%)
Charges for Services	323,600	219,055	(104,545)	(32.31%)
Fines and Forfeitures	201,000	191,000	(10,000)	(4.98%)
Miscellaneous	171,247	201,205	29,958	17.49%
Sale of Assets	4,775	7,000	2,225	46.60%
Transfers In	288,668	290,700	2,032	0.70%
Total Revenues & Other Sources	\$ 3,982,429	\$ 3,889,685	\$ (92,744)	(2.33%)
EXPENDITURES & OTHER USES:				
General Government				
Council	\$ 35,250	\$ 29,975	\$ (5,275)	(14.96%)
Administration	550,525	550,025	(500)	(0.09%)
Elections	100	10,600	10,500	10,500.00%
Assessing	77,700	78,725	1,025	1.32%
Planning & Zoning	337,693	227,500	(110,193)	(32.63%)
Comprehensive Plan	30,500	22,200	(8,300)	(27.21%)
Data Processing	42,500	44,250	1,750	4.12%
Municipal Building	36,270	35,900	(370)	(1.02%)
Unallocated	32,000	17,600	(14,400)	(45.00%)
Public Safety				
Police	1,395,499	1,434,675	39,176	2.81%
Fire	328,550	312,050	(16,500)	(5.02%)
Building Inspections	203,749	301,890	98,141	48.17%
Public Works				
Public Works	547,794	543,500	(4,294)	(0.78%)
Sanitation and Waste Removal	19,200	12,000	(7,200)	(37.50%)
Culture and Recreation	132,799	138,795	5,996	4.52%
Capital Outlay:				
General Government	3,500	-	(3,500)	(100.00%)
Public Safety				
Police	13,500	-	(13,500)	(100.00%)
Fire	152,800	130,000	(22,800)	(14.92%)
Public Works	2,500	-	(2,500)	(100.00%)
Transfers Out	40,000	-	(40,000)	(100.00%)
Total Expenditures & Other Uses	\$ 3,982,429	\$ 3,889,685	\$ (92,744)	(2.33%)



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Special Revenue Funds

Special Revenue Funds are categorized by the specific nature of the source of revenues. Grant funds given for a specific purpose are accounted for as Special Revenue Funds. The 2010 Special Revenue Funds for the City of Medina are:

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

Special Revenue Funds

ENVIRONMENTAL FUND

PROFILE

The 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.

	2009 Final Budget	2010 Approved Budget	\$ Increase/ (Decrease)	% Increase/ (Decrease)
REVENUES AND OTHER SOURCES:				
Investment Income	\$ 15,500	\$ 10,000	\$ (5,500)	(35.48%)
EXPENDITURES AND OTHER USES:				
GENERAL GOVERNMENT				
Irrigation/Tree Relocation	\$ 1,500	\$ -	\$ -	0.00%
City Tree Program	10,000	10,000	-	0.00%
Horse/Manure Management Program	-	5,000	5,000	
Rain Garden Program	-	12,500	12,500	
Total Expenditures	\$ 11,500	\$ 27,500	\$ 17,500	152.17%
Net Change in Fund Balances	4,000	(17,500)	(23,000)	
FUND BALANCES:				
Beginning of Year (As of December 15, 2009)		294,647		
Projected End of December 31, 2010		\$ 277,147		

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.

	2009 Final Budget	2010 Approved Budget	\$ Increase/ (Decrease)	% Increase/ (Decrease)
REVENUES AND OTHER SOURCES:				
Intergovernmental	\$ 80,000	\$ 150,000	\$ 70,000	87.50%
Contributions	150,000	-	(150,000)	(100.00%)
Investment Income	65,000	40,000	(25,000)	(38.46%)
Total Revenues	\$ 295,000	\$ 190,000	\$ (105,000)	(35.59%)
 EXPENDITURES AND OTHER USES:				
CULTURE AND RECREATION				
Capital Outlay	\$ 727,000	\$ 831,000	\$ 104,000	14.31%
Net Change in Fund Balances	(432,000)	(641,000)	(209,000)	
 FUND BALANCES:				
Beginning of Year (As of December 15, 2009)		873,391		
Projected End of December 31, 2010		\$ 232,391		

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. Hamel Legion Park concession operations are supplemented through donations in this fund. Municipal Park Fund projects are presented through the Capital Improvement Plan. Revenues are generated by donations from individuals, businesses and organizations.

	2009 Final Budget	2010 Approved Budget	\$ Increase/ (Decrease)	% Increase/ (Decrease)
REVENUES AND OTHER SOURCES:				
Contributions	\$ 4,000	\$ 6,000	\$ 2,000	50.00%
Investment Income	500	450	(50)	(10.00%)
Total Revenues	\$ 4,500	\$ 6,450	\$ 1,950	43.33%
EXPENDITURES AND OTHER USES:				
Concession Operations	\$ -	\$ 10,000	\$ 10,000	
CULTURE AND RECREATION				
Capital Outlay	6,000	11,000	5,000	83.33%
Total Expenditures	\$ 6,000	\$ 21,000	\$ 15,000	250.00%
Net Change in Fund Balances	(1,500)	(14,550)	(3,050)	
FUND BALANCES:				
Beginning of Year (As of December 15, 2009)		39,646		
Projected End of December 31, 2010		\$ 25,096		

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.

	2009 Final Budget	2010 Approved Budget	\$ Increase/ (Decrease)	% Increase/ (Decrease)
REVENUES AND OTHER SOURCES:				
Forfeitures	\$ 20,000	\$ 30,000	\$ 10,000	50.00%
Investment Income	800	800	-	0.00%
Total Revenues	\$ 20,800	\$ 30,800	\$ 10,000	48.08%
EXPENDITURES AND OTHER USES:				
Public Safety	\$ 4,500	\$ 35,000	\$ 30,500	677.78%
Transfer to General Fund	20,000	20,000	-	0.00%
Total Expenditures	\$ 24,500	\$ 55,000	\$ 30,500	124.49%
Net Change in Fund Balances	(3,700)	(24,200)	(20,500)	
FUND BALANCES:				
Beginning of Year (As of December 15, 2009)		43,768		
End of December 31, 2009		\$ 19,568		

Special Revenue Funds (Continued)

POLICE RESERVE EQUIPMENT FUND

PROFILE

The Medina Police Reserve Equipment Fund is utilized to track donations to the City of Medina in appreciation of the Reserves as well as charges for services they provide. These donations are accepted by City Council for various purposes. Various expenditures are approved when sufficient funds are available.

	2009	2010	\$	%
	Final	Approved	Increase/	Increase/
	Budget	Budget	(Decrease)	(Decrease)
REVENUES AND OTHER SOURCES:				
Charges for Services	\$ 700	\$ 700	\$ -	0.00%
Contributions	2,500	2,500	-	0.00%
Investment Income	500	500	-	0.00%
Total Revenues	\$ 3,700	\$ 3,700	\$ -	0.00%
EXPENDITURES AND OTHER USES:				
Public Safety	\$ -	\$ -	\$ -	0.00%
Net Change in Fund Balances	3,700	3,700	-	
FUND BALANCES:				
Beginning of Year (As of December 15, 2009)		19,751		
End of December 31, 2009		<u>\$ 23,451</u>		

Special Revenue Funds (Continued)

COMMUNITY EVENT FUND

PROFILE

The Community Event Fund was established to account for donations as they relate to the Celebration Days.

	2009 Final Budget	2010 Approved Budget	\$ Increase/ (Decrease)	% Increase/ (Decrease)
REVENUES AND OTHER SOURCES:				
Contributions	\$ 1,500	\$ 2,500	\$ 1,000	66.67%
Investment Income	400	120	(280)	(70.00%)
Total Revenues	\$ 1,900	\$ 2,620	\$ 720	37.89%
EXPENDITURES AND OTHER USES:				
Culture and Recreation	\$ 5,000	\$ 3,400	\$ (1,600)	(32.00%)
Net Change in Fund Balances	(3,100)	(780)	2,320	
FUND BALANCES:				
Beginning of Year (As of December 15, 2009)		901		
Projected End of December 31, 2010		\$ 121		

Special Revenue Funds (Continued)

Combined Special Revenue Funds Budgets

	Environmental Fund	Park Dedication Fund	Municipal Park Fund
REVENUES:			
Intergovernmental	\$ -	\$ 150,000	\$ -
Charges for Services	-	-	-
Fines and Forfeitures	-	-	-
Miscellaneous:			
Contributions	-	-	6,000
Investment Income	10,000	40,000	450
Total Revenues	\$ 10,000	\$ 190,000	\$ 6,450
EXPENDITURES:			
Current:			
Public Safety	\$ -	\$ -	\$ -
Culture and Recreation	27,500	-	10,000
Capital Outlay:			
Public Safety	-	-	-
Culture and Recreation	-	831,000	11,000
Transfers Out	-	-	-
Total Expenditures	27,500	831,000	21,000
Net Change in Fund Balances	(17,500)	(641,000)	(14,550)
FUND BALANCES:			
Beginning of Year (As of December 15, 2009)	294,647	873,391	39,646
Projected End of December 31, 2010	\$ 277,147	\$ 232,391	\$ 25,096

Special Revenue Funds (Continued)

Police Forfeiture Fund	Police Reserve Equipment Fund	Community Event Fund	Total Special Revenue
\$ -	\$ -	\$ -	\$ 150,000
-	700	-	700
30,000	-	-	30,000
-	2,500	2,500	11,000
800	500	120	51,870
<u>\$ 30,800</u>	<u>\$ 3,700</u>	<u>\$ 2,620</u>	<u>\$ 243,570</u>
\$ -	\$ -	\$ -	\$ -
-	-	3,400	40,900
35,000	-	-	35,000
-	-	-	842,000
20,000	-	-	20,000
<u>55,000</u>	<u>-</u>	<u>3,400</u>	<u>937,900</u>
(24,200)	3,700	(780)	(694,330)
43,768	19,751	901	1,272,104
<u>\$ 19,568</u>	<u>\$ 23,451</u>	<u>\$ 121</u>	<u>\$ 577,774</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 2010 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.

	2009	2010	\$	%
	Final	Approved	Increase/	Increase/
	Budget	Budget	(Decrease)	(Decrease)
REVENUES AND OTHER SOURCES:				
Intergovernmental	\$ 15,000	\$ -	\$ (15,000)	(100.00%)
Investment Income	9,000	4,000	(5,000)	(55.56%)
Bond Proceeds	8,000,000	6,500,000	(1,500,000)	(18.75%)
Total Revenues	\$8,024,000	\$6,504,000	\$ (1,520,000)	(18.94%)
EXPENDITURES AND OTHER USES:				
CAPITAL OUTLAY:				
Public Safety	\$ 30,000	\$ -	\$ (30,000)	(100.00%)
Public Works	8,000,000	6,500,000	(1,500,000)	(18.75%)
Total Expenditures	\$8,030,000	\$6,500,000	\$ (1,530,000)	(19.05%)
Net Change in Fund Balances	(6,000)	4,000	10,000	

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.

	2009	2010	\$	%
	Final	Approved	Increase/	Increase/
	Budget	Budget	(Decrease)	(Decrease)
REVENUES AND OTHER SOURCES:				
Special Assessments	\$ 34,095	\$ 79,297	\$ 45,202	132.58%
Charges for Services	200,000	75,000	(125,000)	(62.50%)
Investment Income	6,500	10,000	3,500	53.85%
Total Revenues	\$ 240,595	\$ 164,297	\$ (76,298)	(31.71%)
EXPENDITURES AND OTHER USES:				
CAPITAL OUTLAY:				
Public Works	\$ 14,000	\$ 11,000	\$ (3,000)	(21.43%)
Transfer to Water Fund	527,500	545,625	18,125	3.44%
Total Expenditures	\$ 541,500	\$ 556,625	\$ 15,125	2.79%
Net Change in Fund Balances	(300,905)	(392,328)	(91,423)	

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.

	2009	2010	\$	%
	Final	Approved	Increase/	Increase/
	Budget	Budget	(Decrease)	(Decrease)
REVENUES AND OTHER SOURCES:				
Special Assessments	\$ 5,500	\$ 48,715	\$ 43,215	785.73%
Charges for Services	150,000	50,000	(100,000)	(66.67%)
Investment Income	64,500	60,000	(4,500)	(6.98%)
Total Revenues	\$ 220,000	\$ 158,715	\$ (61,285)	(27.86%)
EXPENDITURES AND OTHER USES:				
Public Works	\$ 6,000	\$ -	\$ (6,000)	(100.00%)
CAPITAL OUTLAY:				
Public Works	70,000	70,000	-	0.00%
Total Expenditures	\$ 76,000	\$ 70,000	\$ (6,000)	(7.89%)
Net Change in Fund Balances	144,000	88,715	(55,285)	

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.

	2009 Final Budget	2010 Approved Budget	\$ Increase/ (Decrease)	% Increase/ (Decrease)
REVENUES AND OTHER SOURCES:				
Tax Increment	\$ 533,015	\$ 441,385	\$ (91,630)	(17.19%)
EXPENDITURES AND OTHER USES:				
Debt Service	\$ 24,000	\$ 250,705	\$ 226,705	944.60%
Transfer Out	189,448	62,849	(126,599)	(66.83%)
Total Expenditures	\$ 213,448	\$ 313,554	\$ 100,106	46.90%
Net Change in Fund Balances	319,567	127,831	(191,736)	

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.

	2009	2010	\$	%
	Final	Approved	Increase/	Increase/
	Budget	Budget	(Decrease)	(Decrease)
	<hr/>	<hr/>	<hr/>	<hr/>
REVENUES AND OTHER SOURCES:				
Total Revenues	\$ -	\$ -	\$ -	
EXPENDITURES AND OTHER USES:				
Interest Expense	\$ 2,300	\$ 1,050	\$ (1,250)	(54.35%)
CAPITAL OUTLAY:				
Public Works	50,000	50,000	-	0.00%
Total Expenditures	<hr/> \$ 52,300	<hr/> \$ 51,050	<hr/> \$ (1,250)	<hr/> (2.39%)
Net Change in Fund Balances	(52,300)	(51,050)	1,250	

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.

	2009 Final Budget	2010 Approved Budget	\$ Increase/ (Decrease)	% Increase/ (Decrease)
REVENUES AND OTHER SOURCES:				
Investment Income	\$ 18,500	\$ 8,700	\$ (9,800)	(52.97%)
EXPENDITURES AND OTHER USES:				
CAPITAL OUTLAY:				
General Government	\$ -	\$ 25,000	\$ 25,000	
Public Safety	107,000	100,000	(7,000)	(6.54%)
Public Works	256,000	22,000	(234,000)	(91.41%)
Total Expenditures	\$ 363,000	\$ 147,000	\$ (216,000)	(59.50%)
Net Change in Fund Balances	(344,500)	(138,300)	206,200	

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.

	2009 Final Budget	2010 Approved Budget	\$ Increase/ (Decrease)	% Increase/ (Decrease)
REVENUES AND OTHER SOURCES:				
Special Assessments	\$ 50,913	\$ 89,685	\$ 38,772	76.15%
Investment Income	9,000	10,000	1,000	11.11%
Bond Proceeds	-	400,000	400,000	
Transfer In	4,000	-	(4,000)	(100.00%)
Total Revenues	\$ 63,913	\$ 499,685	\$ 435,772	55.97%
EXPENDITURES AND OTHER USES:				
CAPITAL OUTLAY:				
Public Works	\$ 70,000	\$ 388,698	\$ 318,698	455.28%
Net Change in Fund Balances	(6,087)	110,987	117,074	



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Capital Project Funds (Continued)

Combined Capital Project Funds Budgets

	General Capital Improvement Fund	Water Capital Improvement Fund	Sewer Capital Improvement Fund
	Fund	Fund	Fund
REVENUES:			
Tax Increments	\$ -	\$ -	\$ -
Special Assessments	-	79,297	48,715
Charges for Services	-	75,000	50,000
Investment Income	4,000	10,000	60,000
Bond Proceeds	6,500,000	-	-
Total Revenues	\$ 6,504,000	\$ 164,297	\$ 158,715
EXPENDITURES:			
Debt Service:			
Interest and Fiscal Charges	\$ -	\$ -	\$ -
Capital Outlay:			
General Government	-	-	-
Public Safety	-	-	-
Public Works	6,500,000	11,000	70,000
Transfers Out	-	545,625	-
Total Expenditures	\$ 6,500,000	\$ 556,625	\$ 70,000
Net Change in Fund Balances	4,000	(392,328)	88,715

Capital Project Funds (Continued)

Tax Increment Fund 1-9	TH 55 Intersections	Equipment Replacement Fund	Road Improvement Fund	Total Capital Projects
\$ 441,385	\$ -	\$ -	\$ -	\$ 441,385
-	-	-	89,685	217,697
-	-	-	-	125,000
-	-	8,700	10,000	92,700
-	-	-	400,000	6,900,000
<u>\$ 441,385</u>	<u>\$ -</u>	<u>\$ 8,700</u>	<u>\$ 499,685</u>	<u>\$ 7,776,782</u>
\$ 250,705	\$ 1,050	\$ -	\$ -	\$ 251,755
-	-	25,000	-	25,000
-	-	100,000	-	100,000
-	50,000	22,000	388,698	7,041,698
62,849	-	-	-	608,474
<u>\$ 313,554</u>	<u>\$ 51,050</u>	<u>\$ 147,000</u>	<u>\$ 388,698</u>	<u>\$ 8,026,927</u>
127,831	(51,050)	(138,300)	110,987	(250,145)



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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 2010 those funds include:

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

Debt Service Funds

G.O. BONDS 2005 UPTOWN HAMEL FUND

PROFILE

Proceeds from this bond issue 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>2009</u> <u>Budget</u>	<u>2010</u> <u>Budget</u>	<u>\$</u> <u>Increase/</u> <u>(Decrease)</u>	<u>%</u> <u>Increase/</u> <u>(Decrease)</u>
REVENUES AND OTHER SOURCES:				
Special Assessments	\$ 38,589	\$ 34,900	\$ (3,689)	(9.56%)
Transfer In	56,116	-	(56,116)	(100.00%)
Total Revenues	<u>\$ 94,705</u>	<u>\$ 34,900</u>	<u>\$ (59,805)</u>	<u>(63.15%)</u>
EXPENDITURES AND OTHER USES:				
Debt Service:				
Principal	\$ 60,000	\$ 65,000	\$ 5,000	8.33%
Interest and Fiscal Charges	34,705	32,749	(1,956)	(5.64%)
Total Expenditures	<u>\$ 94,705</u>	<u>\$ 97,749</u>	<u>\$ 3,044</u>	<u>3.21%</u>
NET CHANGE IN FUND BALANCE	<u>\$ -</u>	<u>\$ (62,849)</u>	<u>\$ (62,849)</u>	

Debt Service Funds (Continued)

G.O. IMPROVEMENT BONDS 2005B FUND

PROFILE

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

	<u>2009</u> <u>Budget</u>	<u>2010</u> <u>Budget</u>	<u>\$</u> <u>Increase/</u> <u>(Decrease)</u>	<u>%</u> <u>Increase/</u> <u>(Decrease)</u>
REVENUES AND OTHER SOURCES:				
Special Assessments	\$ 179,097	\$ 234,310	\$ 55,213	30.83%
EXPENDITURES AND OTHER USES:				
Debt Service:				
Principal	\$ 270,000	\$ 285,000	\$ 15,000	5.56%
Interest and Fiscal Charges	13,335	4,868	(8,468)	(63.50%)
Total Expenditures	\$ 283,335	\$ 289,868	\$ 6,533	2.31%
NET CHANGE IN FUND BALANCE	\$(104,238)	\$ (55,558)	\$ 48,681	

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>2009</u>	<u>2010</u>	<u>\$</u>	<u>%</u>
	<u>Budget</u>	<u>Budget</u>	<u>Increase/ (Decrease)</u>	<u>Increase/ (Decrease)</u>
REVENUES AND OTHER SOURCES:				
Special Assessments	\$ 70,173	\$ 74,900	\$ 4,727	6.74%
Transfer In	25,470	62,849	37,379	146.76%
Total Revenues	\$ 95,643	\$ 137,749	\$ 42,106	44.02%
EXPENDITURES AND OTHER USES:				
Debt Service:				
Principal	\$ -	\$ 115,000	\$ 115,000	
Interest and Fiscal Charges	95,643	83,550	(12,093)	(12.64%)
Total Expenditures	\$ 95,643	\$ 198,550	\$ 102,908	107.60%
NET CHANGE IN FUND BALANCE	\$ -	\$ (60,801)	\$ (60,801)	

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>2009</u> <u>Budget</u>	<u>2010</u> <u>Budget</u>	<u>\$</u> <u>Increase/</u> <u>(Decrease)</u>	<u>%</u> <u>Increase/</u> <u>(Decrease)</u>
REVENUES AND OTHER SOURCES:				
Property Tax Levy	\$ 144,430	\$ 150,058	\$ 5,628	3.90%
EXPENDITURES AND OTHER USES:				
Debt Service:				
Principal	\$ 140,000	\$ 135,000	\$ (5,000)	(3.57%)
Interest and Fiscal Charges	8,278	6,507	(1,771)	(21.40%)
Total Expenditures	<u>\$ 148,278</u>	<u>\$ 141,507</u>	<u>\$ (6,771)</u>	<u>(4.57%)</u>
NET CHANGE IN FUND BALANCE	\$ (3,848)	\$ 8,551	\$ 12,399	

Debt Service Funds (Continued)

Combined Debt Service Funds Budgets

	G.O. Bonds 2005 Uptown Hamel	G.O. Improvement Bonds 2005B	G.O. Bonds 2008 Uptown Hamel	G.O. Equipment Certificates 2008B	Total Debt Service
REVENUES AND OTHER SOURCES:					
Property Tax Levy	\$ -	\$ -	\$ -	\$ 150,058	\$ 150,058
Special Assessments	34,900	234,310	74,900	-	344,110
Transfer In	-	-	62,849	-	62,849
Total Revenues	\$ 34,900	\$ 234,310	\$ 137,749	\$ 150,058	\$ 557,017
EXPENDITURES AND OTHER USES:					
Debt Service:					
Principal	\$ 65,000	\$ 285,000	\$ 115,000	\$ 135,000	\$ 600,000
Interest and Fiscal Charges	32,749	4,868	83,550	6,507	127,673
Total Expenditures	\$ 97,749	\$ 289,868	\$ 198,550	\$ 141,507	\$ 727,673
NET CHANGE IN FUND BALANCE	\$ (62,849)	\$ (55,558)	\$ (60,801)	\$ 8,551	\$(170,657)

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 \$44,925. A \$78,550 decrease in charges for services, based on a 5% rate increase as supported by the October 2008 Water Rate Analysis and Council discussion on July 23, 2009, is due to conservation efforts effecting usage figures. Transfers in from the Water Capital Improvement Fund will be increased in 2010 by \$18,125.

Expenses are to decrease \$40,239. The following categories are increasing to account for some of this adjustment, Materials and Supplies \$6,075, Repairs and Maintenance \$16,950, Insurance \$7,025, Debt Service \$17,375, and Miscellaneous \$6,375. Wages and Compensation are decreasing \$16,521, Utilities are projected to be decreasing \$12,900, Contractual Services and Depreciation are projected be decreasing \$22,600, and Capital Outlay is reduced by \$44,000.

PERSONNEL LEVELS

- .20 – Public Works Superintendent
- .40 – Public Works Foreman
- .15 – Office Assistant
- .05 – Street Maintenance Worker
- .65 – Public Works Maintenance Worker
- .45 – On Call

CAPITAL OUTLAY

- Well # 4 Maintenance
- Water Tower including Land Acquisition

Public Utility Funds (Continued)

WATER UTILITY FUND (CONTINUED)

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
REVENUES:				
Operating:				
Charges for Services	\$ 787,775	\$ 709,225	\$ (78,550)	(9.97%)
Non-Operating:				
Meter Sales	25,000	15,000	(10,000)	(40.00%)
Water Connection Fees	6,000	2,500	(3,500)	(58.33%)
Transfer In from Water Capital Fund	527,500	545,625	18,125	3.44%
Investment Income	61,000	90,000	29,000	47.54%
Total Revenues	\$ 1,407,275	\$ 1,362,350	\$ (44,925)	(3.19%)
EXPENSES:				
Operating:				
Wages, Salaries and Compensation	\$ 146,422	\$ 129,901	\$ (16,521)	(11.28%)
Materials and Supplies	63,700	69,775	6,075	9.54%
Utilities	91,000	78,100	(12,900)	(14.18%)
Repairs and Maintenance	16,025	32,975	16,950	105.77%
Insurance	14,225	21,250	7,025	49.38%
Depreciation	291,000	270,000	(21,000)	(7.22%)
Professional Services	57,675	56,075	(1,600)	(2.77%)
Miscellaneous	10,750	17,125	6,375	59.30%
Non-Operating:				
Purchase or Repair of Water Meters	30,000	30,500	500	1.67%
Principal Expense	475,000	510,000	35,000	7.37%
Interest Expense	302,300	284,925	(17,375)	(5.75%)
Transfer Out to General Fund	136,318	137,550	1,232	0.90%
Capital Outlay	2,729,000	2,685,000	(44,000)	(1.61%)
Total Expenses	\$ 4,363,415	\$ 4,323,176	\$ (40,239)	(0.92%)
Increase/(Decrease) to Net Assets	\$ (2,956,140)	\$ (2,960,826)	\$ (4,686)	

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 decrease \$550. A \$16,450 increase in charges for services has been based on a 0% rate increase as supported by the Council discussion on July 23, 2009 and trend information. Investment Income is also to decrease \$17,000 based on trend analysis.

Expenses are to decrease \$16,100. The following categories are increasing to account for some of this adjustment, Materials and Supplies \$1,825, Repair and Maintenance \$8,000, Insurance \$1,875, and Professional Services \$1,700. Metropolitan Council Environmental Services are to decrease \$12,057. Wages and Compensation are to be decreasing \$8,643, Utilities by \$4,450, Transfer to General Fund by \$2,550, and Capital Outlay is to be decreasing \$6,000.

PERSONNEL LEVELS

.20 – Public Works Superintendent
.40 – Public Works Foreman
.15 – Office Assistant
.05 – Street Maintenance Worker
.65 – Public Works Maintenance Worker
.45 – On Call

CAPITAL OUTLAY

None Requested.

Public Utility Funds (Continued)

SEWER UTILITY FUND (CONTINUED)

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
REVENUES:				
Operating:				
Charges for Services	\$ 450,800	\$ 467,250	\$ (16,450)	3.65%
Non-Operating:				
Special Assessments	20,000	20,000	-	0.00%
Investment Income	57,000	40,000	(17,000)	(29.82%)
Total Revenues	\$ 527,800	\$ 527,250	\$ (550)	(0.10%)
EXPENSES:				
Operating:				
Wages, Salaries and Compensation	\$ 104,748	\$ 96,105	\$ (8,643)	(8.25%)
Materials and Supplies	9,050	10,875	1,825	20.17%
Utilities	13,950	9,500	(4,450)	(31.90%)
Repairs and Maintenance	5,500	13,500	8,000	145.45%
Insurance	3,800	5,675	1,875	49.34%
Depreciation	86,500	89,500	3,000	3.47%
Professional Services	34,800	36,500	1,700	4.89%
Sanitary Sewer Service MCES	214,357	202,300	(12,057)	(5.62%)
Miscellaneous	2,900	4,100	1,200	41.38%
Non-Operating:				
Transfer Out to General Fund	85,350	82,800	(2,550)	(2.99%)
Capital Outlay	6,000	-	(6,000)	(100.00%)
Total Expenses	\$ 566,955	\$ 550,855	\$ (16,100)	(2.84%)
Increase/(Decrease) to Net Assets	\$ (39,155)	\$ (23,605)	\$ 15,550	

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 \$425,195, mainly within Miscellaneous Grant Funding, charges for services are to increase of \$3,555 is based a 6.77% rate increase discussed on July 23, 2009 and on projects for 2009, interest earnings of \$150 are now projected as the fund has accumulated a cash balance.

Expenses are to increase \$425,195. The projects comprise of Best Management Practices (BMP's) implemented in the City's SWPPP, TMDL Implementation Plan(s), Lakeshore Shoreline Stabilization, and other general projects recommended by the Public Works Superintendent and City Administrator. Grant funding is imperative to the completion of several projects.

PERSONNEL LEVELS

- .10 – Public Works Superintendent
- .10 – Public Works Foreman
- .10 – Office Assistant
- .15 – Street Maintenance Worker
- .10 – Public Works Maintenance Worker

CAPITAL OUTLAY

None requested.

Public Utility Funds (Continued)

STORM WATER UTILITY FUND (CONTINUED)

	2009 Final Budget	2010 Approved Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
REVENUES:				
Operating:				
Charges for Services	\$ 169,475	\$ 173,030	\$ 3,555	2.10%
Miscellaneous-Grants	-	413,790	413,790	
Miscellaneous	-	7,850	7,850	
Total Revenues	\$ 169,475	\$ 594,670	\$ 425,195	250.89%
EXPENSES:				
Operating:				
Wages, Salaries and Compensation	\$ 17,500	\$ 42,495	\$ 24,995	142.83%
Materials and Supplies	13,000	2,700	(10,300)	(79.23%)
Professional Services	32,125	26,125	(6,000)	(18.68%)
Miscellaneous	30,750	20,000	(10,750)	(34.96%)
Non-Operating:				
Transfer Out to General Fund	47,000	50,350	3,350	7.13%
Capital Outlay	29,100	453,000	423,900	1456.70%
Total Expenses	\$ 169,475	\$ 594,670	\$ 425,195	250.89%
Increase/(Decrease) to Net Assets	\$ -	\$ -	\$ -	
City Wide REFs	6,442	6,442	-	
REF Rate	\$ 26.31	\$ 28.10	\$ 1.79	6.77%



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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	2009	2010	2011	2012	2013	2014	Revenue Source
Roads							
Hamel Road - Pinto to Tower Reconstruct				\$170,954			Road Improvement Fund
Cherry Hill Overlay	\$ 84,000						Road Improvement Fund
Elm Creek Middle Section Overlay	\$ 45,888						Road Improvement Fund
Ridgeview Circle Overlay	\$ 36,542						Road Improvement Fund
Sycamore Trail Overlay	\$ 59,047						Road Improvement Fund
Tamarack North of Medina Overlay/Rehab						\$262,395	Road Improvement Fund
Tamarack City Limits to CSAH 24 Rehab					\$435,671		Road Improvement Fund
Comanche Trail Overlay						\$ 27,125	Road Improvement Fund
Hunter Drive South of CSAH 24 Rehab			\$361,514				Road Improvement Fund
Hunter Drive - Medina to Hamel Reconstruct				\$1,068,476			Developer/ Road Improvement Fund
Holy Name Drive Overlay		\$ 157,698					Road Improvement Fund
Lake View Road Overlay						\$ 47,232	Road Improvement Fund
Willow Drive Orono to 24 Reconstruct						\$1,286,514	Road Improvement Fund
Willow Drive N of Chippewa Reconstruct				\$ 316,485			Road Improvement Fund
Wichita Trail Reconstruct				\$ 125,086			Road Improvement Fund
Tower Drive West of Pinto Overlay			\$ 24,313				Road Improvement Fund
Tower Drive WTP to Hamel Reconstruct				\$ 236,091			Road Improvement Fund
Shire Drive Overlay				\$ 60,727			Road Improvement Fund
Iroquois Drive Overlay				\$ 25,695			Road Improvement Fund
Pioneer Trail - Hamel to Willow Final Overlay	\$ 115,500						Road Improvement Fund
Pioneer Trail - Willow to TH55 Final Overlay		\$ 231,000					Road Improvement Fund
Kilkenny Lane Overlay					\$ 13,514		Road Improvement Fund
Maplewood Drive Overlay					\$ 29,328		Road Improvement Fund
Bobolink Road Overlay					\$ 86,326		Road Improvement Fund
Morningside Road Overlay					\$100,654		Road Improvement Fund
Elsinore Circle N of Morningside Rd Overlay					\$ 18,789		Road Improvement Fund
Chippewa Road West Maintenance	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	General Fund
Hunter Drive - Medina to Hamel Maintenance	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000			General Fund
Streets Seal Coat	\$ 139,118	\$ 140,000	\$140,000	\$ 83,506	\$237,919	\$ 150,000	General Fund
Townline Road CR11 to TH 55 Overlay					\$103,122		Road Improvement Fund
Hwy 55 & CR 116 Intersection	\$ 50,000	\$ 50,000	\$3,500,000				TH 55 Intersection Capital Impr Fund/Fed & State Match
Roads Sub-total	\$ 540,095	\$ 588,698	\$4,035,827	\$2,097,020	\$1,030,323	\$1,778,266	
Public Works							
Tandem	\$ 190,000		\$ 200,000				Equipment Fund
Pickup Truck 3/4 Ton					\$ 40,000		Equipment Fund
Roller		\$ 22,000					Equipment Fund
Wire Feed Welder	\$ 2,000						General Fund
Single Axel Truck				\$ 170,000			Equipment Fund
Loader						\$ 150,000	Equipment Fund
Skid Steer				\$ 60,000			Equipment Fund
One Ton Pickup or Dump w/box			\$ 45,000				Equipment Fund

2010 CIP: DEPARTMENT	2009	2010	2011	2012	2013	2014	Revenue Source
Vac & Jetter					\$ 60,000		Equipment/Sewer/Storm Water
GPS	\$ 8,000						PW & Plan Equipment/Water/Sewer Fund
Mower/tractor	\$ 40,000						Equipment Fund
Broom for Tractor			\$ 20,000				Split w/ Loretto 1/2 Park 1/2 Equip
Miscellaneous Equipment			\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	General Fund
Public Works Sub-total	\$ 240,000	\$ 22,000	\$ 267,000	\$ 232,000	\$ 102,000	\$ 152,000	
Public Safety (Police, Fire, etc.)							
PD Squad Cars	\$ 89,000	\$ 90,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ 90,000	Equipment Fund
PD Squad Camera					\$ 7,000	\$ 7,000	Forfeiture Fund
PD Squad Portable Radios		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	Equipment Fund
PD Eagle Radar Replacement				\$ 4,000			Forfeiture Fund
PD Squad Laptops/Software MDC				\$ 10,000	\$ 10,000	\$ 10,000	Equipment Fund
PD Squad Laptops/Software MDC		\$ 35,000					DWI Forfeiture Fund
PD Ticket Writer	\$ 2,500						General Fund
PD Tasers				\$ 1,800			General Fund
PD Medical Bags				\$ 1,500			General Fund
PD Defibrulators				\$ 3,000		\$ 3,000	Equipment Fund
PD Red Man Suit				\$ 2,000			General Fund
PD Simmunitions			\$ 2,500				General Fund
PD Computer Rotation			\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	General Fund
PD Card Reader System					\$ 8,000		Equipment Fund
Civil Defense Sirens	\$ 30,000			\$ 30,000	\$ 30,000	\$ 30,000	Revolving Cap. Impr. Fund
Fire (Hamel)	\$ 94,000	\$ 91,000	\$ 38,000				General Fund
Fire (Hamel Tanker)	\$ 29,800	\$ 29,000	\$ 28,200	\$ 27,400	\$ 26,700		General Fund
Fire (Other)	\$ 29,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		General Fund
Police Sub-total	\$ 274,300	\$ 265,000	\$ 155,200	\$ 166,200	\$ 168,200	\$ 158,500	
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 Fund
Administration Sub-total	\$ 2,000	\$ 25,000	\$ 22,000	\$ 2,000	\$ 2,000	\$ 2,000	
City Buildings							
City Hall Renovation			\$ 25,000				Revolving Cap. Impr. Fund
New City Hall/Police Facility					\$,500,000		G.O. Bond, Cash Reserves
New Public Works Facility		\$6,500,000					G.O. Bond, Cash Reserves
City Building Sub-total	\$ -	\$6,500,000	\$ 25,000	\$ -	\$6,500,000	\$ -	
Water (high growth expectation)							
Well #4 Maintenance		\$ 10,000					Water Capital Improvement
Independence Beach House Controls			\$ 14,000				Water Capital Improvement
Generator (split w/ Sewer)	\$ 38,500			\$ 40,000			Water Capital Improvement
Water Tower (and land acquisition)		\$2,650,000					Water Capital Improvement
GPS	\$ 4,000						PW & Plan Equipment/Water/Sewer
Repair and Replacement	\$ 75,000	\$ 35,000	\$ 35,000	\$ 75,000	\$ 75,000	\$ 35,000	Water Operating Fund
Water Sub-total	\$ 117,500	\$2,695,000	\$ 49,000	\$ 115,000	\$ 75,000	\$ 35,000	

2010 CIP: DEPARTMENT	2009	2010	2011	2012	2013	2014	Revenue Source
Sewer							
Generator (split w/ Water)	\$ 38,500			\$ 40,000			Sewer Capital Improvement
Gas Monitor						\$ 2,000	Sewer Operating Fund
Blower	\$ 2,000						Sewer Operating Fund
GPS	\$ 4,000						PW & Plan Equipment/Water/Sewer
Extension - Others	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	Assessments/Sewer Capital
I/I Repair and Rehab	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	Sewer Capital Improvement
Sewer Sub-total	\$ 114,500	\$ 70,000	\$ 70,000	\$ 110,000	\$ 70,000	\$ 72,000	
Storm Water							
Steamer		\$ 20,000					Storm Water Operating
Highcrest Dr. Erosion & Drainage Improvements		\$ 5,000					Storm Water Utility
Willow Dr. Water Quality (WQ) Improvements			\$ 100,000				Street Bonds & Assessments
Hunter Dr. WQ Improvements				\$ 50,000			Street Bonds & Assessments
Hamel Rd/Tower Dr. WQ Improvements				\$ 25,000			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		\$ 318,000					Storm Water Utility; Grants
Lake Independence WQ Improvements						\$ 40,000	Storm Water Utility; Grants
Shoreline Buffering/Stabilization Program		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000		Storm Water Utility; Grants
Stream/Ditch restoration in MCWD area		\$ 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	Storm Water Utility; Grants
ISTS Repair and Replacement		\$ 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	SWU; Grants; Env. Fund
Storm Water Sub-total	\$ -	\$ 480,500	\$ 337,500	\$ 212,500	\$ 187,500	\$ 152,500	
Parks							
Trails	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	Park Dedication Fund/Grants
Hamel Road-Hunter to TH55			\$ 100,000				Developer/Park Dedication Fund
Arrowhead/Hackamore Road				\$ 150,000			Park Dedication Fund
CR 116	\$ 100,000	\$ 325,000					Dedication/Grant Funds
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
Ind Beach - Neighborhood connection				\$ 25,000			Park Dedication Fund
Hamel Legion Park							
Picnic Tables - Playground	\$ 2,000						Park Dedication Fund
Parking in NE area of Park (or ROW)				\$ 125,000			Park Dedication Fund
Trail Seal Coating	\$ 3,500	\$ 6,000	\$ 3,500	\$ 3,500	\$ 3,500	\$ 6,000	General Fund
Fire Pit - Screening	\$ 500						Park Dedication Fund
Fire Pit - Benches (2)	\$ 2,000			\$ 1,000			Donations
Playground Equipment						\$ 15,000	Donations/Dedication Fund
Benches by Playground Equipment		\$ 3,000					Donations/Dedication Fund
Plaza - additional table	\$ 1,000						Donation
Entrance Signs	\$ 7,500						Park Dedication Fund
Benches	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	Donations
General Landscaping	\$ 5,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	Park Dedication Fund

2010 CIP: DEPARTMENT	2009	2010	2011	2012	2013	2014	Revenue Source
Concrete Bench Slabs (BB Court, Playground)	\$ 2,000	\$ 1,000					Park Dedication Fund
Concession Stand/Fieldhouse/Storage	\$ 425,000						Donations/Park Dedication
Outfield fences/sun screen/trees	\$ -	\$ 10,000					Municipal Park Fund/Donations
Ballfield Outfield fences		\$ 25,000					Park Dedication Fund/Grants
Ballfield Lights				\$ 125,000			Park Dedication Fund
Irrigation System-Community Building			\$ 15,000				Park Dedication Fund
Irrigation System-Ball Fields	\$ 10,000		\$ 15,000				Park Dedication Fund
Tree Relocation Project	\$ 3,000						Dedication/Environmental
Trash/Recycling Receptacles	\$ 2,000	\$ 2,000					Park Dedication Fund
Utility Screening	\$ 6,000						Water Fund
Drinking Fountain	\$ 3,000						Park Dedication Fund
Bleachers (New four Sets)	\$ 7,500						Park Dedication Fund
Community Building - various additions							
Shading Southside of Building	\$ 2,000	\$ 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
Walnut Park							
Signage						\$ 1,000	Park Dedication Fund
Storm Water Control	\$ 15,000						Storm Water Utility
Rainwater Nature Area							Park Dedication Fund
Bridge by New Trail				\$ 60,000			Park Dedication Fund
Screen Electrical Box		\$ 500					Park Dedication Fund
Phase II Implementation	\$ 10,000						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 Property-Park Development		\$ 5,000	\$ 5,000				Park Dedication Fund
Signage - All Parks	\$ 20,000						Park Dedication Fund
Parks Sub-total	\$1,003,000	\$ 849,500	\$ 690,500	\$ 889,000	\$ 382,000	\$ 399,000	
TOTAL:	\$2,291,395	\$11,495,698	\$5,652,027	\$3,823,720	\$8,517,023	\$2,749,266	

Fee Schedule

The City Council adopts an ordinance which revises the City's fee schedule, including fees for land use, liquor licensing, public safety, and other permits issued by the City. It also establishes rates for sanitary sewer, water, storm water, and other services.

City of Medina Fee Schedule

Effective January 1, 2010

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
Affidavit of filing	\$2.00	Consumption & Display License	\$300
Audit Book copy	\$50.00	Liquor License Investigation (in-state maximum)	\$500.00
Cigarette License (annual)	\$150.00	Liquor License Investigation (out-of-state maximum)	\$10,000.00
City Code Book	Cost plus 10%	Off-sale	\$100.00
Copies--single or double sided (B&W)	\$0.25	On-Sale Class A:>\$20,000 sq. ft.	\$7,500.00
Copies or pictures - color 8 ^{1/2} x11	\$0.50 per page	On-Sale Class B:12,000 - 20,000 sq. ft.	\$6,500.00
Copies - Public Data Request	\$0 if cost is less than \$5	On-Sale Class C: 6,000 - 12,000 sq. ft.	\$5,500.00
Delinquent Charges Assessed	10% administrative fee	On-Sale Class D: < 6,000 sq. ft.	\$4,500.00
DVD/CD/VHS/Audio	\$30.00 per item	On-Sale Sunday	\$200.00
Hall Rental (weekend only)	\$25.00	Public Dance	\$100.00
Mailing Costs of copies/reports	At cost	3.2 Malt Liquor -one day set up	\$25.00
New Resident Listing	\$2.00 plus postage	Temporary 3.2 application fee	\$25.00
Peddler, Solicitor, Transient Merchant Permit	\$25.00 up to \$100.00	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	\$15.00	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
Fire		Police	
Fire False Alarm (first)	No Charge	Accident/Police Report	\$.25/page
Fire False Alarm (second)	\$100.00	Burning Permit (non-resident)	\$15.00
Fire False Alarm (third)	\$150.00	Burning Permit (resident)	No Charge
Fire False Alarm (fourth)	\$200.00	Dog Impounds	\$25.00 at Police office, At Strehler Farm \$50.00 plus \$10.00 each additional calendar day
Fire False Alarm (fifth 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
		Fireworks Permit	\$50.00
		Gambling-Investigation for Class A,B,C	\$100.00
		Gambling license-Class A, B, C (annual)	\$50.00
		Gambling license-Class D (raffle)	\$10.00
		Gun Club license (annual)	\$50.00
		Hunting Permit (non-resident)	\$15.00
		Hunting Permit (resident)	\$5.00
		Letter of Conduct	\$15.00
		Police False Alarm (first)	No Charge
		Police False Alarm (second)	\$25.00
		Police False Alarm (third)	\$50.00
		Police False Alarm (fourth)	\$75.00
		Police False Alarm (fifth and thereafter)	\$150.00
		Vehicle Impound/Storage	\$10.00/day + towing fees

* c.a.c. = city accrued costs

City of Medina Fee Schedule

Effective January 1, 2010

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
Building - accessory structure	\$100.00 (< 120 sq. ft. not on permanent foundation) > 120 sq. ft. = state fee schedule	Prosecuting Attorney	\$118 per hour
Building - building w/o permit violation	Double charge	Planning Consultants	Up to \$160 per hour, per rate schedule
Building - demolition (minimum)	\$100.00 per structure (Resid.) \$200.00 per structure (Non- Resid.)	City Staff - Professional	\$80.00/hour
Building - fence	< 5 ft. (no permit); > 5 ft. = state fee schedule	City Staff - Public Works	\$65.00/hour + Time & half for O.T.
Building - fireplace	\$50.00 per fireplace plus \$0.50 state surcharge	City Staff - Administrative Support	\$60.00/hour + Time & half for O.T.
Building - reroof or re-side residential	\$100.00 plus \$0.50 state surcharge	Staff and consultant time spent on planning applications (or defined as other c.a.c) will be charged to applicant	
Building - residing in existing home while building new, demolition of existing before C/O of new home	\$10,000.00 escrow		
Building - site grading/vegetation established escrow prior to Temp CO	\$10,000.00 escrow		
Building - windows (existing openings)	\$50.00 plus \$0.50 state surcharge		
Building - windows (changing opening)	State fee schedule		
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 Review (ex: sport courts/address monuments)	\$50.00		
Mechanical	\$50.00 per piece plus \$0.50 state surcharge		
Moving Structure through City Permit	\$100.00 + c.a.c.		
Plumbing	\$50.00 (1-5 fixtures), \$10.00 each additional; plus \$0.50 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)	\$50.00		
Sign face replacement-wall or pylon face	\$100.00		
New monument/pylon sign	state fee schedule		
Storm Water Pollution Prevention Program (SWPPP) Review (one acre or more)	\$200		
Underground Tank Removal	\$100.00		
Tree Preservation Plan Review	\$50.00		
Water Hook-up	\$100.00		
Water Heater	\$15.00 plus \$0.50 state surcharge		
* c.a.c. = city accrued costs			

City of Medina Fee Schedule

Effective January 1, 2010

Service	Charge	Service	Charge
Planning and Zoning		Planning and Zoning	
Agriculture Preserve Application	\$50.00 + c.a.c.	Mixed Use Stage II Plan	\$2000.00 + c.a.c.
Agriculture Preserve Expiration	\$50.00 + c.a.c.	Mixed Use Stage III Plan	\$2000.00 + c.a.c.
Appeal Administrative Decision	\$500.00	Park Dedication Fee (see city code)	Res. = 8% of land value but no < \$3500/unit or > \$8000/unit
Appeal of Wetland Functional Assessment and Value Classification	\$500.00 (deposit) + c.a.c.	Planned Unit Development Concept Plan	\$1000.00 (deposit) + c.a.c.
Appeal of Wetland Corrections Notice	\$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	1000.00	Platted Subdivision Application (min.)	\$5000.00 (deposit) + c.a.c.
Conditional Use Permit application (commercial, 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 (Telecommunications Tower, minimum)	\$2000.00 (deposit) + c.a.c.	Vacation	\$2000.00 (deposit) + c.a.c.
Conditional Use Permit application (residential, minimum)	\$1000.00 (deposit) + c.a.c.	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.
Conditional Use Permit Annual Review	\$100.00 residential \$250.00 commercial	(L-Use Applic. Sign) Delivery Fee (City delivers sign to site)	\$35.00 \$50.00 (each way)
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.
Interim Use Permit	\$2000.00 (deposit) + c.a.c.	Wetland Field Estimate (flagging)	\$250.00
Kennel License	\$500.00 (deposit) + c.a.c.	Wetland Exemption Decision/No Loss	\$300.00
Lot Combination or Split (Survey Subd.)	\$5000.00 (deposit) + c.a.c.	Wetland Replacement Plan	\$500.00 (deposit) + c.a.c.
Maps	11x17 = \$4 17x22 = \$8 22x34 = \$10 28x40 = \$12 34x44 = \$15	Zoning Letter	\$50.00
Mixed Use Stage I Plan	\$2000.00 + c.a.c.		
* Deposits for land use and other applications must include the fee established by this fee schedule ordinance and any unpaid fees from the previous application involving essentially the same property by the same or similar applicant.			
* Deposits for Land Use Applications that require more than two requests or large in scale shall be determined by the City Administrator.			
* Deposits will be returned for land use projects paid in full after final approval, deposits for wetland and grading permits will be returned upon acceptance of work if bills are paid in full.			
* Escrow for building certificate will be returned upon acceptance of project.			
* Land use applications are processed by planning, building, finance, engineering and legal departments and all costs associated with the review shall be billed to the applicant.			
* c.a.c. = city accrued costs			



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