



2026 COMPREHENSIVE ANNUAL BUDGET

DECEMBER 2, 2025

TODD ALBERS
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COUNCIL MEMBER

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PUBLIC SAFETY DIRECTOR

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FINANCE DIRECTOR

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PLANNING DIRECTOR

STEVE SCHERER
PUBLIC WORKS DIRECTOR



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CITY OF MEDINA
2026 COMPREHENSIVE ANNUAL BUDGET

Table of Contents

BUDGET SUMMARY	Page
Transmittal Letter.....	1
GENERAL FUND BUDGET SUMMARY	5
Revenue Summary/Graph.....	6
Expenditure Summary	7
Expenditure Summary by Department/Graph	8
GENERAL FUND REVENUES	
Revenue Detail.....	9
GENERAL FUND EXPENDITURES	
General Government	
Overview.....	10
Mayor and Council	11
Administration	12
Elections.....	14
Assessing.....	16
Planning and Zoning.....	17
Comprehensive Plan	19
Data Processing.....	20
Police/Public Works Facility	21
Municipal Building	22
Public Safety	
Overview.....	24
Police.....	25
Police Records Management.....	27
Fire	28
Building Inspections	29
Emergency Management	31
Public Works.....	32
Sanitation and Recycling	34
Parks and Recreation	
Community Building	35
Parks.....	36
Economic Development Housing.....	38
General Fund Budget Summary.....	39

CITY OF MEDINA
2026 COMPREHENSIVE ANNUAL BUDGET

Table of Contents Continued

SPECIAL REVENUE FUNDS BUDGETS	41
Environmental Fund.....	42
Municipal Park Fund.....	43
Lawful Gambling	44
Police Forfeiture Fund	45
Police Reserve Equipment Fund.....	46
Public Safety Aid (One-Time Monies).....	47
German Liberal Cemetery Fund	48
Community Event Fund.....	49
Crime Prevention Fund.....	50
Cable Franchise Fund	51
Combined Special Revenue Funds Budgets	52
CAPITAL PROJECT FUNDS BUDGETS	55
Park Dedication Fund	56
General Capital Improvement Fund.....	57
Water Capital Improvement Fund	58
Sewer Capital Improvement Fund	59
Land Acquisition Capital Fund.....	60
Tax Increment 1-9 Fund.....	61
Equipment Replacement Fund.....	62
Road Improvement Fund	63
Combined Capital Project Funds Budgets	64

CITY OF MEDINA
2026 COMPREHENSIVE ANNUAL BUDGET

Table of Contents Continued

DEBT SERVICE FUNDS BUDGETS 67

G.O. Capital Improvement Plan Bonds 2020A (2012A) Fund (PW/PD Facility).....68

G.O. Improvement Bonds 2015A (Tower Drive).....69

G.O. Improvement Bonds 2020A (2017A) (Deer Hill).....70

G.O. Improvement Bond 2023A (Road Improvements)71

Combined Debt Service Funds Budgets72

PUBLIC UTILITY FUNDS BUDGETS..... 74

Water Utility Fund75

Sewer Utility Fund.....77

Storm Water Utility Fund79

CAPITAL IMPROVEMENT PROGRAM82

FEE SCHEDULE.....84



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Mayor and City Council Members

November 17, 2025

The City of Medina Staff is pleased to submit the 2026 proposed Comprehensive Annual Budget and property tax levy for your consideration of final approval on December 2, 2025. This 2026 budget reflects the Council’s property tax levy and budget discussions throughout 2025. When approved, this budget will be the basis for the final 2026 property tax levy to be certified to Hennepin County in December 2025. The County will then use the certified property tax levy for final 2026 property tax calculations.

Total taxable market value increased 4.2% from \$2.787 billion in 2025 to \$2.903 billion in 2026. Adjusted net tax capacity increased 4.3% from \$33.008 million in 2025 to \$34.433 million in 2026.

The budget proposes a General Fund property tax levy increase of \$385,126 for 2026, which is a tax rate increase from 20.808% to 22.432% from 2025 to 2026. The overall General Fund expenditures are budgeted to increase 6.5% or \$435,317. A Capital Road Assessment Levy was added to shift the funding for road resurfacing and reclamation projects from special assessments to the property tax levy. The Municipal Park Levy was increased \$10,000 to continue to fund park asset replacements. Capital levies for the Road Fund and Equipment Fund have no increase. The overall total levy increase for 2026 amounts to \$771,185, compared to \$581,232 in 2025.

Property Tax Levy:	<u>2025</u>	<u>2026</u>	<u>Change</u>
General Fund	5,075,337	5,460,463	385,126
Capital Equipment	462,500	462,500	0
Capital Road Fund	61,000	61,000	0
Capital Road Assessment	0	325,000	325,000
Capital Land	206,935	258,699	51,764
Municipal Park Fund	125,000	135,000	10,000
Road Improvement Debt Service	389,860	387,088	(2,772)
Building Debt Service	<u>365,244</u>	<u>367,311</u>	<u>2,067</u>
Total Levy	\$6,685,876	\$7,457,061	\$771,185

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

GENERAL FUND REVENUES:

The total budgeted revenue for 2026 is \$7,091,004 compared to the 2025 budget of \$6,655,687.

With the proposed general operating levy, property tax collections in the General Fund are projected to increase from \$5,075,337 in 2025 to \$5,460,463 in 2026. As in prior years, the City continues to receive the largest portion of the General Fund revenue from the property tax. In 2026, the tax levy will provide approximately 77% of the City's total General Fund revenues.

Licenses and Permits are estimated to remain steady. The budget is conservative regarding building permit activity to account for slowing growth in the future. A large portion of building permit surplus can be offset by building inspection liability that is not booked until year-end.

Budgeted transfers to the General Fund from the Water, Sewer, and Storm Water funds have increased from \$255,949 in 2025 to \$263,628.

GENERAL FUND EXPENDITURES:

General Fund expenditures are budgeted to increase from \$6,655,687 in 2025 to \$7,091,004 in 2026. General government expenditures are budgeted to increase \$133,925 or 8.8%, largely due to the addition of a staff position in the administration department and contractual service increases. Public safety expenditures are budgeted to increase \$247,427 or 6.6%, due to staff wages, fire services and contractual services. Parks and recreation expenditures are budgeted to increase \$32,033 and public works expenditures are budgeted to increase by \$27,130 or 2.8%. Capital replacement acquisitions will continue to be transacted through other funding sources or reserves on an as needed or emergency basis only.

Personnel costs represent 60% of the General Fund Budget. A 3.0% cost of living adjustment (COLA), market wage adjustments and defined pay grade step (step) increases are included in the 2026 budget for qualifying employees. A 4% COLA was contracted for union employees.

OTHER FUND BUDGETS

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

Community Event Fund: The City has depended on donations to fund the fireworks display at the annual Medina Celebration Day event. Conduit bond revenue in the amount of \$15,500 was received in 2019 to be spread over five years. Additional donations will again be needed in 2025 to fund a fireworks contract for the event. To assist in the event funding, a \$7,000 transfer in from the General Fund is budgeted for 2026.

Municipal Park Fund: Park equipment has an asset/depreciation life between 10 and 40 years. Past practice for park equipment replacement needs have been funded from the General Fund or Park Dedication Fund if classified as a capital improvement. The past need for park replacement has not been great because the parks were new or newer. As the parks and park equipment within the City of Medina approach asset life, there will be an increased need for replacement. The funds within the Park Dedication Fund will not be enough to maintain a practice of funding replacements or improvements.

The 2040 Comprehensive Plan shows between \$13.8 and \$27.4 million in new parks and trails development over the next 20 years. The Park Dedication Fund's revenue source is 100% dependent on development and developers and needs to set aside for future use. There have been past years and will be again when no revenue comes in for Park Dedication. Thus, the reason there is importance in establishing a constant revenue source for the Municipal Park Fund to handle replacements, which will be ongoing while there are parks in use.

Water Utility: The City's 2020 Water Rate Analysis demonstrated the need for a 4% rate increase in user rates and no current increase in the trunk connection fees.

Sewer Utility: The City's 2020 Sewer Rate Analysis includes a 4% rate increase in user rates and a decrease in trunk connection fees because of the addition of an area charge for the Willow TH 55 lift station.

Storm Water Utility: A 3% increase in the Storm Water Utility rate has been included in the 2026 budget. The storm water utility revenue supports administrative costs for annual reporting, pond maintenance, etc. and will be used as matching funds for capital project completion. The CIP for storm water projects is large and completion of the projects is highly contingent on receiving grant or cooperative funding from other agencies and partners.

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

FINAL COMMENTS

This budget has been prepared based on the direction given by the City Council to date and the best estimates of staff of the available revenues and the expenditures required to reasonably maintain core levels of services without significantly compromising quality of life for Medina taxpayers.

Respectfully Submitted,

Erin Barnhart
City Administrator



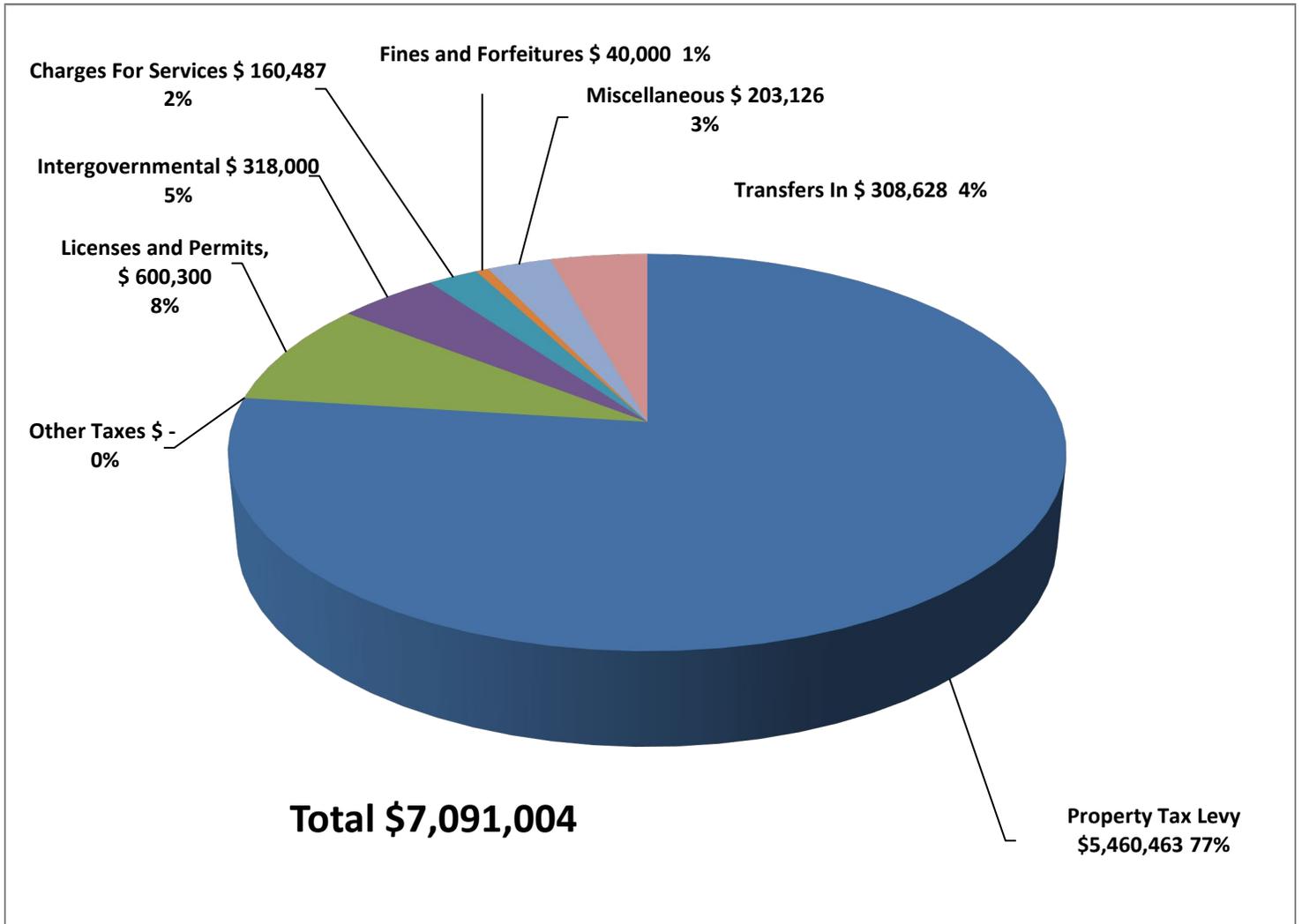
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General Fund

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

General Fund Revenues and Other Financing Sources By Type 2026

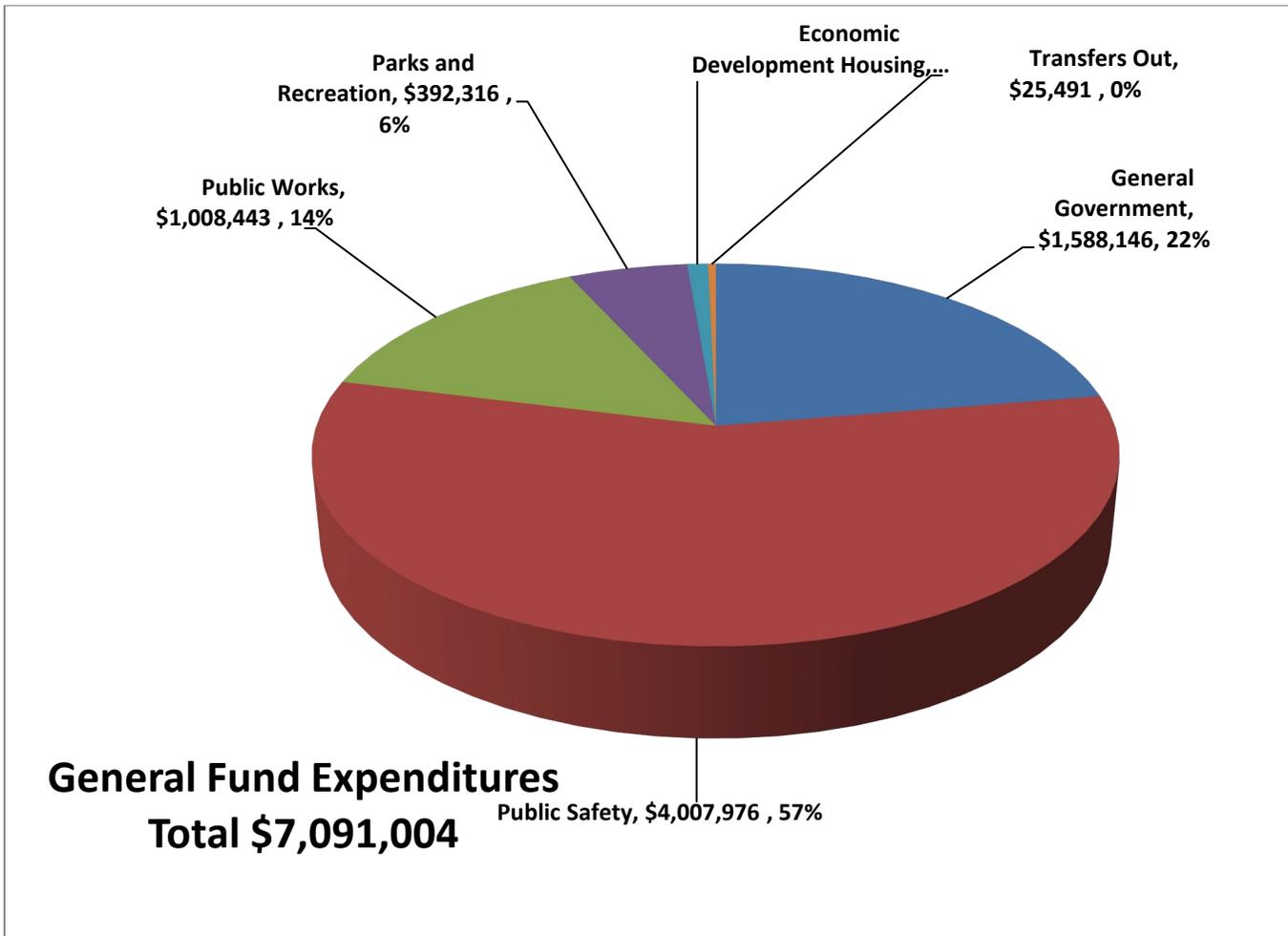
	2023 Budget	2024 Budget	2025 Budget	2026 Prelim Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
REVENUES AND OTHER FINANCING SOURCES BY TYPE						
Property Tax Levy	5,090,500	5,045,897	5,075,337	5,460,463	385,126	7.6%
Other Taxes	75,000	7,000	7,000	-	(7,000)	-100.0%
Licenses and Permits	509,400	559,783	580,250	600,300	20,050	3.5%
Intergovernmental	283,998	332,000	287,000	318,000	31,000	10.8%
Charges For Services	147,871	151,715	160,225	160,487	262	0.2%
Fines and Forfeitures	55,000	55,000	55,000	40,000	(15,000)	-27.3%
Miscellaneous	122,018	130,848	189,926	203,126	13,200	7.0%
Transfers In	286,257	362,127	300,949	308,628	7,679	2.6%
Total Revenues and Other Financing Sources	6,570,044	6,644,370	6,655,687	7,091,004	435,317	6.5%



General Fund Expenditures and Other Financing Uses By Department 2026

	2024	2025	2026	Amount	Percentage
	Budget	Budget	Prelim	Increase	Increase
	Budget	Budget	Budget	(Decrease)	(Decrease)
General Government:					
Mayor & Council	25,893	34,483	37,480	2,997	8.7%
Administration	855,568	891,694	981,269	89,575	10.0%
Elections	28,998	30,998	32,506	1,508	4.9%
Assessing	172,500	0	0	0	N/A
Planning & Zoning	217,481	238,279	248,524	10,245	4.3%
Comprehensive Plan	8,000	8,000	9,000	1,000	12.5%
Data Processing	106,500	120,500	148,000	27,500	22.8%
Police/Public Works Facility	97,700	127,600	136,200	8,600	6.7%
Municipal Building	61,800	71,300	63,800	(7,500)	-10.5%
Unallocated	0	0	0	0	N/A
Total General Government	1,574,440	1,522,854	1,656,779	133,925	8.8%
Public Safety:					
Police	2,461,212	2,595,350	2,751,749	156,399	6.0%
Police Records Management	16,000	22,280	24,000	1,720	7.7%
Fire	625,927	619,215	665,855	46,640	7.5%
Building Inspections	502,170	517,632	560,022	42,390	8.2%
Emergency Management	7,625	6,072	6,350	278	4.6%
Total Public Safety	3,612,934	3,760,549	4,007,976	247,427	6.6%
Public Works:					
Public Works	876,131	954,937	989,354	34,417	3.6%
Sanitation & Recycling & Organics	25,287	26,376	19,089	(7,287)	-27.6%
Total Public Works	901,418	981,313	1,008,443	27,130	2.8%
Parks & Recreation:					
Community Building	52,150	60,800	65,000	4,200	6.9%
Parks	281,880	299,482	327,315	27,833	9.3%
Total Parks & Recreation	334,030	360,282	392,315	32,033	8.9%
Economic Development Housing					
Housing	0	0	0	0	N/A
Total Economic Development Housing	0	0	0	0	N/A
Transfers Out	121,548	30,689	25,491	(5,198)	-16.9%
Transfer to Reserves	0	0	0	0	
Transfer to Future Fire Facility	100,000	0	0	0	N/A
Total Expenditures & Other Financing Uses	6,644,370	6,655,687	7,091,004	435,317	6.5%

General Fund Expenditures and Other Financing Uses
By Department 2026



General Fund Revenues

PROFILE

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

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

REVENUE DETAILS

Property Taxes

\$ 5,460,463

These are the General Fund property taxes charged to all taxable properties in the City of Medina based on the tax capacity of each property. The 2026 budget is 6.5% greater than the 2025 budget. Property Taxes make up about 77% of the total revenues and other sources collected to provide General Fund services.

Licenses and Permits

\$ 420,300

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

Charges for Services

\$ 340,487

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

These three revenue sources, property taxes, licenses and permits, and charges for services, together make up approximately 87% of the City's general operating revenues and other sources. The balance comes from fines and forfeitures, intergovernmental activity, and operating transfers.

General Fund Expenditures

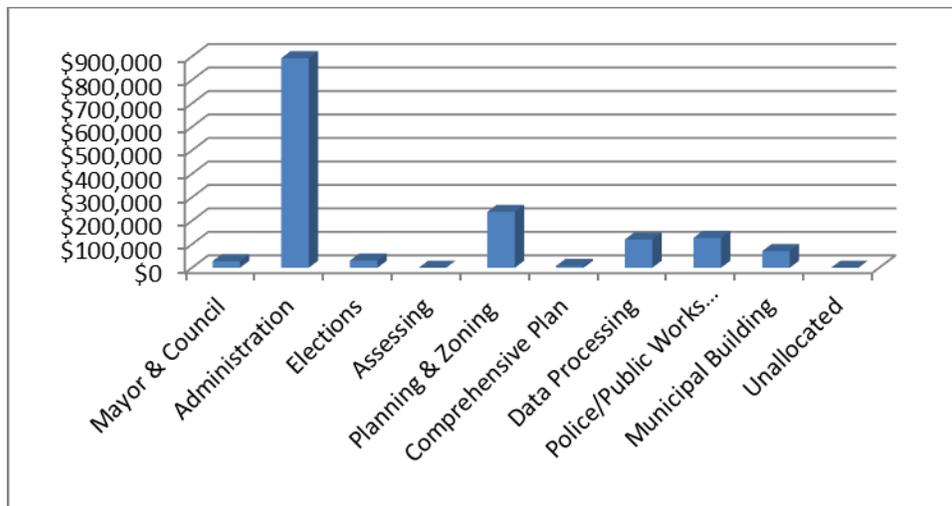
GENERAL GOVERNMENT OVERVIEW

PROFILE

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

	2024	2025	2026	Amount	Percentage
	Budget	Budget	Prelim	Increase	Increase
			Budget	(Decrease)	(Decrease)
General Government:					
Mayor & Council	25,893	34,483	37,480	2,997	8.7%
Administration	855,568	891,694	981,269	89,575	10.0%
Elections	28,998	30,998	32,506	1,508	4.9%
Assessing	172,500	0	0	0	N/A
Planning & Zoning	217,481	238,279	248,524	10,245	4.3%
Comprehensive Plan	8,000	8,000	9,000	1,000	12.5%
Data Processing	106,500	120,500	148,000	27,500	22.8%
Police/Public Works Facility	97,700	127,600	136,200	8,600	6.7%
Municipal Building	61,800	71,300	63,800	(7,500)	-10.5%
Unallocated	0	0	0	0	N/A
Total General Government	1,574,440	1,522,854	1,656,779	133,925	8.8%

2026 General Government Expenditures



General Fund Expenditures (Continued)

GENERAL GOVERNMENT – MAYOR AND COUNCIL

PROFILE

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

The City Council budget includes expenditures related to compensation, memberships, subscriptions, and training of its members. Printing expenditures are also included for the Truth in Taxation flier inserted with the County’s proposed tax statements.

BUDGETED PERSONNEL LEVELS

	<u>2026</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Mayor	1	1	1	1	1	1	1	1	1	1
Council Members	4	4	4	4	4	4	4	4	4	4

STAFFING HISTORY & PHILOSOPHY

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

OPERATING BUDGET

	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>Amount</u>	<u>Percentage</u>
	<u>Budget</u>	<u>Budget</u>	<u>Prelim</u>	<u>Increase</u>	<u>Increase</u>
			<u>Budget</u>	<u>(Decrease)</u>	<u>(Decrease)</u>
Mayor and Council					
Total Personnel Services	17,493	23,683	23,780	97	0.4%
Total Other Services and Charges	8,400	10,800	13,700	2,900	26.9%
Total Mayor and Council	25,893	34,483	37,480	2,997	8.7%

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – ADMINISTRATION

PROFILE

The City Administrator is the Chief Administrative Officer of the City. It is the Administrator's duty to properly administer all affairs relating to the City. The Administrator provides management of the City to ensure that all City Council policies and directives are carried out. Activities include coordinating recommendations to the City Council on financial, legislative, and management issues and to serve as a liaison between the Council, advisory boards and commissions, consultants, other levels of government, the media, and the public.

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

BUDGETED PERSONNEL LEVEL

	<u>2026</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
City Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Administrator/City Clerk	.80	.80	.80			0.80	0.80	0.80	0.80	0.80
Assistant to City Administrator/City Clerk				0.80	0.80					
Administrative Assistant	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50		
Administrative Coordinator	1.00									
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accountant I	1.00	1.00	1.00	1.00	1.00					
Accountant II						1.00	1.00	1.00	1.00	
Accounting Technician	1.00	1.00	1.00	1.00						1.00
Accounting Part-Time									0.50	0.50
Total FTE's	6.30	5.30	5.30	5.30	4.30	4.30	4.30	4.30	4.30	4.80

STAFFING HISTORY & PHILOSOPHY

- In 2006, a Finance Director position was added to bring financial functions in house from the consultants and previously assigned to the City Administrator. The position created investment strategies to provide cash flow and conserving capital, while maximizing investment income revenue.
- In 2007, an Accountant was added to handle utility billing and the processing of development reimbursable items, as well as to improve segregation of accounting and finance duties, assist in enhancing the accuracy of financial reporting, and to meet the demands of City growth. This position also provided support for the additional 250 utility accounts added through new development.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – ADMINISTRATION (continued)

- In 2008, the position of Assistant to the City Administrator was reassigned from an Administrative Assistant position to assume all statutory clerk functions (as Deputy Clerk), duties in human resource management, elections, public relations, information technology, contract management and liaison to parks and the community building previously held by the City Administrator.
- In 2008, an Accounting Technician position was created to replace the retiring Deputy Clerk. The position also provided resources for the newly created Storm Water Utility which added an additional 2,500 accounts, as well as monthly utility billing in 2009.
- In 2012, an Assistant Finance Director position was created to replace the Accountant position as well as to cover added responsibilities acquired due to a vacant Finance Director position in interim status with a contracted consultant.
- In 2015, the Finance Director position was filled eliminating the Assistant Finance Director position and reducing consultant hours. Additionally, a half-time Accountant position was filled.
- In 2016, the budget includes the reassignment of the position Assistant to the Administrator to Assistant Administrator/City Clerk.
- In 2018, the budget includes the reassignment of the Accounting Technician position to Accountant II.
- In 2019, a part-time administrative assistant position was created to be shared between admin and finance, replacing the vacant PT Finance Clerk position. Assistant City Administrator position was approved pay grade increase from 5-6 to 7-8.
- In 2021, the Asst. City Administrator/City Clerk position became vacant and was reallocated to Asst. to City Administrator/City Clerk and decreased to pay grade 5-6.
- In 2022, full-time Accounting Technician position posted to be filled in 2023. Position to handle billing, water meter replacement program and cross-train for additional backup.
- In 2024, Assistant to the Administrator was promoted to Assistant City Administrator.
- In 2025, a new position in the administration department was approved to be filled in 2026.

OPERATING BUDGET

	2024 Budget	2025 Budget	2026 Prelim Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
<u>Administration</u>					
Total Personnel Services	697,618	713,612	752,152	38,540	5.4%
Total Supplies	5,300	5,600	5,950	350	6.3%
Total Other Services and Charges	152,650	172,482	223,150	50,668	29.4%
Total Capital Outlay	0	0	0	0	N/A
Total Administration	855,568	891,694	981,252	89,558	10.0%

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT - ELECTIONS

PROFILE

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

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

STAFFING HISTORY & PHILOSOPHY

- Although internal staff provides a service to this department every year and significantly during an election year, no time is allocated due to the fluctuation in activity during off election years. The General Administration budget contains the staffing resources to conduct the City's elections.
- In 2006, City Staff restructured the flow of the election coordination by increasing internal staff administration and decreasing part-time hiring by 30%.
- In 2008, the City established a second precinct, which led to additional hiring of part-time election staffing.
- In 2010, City Staff enacted additional efficiencies in election coordination and shifts to reduce part-time hiring.
- In 2012 additional shift hours were added for an additional absentee precinct at the primary and general election. This was also a presidential election and required more staffing.
- In 2014 two part-time election judges were hired to administer absentee voting.
- 2015 was a non-election year. Shift staffing was not necessary.
- 2016 one full-time election judge was hired to administer absentee voting along with staff. Presidential election and no excuse absentee voting implemented. Additional election judges for office help will be needed for future presidential elections.
- 2017 was a non-election year.
- In 2018, two full-time election judges were hired to assist in absentee voting.
- In 2020, two primary elections and one general election were held. All elections had absentee voting and required election judges at City Hall.
- In 2022, one full-time election judge was hired to assist in early voting for the primary election. One part-time election judge assisted with early voting for the general election.
- In 2023, full-time election judge will be posted to assist with absentee voting in three scheduled elections in 2024.
- In 2024, four part-time election judges assisted with early voting, specifically during the direct balloting period.
- 2025 was a non-election year.
- In 2026, full-time election judge will be posted to assist with absentee voting in three scheduled elections in 2026.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – ELECTIONS (continued)

OPERATING BUDGET

	2024	2025	2026	Amount	Percentage
	Budget	Budget	Prelim	Increase	Increase
			Budget	(Decrease)	(Decrease)
Elections					
Total Personnel Services	16,148	16,148	19,456	3,308	20.5%
Total Supplies	1,000	3,000	3,000	0	0.0%
Total Other Services and Charges	11,850	11,850	10,050	(1,800)	-15.2%
Total Capital Outlay	0	0	0	0	N/A
Total Elections	28,998	30,998	32,506	1,508	4.9%

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT - ASSESSING

PROFILE

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

The City Assessor also attends and coordinates the City’s Local Board of Appeal and Equalization hearing, commonly held in April each year and provides valuation information to the City to determine park dedication fees when properties subdivide. In 2026, Hennepin County will coordinate the Local Board of Appeal and Equalization hearing.

BUDGETED PERSONNEL LEVEL AND STAFFING HISTORY & PHILOSOPHY

- In 2021, the City contracted with Rolf Erickson Enterprises Inc. Southwest Assessing for residential assessing services. The City contracted with Hennepin County for commercial, industrial and apartment assessing services. No staffing is allocated to this department.
- In 2024, Hennepin County notified cities that the County would be taking over assessing services at no cost to cities.

OPERATING BUDGET

	2024 Budget	2025 Budget	2026 Prelim Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Assessing					
Total Supplies	0	0	0	0	N/A
Total Other Services and Charges	172,500	0	0	0	N/A
Total Assessing	172,500	0	0	0	N/A

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – PLANNING AND ZONING

PROFILE

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

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

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

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

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

BUDGETED PERSONNEL LEVEL

	<u>2026</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Planning Director	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
City Planner										
Associate Planner	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30
Planning Assistant	0.12	0.12	0.12	0.12	0.12					
Administrative Assistant						0.12	0.12	0.12	0.12	0.12
Part Time Help										
Total FTE's	1.12	1.12	1.12	1.12	1.12	1.12	1.12	1.12	1.12	1.12

STAFFING HISTORY & PHILOSOPHY

- In 2004, the City created the position of full-time City Planner, as opposed to utilizing only outside consultants to meet the demands of the City’s growth and land use applications.
- In 2008, the department was restructured to provide or enhance professional planning and zoning services in the areas of land-use review, building permit review, ordinance revisions, use of GIS, as well as code and septic enforcement.
- In 2016, the City Planner was reassigned as Planning Director and the Planning Assistant was budgeted and reassigned at Associate Planner.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – PLANNING AND ZONING (continued)

OPERATING BUDGET

	2024 Budget	2025 Budget	2026 Prelim Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Planning and Zoning					
Total Personnel Services	169,331	184,129	191,924	7,795	4.2%
Total Supplies	450	450	700	250	55.6%
Total Other Services and Charges	47,700	53,700	55,900	2,200	4.1%
Total Capital Outlay	0	0	0	0	N/A
Total Planning and Zoning	217,481	238,279	248,524	10,245	4.3%

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – COMPREHENSIVE PLAN

PROFILE

The City’s Comprehensive Plan is updated every ten years and establishes the vision and sets the course for the City looking out two decades to guide future residential growth, economic development, and investments in City services such as natural resources, parks, recreation, transportation, and water resources. The 2020-2040 Comprehensive Plan was completed in September 2018. Each year, funds are assigned within General Fund reserves to account for total project cost every ten years.

OPERATING BUDGET

	2024 Budget	2025 Budget	2026 Prelim Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Comprehensive Plan					
Total Other Services and Charges	8,000	8,000	9,000	1,000	12.5%
Total Comprehensive Plan	8,000	8,000	9,000	1,000	12.5%

CAPITAL OUTLAY

N/A

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – DATA PROCESSING

PROFILE

The main function for Data Processing is information technology (IT). This covers annual licensing fees and web-based programs, as well as copier/printer leases. Also included are maintenance costs for workstations and servers necessary to maintain the City’s electronic records and management. In 2014 video recording and editing of City Council meetings was implemented. In 2017 transition to the cloud was implemented reducing the need for servers. In 2021, contracted services with Cipher Laboratories was terminated and replaced with Solution Builders.

BUDGETED PERSONNEL LEVEL AND STAFFING HISTORY & PHILOSOPHY

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

OPERATING BUDGET

	2024	2025	2026	Amount	Percentage
	Budget	Budget	Prelim	Increase	Increase
			Budget	(Decrease)	(Decrease)
<u>Data Processing</u>					
Total Supplies	26,000	29,000	35,000	6,000	20.7%
Total Other Services and Charges	80,500	91,500	113,000	21,500	23.5%
Total Capital Outlay	0	0	0	0	N/A
Total Data Processing	106,500	120,500	148,000	27,500	22.8%

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – POLICE/PUBLIC WORKS FACILITY

PROFILE

The former Clam Corp building at 600 Clydesdale Trail was obtained in 2012 and improved in 2013 for use as the Medina police/public works facility. The Police/Public Works Facility department provides for the ongoing cleaning, maintenance and repair of the building. Public Works and Police departments contract or perform all maintenance on building and/or equipment.

BUDGETED PERSONNEL LEVEL

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

STAFFING HISTORY & PHILOSOPHY

The Public Works and Police departments are responsible for these activities.

OPERATING BUDGET

	2024 Budget	2025 Budget	2026 Prelim Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
<u>Police/Public Works Facility</u>					
Total Supplies	2,700	5,000	7,000	2,000	40.0%
Total Other Services and Charges	95,000	122,600	129,200	6,600	5.4%
Total Police/Public Works Facility	97,700	127,600	136,200	8,600	6.7%

CAPITAL OUTLAY

See the General Capital Improvement Fund.

General Fund Expenditures (Continued)

GENERAL GOVERNMENT – MUNICIPAL BUILDING

PROFILE

The Municipal Building function provides for the ongoing cleaning, maintenance and repair of government buildings including City Hall. Other facilities, such as Hamel Community Building, Field House, and Hamel Water Treatment Plant have expenditures charged directly to their respective departments. Public Works contracts or performs all maintenance on building and/or equipment, as well as mowing, work on garden beds, heating/cooling, plumbing, painting, parking lot, electrical, and water softener upkeep.

BUDGETED PERSONNEL LEVEL

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

STAFFING HISTORY & PHILOSOPHY

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

OPERATING BUDGET

	2024	2025	2026	Amount	Percentage
	Budget	Budget	Prelim	Increase	Increase
			Budget	(Decrease)	(Decrease)
Municipal Building					
Total Supplies	2,800	2,800	2,800	0	0.0%
Total Other Services and Charges	59,000	68,500	61,000	(7,500)	-10.9%
Total Capital Outlay	0	0	0	0	N/A
Total Municipal Building	61,800	71,300	63,800	(7,500)	-10.5%

CAPITAL OUTLAY

See the General Capital Improvement Fund.



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General Fund Expenditures (Continued)

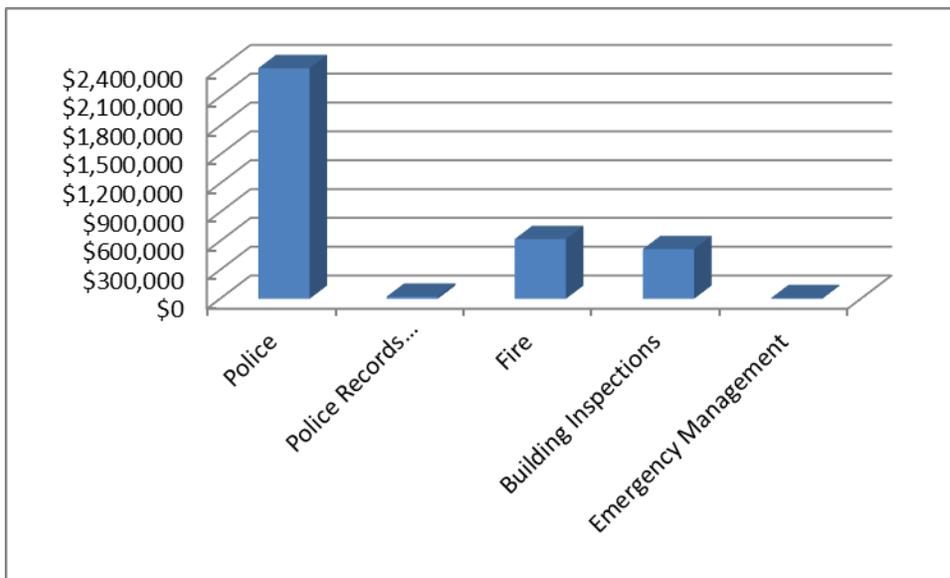
PUBLIC SAFETY OVERVIEW

PROFILE

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

	2024 Budget	2025 Budget	2026 Prelim Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Public Safety:					
Police	2,461,212	2,595,350	2,751,749	156,399	6.0%
Police Records Management	16,000	22,280	24,000	1,720	7.7%
Fire	625,927	619,215	665,855	46,640	7.5%
Building Inspections	502,170	517,632	560,022	42,390	8.2%
Emergency Management	7,625	6,072	6,350	278	4.6%
Total Public Safety	3,612,934	3,760,549	4,007,976	247,427	6.6%

2026 Public Safety Expenditures



General Fund Expenditures (Continued)

PUBLIC SAFETY – POLICE

PROFILE

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

BUDGETED PERSONNEL LEVEL

	<u>2026</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Public Safety Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Sergeant	2.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00
Investigator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Officers	9.00	9.00	9.00	8.00	8.00	8.00	8.00	7.00	7.00	7.00
CSOs	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	0.75	0.75
Administrative Assistant	2.00	2.00	1.50	1.50	1.50	1.50	1.00	1.00	1.00	1.00
Transcriptionist								0.50	0.50	0.50
Overtime	<u>0.57</u>									
Total FTE's	17.07	17.07	16.57	15.57	14.57	14.57	14.07	13.57	12.82	12.82

STAFFING HISTORY & PHILOSOPHY

- Medina began providing contractual police services to Loretto from the date of inception.
- In 1998, scheduling was structured to provide response to all emergencies, 24 hours a day, seven days a week, 365 days a year.
- In 2003, the drug task force was formed, and a position was designated to address drug related issues. In 2005, that position was backfilled for general patrol duties.
- In 2004, the Sergeant position was created to increase the supervision and accountability of the patrol division and to work on investigations.
- In 2007, an Investigator was added to do all in house investigations.
- In 2007, a part-time Transcriptionist was added to increase efficiencies within the department.
- In 2013, the Police Chief position was elevated to the Public Safety Director position.

General Fund Expenditures (Continued)

PUBLIC SAFETY – STAFFING HISTORY & PHILOSOPHY (continued)

- In 2019, Police Sergeant was promoted to Public Safety Directed; effective March 2020. Addition of full-time officer was approved; effective 2020. Part-time transcriptionist position was removed from the budget; effective 2020.
- In 2021, a part-time Administrative Assistant was added for backup.
- In 2022, a second sergeant position was budgeted for 2023.
- In 2023, an additional officer position was budget for 2024.
- In 2024, one officer retired, and vacant position was posted. Part-time office assistant was changed to full-time.
- In 2025, police officer was hired after completing the ICPOET/Cadet program. An additional officer was posted in preparation of potential retirements in 2026.

OPERATING BUDGET

	2024	2025	2026	Amount	Percentage
	Budget	Budget	Prelim Budget	Increase (Decrease)	Increase (Decrease)
Police					
Total Personnel Services	2,149,812	2,250,650	2,381,649	130,999	5.8%
Total Supplies	80,600	85,000	91,500	6,500	7.6%
Total Other Services and Charges	230,800	259,700	278,600	18,900	7.3%
Total Capital Outlay	0	0	0	0	N/A
Total Police	2,461,212	2,595,350	2,751,749	156,399	6.0%

CAPITAL OUTLAY

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

General Fund Expenditures (Continued)

PUBLIC SAFETY – POLICE RECORDS MANAGEMENT

PROFILE

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

BUDGETED PERSONNEL LEVEL

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

OPERATING BUDGET

	2024	2025	2026	Amount	Percentage
	Budget	Budget	Prelim	Increase	Increase
			Budget	(Decrease)	(Decrease)
Police Records Management					
Total Supplies	0	0	0	0	N/A
Total Other Services and Charges	16,000	22,280	24,000	1,720	7.7%
Total Capital Outlay	0	0	0	0	N/A
Total Police Records Management	16,000	22,280	24,000	1,720	7.7%

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

PUBLIC SAFETY – FIRE

PROFILE

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

BUDGETED PERSONNEL LEVEL

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

- In 2020, a fire study was completed to determine benefits of a regional fire district or municipal fire department. Planning and implementation are projected to continue.
- In 2021, the Maple Plain Fire contract was renegotiated and set for a one-year term.
- In 2023, Loretto Volunteer Fire merged with Hamel Volunteer Fire creating the West Suburban Fire Department.
- In 2024, notice of termination was given to Maple Plain Fire, effective 12/31/2024.
- In 2025, West Suburban Fire will cover the area previously covered by Maple Plain. Contract with Long Lake Fire expired 12/31/2025 and notice was given that a renewal would not be requested. Services with WSFD to cover Long Lake service area was agreed on beginning 1/1/2026.

OPERATING BUDGET

	2024 Budget	2025 Budget	2026 Prelim Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Fire					
Total Other Services and Charges	625,927	619,215	665,855	46,640	7.5%
Total Capital Outlay	(4)	(2)	0	0	-100.0%
Total Fire	625,923	619,213	665,855	46,640	7.5%

CAPITAL OUTLAY

See the Equipment Replacement Fund.

General Fund Expenditures (Continued)

PUBLIC SAFETY – BUILDING INSPECTIONS

PROFILE

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

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

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

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

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

BUDGETED PERSONNEL LEVEL

	<u>2026</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Planning Director	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30
City Planner										
Associate Planner	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
Planning Assistant	0.88	0.88	0.88	0.88	0.88					
PW Inspector	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	
Administrative Assistant						0.23	0.23	0.23	0.23	0.23
Intern	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
Total FTE's	2.39	2.39	2.39	2.39	2.39	1.74	1.74	1.74	1.74	1.68

STAFFING HISTORY & PHILOSOPHY

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

General Fund Expenditures (Continued)

PUBLIC SAFETY – BUILDING INSPECTIONS (Continued)

- In 2016, the City Planner was reassigned as Planning Director and the Planning Assistant was budgeted and reassigned at Associate Planner.
- In 2018, the budget for Public Works Inspector was moved from Public Works to Building Inspections.
- In 2021, the Administrative Assistant shared between the Public Works and Planning/Building department was allocated to full-time Public Works. A full-time Planning and Building Assistant position was posted to be filled in 2022.
- In 2024, the City contracted with West Suburban Fire to handle all annual fire inspections.

OPERATING BUDGET

	2024	2025	2026	Amount	Percentage
	Budget	Budget	Prelim	Increase	Increase
			Budget	(Decrease)	(Decrease)
<u>Building Inspections</u>					
Total Personnel Services	247,170	270,332	283,722	13,390	5.0%
Total Supplies	950	950	950	0	0.0%
Total Other Services and Charges	254,050	246,350	275,350	29,000	11.8%
Total Building Inspections	502,170	517,632	560,022	42,390	8.2%

CAPITAL OUTLAY

None requested.

General Fund Expenditures (Continued)

PUBLIC SAFETY – EMERGENCY MANAGEMENT

PROFILE

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

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

BUDGETED PERSONNEL LEVEL

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

OPERATING BUDGET

	2024 Budget	2025 Budget	2026 Prelim Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
<u>Emergency Management</u>					
Total Supplies	0	0	0	0	N/A
Total Other Services and Charges	7,625	6,072	6,350	278	4.6%
Total Emergency Management	7,625	6,072	6,350	278	4.6%
TOTAL PUBLIC SAFETY	3,612,930	3,760,547	4,007,976	247,427	6.6%

CAPITAL OUTLAY

See the General Capital Improvement Fund.

General Fund Expenditures (Continued)

PUBLIC WORKS

PROFILE

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

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

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

BUDGETED PERSONNEL LEVEL

	<u>2026</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
PW Director	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40
PW Foreman	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
PW Analyst	0.25	0.25								
Administrative Assistant	0.50	0.50	0.50	0.50	0.50	0.40	0.40	0.40	0.40	0.40
Street Maintenance/Inspector	0.43	0.43	0.43	0.43	0.43	0.43	0.43	0.43	0.49	0.43
PW Maintenance	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
PW Maintenance	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
PW Maintenance	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
PW On-call	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03
Winter Temp	0.25	0.25	0.25	0.25	0.25	0.25	0.25			
Part Time Help	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	
Total FTE's	3.21	3.21	2.96	2.96	2.96	2.86	2.86	2.61	2.61	2.42

General Fund Expenditures (Continued)

PUBLIC WORKS (continued)

STAFFING HISTORY & PHILOSOPHY

- In 2006, the Public Works Superintendent duties were redefined following retirement of the Public Works Director, which allowed for a higher level of administration and supervision.
- In 2007, a Foreman position was created to manage the day-to-day oversight of the employees working in the field. An On-Call policy was also adopted to compensate staff available for dispatch after hours.
- In 2009 & 2010, the department delayed the replacement of the retiring Equipment Operator. Part-time staffing was utilized for seasonal projects such as snow plowing and street maintenance.
- In 2011, the Street Maintenance position was written to include inspections.
- In 2012, the Public Works Superintendent title was changed to Public Works Director and the Administrative Assistant title was changed to Office Assistant.
- In 2014, a winter temporary position was added, which will become a full-time Public Works Maintenance position in 2015, allocated 50% to public works and 50% to parks.
- In 2018, the inspections position was budgeted to Building Inspections and removed from Public Works Budget.
- In 2020, winter seasonal help was added to assist in snow plowing.
- In 2021, the Administrative Assistant shared between the Public Works and Planning/Building department was allocated to full-time Public Works. A full-time Planning and Building Assistant position was posted to be filled in 2022.
- In 2025, new position PW Analyst was budgeted.

OPERATING BUDGET

	2024 Budget	2025 Budget	2026 Prelim Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
Public Works					
Total Personnel Services	371,171	412,637	404,104	(8,533)	-2.1%
Total Supplies	268,260	294,000	302,150	8,150	2.8%
Total Other Services and Charges	236,700	248,300	283,100	34,800	14.0%
Total Capital Outlay	0	0	0	0	N/A
Total Public Works	876,131	954,937	989,354	34,417	3.6%

CAPITAL OUTLAY

See the Equipment Replacement Fund and Road Improvement Fund.

General Fund Expenditures (Continued)

SANITATION AND RECYCLING

PROFILE

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

BUDGETED PERSONNEL LEVEL

	<u>2026</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Assistant City Administrator/City Clerk						0.10	0.10	0.10	0.10
Assistant to City Administrator/City Clerk	0.10	0.10	0.10	0.10	0.10				
Deputy Clerk									
Total FTE's	0.10								

STAFFING HISTORY & PHILOSOPHY

- In 2009, the City took on duties previously provided by a contracted Recycling Coordinator.
- In 2016, the budget includes the reassignment of the position Assistant to the Administrator to Assistant Administrator/City Clerk.
- In 2021, the Asst. City Administrator/City Clerk position became vacant and was reallocated to Asst. to City Administrator/City Clerk and decreased to pay grade 5-6.
- In 2024, the Asst. City to Administrator/City Clerk position was reallocated to Asst. City Administrator/City Clerk and moved to pay grade 7-8.

OPERATING BUDGET

	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>Amount</u>	<u>Percentage</u>
	<u>Budget</u>	<u>Budget</u>	<u>Prelim</u>	<u>Increase</u>	<u>Increase</u>
			<u>Budget</u>	<u>(Decrease)</u>	<u>(Decrease)</u>
<u>Sanitation and Recycling</u>					
Total Personnel Services	11,437	12,526	13,139	613	4.9%
Total Supplies	500	500	500	0	0.0%
Total Other Services and Charges	4,450	4,450	4,450	0	0.0%
Total Sanitation and Recycling	16,387	17,476	18,089	613	3.5%
<u>Organics</u>					
Total Supplies	7,900	7,900	0	(7,900)	-100.0%
Total Other Services and Charges	1,000	1,000	1,000	0	0.0%
Total Organics	8,900	8,900	1,000	(7,900)	-88.8%
Total Sanitation and Recycling & Organics	25,287	26,376	19,089	(7,287)	-27.6%

General Fund Expenditures (Continued)

COMMUNITY BUILDING

PROFILE

The Hamel Community Building is available to be rented for various private functions. The Community Building department provides for the ongoing cleaning, maintenance and repair of the Hamel Community Building.

BUDGETED PERSONNEL LEVEL

Services are provided on a contractual basis.

OPERATING BUDGET

	2024	2025	2026	Amount	Percentage
	Budget	Budget	Prelim	Increase	Increase
			Budget	(Decrease)	(Decrease)
Community Building					
Total Personnel Services	0	0	0	0	N/A
Total Supplies	7,500	7,500	7,500	0	0.0%
Total Other Services and Charges	44,650	53,300	57,500	4,200	7.9%
Total Capital Outlay	0	0	0	0	N/A
Total Community Building	52,150	60,800	65,000	4,200	6.9%

CAPITAL OUTLAY

See the General Capital Improvement Fund.

General Fund Expenditures (Continued)

PARKS

PROFILE

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

BUDGETED PERSONNEL LEVEL

	<u>2026</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
PW Director	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
PW Foreman	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
PW Analyst	0.10	0.10								
Administrative Assistant	0.20	0.20	0.20	0.20	0.20					
Assistant City Administrator/City Clerk						0.05	0.05	0.05	0.05	0.05
Street Maintenance/Inspector	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05
PW Maintenance	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
PW Maintenance	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
PW Maintenance	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
Part Time Help	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Total FTE's	1.35	1.35	1.25	1.25	1.25	1.10	1.10	1.10	1.10	1.10

STAFFING HISTORY & PHILOSOPHY

- The staffing structure of the department has been modified since 2006 to reflect the time spent by Public Works staff and administrative support for park functions.
- In 2017, a part-time parks position was added.
- In 2025, new position PW Analyst was budgeted.

General Fund Expenditures (Continued)

PARKS AND RECREATION (continued)

OPERATING BUDGET

	2024	2025	2026	Amount	Percentage
	Budget	Budget	Prelim	Increase	Increase
			Budget	(Decrease)	(Decrease)
Parks					
Total Personnel Services	128,835	146,332	146,215	(117)	-0.1%
Total Supplies	34,520	27,100	42,150	15,050	55.5%
Total Other Services and Charges	118,525	126,050	138,950	12,900	10.2%
Total Capital Outlay	0	0	0	0	N/A
Total Parks	281,880	299,482	327,315	27,833	9.3%

CAPITAL OUTLAY

See the Park Dedication Fund & Municipal Park Fund.

General Fund Expenditures (Continued)

ECONOMIC DEVELOPMENT HOUSING

PROFILE

This department created in 2020 was derived to budget funds for the City to continue to participate in the Livable Communities Act (LCA), a program administered by the Metropolitan Council offering grants to participating cities to support development of affordable and life-cycle housing. The City elected to take part in the LCA in 1996 and to continue in 2010. The 2040 Comprehensive Plan also notes that the City participates in LCA Communities which participate in the LCA are required to expend a certain amount annually to help create, sustain, preserve, or advance affordable and/or life-cycle housing opportunities (ALHOA). The City is required to report annually whether at least 85% of the annual amount (determined by Metropolitan Council) is expended each year. If the City does not expend 85% of the ALHOA, the City does not qualify for any grants within the LCA. Current funding source is antenna revenue.

OPERATING BUDGET

2022 - \$57,907

2023 - \$60,949

2024 - \$68,342

2025 - \$75,937

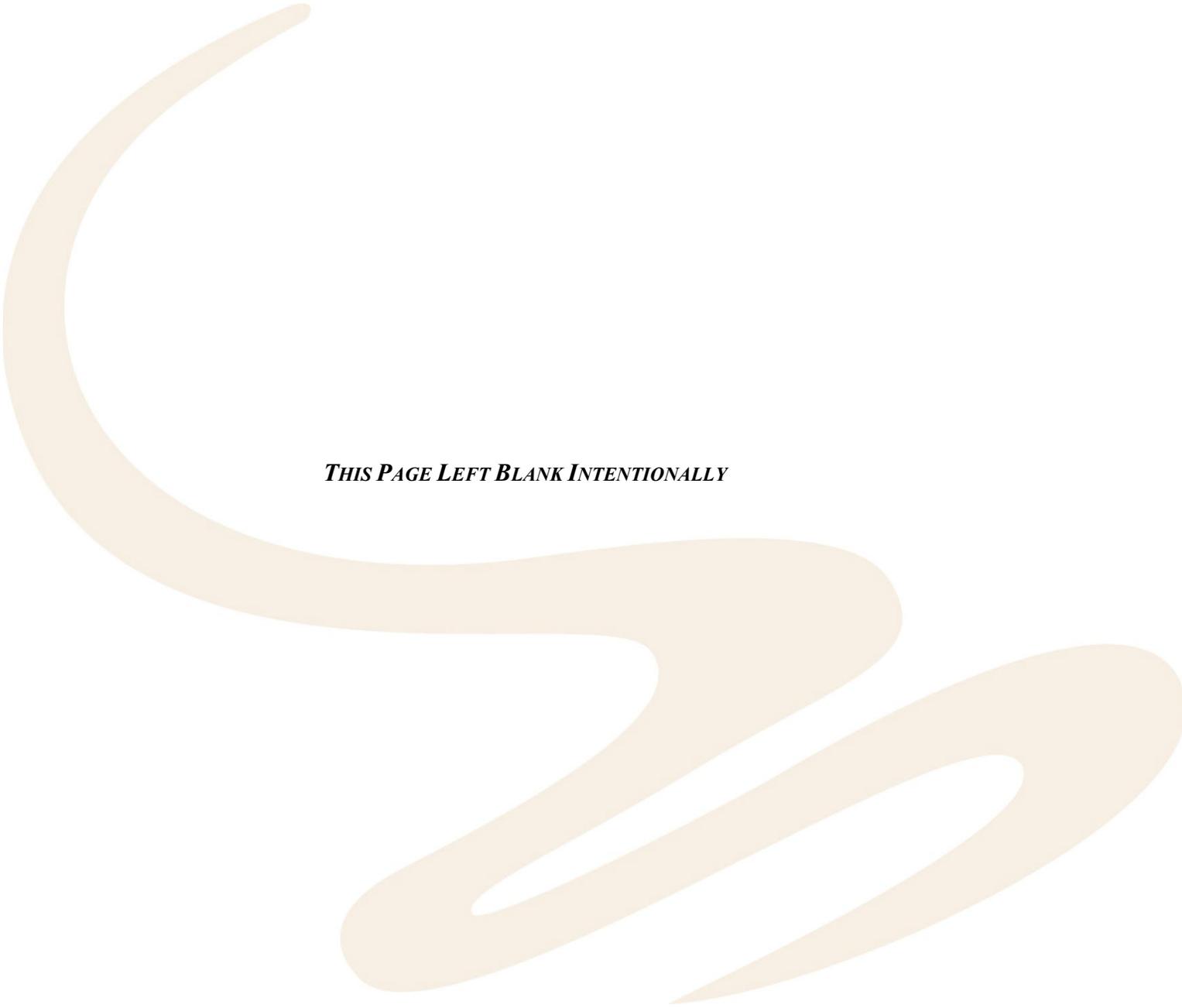
2026 - \$82,385

CAPITAL OUTLAY

None requested.

GENERAL FUND BUDGET

	2024	2025	2026	Amount	Percentage
	Budget	Budget	Prelim	Increase	Increase
			Budget	(Decrease)	(Decrease)
General Government:					
Mayor & Council	25,893	34,483	37,480	2,997	8.7%
Administration	855,568	891,694	981,269	89,575	10.0%
Elections	28,998	30,998	32,506	1,508	4.9%
Assessing	172,500	0	0	0	N/A
Planning & Zoning	217,481	238,279	248,524	10,245	4.3%
Comprehensive Plan	8,000	8,000	9,000	1,000	12.5%
Data Processing	106,500	120,500	148,000	27,500	22.8%
Police/Public Works Facility	97,700	127,600	136,200	8,600	6.7%
Municipal Building	61,800	71,300	63,800	(7,500)	-10.5%
Unallocated	0	0	0	0	N/A
Total General Government	1,574,440	1,522,854	1,656,779	133,925	8.8%
Public Safety:					
Police	2,461,212	2,595,350	2,751,749	156,399	6.0%
Police Records Management	16,000	22,280	24,000	1,720	7.7%
Fire	625,927	619,215	665,855	46,640	7.5%
Building Inspections	502,170	517,632	560,022	42,390	8.2%
Emergency Management	7,625	6,072	6,350	278	4.6%
Total Public Safety	3,612,934	3,760,549	4,007,976	247,427	6.6%
Public Works:					
Public Works	876,131	954,937	989,354	34,417	3.6%
Sanitation & Recycling & Organics	25,287	26,376	19,089	(7,287)	-27.6%
Total Public Works	901,418	981,313	1,008,443	27,130	2.8%
Parks & Recreation:					
Community Building	52,150	60,800	65,000	4,200	6.9%
Parks	281,880	299,482	327,315	27,833	9.3%
Total Parks & Recreation	334,030	360,282	392,315	32,033	8.9%
Economic Development Housing					
Housing	0	0	0	0	N/A
Total Economic Development Housing	0	0	0	0	N/A
Transfers Out	121,548	30,689	25,491	(5,198)	-16.9%
Transfer to Reserves	0	0	0	0	
Transfer to Future Fire Facility	100,000	0	0	0	N/A
Total Expenditures & Other Financing Uses	6,644,370	6,655,687	7,091,004	435,317	6.5%



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Special Revenue Funds

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

- Environmental Fund
- Municipal Park Fund
- Charitable Gambling
- Police Forfeiture Fund
- Police Reserve Equipment Fund
- Public Safety Aid (One-Time Monies)
- German Liberal Cemetery Fund
- Community Event Fund
- Crime Prevention Fund
- Cable Franchise Fund

Special Revenue Funds

ENVIRONMENTAL FUND

PROFILE

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

	2025	2026	Amount	Percentage
	YTD	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
REVENUES AND OTHER FINANCING SOURCES:				
Miscellaneous	12,385	0	(12,385)	-100.0%
EXPENDITURES AND OTHER FINANCING USES:				
Other Services and Charges	115,357	67,000	(48,357)	-41.9%
Capital Outlay	244	0	(244)	-100.0%
Transfers Out	0	0	0	N/A
Total Expenditures and Other Financing Uses	115,601	67,000	(48,601)	-42.0%
Net Change in Fund Balance	(103,216)	(67,000)	36,216	-35.1%
Fund Balance, Beginning of Year	345,253	242,037		
Fund Balance, End of Year	242,037	175,037		

Special Revenue Funds (Continued)

MUNICIPAL PARK FUND

PROFILE

The Municipal Park Fund is to be used by the City Council as they see the need for park projects and maintenance outside of expenditures within the General Fund and Park Dedication Fund. Municipal Park Fund projects are primarily the replacement of existing park equipment and structures that do not qualify for the Park Dedication Fund. Projects and replacements are presented through the Capital Improvement Plan. Revenues are generated by taxes, antenna revenue, grants and donations from individuals, businesses and organizations.

In 2019, discussions and planning took place amongst staff, City Council, Park Commission and community outreach to establish a 30-year replacement plan. A levy implementation was passed for 2020 and onward to fund ongoing replacements.

	2025	2026	Amount	Percentage
	YTD	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
REVENUES AND OTHER FINANCING SOURCES:				
Property Taxes	64,133	135,000	70,867	110.5%
Miscellaneous	21,645	0	(21,645)	-100.0%
Transfers In	0	0	0	N/A
Total Revenues and Other Financing Uses	85,778	135,000	49,222	0
EXPENDITURES AND OTHER FINANCING USES:				
Capital Outlay	21,596	535,000	513,404	2377.3%
Net Change in Fund Balance	64,182	(400,000)	(464,182)	-723.2%
Fund Balance, Beginning of Year	704,036	768,218		
Fund Balance, End of Year	768,218	368,218		

Special Revenue Funds (Continued)

CHARITABLE GAMBLING FUND

PROFILE

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

*Restricted Fund

	2025 YTD	2026 Preliminary Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Miscellaneous	16,228	20,000	3,772	23.2%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Other Services and Charges	0	0	0	N/A
Capital Outlay	0	0	0	N/A
Transfers Out	0	0	0	N/A
Total Expenditures and Other Financing Uses	0	0	0	N/A
Net Change in Fund Balance	16,228	20,000	3,772	23.2%
Fund Balance, Beginning of Year	87,480	103,708		
Fund Balance, End of Year	103,708	123,708		

Special Revenue Funds (Continued)

POLICE FORFEITURE FUND

PROFILE

The Police Forfeiture Fund was established to account for receipts and disbursements related to forfeited vehicles, equipment and cash from drug, DWI, and other crime related cases. Expenditures are restricted by law to be used for drug and DWI enforcement. In 2018, due to law changes, forfeiture revenues and federal drug revenues have ceased or decreased significantly.

*Restricted Fund

	2025	2026	Amount	Percentage
	YTD	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Fines and Forfeitures	9,248.72	-	(9,248.72)	-100.0%
Miscellaneous	-	-	-	N/A
Sale of Assets	-	-	-	N/A
Total Revenues and Other Financing Sources	9,248.72	-	(9,248.72)	-100.0%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Personal Services	-	-	-	N/A
Supplies	850.00	-	(850.00)	-100.0%
Other Services and Charges	2,798.93	2,800.00	1.07	0.0%
Capital Outlay	20,037.27	40,000.00	19,962.73	99.6%
Transfers Out	-	-	-	N/A
Total Expenditures and Other Financing Uses	23,686.20	42,800.00	19,113.80	80.7%
Net Change in Fund Balance	(14,437.48)	(42,800.00)	(28,362.52)	196.5%
Fund Balance, Beginning of Year	412,108.62	397,671.14		
Fund Balance, End of Year	397,671.14	354,871.14		

Special Revenue Funds (Continued)

POLICE RESERVE EQUIPMENT FUND

PROFILE

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

	2025	2026	Amount	Percentage
	YTD	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Charges for Services	-	-	-	N/A
Miscellaneous	1,110.00	-	(1,110.00)	-100.0%
Total Revenues and Other Financing Sources	1,110.00	-	(1,110.00)	-100.0%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Supplies	-	-	-	N/A
Other Services and Charges	-	-	-	N/A
Capital Outlay	-	-	-	N/A
Total Expenditures and Other Financing Uses	-	-	-	N/A
Net Change in Fund Balance	1,110.00	-	(1,110.00)	-100.0%
Fund Balance, Beginning of Year	6,708.58	7,818.58		
Fund Balance, End of Year	7,818.58	7,818.58		

Special Revenue Funds (Continued)

PUBLIC SAFETY AID (ONE-TIME MONIES)

PROFILE

In 2023, the State of MN gave a one-time distribution of aid to public safety agencies. The Public Safety Director requested the aid be spent in areas that would not have an ongoing budget impact. City Council determined the aid to be spent on hiring and retention incentives, new tasers and work out room equipment.

*Restricted Fund

	2025	2026	Amount	Percentage
	YTD	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Miscellaneous	-	-	-	N/A
Total Revenues and Other Financing Sources	-	-	-	N/A
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Personnel Services	38,718.00	28,000.00	(10,718.00)	-27.7%
Supplies	20,608.00	17,000.00	(3,608.00)	-17.5%
Capital Outlay	-	-	-	N/A
Total Expenditures and Other Financing Uses	59,326.00	45,000.00	(14,326.00)	-24.1%
Net Change in Fund Balance	(59,326.00)	(45,000.00)	14,326.00	-24.1%
Fund Balance, Beginning of Year	297,308.03	237,982.03		
Fund Balance, End of Year	237,982.03	192,982.03		

Special Revenue Funds (Continued)

GERMAN LIBERAL CEMETERY FUND

PROFILE

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

	2025	2026	Amount	Percentage
	YTD	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Charges for Services	16,905.00	5,000.00	(11,905.00)	-70.4%
Miscellaneous	-	-	-	N/A
Total Revenues and Other Financing Sources	16,905.00	5,000.00	(11,905.00)	-70.4%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Personal Services	-	-	-	N/A
Other Services and Charges	4,463.35	10,000.00	5,536.65	124.0%
Total Expenditures and Other Financing Uses	4,463.35	10,000.00	5,536.65	124.0%
Net Change in Fund Balance	12,441.65	(5,000.00)	(17,441.65)	-140.2%
Fund Balance, Beginning of Year	230,396.53	242,838.18		
Fund Balance, End of Year	242,838.18	237,838.18		

Special Revenue Funds (Continued)

COMMUNITY EVENT FUND

PROFILE

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

	2025	2026	Amount	Percentage
	YTD	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Miscellaneous	4,400.00	-	(4,400.00)	-100.0%
Transfers In	7,000.00	7,000.00	-	0.0%
Total Revenues and Other Financing Sources	11,400.00	7,000.00	(4,400.00)	-38.6%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Supplies	4,152.80	-	(4,152.80)	-100.0%
Other Services and Charges	9,800.83	8,100.00	(1,700.83)	-17.4%
Total Expenditures and Other Financing Uses	13,953.63	8,100.00	(5,853.63)	-42.0%
Net Change in Fund Balance	(2,553.63)	(1,100.00)	1,453.63	-56.9%
Fund Balance, Beginning of Year	12,118.15	9,564.52		
Fund Balance, End of Year	9,564.52	8,464.52		

Special Revenue Funds (Continued)

CRIME PREVENTION FUND

PROFILE

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

	2025	2026	Amount	Percentage
	YTD	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Miscellaneous	3,500.00	-	(3,500.00)	-100.0%
Transfers In	1,500.00	1,500.00	-	0.0%
Total Revenues and Other Financing Sources	5,000.00	1,500.00	(3,500.00)	-70.0%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Supplies	6,319.52	-	(6,319.52)	-100.0%
Other Services and Charges				N/A
Total Expenditures and Other Financing Uses	6,319.52	-	(6,319.52)	-100.0%
Net Change in Fund Balance	(1,319.52)	1,500.00	2,819.52	-213.7%
Fund Balance, Beginning of Year	10,233.46	8,913.94		
Fund Balance, End of Year	8,913.94	10,413.94		

Special Revenue Funds (Continued)

CABLE FRANCHISE FUND

PROFILE

The Cable Franchise Fund was established to account for cable related costs. Cable franchise fee revenues are committed to this fund.

	2025	2026	Amount	Percentage
	YTD	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Other Taxes	43,733.29	48,600.00	4,866.71	11.1%
Miscellaneous	-	-	-	N/A
Total Revenues and Other Financing Sources	43,733.29	48,600.00	4,866.71	11.1%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Other Services and Charges	12,627.00	18,000.00	5,373.00	42.6%
Transfers Out	45,000.00	45,000.00	-	0.0%
Total Expenditures and Other Financing Uses	57,627.00	63,000.00	5,373.00	9.3%
Net Change in Fund Balance	(13,893.71)	(14,400.00)	(506.29)	3.6%
Fund Balance, Beginning of Year	36,760.53	22,866.82		
Fund Balance, End of Year	22,866.82	8,466.82		

Special Revenue Funds (Continued)

	204	226	230	235	236
	Environmental Fund	Municipal Park	Charitable Gambling	Police Forfeiture	Police Reserve Equipment
<u>REVENUES & OTHER FINANCING SOURCES:</u>					
<u>Revenues</u>					
Property Taxes		135,000			
Other Taxes					
Intergovernmental					
Charges for Services					0
Fines and Forfeitures				0	
Miscellaneous	0	0	20,000	0	0
Total Revenues	0	135,000	20,000	0	0
<u>Other Financing Sources</u>					
Sale of Assets				0	
Transfers In					
Total Other Financing Sources	0	0	0	0	0
Total Revenues & Other Financing Sources	0	135,000	20,000	0	0
<u>EXPENDITURES & OTHER FINANCING USES:</u>					
<u>Current</u>					
General Government					
Public Safety				2,800	0
Public Works					
Parks & Recreation	67,000	0			
Total Current	67,000	0	0	2,800	0
<u>Capital Outlay</u>					
General Government					
Public Safety				40,000	0
Public Works					
Parks & Recreation	0	535,000			
Total Capital Outlay	0	535,000	0	40,000	0
<u>Other Financing Uses</u>					
Transfers Out				0	
Total Expenditures & Other Financing Uses	67,000	535,000	0	42,800	0
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES					
	(67,000)	(400,000)	20,000	(42,800)	0



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Capital Project Funds

The Capital Projects set of funds is used to record and keep track of costs for major projects. Often these projects will cross fiscal years and must be kept separate for assessment accounting or funding purposes. The City's Capital Improvement Program includes a five-year projection of capital improvement needs that will partially be funded from the Capital Project Funds. Some of the funds act as repositories for capital replacement funds for major assets, such as water and sewer infrastructure. The Capital Projects Funds include:

- Park Dedication Fund
- General Capital Improvement Fund
- Water Capital Improvement Fund
- Sewer Capital Improvement Fund
- Land Acquisition Fund
- Tax Increment 1-9 Fund
- Equipment Replacement Fund
- Road Improvement Fund

Capital Project Funds

PARK DEDICATION FUND

PROFILE

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

*Restricted Fund

	2025 YTD	2026 Preliminary Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Intergovernmental	0	0	0	N/A
Charges for Services	132,379	20,000	(112,379)	-84.9%
Miscellaneous	0	0	0	N/A
Total Revenues and Other Financing Sources	132,379	20,000	(112,379)	-84.9%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Capital Outlay	58,008	135,000	76,992	132.7%
Net Change in Fund Balance	74,371	(115,000)	(189,371)	-254.6%
Fund Balance, Beginning of Year	839,989	914,360		
Fund Balance, End of Year	914,360	799,360		

Capital Project Funds (Continued)

GENERAL CAPITAL IMPROVEMENT FUND

PROFILE

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

	2025	2026	Amount	Percentage
	YTD	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Intergovernmental	-	-	-	N/A
Miscellaneous	-	-	-	N/A
Transfers In	-	-	-	N/A
Bond Proceeds	-	-	-	N/A
Total Revenues and Other Financing Sources	-	-	-	N/A
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Capital Outlay	38,530	141,000	102,470	265.9%
Net Change in Fund Balance	(38,530)	(141,000)	(102,470)	265.9%
Fund Balance, Beginning of Year	282,644	244,114		
Fund Balance, End of Year	244,114	103,114		

Capital Project Funds (Continued)

WATER CAPITAL IMPROVEMENT FUND

PROFILE

The Water Capital Improvement Fund accounts for the construction of water infrastructure. The financing of these improvements is through a combination of special assessments, water connection fees through development, and bonding. The fund supports debt service payments of the Water enterprise fund as follows:

- 100% for the Water Tower, Well and Raw Water Supply Line, Series 2007A bonds (since refunded by the 2013A bonds)

The City's Capital Improvement Program includes a five-year projection of capital improvement needs that will partially be funded from the Water Capital Improvement Fund.

	2025	2026	Amount	Percentage
	YTD	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Charges for Services	532,224.00	300,000.00	(232,224.00)	(0.44)
Special Assessments	-	-	-	N/A
Miscellaneous	-	-	-	N/A
Transfers In	-	-	-	N/A
Total Revenues and Other Financing Sources	532,224.00	300,000.00	(232,224.00)	(0.44)
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Capital Outlay	395,987.25	495,000.00	99,012.75	0.25
Transfers Out	-	-	-	N/A
Total Expenditures and Other Financing Uses	395,987.25	495,000.00	99,012.75	0.25
Net Change in Fund Balance	136,236.75	(195,000.00)	(331,236.75)	(2.43)
Fund Balance, Beginning of Year	2,071,420.67	2,207,657.42		
Fund Balance, End of Year	2,207,657.42	2,012,657.42		

Capital Project Funds (Continued)

SEWER CAPITAL IMPROVEMENT FUND

PROFILE

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

- In 2020, an interfund loan of \$140,000 was made to the debt service fund for early redemption of bonds callable.
- In 2021, the interfund loan was paid back from debt service.
- In 2024, an interfund loan of \$1,728,329.8 was made to Fund 405 for the purchase of vacant land.

	2025	2026	Amount	Percentage
	YTD	Preliminary Budget	Increase (Decrease)	Increase (Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Charges for Services	71,635.01	40,000.00	(31,635.01)	-44%
Special Assessments	-	-	-	N/A
Miscellaneous	-	-	-	N/A
Total Revenues and Other Financing Sources	71,635.01	40,000.00	(31,635.01)	-44%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Capital Outlay	2,542.75	1,100,000.00	1,097,457.25	43160%
Transfers Out	-	-	-	
Total Expenditures and Other Financing Uses	2,542.75	1,100,000.00	1,097,457.25	43160%
Net Change in Fund Balance	69,092.26	(1,060,000.00)	(1,129,092.26)	-1634%
Fund Balance, Beginning of Year	2,722,749.19	2,791,841.45		
Fund Balance, End of Year	2,791,841.45	1,731,841.45		

Capital Project Funds (Continued)

LAND ACQUISITION FUND

PROFILE

The Fire Facility Capital Improvement Fund was created in 2021 and accounts for financing the construction of a fire facility. The current financing is from reserve transfers and surplus revenue funds. Other options for future financing include property tax levy and bonding. In 2024, an interfund loan was received in the amount of \$1,728,329.80 to purchase vacant land. In 2024, the fund was renamed to Land Acquisition Fund.

	2025	2026	Amount	Percentage
	YTD	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
REVENUES AND OTHER FINANCING SOURCES:				
Property Taxes	104,096	258,699	154,603	148.5%
Transfers In	106,170	-	(106,170)	-100.0%
Total Revenues and Other Financing Sources	106,170	-	(106,170)	-100.0%
EXPENDITURES AND OTHER FINANCING USES:				
Capital Outlay	3,819	-	(3,819)	-100.0%
Transfers Out	-	258,699	258,699	
Total Expenditures and Other Financing Uses	3,819	258,699	254,880	6674.0%
Net Change in Fund Balance	102,351	(258,699)	(361,050)	-352.8%
Fund Balance, Beginning of Year	(2,024,823)	(1,922,472)		
Fund Balance, End of Year	(1,922,472)	(2,181,171)		

Capital Project Funds (Continued)

TAX INCREMENT 1-9 FUND

PROFILE

The Tax Increment 1-9 fund accounts for all tax increment financing (TIF) revenues and expenditures from TIF District 1-9. This TIF District has been the primary financing tool for the redevelopment around the Uptown Hamel area and north Hwy 55 and 101 area. Revenues are derived from tax increments on properties within the TIF District. The TIF District fund makes annual transfers to the 2008A G.O. Bond Fund - Uptown Hamel and 2005C G.O. Tax Increment Bond Fund – Uptown Hamel (since refinanced by the 2012B G.O. Refunding Bonds) as necessary based on annual TIF fund analysis. Payments of principal and interest are also made on two Pay-As-You-Go Tax Increment Notes based on the amount of increment received on various parcels.

In 2023, TIF Pay Go notes were paid off in full. TIF District I-9 was decertified.

*Restricted Fund

	2025 YTD	2026 Preliminary Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Tax Increments	-	-	-	N/A
Miscellaneous	-	-	-	N/A
Total Revenues and Other Financing Sources	-	-	-	N/A
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Capital Outlay	5,964	-	(5,964)	-100.0%
Transfers Out	-	-	-	N/A
Total Expenditures and Other Financing Uses	5,964	-	(5,964)	-100.0%
Net Change in Fund Balance	(5,964)	-	5,964	-100.0%
Fund Balance, Beginning of Year	291,152	285,188		
Fund Balance, End of Year	285,188	285,188		

Capital Project Funds (Continued)

EQUIPMENT REPLACEMENT FUND

PROFILE

This fund is a capital improvement fund for replacement of equipment such as Public Works trucks and machinery, police vehicles, fire equipment, and major office equipment. Proceeds from the issuance of Equipment Certificates and transfers from the General Fund have been the primary funding sources. Beginning with the 2015 budget, the City intends to certify a property tax levy specifically for the funding of equipment replacement. In 2019, a levy implementation was passed for 2020 and onward.

		2026	Amount	Percentage
	2025	Preliminary	Increase	Increase
	YTD	Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Property Tax Levy	237,289.03	462,500.00	225,210.97	94.9%
Miscellaneous	-	-	-	N/A
Sale of Assets	18,610.00	-	(18,610.00)	-100.0%
Transfers In	-	16,991.00	16,991.00	N/A
Bond Proceeds	-	-	-	N/A
Total Revenues and Other Financing Sources	255,899.03	479,491.00	223,591.97	87.4%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Capital Outlay	689,008.70	714,416.32	25,407.62	3.7%
Transfers Out	-	-	-	N/A
Total Expenditures and Other Financing Uses	689,008.70	714,416.32	25,407.62	3.7%
Net Change in Fund Balance	(433,109.67)	(234,925.32)	198,184.35	-45.8%
Fund Balance, Beginning of Year	1,038,609.34	605,499.67		
Fund Balance, End of Year	605,499.67	370,574.35		

Capital Project Funds (Continued)

ROAD IMPROVEMENT FUND

PROFILE

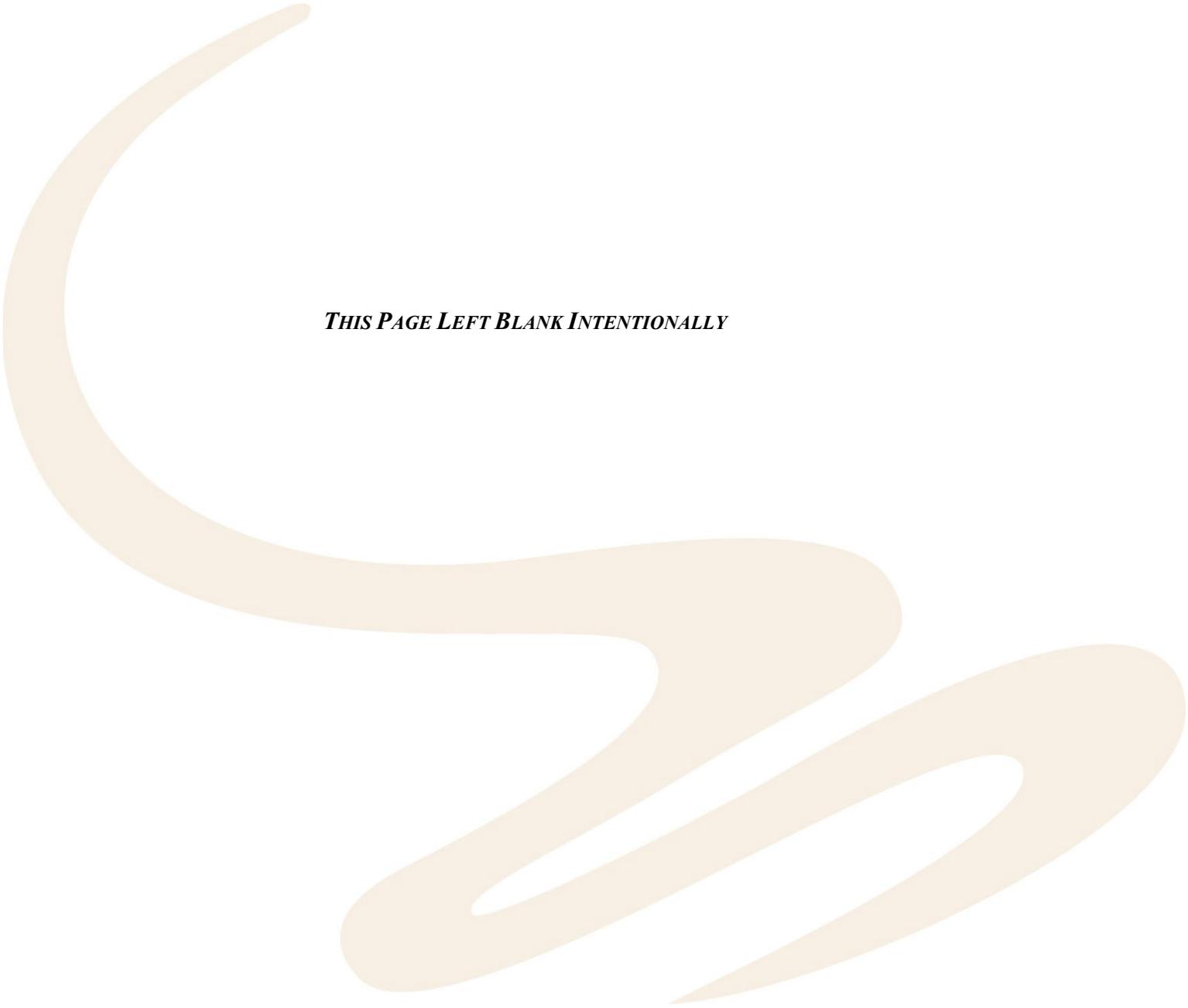
This fund is a capital project fund utilized to construct and maintain the City's road system. Numerous projects are scheduled in the five-year Capital Improvement Plan (CIP). The City also incorporates the Pavement Management Plan into the CIP for long range planning.

- In 2023, bonding 2023A was completed for improvement projects completed in 2022 and 2023.
- In 2023, reimbursement to fund 403 was completed for interfund loan.
- In 2025, the assessment policy was updated to gradually shift the funding for road resurfacing and reclamation projects from special assessments to the property tax levy beginning in 2026.

	2025	2026	Amount	Percentage
	YTD	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Property Tax Levy	32,044	386,000	353,956	1104.6%
Intergovernmental	1,126,947	-	(1,126,947)	-100.0%
Special Assessments	82,722	-	(82,722)	-100.0%
Miscellaneous	-	-	-	N/A
Transfers In	-	-	-	N/A
Bond Proceeds	-	-	-	N/A
Total Revenues and Other Financing Sources	1,241,713	386,000	(1,209,669)	-68.9%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Capital Outlay	172,886	905,561	732,675	423.8%
Net Change in Fund Balance	1,068,827	(519,561)	(1,942,344)	-148.6%
Fund Balance, Beginning of Year	666,904	1,735,731		
Fund Balance, End of Year	1,735,731	1,216,170		

Capital Project Funds (Continued)

	225	401	402
	Park	General	Water
	Dedication	Capital	Capital
		Improvement	Improvement
<u>REVENUES & OTHER FINANCING SOURCES:</u>			
<u>Revenues</u>			
Property Tax Levy			
Tax Increments			
Intergovernmental	0	0	
Charges for Services	20,000		300,000
Special Assessments			0
Miscellaneous	0	0	0
Total Revenues	20,000	0	300,000
<u>Other Financing Sources</u>			
Sale of Assets			
Transfers In		0	0
Bond Proceeds		0	
Total Other Financing Sources	0	0	0
Total Revenues & Other Financing Sources	20,000	0	300,000
<u>EXPENDITURES & OTHER FINANCING USES:</u>			
<u>Capital Outlay</u>			
General Government		141,000	
Public Safety			
Public Works			
Parks & Recreation	135,000		
Economic Development			
Water			495,000
Sewer			
Total Capital Outlay	135,000	141,000	495,000
<u>Other Financing Uses</u>			
Transfers Out			0
Total Expenditures & Other Financing Uses	135,000	141,000	495,000
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES			
	(115,000)	(141,000)	(195,000)



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Debt Service Funds

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

- G.O. Capital Improvement Plan Bonds 2020A (2012A) Fund (PW/PD Facility)
- G.O. Improvement Bonds 2015A (Tower Drive)
- G.O. Improvement Bonds 2020A (2017A) Fund
- G.O. Improvement Bonds 2023A

Debt Service Funds

G.O. CAPITAL IMPROVEMENT PLAN BONDS 2020A FUND

PROFILE

These bonds were issued in the amount of \$6.1 million to fund the 2012 purchase and improvement of the building at 600 Clydesdale Trail for use as the Medina public works/police facility. Revenues for payment of this bond issue come from the property tax levy, Water Fund (9%), and Sewer Fund (11%). Expenditures in this fund are for principal and interest on the bonds and paying agent fees for bond servicing. This debt will be replaced with refunding bond 2020A.

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

Revenues for payment of bond 2012A come from the property tax levy and the utility funds (water & sewer). Expenditures in this fund are for principal and interest on the bonds and agent fees for bond servicing. This debt will be fully retired on February 1, 2034.

	2025 YTD	2026 Preliminary Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Property Tax Levy	189,732	367,311	177,579	93.6%
Miscellaneous	0	0	0	N/A
Bond Proceeds	0	0	0	N/A
Transfers In	0	91,828	91,828	N/A
Total Revenues and Other Financing Sources	189,732	459,139	269,407	142.0%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Debt Service	421,202	430,953	9,751	2.3%
Transfers Out	0	0	0	N/A
	421,202	430,953	9,751	2.3%
Net Change in Fund Balance	(231,470)	28,186	259,656	-112.2%
Fund Balance, Beginning of Year	694,950	463,480		
Fund Balance, End of Year	463,480	491,666		

Debt Service Funds (Continued)

G.O. IMPROVEMENT BONDS 2015A FUND

PROFILE

In 2015, the City issued \$1,765,000 of 2015A G.O. Improvement Bonds to finance improvements to Tower Drive. Other sources for the project included MSA, park dedication, grant, and utility funds. The project is accounted for in the Tower Drive capital projects fund.

Revenues for payment of this bond issue come from the property tax levy and special assessments. Expenditures in this fund are for principal and interest on the bonds and paying agent fees for bond servicing. This debt will be fully retired on February 1, 2031.

	2025	2026	Amount	Percentage
	YTD	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
REVENUES AND OTHER FINANCING SOURCES:				
Property Tax Levy	29,826	59,997	30,171	101.2%
Special Assessments	30,848	63,238	32,390	105.0%
Miscellaneous	0	0	0	N/A
Transfers In	0	0	0	N/A
Total Revenues and Other Financing Sources	60,674	123,235	62,561	103.1%
EXPENDITURES AND OTHER FINANCING USES:				
Debt Service	142,451	135,203	(7,248)	-5.1%
Net Change in Fund Balance	(81,777)	(11,968)	69,809	-85.4%
Fund Balance, Beginning of Year	287,472	205,695		
Fund Balance, End of Year	205,695	193,727		

Debt Service Funds (Continued)

G.O. IMPROVEMENT BONDS 2020A FUND

PROFILE

In 2017, the City issued \$1,210,000 of 2017A G.O. Improvement Bonds to finance the Deer Hill Improvement Project. The project will be 100% assessed; payable at the sale of each lot, issuance of building permit or at the end of a twelve-year deferment in 2028. The project is accounted for in the Deer Hill Improvement capital projects fund.

Revenues for payment of this bond issue come from special assessments. Expenditures in this fund are for principal and interest on the bonds and paying agent fees for bond servicing. In 2020, this debt was refunded with G.O. Refunding Bond 2020A.

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

Revenues for payment of this bond issue come from special assessments. Expenditures in this fund are for principal and interest on the bonds and paying agent fees for bond servicing. This debt will be fully retired on February 1, 2031.

	2025	2026	Amount	Percentage
	YTD	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Special Assessments	0	0	0	N/A
Miscellaneous	0	0	0	N/A
Transfers In	0	0	0	N/A
Bond Proceeds	0	0	0	N/A
Total Revenues and Other Financing Sources	0	0	0	N/A
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Transfers Out	0	0	0	N/A
Debt Service	116,478	112,183	(4,295)	-3.7%
	116,478	112,183	(4,295)	-3.7%
Net Change in Fund Balance	(116,478)	(112,183)	4,295	-3.7%
Fund Balance, Beginning of Year	879,065	762,587		
Fund Balance, End of Year	762,587	650,404		

Debt Service Funds (Continued)

G.O. IMPROVEMENT BONDS 2023A

PROFILE

In 2023, the City issued \$2,115,000 of 2023A G.O. Improvement Bonds to finance improvements in 2022 to Arrowhead/OSI, Tower Drive overlay, Oakview overlay, Iroquois overlay, and in 2023 Foxberry Farms overlay, Pinto Drive overlay, Medina Highlands, Clydesdale Trail, Cheyenne Trail, Meadowwoods Trail and Townline Road.

Revenues for payment of this bond issue come from the property tax levy and special assessments. Expenditures in this fund are for principal and interest on the bonds and paying agent fees for bond servicing. This debt will be fully retired on February 1, 2031.

	2025	2026	Amount	Percentage
	YTD	Preliminary	Increase	Increase
		Budget	(Decrease)	(Decrease)
<u>REVENUES AND OTHER FINANCING SOURCES:</u>				
Special Assessments	169,067	327,091	158,024	93.5%
Miscellaneous	0	0	0	N/A
Transfers In	0	0	0	N/A
Bond Proceeds	0	0	0	N/A
Total Revenues and Other Financing Sources	169,067	327,091	158,024	93.5%
<u>EXPENDITURES AND OTHER FINANCING USES:</u>				
Transfers Out	0	0	0	N/A
Debt Service	368,413	393,578	25,165	6.8%
	368,413	393,578	25,165	6.8%
Net Change in Fund Balance	(199,346)	(66,487)	132,859	-66.6%
Fund Balance, Beginning of Year	401,669	262,486		
Fund Balance, End of Year	262,486	195,999		

Debt Service Funds (Continued)

	319 G.O. CIP Bonds 2020A (2012A)	322 G.O. Improvement Bonds 2015A	324 G.O. Improvement Bonds 2017A	325 G.O. Improvement Bonds 2023A	Total Debt Service
REVENUES & OTHER FINANCING SOURCES:					
<u>Revenues</u>					
Property Tax Levy	367,311	59,997	0	327,091	754,399
Intergovernmental			0		0
Special Assessments		63,238	0		63,238
Miscellaneous	0	0	0		0
Total Revenues	367,311	123,235	0		817,637
<u>Other Financing Sources</u>					
Transfers In	91,828		0	0	91,828
Bond Proceeds	0		0		0
Total Other Financing Sources	91,828	0	0		91,828
Total Revenues & Other Financing Sources	459,139	123,235	0	0	909,465
EXPENDITURES & OTHER FINANCING USES:					
<u>Expenditures</u>					
Debt Service	430,953	135,203	112,183	393,578	1,071,917
<u>Other Financing Uses</u>					
Transfers Out	0			0	0
Bonds Paid by Escrow					0
Total Other Financing Uses	0	0	0		0
Total Expenditures & Other Financing Uses	430,953	135,203	112,183	393,578	1,071,917
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES					
	28,186	(11,968)	(112,183)	(393,578)	(162,452)



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Public Utility Funds

The Public Utility Funds track the revenues and expenses for fee based public utility services provided by the City. These funds operate on their own ability to generate revenues and receive no property tax support. Each year the City Council reviews the operations of these funds and sets rates for each service based on the needs for general operations, capital spending and debt service payments. The public utilities in 2025 include:

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

Public Utility Funds (Continued)

WATER UTILITY FUND

PROFILE

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

OVERVIEW

A 4% water rate increase is proposed for 2026; supported by the 2020 Water Rate Analysis and to cover costs of road repair for water main breaks, that historically, would have been passed to the resident.

In 2012, the City issued \$6.1 million of 2012A G.O. Capital Improvement Plan Bonds to fund the 2012 purchase and improvement of the building at 600 Clydesdale Trail for use as the Medina public works/police facility. The Water Fund will be transferring amounts equal to 9% of the debt service payments on the CIP bonds through February 1, 2034. Additionally, in 2012, the City recharacterized \$1.4 million of the remaining outstanding 2007A G.O. Water Revenue bonds. The debt was removed from the Water Fund as revenue bonds and was correspondingly reestablished as CIP bonds to assist in the financing of improvements of the building at 600 Clydesdale Trail for use as the Medina public works/police facility. The Water Fund will be transferring amounts equal to 9% of the debt service payments on the recharacterized bonds (since refinanced by the 2013A G.O. Refunding Bonds) through February 1, 2024.

BUDGETED PERSONNEL LEVEL

	<u>2026</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
PW Director	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
PW Foreman	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35
PW Analyst	0.35	0.35								
Office Assistant						0.10	0.10	0.10	0.10	0.10
Administrative Assistant	0.10	0.10	0.10	0.10	0.10					
Street Maintenance/Inspector	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13
PW Maintenance	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
PW Water/Sewer Operator	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40
PW Maintenance	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
PW On-call	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
Part Time Help										
Total FTE's	2.32	2.32	1.97	1.97	1.97	1.97	1.97	1.97	1.97	1.97

CAPITAL OUTLAY

Accounted for in the Water Capital Improvement Fund.

Public Utility Funds (Continued)

WATER UTILITY FUND (continued)

	2023	2024	2025	2026	Amount	Percentage
	Budget	Budget	Budget	Prelim	Increase	Increase
				Budget	(Decrease)	(Decrease)
OPERATING REVENUES						
Charges for Services						
Charges for Services	1,377,200	1,598,400	1,718,400	1,718,400	-	0.0%
Special Assessments	14,000	14,000	20,000	20,000	-	0.0%
Meter Sales	30,000	30,000	30,000	30,000	-	0.0%
Miscellaneous Revenues			-	-	-	N/A
Total Charges for Services	1,421,200	1,642,400	1,768,400	1,768,400	-	0.0%
TOTAL OPERATING REVENUES	1,421,200	1,642,400	1,768,400	1,768,400	-	0.0%
OPERATING EXPENSES						
Personnel Services	247,243	254,921	319,298	388,647	69,349	21.7%
Supplies	207,870	209,870	209,870	218,550	8,680	4.1%
Depreciation	380,000	450,000	465,000	500,000	35,000	7.5%
Other Services and Charges	1,134,550	294,050	1,532,500	866,100	(666,400)	-43.5%
TOTAL OPERATING EXPENSES	1,969,663	1,208,841	2,526,668	1,973,297	(553,371)	-21.9%
OPERATING INCOME (LOSS)	(548,463)	433,559	(758,268)	(204,897)	553,371	-73.0%
NONOPERATING REVENUES						
Miscellaneous Revenues	-	-	-	-	-	N/A
Interest Earnings	-	-	50,000	50,000	-	0.0%
Water Connect/Reconnect Fee	10,000	10,000	5,000	8,000	3,000	60.0%
Total Nonoperating Revenues	10,000	10,000	55,000	58,000	3,000	5.5%
NONOPERATING EXPENSES						
Bond Principal	205,000	-	-	-	-	N/A
Bond Interest	1,794	-	-	-	-	N/A
Fiscal Agent's Fees	800	-	-	-	-	N/A
Total Nonoperating Expenses	207,594	-	-	-	-	N/A
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS	(330,869)	443,559	(703,268)	(146,897)	556,371	-79.1%
CAPITAL CONTRIBUTIONS AND TRANSFERS						
Transfers from Other Funds	206,794	-	-	-	-	N/A
Transfers to Other Funds	(131,613)	(134,122)	(137,176)	(140,294)	(3,118)	2.3%
Capital Contributions	-	-	-	-	-	N/A
Total Capital Contributions and Transfers	75,181	(134,122)	(137,176)	(140,294)	(3,118)	2.3%
CHANGE IN NET POSITION	(255,688)	309,437	(840,444)	(287,191)	553,253	-65.8%
NET POSITION, JANUARY 1	15,090,504	16,588,926	17,418,811	18,080,770	661,959	3.8%
NET POSITION, DECEMBER 31	14,834,816	16,898,363	16,578,367	17,793,579	1,215,212	7.3%

Public Utility Funds (Continued)

SEWER UTILITY FUND

PROFILE

The Sewer Utility Fund provides for the collection and conveyance of wastewater through a system of mains and lift stations. Sewage is treated by the Metropolitan Council Environmental Services, whose fees account for a significant portion of this fund's expenses. Included in this fund is the routine and preventative maintenance of the City's collection system and its appurtenances, monitoring of inflow and infiltration, television inspection of the interiors of mains, and customer service such as providing sewer locations. This activity involves the operation and maintenance of the City's ten lift stations, which includes buildings, equipment, and property. The utility billing operation prepares and sends out utility bills and administers the collections and assessment for nonpayment. An agreement with the City of Plymouth is also in place to provide sewer service to an area within the City of Medina.

OVERVIEW

Rates are scheduled to increase by 4% as supported by the 2020 sewer rate analysis.

In 2012, the City issued \$6.1 million of 2012A G.O. Capital Improvement Plan Bonds to fund the 2012 purchase and improvement of the building at 600 Clydesdale Trail for use as the Medina public works/police facility. The Sewer Fund will be transferring amounts equal to 11% of the debt service payments on the CIP bonds through February 1, 2034. Additionally, in 2012, the City recharacterized \$1.4 million of the remaining outstanding 2007A G.O. Water Revenue bonds. The debt was removed from the Water Fund as revenue bonds and was correspondingly reestablished as CIP bonds to assist in the financing of improvements of the building at 600 Clydesdale Trail for use as the Medina public works/police facility. The Sewer Fund will be transferring amounts equal to 11% of the debt service payments on the recharacterized bonds (since refinanced by the 2013A G.O. Refunding Bonds) through February 1, 2024.

BUDGETED PERSONNEL LEVEL

	<u>2026</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
PW Director	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
PW Foreman	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
PW Analyst	0.20	0.20								
Office Assistant						0.05	0.05	0.05	0.05	0.05
Administrative Assistant	0.05	0.05	0.05	0.05	0.05					
Street Maintenance/Inspector	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13
PW Maintenance	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18
PW Water/Sewer Operator	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30
PW Maintenance	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18
PW On-call	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
Total FTE's	1.89	1.89	1.69	1.69	1.69	1.69	1.69	1.69	1.69	1.69

CAPITAL OUTLAY

Accounted for in the Sewer Capital Improvement Fund.

Public Utility Funds (Continued)

SEWER UTILITY FUND (continued)

	2023 Budget	2024 Budget	2025 Budget	2026 Prelim Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
OPERATING REVENUES						
Charges for Services						
Charges for Services	939,339	996,798	1,027,349	1,022,303	(5,046)	-0.5%
Special Assessments	2,500	5,000	23,000	23,000	-	0.0%
Total Charges for Services	941,839	1,001,798	1,050,349	1,045,303	(5,046)	-0.5%
TOTAL OPERATING REVENUES	941,839	1,001,798	1,050,349	1,045,303	(5,046)	-0.5%
OPERATING EXPENSES						
Personal Services	154,095	157,904	201,794	269,977	68,183	33.8%
Supplies	5,880	4,580	4,580	7,130	2,550	55.7%
Depreciation	125,000	150,000	165,000	180,000	15,000	9.1%
Other Services and Charges	566,500	686,183	680,600	783,123	102,523	15.1%
TOTAL OPERATING EXPENSES	851,475	998,667	1,051,974	1,240,230	188,256	17.9%
OPERATING INCOME (LOSS)	90,364	3,131	(1,625)	(194,927)	(193,302)	11895.5%
NONOPERATING REVENUES						
Miscellaneous Income	-	-	-	-	-	N/A
Interest Earnings	-	-	50,000	50,000	-	0.0%
Total Nonoperating Revenues	-	-	50,000	50,000	-	0.0%
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS	90,364	3,131	48,375	(144,927)	(193,302)	-399.6%
CAPITAL CONTRIBUTIONS AND TRANSFERS						
Transfers to Other Funds	(135,349)	(137,651)	(140,595)	(143,595)	(3,000)	2.1%
Capital Contributions	-	-	-	-	-	N/A
Total Capital Contributions and Transfers	(135,349)	(137,651)	(140,595)	(143,595)	(3,000)	2.1%
CHANGE IN NET POSITION	(44,985)	(134,520)	(92,220)	(288,522)	(196,302)	212.9%
NET POSITION, JANUARY 1	6,422,145	7,298,034	7,490,072	7,398,074	(91,998)	-1.2%
NET POSITION, DECEMBER 31	6,377,160	7,163,514	7,397,852	7,109,552	(288,300)	-3.9%

Public Utility Funds (Continued)

STORM WATER UTILITY FUND

PROFILE

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

OVERVIEW

Operating revenues are budgeted at a 3% rate increase.

Potential projects are comprised of Best Management Practices (BMP's) implemented in the City's SWPPP, TMDL Implementation Plan(s), Loretto Wetland Restoration/Creation, Water Quality improvements, and Wetland Restoration, other wetland restoration in MCWD area, and other general projects recommended by the Public Works Director and City Administrator. Grant funding is likely necessary for the completion of major projects.

BUDGETED PERSONNEL LEVEL

	<u>2026</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
PW Director	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
PW Foreman	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
PW Analyst	0.10	0.10							
Office Assistant						0.15	0.15	0.10	0.10
Administrative Assistance	0.15	0.15	0.15	0.15	0.15				
Street Maintenance Inspector	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
PW Maintenance	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
PW Maintenance	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Total FTE's	0.85	0.85	0.75	0.75	0.75	0.75	0.75	0.70	0.70

CAPITAL OUTLAY

Various Improvements.

Public Utility Funds (Continued)

STORM WATER UTILITY FUND (continued)

	2023 Budget	2024 Budget	2025 Budget	2026 Prelim Budget	Amount Increase (Decrease)	Percentage Increase (Decrease)
<u>OPERATING REVENUES</u>						
<u>Charges for Services</u>						
Charges for Services	277,500	299,500	312,000	321,150	9,150	2.9%
Special Assessments	2,500	-	-	-	-	N/A
Total Charges for Services	280,000	299,500	312,000	321,150	9,150	2.9%
TOTAL OPERATING REVENUES	280,000	299,500	312,000	321,150	9,150	2.9%
<u>OPERATING EXPENSES</u>						
Personal Services	84,325	86,294	99,977	104,151	4,174	4.2%
Supplies	750	800	800	800	-	0.0%
Depreciation	75,000	75,000	85,000	100,000	15,000	17.6%
Other Services and Charges	191,100	232,677	57,518	326,000	268,482	466.8%
TOTAL OPERATING EXPENSES	351,175	394,771	243,295	530,951	287,656	118.2%
OPERATING INCOME (LOSS)	(71,175)	(95,271)	68,705	(209,801)	(278,506)	-405.4%
<u>NONOPERATING REVENUES</u>						
Miscellaneous Income	-	-	-	-	-	N/A
Interest Earnings	-	-	10,000	10,000	-	0.0%
Total Nonoperating Revenues	-	-	10,000	10,000	-	0.0%
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS	(71,175)	(95,271)	78,705	(199,801)	(278,506)	-353.9%
<u>CAPITAL CONTRIBUTIONS AND TRANSFERS</u>						
Transfers from Other Funds	-	-	-	-	-	N/A
Grants	-	-	-	-	-	N/A
Transfers to Other Funds	(65,493)	(67,428)	(69,481)	(71,565)	(2,084)	3.0%
Capital Contributions	-	-	-	-	-	N/A
Total Capital Contributions and Transfers	(65,493)	(67,428)	(69,481)	(71,565)	(2,084)	3.0%
CHANGE IN NET POSITION	(136,668)	(162,699)	9,224	(271,366)	(280,590)	-3042.0%
NET POSITION, JANUARY 1	2,060,667	2,109,339	2,667,586	2,379,341	(288,245)	-10.8%
NET POSITION, DECEMBER 31	1,923,999	1,946,640	1,262,342	2,107,975	845,633	67.0%



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Capital Improvement Program

The Capital Improvement Program (CIP) is a planning document that presents a five-year overview of scheduled capital projects to address the City's goals for maintaining public infrastructure. The CIP includes a long-term financing plan that allows the City to allocate funds for these projects based on assigned priorities. The five-years within the CIP provides the City with an opportunity to evaluate project priorities annually and to adjust the timing, scope and cost of projects as new information becomes available. The information contained in this plan represents an estimate of improvement costs based on present knowledge and expected conditions.

A capital improvement is defined as a major non-recurring expenditure related to the City's physical facilities and grounds. The CIP also distinguishes between projects contained in the City's operating budgets and capital improvement projects financed through the City's capital funds and public utility funds.

The CIP is predicated on the goals and policies established by the City Council, including general development, redevelopment, and maintenance policies that are part of the City's Comprehensive Plan. A primary objective of the CIP is to identify projects that further these goals and policies in a manner consistent with funding opportunities and in coordination with other improvement projects.

(The CIP will be compiled and presented separately.)



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Fee Schedule

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

(The fee schedule will be compiled and presented separately.)