2017 Annual Budget

City of Hutchinson, MN

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Office of the City Administrator

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December 27, 2016

To the Honorable Mayor Gary Forcier and
City Council Members of the city of Hutchinson

RE: **2017 Budget Message**

Dear Mayor Forcier and Council Members:

The following material constitutes the proposed general fund, enterprise funds, debt service funds and the Capital Improvement Plan (CIP) for the city of Hutchinson for 2017. There have been no changes to the general fund and only a couple of minor changes to the enterprise funds and CIP since the truth-in-taxation hearing that was held on December 6. The budget package before you for consideration represents extensive work done by the department directors and their staff, finance director Andy Reid, myself, and you, the Mayor and City Council. The budget development process began in April and continued throughout the summer into September when the preliminary budget and tax levy was adopted. The preliminary budget included a deficit of $92,130. The department directors worked on reducing that deficit during the months of September through November, and the budget was subsequently revised and reprioritized by myself and Andy Reid in conjunction with the Directors. The 2017 final budget and tax levy numbers being presented to you today is balanced and is the culmination of 8 months of work by the great staff of the city of Hutchinson that included four work sessions and a public hearing with the city council.

Our budget is driven by several different factors. The primary factor is the type and level of services we want to provide to the community as a whole. It is within your role as the City Council and policymakers to determine what types, and to what extent, services will be provided to the citizens of Hutchinson regarding public safety; streets and highways; culture and recreation; general government; water, sewer and garbage services; as well as the airport, cemetery, library services, liquor store and Creekside. Another factor that goes into developing a local municipal budget has to do with how affected the City is by unfunded mandates made at the State and Federal levels of government. Some of those requirements may be good, some may be bad, and some may be questionable in value. Still, many times local governments have no choice but to meet these requirements and pay the associated costs. Unfunded mandates can range from personnel practices to water and wastewater treatment standards, with the costs of these mandates being covered by the taxpayers and/or ratepayers.

When it comes to developing a budget, it is my belief that the annual budget, which includes a 5-year capital plan, is one of the biggest if not the biggest policy decision a city council can make. The policy of a budget more or less drives the “work” of the city and is one of the forces behind

achieving the City's Mission Statement and funding its six core areas of focus. My philosophy in helping to develop this budget and future budgets is to balance the needs of the City Council, department directors and staff with the costs associated with the desired service levels and needs of the public, all the time being aware of the desire to keep the tax levy low to encourage growth within the community. Ultimately, the needs versus the wants are decided by you, the elected officials.

The development of the 2017 budget included the consideration of five long-term goals that will be an emphasis on budget planning in the years to come. Those goals are as follows:

1. What should current and future tax levies look like?
2. What levels of services should the City perform and provide now and in the future?
3. What is an acceptable level of debt?
4. What is our level of investment in technology and equipment, and what period of payback is acceptable?
5. What are our future infrastructure needs (roads, utilities, buildings, etc.) and how are we going to pay for them?

This coming year represents the fourth straight year that the City will see its Local Government Aid (LGA) increased. Our 2017 LGA payment is expected to be at $2,295,074, an $8,414 increase from our 2016 amount. However, we went into the budget planning process this past spring with a much greater hope of a significant increase to our LGA. During the 2016 legislative session, the Legislature proposed and passed a $20 million permanent increase to LGA which would have raised Hutchinson's LGA share by $114,214. Unfortunately, a "pocket veto" by the Governor of the omnibus tax bill due to an error in the language regarding the charitable gambling tax section resulted in no additional LGA increase for 2017.

Even with the slight increase in LGA for next year and the fact that this is the fourth straight year of an increase, our amount is still $137,503 (5.7%) less than the amount we received in 2006. As a matter of fact, LGA has been quite volatile over the past 16 or so years. Since 2000, including next year, we will have seen our LGA raised 9 different times with significant increases in 2002 ($728,479), 2006 ($452,309) and 2014 ($428,927). However, we have also seen our LGA lowered 4 times during that same period with significant decreases in 2003 ($374,467), 2008 ($509,456) and 2010 ($268,501). Our peak years for total LGA received were in 2002 ($2,305,717), 2006 ($2,432,577) and 2007 ($2,371,950). Our valley years were 2010 to 2013 when our LGA amount was set at $1,784,272.

As we look to the future, I believe it will continue to be important for the City to continue its efforts to encourage growth throughout all aspects of the City. Obviously it's important to see continued growth within the housing and commercial markets. However, the greatest impact to the City would be to see new industrial growth; something our EDA is currently working on. More property taxpayers mean everyone pays less if the overall tax levy stays constant. More commercial and industrial growth will lower the tax burden on all other properties due to their higher tax classification. Therefore, budgets and levies that grow with inflation and/or new spending can remain stable on individual taxpayers due to more taxpayers sharing the burden. Unless the tax base grows faster than the rate of inflation plus new spending, the individual tax burden will grow if we increase the tax rate.

Fortunately for the City, our tax base is growing and our tax levy increases continue to remain relatively low allowing us to keep our tax burden steady if not lower than previous years. From 2015 to 2016 we saw our overall market value increase by 3.9% from $865,629,000 to $899,314,200; the fourth straight year of an increase. The largest area of growth was seen in our residential values which experienced a 6.0% growth. Along with our market values increasing, we have also seen our total tax capacity increase from $9,323,770 in 2015 to $9,670,641; an increase of 3.7%. One thing to be aware of when setting tax levies in Hutchinson is the fact that the city's value (58.27%) and tax capacity (47.41%) is wrapped up mostly in our residential homesteaded property. While Hutchinson's residential homesteaded property values and tax capacity is lower than the state average, it is the fifth-highest (out of 19) among outstate regional centers we compare ourselves too. As noted previously, the more commercial and industrial property a city has; the lower the tax burden will be on residential homes. Identifying opportunities to expand our commercial and industrial tax base will help to ease the tax burden not only to our residential properties but to all of our properties.

And with that, here in detail are more specifics regarding the 2017 municipal budget.

Tax Levy

The tax levy for the general fund has been set at $4,751,796 up by $182,761 from 2016; an increase of 4.0 percent. This will be the second straight increase to the general fund tax levy and only the second increase since 2011. The debt service levy for 2016 has been set at $2,200,000; the same as in 2016 and is the first time there has not been an increase in debt levy since 2013. Due to excellent planning by previous staffs and city councils, the debt service levy is not expected to increase again until 2023. The EDA and HRA tax levies are budgeted to increase by 3.9% in 2017. Overall, the total tax levy impact to a Hutchinson resident has been set at $7,281,215, up by $195,100 from 2016; an increase of 2.8%. For comparison purposes, the 2016 total tax levy increased by 1.7% from 2015.

There are two main reasons behind the need for a tax levy increase. Reason one is to cover costs associated with increases to wages and benefits. Some of this is normal growth related to general wage and benefit increases; some of it is related to new positions being hired in the police and parks departments. The second reason for the tax increase is to help cover costs with the loss of $111,773 in our HUC Pilot payment. The tax increase for next year will represent at least the fourth straight year of a municipal tax increase which includes our general fund and debt fund levies. Since 2011 our total property tax levy impact has increased on an average basis by 1.5%. Even with the tax levy increase, the proposed estimated average city tax rate for next year will be at 71.89%, down from 73.97% in 2016. A home valued at $146,000 will see an estimated city tax decrease of $9 (-1.1%) in 2017. It is more likely that a home owner will see a property tax increase due to their home value increasing, then as a result of the Council raising its tax levy. For comparison purposes, a 0% tax levy increase would have still resulted in a likely property tax decrease of $31.

General Fund Revenues and Expenditures

The General Fund is the primary operation fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. The general fund consists of the departments and functions necessary to conduct the day to day operations of the City. The general fund is balanced in 2017 with revenues of $12,260,128 and expenditures of $12,260,128. The need for additional budget reserves is not needed at this time due to a healthy general fund balance. 2015 audit numbers showed that the City had a general fund balance of $6,859,613,

approximately 61% of the general fund budget for 2016. The State Auditor has recommended to cities that their general fund balance should be in the range of 30% to 50%. With that in mind, please be aware of the fact that our general fund balance will decrease by roughly $1 million in an effort to help cover costs associated with the construction of the new aquatic center/updated rec center locker rooms and concessions. That will likely lower our general fund balance to about 50% of budgeted expenditures if all other factors remain the same.

Outside of the general fund tax levy increase and minor LGA increase, there were a couple of other notable additional changes to general fund revenues. The 2017 budget includes a minor shift in how we utilize our LGA monies. For next year, the general fund portion of our LGA payment will increase from $862,500 to $1,000,000. This increase was necessary to address the $111,773 gap caused by the reduced transfer from Hutchinson Utilities. The remaining LGA money will continue to be utilized in the Capital Fund. For 2017, 43% of our LGA is being allocated to the general fund, up from 38% in 2016. The City's goal for future budgets is to keep that split at a 40/60 rate.

The general fund also includes a $120,000 transfer from our self-insurance fund to help cover the City's employee HSA contribution costs. This is the second straight year of such a transfer. Long-term speaking, this will have to be addressed somewhere along the line, in particular the sustainability of being able to do this. We have about another 2-3 years of transfer money available to cover these costs. Also included in the 2017 budget for general fund revenue is an increase in amount of $466,625 in our "Charges for Services". This is to account for the new aquatic center and the revenue it is expected to produce upon its opening in May. Our budget assumes new revenue in the amount of $444,000 to be generated by this facility. Generally speaking, property taxes account for 39% of all general fund revenues in 2017, 23% comes from charges for service (DMV, recreation and community education fees, etc.), and 19% comes from transfers-in (HUC, Liquor, Creekside, Hospital, etc.). The general fund revenues of $12,260,128 are a budget increase of 7.0% from 2016.

With regard to general fund expenditures, the biggest reason for the increase derives from increases in employee salary and benefits. Wages and benefits are expected to increase by over $579,000 in 2017. This is a combination of three things; one being normal growth due to performance evaluations; the other factor being from the addition of new positions within the police department and parks department; and the third factor stems from our need to employ staff at the new aquatic center. Wages and benefits account for 67% of all general fund expenditures in 2017. In regards to our salary and benefit package, the City continues to offer an attractive wage and benefit package to assist in the recruitment and retention of capable and well-qualified employees. This will continue be an important issue for the City as we move forward into the baby-boom retirement years where we'll see more competition between all industries for well-qualified skilled workers.

Minor needs like additional costs associated with operational and supply needs for the aquatic center, inflation, and other miscellaneous costs influenced the increase in budgeted expenses. In regards to the aquatic center, we are anticipating that expenditures will total $423,596 in 2017. Staff has taken a conservative approach to these numbers and we are hoping that at the very least, the aquatic center will break even next year if not show a slight profit. Generally speaking, public safety accounts for 33% of all budgeted expenditures in the general fund in 2017; 25% goes to general government; 24% goes to culture and recreation, and 16% goes to streets and highways. Those percentages are roughly the same as our 2016 budget with a slight increase

within our culture and recreation budget due to the costs associated with the aquatic center. Overall, budgeted general fund expenditures increased by 7.0% from $11,463,235 in 2016 to $12,260,128 in 2017.

Public Enterprise Funds

Liquor Hutch, Creekside, water, sewer, storm water and refuse (garbage) funds all comprise the City's public enterprise funds. Enterprise funds are used to account for operations that are financed and operated in a manner similar to that of a private business enterprise. Public enterprise funds should be self-sufficient with user charges (revenues) supporting the expenditures. That is the case in Hutchinson as our public enterprise funds remain healthy with good fund balances. It is estimated that 2016 year-end numbers will show the liquor fund with an estimated cash balance of about $150,000; the water fund with an estimated cash balance of about $3 million; the sewer fund with an estimated cash balance of about $4.7 million; the storm sewer fund with an estimated cash balance of about $1.3 million; the refuse fund with an estimated cash balance of about $1.25 million; and the Creekside fund with an estimated cash balance of about $2 million. Five of the six enterprise funds will have cash balances well above their targeted amount, which is based on 25% of their operating costs plus one year of debt service payments, except for the liquor fund.

The 2017 budget for three of the six enterprise funds projects sufficient revenue to cover the expenses outside of depreciation. The other three funds have planned deficits that will be touched on shortly. With that being said, revenues and expenses for next year are expected to remain relatively steady in the water, sewer and refuse funds with none of those funds experiencing a rate increase. Garbage rates were last increased in 2008 with water and sewer rates last being increased in 2011. Budgeted water revenues are set at $3,151,950 in 2017, up from $3,126,000 (0.8%) in 2016. Budgeted water expenses are set at $4,118,990 in 2017, up from $3,974,989 (3.6%) in 2016. Budgeted sewer revenues are set at $4,088,000 in 2017, up from $4,026,000 (1.5%) in 2016. Budgeted sewer expenses are set at $5,181,834 in 2017, up from $5,117,234 (1.3%) in 2016. Both the water and sewer funds are seeing increased costs due to a combination of depreciation, wages and benefits, and debt service requirements. Budgeted refuse revenues are set at $1,212,800 in 2017, up from $1,164,500 (4.1%) in 2016. Budgeted refuse expenses are set at $2,146,068 in 2017, significantly up from $1,259,941 (70%) in 2016 resulting in a negative cash flow. The refuse fund is seeing a significant increase in expenses because the City is borrowing $750,000 from this fund to help pay for the additional costs associated with the aquatic center. This was the fund the City Council selected to assist paying for the additional costs associated with higher than expected bids and will be repaid over 5 years with 2% interest starting in 2018. Budgeted storm water revenues are set at $889,975 in 2017, up from $862,867 (3.1%) in 2016. Budgeted storm water expenses are set at $953,632 in 2017, up from $867,111 (10%) in 2016. The storm water fund has budgeted for a rate increase of about 3.0%. The largest increase in storm water expenses is associated with some additional capital expenditures in 2017.

Liquor Hutch is projecting revenue to grow from $5,871,000 in 2016 to $6,127,000 in 2017. This revenue growth is the result of a projected sales growth of 2% based off of 2016 forecasted sales and a 4.4% budgeted increase from 2016. Liquor Hutch is also projecting expenses to grow from $5,891,676 in 2016 to $6,219,052 in 2017. This growth in expenses of about 6% is due to an increase in wages and benefits and the cost of products. The increase in wages and benefits includes the hire of a full-time employee. Creekside is projecting revenue to increase from $1,701,296 in 2016 to $2,056,976 in 2017, a 21% increase in revenue. The budgeted increase in

revenue is due to the reduced production model implemented in 2016 faring better than expected. Budgeted expenses are expected to increase along with the revenue in 2017. The 2017 budget shows expenses coming in at $2,622,967, an increase from the 2016 budget of $1,817,748 (44%). One of the big factors behind the large increase in expenses is due to the costs associated with the replacement of the wood grinder at Creekside which is estimated to cost $500,000. Additional costs are a direct results of costs associated with sales.

The 2017 budget for the City's enterprise funds are expected to see a positive cash flow within the water, sewer and storm sewer funds, with the liquor, compost and refuse funds seeing a negative cash flow. The positive growth in the three enterprise funds should result in a growth of an already healthy fund balance for each fund. The three funds experience a negative cash flow are all planned and already have healthy fund balances that can take on the loss. Liquor Hutch ($500,000) and Creekside ($110,000) continue to be a valuable asset to the City and will contribute $610,000 to the general fund in 2017. Overall, the enterprise funds are expected to transfer $785,000 to the general fund in 2017, up from $726,290 in 2016 (8.1%). These fund transfers continue to assist the City as a means to soften the tax burden to the residents of Hutchinson. The City would have to raise its property taxes or lower its expenses by over 11% to replace this revenue if these transfers did not exist. Enterprise fund revenues account for about 6.4% of our total general fund revenue.

Debt Service Funds

Debt service funds are maintained to account for the payment of principal and interest related to debt issued by the City. Fund balances of these funds are restricted to debt service requirements and are not available for current expenditure purposes until the debt is retired. Debt service payments for next year will cost the City $2,387,490, an 8.1% decrease from 2016 ($2,598,524). Revenue collected for these payments will amount to $2,947,000 of which $2,200,000 will come from property taxes through our debt levy. Additional revenues for debt service payments come from special assessments, interest, and construction fund transfers. Debt service related to water, sewer, and storm water are not included within the debt service funds, but are accounted for within those respective enterprise funds. The total long term debt of the City is currently at $18,540,000, up from $16,780,000 in 2016.

2017 will be the first full year under the City's new Debt Management Plan. The original plan was adopted in 2008 and called for an annual debt levy to be set at $2.2 million and that levy would be sustained for the years to follow. The City reached that sustained debt levy in 2016. In an effort to address rising costs and higher capital needs, the City council revised its debt plan earlier this year and targeted a $2.6 million debt levy to cover future capital needs. However, due to the structure of the City's existing debt, the city will not need to increase our debt levy again until 2023. Starting in 2023, the debt levy will be increased annually by approximately 1.75% until the $2.6 million debt levy target is reached in 2032.

Capital Improvement Plan

On an annual budgeting basis, the City develops a five-year Capital Improvement Plan (CIP) to assist in the financing of major capital needs of the city. The CIP is a budget document that realistically projects city needs, outlines means by which those needs can be met, and provides prioritization of those needs. The capital planning process provides the City with a framework to make decisions regarding current and future city needs considering the city's financial capability. The CIP commits the City to a long term capital plan that ensures that expenditures can be made to add or replace capital items when needed, without significant fluctuations in the property tax

levy. Capital planning enables the City to maintain a stable property tax rate, prevents peaks and valleys in its debt retirement program, and establishes and thereafter improves its credit rating. The plan is based upon numerous long-range planning documents that are updated regularly by several different committees and staff members.

Next year's five-year CIP is valued at $50,361,119, a slight increase from last year's $49,987,017 five-year plan. The 2017 budget portion of that plan is set at $11,965,132, an increase of 30% from our 2016 budgeted amount. The significant increase is due to the second half payment of the aquatic center and due to some costly infrastructure improvements that are tied to time-sensitive federal grant dollars. The five-year plan accounts for various investments throughout many different levels of city government. 70% of the five-year plan will go to investments in the City's infrastructure system (new construction, reclaims, partial reconstruction); 13% will be spent on park and recreation activities (second half of the new aquatic center, civic arena, parks, etc.); 8% will be spent on enterprise related activities (Creekside, Liquor Hutch, water, sewer, etc.); with the remaining dollars being spent on various public works projects, public safety and general government. In regards to the 2017 budget, 55% of the CIP will go to pay for infrastructure projects; 28% will be spent on park and recreation activity; and 10% will be spent on enterprise related projects. The largest projects slated for next year include the conclusion of the aquatic center project ($3 million); an improvement to Roberts Road and School Road which includes a trail; the South Central Trunk Storm Sewer Project; capital equipment upgrades to Creekside and the wastewater plant; and heavy equipment/fleet vehicle replacements to various departments. Funding for the five-year CIP will come from various sources. The largest revenue source over the next five years will come from borrowing to help pay for the capital needs to the tune of 27% of the CIP. State and Federal aid/grants (24%); Enterprise Funds (22%); Property taxes (17%); and special assessments (8%) make up the majority of the rest of the funding. Probably one of the more anticipated projects for next year will be the conclusion and opening of the new aquatic center which is slated for May.

Conclusion

As with past years, developing budgets is an on-going process of balancing costs with the desired levels of services, needs and wants of the community, elected officials and department directors. Having to balance the wants of the community and sometimes their unwillingness to pay for those wants is always a challenging aspect of the city budgeting process. Budgets that require property tax increases are always difficult for me to recommend. Excessive taxes are an impediment to economic development and growth. Many residents will question the value of services they do not use. The difficult part as public policy makers is helping them to understand the overall value of those services to the community as a whole, and not as individuals. With that being said, I do not believe the proposed tax levy is excessive and history will show that the City has always been very conscientious when it comes to the tax burden it's willing to put on its residents. I believe the city staff does a great job of planning for the future keeping in mind the financial impact it may have on the City. Because of this, I believe it is appropriate to recommend a modest tax increase of roughly 2.8% for 2017. With that being said, I am recommending that you approve the resolutions setting the tax levies and budgets for 2017.

As I noted back in October, the "State of the City" is healthy, well-run, fiscally stable, and we are looking forward to the future with high anticipation. The greatest relief to a City's tax burden is growth and more importantly, growth within the commercial and industrial tax bases. Signs continue to point to that growth occurring within the City. The City's average monthly unemployment rate dropped again in 2016 for the seventh straight year to 4.0% (through

November), numbers we haven't seen since 2000/2001. Our average monthly employed numbers for 2016 (through November) was at 7,240, the highest it's been since 2006. Vacancy rates for our market rate rental units continue to be at historic lows and our median sales price of our residential homes have raised from their lows of $101,400 in 2012 to $149,250 through November of 2016. Home resales continue to remain high and home foreclosures (lack thereof) continue to remain low. While home resales continue to remain high, we have seen a tighter housing market which has resulted in more new homes being constructed in town. Through November of this year we have issued 25 building permits for new homes, representing the third straight year where we have issued 20 or more new home permits. The 25 new home permits (or more) we will have issued in 2016 will be the most since 2007.

I feel comfortable in making the statement that the recession years appear to be in the rear-view mirror for Hutchinson. 2016 brought us the start of construction on a new, nearly $6 million aquatic center/renovated rec center. It also brought us the start of construction on a new 87-unit apartment complex on Denver Avenue that will go a long way in addressing our low market-rate rental vacancy issue. 2016 also brought us the opening of an Aldi's store and saw work begin on the $45 million remodeling of the Hutchinson High School. The EDA continued its work with the school district, business community, and Ridgewater College to address the community's need for a more skilled workforce.

2017 looks to be just as exciting as 2016 was. 2017 should bring us the conclusion of the aquatic center with an anticipated opening in late May. We are also anticipating the opening of a Caribou Coffee/Einstein bagel shop at the old Freedom Gas Station site and Pizza Ranch next to Aldi's. 2017 could also bring us a new hotel at the intersection of Highway 15 & 7. 2017 will also include continued work on the new High School and we are anticipating the EDA's Enterprise Center should open in late summer/early fall. On top of this, the City will continue to market the Industrial Park and the old medical clinic site for additional commercial and industrial growth, and we anticipate continued growth in new homes being built to offset the tight housing market.

Finally, I would like to thank the department directors; more importantly finance director Andy Reid, and the Mayor and City Council for your assistance in this budget planning process. Your involvement in this process is valuable to the citizens of Hutchinson. We are blessed as a community to have those who work for us knowing the hard work they put into their job every day. The City is well positioned to not only handle growth, but any challenges that may present themselves in the future. I hope the information provided to you is useful in helping you understand the 2017 Hutchinson Municipal Budget and I look forward to what the upcoming year has in store for all of us!

Sincerely,

Matthew Jaunich
City Administrator

CITY OF HUTCHINSON

Council Members	Term Expires
Gary Forcier, Mayor	12/31/2018
Mary Christensen	12/31/2018
John Lofdahl	12/31/2018
Chad Czmowski	12/31/2020
Steve Cook	12/31/2020

City Administrator

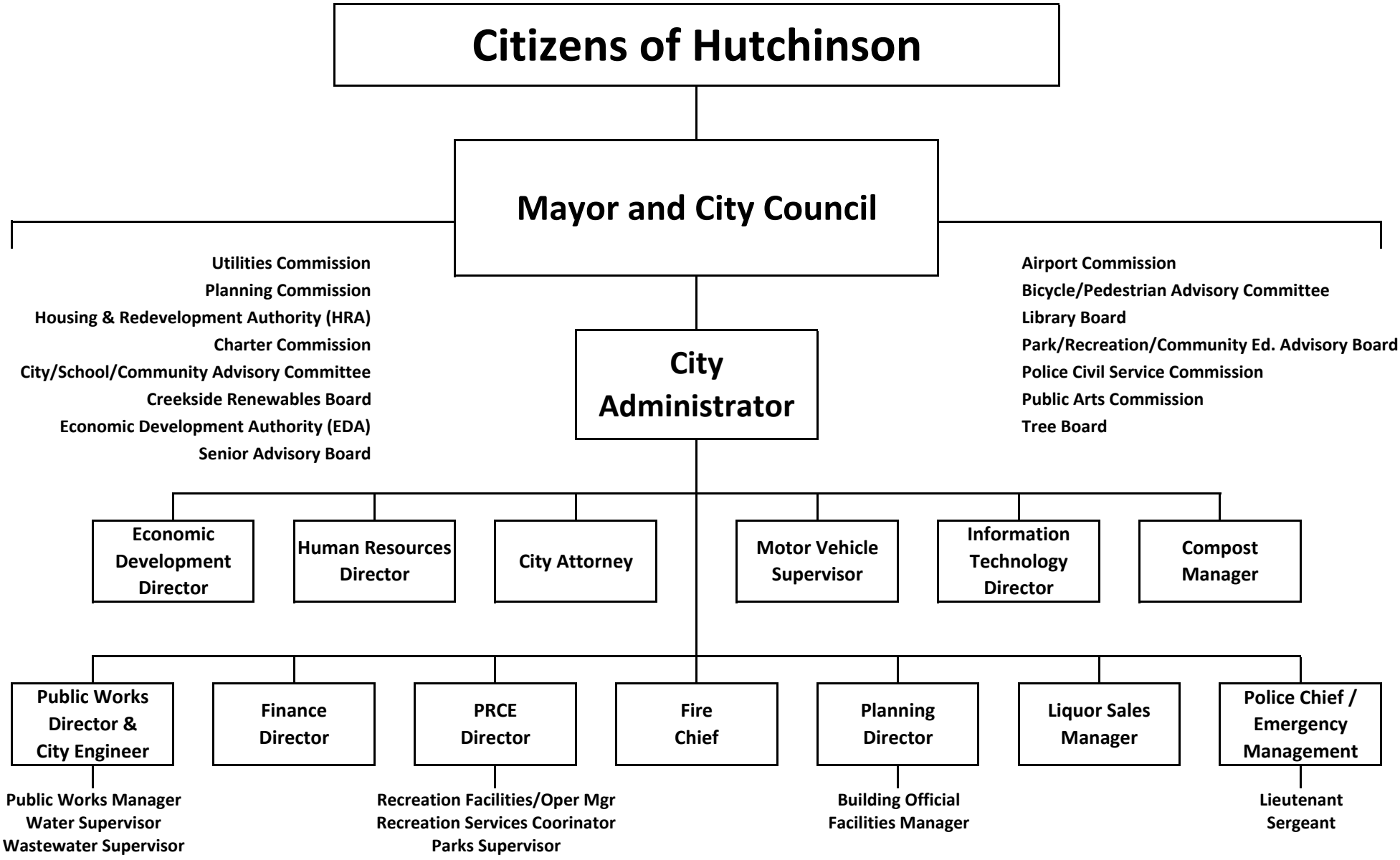
Matt Jaunich

Department Directors

Dan Hatten - Police
Mike Schumann - Fire
Kent Exner - Public Works
Dolf Moon - Parks & Recreation
Dan Jochum - Planning
Miles Seppelt - EDA
Jean Ward - HRA
Marc Sebora - Legal
Tom Kloss - IT
Brenda Ewing - HR
Andy Reid - Finance
Mary Filzen - Motor Vehicle
Candice Woods - Liquor fund
Andy Kosek - Compost/Refuse

City of Hutchinson

2016 Organizational Chart



Employee Count

(Full-Time and Part-Time Only)

Department	2015 Budget	2016 Budget	2017 Budget	2017 / 2016 Change
City Administration	3.36	3.22	3.23	0.01
Finance	4.00	3.00	3.00	0.00
Motor Vehicle	3.11	3.40	3.40	0.00
Legal	1.36	1.50	1.50	0.00
Planning & Zoning	1.30	1.22	1.30	0.08
Information Technology	3.00	3.00	3.00	0.00
City Hall Building	0.60	0.88	1.50	0.62
Police	31.95	31.95	32.95	1.00
Hospital Security	5.05	4.68	4.68	0.00
Fire	1.00	1.00	1.00	0.00
Building Inspections	2.50	2.42	2.50	0.08
Engineering	4.60	3.60	3.60	0.00
Streets & Roadways	5.55	6.55	6.55	0.00
Park & Recreation Admin	1.66	2.00	2.00	0.00
Recreation	1.23	1.43	1.43	0.00
Civic Arena	1.15	1.15	1.15	0.00
Parks Department	6.00	6.00	6.00	0.00
Recreation Building	0.65	0.65	1.25	0.60
Waterpark	0.00	0.00	0.40	0.40
Event Center	2.52	2.52	2.54	0.02
Senior Center	0.40	0.40	0.40	0.00
Library	0.20	0.00	0.00	0.00
Cemetery	0.95	0.95	0.95	0.00
Airport	0.20	0.20	0.20	0.00
Subtotal - General Fund	**82.34**	**81.72**	**84.53**	**2.81**
Liquor	11.21	12.46	13.27	0.81
Compost	7.90	5.94	5.90	-0.04
Refuse	2.46	1.79	1.88	0.09
Water	6.21	6.11	5.55	-0.56
Sewer	8.61	7.51	7.85	0.34
Storm Water	2.70	2.70	2.70	0.00
Subtotal - Enterprise Funds	**39.09**	**36.51**	**37.15**	**0.64**
Economic Development Authority	1.00	1.00	1.00	0.00
Housing Redevelopment Authority	4.00	4.00	4.00	0.00
Subtotal - Special Taxing Districts	**5.00**	**5.00**	**5.00**	**0.00**
Total FTE	**126.43**	**123.23**	**126.68**	**3.45**

Timeline - 2017 Budget Process

• Department Directors compile 2017 budgetary needs.	Spring 2016
• 1st Council workshop to review and discuss the initial general fund budget and debt levy.	May 24, 2016
• Council workshop to review and discuss the preliminary 5-year Capital Improvement Plan.	August 23, 2016
• 2nd Council workshop to review and discuss the revised general fund budget. The general fund budget indicated a deficit of $92,130 with a 4% tax levy increase.	September 13, 2016
• ***Council approves preliminary tax levy increases:*** - EDA 3.9%; HRA 3.9% - General Fund 4%, Debt 0%	 September 13, 2016 September 27, 2016
• Council workshop to review Enterprise Fund budgets.	November 7, 2016
• Truth & Taxation Meeting. The general fund budget was balanced with a 4% tax levy increase. The debt fund levy remains unchanged while the EDA / HRA levies are proposed to increase by 3.9% each.	December 6, 2016
• ***Council Approves final Budgets and tax levy increases:*** ***2017 Tax Levy increases:*** - General Fund 4%, Debt 0% - EDA 3.9%; HRA 3.9%	December 27, 2016

2017 Annual Budget

Tax Levy Resolutions

CITY OF HUTCHINSON

HUTCHINSON, MINNESOTA

Date: December 27, 2016 Resolution Number: 14667

Motion by Council Member: Lofdahl Seconded by Council Member: Christensen

CERTIFYING 2016

PAYABLE 2017 PROPERTY TAX LEVY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTCHINSON, MINNESOTA,

THAT A FINAL NET tax levy for the Special Taxing District, **HUTCHINSON ECONOMIC DEVELOPMENT AUTHORITY** for 2017 is hereby set in the amount of: **$163,046**

The City of Hutchinson established a special taxing district for the purpose of Hutchinson Economic Authority (Hutchinson EDA) and the financing of such district as authorized under Minn. Stat. 469.107.

Adopted by the City Council this 27th day of December 2016.

YES	ABSENT	NO
Forcier		
Czmowski		
Arndt		
Christensen		
Lofdahl		

CITY OF HUTCHINSON

HUTCHINSON, MINNESOTA

Date: December 27, 2016 Resolution Number: 14666

Motion by Council Member: Arndt Seconded by Council Member: Christensen

CERTIFYING 2016

PAYABLE 2017 PROPERTY TAX LEVY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTCHINSON, MINNESOTA,

THAT A FINAL NET tax levy for the Special Taxing District, **HUTCHINSON REDEVELOPMENT AUTHORITY** for 2017 is hereby set in the amount of: **$166,373**

The City of Hutchinson established a special taxing district for the purpose of Hutchinson Redevelopment Authority (Hutchinson HRA) and the financing of such district as authorized under Minn. Stat. 469.033.

Adopted by the City Council this 27th day of December 2016.

YES	ABSENT	NO
Forcier		
Czmowski		
Arndt		
Christensen		
Lofdahl		

CITY OF HUTCHINSON

HUTCHINSON, MINNESOTA

Date: December 27, 2016 Resolution Number: 14665

Motion by Council Member: Lofdahl Seconded by Council Member: Christensen

CERTIFYING 2016

PAYABLE 2017 PROPERTY TAX LEVY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTCHINSON, MINNESOTA,

THAT A FINAL NET tax levy for the City of Hutchinson for 2017 is hereby set in the amount of: **$6,951,796**

The detail for this levy is as follows:

GENERAL FUND LEVY	**$4,751,796**
IMPROVEMENT BONDS	
2006	272,889
2007	38,434
2008	117,172
2009	156,622
2010	80,280
2011	160,165
2012	128,566
2013	141,981
2014	133,187
2015	149,971
2016	820,733
TOTAL IMPROVEMENT BONDS	**$2,200,000**
TOTAL TAX LEVY	**$6,951,796**

Adopted by the City Council this 27th day of December 2016.

YES	ABSENT	NO
Forcier		
Czmowski		
Arndt		
Christensen		
Lofdahl		

Understanding Your Property Tax Bill

Why do we have property Taxes?

Local property taxes help fund local programs and services, such as public schools, fire and police protection, streets, libraries, and more. Property taxes fund cities, towns, school districts, counties and other special taxing districts (i.e.: HRA and EDA)

What affects my property tax bill?

A number of things can affect your property tax bill, but local government spending and non-tax revenues will affect it the most. In general:

- Your property taxes may go up if local governments raise spending or receive less non-tax revenue (such as state aid).
- Your property taxes may go down if local governments reduce spending or receive more non-tax revenue.

Each year, local governments determine how much property tax revenue is needed to cover their spending, which is called the ***levy*** (budget).

The value and classification (type) of property are used to determine your share of the levy. Other things, including programs that defer or reduce your property tax, also play a role.

How does my property value affect taxes?

The county assessor determines the ***estimated market value*** (EMV) and classification of your property on January 2 each year. The EMV does not directly affect your property tax bill. Instead, the ***taxable market value*** is used to calculate how much of the tax levy you will pay.

How does my property classification affect taxes?

The county assessor classifies your property according to how it is used (homestead, apartment, farm, commercial-industrial, etc.).

Each class of property is taxed at a different percentage of its value. These ***classification (class) rates*** are set by State law. Different class rates may result in some types of property paying a greater share of local property taxes than others. For example, commercial properties typically pay more than residential homesteads and agricultural properties.

Classifications commonly found in City of Hutchinson

Class Description	***Tiers***	***Class Rate***
Residential Homestead	First $500,000	1.00%
	Over $500,000	1.25%
Commercial / Industrial	First $150,000	1.50%
	Over $150,000	2.00%
Agricultural Homestead	First $2,140,000	0.50%
Residential Non-Homestead (Apartments) 4+ Units		1.25%
Residential Non-Homestead 1-3 Units		1.25%
Unimproved Residential Land		1.25%

**** Class Rate x Taxable Market Value = Tax Capacity***

Understanding Your Property Tax Bill

What is the Homestead Market Value Exclusion (HMVE)?

The HMVE, enacted in 2011, replaces the the market value homestead credit (MVHC). The HMVE provides a tax reduction to all homesteads valued below $413,800 by shifting a portion of the tax burden that would otherwise fall on the homestead to other types of property. The MVHC provided tax credits to homesteads, which resulted in local governments receiving less tax dollars than was levied. The program was originally created with the State funding the local governments for the shortfall created by the tax credits, however through budget cuts at the State level, local funding was cut and local governments were presented with a budget shortfall. The new HMVE program allows local governments to collect its full levy.

The HMVE formula basically provides property tax relief to homestead property owners by reducing the taxable market value which in ultimately reduces the property owner's tax liability. This results in a shifting of the tax burden to other property types. The formula to determine the homestead exclusion is as follows:

	First $76,000 of Homestead Value (full exclusion)	$76,000 x 40%
-	Homestead Value above $76,000	(Total Market Value - $76,000) x 9%
=	Homestead Market Value Exclusion Amount	

Example:	Homestead Property Estimated Market Value:			$	145,000
	Full Exclusion ($76,000 of value x 40%)	$	(30,400)		
	Less: 9% of Value above $76,000	$	6,200		
	Homestead Market Value Exclusion			***$***	***(24,200)***
	Taxable Market Value			$	120,800

The full 40% exclusion applies to homestead properties valued at $76,000, or less. Homestead properties valued higher than $76,000 still receive an exclusion, however the exclusion is reduced incrementally as valuations increase above $76,000, with no exclusion for homesteads valued higher than $413,800.

Exclusion examples at varying market valuations:

	Full Exclusion	***Partial Exclusion***	***No Exclusion***
Homestead Property Estimated Market Value:	$ 76,000	$ 250,000	$ 413,800
Full Exclusion ($76,000 x 40%)	$ (30,400)	$ (30,400)	$ (30,400)
Less: 9% of Value above $76,000	$ -	$ 15,700	$ 30,400
Homestead Market Value Exclusion	**$ (30,400)**	**$ (14,700)**	**$ -**
Taxable Market Value	$ 45,600	$ 235,300	$ 413,800

How are my taxes determined?

First, your local jurisdiction determines how much property tax revenue is needed per the approved budget. Officials calculate the local tax levy by subtracting all non-property tax revenue from the total proposed budget.

	Total Proposed Local Budget
-	Non-Property Tax Revenue (state aid, charges for services, enterprise transfers, etc.)
=	**Property Tax Revenue Needed (Levy)**

The levy is spread among all taxable properties according to their ***tax capacity*** . (A property's tax capacity is calculated by multiplying its taxable market value by its class rate.)

Tax Capacity = Taxable Market Value x Class Rate

The local property tax rate is calculated by dividing the property tax revenue needed by the jurisdiction's total tax capacity.

$$\textbf{Local Tax Rate} = \frac{\text{Property Tax Revenue Needed (Levy)}}{\text{Total Tax Capacity (all properties)}}$$

Understanding Your Property Tax Bill

Finally, the county auditor calculates and applies any credits, voter-approved school referendum levies, and the state general tax (for certain types of property).

By combining the above calculations, we get the ***basic formula*** to determine the tax due for an individual property.

	Taxable Market Value
x	Class Rate
=	Tax Capacity
x	Local Tax Rate
=	Base Tax
-	Credits
+	Referendum Levy Amounts
+	State General Tax (if applicable)
=	**Total Property Tax Payable**

Example Calculations to Determine the 2016 City of Hutchinson Portion of Your Tax Bill:

Residential Homestead Property:

Estimated Market Valuation		$ 155,800	
Full Exclusion ($76,000 x 40%)		$ (30,400)	
Less: 9% of Value above $76,000		$ 7,200	
Homestead Market Value Exclusion		**$ (23,200)**	
Taxable Market Value		$ 132,600	
Property Classification Rate		1.00%	*Residential Homestead*
Tax Capacity		$ 1,326	
City of Hutchinson 2016 Tax Rate		73.966%	
City of Hutchinson 2016 Tax Levy		$ 981	

Commercial Industrial - Under $150,000 Market Value

Estimated Market Valuation		$ 137,500	
Homestead Market Value Exclusion		**N/A**	
Taxable Market Value		$ 137,500	
Property Classification Rate		1.50%	*Commercial value < $150K*
Tax Capacity		$ 2,063	
City of Hutchinson 2016 Tax Rate		73.966%	
City of Hutchinson 2016 Tax Levy		$ 1,526	

Commercial Industrial - Over $150,000 Market Value

Estimated Market Valuation		$ 786,800	
Homestead Market Value Exclusion		**N/A**	
Taxable Market Value		$ 786,800	
Property Classification Rate	1st $150,000 @ 1.50%	2,250	
	Over $150,000 @ 2.00%	12,736	
Tax Capacity		$ 14,986	
City of Hutchinson 2016 Tax Rate		73.966%	
City of Hutchinson 2016 Tax Levy		$ 11,085	

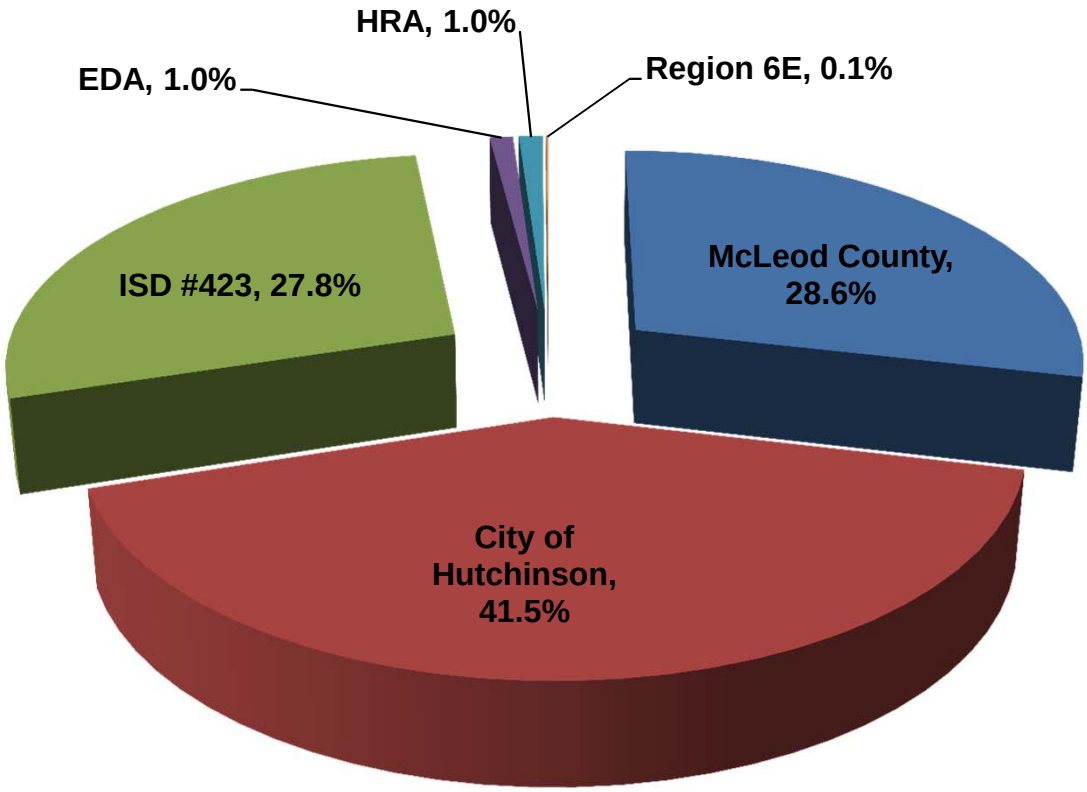
Understanding Your Property Tax Bill

Tax Levies Applicable to City of Hutchinson Property Owners

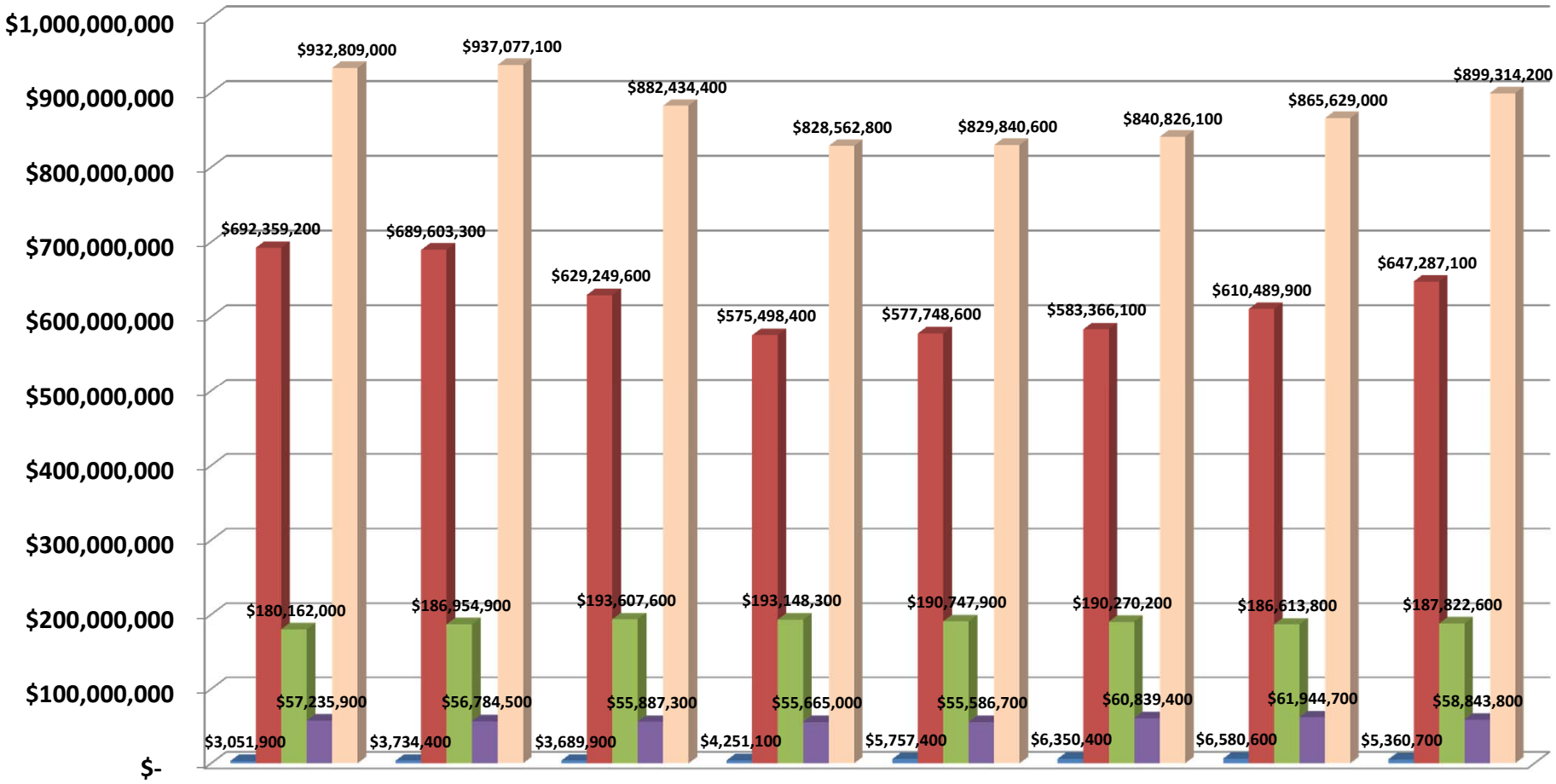
- City of Hutchinson General Fund and Debt Levies - Hutchinson City Council approves final tax levies.
- Hutchinson Economic Development Authority Special Taxing District (EDA).
  - EDA Board recommends tax levy to Hutchinson City Council. City Council approves final tax levy.
- Hutchinson Housing & Redevelopment Authority Special Taxing District (HRA).
  - HRA Board recommends tax levy to Hutchinson City Council. City Council approves final tax levy.
- McLeod County - County Commissioners approve final tax levy.
- Region 6E - Regional Economic Development Commission servicing the Counties of:
  - Kandiyohi, McLeod, Meeker & Renville
- The State General Tax is applicable mainly to Commercial/Industrial in the City of Hutchinson.

Property Classification	***Tiers***	***State General Tax Rate***
Commercial/Industrial	First $150,000 of market value	1.50%
Commercial/Industrial	Over $150,000 of market value	2.00%
Non-Profit Community Service Org.		1.50%

2016 Property Tax Bill Breakdown



Market Value History



TYPE	2009	2010	2011	2012	2013	2014	2015	2016	2015/2016 % Change
Agricultural	$ 3,051,900	$ 3,734,400	$ 3,689,900	$ 4,251,100	$ 5,757,400	$ 6,350,400	$ 6,580,600	$ 5,360,700	-18.5%
Residential	$ 692,359,200	$ 689,603,300	$ 629,249,600	$ 575,498,400	$ 577,748,600	$ 583,366,100	$ 610,489,900	$ 647,287,100	6.0%
Comm./Ind.	$ 180,162,000	$ 186,954,900	$ 193,607,600	$ 193,148,300	$ 190,747,900	$ 190,270,200	$ 186,613,800	$ 187,822,600	0.6%
Apartment	$ 57,235,900	$ 56,784,500	$ 55,887,300	$ 55,665,000	$ 55,586,700	$ 60,839,400	$ 61,944,700	$ 58,843,800	-5.0%
TOTALS	$ 932,809,000	$ 937,077,100	$ 882,434,400	$ 828,562,800	$ 829,840,600	$ 840,826,100	$ 865,629,000	$ 899,314,200	3.9%

2017 Annual Budget

City Budget Summary

City Budget Summary

The budget summary below consists of only those funds and departments that are highlighted in the following pages of this budget document. There are other minor funds that are not included, however the activity within those funds is insignificant and does not have a material impact as a result of being excluded from this summary.

Category	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Dollar Inc/Decr	% Inc/Decr
REVENUES:						
Property Taxes	6,732,963	6,849,656	6,947,974	7,136,842	188,868	2.7%
Tax Increment Taxes	183,406	144,258	145,000	145,000	-	0.0%
Special Assessments	1,057,900	830,081	657,000	798,000	141,000	21.5%
Local Sales Tax	1,323,297	1,224,847	1,370,000	1,250,000	(120,000)	-8.8%
Other Taxes	271,034	291,343	272,000	300,000	28,000	10.3%
Licenses & Permits	291,967	334,734	278,500	291,550	13,050	4.7%
Intergovernmental Revenue	3,625,552	4,699,693	3,377,035	3,843,684	466,649	13.8%
Charges for Services	2,875,799	2,527,825	3,085,514	3,321,639	236,125	7.7%
Fines & Forfeitures	59,737	45,449	55,000	55,000	-	0.0%
Miscellaneous Revenue	1,541,106	1,374,544	911,550	1,019,600	108,050	11.9%
Transfers-In	4,861,940	3,302,242	5,068,819	5,642,161	573,342	11.3%
Fund Balance	1,968,203	1,100,990	25,000	25,000	-	0.0%
Bond Proceeds	3,474,181	2,221,938	2,250,000	2,600,000	350,000	15.6%
Sales Revenue	16,053,538	16,583,379	15,029,163	15,904,201	875,038	5.8%
TOTAL REVENUES	**44,320,622**	**41,530,980**	**39,472,555**	**42,332,677**	**2,860,122**	**7.2%**
EXPENDITURES:						
Wages & Benefits	9,633,924	10,195,847	10,462,974	11,154,604	691,630	6.6%
Supplies	1,928,503	1,511,531	1,854,675	1,761,521	(93,154)	-5.0%
Services & Charges	6,408,857	5,798,106	5,730,686	6,226,285	495,599	8.6%
Miscellaneous Expenses	1,516,243	772,167	758,797	791,225	32,428	4.3%
Depreciation Expense	3,402,971	3,453,974	3,436,200	3,658,000	221,800	6.5%
Debt Service	5,867,735	4,560,569	5,839,154	5,529,392	(309,762)	-5.3%
Bond Issuance Costs	52,397	50,384	50,000	60,000	10,000	20.0%
Transfers-Out	1,580,073	2,483,318	2,365,290	2,755,000	389,710	16.5%
Capital Outlay	5,430,779	4,263,788	6,067,600	10,003,590	3,935,990	64.9%
Cost of Sales	5,471,461	5,750,420	4,990,329	5,401,364	411,035	8.2%
TOTAL EXPENDITURES	**41,292,944**	**38,840,105**	**41,555,705**	**47,340,981**	**5,785,276**	**13.9%**
TOTAL REVENUE OVER (UNDER) EXPENDITURES	**3,027,679**	**2,690,876**	**(2,083,150)**	**(5,008,304)**	**(2,925,154)**	

	2017 Budget		
Fund	**Revenue**	**Expenditures**	**Net Revenue**
General fund	12,260,128	12,260,128	-
Enterprise funds	17,526,701	21,242,543	(3,715,842)
Capital Projects funds	8,298,074	9,215,550	(917,476)
Debt Service funds	3,098,000	2,387,491	710,509
Special Revenue funds	590,780	590,780	-
Internal Service funds	389,500	1,473,181	(1,083,681)
EDA	169,494	171,308	(1,814)
2017 Totals	**42,332,677**	**47,340,981**	**(5,008,304)**

2017 Annual Budget

General Fund

General Fund

The General fund consists of the departments and functions necessary in the day to day operations of the City. The main functions include Public Safety, Public Works, Culture & Recreation and General Government. A tax levy accounts for 39% of the revenues required to fund the general operations. Charges for Services and Transfers from enterprise funds are the next largest sources of revenue at 23% and 19% of operating expenditures.
On the expenditure side, employee wages and benefits account for 67% of the total general fund expenditures. Controlling wages and benefits is the largest challenge for the City's general fund and we are always looking for opportunities to keep costs as low as possible.

Key Budgetary Factors for the 2017:

- The city council approved a 4% general fund tax levy increase.
- LGA utilized in the General fund's Intergovernmental Revenue increased in 2017, from $862,500 to $1,000,000. The increase was necessary to address the $111,773 gap caused by the reduced transfer from Hutchinson Utilities (HUC). That transfer is based on 2.75% of HUC's 2015 operating revenues for the gas and electric divisions. Due to the warmer than usual weather in 2015, demand for gas dropped by over $4,000,000, adversely impacting the City's PILOT transfer.
- The new waterpark facility expected to open in May 2017 has been included in the 2017 budget. Our budget assumptions include $444,000 of user revenue (Charges for Services) and $424,750 of operating expenses (Wages & Benefits $282,250; Supplies $102,000; Services & Charges $38,000; and Miscellaneous $2,500).
- The results from a 2016 job classification and wage study have been factored into the Wages & Benefits budget assumptions, resulting in a minor impact to the 2017 budgeted expense.
- The Transfers-Out expenditure is the City's share of operating expenses for the H.A.T.S. Facility. The facility is operated under a Joint Powers Agreement consisting of the State, McLeod County and City.

Category	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Dollar Inc/Decr	% Inc/Decr
REVENUES:						
Property Taxes	4,500,826	4,500,973	4,581,035	4,763,796	182,761	4.0%
Other Taxes	271,034	291,343	272,000	300,000	28,000	10.3%
Licenses & Permits	283,487	324,082	271,500	283,550	12,050	4.4%
Intergovernmental Revenue	1,172,473	1,260,580	1,284,330	1,423,830	139,500	10.9%
Charges for Services	2,064,088	2,030,122	2,350,666	2,817,291	466,625	19.9%
Fines & Forfeitures	59,737	45,449	55,000	55,000	-	0.0%
Miscellaneous Revenue	706,882	688,014	291,300	299,500	8,200	2.8%
Transfers-In	2,121,653	2,215,537	2,332,404	2,292,161	(40,243)	-1.7%
Fund Balance	-	-	25,000	25,000	-	0.0%
TOTAL REVENUES	**11,180,179**	**11,356,100**	**11,463,235**	**12,260,128**	**796,893**	**7.0%**
EXPENDITURES:						
Wages & Benefits	6,865,625	7,434,980	7,595,480	8,175,052	579,572	7.6%
Supplies	788,237	664,967	770,593	866,545	95,952	12.5%
Services & Charges	2,286,618	2,299,466	2,461,936	2,556,456	94,520	3.8%
Miscellaneous Expenses	597,829	535,186	525,226	552,075	26,849	5.1%
Transfers-Out	143,776	96,850	100,000	100,000	-	0.0%
Capital Outlay	13,800	199,564	10,000	10,000	-	0.0%
TOTAL EXPENDITURES	**10,695,885**	**11,231,012**	**11,463,235**	**12,260,128**	**796,893**	**7.0%**
TOTAL REVENUE OVER (UNDER) EXPENDITURES	**484,294**	**125,087**	**-**	**-**	**-**	

General Fund

The newly constructed waterpark is scheduled to begin operations in May 2017. The 2017 budget assumes revenue and expense related to the waterpark that historically has not been included in the General fund. In order to gain a more useful comparison, the data below removes the waterpark activity from the 2017 budget in order to see how the existing General fund operations for 2017 compares to the 2016 budget.

Category	2017 Adopted Budget			2016 Adopted Budget	Change in Existing Operations	
	With Waterpark	Waterpark Budget	Existing Operations		Amount	% Chg
REVENUES:						
Property Taxes	4,763,796		4,763,796	4,581,035	182,761	4.0%
Other Taxes	300,000		300,000	272,000	28,000	10.3%
Licenses & Permits	283,550		283,550	271,500	12,050	4.4%
Intergovernmental Revenue	1,423,830		1,423,830	1,284,330	139,500	10.9%
Charges for Services	2,817,291	444,000	2,373,291	2,350,666	22,625	1.0%
Fines & Forfeitures	55,000		55,000	55,000	-	0.0%
Miscellaneous Revenue	299,500		299,500	291,300	8,200	2.8%
Transfers-In	2,292,161		2,292,161	2,332,404	(40,243)	-1.7%
Fund Balance	25,000		25,000	25,000	-	0.0%
TOTAL REVENUES	**12,260,128**	**444,000**	**11,816,128**	**11,463,235**	**352,893**	**3.1%**
EXPENDITURES:						
Wages & Benefits	8,175,052	282,253	7,892,799	7,595,480	297,319	3.9%
Supplies	866,545	102,000	764,545	770,593	(6,048)	-0.8%
Services & Charges	2,556,456	38,000	2,518,456	2,461,936	56,520	2.3%
Miscellaneous Expenses	552,075	2,500	549,575	525,226	24,349	4.6%
Transfers-Out	100,000		100,000	100,000	-	0.0%
Capital Outlay	10,000		10,000	10,000	-	0.0%
TOTAL EXPENDITURES	**12,260,128**	**424,753**	**11,835,375**	**11,463,235**	**372,140**	**3.2%**
NET REVENUE	**-**	**19,247**	**(19,247)**	**-**	**(19,247)**	

COMPARISON NOTES:

Property Taxes — The tax levy increase of 4% is a function of existing operational needs and is not needed to subsidize waterpark operations. The waterpark is conservatively budgeted to add $19,247 of surplus revenue to the General fund in 2017.

Other Taxes — The budget assumes a $23,000 increase in lodging tax revenue due mostly to the anticipated opening of a new hotel at the intersection of highways 7 and 15.

Charges for Services — The waterpark is the main driver behind the increase in Charges for Services. Without the waterpark revenue, this category increased by a modest 1% from the 2016 budget.

Wages & Benefits — The budgeted increase of 3.9%, exclusive of the new waterpark staff, includes the addition of one full-time police officer. Without the new officer position, the increase is 3% for existing personnel and is due mainly to merit increases. The City's worker's compensation premiums are expected to increase 5% while the medical and dental premiums are not increasing.

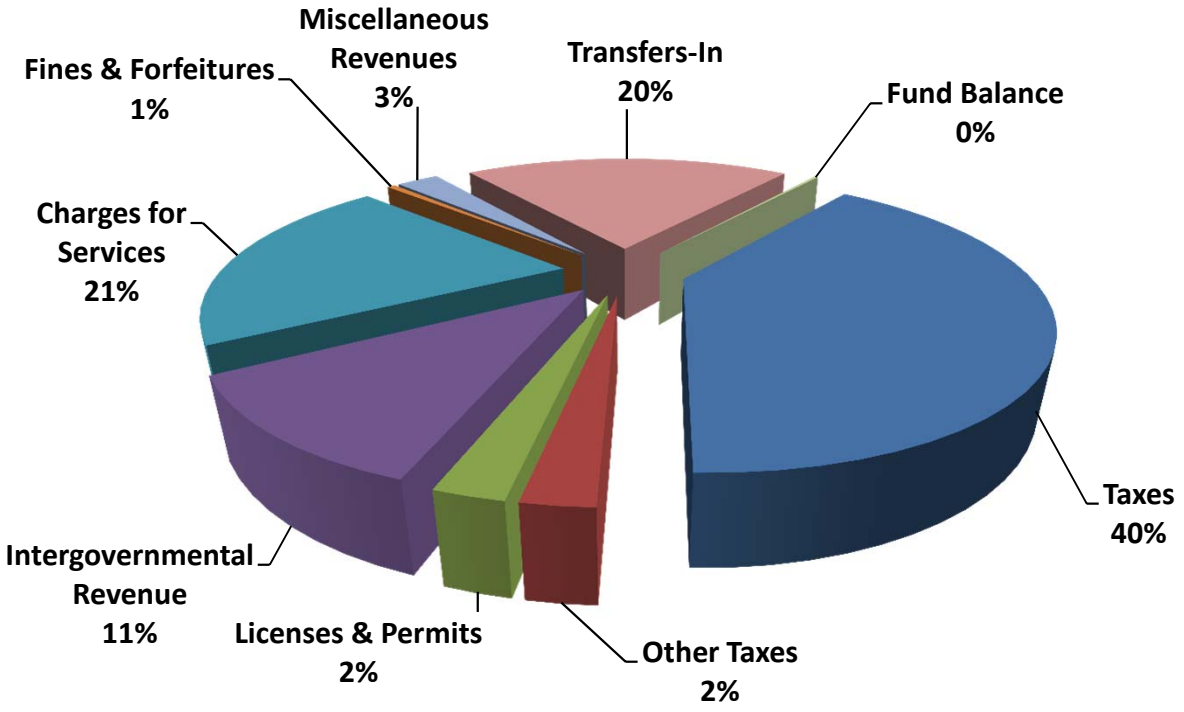
Supplies — Supplies for existing operations is budgeted for a modest decrease in 2017. Lower fuel prices over the past two years have been factored into the budget.

Miscellaneous — Lodging taxes received from hotels/motels, shown above in Other Taxes, are collected by the City, however 95% of the collected revenue is disbursed to the Hutchinson Convention & Visitors Bureau and shown as an expense. With the anticipated increase in lodging tax revenue, a corresponding increase in expense is also being budgeted.

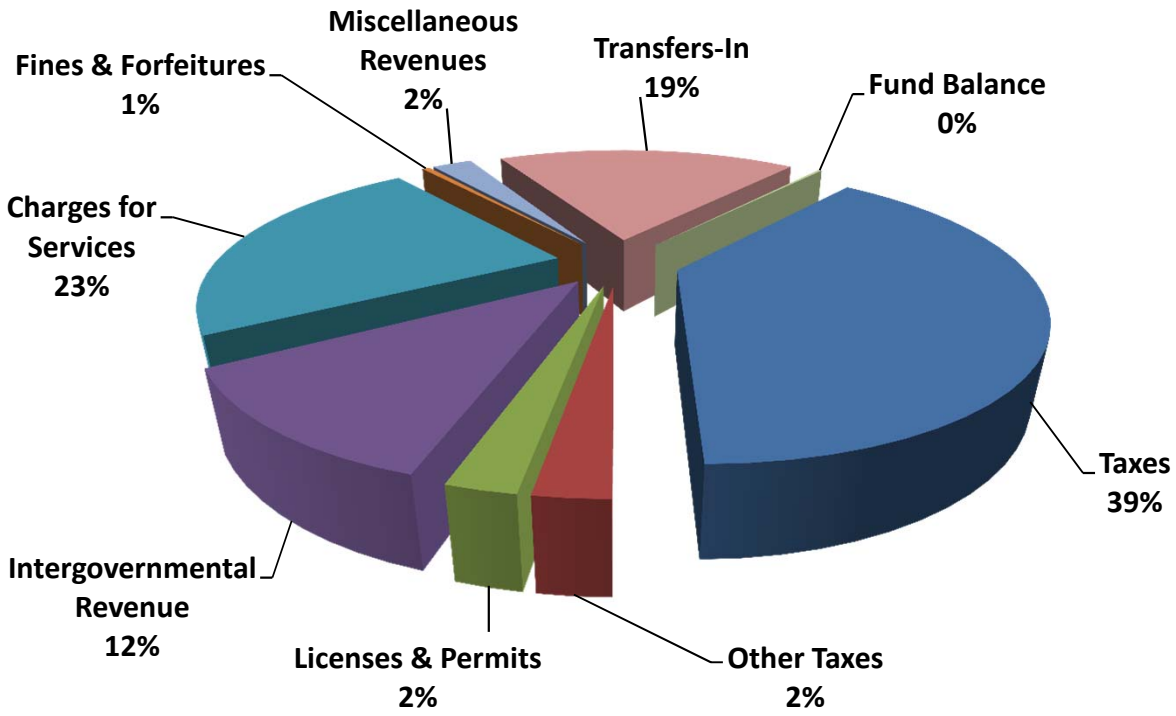
2017 Annual Budget

General Fund
Charts & Graphs

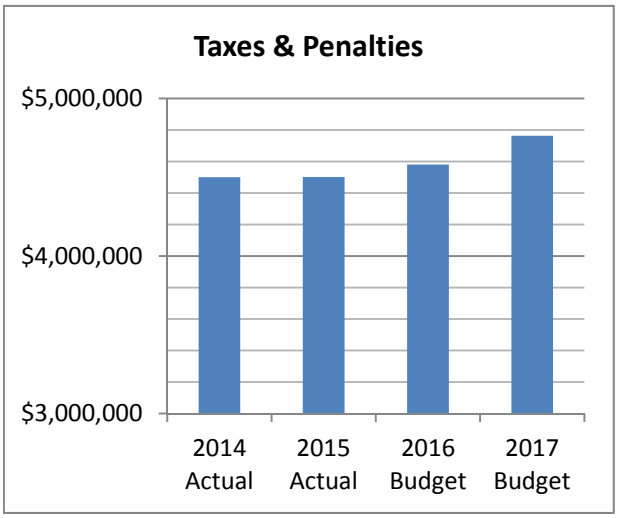
SOURCES OF 2016 GENERAL FUND BUDGETED REVENUES



SOURCES OF 2017 GENERAL FUND BUDGETED REVENUES



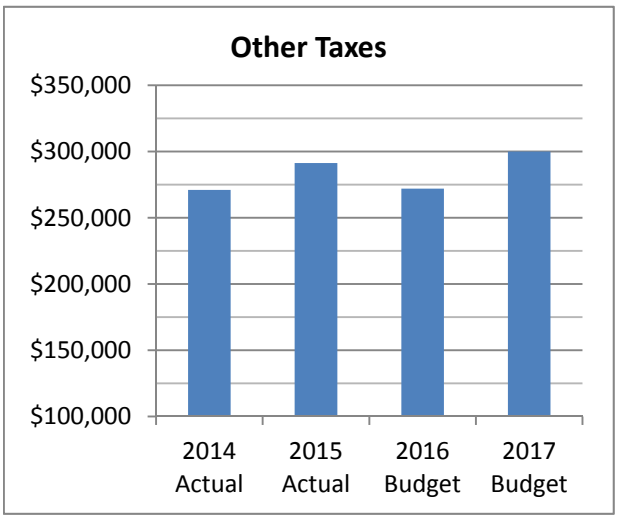
General Fund Revenue Categories



Taxes & Penalties

The City relies on property taxes to support the functions of general government, public safety, streets, recreation, library, event center, cemetery and airport. The 2017 property tax levy for the general fund is $4,751,796, which represents 39% of total general fund revenues.

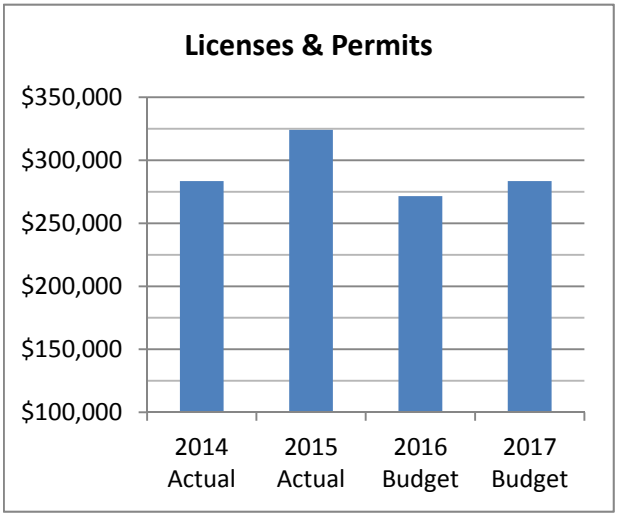
The council approved a 4.0% general fund tax levy increase for 2017. The levy was last increased in 2016 by 2%. Prior to 2016, the levy had not been increased since 2011.



Other Taxes

This revenue category consists of a 3% Lodging Tax for lodging operators and a 5% Cable TV Franchise Tax for companies providing cable TV services within the City.
For 2017, a $23,000 lodging tax increase has been budgeted due to the anticipated opening of a new hotel at the intersection of highways 7 and 15.

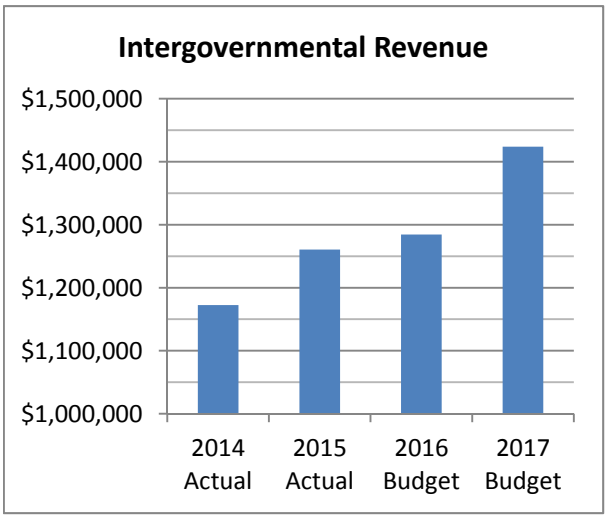
Lodging Tax Revenue: 95% of the revenue received by the City is paid to the Hutchinson Convention and Visitors Bureau to help fund those operations.
Cable TV Franchise Tax: 50% of the revenue received by the City is paid to HCVN to fund operations of the public cable TV operations.



Licenses & Permits

This revenue category is comprised of licenses for intoxicating beverages, non-intoxicating beverages, tobacco, ATVs and animals. The 2017 budget assumes a moderate increase in license revenue mainly due to the ATV license introduced in early 2016.

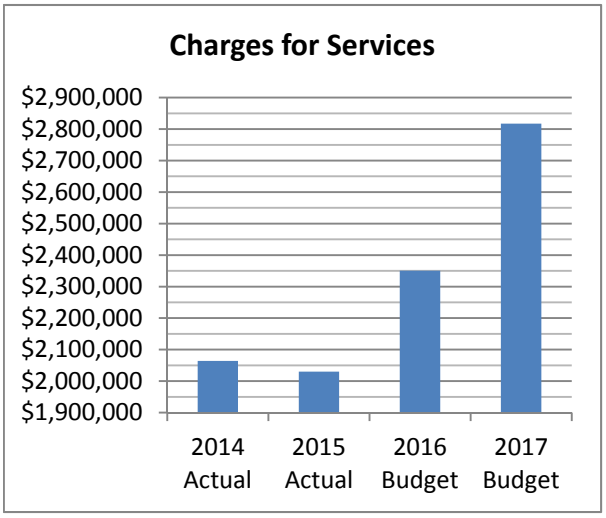
Permits in this category consist of Building, Plumbing, Demolition, Conditional Use, Variance and Planning & Zoning. The 2017 budget assumes a moderate increase in Building permit revenue due to the anticipated continued growth in residential and commercial activity.



Intergovernmental Revenue

This revenue category includes Local Government Aid (LGA), municipal state aid for street maintenance, police and fire pension aid, drug task force grants and airport aid.

The City's LGA for 2017 is certified at $2,295,074, which is an increase of $8,414 from 2016. The general fund is utilizing only $1,000,000 of LGA in 2017 with $1,295,074 of LGA transferred into the Capital Projects fund to address General fund facility capital improvements and miscellaneous infrastructure maintenance.
The 2017 General fund LGA of $1,000,000 is up from 2016's LGA due to the reduced 2017 PILOT transfer from HUC.

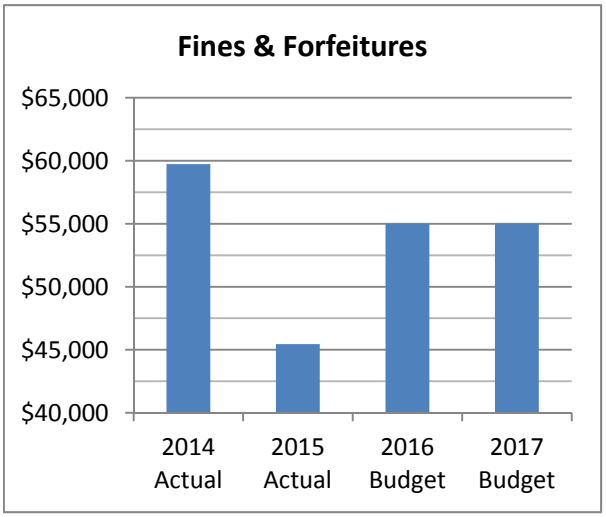


Charges for Services

This revenue category includes fees or rents related to engineering services, recreational activities & motor vehicle licensing & registration, cemetery burial plots, airport hangars and the community event center.

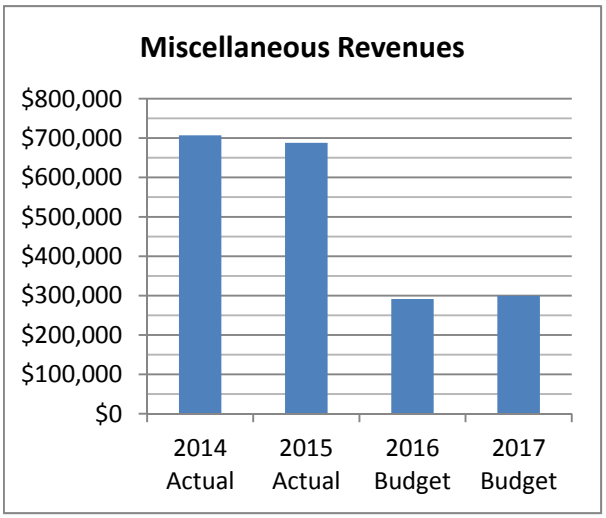
Also included is reimbursement from other entities for services provided by the City due to partnerships with ISD #423, Hutchinson Health and Hutchinson Utilities.

The 2017 budget includes $444,000 of new revenue from the waterpark scheduled to open in May 2017. The budget assumption includes revenue from waterpark passes as well as concessions sales.



Fines & Forfeitures

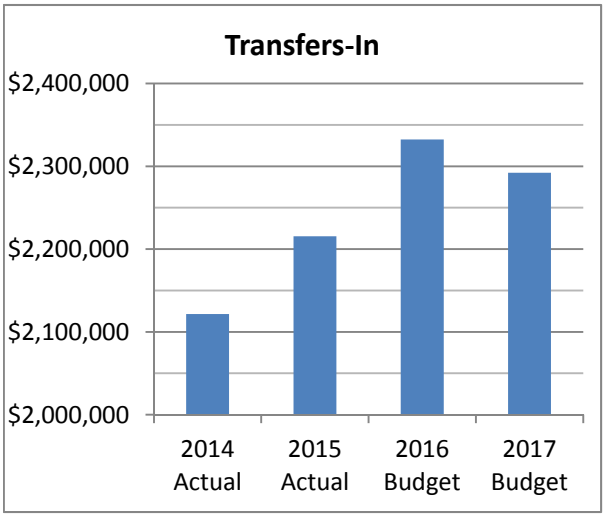
Court fines make up this revenue category and consist of fines paid for traffic and criminal offenses occurring within the City of Hutchinson. This revenue represents only the City's portion of each fine with the State and County receiving their share of each fine as well.



Miscellaneous Revenues

This revenue category includes investment interest income, premium dividend refund on the general liability insurance policy and reimbursement from ISD #423 for grounds maintenance services provided by the City.

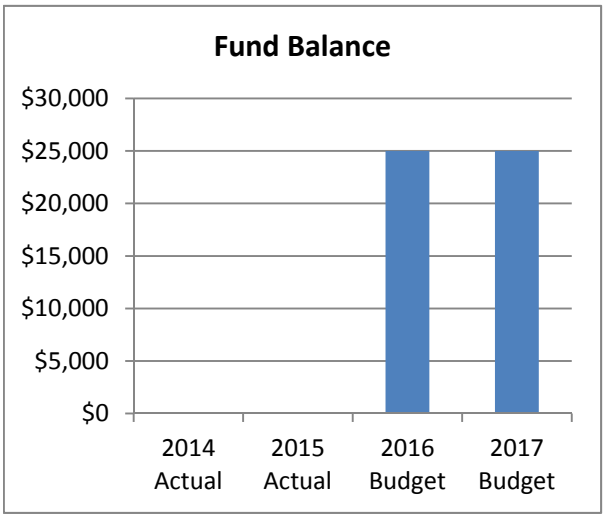
The hospital security revenue of approximately $300,000 was previously included in this revenue category but was moved to Charges for Services starting in 2016. This creates a variance in the two revenue categories for 2016 but the overall fund revenue has not changed.



Transfers-In

Transfers-in includes revenue from the enterprise funds to cover services provided by the General fund. Transfers increased from the Liquor Fund ($25,000), Water Fund ($16,855) and Sewer Fund ($16,855) while the other enterprise fund transfers remain unchanged.

The PILOT payment from Hutchinson Utilities decreased by $111,733 for 2017. The PILOT is based on 2.75% of HUC's operating revenues from the last completed fiscal year (2015) and due to warmer than usual weather in 2015, HUC's gas revenue was down $4,800,000. This reduction in operating revenue is the driver behind the PILOT decrease for 2017.

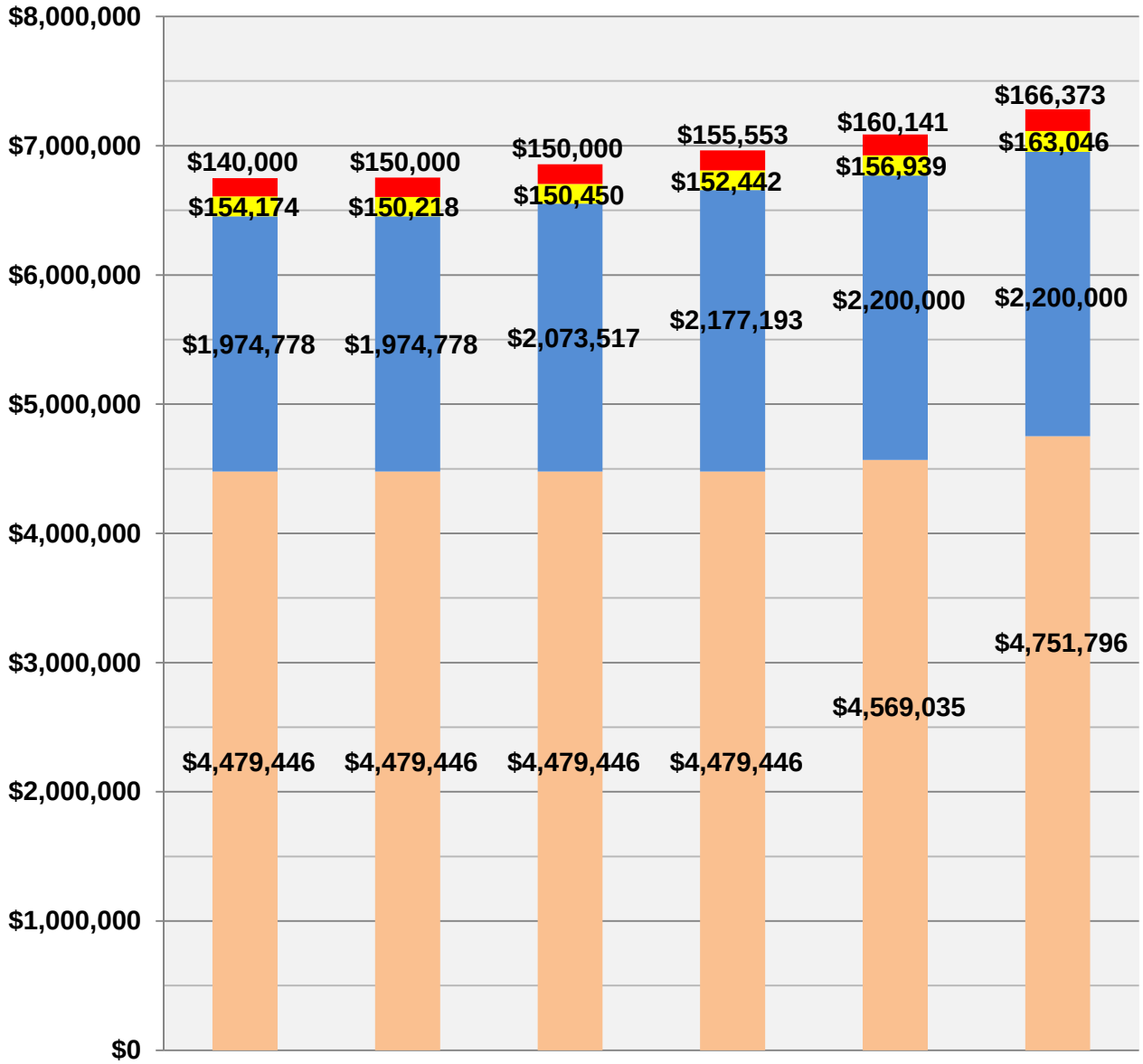


Fund Balance

The Refuse fund annually transfers $55,000 into the General fund reserves to serve as the funding mechanism for the City's tree disease/infestation mitigation plan. Funding began in 2010 and will continue indefinitely until the City Council chooses another direction.

Starting in 2016, the budget assumes the annual use of $25,000 of reserves in an effort to thin the city's population of public trees susceptible to disease and infestation. Trees removed will be replaced with other species of tree. The short-term plan is to utilize $25,000 annually in this manner.

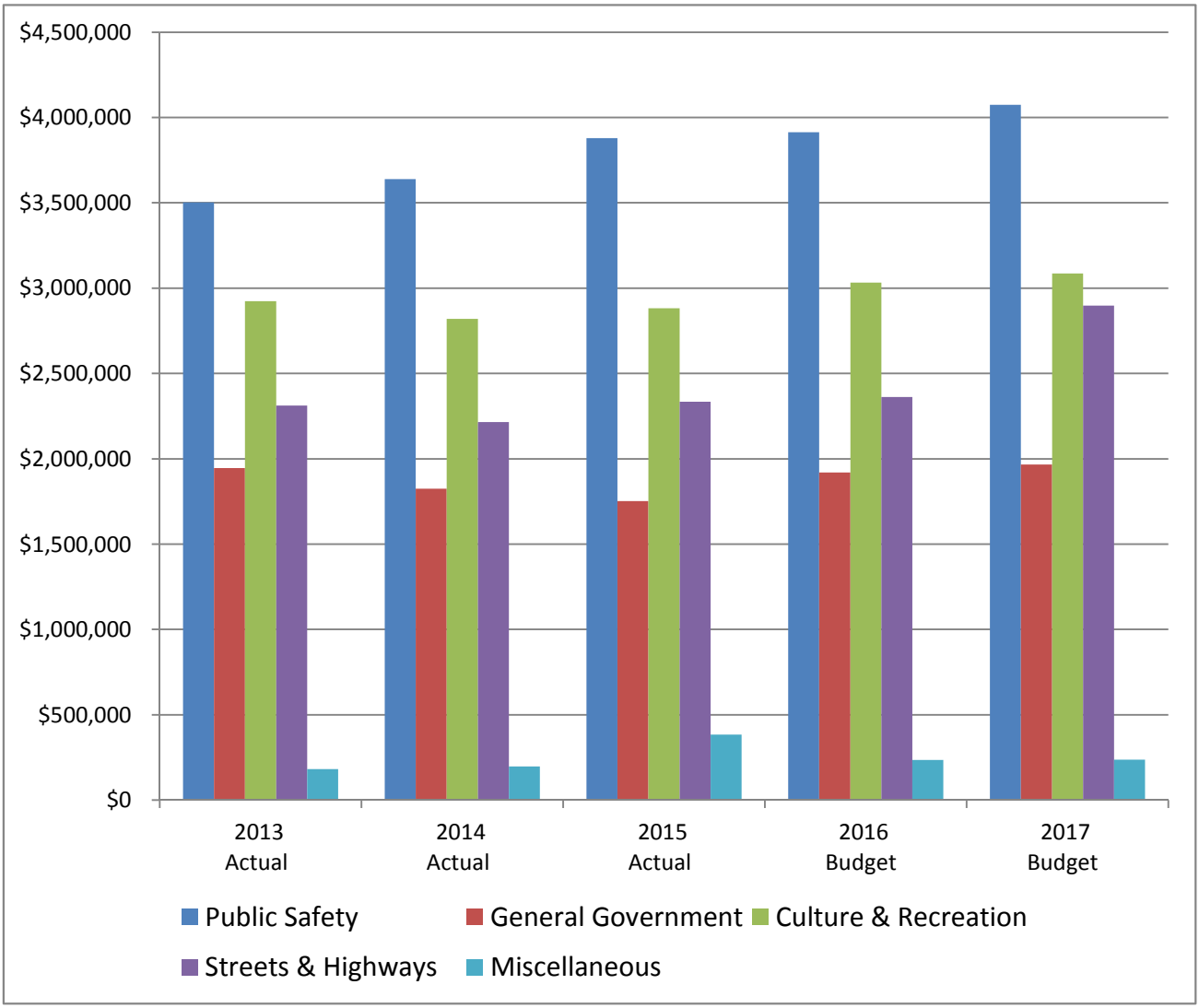
Total City Tax Levy Comparison
2012-2017



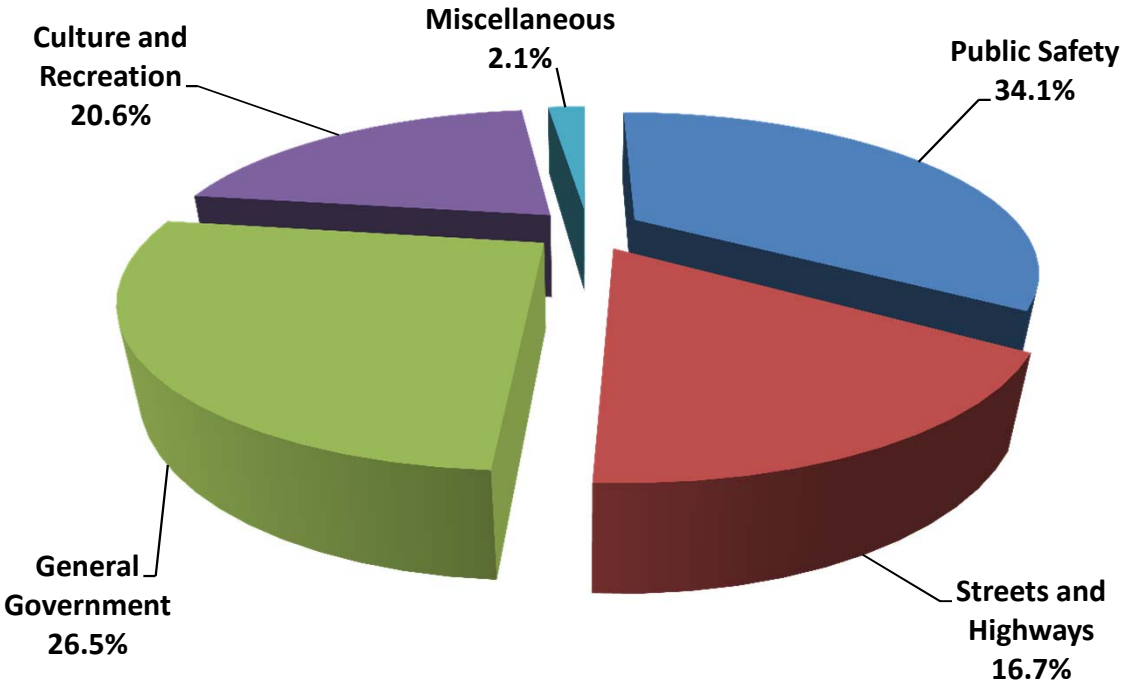
	BY 2012	BY 2013	BY 2014	BY 2015	BY 2016	BY 2017
General Fund	$ 4,479,446	$ 4,479,446	$ 4,479,446	$ 4,479,446	$ 4,569,035	$ 4,751,796
Debt Funds	$ 1,974,778	$ 1,974,778	$ 2,073,517	$ 2,177,193	$ 2,200,000	$ 2,200,000
EDA	$ 154,174	$ 150,218	$ 150,450	$ 152,442	$ 156,939	$ 163,046
HRA	$ 140,000	$ 150,000	$ 153,521	$ 155,553	$ 160,141	$ 166,373
Total Tax Levy	$ 6,748,398	$ 6,754,442	$ 6,856,934	$ 6,964,634	$ 7,086,115	$ 7,281,215
Annual Levy Change:						
General Fund	0.0%	0.0%	0.0%	0.0%	2.0%	4.0%
Debt Funds	5.0%	0.0%	5.0%	5.0%	1.0%	0.0%
EDA	-3.6%	-2.6%	0.2%	1.3%	2.9%	3.9%
HRA	7.7%	7.1%	2.3%	1.3%	2.9%	3.9%
Total Tax Levy	**1.5%**	**0.1%**	**1.5%**	**1.6%**	**1.7%**	**2.8%**

EXPENDITURE COMPARISON - GENERAL FUND

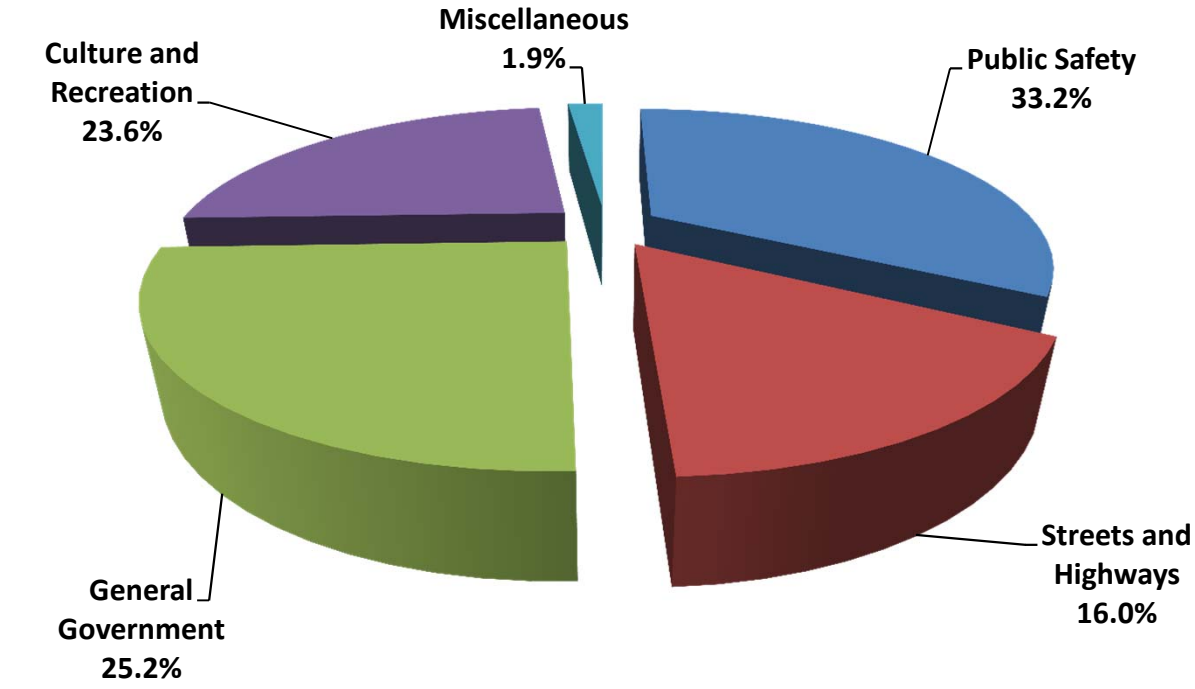
	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2017 Budget	% of Total
Public Safety	$3,502,570	$3,638,500	$3,878,153	$3,913,040	$4,073,575	33.2%
Streets & Highways	$1,945,865	$1,824,293	$1,751,978	$1,920,055	$1,966,913	16.0%
General Government	$2,924,308	$2,820,376	$2,882,869	$3,032,125	$3,085,156	25.2%
Culture & Recreation	$2,312,288	$2,215,114	$2,334,467	$2,362,595	$2,897,831	23.6%
Miscellaneous	$181,685	$197,601	$383,546	$235,420	$236,653	1.9%
Total Expenditures	$10,866,715	$10,695,885	$11,231,012	$11,463,235	$12,260,128	100.0%



DISTRIBUTION OF 2016 GENERAL FUND BUDGETED EXPENDITURES



DISTRIBUTION OF 2017 GENERAL FUND BUDGETED EXPENDITURES



GENERAL FUND NET REVENUE / (DEFICIT) BY DEPARTMENT			
Department	2016 Adopted Budget	2017 Adopted Budget	Change
General Revenue [1]	**$ 7,965,253**	**$ 8,273,316**	**$ 308,063**
Mayor & City Council	(44,290)	(49,962)	(5,672)
Administration	(397,176)	(362,191)	34,985
Elections	(15,950)	(2,850)	13,100
Finance	(361,468)	(355,653)	5,815
Motor Vehicle	81,964	82,110	146
Assessing	(60,911)	(46,496)	14,415
Legal	(184,595)	(187,047)	(2,452)
Planning	(134,672)	(137,085)	(2,413)
Information Services	(386,093)	(416,523)	(30,430)
City Hall	(124,122)	(166,168)	(42,046)
Police	(2,679,940)	(2,781,597)	(101,657)
Hospital Security	13,064	9,973	(3,091)
Emergency Management	(12,800)	(10,000)	2,800
Safety Committee	(9,500)	(10,000)	(500)
Fire	(252,733)	(304,461)	(51,728)
Protective Services	26,444	25,948	(496)
Engineering	-	-	-
Streets & Alleys	(1,237,841)	(1,268,536)	(30,695)
Park - Administration	(144,999)	(155,373)	(10,374)
Recreation	(33,397)	(46,224)	(12,827)
Senior Center	(17,247)	(18,301)	(1,054)
Civic Arena	(101,727)	(103,284)	(1,557)
Park Department	(715,751)	(726,600)	(10,849)
Recreation Building	(84,818)	(125,726)	(40,908)
Event Center	(138,017)	(154,478)	(16,461)
Evergreen Building - Senior Dining	(20,117)	(20,892)	(775)
Library	(205,365)	(211,842)	(6,477)
Waterpark	-	19,247	19,247
Cemetery	(43,685)	(43,699)	(14)
Airport	(9,135)	(7,606)	1,529
Unallocated Expenses	(670,376)	(698,000)	(27,624)
NET REVENUE / (DEFICIT)	**$ -**	**$ -**	**$ -**

[1] The majority of general fund departments do not have self-supporting revenues and therefore rely on tax revenue and other government aid to fund expenditures.

2017 Annual Budget

General Fund
Department Summaries

GENERAL FUND DEPARTMENTS

Department: Mayor & Council — General Government

The Mayor and City Council function as the legislative and policy making board of the City of Hutchinson. The Council adopts the annual budget, levies taxes to finance City services, sets city policies and establishes the overall vision for the City.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Miscellaneous Revenues	-	-	-	-	-	0.0%
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures:						
Wages & Benefits	$ 31,694	$ 31,887	$ 36,590	$ 42,312	$ 5,722	15.6%
Supplies	3,348	-	250	250	-	0.0%
Services & Charges	8,743	4,427	4,700	4,700	-	0.0%
Miscellaneous Expenses	4,431	2,578	2,750	2,700	(50)	-1.8%
Total	**$ 48,215**	**$ 38,892**	**$ 44,290**	**$ 49,962**	**$ 5,672**	**12.8%**
Revenue over/(under) Expenditures:	**$ (48,215)**	**$ (38,892)**	**$ (44,290)**	**$ (49,962)**	**$ (5,672)**	**12.8%**

Department: Administration — General Government

Implements the directives, resolutions, ordinances and policies of the City Council, provides administrative oversight and guidance to all City departments and provides long-term planning for the City in all areas. In addition, provides administrative support to the City Council and handles all human resource functions as they relate to hiring, benefits, employee training, etc.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Charges for Services	$ -	$ -	$ 33,075	$ 33,075	$ -	0.0%
Miscellaneous Revenues	33,075	33,075	-	-	-	0.0%
Total	**$ 33,075**	**$ 33,075**	**$ 33,075**	**$ 33,075**	**$ -**	**0.0%**
Expenditures:						
Wages & Benefits	$ 325,813	$ 374,342	$ 373,901	$ 379,141	$ 5,240	1.4%
Supplies	2,524	861	2,000	2,000	-	0.0%
Services & Charges	27,619	11,096	53,350	13,125	(40,225)	-75.4%
Miscellaneous Expenses	644	2,765	1,000	1,000	-	0.0%
Total	**$ 356,599**	**$ 389,064**	**$ 430,251**	**$ 395,266**	**$ (34,985)**	**-8.1%**
Revenue over/(under) Expenditures:	**$ (323,524)**	**$ (355,989)**	**$ (397,176)**	**$ (362,191)**	**$ 34,985**	**-8.8%**

Department: Elections — General Government

The election department provides resources necessary to administer the election process for the City of Hutchinson. This includes election supplies, staff time to administer the election process and equipment needed to ensure accurate and efficient processing of election ballots and results.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Charges for Services	$ 100	$ 20	$ -	$ -	$ -	0.0%
Miscellaneous Revenues	-	4,783	-	4,000	4,000	0.0%
Total	**$ 100**	**$ 4,803**	**$ -**	**$ 4,000**	**$ 4,000**	**0.0%**
Expenditures:						
Wages & Benefits	$ 13,914	$ 4,971	$ 14,000	$ 4,900	$ (9,100)	-65.0%
Supplies	839	2,522	500	500	$ -	0.0%
Services & Charges	961	456	1,450	1,450	$ -	0.0%
Total	**$ 15,714**	**$ 7,950**	**$ 15,950**	**$ 6,850**	**$ (9,100)**	**-57.1%**
Revenue over/(under) Expenditures:	**$ (15,614)**	**$ (3,147)**	**$ (15,950)**	**$ (2,850)**	**$ 13,100**	**-82.1%**

GENERAL FUND DEPARTMENTS

Department: Finance — General Government

The Finance Department functions as an internal service department for the various other departments within the City of Hutchinson. The department is responsible for all phases of budgetary planning, preparation and monitoring, contract control, the 5-year Capital Improvement Plan, debt financing, payroll, financial reporting, general ledger activity, cash receipting, cash disbursements, fixed assets, independent audit assistance, investment activity and all related accounting services.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Charges for Services	$ 837	$ 627	$ -	$ -	$ -	0.0%
Miscellaneous Revenues	3,096	834	-	-	-	0.0%
Total	**$ 3,932**	**$ 1,461**	**$ -**	**$ -**	**$ -**	**0.0%**
Expenditures:						
Wages & Benefits	$ 187,395	$ 285,716	$ 274,403	$ 267,153	$ (7,250)	-2.6%
Supplies	10,898	15,209	11,800	11,350	(450)	-3.8%
Services & Charges	71,462	64,373	72,865	75,150	2,285	3.1%
Miscellaneous Expenses	1,563	1,726	2,400	2,000	(400)	-16.7%
Total	**$ 271,317**	**$ 367,024**	**$ 361,468**	**$ 355,653**	**$ (5,815)**	**-1.6%**
Revenue over/(under) Expenditures:	**$ (267,385)**	**$ (365,563)**	**$ (361,468)**	**$ (355,653)**	**$ 5,815**	**-1.6%**

Department: Motor Vehicle — General Government

Citizens are served at the motor vehicle department for all of their registration and transfer needs. This includes: DNR recreational watercraft, ATV and snowmobile registration and licensing. Fish and Game licenses are also electronically produced. In addition, the motor vehicle department assists the State in drivers' license and motor vehicle processing by performing federal background checks.

Accounting for the lobby ATM activity changed in 2015 with only the net profit reflected as Miscellaneous Revenue. Previous budgets for the ATM included expense of $50,000 for funding the ATM and revenue of $51,000 for reimbursement and the City's profit. That prior accounting essentially overstated the General fund revenues and expenses. The 2016 budget included additional income and expense to account for the department being open 5 days a week. Previously, the department was only open 4 days a week.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Charges for Services	$ 280,723	$ 282,300	$ 283,500	$ 298,500	$ 15,000	5.3%
Miscellaneous Revenues	79,638	5,099	2,300	1,500	(800)	-34.8%
Total	**$ 360,360**	**$ 287,399**	**$ 285,800**	**$ 300,000**	**$ 14,200**	**5.0%**
Expenditures:						
Wages & Benefits	$ 185,391	$ 170,171	$ 190,486	$ 198,190	$ 7,704	4.0%
Supplies	4,820	2,198	6,450	12,450	6,000	93.0%
Services & Charges	6,466	7,234	5,500	5,850	350	6.4%
Miscellaneous Expenses	77,435	1,336	1,400	1,400	-	0.0%
Total	**$ 274,112**	**$ 180,939**	**$ 203,836**	**$ 217,890**	**$ 14,054**	**6.9%**
Revenue over/(under) Expenditures:	**$ 86,248**	**$ 106,460**	**$ 81,964**	**$ 82,110**	**$ 146**	**0.2%**

Department: Assessing — General Government

The Assessing Department accounts for the expenditures associated with contracting with McLeod County to provide property valuations for the City of Hutchinson. The County is phasing out this fee over the next few years, essentially covering the cost of the service solely with county tax levy dollars.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Expenditures:						
Services & Charges	$ 60,963	$ 60,911	$ 60,911	$ 46,496	$ (14,415)	-23.7%
Total	**$ 60,963**	**$ 60,911**	**$ 60,911**	**$ 46,496**	**$ (14,415)**	**-23.7%**
Revenue over/(under) Expenditures:	**$ (60,963)**	**$ (60,911)**	**$ (60,911)**	**$ (46,496)**	**$ 14,415**	**-23.7%**

GENERAL FUND DEPARTMENTS

Department: Legal — General Government

The City Attorney serves as the legal counsel to the City of Hutchinson, Hutchinson Utilities Commission, Hutchinson Economic Development Authority, and the Hutchinson Health board.

As part of the prosecuting responsibilities, the City Attorney directs the criminal prosecution activities for petty misdemeanors, misdemeanors and those gross misdemeanors that fall within the jurisdiction of the City. The attorney also prosecutes City ordinance and other code violations.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Miscellaneous Revenues	$ 585	$ 12	$ -	$ 500	$ 500	0.0%
Charges for Services	45,192	44,974	44,500	44,500	-	0.0%
Transfers-In	53,604	56,284	59,098	62,053	2,955	5.0%
Total	**$ 99,381**	**$ 101,270**	**$ 103,598**	**$ 107,053**	**$ 3,455**	**3.3%**
Expenditures:						
Wages & Benefits	$ 161,968	$ 182,066	$ 207,643	$ 210,900	$ 3,257	1.6%
Supplies	13,164	22,247	16,700	17,700	1,000	6.0%
Services & Charges	80,895	68,364	61,950	63,600	1,650	2.7%
Miscellaneous Expenses	1,558	2,305	1,900	1,900	-	0.0%
Total	**$ 257,586**	**$ 274,982**	**$ 288,193**	**$ 294,100**	**$ 5,907**	**2.0%**
Revenue over/(under) Expenditures:	**$ (158,204)**	**$ (173,712)**	**$ (184,595)**	**$ (187,047)**	**$ (2,452)**	**1.3%**

Department: Planning — General Government

The planning and zoning function of the City is enabled by Minnesota State Statutes. The enabling legislation made it possible for cities to provide local regulations that ensured compliance with long range land use plans and specific policies as identified by that location.

The Planning department provides long range planning services and reviews land use plans for consistency with city plans. Demographic information, population growth and projections are monitored and planned for by this department. The Department also drafts policies and revises ordinances to implement the goals of the City Council regarding growth and development practices. The Department works closely with the Engineering, Housing and Redevelopment, and Economic Development departments.

Zoning is the regulation of property to ensure general health, safety, and welfare standards for the community. Staff assists residents and applicants with zoning requests, development requests and flood plain information. Staff coordinates efforts to communicate with the property owner or developer by arranging pre-development meetings to get questions answered at the beginning of the project. Department staff issues and reviews applications for Conditional Use Permits, Variances, Rezonings, Annexations, Lot Splits, Platting and Sign permits.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Licenses & Permits	$ 14,558	$ 10,645	$ 14,900	$ 14,100	$ (800)	-5.4%
Miscellaneous Revenues	-	-	400	400	-	0.0%
Total	**$ 14,558**	**$ 10,645**	**$ 15,300**	**$ 14,500**	**$ (800)**	**-5.2%**
Expenditures:						
Wages & Benefits	$ 127,053	$ 134,832	$ 140,447	$ 141,410	$ 963	0.7%
Supplies	58	179	900	900	-	0.0%
Services & Charges	8,110	9,099	7,700	8,400	700	9.1%
Miscellaneous Expenses	672	620	925	875	(50)	-5.4%
Total	**$ 135,893**	**$ 144,730**	**$ 149,972**	**$ 151,585**	**$ 1,613**	**1.1%**
Revenue over/(under) Expenditures:	**$ (121,335)**	**$ (134,085)**	**$ (134,672)**	**$ (137,085)**	**$ (2,413)**	**1.8%**

GENERAL FUND DEPARTMENTS

Department: Information Services — General Government

The Information Services department serves all departments within the City of Hutchinson including Hutchinson Utilities Commission. The department provides everything from high-end network support and security, to compliance with law enforcement networks, to basic software end-user training. IT also manages and provides mapping/GIS services for all departments including GPS support and map accuracy maintenance.

The large increase in 2016 Services & Charges expense is due to a shift in accounting for software and licensing costs. These costs in the past were allocated to all departmental users. The 2016 budget brings those costs into the IT department for a more simplified accounting.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Charges for Services	$ 119,852	$ 119,852	$ 118,645	$ 118,645	$ -	0.0%
Miscellaneous Revenues	-	5,628	-	-	-	0.0%
Total	**$ 119,852**	**$ 125,480**	**$ 118,645**	**$ 118,645**	**$ -**	**0.0%**
Expenditures:						
Wages & Benefits	$ 294,516	$ 318,612	$ 314,798	$ 325,410	$ 10,612	3.4%
Supplies	44,790	26,455	38,500	43,540	5,040	13.1%
Services & Charges	56,008	92,118	151,290	166,068	14,778	9.8%
Miscellaneous Expenses	32	22	150	150	-	0.0%
Total	**$ 395,347**	**$ 437,207**	**$ 504,738**	**$ 535,168**	**$ 30,430**	**6.0%**
Revenue over/(under) Expenditures:	**$ (275,495)**	**$ (311,726)**	**$ (386,093)**	**$ (416,523)**	**$ (30,430)**	**7.9%**

Department: City Hall — General Government

The City Hall budget mainly accounts for the building's operating costs, including utilities, maintenance and janitorial services. The Facility Manager position created in 2016 is another component to this budget. This position provides maintenance oversight to all city facilities, resulting in certain efficiencies and cost-savings.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Charges for Services	$ 2,210	$ 2,200	$ 2,200	$ 2,200	$ -	0.0%
Miscellaneous Revenues	-	6,350	5,000	5,000	-	0.0%
Total	**$ 2,210**	**$ 8,550**	**$ 7,200**	**$ 7,200**	**$ -**	**0.0%**
Expenditures:						
Wages & Benefits	$ 34,192	$ 30,945	$ 52,202	$ 93,593	$ 41,391	79.3%
Supplies	9,346	13,410	13,770	14,325	555	4.0%
Services & Charges	43,534	49,087	65,200	65,000	(200)	-0.3%
Miscellaneous Expenses	10	76	150	450	300	200.0%
Total	**$ 87,082**	**$ 93,518**	**$ 131,322**	**$ 173,368**	**$ 42,046**	**32.0%**
Revenue over/(under) Expenditures:	**$ (84,872)**	**$ (84,968)**	**$ (124,122)**	**$ (166,168)**	**$ (42,046)**	**33.9%**

Department: Emergency Management — Public Safety

The Emergency Management budget provides resources necessary to buy protective gear and supplies needed to respond to emergency situations. Supplies are inventoried and ready to be utilized in immediate situations when necessary. This department also addresses expenditures in relation to utilizing outside vendors and professional services when needed.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Expenditures:						
Supplies	$ 98	$ 144	$ 2,000	$ -	$ (2,000)	0.0%
Services & Charges	5,736	6,442	10,800	10,000	(800)	-7.4%
Total	**$ 5,833**	**$ 6,586**	**$ 12,800**	**$ 10,000**	**$ (2,800)**	**-21.9%**
Revenue over/(under) Expenditures:	**$ (5,833)**	**$ (6,586)**	**$ (12,800)**	**$ (10,000)**	**$ 2,800**	**-21.9%**

GENERAL FUND DEPARTMENTS

Department: Police — Public Safety

The Police Department provides protective services to the citizens within the community. This consists of responding to 911 calls, investigating crimes, providing first responder services and the direct administration of those functions. The Police department also provides security services 24/7 for Hutchinson Health, the local hospital. The hospital security operations are accounted for within a separate budget.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Licenses & Permits	$ 634	$ 2,353	$ 600	$ 1,950	$ 1,350	225.0%
Intergovernmental	266,001	249,024	237,100	247,100	10,000	4.2%
Charges for Services	91,926	98,562	79,925	80,938	1,013	1.3%
Fines & Forfeitures	59,737	45,449	55,000	55,000	-	0.0%
Miscellaneous Revenues	264,550	1,444	10,000	10,000	-	0.0%
Total	**$ 682,848**	**$ 396,833**	**$ 382,625**	**$ 394,988**	**$ 12,363**	**3.2%**
Expenditures:						
Wages & Benefits	$ 2,864,712	$ 2,736,598	$ 2,769,815	$ 2,871,235	$ 101,420	3.7%
Supplies	100,726	94,431	105,000	104,800	(200)	-0.2%
Services & Charges	170,501	167,495	168,250	181,050	12,800	7.6%
Miscellaneous Expenses	24,002	20,318	19,500	19,500	-	0.0%
Total	**$ 3,159,941**	**$ 3,018,841**	**$ 3,062,565**	**$ 3,176,585**	**$ 114,020**	**3.7%**
Revenue over/(under) Expenditures:	**$ (2,477,093)**	**$ (2,622,009)**	**$ (2,679,940)**	**$ (2,781,597)**	**$ (101,657)**	**3.8%**

Department: Hospital Security — Public Safety

The Hospital Security budget tracks all expenditures incurred by the City to provide security services to the local hospital and medical clinic. The contract for services includes a reimbursement to the City that can be escalated annually as costs increase. This separate department provides a mechanism to monitor costs and give city leaders the necessary information to support any potential revenue increases needed from the hospital.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Charges for Services	$ -	$ 306,950	$ 306,950	$ 306,950	$ -	0.0%
Total	**$ -**	**$ 306,950**	**$ 306,950**	**$ 306,950**	**$ -**	**0.0%**
Expenditures:						
Wages & Benefits	$ -	$ 269,446	$ 288,611	$ 291,577	$ 2,966	1.0%
Supplies	-	1,908	2,875	3,000	125	4.3%
Services & Charges	-	2,050	2,400	2,400	-	0.0%
Miscellaneous Expenses	-	871	-	-	-	0.0%
Total	**$ -**	**$ 274,275**	**$ 293,886**	**$ 296,977**	**$ 3,091**	**1.1%**
Revenue over/(under) Expenditures:	**$ -**	**$ 32,675**	**$ 13,064**	**$ 9,973**	**$ (3,091)**	**-23.7%**

Department: Safety Committee — Public Safety

The Safety Committee budget addresses consulting costs which provide monthly safety training meetings for the City of Hutchinson employees, including all enterprise funds as well as Hutchinson Utilities employees. Ongoing safety training is an important factor in helping to keep employees and the community safe as well as maintaining a low level of accident claims reported to the City's insurance company. A direct impact of a safe work environment is a stable workers' compensation premium.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Expenditures:						
Supplies	$ -	$ -	$ 200	$ -	$ (200)	0.0%
Services & Charges	7,650	9,210	8,300	9,000	700	8.4%
Miscellaneous Expenses	934	306	1,000	1,000	-	0.0%
Total	**$ 8,584**	**$ 9,516**	**$ 9,500**	**$ 10,000**	**$ 500**	**5.3%**
Revenue over/(under) Expenditures:	**$ (8,584)**	**$ (9,516)**	**$ (9,500)**	**$ (10,000)**	**$ (500)**	**5.3%**

Department: Fire — Public Safety

The Fire department provides three basic services to the community of Hutchinson, 1) Responding to Calls, 2) Safety & Fire Inspections and 3) Prevention & Education. The latter two areas help to address and minimize potential problems and risks before a response is needed. The Fire department also serves the townships of Acoma, Boon Lake, Cedar Mills, Collins, Ellsworth, Hassan Valley, Hutchinson and Lynn, along with the cities of Biscay and Cedar Mills. The rural entities reimburse the City for a portion of the Fire department's operating expenses within the Rural Fire fund.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Intergovernmental	$ 5,800	$ 5,384	$ 4,000	$ 5,500	$ 1,500	37.5%
Charges for Services	50,378	54,030	48,000	31,500	(16,500)	-34.4%
Miscellaneous Revenues	2,478	3,845	2,000	2,000	-	0.0%
Total	**$ 58,656**	**$ 63,260**	**$ 54,000**	**$ 39,000**	**$ (15,000)**	**-27.8%**
Expenditures:						
Wages & Benefits	$ 183,266	$ 225,012	$ 197,933	$ 204,461	$ 6,528	3.3%
Supplies	27,290	26,830	42,250	42,550	300	0.7%
Services & Charges	57,456	61,135	62,950	92,350	29,400	46.7%
Miscellaneous Expenses	3,100	5,092	3,600	4,100	500	13.9%
Total	**$ 271,112**	**$ 318,069**	**$ 306,733**	**$ 343,461**	**$ 36,728**	**12.0%**
Revenue over/(under) Expenditures:	**$ (212,456)**	**$ (254,810)**	**$ (252,733)**	**$ (304,461)**	**$ (51,728)**	**20.5%**

Department: Protective Inspections — Public Safety

The Protective Inspections department offers services that provide minimum standards to safeguard health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings within the City. This Department issues permits for Building, Plumbing, Fire suppression, and Mechanical projects. Building Code enforcement is not optional to the City as Minnesota Statutes require the program and there are several areas of responsibility for this program area. The main objective is to provide inspections for construction to ensure compliance with the building code. The rental inspection program is another major function of this department. Each year the department coordinates and conducts inspections on approximately one-third of the city's rental properties, looking for life and safety hazards in addition to code violations. The department also reviews plans, manages phone inquiries, and provides interaction with the public both in the field and in city hall.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Licenses & Permits	$ 217,297	$ 273,880	$ 212,500	$ 221,000	$ 8,500	4.0%
Charges for Services	23,760	23,469	41,000	41,000	-	0.0%
Miscellaneous Revenues	(806)	-	500	500	-	0.0%
Total	**$ 240,251**	**$ 297,349**	**$ 254,000**	**$ 262,500**	**$ 8,500**	**3.3%**
Expenditures:						
Wages & Benefits	$ 167,039	$ 216,808	$ 210,286	$ 219,052	$ 8,766	4.2%
Supplies	1,998	5,960	3,170	3,170	-	0.0%
Services & Charges	23,360	27,054	13,500	13,580	80	0.6%
Miscellaneous Expenses	634	1,044	600	750	150	25.0%
Total	**$ 193,030**	**$ 250,866**	**$ 227,556**	**$ 236,552**	**$ 8,996**	**4.0%**
Revenue over/(under) Expenditures:	**$ 47,221**	**$ 46,484**	**$ 26,444**	**$ 25,948**	**$ (496)**	**-1.9%**

GENERAL FUND DEPARTMENTS

Department: Engineering — Streets & Highways

The Engineering Department provides services necessary to improve, maintain and monitor the City's investment in necessary transportation and utility infrastructure. Specific services delivered by Engineering staff include project planning, design, management and construction inspection, property assessment administration, private development reviews, storm water utility management, and environmental/regulatory activities. Engineering staff also continues to develop and maintain relationships with other City departments, McLeod County, Mn/DOT, local/state legislators and others to encourage partnerships for future projects.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Charges for Services	$ 430,721	$ 420,059	$ 402,714	$ 418,877	$ 16,163	4.0%
Total	**$ 430,721**	**$ 420,059**	**$ 402,714**	**$ 418,877**	**$ 16,163**	**4.0%**
Expenditures:						
Wages & Benefits	$ 355,749	$ 344,024	$ 351,534	$ 362,377	$ 10,843	3.1%
Supplies	4,544	5,546	10,950	10,500	(450)	-4.1%
Services & Charges	37,664	31,240	36,280	41,200	4,920	13.6%
Miscellaneous Expenses	3,880	4,481	3,950	4,800	850	21.5%
Total	**$ 401,835**	**$ 385,291**	**$ 402,714**	**$ 418,877**	**$ 16,163**	**4.0%**
Revenue over/(under) Expenditures:	**$ 28,885**	**$ 34,768**	**$ -**	**$ -**	**$ -**	**0.0%**

Department: Streets & Alleys — Streets & Highways

Streets & Alleys is responsible for maintaining a network of over 77 miles of City streets that has been growing at around 1.5% over the last two decades, over 6 miles of alleys and 12 municipal parking lots. The department is also responsible for snow removal, bridge maintenance, facility maintenance, forestry services, traffic control, mosquito control, and other municipal services. Staff from Streets & Alleys also assist other departments with equipment operation and a variety of maintenance activities.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Intergovernmental	$ 42,360	$ 27,735	$ 27,000	$ 27,500	$ 500	1.9%
Charges for Services	27,783	28,404	39,500	43,500	4,000	10.1%
Miscellaneous Revenues	47,430	34,061	43,000	38,500	(4,500)	-10.5%
Transfers-In	145,000	146,739	145,000	145,000	-	0.0%
Fund Balance	-	-	25,000	25,000	-	0.0%
Total	**$ 262,573**	**$ 236,939**	**$ 279,500**	**$ 279,500**	**$ -**	**0.0%**
Expenditures:						
Wages & Benefits	$ 430,996	$ 457,723	$ 546,911	$ 567,386	$ 20,475	3.7%
Supplies	231,425	171,789	204,450	200,550	(3,900)	-1.9%
Services & Charges	663,758	635,064	662,880	676,200	13,320	2.0%
Transfers-Out	94,030	96,850	100,000	100,000	-	0.0%
Miscellaneous Expenses	2,249	2,262	3,100	3,900	800	25.8%
Capital Outlay	-	3,000	-	-	-	0.0%
Total	**$ 1,422,458**	**$ 1,366,687**	**$ 1,517,341**	**$ 1,548,036**	**$ 30,695**	**2.0%**
Revenue over/(under) Expenditures:	**$ (1,159,885)**	**$ (1,129,748)**	**$ (1,237,841)**	**$ (1,268,536)**	**$ (30,695)**	**2.5%**

Department: Park/Recreation Administration — Culture & Recreation

The Administration function serves as the connecting point for the joint powers agreement between the City and ISD #423. The PRCE Director wages and benefits are shared 50/50 with the School District. Cost sharing functions including registration, brochures, technology and postage are funded through the administrative budget.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Charges for Services	$ 68,297	$ 71,089	$ 73,324	$ 74,525	$ 1,201	1.6%
Miscellaneous Revenues	4,747	4,273	4,000	4,000	-	0.0%
Total	**$ 73,044**	**$ 75,362**	**$ 77,324**	**$ 78,525**	**$ 1,201**	**1.6%**
Expenditures:						
Wages & Benefits	$ 175,870	$ 188,911	$ 188,883	$ 194,148	$ 5,265	2.8%
Supplies	490	2,247	2,100	2,100	-	0.0%
Services & Charges	33,856	38,505	30,240	36,550	6,310	20.9%
Miscellaneous Expenses	1,382	1,213	1,100	1,100	-	0.0%
Total	**$ 211,598**	**$ 230,875**	**$ 222,323**	**$ 233,898**	**$ 11,575**	**5.2%**
Revenue over/(under) Expenditures:	**$ (138,554)**	**$ (155,513)**	**$ (144,999)**	**$ (155,373)**	**$ (10,374)**	**7.2%**

Department: Recreation — Culture & Recreation

The Recreation function involves programming specifically designed to serve both youth and adults. A key area of service includes the many tournaments hosted by the department. All of the cooperative programming with youth associations is managed through the recreation services budget.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Charges for Services	$ 188,607	$ 171,509	$ 187,000	$ 172,500	$ (14,500)	-7.8%
Miscellaneous Revenues	10,116	9,685	14,000	14,000	-	0.0%
Total	**$ 198,722**	**$ 181,194**	**$ 201,000**	**$ 186,500**	**$ (14,500)**	**-7.2%**
Expenditures:						
Wages & Benefits	$ 110,755	$ 123,320	$ 132,547	$ 145,024	$ 12,477	9.4%
Supplies	63,831	47,045	57,700	46,700	(11,000)	-19.1%
Services & Charges	36,709	39,380	42,950	40,800	(2,150)	-5.0%
Miscellaneous Expenses	199	297	1,200	200	(1,000)	-83.3%
Total	**$ 211,493**	**$ 210,042**	**$ 234,397**	**$ 232,724**	**$ (1,673)**	**-0.7%**
Revenue over/(under) Expenditures:	**$ (12,771)**	**$ (28,848)**	**$ (33,397)**	**$ (46,224)**	**$ (12,827)**	**38.4%**

Department: Senior Citizen Center — Culture & Recreation

The Senior Citizen Center budget provides operating funds to serve senior and adaptive recreational programs, using the Hutchinson Event Center as their home. Both programs provide social, recreational and educational opportunities for program users. Direct costs for programs are funded primarily through user fees.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Charges for Services	$ 65,668	$ 59,061	$ 63,500	$ 63,500	$ -	0.0%
Miscellaneous Revenues	3,018	3,058	3,000	3,000	-	0.0%
Total	**$ 68,686**	**$ 62,119**	**$ 66,500**	**$ 66,500**	**$ -**	**0.0%**
Expenditures:						
Wages & Benefits	$ 29,666	$ 35,561	$ 36,297	$ 37,251	$ 954	2.6%
Supplies	22,459	12,096	18,250	18,250	-	0.0%
Services & Charges	29,447	39,920	29,200	29,300	100	0.3%
Total	**$ 81,572**	**$ 87,576**	**$ 83,747**	**$ 84,801**	**$ 1,054**	**1.3%**
Revenue over/(under) Expenditures:	**$ (12,886)**	**$ (25,457)**	**$ (17,247)**	**$ (18,301)**	**$ (1,054)**	**6.1%**

GENERAL FUND DEPARTMENTS

Department: Civic Arena — Culture & Recreation

The Burich Arena is home to all ice related activities and some dry-floor activities. Hutchinson youth hockey and figure skating make up the bulk of the facility's usage. The High School boys and girls hockey programs consume several hundred hours of ice time. Typically one rink is open three to five weeks in the summer. The ice season runs from the beginning of October until March. Artificial turf is installed in the east rink at the end of the hockey season allowing for additional programs such as soccer, lacrosse and baseball activities.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Charges for Services	$ 210,609	$ 227,862	$ 222,000	$ 230,000	$ 8,000	3.6%
Miscellaneous Revenues	-	800	-	-	-	0.0%
Total	**$ 210,609**	**$ 228,662**	**$ 222,000**	**$ 230,000**	**$ 8,000**	**3.6%**
Expenditures:						
Wages & Benefits	$ 124,606	$ 143,408	$ 147,192	$ 145,369	$ (1,823)	-1.2%
Supplies	39,516	32,210	31,285	34,015	2,730	8.7%
Services & Charges	145,127	138,758	143,050	152,100	9,050	6.3%
Miscellaneous Expenses	1,009	1,444	2,200	1,800	(400)	-18.2%
Capital Outlay	-	7,000	-	-	-	0.0%
Total	**$ 310,258**	**$ 322,820**	**$ 323,727**	**$ 333,284**	**$ 9,557**	**3.0%**
Revenue over/(under) Expenditures:	**$ (99,649)**	**$ (94,158)**	**$ (101,727)**	**$ (103,284)**	**$ (1,557)**	**1.5%**

Department: Park Department — Culture & Recreation

The Parks Department manages 37 parks covering over 400 acres of open space, including a municipal campground. The department maintains 22 multi-use fields serving football, softball, baseball, soccer and lacrosse. Joint maintenance agreements between ISD #423 and Hutchinson Public Utilities are managed through this budget function.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Charges for Services	$ 55,477	$ 56,084	$ 50,000	$ 55,500	$ 5,500	11.0%
Miscellaneous Revenues	148,150	141,154	87,000	97,000	10,000	11.5%
Total	**$ 203,628**	**$ 197,238**	**$ 137,000**	**$ 152,500**	**$ 15,500**	**11.3%**
Expenditures:						
Wages & Benefits	$ 503,350	$ 581,035	$ 564,301	$ 587,850	$ 23,549	4.2%
Supplies	141,611	131,569	141,550	142,350	800	0.6%
Services & Charges	140,033	131,239	145,400	147,400	2,000	1.4%
Miscellaneous Expenses	3,007	456	1,500	1,500	-	0.0%
Total	**$ 788,001**	**$ 844,299**	**$ 852,751**	**$ 879,100**	**$ 26,349**	**3.1%**
Revenue over/(under) Expenditures:	**$ (584,373)**	**$ (647,061)**	**$ (715,751)**	**$ (726,600)**	**$ (10,849)**	**1.5%**

Department: Recreation Building — Culture & Recreation

Adult and youth volleyball and basketball are two of the building's primary uses. In addition, indoor playground and open gym time is provided on a regular basis. Prior to 2016, this department also included operations for an outdoor pool. A new waterpark facility is budgeted to open in May 2017 and is being accounted for under a separate general fund department.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Charges for Services	$ 107,977	$ 103,306	$ 86,000	$ 86,000	$ -	0.0%
Miscellaneous Revenues	-	25	-	-	-	0.0%
Total	**$ 107,977**	**$ 103,331**	**$ 86,000**	**$ 86,000**	**$ -**	**0.0%**
Expenditures:						
Wages & Benefits	$ 115,334	$ 136,020	$ 112,718	$ 155,476	$ 42,758	37.9%
Supplies	28,807	19,080	18,700	15,700	(3,000)	-16.0%
Services & Charges	43,835	35,303	39,400	40,550	1,150	2.9%
Miscellaneous Expenses	13	818	-	-	-	0.0%
Total	**$ 187,988**	**$ 191,221**	**$ 170,818**	**$ 211,726**	**$ 40,908**	**23.9%**
Revenue over/(under) Expenditures:	**$ (80,011)**	**$ (87,890)**	**$ (84,818)**	**$ (125,726)**	**$ (40,908)**	**48.2%**

Department: Event Center — Culture & Recreation

The Hutchinson Event Center is a community owned facility for multi-purpose functions, including weddings, business meetings, trade shows, banquets and other large gatherings. The Hutchinson Seniors and Adaptive Recreation participants are anchor programs. The facility is also host to other city department functions.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Charges for Services	$ 102,501	$ 99,904	$ 105,000	$ 105,000	$ -	0.0%
Total	**$ 102,501**	**$ 99,904**	**$ 105,000**	**$ 105,000**	**$ -**	**0.0%**
Expenditures:						
Wages & Benefits	$ 139,178	$ 152,726	$ 168,327	$ 180,338	$ 12,011	7.1%
Supplies	10,725	7,776	10,070	10,120	50	0.5%
Services & Charges	68,777	67,767	64,420	68,820	4,400	6.8%
Miscellaneous Expenses	199	623	200	200	-	0.0%
Total	**$ 218,879**	**$ 228,892**	**$ 243,017**	**$ 259,478**	**$ 16,461**	**6.8%**
Revenue over/(under) Expenditures:	**$ (116,378)**	**$ (128,987)**	**$ (138,017)**	**$ (154,478)**	**$ (16,461)**	**11.9%**

Department: Evergreen Building — Culture & Recreation

Department staff provides maintenance, custodial and repair services for the Evergreen Senior Dining Center located in the lower level of Evergreen Senior Apartments at 115 Jefferson Street E. The Center distributes daily meals for the regional senior nutrition program and is also available to rent for special events and meetings. City staff manages the building lease for the senior dining program, the budget for operations of the space, building improvements and repairs and provides limited grounds maintenance.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Charges for Services	$ 5,483	$ 5,437	$ 5,333	$ 5,333	$ -	0.0%
Total	**$ 5,483**	**$ 5,437**	**$ 5,333**	**$ 5,333**	**$ -**	**0.0%**
Expenditures:						
Wages & Benefits	$ -	$ 77	$ -	$ -	$ -	0.0%
Supplies	150	1,605	1,250	1,250	-	0.0%
Services & Charges	14,236	12,922	24,200	24,975	775	3.2%
Total	**$ 14,385**	**$ 14,605**	**$ 25,450**	**$ 26,225**	**$ 775**	**3.0%**
Revenue over/(under) Expenditures:	**$ (8,902)**	**$ (9,168)**	**$ (20,117)**	**$ (20,892)**	**$ (775)**	**3.9%**

Department: Library — Culture & Recreation

The Hutchinson Public Library makes the world of knowledge and ideas accessible to the community by providing resources for the residents' educational, informational, cultural and recreational needs. A collection of over 50,000 books, magazines, audiobooks and videos are maintained to meet the needs of patrons, from toddlers to senior citizens. The Pioneerland Library System On-line catalog, available 24/7, provides further access to books in libraries in a 4-state area. Computers offering free internet access as well as wireless service are available to patrons at the library. Children programming offers a wealth of opportunities for new readers to develop their reading skills as they develop a lifelong love of reading.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Miscellaneous Revenues	$ 500	$ -	$ 1,000	$ -	(1,000)	0.0%
Total	**$ 500**	**$ -**	**$ 1,000**	**$ -**	**$ (1,000)**	**0.0%**
Expenditures:						
Wages & Benefits	$ 9,617	$ 9,227	$ -	$ -	$ -	0.0%
Supplies	3,128	1,738	2,950	2,950	-	0.0%
Services & Charges	178,195	193,173	203,315	208,792	5,477	2.7%
Miscellaneous Expenses	-	-	100	100	-	0.0%
Total	**$ 190,940**	**$ 204,138**	**$ 206,365**	**$ 211,842**	**$ 5,477**	**2.7%**
Revenue over/(under) Expenditures:	**$ (190,440)**	**$ (204,138)**	**$ (205,365)**	**$ (211,842)**	**$ (6,477)**	**3.2%**

Department: Waterpark — Culture & Recreation

Construction of a new waterpark commenced in June 2016 and is expected to open in May 2017. The waterpark will feature tube and body slides, a lazy river, splash pad, lap pool, climbing wall and a renovated bathhouse. The total cost is estimated at $6,000,000 and is being funded entirely by cash reserves from several City funds.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Charges for Services	$ -	$ -	$ -	$ 444,000	$ 444,000	0.0%
Miscellaneous Revenues	-	-	-	-	-	0.0%
Total	**$ -**	**$ -**	**$ -**	**$ 444,000**	**$ 444,000**	**0.0%**
Expenditures:						
Wages & Benefits	$ -	$ -	$ -	$ 282,253	$ 282,253	0.0%
Supplies	-	-	-	102,000	102,000	0.0%
Services & Charges	-	-	-	38,000	38,000	0.0%
Miscellaneous Expenses	-	-	-	2,500	2,500	0.0%
Total	**$ -**	**$ -**	**$ -**	**$ 424,753**	**$ 424,753**	**0.0%**
Revenue over/(under) Expenditures:	**$ -**	**$ -**	**$ -**	**$ 19,247**	**$ 19,247**	**0.0%**

Department: Cemetery — Miscellaneous

Oakland Cemetery was established in 1857 upon the death of a four-year old boy. Legend has it that the mother of the boy would not allow him to be buried out on the prairie where his grave may be disturbed. Oakland Cemetery continues to demand the highest standards in maintenance and development. It is the Cemetery's goal to provide a quiet and beautiful cemetery that protects the community's heritage while being respectful of those buried there and their families.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Charges for Services	$ 101,371	$ 83,134	$ 87,000	$ 89,175	$ 2,175	2.5%
Miscellaneous Revenues	-	-	100	100	-	0.0%
Total	**$ 101,371**	**$ 83,134**	**$ 87,100**	**$ 89,275**	**$ 2,175**	**2.5%**
Expenditures:						
Wages & Benefits	$ 60,857	$ 70,734	$ 83,652	$ 85,724	$ 2,072	2.5%
Supplies	13,274	12,454	15,348	14,550	(798)	-5.2%
Services & Charges	20,960	26,036	21,385	22,300	915	4.3%
Miscellaneous Expenses	166	129	400	400	-	0.0%
Capital Outlay	13,800	189,564	10,000	10,000	-	0.0%
Total	**$ 109,057**	**$ 298,915**	**$ 130,785**	**$ 132,974**	**$ 2,189**	**1.7%**
Revenue over/(under) Expenditures:	**$ (7,685)**	**$ (215,781)**	**$ (43,685)**	**$ (43,699)**	**$ (14)**	**0.0%**

Department: Airport — Miscellaneous

Hutchinson Municipal Airport (known as Butler Field) is located on the south side of the City along State Highway 15, just south of Airport Road. The airport is named after Ken Butler, an area aviation pioneer and Minnesota Aviation Hall of Fame inductee. Services are provided by ASI Jet, who provides aircraft fuel, maintenance and other aviation services.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Intergovernmental	$ 17,298	$ 26,727	$ 25,000	$ 25,000	$ -	0.0%
Charges for Services	73,638	66,191	61,500	62,073	573	0.9%
Miscellaneous Revenues	8,908	6,137	9,000	9,000	-	0.0%
Total	**$ 99,844**	**$ 99,054**	**$ 95,500**	**$ 96,073**	**$ 573**	**0.6%**
Expenditures:						
Wages & Benefits	$ 15,553	$ 17,156	$ 16,185	$ 16,704	$ 519	3.2%
Supplies	8,378	7,458	9,625	8,975	(650)	-6.8%
Services & Charges	50,505	44,242	64,100	61,250	(2,850)	-4.4%
Miscellaneous Expenses	14,108	15,773	14,725	16,750	2,025	13.8%
Total	**$ 88,544**	**$ 84,630**	**$ 104,635**	**$ 103,679**	**$ (956)**	**-0.9%**
Revenue over/(under) Expenditures:	**$ 11,299**	**$ 14,424**	**$ (9,135)**	**$ (7,606)**	**$ 1,529**	**-16.7%**

GENERAL FUND DEPARTMENTS

Department: General Revenue — General Government

The General Revenue department accounts for revenue that is not directly related to the operations of a specific general fund department. The largest revenue source in this department is the general fund tax levy which has increased 4% for 2017 operations. Other revenue includes the Local Government Aid (LGA), transfers from Enterprise Funds and transfers from Hutchinson Utilities and Hutchinson Health.

The City is certified by the State to receive $2,295,074 of LGA in 2017. Of that amount, only $1,000,000 is budgeted for use in the 2017 general fund operations with the remaining LGA going into the capital projects fund to fund capital improvements at general fund facilities. Diverting a large portion of LGA out of the general fund puts the City in a better position in the event that future LGA funding is cut by the State. Any future LGA cuts would not necessarily impact general fund operations but would most likely impact capital improvements planning and funding.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Taxes	$ 4,500,826	$ 4,500,973	$ 4,581,035	$ 4,763,796	$ 182,761	4.0%
Other Taxes	271,034	291,343	272,000	300,000	28,000	10.3%
Licenses & Permits	50,998	37,204	43,500	46,500	3,000	6.9%
Intergovernmental	740,195	844,720	880,412	1,017,912	137,500	15.6%
Charges for Services	10,978	12,047	10,000	10,000	-	0.0%
Miscellaneous Revenues	60,694	37,259	50,000	50,000	-	0.0%
Transfers-In	1,868,049	1,957,514	2,128,306	2,085,108	(43,198)	-2.0%
Total	**$ 7,502,774**	**$ 7,681,060**	**$ 7,965,253**	**$ 8,273,316**	**$ 308,063**	**3.9%**
Revenue over/(under) Expenditures:	**$ 7,502,774**	**$ 7,681,060**	**$ 7,965,253**	**$ 8,273,316**	**$ 308,063**	**3.9%**

Department: Unallocated General Expense — General Government

The Unallocated General Expense department accounts for expenditures that are not directly related to the operations of a specific general fund department. The majority of expenditures are comprised of General Liability Insurance premiums, the transfer to the Equipment Replacement Fund for general fund vehicle/equipment replacement, the contributions to the Fire Relief Association pension fund, the Lodging Tax reimbursement to the Hutchinson Convention & Visitor Bureau and the Cable TV Franchise Tax reimbursement to HCVN to fund operations of the local cable TV programming.

The 2017 budget includes increased Lodging Tax revenue with the anticipated opening of a new hotel at the intersection of highways 7 and 15. Since 95% of the lodging tax is paid out to the Hutchinson Convention and Visitors Bureau, the increased revenue has a corresponding increase in expense as well, as evidenced in the Miscellaneous Expense category.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Increase/ (Decrease)	% Change
Revenues:						
Taxes	$ -	$ -	$ -	$ -	$ -	0.0%
Intergovernmental	100,818	106,989	110,818	100,818	(10,000)	-9.0%
Miscellaneous Revenues	40,703	83,541	60,000	60,000	-	0.0%
Transfers-In	55,000	55,000	-	-	-	0.0%
Total	**$ 196,522**	**$ 245,530**	**$ 170,818**	**$ 160,818**	**$ (10,000)**	**-5.9%**
Expenditures:						
Wages & Benefits	$ 217,143	$ 193,653	$ 175,818	$ 165,818	$ (10,000)	-5.7%
Services & Charges	194,055	225,367	204,000	210,000	6,000	2.9%
Miscellaneous Expenses	456,604	468,632	461,376	483,000	21,624	4.7%
Transfers-Out	49,746	-	-	-	-	0.0%
Total	**$ 917,549**	**$ 887,652**	**$ 841,194**	**$ 858,818**	**$ 17,624**	**2.1%**
Revenue over/(under) Expenditures:	**$ (721,028)**	**$ (642,122)**	**$ (670,376)**	**$ (698,000)**	**$ (27,624)**	**4.1%**

2017 Annual Budget

Enterprise Funds

Liquor Fund

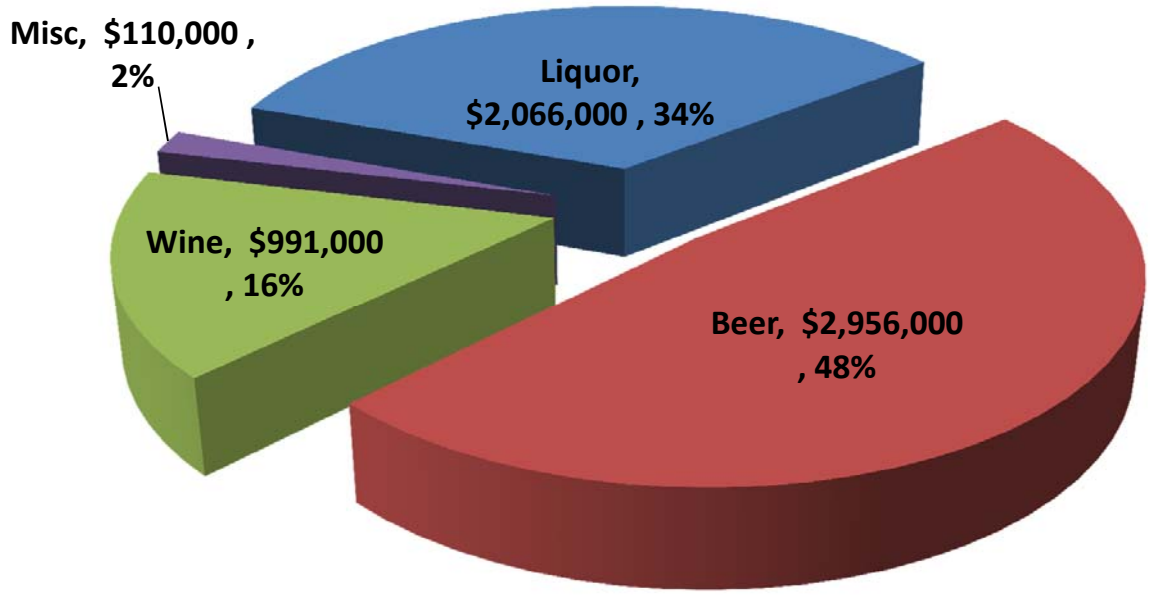
The Liquor Fund functions as a control mechanism for the sale of alcohol within the community and as a revenue source for the City of Hutchinson's General fund. While all alcohol sellers should practice responsible sales, not selling to minors or intoxicated individuals, the Liquor Hutch takes these responsibilities further by aggressively training employees to prevent underage access to alcohol and working closely with law enforcement to reflect community values. In addition, the revenues generated by the Liquor enterprise fund are used to support many essential city functions.

Key Budgetary Factors for the 2017:

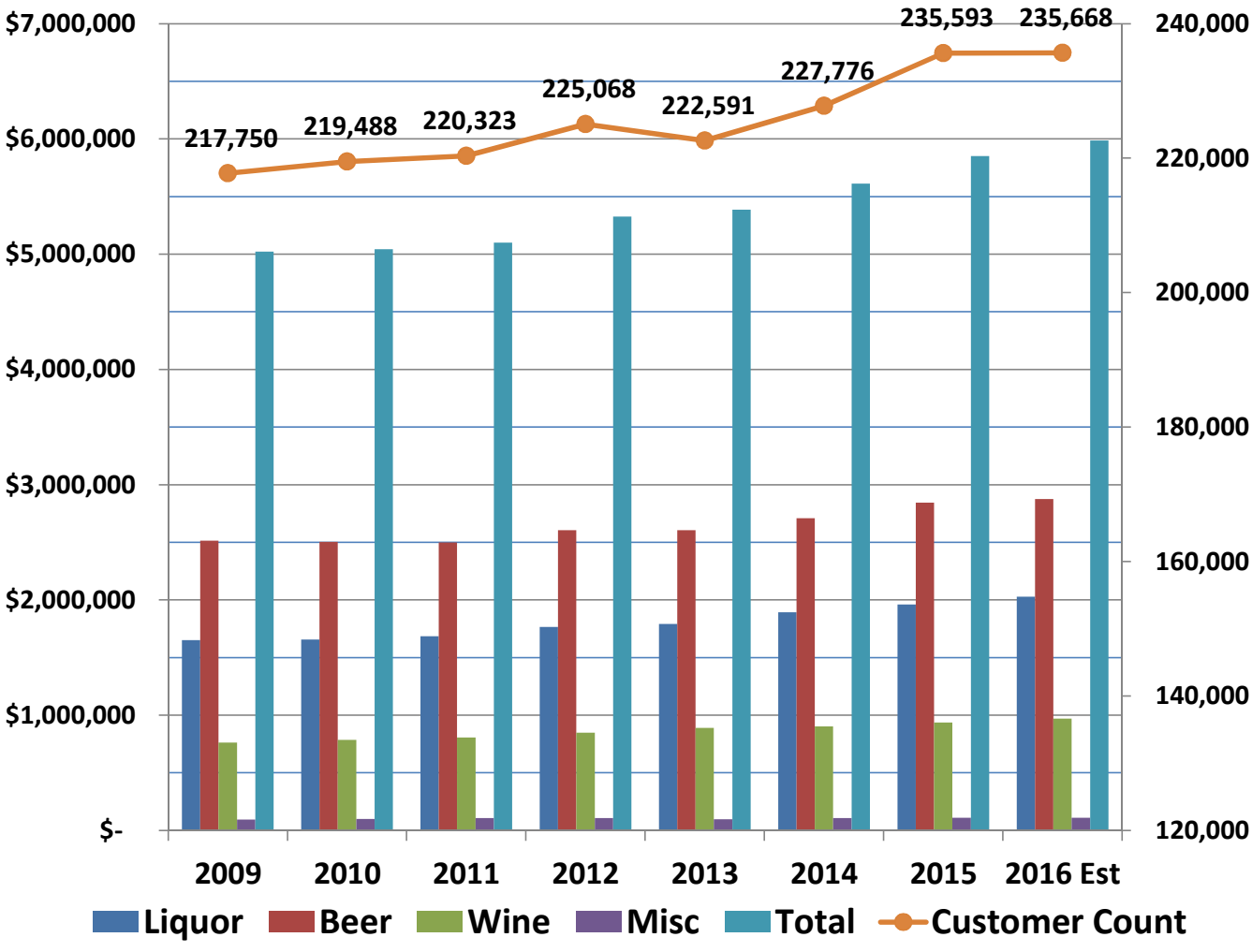
- The 2017 sales revenue is based on a 2% increase over the 2016 forecasted sales of $6,005,524.
- Gross margin is budgeted at 25% of total sales.
- Wages & Benefits for 2017 includes the addition of one full-time employee to compliment three current full-time employees and eighteen part-time employees.
- The Debt Service expenditure is the annual principal and interest on the loan from the Water and Sewer funds related to the liquor store upgrades completed in 2005. The loan will be fully repaid in 2020.
- The Transfer-out expenditure is the Liquor fund's transfer of excess profits to the General fund with the transfer increasing by $25,000 for 2017.

Category	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Dollar Inc/Decr	% Inc/Decr
REVENUES:						
Sales - Liquor	1,902,029	1,959,649	1,978,000	2,066,000	88,000	4.4%
Sales - Beer	2,732,853	2,844,079	2,852,000	2,956,000	104,000	3.6%
Sales - Wine	913,682	937,034	927,000	991,000	64,000	6.9%
Sales - Other	64,167	109,821	111,000	110,000	(1,000)	-0.9%
Total Sales	**5,612,731**	**5,850,584**	**5,868,000**	**6,123,000**	**255,000**	**4.3%**
Miscellaneous Revenue	3,117	3,705	3,000	4,000	1,000	33.3%
TOTAL REVENUES	**5,615,848**	**5,854,290**	**5,871,000**	**6,127,000**	**256,000**	**4.4%**
EXPENDITURES:						
Cost of Sales	4,236,118	4,399,681	4,398,810	4,591,390	192,580	4.4%
Wages & Benefits	524,203	537,857	568,211	651,377	83,166	14.6%
Supplies	17,626	19,027	17,400	24,250	6,850	39.4%
Services & Charges	206,559	203,526	198,350	218,550	20,200	10.2%
Miscellaneous Expenses	3,572	4,013	5,650	5,850	200	3.5%
Depreciation Expense	77,965	82,273	80,200	80,000	(200)	-0.2%
Capital Outlay	-	-	20,000	20,000	-	0.0%
Debt Service	32,045	27,951	128,055	127,635	(420)	-0.3%
Transfers-Out	450,000	465,000	475,000	500,000	25,000	5.3%
TOTAL EXPENDITURES	**5,548,088**	**5,739,329**	**5,891,676**	**6,219,052**	**327,376**	**5.6%**
TOTAL REVENUE OVER (UNDER) EXPENDITURES	**67,759**	**114,961**	**(20,676)**	**(92,052)**	**(71,376)**	**-345.2%**

2017 Budgeted Liquor Sales by Category



Liquor Sales compared to Customer Count



Compost Fund

Creekside provides citizens a drop-off site for recyclable and reusable waste materials such as logs, brush, concrete, blacktop and organic yardwaste at no charge. Fees may apply to commercial customers. With these materials, Creekside produces, markets, and distributes quality bulk and bagged compost as well as a variety of bulk and bagged colored mulches to local customers as well as distributors with a current sales territory of 13 states from the Midwest to the Intermountain West. Creekside also supplies horticultural materials, along with aggregates, to various City departmental projects resulting in a savings to fund specific budgets.

Key Budgetary Factors for the 2017:

- The 2017 budget assumes a moderate increase in production due to expanding existing account sales. The budget also assumes up to 200,000 of bagged product for a low-margin customer that was eliminated in the 2016 budget. Our prior production model included upwards of 1,500,000 of bagged product for this low-margin customer, which was an unsustainable model. We have determined that we can supplement our higher-margin products with a maximum of 200,000 bags for the low-margin customer without adversely affecting operations.

- The largest expense driver is Cost of Sales. This includes the cost involved in creating compost, cost to buy other materials required in our bagged product and the many inventory supplies used in the bagging process.

- Wages & Benefits include three full-time employees for production and three for sales and administration. Production is supplemented by three to five temporary workers, depending upon the season.

- Capital Outlay for 2017 includes the replacement of the wood grinder at a cost of $500,000. The grinder is a critical piece of machinery necessary for Creekside's mulch production. In addition, the grinder is used to clean wood waste at other county city sites.

- The Compost Fund transfers $110,000 annually to the General fund operations.

Category	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Dollar Inc/Decr	% Inc/Decr
REVENUES:						
Sales - Bagged Product	2,580,078	2,667,432	1,330,387	1,651,102	320,715	24.1%
Sales - Bulk Product	277,509	210,582	200,000	209,094	9,094	4.5%
Sales - Other	149,965	156,008	106,409	131,280	24,871	23.4%
Total Sales	**3,007,552**	**3,034,022**	**1,636,796**	**1,991,476**	**354,680**	21.7%
Charges for Services	142,856	62,164	58,500	58,500		
Miscellaneous Revenue	37,187	19,617	6,000	7,000	1,000	16.7%
TOTAL REVENUES	**3,187,594**	**3,115,802**	**1,701,296**	**2,056,976**	**355,680**	**20.9%**
EXPENDITURES:						
Cost of Sales	2,357,752	2,337,377	1,117,265	1,348,002	230,737	20.7%
Inventory Cost Adjustment	(1,122,409)	(986,638)	(525,746)	(538,028)	(12,282)	2.3%
Wages & Benefits	699,553	641,985	559,899	582,363	22,464	4.0%
Supplies	174,182	127,480	70,257	78,626	8,369	11.9%
Services & Charges	445,672	342,496	188,573	231,004	42,431	22.5%
Miscellaneous Expenses	43,943	43,765	13,500	14,000	500	3.7%
Depreciation Expense	132,600	127,631	134,000	174,000	40,000	29.9%
Capital Outlay	-	-	150,000	623,000	473,000	315.3%
Transfers-Out	102,847	110,000	110,000	110,000	-	0.0%
TOTAL EXPENDITURES	**2,834,139**	**2,744,096**	**1,817,748**	**2,622,967**	**805,219**	**44.3%**
TOTAL REVENUE OVER (UNDER) EXPENDITURES	**353,455**	**371,706**	**(116,452)**	**(565,991)**	**(449,539)**	**-386.0%**

Refuse Fund

The City of Hutchinson, through the Refuse fund, charges local community residents a monthly garbage fee for disposal of waste materials at a local landfill and for the disposal of source-separated compostable material at the Creekside facility to be processed into a marketable soil product. The fees charged to local residents are used to pay the contracted hauling service, disposal charges at the landfill and operating expenses at Creekside for the source-separated process. The City handles all customer service duties related to the refuse service.

Key Budgetary Factors for the 2017:

- The 2017 budget assumes that refuse rates do not increase. The last increase was in 2008 (6%).
- The biodegradable-bag program where residents can receive free bio-bags for their composting needs is helping to divert waste from the landfill. The annual cost of the bio-bags is $35,000 with some minor staff time involved in administering the program.
- The refuse hauling contract is the largest expenditure in this fund and is budgeted at $511,000 for 2017. The contract rate is increased every six months by the increase in the Consumer Price Index, with a 2% cap each six months. West Central Sanitation is the current residential refuse hauler, contracted for the five-year term of October 1, 2015 through September 30, 2020.
- Fees to dispose of an estimated 2,600 tons of waste material at the local landfill are budgeted for 2017 at $149,600. The landfill disposal fee is currently $57.39 per ton and is scheduled to increase by $1 per ton each October 1st.
- The debt service covers the payments on a John Deere wheel loader financed in 2012. The final payment is in 2017.
- The Transfers-Out of $805,000 consists of two transfers. The first transfer of $750,000 is an inter-fund loan to the Capital Projects fund to help finance the construction costs of the new waterpark. The loan will be repaid over a five year period at 2% interest.
  The second transfer of $55,000 is the annual transfer to General fund reserves as the funding source of the City's Tree Disease Infestation/Mitigation Plan. City Council approved the annual funding starting in 2010 mainly as a proactive effort in dealing with the Emerald Ash Borer and its potential impact on the City's ash tree population. The plan has since been revised to address all tree diseases.

Category	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Dollar Inc/Decr	% Inc/Decr
REVENUES:						
Refuse Sales	1,142,108	1,146,693	1,149,500	1,193,300	43,800	3.8%
Intergovernmental Revenue	12,600	12,608	12,500	12,500	-	0.0%
Miscellaneous Revenue	13,602	6,506	2,500	7,000	4,500	180.0%
TOTAL REVENUES	**1,168,310**	**1,165,806**	**1,164,500**	**1,212,800**	**48,300**	**4.1%**
EXPENDITURES:						
Wages & Benefits	171,718	148,995	190,804	188,733	(2,071)	-1.1%
Supplies	65,474	54,054	62,400	62,400	-	0.0%
Services & Charges	740,906	698,126	704,727	731,550	26,823	3.8%
Miscellaneous Expenses	3,068	10,567	3,750	5,750	2,000	53.3%
Depreciation Expense	121,877	122,518	124,000	138,000	14,000	11.3%
Capital Outlay	-	-	95,000	190,374	95,374	100.4%
Debt Service	2,984	2,139	24,260	24,261	1	0.0%
Transfers-Out	55,000	55,000	55,000	805,000	750,000	1363.6%
TOTAL EXPENDITURES	**1,161,026**	**1,091,399**	**1,259,941**	**2,146,068**	**886,127**	**70.3%**
TOTAL REVENUE OVER (UNDER) EXPENDITURES	**7,284**	**74,407**	**(95,441)**	**(933,268)**	**(837,827)**	**-877.8%**

Water Fund

The City of Hutchinson utilizes five wells, drawing groundwater from the Quaternary Buried Artesian aquifer to annually provide over 500 million gallons of safe drinking water to the community. The City's water treatment combines biological filtration and reverse osmosis technologies. The City's water distribution consists of a 1.5 million gallon water reservoir, three 500,000 gallon water towers, about 4,800 water meters with automated meter reading transmitters, more than 70 miles of water mains and over 900 fire hydrants for community fire protection.

Key Budgetary Factors for the 2017:

- The 2017 local sales tax is based on the 2016 forecasted revenue of $625,000. The local sales tax revenue is dedicated to the retirement of debt and is split 50/50 with the Sewer fund.
- The 2017 budget assumes that water rates do not increase. The last rate increase was in 2011 (5%).
- The 2017 budget assumes that revenue from water operations will increase moderately due to recent and anticipated commercial growth.
- The budgeted Transfers-Out expenditure is the transfer of profits to the General fund. The 2017 budgeted transferred increased $16,855 and is the first increase since 2008.

  The transfers-out for 2014 and 2015 include amounts transferred to the Construction fund to finance the Water system infrastructure installed during the annual street improvement process. These transfers are budgeted as Capital Outlay.

Category	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Dollar Inc/Decr	% Inc/Decr
REVENUES:						
Local Sales Tax	661,476	612,423	685,000	625,000	(60,000)	-8.8%
Water Sales	2,324,418	2,398,997	2,306,000	2,384,950	78,950	3.4%
Intergovernmental Revenue	-	-	-	-	-	0.0%
Charges for Services	48,454	56,979	50,000	50,000	-	0.0%
Miscellaneous Revenue	68,437	99,889	85,000	92,000	7,000	8.2%
Fund Balance	835,319	562,213	-	-	-	0.0%
TOTAL REVENUES	**3,938,104**	**3,730,502**	**3,126,000**	**3,151,950**	**25,950**	**0.8%**
EXPENDITURES:						
Wages & Benefits	424,594	455,693	479,983	461,635	(18,348)	-3.8%
Supplies	105,327	126,861	122,400	126,600	4,200	3.4%
Services & Charges	515,852	503,357	507,350	522,250	14,900	2.9%
Miscellaneous Expenses	10,800	13,226	13,500	12,200	(1,300)	-9.6%
Depreciation Expense	1,093,809	1,159,268	1,150,000	1,205,000	55,000	4.8%
Debt Service	417,019	389,687	1,408,611	1,481,305	72,694	5.2%
Capital Outlay	-	-	250,000	250,000	-	0.0%
Transfers-Out	315,507	277,058	43,145	60,000	16,855	39.1%
TOTAL EXPENDITURES	**2,882,908**	**2,925,150**	**3,974,989**	**4,118,990**	**144,001**	**3.6%**
TOTAL REVENUE OVER (UNDER) EXPENDITURES	**1,055,196**	**805,353**	**(848,989)**	**(967,040)**	**(118,051)**	**-13.9%**

Sewer Fund

The Sewer Department is responsible for processing the City's wastewater and discharging clean water into the environment. The Facility is designed to treat an average wet weather flow of 5.43 MGD and an average dry weather flow of 3.67 MGD. There are 13 lift stations and over 95 miles of gravity sanitary sewer lines throughout the city. The treatment facility has several features which allow it to meet the City's specific needs for variable flow and operational flexibility. Biological and Membrane Bioreactor (MRB) processes are used to remove impurities from the wastewater and achieve a level of treatment well above that which is mandated by the Minnesota Pollution Control Agency (MPCA).

Key Budgetary Factors for the 2017:

- The 2017 local sales tax is based on the 2016 forecasted revenue of $625,000. The local sales tax revenue is dedicated to the retirement of debt and is split 50/50 with the Water fund.
- The 2017 budget assumes that sewer rates do not increase. The last rate increase was in 2011 (5%).
- The 2017 budget assumes that revenue from sewer operations will increase moderately due to recent and anticipated commercial growth.
- The solar array constructed in late 2015 is performing as expected with approximately a 15% savings in the annual electricity expense.
- The budgeted Transfers-Out expenditure is the transfer of profits to the General fund. The 2017 budgeted transferred increased $16,855 and is the first increase since 2008.

  The transfers-out for 2014 and 2015 include amounts transferred to the Construction fund to finance the Sanitary Sewer system infrastructure installed during the annual street improvement process. These transfers are budgeted as Capital Outlay.

Category	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Dollar Inc/Decr	% Inc/Decr
REVENUES:						
Local Sales Tax	661,821	612,423	685,000	625,000	(60,000)	-8.8%
Sewer Sales	3,237,624	3,359,884	3,213,000	3,330,000	117,000	3.6%
Intergovernmental Revenue	-	958,369	-	-	-	0.0%
Licenses & Permits	6,700	6,100	7,000	6,500	(500)	-7.1%
Charges for Services	7,691	3,584	4,000	3,500	(500)	-12.5%
Miscellaneous Revenue	110,010	109,733	117,000	123,000	6,000	5.1%
Fund Balance	573,254	186,623	-	-	-	0.0%
TOTAL REVENUES	**4,597,101**	**5,236,717**	**4,026,000**	**4,088,000**	**62,000**	**1.5%**
EXPENDITURES:						
Wages & Benefits	605,415	598,745	622,085	655,584	33,499	5.4%
Supplies	196,910	187,609	236,100	219,650	(16,450)	-7.0%
Services & Charges	746,169	681,875	742,550	780,450	37,900	5.1%
Miscellaneous Expenses	31,900	(7,681)	24,500	32,500	8,000	32.7%
Depreciation Expense	1,571,081	1,552,532	1,530,000	1,623,000	93,000	6.1%
Debt Service	373,716	337,635	1,568,854	1,460,650	(108,204)	-6.9%
Capital Outlay	-	-	350,000	350,000	-	0.0%
Transfers-Out	147,520	79,025	43,145	60,000	16,855	39.1%
TOTAL EXPENDITURES	**3,672,709**	**3,429,740**	**5,117,234**	**5,181,834**	**64,600**	**1.3%**
TOTAL REVENUE OVER (UNDER) EXPENDITURES	**924,391**	**1,806,977**	**(1,091,234)**	**(1,093,834)**	**(2,600)**	**-0.2%**

Storm Water Fund

The Storm Water fund is a dedicated source of funding used to manage the City's storm water system. As a result of development, there are fewer places for storm water to seep naturally into the ground. Rooftops, driveways, parking lots and streets generate runoff, which makes its way to lakes and streams while picking up pollutants along the way. Regulations exist to protect water quality and quantity. Management of regulations, street sweeping, maintenance of existing systems, removing sediment and attention to localized drainage problems are made possible by Storm water revenue. It continues to be the City's practice to use roughly half of the storm water revenues to address capital projects and half for on-going maintenance costs.

Key Budgetary Factors for the 2017:

- The 2017 budget assumes that storm water utility rates increase 3.0%.
- The City's leaf vacuuming program is accounted for in this fund. Annual expenses for the program includes tractor rentals, fuel, repairs, maintenance and employee wages/benefits. Capital investment in the vacuum trailers is also funded by storm water funds.
- Street sweeping is another main operation funded by storm water utility fees, reducing the amount of sediment and debris going into the storm water system. Annual expenses include fuel and repairs and maintenance on the street sweeper in addition to employee wages/benefits.

Category	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Dollar Inc/Decr	% Inc/Decr
REVENUES:						
Storm Water Sales	729,105	793,199	855,867	881,475	25,608	3.0%
Licenses & Permits	1,780	4,552	-	1,500	1,500	0.0%
Charges for Services	-	630	-	-	-	0.0%
Miscellaneous Revenue	17,118	14,217	7,000	7,000	-	0.0%
Fund Balance	559,630	352,155	-	-	-	0.0%
TOTAL REVENUES	**1,307,633**	**1,164,753**	**862,867**	**889,975**	**27,108**	**3.1%**
EXPENDITURES:						
Wages & Benefits	177,918	189,867	243,986	256,432	12,446	5.1%
Supplies	35,845	18,525	43,925	38,800	(5,125)	-11.7%
Services & Charges	130,748	134,994	164,100	163,600	(500)	-0.3%
Miscellaneous Expenses	8,642	10,071	11,250	11,250	-	0.0%
Depreciation Expense	124,220	134,222	133,000	153,000	20,000	15.0%
Debt Service	50,244	14,780	150,850	160,550	9,700	6.4%
Capital Outlay	-	-	120,000	170,000	50,000	41.7%
Transfers-Out	-	127,454	-	-	-	0.0%
TOTAL EXPENDITURES	**527,617**	**629,913**	**867,111**	**953,632**	**86,521**	**10.0%**
TOTAL REVENUE OVER (UNDER) EXPENDITURES	**780,015**	**534,840**	**(4,244)**	**(63,657)**	**(59,413)**	**-1399.9%**

2017 Annual Budget

Fund Level Detail

Hutchinson Economic Development Authority

The mission of the Hutchinson Economic Development Authority is to create jobs, promote business development and facilitate redevelopment. To accomplish these goals the Hutchinson EDA is engaged in a number of activities:

- Business Retention & Expansion
- Downtown Redevelopment
- Workforce Development
- Business Recruitment
- Business Incubation
- Marketing the Community

Key Budgetary Factors for the 2017:

- The City Council approved a 3.9% tax levy increase as recommended by the EDA Board. The levy increase is the maximum amount allowed by Minnesota State Statute.

- State Statute dictates the maximum EDA levy at 0.01813% of the City's estimated market value.
  - 2017 Estimated Market Value: $899,314,200
  - Multiplier per State Statute: 0.01813%
  - **2017 EDA Tax Levy: $163,046**

Category	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Dollar Inc/Decr	% Inc/Decr
REVENUES:						
Property Taxes	150,742	152,645	156,939	163,046	6,107	3.9%
Intergovernmental Revenue	2,210	-	-	-	-	0.0%
Charges for Services	5,764	2,348	2,348	2,348	-	0.0%
Miscellaneous Revenue	4,119	4,044	4,100	4,100	-	0.0%
TOTAL REVENUES	**162,836**	**159,037**	**163,387**	**169,494**	**6,107**	**3.7%**
EXPENDITURES:						
Wages & Benefits	112,452	129,766	143,056	143,933	877	0.6%
Supplies	3,645	3,800	3,000	3,000	-	0.0%
Services & Charges	20,028	23,552	16,900	18,125	1,225	7.2%
Miscellaneous Expenses	34,214	12,087	6,250	6,250	-	0.0%
TOTAL EXPENDITURES	**170,339**	**169,205**	**169,206**	**171,308**	**2,102**	**1.2%**
TOTAL REVENUE OVER (UNDER) EXPENDITURES	**(7,503)**	**(10,168)**	**(5,819)**	**(1,814)**	**4,005**	

H.A.T.S. Facility Fund

The Hutchinson Area Transportation System (HATS) facility operates under a Joint Powers Agreement between the State of Minnesota, McLeod County and the City of Hutchinson. The operations of the fund are governed by a Joint Powers Board with representation from each entity. The City of Hutchinson serves as the fiscal agent handling the administrative duties for the facility. This facility houses Public Works employees for each entity and has storage capacity for equipment and machinery. A fueling system is also in place at this facility to service the fueling needs of each entity. The majority of the Charges for Services revenue is comprised of fuel sold to the various entities while the majority of the Supplies expense is related to the purchase of fuel.

Key Budgetary Factors for the 2017:

- Intergovernmental Revenue is the State and County contributions necessary to operate the facility. The contributions are budgeted to increase 4% in 2017.
- Charges for Services represents the receipts from the various governmental departments using the facility's refueling system. The 2017 budget includes a significant decrease due to the lower cost of fuel.
- Transfers-In is the City's contribution from the General fund to operate the facility.
- Wages & Benefits includes the downsizing of a maintenance/janitorial employee from .75 FTE to .5 FTE for 2017. The reduction will be covered with contracted janitorial services.
- The majority of the Supplies category is the cost of fuel for the refueling system. The 2017 budget includes a signficant decrease due to the lower cost of fuel.

Category	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Dollar Inc/Decr	% Inc/Decr
REVENUES:						
Intergovernmental Revenue	147,070	151,138	156,045	162,280	6,235	4.0%
Charges for Services	521,223	279,547	530,000	325,000	(205,000)	-38.7%
Miscellaneous Revenue	36,799	11,550	3,150	3,500	350	11.1%
Transfers-In	94,030	96,850	99,755	100,000	245	0.2%
TOTAL REVENUES	**799,122**	**539,085**	**788,950**	**590,780**	**(198,170)**	**-25.1%**
EXPENDITURES:						
Wages & Benefits	52,447	57,958	59,470	39,495	(19,975)	-33.6%
Supplies	511,659	291,881	528,600	341,650	(186,950)	-35.4%
Services & Charges	157,599	154,288	161,200	162,000	800	0.5%
Miscellaneous Expenses	6,515	5,060	5,171	5,600	429	8.3%
Capital Outlay	83,277	35,910	33,600	42,035	8,435	25.1%
TOTAL EXPENDITURES	**811,496**	**545,097**	**788,041**	**590,780**	**(197,261)**	**-25.0%**
TOTAL REVENUE OVER (UNDER) EXPENDITURES	**(12,374)**	**(6,012)**	**909**	**-**	**(909)**	

Capital Projects Fund

The Capital Projects fund accounts mainly for improvements to General Fund facilities, miscellaneous city infrastructure (trails, bridges, retaining walls, street light poles, alleys, etc) and other projects as approved by city council. Planning expenses related to potential improvement projects are also accounted for in this fund. The funding sources include Local Government Aid (LGA), transfers-in from other funds, grants and a portion of the annual bond proceeds.

The Facilities Plan, which addresses General fund facility improvements, is a major component within this fund. The plan annually reserves $700,000 of LGA for facility improvements needs. Another $375,000 of LGA is annually reserved for miscellaneous infrastructure improvement needs and the bi-annual street seal coating projects.

Key Budgetary Factors for the 2017:

- Tax revenue is related to excess Tax Increment Financing (TIF) dollars. Per State Statute, excess TIF dollars generated by a TIF district can be used for any general city purpose.
- Intergovernmental revenues consist of LGA dollars received from the State, net of the amount of LGA used for General fund operations. The LGA decrease in this fund from 2016 is due to the shift of an additional $137,500 of LGA to the General fund in 2017.
- Charges for Services includes bonding proceeds dedicated to fund updates to the City's comprehensive plan and to fund other plans or studies authorized by city council.
- Transfers-In for 2017 consists of funds for the new acquatic center construction costs, with $750,000 coming from the Community Improvement fund, $500,000 from General fund reserves and $750,000 from the Refuse fund. The transfer from the Refuse fund is an inter-fund loan and will be repaid to the Refuse fund over a five year period at 2% interest.
- Debt Service includes $30,000 for the annual payment to the McLeod Rail Authority as part of the City's lease agreement for use of certain parkland along the rail corridor. The remaining $7,500 is interest to the Refuse fund on the inter-fund loan needed to finance the aquatic center construction costs.
- The Capital Outlay for 2017 includes the new aquatic center's final construction costs of $3,000,000. The project, with an estimated total cost of $6,000,000, started in June 2016 will open in May 2017. Another $484,250 is budgeted for various facility-related projects.

Category	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Dollar Inc/Decr	% Inc/Decr
REVENUES:						
Property Taxes	7,877	18,845	10,000	10,000	-	0.0%
Intergovernmental Revenue	1,491,199	1,445,517	1,424,160	1,295,074	(129,086)	-9.1%
Charges for Services	85,724	92,451	90,000	65,000	(25,000)	-27.8%
Miscellaneous Revenue	68,424	14,800	15,000	2,500	(12,500)	-83.3%
Transfers-In	-	-	1,800,000	2,000,000	200,000	11.1%
TOTAL REVENUES	**1,653,224**	**1,571,613**	**3,339,160**	**3,372,574**	**33,414**	**1.0%**
EXPENDITURES:						
Supplies	1,501	-	-		-	0.0%
Services & Charges	277,179	131,680	50,000	300,000	250,000	500.0%
Miscellaneous Expenses	900	-	5,000	-	(5,000)	0.0%
Debt Service	30,000	30,000	30,000	37,500	7,500	25.0%
Transfers-Out	250,290	239,686	-		-	0.0%
Capital Outlay	2,023,038	933,476	2,500,000	3,484,250	984,250	39.4%
TOTAL EXPENDITURES	**2,582,908**	**1,334,842**	**2,585,000**	**3,821,750**	**1,236,750**	**47.8%**
TOTAL REVENUE OVER (UNDER) EXPENDITURES	**(929,683)**	**236,771**	**754,160**	**(449,176)**	**(1,203,336)**	

Community Improvement Fund

The Community Improvement fund accounts mainly for special projects of a "community" nature that may be approved by city council from time to time. The funding sources consist of retired Debt Service funds, delinquent special assessments from the retired Debt Service funds and excess transfers from Hutchinson Utilities.

Support of public arts is also a function of this fund. City council renewed its commitment to the Center for the Arts at $15,000 annually over the three years of 2015 through 2017.

Key Budgetary Factors for the 2017:

- Special Assessment revenue is related to delinquent assessments that continue to be paid related to Debt Service funds that have been closed into the Community Improvement fund.
- Miscellaneous Revenues consist mainly of interest income earned on cash and investments and donations from other entities. $56,000 is budgeted in 2017 as proceeds from a sale of parking lot area to MidCountry Bank.
- Transfers-In for 2017 consist of the funds received from closing the 2007 Debt Service fund.
- The Transfer-Out of $750,000 in 2017 is to the Capital Projects fund for the final construction of the new aquatic center.

Category	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Dollar Inc/Decr	% Inc/Decr
REVENUES:						
Special Assessments	25,543	15,940	25,000	20,000	(5,000)	-20.0%
Miscellaneous Revenue	42,853	35,720	25,000	64,000	39,000	156.0%
Transfers-In	1,243,430	227,474	436,660	150,000	(286,660)	-65.6%
TOTAL REVENUES	**1,311,825**	**279,134**	**486,660**	**234,000**	**(252,660)**	**-51.9%**
EXPENDITURES:						
Supplies	28,098	17,327	-	-	-	0.0%
Services & Charges	33,394	63,011	30,000	37,300	7,300	24.3%
Miscellaneous Expenses	670,000	15,000	30,000	15,000	(15,000)	-50.0%
Transfers-Out	54,343	500,000	1,350,000	750,000	(600,000)	-44.4%
Capital Outlay	-	170,795	-	-	-	0.0%
TOTAL EXPENDITURES	**785,835**	**766,132**	**1,410,000**	**802,300**	**(607,700)**	**-43.1%**
TOTAL REVENUE OVER (UNDER) EXPENDITURES	**525,990**	**(486,998)**	**(923,340)**	**(568,300)**	**355,040**	

Construction Fund

The Construction fund accounts for the costs related to the annual street and infrastructure improvements projects. The annual project list is recommended by the Resource Allocation Committee each year and approved by city council. The main funding sources include bonding dollars, state and federal aid, grants and transfers-in from Water, Sewer, Storm Water and other funds.

Special assessment dollars are only recognized in this fund when substantial assessments are agreed to be prepaid entirely upfront by the property owner and therefore not financed through the bonding process. Otherwise special assessment dollars are accounted for in the Debt Service funds as a source of revenue for the annual debt service payments.

Key Budgetary Factors for the 2017:

- The annual target for bonding dollars is $2,600,000, consisting of $1,900,000 of city debt and $700,000 of special assessments.
- Special Assessment revenue is anticipated to be paid upfront from Ridgewater College and Highfield Apartments related to the Denver Avenue Extension project.
- Intergovernmental revenue is for Federal Aid, Municipal State Aid and other grants expected to be utilized on the year's projects. The 2017 projects are exected to receive both Federal and State Aid for the School Road and Roberts Road reconstruction and trail projects.
- Transfers-In relate to the anticipated contributions from the Water, Sewer and Storm Water funds towards the respective infrastructure improvements.
- Services and Charges consist of the fees to engineer and administer the various construction projects.
- Transfers-Out represent the fund balance from prior construction funds being closed into the Debt Service fund.
- Capital outlay consists of the actual improvement costs for the approved projects.

Category	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Dollar Inc/Decr	% Inc/Decr
REVENUES:						
Bond Proceeds	2,409,181	2,221,938	2,250,000	2,600,000	350,000	15.6%
Special Assessments	-	-	-	140,000	140,000	0.0%
Intergovernmental Revenue	800,000	760,000	500,000	950,000	450,000	90.0%
Miscellaneous Revenue	1,355	5,103	-	1,500	1,500	0.0%
Transfers-In	673,065	492,610	300,000	1,000,000	700,000	233.3%
TOTAL REVENUES	**3,883,601**	**3,479,651**	**3,050,000**	**4,691,500**	**1,641,500**	**53.8%**
EXPENDITURES:						
Services & Charges	842,808	556,377	500,000	500,000	-	0.0%
Transfers-Out	-	269,771	-	100,000		
Capital Outlay	3,310,664	2,924,044	2,400,000	3,931,500	1,531,500	63.8%
Bond Issuance Costs	52,397	50,384	50,000	60,000	10,000	20.0%
Miscellaneous Expenses	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	**4,205,869**	**3,800,576**	**2,950,000**	**4,591,500**	**1,541,500**	**52.3%**
TOTAL REVENUE OVER (UNDER) EXPENDITURES	**(322,269)**	**(320,925)**	**100,000**	**100,000**	**100,000**	

Debt Fund

The Debt Service fund is in place to account for the debt service payments related to the City's General Obligation Special Assessment bonds. Each year the City issues bonds to finance street improvements. These bonds are repaid by special assessments levied on properties benefiting from the improvements and by the debt property tax levy.

The City's original Debt Management Plan approved in 2008 included a set of guidelines to follow when planning street improvement projects and the maximum debt issuance to cover those costs. At that time, it was determined that the maximum annual debt levy tolerance was $2,200,000 and that improvement costs would be financed at a level sustained by the $2,200,000 debt levy. The plan slowly increased the debt levy until it reached the $2,200,000 target levy in 2016. In an effort to address rising costs and fluctuating interest rates, the Debt Plan was revised in 2016. The target debt levy was adjusted to $2,600,000, however, due to the structure of existing debt, the City will not need to increase the debt levy until 2023. Starting in 2023, the debt levy will be increased annually by approximately 1.75% until the $2,600,000 debt levy target is reached in 2032.

When a Construction fund has fully accounted for its improvement project costs, the remaining cash balance is transferred into the Debt fund to be used for debt service payments on that specific bond issuance. This activity is accounted for as "Transfer-In" revenue in the debt fund.

When the debt service on a specific bond issue has been retired, that Debt fund is closed with any remaining cash being transferred into the Community Improvement fund to be used at the City Council's discretion. This activity is accounted for as a "Transfer-Out" expenditure in the debt fund.

Note: Debt Service related to the Water, Sewer, Stormwater and Electric/Gas operations are not included in this fund and are accounted for within those respective funds.

Key Budgetary Factors for the 2017:

- The property tax debt levy is currently at the target levy per the City's debt management plan and will not need to be increased until the year 2023.
- An estimated $100,000 of cash balance from closing the 2016 Construction fund is budgeted as a Transfer-in for 2017
- The 2007 debt service fund will be closed in 2017 with an estimated fund balance of $150,000 being transferred into the Community Improvement fund.

Category	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Dollar Inc/Decr	% Inc/Decr
REVENUES:						
Property Taxes	2,073,517	2,177,193	2,200,000	2,200,000	-	0.0%
Tax Increment Taxes	183,406	144,258	145,000	145,000	-	0.0%
Special Assessments	1,032,357	814,141	632,000	638,000	6,000	0.9%
Intergovernmental Revenue	-	111,482	-	-	-	0.0%
Miscellaneous Revenue	66,695	16,847	10,000	15,000	5,000	50.0%
Transfers-In	680,016	269,771	100,000	100,000	-	0.0%
Bond Proceeds	1,065,000	-	-	-	-	0.0%
Fund Balance	-	-	-	-	-	0.0%
TOTAL REVENUES	**5,100,991**	**3,533,692**	**3,087,000**	**3,098,000**	**11,000**	**0.4%**
EXPENDITURES:						
Debt Service	4,961,726	3,758,378	2,528,524	2,237,491	(291,033)	-11.5%
Transfers-Out	60,790	227,474	70,000	150,000	80,000	114.3%
TOTAL EXPENDITURES	**5,022,516**	**3,985,852**	**2,598,524**	**2,387,491**	**(211,033)**	**-8.1%**
TOTAL REVENUE OVER (UNDER) EXPENDITURES	**78,475**	**(452,160)**	**488,476**	**710,509**	**222,033**	

General Obligation Special Assessment Bonds

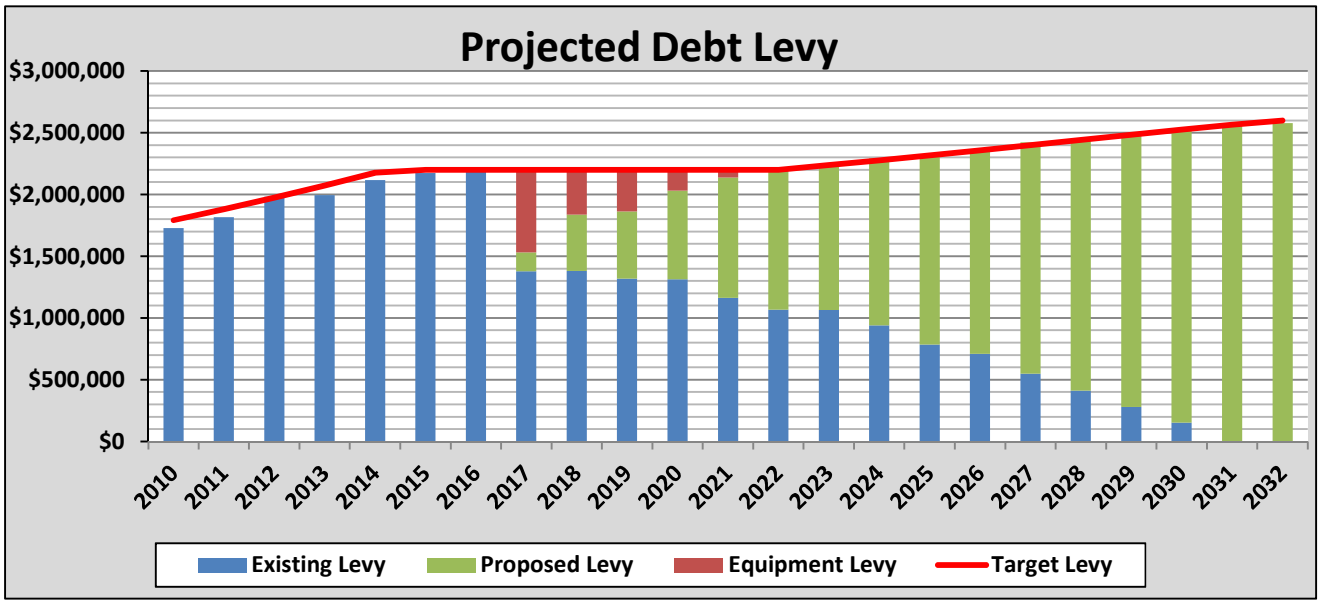
2017 annual debt service listed by debt issuance:

Debt Series	Maturity	Interest	Principal	Total	Remaining Debt
2006	2/1/2021	37,650	400,000	437,650	1,055,000
2007	2/1/2017	950	50,000	50,950	-
2008	2/1/2023	16,275	180,000	196,275	710,000
2009	2/1/2024	38,788	160,000	198,788	1,035,000
2010	2/1/2025	29,494	180,000	209,494	890,000
2011	2/1/2027	48,585	215,000	263,585	1,765,000
2012	2/1/2028	36,410	170,000	206,410	1,605,000
2013	2/1/2029	51,170	160,000	211,170	1,760,000
2014	2/1/2030	50,775	175,000	225,775	2,010,000
2015	2/1/2031	58,805	115,000	173,805	2,025,000
2016	2/1/2032	63,589	-	63,589	3,880,000
Total		432,491	1,805,000	2,237,491	16,735,000

Debt service requirements to maturity for existing bond issuances:

	Interest	Principal	Total	Remaining Debt
2017	432,491	1,805,000	2,237,491	16,735,000
2018	393,693	2,540,000	2,933,693	14,195,000
2019	337,083	2,175,000	2,512,083	12,020,000
2020	286,459	1,995,000	2,281,459	10,025,000
2021	242,408	1,600,000	1,842,408	8,425,000
2022	204,275	1,435,000	1,639,275	6,990,000
2023	168,798	1,315,000	1,483,798	5,675,000
2024	135,410	1,160,000	1,295,410	4,515,000
2025	106,679	965,000	1,071,679	3,550,000
2026	83,301	825,000	908,301	2,725,000
2027	61,600	805,000	866,600	1,920,000
2028	42,186	615,000	657,186	1,305,000
2029	26,703	500,000	526,703	805,000
2030	14,564	390,000	404,564	415,000
2031	6,145	275,000	281,145	140,000
2032	1,400	140,000	141,400	-
Total	2,543,193	18,540,000	21,083,193	

Note: The City annually bonds for street improvement projects. Future debt issuances are not reflected in the above schedule.



2017 Annual Budget

Internal Service Funds

Equipment Replacement Fund

The Equipment Replacement fund accounts for the purchases and dispositions of General fund fleet and equipment. The Fleet Committee meets several times each year to review departmental requests, priortize needs and plan for future purchases. The Fleet Committee is charged with extending the useful lives on equipment, reviewing the utilization of existing equipment to justify the need, promoting partnerships to share equipment with other entities, and promoting equipment with multi-departmental functionality.

Key Budgetary Factors for the 2017:

- The main funding source for General fund fleet and equipment is the annual transfer from the General fund. The transfer for 2017 is budgeted at $225,000.

- Miscellaneous Revenue includes the proceeds from disposition of General fund fleet and equipment and interest earnings. The 2017 budget is higher than normal due to the expected sale of a decommissioned fire truck.

- The capital outlay is budgeted on the financial statement each year for cash flow purposes, however the actual capital outlay is recorded on the balance sheet as a fixed asset. The 2017 capital budget includes $450,000 of heavy equipment that is being funded by bond proceeds received in 2016. The remaining capital purchases are being funded by cash reserves within this fund.

- Miscellaneous Expenses include costs to dispose of vehicles and equipment, such as auction costs and advertising costs.

Category	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Dollar Inc/Decr	% Inc/Decr
REVENUES:						
Equipment Funding	224,991	225,000	225,000	225,000	-	0.0%
Miscellaneous Revenue	30,095	15,423	10,000	60,000	50,000	500.0%
Transfers-In	49,746	-	-	-	-	0.0%
TOTAL REVENUES	**304,832**	**240,423**	**235,000**	**285,000**	**50,000**	**21.3%**
EXPENDITURES:						
Depreciation Expense	281,420	275,531	285,000	285,000	-	0.0%
Capital Outlay	-	-	139,000	932,431	793,431	570.8%
Miscellaneous Expenses	14,710	19,947	5,000	20,000	15,000	300.0%
TOTAL EXPENDITURES	**296,130**	**295,477**	**429,000**	**1,237,431**	**808,431**	**188.4%**
TOTAL REVENUE OVER (UNDER) EXPENDITURES	**8,702**	**(55,055)**	**(194,000)**	**(952,431)**	**(758,431)**	

Self Insurance Fund

The Self Insurance Fund primarily accounts for the City's self-funded dental benefits offered to City employees. The revenues consist of employee premiums paid for dental coverage while the majority of expenditures relate to employee dental claims. Other expenditures include costs related to the City's wellness program and Employee Assistance Program. The wellness program is designed to educate City employees to live healthier lifestyles which may in turn lower healthcare costs and ultimately result in lower premiums.

Key Budgetary Factors for the 2017:

- Dental Premiums consist of premiums amounts paid by both the employee (20%) and the City (80%). Premiums are not increasing for 2017.

- Dental Claims includes actual benefit claims paid out plus a monthly fee to the company administering the dental benefits. The annual administration fee is estimated at $7,750, and is being absorbed by the self insurance fund.

- The Transfer-Out of $120,000 was approved by City Council to fund the City's HSA contributions in the General fund.

Category	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Dollar Inc/Decr	% Inc/Decr
REVENUES:						
Dental Premiums	96,166	98,641	100,000	97,000	(3,000)	-3.0%
Miscellaneous Revenue	13,257	5,736	7,500	7,500	-	0.0%
TOTAL REVENUES	**109,423**	**104,376**	**107,500**	**104,500**	**(3,000)**	**-2.8%**
EXPENDITURES:						
Dental Claims	85,952	104,928	105,000	104,750	(250)	-0.2%
Services & Charges	5,326	5,356	5,000	5,000	-	0.0%
Miscellaneous Expenses	4,199	6,000	5,000	6,000	1,000	20.0%
Transfers-Out	-	36,000	119,000	120,000	1,000	0.8%
TOTAL EXPENDITURES	**95,478**	**152,284**	**234,000**	**235,750**	**1,750**	**0.7%**
TOTAL REVENUE OVER (UNDER) EXPENDITURES	**13,946**	**(47,907)**	**(126,500)**	**(131,250)**	**(4,750)**	

2017 Annual Budget

5-Year Capital Improvement Plan

CITY OF HUTCHINSON - CAPITAL PLAN

Administrative Summary

VISIONS AND GOALS

Each year, as part of the annual budgeting process, the City of Hutchinson prepares a five-year Capital Improvement Plan (CIP) that includes the following years' capital budget. The CIP identifies projects that will support existing and projected needs in the following areas: transportation, parks & recreation and public safety, etc. It is based upon numerous long range planning documents that are updated regularly as identified by the Facilities Committee, Fleet Committee, Resource Allocation Committee and City staff. The CIP prioritizes the use of limited resources that are available for capital items by identifying which projects will be funded, how they will be paid for and when they will be purchased. It establishes a comprehensive development program that is used to maximize outside revenue sources and effectively plan for the growth and maintenance of the City's infrastructure.

POLICIES

Criteria identified for inclusion of capital items in the CIP plan are as follows:

1) Capital Item must have a minimum cost of $10,000
2) Project must define year proposed
3) Funding source should be identified
4) Detail should include annual operating costs or savings for proposed capital item
5) Department priority should be established
6) Must have a useful life of three years or greater

The plan encompasses projects using the following priority levels:

Priority 1: (Urgent) Projects currently underway or those that are considered essential to the departments of City operations, and should not be delayed beyond the year requested. Failure to fund these projects will seriously jeopardize City's ability to provide service to the residents and/or expose the City to a potential liability and negative legal exposure.

Priority 2: (Very Important) Projects that are needed by a department or the City to improve or maintain their operations, and to delay would cause deterioration or further deterioration of their current operation and/or level of service to the residents of the City. These should not be delayed beyond the year requested.

Priority 3: (Important) Projects that are needed by a department or the City to improve or maintain their operations, and should be done as soon as funds can reasonably be made available.

Priority 4: (Less Important) Projects, which are desirable, but needing further study.

Priority 5: (Future Consideration) Projects, which sometime in the future will need to be funded to maintain operations, safety or infrastructure desired within the community.

CIP PROCESS

1. Finance distributes CIP forms and the prior year's data to departments for updating. Any new capital items should be requested at this time.

2. Departments add, remove and update CIP data from the prior year's report.

3. Finance updates the CIP database with recommendations made by the department directors and the Fleet, Facility and Resource Allocation committees.

4. Initial draft is reviewed with City Administrator and Department directors; corrections or adjustments are made.

5. Preliminary CIP plan is submitted to City council by August 1st.

6. Final CIP plan is reviewed and adopted by City council by year-end.

PROCESS CALENDAR

April/May - Departments work on updating CIP Plan. Any new capital items should be requested at this time. The Facilities, Fleet and Resource Allocation Committees begin meeting to review and prioritize potential improvement projects submitted by Departments.

June/July - Departments return updated CIP items. The Facilities and Fleet Committees submit a recommended five year plan to the City Administrator. An initial CIP draft is reviewed with Department directors and corrections or adjustments are made. Current year CIP items are incorporated into the early stages of the budgeting process during this time frame.

August 1st – Per Section 7.05 of the Hutchinson City Charter, the City Administrator shall submit to the council a preliminary CIP Plan no later than August 1st of each year.

December 31st - Final CIP plan is adopted by City council prior to year-end.

City of Hutchinson, MN

CITY OF HUTCHINSON - CAPITAL PLAN

2017 thru 2021

DEPARTMENT SUMMARY

Department	2017	2018	2019	2020	2021	Total
Airport		800,000		396,332		*1,196,332*
Cemetery	10,000	10,000	94,413	35,504	35,504	*185,421*
City Center	300,000					*300,000*
Civic Arena		590,000		675,000	140,000	*1,405,000*
Compost	623,000	139,227	355,000	503,000	80,000	*1,700,227*
Engineering	27,000	127,209		26,663	32,239	*213,111*
Event Center					200,000	*200,000*
Fire	88,000	67,500	114,000	55,000		*324,500*
Information Technology	54,586	18,000	43,000			*115,586*
Infrastructure Improvements	6,520,000	6,537,848	4,704,841	11,046,124	6,591,472	*35,400,285*
Library					80,000	*80,000*
Liquor Fund	20,000					*20,000*
Parks	343,000	59,500	472,500	145,000	47,500	*1,067,500*
Police	278,000	294,000	132,000	164,250	119,000	*987,250*
Pool & Recreation Building	3,000,000		250,000		640,000	*3,890,000*
Public Works		44,000	100,000		100,000	*244,000*
Refuse	190,374	85,000	91,500		35,000	*401,874*
Storm Water	37,000	170,346	270,579	40,000	103,732	*621,657*
Streets	89,845	222,863	132,874	180,302	167,167	*793,051*
Wastewater	304,827	269,123	154,275	81,300	133,061	*942,586*
Water	79,500	47,500	27,500	58,500	59,739	*272,739*
TOTAL	**11,965,132**	**9,482,116**	**6,942,482**	**13,406,975**	**8,564,414**	***50,361,119***

City of Hutchinson, MN

CITY OF HUTCHINSON - CAPITAL PLAN

2017 thru 2021

PROJECTS BY DEPARTMENT

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
Airport								
Runway, taxiway, apron crack fill & seal coat	*AIRP 00*	2				396,332		*396,332*
T-Hangar	*AIRP 01*	3		800,000				*800,000*
Airport Total				800,000		396,332		*1,196,332*
Cemetery								
Cemetery mower	*CEMT 001*	4				25,504	25,504	*51,008*
Tractor/Loader/Backhoe	*CEMT 002*	3			84,413			*84,413*
Cemetery Fencing/Roadway	*CEMT 01*	3	10,000	10,000	10,000	10,000	10,000	*50,000*
Cemetery Total			10,000	10,000	94,413	35,504	35,504	*185,421*
City Center								
City Center Security Remodel	*C.CTR-1701*	3	300,000					*300,000*
City Center Total			300,000					*300,000*
Civic Arena								
Replace Dehumidification Units	*CA-1501*	2		200,000				*200,000*
Replace East Rink Roof	*CA-1502*	1		300,000				*300,000*
East Rink Insulation Resurface	*CA-1504*	2				200,000		*200,000*
Replace East dasher boards	*CA-1505*	3				170,000		*170,000*
West Rink low emissivity ceiling	*CA-1507*	2		90,000				*90,000*
East Rink Locker Room Improv	*CA-1509*	3				80,000		*80,000*
HVAC system upgrades	*CA-1510*	2				225,000		*225,000*
Zamboni ice resurfacer	*CA-2101*	3					140,000	*140,000*
Civic Arena Total				590,000		675,000	140,000	*1,405,000*
Compost								
Bituminous Improvements	*COMP-1503*	3	30,000					*30,000*
Bagging Line Upgrades	*COMP-1504*	3	35,000	30,000				*65,000*
Skidsteer Loader	*COMP-1604*	3		51,227				*51,227*
Grinder replacement	*COMP-1703*	3	500,000					*500,000*
Mack truck (used)	*COMP-1704*	4	58,000					*58,000*
Mack truck (used)	*COMP-1804*	4		58,000				*58,000*
Walking Floor Trailer	*COMP-1902*	4			80,000	80,000	80,000	*240,000*
Forklift Replacement	*COMP-2001*	3				35,000		*35,000*
1 ton 4x4 crewcab pickup	*COMP-2002*	3				38,000		*38,000*
McCloskey Screener replacement	*COMP-2020*	3				350,000		*350,000*
Compost Turner Replacement	*COMP-2101*	3			275,000			*275,000*
Compost Total			623,000	139,227	355,000	503,000	80,000	*1,700,227*
Engineering								
Survey Equipment Upgrades	*ENGR 01*	4		33,650				*33,650*

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
1/2 ton work truck	*ENGR 100*	3	27,000					*27,000*
1/2 ton work truck	*ENGR 101*	3		29,504				*29,504*
Replace SUV	*ENGR 102*	3				26,663		*26,663*
1/2 ton work truck	*ENGR 103*	3					32,239	*32,239*
Survey Equipment	*ENGR-1801*	4		64,055				*64,055*
Engineering Total			27,000	127,209		26,663	32,239	*213,111*
Event Center								
Event Center Carpet	*EC-1901*	3					200,000	*200,000*
Event Center Total							200,000	*200,000*
Fire								
PPE Washer & Drying Equip	*FD-1702*	3	20,500					*20,500*
SCBA air park replacement	*FD-1706*	2	67,500	67,500				*135,000*
Exhaust Capture System	*FD-1801*	3				55,000		*55,000*
Rescue 8 - 1 ton truck	*FD-1901*	3			80,000			*80,000*
Rescue 8 - slide-in skid unit	*FD-1902*	3			24,000			*24,000*
Chevy crewcab 4x4 pickup truck (used)	*FD-1903*	4			10,000			*10,000*
Fire Total			88,000	67,500	114,000	55,000		*324,500*
Information Technology								
New Minivan	*IT-1501*	4	24,586					*24,586*
Generator City Center	*IT-1701*	4	30,000					*30,000*
Virtual Server Refresh	*IT-1801*	4		18,000				*18,000*
Core Switch Upgrade	*IT-1901*	2			43,000			*43,000*
Information Technology Total			54,586	18,000	43,000			*115,586*
Infrastructure Improvements								
South Central Trunk Storm (Pond & Ballfields)	*New const 01*	3	1,450,000					*1,450,000*
SC Trunk Storm (local storm sewer)	*New const 02*	3		900,000				*900,000*
Bluff St/Northwoods trail	*New const 04*	4				450,000		*450,000*
South Grade Trail (Dale-Hwy 15 S)	*New const 05*	4	400,000					*400,000*
Denver Ave SE (Montreal-Bradford)	*New const 06*	2	420,000					*420,000*
School Rd & Roberts Rd trail construction	*New const 07*	2	260,000					*260,000*
Roberts Rd SW (Park ent. to Alan)	*Partial 01*	3	1,100,000					*1,100,000*
School Rd SW (S of Roberts-Bridge)	*Partial 02*	3	1,650,000					*1,650,000*
Clinton Ave SW (Harrington-Merrill)	*Partial 03*	3		196,650				*196,650*
Merrill St SW (SGR-Clinton)	*Partial 04*	3		218,275				*218,275*
Neal Ave SW (Keith-Sunset)	*Partial 05*	3			208,150			*208,150*
5th Ave SW/SE (Lynn Rd SW - Ontario St SE)	*Partial 08*	3			1,478,015			*1,478,015*
Dale St SW (SGR-Roberts)	*Partial 09*	3					1,668,205	*1,668,205*
Washington Ave W (Lynn-Main)	*Partial 10*	3					1,236,477	*1,236,477*
Pavement Management Program	*PMP*	2	415,000	413,223	413,223	413,223	413,223	*2,067,892*
Church St SW (SGR-Linden)	*Reclaim 05*	3		254,700				*254,700*
Clinton Ave SW (Merrill-Lynn)	*Reclaim 06*	3		127,350				*127,350*
Harrington St SW (SGR-Linden)	*Reclaim 07*	3		255,350				*255,350*
Merrill St SW (Clinton-Linden)	*Reclaim 08*	3		129,300				*129,300*
Neal Ave SW (Dale-Keith)	*Reclaim 09*	3			92,500			*92,500*
Sunset St SW (SGR-Linden)	*Reclaim 10*	3			272,753			*272,753*
Roberts Rd SW (School-Dale)	*Reclaim 12*	3					750,000	*750,000*
Linden Ave SW (Dale-Harrington)	*Reclaim 14*	3			600,000			*600,000*
McDonald Dr SW (Lakewood - School)	*Reclaim 15*	3			750,200			*750,200*
Northwoods, Spruce, 11th Ave NE	*Reclaim 16*	3				861,000		*861,000*

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
1st Ave NE (Main-Adams)	*Reclaim 19*	3				371,901		*371,901*
1st Ave SE (Main-Adams)	*Reclaim 20*	3					371,901	*371,901*
2nd Ave SW (Franklin-Main)	*Reclaim 21*	3					148,760	*148,760*
Grove St SW (2nd-Washington)	*Reclaim 22*	3					289,256	*289,256*
Hassan St (5th Ave S-1st Ave N)	*Reclaim 23*	3					738,650	*738,650*
2nd Ave SE Bridge	*Recon 01*	3		1,149,500				*1,149,500*
Century Ave SE (Hwy 15-Jefferson)	*Recon 02*	3		1,968,500				*1,968,500*
TH 15/Main St Reconstruction	*Recon 03*	2				8,400,000		*8,400,000*
Pavement sealing/Seal coating	*SCFS/RP*	3		250,000		250,000		*500,000*
Bradford St drainage improvemenets	*STWT 300*	3			100,000			*100,000*
Well #6 Cleaning	*WATR 200*	3	90,000					*90,000*
Meter replacement program	*WATR 201*	3		550,000	550,000			*1,100,000*
Well #5 Cleaning	*WATR 202*	3			90,000			*90,000*
Water SCADA Upgrade	*WATR 203*	3					100,000	*100,000*
Well #5 Rehabilitation	*WATR 204*	3					80,000	*80,000*
Well #8 Rehabilitation	*WATR 205*	3					80,000	*80,000*
MBR Cassette Replacement	*WWTF 100*	2	400,000					*400,000*
Additional MBR Cassettes	*WWTF 101*	3	160,000					*160,000*
Harmony Ln Lift Station	*WWTF 102*	3	90,000					*90,000*
Grinder at HATS lift station	*WWTF 103*	3	85,000					*85,000*
Preliminary treatment rehabilitation	*WWTF 104*	3		125,000				*125,000*
Wastewater SCADA Upgrade	*WWTF 105*	3			150,000			*150,000*
Oxidation Ditch Aero 2 bridges	*WWTF 106*	3				200,000		*200,000*
MBR Blower Upgrade	*WWTF 107*	3				100,000		*100,000*
Biosolids Handling	*WWTF 108*	3					500,000	*500,000*
Plant equipment upgrades	*WWTF 109*	3					215,000	*215,000*
Infrastructure Improvements Total			6,520,000	6,537,848	4,704,841	11,046,124	6,591,472	*35,400,285*
Library								
Library carpet replacement	*LIB-1901*	3					80,000	*80,000*
Library Total							80,000	*80,000*
Liquor Fund								
Security Camera System Update	*LIQ-1601*	3	20,000					*20,000*
Liquor Fund Total			20,000					*20,000*
Parks								
Roberts Park-lighting improvements	*PARK-1601*	1			350,000			*350,000*
North Park-tennis court improv	*PARK-1602*	3	60,000					*60,000*
1/2 Ton 4x2 pickup	*PARK-1604*	3	24,000					*24,000*
John Deere tractor 4710 4x4	*PARK-1702*	3	61,000					*61,000*
1 ton 4x4	*PARK-1703*	4	48,000					*48,000*
1 ton 4x4 pickup	*PARK-1704*	4	48,000					*48,000*
1/2 Ton 4X2 pickup	*PARK-1802*	4	24,000					*24,000*
1-ton 4x2 w/ flat dump	*PARK-1803*	4	48,000					*48,000*
1/2 ton 4x2 pickup	*PARK-1804*	4		29,500				*29,500*
1/2 Ton 4X4 Pickup	*PARK-1901*	4			27,000			*27,000*
1/2 Ton 4X2 Pickup	*PARK-1902*	4			27,000			*27,000*
3/4-ton 4x4 pickup	*PARK-1903*	4			38,500			*38,500*
Skid steer loader S250 used	*PARK-2001*	4				42,000		*42,000*
John Deere mower 12 wide	*PARK-2002*	4				73,000		*73,000*
Rail Line Purchase Debt (Exp 2020)	*PARK-2020*	3	30,000	30,000	30,000	30,000		*120,000*
Tractor, 4720 w/ cab	*PARK-2101*	3					47,500	*47,500*

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
Parks Total			343,000	59,500	472,500	145,000	47,500	*1,067,500*
Police								
Squad car #2 replacement	*PD-1401*	2		40,000				*40,000*
Squad car #6 replacement	*PD-1402*	2		40,000				*40,000*
Squad Car #3 replacement	*PD-1501*	2			41,500			*41,500*
Squad Car #7 replacement	*PD-1502*	2			41,500			*41,500*
Police Special Response Vehicle	*PD-1503*	3	150,000					*150,000*
Squad car #5 replacement	*PD-1601*	2				42,750		*42,750*
Squad car #8 replacement	*PD-1602*	2	38,000				44,000	*82,000*
Police Firearms Berm Improvement	*PD-1701*	3	40,000					*40,000*
Replace Minivan	*PD-1703*	4		19,000				*19,000*
PSAP Equipment Upgrade	*PD-1801*	2		179,000				*179,000*
EOC Chair Replacement	*PD-1802*	3		16,000				*16,000*
Locker room remodel	*PD-1901*	4					75,000	*75,000*
New Chief vehicle	*PD-1902*	4			24,500			*24,500*
New 3/4 ton 4x4 crew cab pickup	*PD-1903*	4			24,500			*24,500*
SUV, Suburban 4x4	*PD-2001*	4	50,000					*50,000*
Replacement of portable radios	*PD-2002*	3				121,500		*121,500*
Police Total			278,000	294,000	132,000	164,250	119,000	*987,250*
Pool & Recreation Building								
Pool/Waterpark improvements	*PR-1601*	2	3,000,000					*3,000,000*
Recreation Center Roof (gym area)	*PR-1701*	2			250,000			*250,000*
Rec Center/Civic Arena Parking Lot	*PR-1702*	3					640,000	*640,000*
Pool & Recreation Building Total			3,000,000		250,000		640,000	*3,890,000*
Public Works								
Tip up joint sealant replacement	*HATS 01*	4		14,000				*14,000*
Pavement repairs, seal coat	*HATS 02*	3		30,000				*30,000*
Pond excavation, ditch shaping	*HATS 03*	4			35,000			*35,000*
Stormceptor for wash area	*HATS 04*	4			65,000			*65,000*
Wash bay / Water fill station	*HATS 05*	4					100,000	*100,000*
Public Works Total				44,000	100,000		100,000	*244,000*
Refuse								
Stacking Conveyor	*REFS-1601*	3	45,000					*45,000*
Leaf Vacuum	*REFS-1701*	3	45,374					*45,374*
Airlift Separator for plastics	*REFS-1703*	3	50,000					*50,000*
Tipping Building Remediation	*REFS-1704*	1	50,000					*50,000*
Truck, TA w/hooklift	*REFS-1801*	3		85,000				*85,000*
Walking Floor Trailer	*REFS-1901*	3			91,500			*91,500*
Forklift Replacement	*REFS-2101*	3					35,000	*35,000*
Refuse Total			190,374	85,000	91,500		35,000	*401,874*
Storm Water								
Leaf Vacuum	*STWT 001*	3		98,346			53,732	*152,078*
Mechanical Street Sweeper	*STWT 002*	3			175,579			*175,579*
Skid steer loader	*STWT 003*	3	17,000					*17,000*
Storm Sewer System Repairs	*STWT 01*	3	20,000	20,000	20,000	20,000	20,000	*100,000*
Ridgewater College Flood Study	*STWT 02*	4		12,000				*12,000*
Alan Street outfall management	*STWT 03*	3		40,000				*40,000*

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
9th Ave NW flood improvement	*STWT 05*	3			75,000			*75,000*
Greens pond improvement	*STWT 06*	3				20,000		*20,000*
Bridgewater pond improvement	*STWT 07*	4					30,000	*30,000*
Storm Water Total			37,000	170,346	270,579	40,000	103,732	*621,657*
Streets								
Dustless Sandblasting Equipment	*STRT 002*	4		50,000				*50,000*
1 Ton 4x4 w/ aerial bucket	*STRT 01*	3					65,673	*65,673*
Brush chipper	*STRT 04*	2	43,845					*43,845*
1-ton 4x4 truck w/ snowplow	*STRT 08*	3		45,895		40,598		*86,493*
Tractor w/ 12' mower	*STRT 10*	3			35,453			*35,453*
1-Ton flatbed truck	*STRT 11*	4			47,271			*47,271*
Tandem-axle Dump Truck	*STRT 12*	3		95,668			101,494	*197,162*
1/2 Ton 4x4 pickup	*STRT 13*	3		31,300		32,239		*63,539*
Skid steer loader	*STRT 18*	3	46,000					*46,000*
1-ton dump truck	*STRT 19*	3			50,150	50,150		*100,300*
1-ton Service truck	*STRT 20*	3				57,315		*57,315*
Streets Total			89,845	222,863	132,874	180,302	167,167	*793,051*
Wastewater								
Pumps & Generators	*WWTF 001*	2	31,827		18,008			*49,835*
Tractor Mower	*WWTF 004*	1		19,123				*19,123*
1-Ton truck w/plow	*WWTF 005*	2			38,267			*38,267*
Utility vehicle	*WWTF 006*	4	13,000					*13,000*
Utility vehicle	*WWTF 007*	4			13,000			*13,000*
Work truck	*WWTF 008*	3				31,300	32,239	*63,539*
Pressure Washer	*WWTF 009*	3					15,000	*15,000*
Biosolids Spreader	*WWTF 010*	3					35,822	*35,822*
Boiler Replacement (10 or 90)	*WWTF 02*	3	70,000					*70,000*
Security system upgrades	*WWTF 03*	2	25,000					*25,000*
HVAC system upgrade	*WWTF 04*	4		80,000				*80,000*
Main LS Pump #1	*WWTF 07*	3		40,000				*40,000*
Lift station repairs & upgrades	*WWTF 08*	3	60,000	50,000	50,000	50,000	50,000	*260,000*
Channel Grinder Main LS	*WWTF 09*	4	25,000					*25,000*
Dry storage warehouse/garage	*WWTF 10*	4			35,000			*35,000*
Oxidation ditch cleaning	*WWTF 12*	4	80,000	80,000				*160,000*
Wastewater Total			304,827	269,123	154,275	81,300	133,061	*942,586*
Water								
Pavement repairs & maintenance	*W/WW 01*	3	27,500	27,500	27,500	27,500	27,500	*137,500*
Garage roof replacement	*WATR 02*	3	10,000					*10,000*
Roof & building repairs	*WATR 05*	3		20,000				*20,000*
Replace CIP pump VFD	*WATR 07*	3	15,000					*15,000*
High bay lighting	*WATR 10*	4				16,000		*16,000*
1/2 ton work truck	*WATR 100*	3	27,000				32,239	*59,239*
Replace HSP #2 VFD	*WATR 11*	3				15,000		*15,000*
Water Total			79,500	47,500	27,500	58,500	59,739	*272,739*
GRAND TOTAL			11,965,132	9,482,116	6,942,482	13,406,975	8,564,414	*50,361,119*

City of Hutchinson, MN

CITY OF HUTCHINSON - CAPITAL PLAN

2017 thru 2021

FUNDING SOURCE SUMMARY

Source	2017	2018	2019	2020	2021	Total
Airport Construction Fund		40,000		39,633		*79,633*
Capital Projects Fund	154,250	370,185	30,000	151,500		*705,935*
Capital Projects Fund - Facilities Plan	360,000	590,000	600,000	730,000	995,000	*3,275,000*
Capital Projects Fund - Misc Infrastructure Maint		250,000		250,000		*500,000*
Compost Fund	123,000	139,227	83,000	503,000	80,000	*928,227*
Cooperative Agreement - HUC		20,270				*20,270*
Equipment Replacement - Heavy Fleet	150,000	95,668	84,413		241,494	*571,575*
Equipment Replacement - Small Fleet	482,431	235,199	419,374	390,219	214,916	*1,742,139*
G.O. Improv Bonds - Debt Tax Levy	1,917,500	2,309,160	1,778,060	1,839,810	2,642,570	*10,487,100*
G.O. Stormwater Bonds	1,450,000					*1,450,000*
General Fund		33,000	31,000			*64,000*
General Fund (Perpetual Care Fund)	10,000	10,000	10,000	10,000	10,000	*50,000*
Grants - Federal	200,000	1,556,000		356,699		*2,112,699*
Grants - Other		14,666	33,332	200,000		*247,998*
Grants - State		54,667	33,334	5,000,000		*5,088,001*
HATS Fund (City only)		14,667	33,334			*48,001*
Lease Purchase	450,000		275,000			*725,000*
Liquor Fund	20,000		3,000			*23,000*
Municipal State Aid	750,000	1,100,000	700,000	1,200,000	1,000,000	*4,750,000*
Pool Project - Capital Projects Fund	1,000,000					*1,000,000*
Pool Project - Community Improvement Fund	750,000					*750,000*
Pool Project - General Fund Reserves	500,000					*500,000*
Pool Project - Interfund Loan	750,000					*750,000*
Refuse Fund	190,374	85,000	91,500		35,000	*401,874*
Rural Fire Dept Fund	33,750	33,750	52,000			*119,500*
Sale or Trade in of Equipment	50,000	1,000				*51,000*
Special Assessments	862,500	760,288	758,381	449,314	1,211,802	*4,042,285*
Storm Water Utility Fund	227,000	329,746	473,209	340,000	285,166	*1,655,121*
Wastewater Fund	1,103,577	769,373	696,410	1,148,550	1,202,144	*4,920,054*
Water Fund	430,750	670,250	757,135	798,250	646,322	*3,302,707*
GRAND TOTAL	**11,965,132**	**9,482,116**	**6,942,482**	**13,406,975**	**8,564,414**	***50,361,119***

City of Hutchinson, MN

CITY OF HUTCHINSON - CAPITAL PLAN

2017 thru 2021

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
Airport Construction Fund								
Runway, taxiway, apron crack fill & seal coat	*AIRP 00*	2				39,633		*39,633*
T-Hangar	*AIRP 01*	3		40,000				*40,000*
Airport Construction Fund Total				40,000		39,633		*79,633*
Capital Projects Fund								
Survey Equipment Upgrades	*ENGR 01*	4		33,650				*33,650*
Survey Equipment	*ENGR-1801*	4		43,785				*43,785*
PPE Washer & Drying Equip	*FD-1702*	3	20,500					*20,500*
SCBA air park replacement	*FD-1706*	2	33,750	33,750				*67,500*
Generator City Center	*IT-1701*	4	30,000					*30,000*
Rail Line Purchase Debt (Exp 2020)	*PARK-2020*	3	30,000	30,000	30,000	30,000		*120,000*
Police Firearms Berm Improvement	*PD-1701*	3	40,000					*40,000*
PSAP Equipment Upgrade	*PD-1801*	2		179,000				*179,000*
Replacement of portable radios	*PD-2002*	3				121,500		*121,500*
Dustless Sandblasting Equipment	*STRT 002*	4		50,000				*50,000*
Capital Projects Fund Total			154,250	370,185	30,000	151,500		*705,935*
Capital Projects Fund - Facilities Plan								
City Center Security Remodel	*C.CTR-1701*	3	300,000					*300,000*
Replace Dehumidification Units	*CA-1501*	2		200,000				*200,000*
Replace East Rink Roof	*CA-1502*	1		300,000				*300,000*
East Rink Insulation Resurface	*CA-1504*	2				200,000		*200,000*
Replace East dasher boards	*CA-1505*	3				170,000		*170,000*
West Rink low emissivity ceiling	*CA-1507*	2		90,000				*90,000*
East Rink Locker Room Improv	*CA-1509*	3				80,000		*80,000*
HVAC system upgrades	*CA-1510*	2				225,000		*225,000*
Event Center Carpet	*EC-1901*	3					200,000	*200,000*
Exhaust Capture System	*FD-1801*	3				55,000		*55,000*
Library carpet replacement	*LIB-1901*	3					80,000	*80,000*
Roberts Park-lighting improvements	*PARK-1601*	1			350,000			*350,000*
North Park-tennis court improv	*PARK-1602*	3	60,000					*60,000*
Locker room remodel	*PD-1901*	4					75,000	*75,000*
Recreation Center Roof (gym area)	*PR-1701*	2			250,000			*250,000*
Rec Center/Civic Arena Parking Lot	*PR-1702*	3					640,000	*640,000*
Capital Projects Fund - Facilities Plan Total			360,000	590,000	600,000	730,000	995,000	*3,275,000*
Capital Projects Fund - Misc Infrastru								
Pavement sealing/Seal coating	*SCFS/RP*	3		250,000		250,000		*500,000*

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
Capital Projects Fund - Misc Infrastructure Maint Total				250,000		250,000		*500,000*
Compost Fund								
Bituminous Improvements	*COMP-1503*	3	30,000					*30,000*
Bagging Line Upgrades	*COMP-1504*	3	35,000	30,000				*65,000*
Skidsteer Loader	*COMP-1604*	3		51,227				*51,227*
Mack truck (used)	*COMP-1704*	4	58,000					*58,000*
Mack truck (used)	*COMP-1804*	4		58,000				*58,000*
Walking Floor Trailer	*COMP-1902*	4			80,000	80,000	80,000	*240,000*
Forklift Replacement	*COMP-2001*	3				35,000		*35,000*
1 ton 4x4 crewcab pickup	*COMP-2002*	3				38,000		*38,000*
McCloskey Screener replacement	*COMP-2020*	3				350,000		*350,000*
Core Switch Upgrade	*IT-1901*	2			3,000			*3,000*
Compost Fund Total			123,000	139,227	83,000	503,000	80,000	*928,227*
Cooperative Agreement - HUC								
Survey Equipment	*ENGR-1801*	4		20,270				*20,270*
Cooperative Agreement - HUC Total				20,270				*20,270*
Equipment Replacement - Heavy Fleet								
Zamboni ice resurfacer	*CA-2101*	3					140,000	*140,000*
Tractor/Loader/Backhoe	*CEMT 002*	3			84,413			*84,413*
Police Special Response Vehicle	*PD-1503*	3	150,000					*150,000*
Tandem-axle Dump Truck	*STRT 12*	3		95,668			101,494	*197,162*
Equipment Replacement - Heavy Fleet Total			150,000	95,668	84,413		241,494	*571,575*
Equipment Replacement - Small Fleet								
Cemetery mower	*CEMT 001*	4				25,504	25,504	*51,008*
1/2 ton work truck	*ENGR 100*	3	27,000					*27,000*
1/2 ton work truck	*ENGR 101*	3		29,504				*29,504*
Replace SUV	*ENGR 102*	3				26,663		*26,663*
1/2 ton work truck	*ENGR 103*	3					32,239	*32,239*
Rescue 8 - 1 ton truck	*FD-1901*	3			40,000			*40,000*
Rescue 8 - slide-in skid unit	*FD-1902*	3			12,000			*12,000*
Chevy crewcab 4x4 pickup truck (used)	*FD-1903*	4			10,000			*10,000*
New Minivan	*IT-1501*	4	24,586					*24,586*
1/2 Ton 4x2 pickup	*PARK-1604*	3	24,000					*24,000*
John Deere tractor 4710 4x4	*PARK-1702*	3	61,000					*61,000*
1 ton 4x4	*PARK-1703*	4	48,000					*48,000*
1 ton 4x4 pickup	*PARK-1704*	4	48,000					*48,000*
1/2 Ton 4X2 pickup	*PARK-1802*	4	24,000					*24,000*
1-ton 4x2 w/ flat dump	*PARK-1803*	4	48,000					*48,000*
1/2 ton 4x2 pickup	*PARK-1804*	4		29,500				*29,500*
1/2 Ton 4X4 Pickup	*PARK-1901*	4			27,000			*27,000*
1/2 Ton 4X2 Pickup	*PARK-1902*	4			27,000			*27,000*
3/4-ton 4x4 pickup	*PARK-1903*	4			38,500			*38,500*
Skid steer loader S250 used	*PARK-2001*	4				42,000		*42,000*
John Deere mower 12 wide	*PARK-2002*	4				73,000		*73,000*

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
Tractor, 4720 w/ cab	*PARK-2101*	3					47,500	*47,500*
Squad car #2 replacement	*PD-1401*	2		40,000				*40,000*
Squad car #6 replacement	*PD-1402*	2		40,000				*40,000*
Squad Car #3 replacement	*PD-1501*	2			41,500			*41,500*
Squad Car #7 replacement	*PD-1502*	2			41,500			*41,500*
Squad car #5 replacement	*PD-1601*	2				42,750		*42,750*
Squad car #8 replacement	*PD-1602*	2	38,000				44,000	*82,000*
Replace Minivan	*PD-1703*	4		19,000				*19,000*
New Chief vehicle	*PD-1902*	4			24,500			*24,500*
New 3/4 ton 4x4 crew cab pickup	*PD-1903*	4			24,500			*24,500*
SUV, Suburban 4x4	*PD-2001*	4	50,000					*50,000*
1 Ton 4x4 w/ aerial bucket	*STRT 01*	3					65,673	*65,673*
Brush chipper	*STRT 04*	2	43,845					*43,845*
1-ton 4x4 truck w/ snowplow	*STRT 08*	3		45,895		40,598		*86,493*
Tractor w/ 12' mower	*STRT 10*	3			35,453			*35,453*
1-Ton flatbed truck	*STRT 11*	4			47,271			*47,271*
1/2 Ton 4x4 pickup	*STRT 13*	3		31,300		32,239		*63,539*
Skid steer loader	*STRT 18*	3	46,000					*46,000*
1-ton dump truck	*STRT 19*	3			50,150	50,150		*100,300*
1-ton Service truck	*STRT 20*	3				57,315		*57,315*
Equipment Replacement - Small Fleet Total			482,431	235,199	419,374	390,219	214,916	*1,742,139*

G.O. Improv Bonds - Debt Tax Levy

SC Trunk Storm (local storm sewer)	*New const 02*	3		900,000				*900,000*
Bluff St/Northwoods trail	*New const 04*	4				250,000		*250,000*
South Grade Trail (Dale-Hwy 15 S)	*New const 05*	4	400,000					*400,000*
Denver Ave SE (Montreal-Bradford)	*New const 06*	2	10,000					*10,000*
School Rd & Roberts Rd trail construction	*New const 07*	2	60,000					*60,000*
Roberts Rd SW (Park ent. to Alan)	*Partial 01*	3	385,000					*385,000*
School Rd SW (S of Roberts-Bridge)	*Partial 02*	3	785,000					*785,000*
Clinton Ave SW (Harrington-Merrill)	*Partial 03*	3		128,450				*128,450*
Merrill St SW (SGR-Clinton)	*Partial 04*	3		143,015				*143,015*
Neal Ave SW (Keith-Sunset)	*Partial 05*	3			135,865			*135,865*
5th Ave SW/SE (Lynn Rd SW - Ontario St SE)	*Partial 08*	3			369,015			*369,015*
Dale St SW (SGR-Roberts)	*Partial 09*	3					601,205	*601,205*
Washington Ave W (Lynn-Main)	*Partial 10*	3					161,460	*161,460*
Pavement Management Program	*PMP*	2	277,500	290,000	290,000	290,000	290,000	*1,437,500*
Church St SW (SGR-Linden)	*Reclaim 05*	3		172,690				*172,690*
Clinton Ave SW (Merrill-Lynn)	*Reclaim 06*	3		86,295				*86,295*
Harrington St SW (SGR-Linden)	*Reclaim 07*	3		172,975				*172,975*
Merrill St SW (Clinton-Linden)	*Reclaim 08*	3		87,955				*87,955*
Neal Ave SW (Dale-Keith)	*Reclaim 09*	3			53,872			*53,872*
Sunset St SW (SGR-Linden)	*Reclaim 10*	3			188,108			*188,108*
Roberts Rd SW (School-Dale)	*Reclaim 12*	3					420,865	*420,865*
Linden Ave SW (Dale-Harrington)	*Reclaim 14*	3			320,000			*320,000*
McDonald Dr SW (Lakewood - School)	*Reclaim 15*	3			421,200			*421,200*
Northwoods, Spruce, 11th Ave NE	*Reclaim 16*	3				588,810		*588,810*
1st Ave NE (Main-Adams)	*Reclaim 19*	3				261,000		*261,000*
1st Ave SE (Main-Adams)	*Reclaim 20*	3					261,000	*261,000*
2nd Ave SW (Franklin-Main)	*Reclaim 21*	3					104,400	*104,400*
Grove St SW (2nd-Washington)	*Reclaim 22*	3					203,000	*203,000*
Hassan St (5th Ave S-1st Ave N)	*Reclaim 23*	3					600,640	*600,640*
2nd Ave SE Bridge	*Recon 01*	3		249,500				*249,500*

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
Century Ave SE (Hwy 15-Jefferson)	*Recon 02*	3		78,280				*78,280*
TH 15/Main St Reconstruction	*Recon 03*	2				450,000		*450,000*
G.O. Improv Bonds - Debt Tax Levy Total			1,917,500	2,309,160	1,778,060	1,839,810	2,642,570	*10,487,100*
G.O. Stormwater Bonds								
South Central Trunk Storm (Pond & Ballfields)	*New const 01*	3	1,450,000					*1,450,000*
G.O. Stormwater Bonds Total			1,450,000					*1,450,000*
General Fund								
Virtual Server Refresh	*IT-1801*	4		18,000				*18,000*
Core Switch Upgrade	*IT-1901*	2			31,000			*31,000*
EOC Chair Replacement	*PD-1802*	3		15,000				*15,000*
General Fund Total				33,000	31,000			*64,000*
General Fund (Perpetual Care Fund)								
Cemetery Fencing/Roadway	*CEMT 01*	3	10,000	10,000	10,000	10,000	10,000	*50,000*
General Fund (Perpetual Care Fund) Total			10,000	10,000	10,000	10,000	10,000	*50,000*
Grants - Federal								
Runway, taxiway, apron crack fill & seal coat	*AIRP 00*	2				356,699		*356,699*
T-Hangar	*AIRP 01*	3		720,000				*720,000*
School Rd & Roberts Rd trail construction	*New const 07*	2	200,000					*200,000*
Century Ave SE (Hwy 15-Jefferson)	*Recon 02*	3		836,000				*836,000*
Grants - Federal Total			200,000	1,556,000		356,699		*2,112,699*
Grants - Other								
Tip up joint sealant replacement	*HATS 01*	4		4,666				*4,666*
Pavement repairs, seal coat	*HATS 02*	3		10,000				*10,000*
Pond excavation, ditch shaping	*HATS 03*	4			11,666			*11,666*
Stormceptor for wash area	*HATS 04*	4			21,666			*21,666*
Bluff St/Northwoods trail	*New const 04*	4				200,000		*200,000*
Grants - Other Total				14,666	33,332	200,000		*247,998*
Grants - State								
T-Hangar	*AIRP 01*	3		40,000				*40,000*
Tip up joint sealant replacement	*HATS 01*	4		4,667				*4,667*
Pavement repairs, seal coat	*HATS 02*	3		10,000				*10,000*
Pond excavation, ditch shaping	*HATS 03*	4			11,667			*11,667*
Stormceptor for wash area	*HATS 04*	4			21,667			*21,667*
TH 15/Main St Reconstruction	*Recon 03*	2				5,000,000		*5,000,000*
Grants - State Total				54,667	33,334	5,000,000		*5,088,001*
HATS Fund (City only)								

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
Tip up joint sealant replacement	*HATS 01*	4		4,667				*4,667*
Pavement repairs, seal coat	*HATS 02*	3		10,000				*10,000*
Pond excavation, ditch shaping	*HATS 03*	4			11,667			*11,667*
Stormceptor for wash area	*HATS 04*	4			21,667			*21,667*
HATS Fund (City only) Total				14,667	33,334			*48,001*
Lease Purchase								
Grinder replacement	*COMP-1703*	3	450,000					*450,000*
Compost Turner Replacement	*COMP-2101*	3			275,000			*275,000*
Lease Purchase Total			450,000		275,000			*725,000*
Liquor Fund								
Core Switch Upgrade	*IT-1901*	2			3,000			*3,000*
Security Camera System Update	*LIQ-1601*	3	20,000					*20,000*
Liquor Fund Total			20,000		3,000			*23,000*
Municipal State Aid								
Roberts Rd SW (Park ent. to Alan)	*Partial 01*	3	335,000					*335,000*
School Rd SW (S of Roberts-Bridge)	*Partial 02*	3	415,000					*415,000*
5th Ave SW/SE (Lynn Rd SW - Ontario St SE)	*Partial 08*	3			700,000			*700,000*
Dale St SW (SGR-Roberts)	*Partial 09*	3					350,000	*350,000*
Washington Ave W (Lynn-Main)	*Partial 10*	3					500,000	*500,000*
Roberts Rd SW (School-Dale)	*Reclaim 12*	3					150,000	*150,000*
2nd Ave SE Bridge	*Recon 01*	3		900,000				*900,000*
Century Ave SE (Hwy 15-Jefferson)	*Recon 02*	3		200,000				*200,000*
TH 15/Main St Reconstruction	*Recon 03*	2				1,200,000		*1,200,000*
Municipal State Aid Total			750,000	1,100,000	700,000	1,200,000	1,000,000	*4,750,000*
Pool Project - Capital Projects Fund								
Pool/Waterpark improvements	*PR-1601*	2	1,000,000					*1,000,000*
Pool Project - Capital Projects Fund Total			1,000,000					*1,000,000*
Pool Project - Community Improveme								
Pool/Waterpark improvements	*PR-1601*	2	750,000					*750,000*
Pool Project - Community Improvement Fund Total			750,000					*750,000*
Pool Project - General Fund Reserves								
Pool/Waterpark improvements	*PR-1601*	2	500,000					*500,000*
Pool Project - General Fund Reserves Total			500,000					*500,000*
Pool Project - Interfund Loan								
Pool/Waterpark improvements	*PR-1601*	2	750,000					*750,000*

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
Pool Project - Interfund Loan Total			750,000					*750,000*
Refuse Fund								
Stacking Conveyor	*REFS-1601*	3	45,000					*45,000*
Leaf Vacuum	*REFS-1701*	3	45,374					*45,374*
Airlift Separator for plastics	*REFS-1703*	3	50,000					*50,000*
Tipping Building Remediation	*REFS-1704*	1	50,000					*50,000*
Truck, TA w/hooklift	*REFS-1801*	3		85,000				*85,000*
Walking Floor Trailer	*REFS-1901*	3			91,500			*91,500*
Forklift Replacement	*REFS-2101*	3					35,000	*35,000*
Refuse Fund Total			190,374	85,000	91,500		35,000	*401,874*
Rural Fire Dept Fund								
SCBA air park replacement	*FD-1706*	2	33,750	33,750				*67,500*
Rescue 8 - 1 ton truck	*FD-1901*	3			40,000			*40,000*
Rescue 8 - slide-in skid unit	*FD-1902*	3			12,000			*12,000*
Rural Fire Dept Fund Total			33,750	33,750	52,000			*119,500*
Sale or Trade in of Equipment								
Grinder replacement	*COMP-1703*	3	50,000					*50,000*
EOC Chair Replacement	*PD-1802*	3		1,000				*1,000*
Sale or Trade in of Equipment Total			50,000	1,000				*51,000*
Special Assessments								
Denver Ave SE (Montreal-Bradford)	*New const 06*	2	410,000					*410,000*
Roberts Rd SW (Park ent. to Alan)	*Partial 01*	3	100,000					*100,000*
School Rd SW (S of Roberts-Bridge)	*Partial 02*	3	275,000					*275,000*
Clinton Ave SW (Harrington-Merrill)	*Partial 03*	3		30,700				*30,700*
Merrill St SW (SGR-Clinton)	*Partial 04*	3		33,660				*33,660*
Neal Ave SW (Keith-Sunset)	*Partial 05*	3			32,285			*32,285*
5th Ave SW/SE (Lynn Rd SW - Ontario St SE)	*Partial 08*	3			194,000			*194,000*
Dale St SW (SGR-Roberts)	*Partial 09*	3					500,000	*500,000*
Washington Ave W (Lynn-Main)	*Partial 10*	3					365,017	*365,017*
Pavement Management Program	*PMP*	2	77,500	63,223	63,223	63,223	63,223	*330,392*
Church St SW (SGR-Linden)	*Reclaim 05*	3		39,510				*39,510*
Clinton Ave SW (Merrill-Lynn)	*Reclaim 06*	3		19,755				*19,755*
Harrington St SW (SGR-Linden)	*Reclaim 07*	3		39,375				*39,375*
Merrill St SW (Clinton-Linden)	*Reclaim 08*	3		19,845				*19,845*
Neal Ave SW (Dale-Keith)	*Reclaim 09*	3			23,228			*23,228*
Sunset St SW (SGR-Linden)	*Reclaim 10*	3			40,645			*40,645*
Roberts Rd SW (School-Dale)	*Reclaim 12*	3					46,635	*46,635*
Linden Ave SW (Dale-Harrington)	*Reclaim 14*	3			180,000			*180,000*
McDonald Dr SW (Lakewood - School)	*Reclaim 15*	3			225,000			*225,000*
Northwoods, Spruce, 11th Ave NE	*Reclaim 16*	3				129,190		*129,190*
1st Ave NE (Main-Adams)	*Reclaim 19*	3				56,901		*56,901*
1st Ave SE (Main-Adams)	*Reclaim 20*	3					56,901	*56,901*
2nd Ave SW (Franklin-Main)	*Reclaim 21*	3					22,760	*22,760*
Grove St SW (2nd-Washington)	*Reclaim 22*	3					44,256	*44,256*
Hassan St (5th Ave S-1st Ave N)	*Reclaim 23*	3					113,010	*113,010*

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
Century Ave SE (Hwy 15-Jefferson)	*Recon 02*	3		514,220				*514,220*
TH 15/Main St Reconstruction	*Recon 03*	2				200,000		*200,000*
Special Assessments Total			862,500	760,288	758,381	449,314	1,211,802	*4,042,285*
Storm Water Utility Fund								
Wash bay / Water fill station	*HATS 05*	4					33,334	*33,334*
Roberts Rd SW (Park ent. to Alan)	*Partial 01*	3	80,000					*80,000*
School Rd SW (S of Roberts-Bridge)	*Partial 02*	3	100,000					*100,000*
Clinton Ave SW (Harrington-Merrill)	*Partial 03*	3		12,500				*12,500*
Merrill St SW (SGR-Clinton)	*Partial 04*	3		13,900				*13,900*
Neal Ave SW (Keith-Sunset)	*Partial 05*	3			13,500			*13,500*
5th Ave SW/SE (Lynn Rd SW - Ontario St SE)	*Partial 08*	3			15,000			*15,000*
Dale St SW (SGR-Roberts)	*Partial 09*	3					45,000	*45,000*
Washington Ave W (Lynn-Main)	*Partial 10*	3					40,000	*40,000*
Pavement Management Program	*PMP*	2	10,000	10,000	10,000	10,000	10,000	*50,000*
Church St SW (SGR-Linden)	*Reclaim 05*	3		14,200				*14,200*
Clinton Ave SW (Merrill-Lynn)	*Reclaim 06*	3		7,100				*7,100*
Harrington St SW (SGR-Linden)	*Reclaim 07*	3		14,500				*14,500*
Merrill St SW (Clinton-Linden)	*Reclaim 08*	3		7,200				*7,200*
Neal Ave SW (Dale-Keith)	*Reclaim 09*	3			5,130			*5,130*
Sunset St SW (SGR-Linden)	*Reclaim 10*	3			15,000			*15,000*
Roberts Rd SW (School-Dale)	*Reclaim 12*	3					28,500	*28,500*
Linden Ave SW (Dale-Harrington)	*Reclaim 14*	3			20,000			*20,000*
McDonald Dr SW (Lakewood - School)	*Reclaim 15*	3			24,000			*24,000*
Northwoods, Spruce, 11th Ave NE	*Reclaim 16*	3				31,000		*31,000*
1st Ave NE (Main-Adams)	*Reclaim 19*	3				9,000		*9,000*
1st Ave SE (Main-Adams)	*Reclaim 20*	3					9,000	*9,000*
2nd Ave SW (Franklin-Main)	*Reclaim 21*	3					3,600	*3,600*
Grove St SW (2nd-Washington)	*Reclaim 22*	3					7,000	*7,000*
Hassan St (5th Ave S-1st Ave N)	*Reclaim 23*	3					5,000	*5,000*
Century Ave SE (Hwy 15-Jefferson)	*Recon 02*	3		80,000				*80,000*
TH 15/Main St Reconstruction	*Recon 03*	2				250,000		*250,000*
Leaf Vacuum	*STWT 001*	3		98,346			53,732	*152,078*
Mechanical Street Sweeper	*STWT 002*	3			175,579			*175,579*
Skid steer loader	*STWT 003*	3	17,000					*17,000*
Storm Sewer System Repairs	*STWT 01*	3	20,000	20,000	20,000	20,000	20,000	*100,000*
Ridgewater College Flood Study	*STWT 02*	4		12,000				*12,000*
Alan Street outfall management	*STWT 03*	3		40,000				*40,000*
9th Ave NW flood improvement	*STWT 05*	3			75,000			*75,000*
Greens pond improvement	*STWT 06*	3				20,000		*20,000*
Bridgewater pond improvement	*STWT 07*	4					30,000	*30,000*
Bradford St drainage improvemenets	*STWT 300*	3			100,000			*100,000*
Storm Water Utility Fund Total			227,000	329,746	473,209	340,000	285,166	*1,655,121*
Wastewater Fund								
Wash bay / Water fill station	*HATS 05*	4					33,333	*33,333*
Core Switch Upgrade	*IT-1901*	2			3,000			*3,000*
Roberts Rd SW (Park ent. to Alan)	*Partial 01*	3	25,000					*25,000*
Clinton Ave SW (Harrington-Merrill)	*Partial 03*	3		12,500				*12,500*
Merrill St SW (SGR-Clinton)	*Partial 04*	3		13,850				*13,850*
Neal Ave SW (Keith-Sunset)	*Partial 05*	3			13,250			*13,250*
5th Ave SW/SE (Lynn Rd SW - Ontario St SE)	*Partial 08*	3			100,000			*100,000*

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
Dale St SW (SGR-Roberts)	*Partial 09*	3					86,000	*86,000*
Washington Ave W (Lynn-Main)	*Partial 10*	3					85,000	*85,000*
Pavement Management Program	*PMP*	2	25,000	25,000	25,000	25,000	25,000	*125,000*
Church St SW (SGR-Linden)	*Reclaim 05*	3		14,150				*14,150*
Clinton Ave SW (Merrill-Lynn)	*Reclaim 06*	3		7,100				*7,100*
Harrington St SW (SGR-Linden)	*Reclaim 07*	3		14,250				*14,250*
Merrill St SW (Clinton-Linden)	*Reclaim 08*	3		7,150				*7,150*
Neal Ave SW (Dale-Keith)	*Reclaim 09*	3			5,135			*5,135*
Sunset St SW (SGR-Linden)	*Reclaim 10*	3			14,500			*14,500*
Roberts Rd SW (School-Dale)	*Reclaim 12*	3					52,000	*52,000*
Linden Ave SW (Dale-Harrington)	*Reclaim 14*	3			40,000			*40,000*
McDonald Dr SW (Lakewood - School)	*Reclaim 15*	3			40,000			*40,000*
Northwoods, Spruce, 11th Ave NE	*Reclaim 16*	3				56,000		*56,000*
1st Ave NE (Main-Adams)	*Reclaim 19*	3				22,500		*22,500*
1st Ave SE (Main-Adams)	*Reclaim 20*	3					22,500	*22,500*
2nd Ave SW (Franklin-Main)	*Reclaim 21*	3					9,000	*9,000*
Grove St SW (2nd-Washington)	*Reclaim 22*	3					17,500	*17,500*
Hassan St (5th Ave S-1st Ave N)	*Reclaim 23*	3					10,000	*10,000*
Century Ave SE (Hwy 15-Jefferson)	*Recon 02*	3		130,000				*130,000*
TH 15/Main St Reconstruction	*Recon 03*	2				650,000		*650,000*
Pavement repairs & maintenance	*W/WW 01*	3	13,750	13,750	13,750	13,750	13,750	*68,750*
Meter replacement program	*WATR 201*	3		137,500	137,500			*275,000*
Pumps & Generators	*WWTF 001*	2	31,827		18,008			*49,835*
Tractor Mower	*WWTF 004*	1		19,123				*19,123*
1-Ton truck w/plow	*WWTF 005*	2			38,267			*38,267*
Utility vehicle	*WWTF 006*	4	13,000					*13,000*
Utility vehicle	*WWTF 007*	4			13,000			*13,000*
Work truck	*WWTF 008*	3				31,300	32,239	*63,539*
Pressure Washer	*WWTF 009*	3					15,000	*15,000*
Biosolids Spreader	*WWTF 010*	3					35,822	*35,822*
Boiler Replacement (10 or 90)	*WWTF 02*	3	70,000					*70,000*
Security system upgrades	*WWTF 03*	2	25,000					*25,000*
HVAC system upgrade	*WWTF 04*	4		80,000				*80,000*
Main LS Pump #1	*WWTF 07*	3		40,000				*40,000*
Lift station repairs & upgrades	*WWTF 08*	3	60,000	50,000	50,000	50,000	50,000	*260,000*
Channel Grinder Main LS	*WWTF 09*	4	25,000					*25,000*
Dry storage warehouse/garage	*WWTF 10*	4			35,000			*35,000*
MBR Cassette Replacement	*WWTF 100*	2	400,000					*400,000*
Additional MBR Cassettes	*WWTF 101*	3	160,000					*160,000*
Harmony Ln Lift Station	*WWTF 102*	3	90,000					*90,000*
Grinder at HATS lift station	*WWTF 103*	3	85,000					*85,000*
Preliminary treatment rehabilitation	*WWTF 104*	3		125,000				*125,000*
Wastewater SCADA Upgrade	*WWTF 105*	3			150,000			*150,000*
Oxidation Ditch Aero 2 bridges	*WWTF 106*	3				200,000		*200,000*
MBR Blower Upgrade	*WWTF 107*	3				100,000		*100,000*
Biosolids Handling	*WWTF 108*	3					500,000	*500,000*
Plant equipment upgrades	*WWTF 109*	3					215,000	*215,000*
Oxidation ditch cleaning	*WWTF 12*	4	80,000	80,000				*160,000*
Wastewater Fund Total			1,103,577	769,373	696,410	1,148,550	1,202,144	*4,920,054*
Water Fund								
Wash bay / Water fill station	*HATS 05*	4					33,333	*33,333*
Core Switch Upgrade	*IT-1901*	2			3,000			*3,000*
Roberts Rd SW (Park ent. to Alan)	*Partial 01*	3	175,000					*175,000*

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
School Rd SW (S of Roberts-Bridge)	*Partial 02*	3	75,000					*75,000*
Clinton Ave SW (Harrington-Merrill)	*Partial 03*	3		12,500				*12,500*
Merrill St SW (SGR-Clinton)	*Partial 04*	3		13,850				*13,850*
Neal Ave SW (Keith-Sunset)	*Partial 05*	3			13,250			*13,250*
5th Ave SW/SE (Lynn Rd SW - Ontario St SE)	*Partial 08*	3			100,000			*100,000*
Dale St SW (SGR-Roberts)	*Partial 09*	3					86,000	*86,000*
Washington Ave W (Lynn-Main)	*Partial 10*	3					85,000	*85,000*
Pavement Management Program	*PMP*	2	25,000	25,000	25,000	25,000	25,000	*125,000*
Church St SW (SGR-Linden)	*Reclaim 05*	3		14,150				*14,150*
Clinton Ave SW (Merrill-Lynn)	*Reclaim 06*	3		7,100				*7,100*
Harrington St SW (SGR-Linden)	*Reclaim 07*	3		14,250				*14,250*
Merrill St SW (Clinton-Linden)	*Reclaim 08*	3		7,150				*7,150*
Neal Ave SW (Dale-Keith)	*Reclaim 09*	3			5,135			*5,135*
Sunset St SW (SGR-Linden)	*Reclaim 10*	3			14,500			*14,500*
Roberts Rd SW (School-Dale)	*Reclaim 12*	3					52,000	*52,000*
Linden Ave SW (Dale-Harrington)	*Reclaim 14*	3			40,000			*40,000*
McDonald Dr SW (Lakewood - School)	*Reclaim 15*	3			40,000			*40,000*
Northwoods, Spruce, 11th Ave NE	*Reclaim 16*	3				56,000		*56,000*
1st Ave NE (Main-Adams)	*Reclaim 19*	3				22,500		*22,500*
1st Ave SE (Main-Adams)	*Reclaim 20*	3					22,500	*22,500*
2nd Ave SW (Franklin-Main)	*Reclaim 21*	3					9,000	*9,000*
Grove St SW (2nd-Washington)	*Reclaim 22*	3					17,500	*17,500*
Hassan St (5th Ave S-1st Ave N)	*Reclaim 23*	3					10,000	*10,000*
Century Ave SE (Hwy 15-Jefferson)	*Recon 02*	3		130,000				*130,000*
TH 15/Main St Reconstruction	*Recon 03*	2				650,000		*650,000*
Pavement repairs & maintenance	*W/WW 01*	3	13,750	13,750	13,750	13,750	13,750	*68,750*
Garage roof replacement	*WATR 02*	3	10,000					*10,000*
Roof & building repairs	*WATR 05*	3		20,000				*20,000*
Replace CIP pump VFD	*WATR 07*	3	15,000					*15,000*
High bay lighting	*WATR 10*	4				16,000		*16,000*
1/2 ton work truck	*WATR 100*	3	27,000				32,239	*59,239*
Replace HSP #2 VFD	*WATR 11*	3				15,000		*15,000*
Well #6 Cleaning	*WATR 200*	3	90,000					*90,000*
Meter replacement program	*WATR 201*	3		412,500	412,500			*825,000*
Well #5 Cleaning	*WATR 202*	3			90,000			*90,000*
Water SCADA Upgrade	*WATR 203*	3					100,000	*100,000*
Well #5 Rehabilitation	*WATR 204*	3					80,000	*80,000*
Well #8 Rehabilitation	*WATR 205*	3					80,000	*80,000*
Water Fund Total			430,750	670,250	757,135	798,250	646,322	*3,302,707*
GRAND TOTAL			11,965,132	9,482,116	6,942,482	13,406,975	8,564,414	*50,361,119*

2017 Annual Budget

Fee Schedule

City of Hutchinson
2017 Fee Schedule

Fee Schedule includes the following (in alphabetical order)

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City of Hutchinson
2017 Fee Schedule

Fee Type	2017 Fees	Notes	2016 Fees	% Change	Last Change
Building/Plumbing/Mechanical Permits					
Fixed Fees:					
1 & 2 Family Residential Reroofing	$50.00	plus surcharge fee	$50.00	0.0%	2011
1 & 2 Family Residential Residing	$50.00	plus surcharge fee	$50.00	0.0%	2011
1 & 2 Family Residential Window/Door Replacement	$50.00	plus surcharge fee	$50.00	0.0%	2011
Manufactured (Mobile) Home Install	$185.00	plus surcharge fee. Separate mechanical & plumbing permit required.	$185.00	0.0%	2011
Utility Sheds	$50.00	under 200 sq. ft - surcharge does not apply.	$50.00	0.0%	2011
	$21.29 /sq.ft.	Sheds over 200 sq. ft. valuation of $21.29 / sq. ft.	$21.29 /sq.ft.	0.0%	2016
Moving Permit	$175.00	plus surcharge fee, includes excavation permit fee, if applicable	$175.00	0.0%	2011
Demolition Permit	$50.00	Residential remodels & accessory structures	$50.00	0.0%	2015
	$125.00	Residential demolition	$125.00		
	$250.00	Commercial demolition	$250.00		
Residential Square Foot Valuation:					
Dwellings	$100.26 /sq.ft.	**Rate x Sq. Ft. to arrive at the Construction Valuation which is used to calculate the actual fee (see fee rates under Construction Valuation)**	$100.26 /sq.ft.	0.0%	2016
Basements					
Finished	$10.00 /sq.ft.		$10.00 /sq.ft.	0.0%	2011
Semi-Finished	$10.00 /sq.ft.		$10.00 /sq.ft.	0.0%	2011
Unfinished	$20.00 /sq.ft.		$20.00 /sq.ft.	0.0%	2011
Porches		Example: 100 sq. ft. 3-Season Porch			
3 Season Porch	$70.18 /sq.ft.	Construction Valuation = $70.18 x 100 sq. ft	$70.18 /sq.ft.	0.0%	2016
4 Season Porch	$100.26 /sq.ft.	Construction Valuation = **$7,018**	$100.26 /sq.ft.	0.0%	2016
Screened Porch	$40.10 /sq.ft.		$40.10 /sq.ft.	0.0%	2016
Garages		**Fee ($2,001 - $25,000 valuation range)**			
Attached	$38.56 /sq.ft.	1st $2,000 of value: $80.17	$38.56 /sq.ft.	0.0%	2016
Detached	$21.29 /sq.ft.	Remaining value $5,018/1000 x $15.44 $77.48	$21.29 /sq.ft.	0.0%	2016
Gazebo	$19.00 /sq.ft.	**Total Fee $157.65**	$19.00 /sq.ft.	0.0%	2011
Deck	$10.00 /sq.ft.		$10.00 /sq.ft.	0.0%	2015
Construction Valuation:					
$1 - $1,200	$52.37	minimum valuation and permit amount	$49.88	5.0%	2011
$1,201 - $2,000	$55.68	for the first $1,200 plus $3.36 for each additional $100 or fraction thereof to and including $2,000	$53.03	5.0%	2011
$2,001 - $25,000	$80.17	for the first $2,000 plus $15.44 for each additional $1,000 or fraction thereof to and including $25,000	$76.35	5.0%	2011
$25,001 - $50,000	$452.92	for the first $25,000 plus $11.14 for each additional $1,000 or fraction thereof to and including $50,000	$431.35	5.0%	2011
$50,001 - $100,000	$745.23	for the first $50,000 plus $7.72 for each additional $1,000 or fraction thereof to and including $100,000	$709.74	5.0%	2011

City of Hutchinson
2017 Fee Schedule

Fee Type	2017 Fees	Notes	2016 Fees	% Change	Last Change
$100,001 - $500,000	$1,150.39	for the first $100,000 plus $6.17 for each additional $1,000 or fraction thereof to and including $500,000	$1,095.61	5.0%	2011
$500,001 - $1,000,000	$3,743.47	for the first $500,000 plus $5.25 for each additional $1,000 or fraction thereof to and including $1,000,000	$3,565.21	5.0%	2011
$1,000,001 and Up	$6,492.83	for the first $1,000,000 plus $3.48 for each additional $1,000 or fraction thereof.	$6,183.65	5.0%	2011
Penalty Fee		Double the Permit Fee - per City Administrator's memo of 5-17-88			
Refund Policy		Refunds may be available at the discretion of the Building Official.			
Plumbing Permit Fees:					
Fixture of Item Fee	$12.00	$12 per roughed-in fixture or item. Minimum of $50.00	$12.00	0.0%	2011
Mechanical Permit Fees:					
Gas Conversion Connection *(switch)*	$125.00	plus surcharge fee	$125.00	0.0%	2011
Gas Appliance Replacement	$50.00	plus surcharge fee	$50.00	0.0%	2011
Mechanical Fee	1.25%	Valuation X 1.25% - plus State surcharge. Minimum of $50.00 plus State surcharge.	1.25%	0.0%	2011
Miscellaneous Fees:					
Rental registration/inspection	$20.00 /unit	Initial inspection and 1 follow up inspection, if needed.	$20.00 /unit	0.0%	2016
Rental Unit Reinspection	$50.00 /unit Double the cost of previous inspection	Second follow-up inspection Subsequent additional/follow-up inspections	$50.00 /unit Double the cost of previous inspection		
Failure to Appear at Scheduled Rental Inspection	$50.00	Fee for not showing up at scheduled inspection	$50.00		
Rental Complaint Inspection	$50.00		$50.00	0.0%	2011
Existing Home Inspection (FMHA)	$75.00		$75.00	0.0%	2011
Parkland Dedication		Per subdivision ordinance			
Temporary Certificate of Occupancy	Refundable Deposit	Add'l staff time and follow-up is required for temp C.O.s. Deposit of $500.00 required and will be refunded if final within timeframe established by Building Department	Refundable Deposit		
Temporary Permits, including footing and foundation permits and preconstruction demolition	$125.00	Temporary permits allow limited work to be done prior to complete plan submittal and review	$125.00	0.0%	2011
All other non-specified inspections*	$60.00	Minimum fee plus State surcharge * or the total hourly costs of the jurisdiction, whichever is the greatest. The cost shall include supervision, overhead equipment, hourly wages, and fringe benefits of the employees involved.	$60.00	0.0%	2011
Fire Sprinkler Fees:					
New or Additional Fire Sprinkler Systems	1.25%	Fee is equal to 1.25% (.0125) of the total fire sprinkler contract amount, plus a State surcharge. Minimum of $50 plus State surcharge.	1.25%	0.0%	2011

City of Hutchinson
2017 Fee Schedule

Fee Type		2017 Fees	Notes	2016 Fees	% Change	Last Change
Creekside						
Gate Fee:						
McLeod County resident leaves, grass clippings, and brush (under 6" in diameter)		No Charge	***ID required and bags emptied***	No Charge		2001
Commercial Leaves and Grass Clippings (bio-corp/paper bag - no plastic)		$10.00 /ton		$10.00 /ton	0.0%	2001
Commercial Leaves and Grass Clippings (plastic)		Not Accepted	Plastic determination is at the discretion of the monitor and determined on a per load basis	Not Accepted		2001
Commercial Brush (under 6" in diameter)		No Charge		No Charge		2001
Logs (6" diameter or greater)		No Charge		No Charge		2001
Pallets and Crates		$24.00 /ton		$24.00 /ton	0.0%	2001
Stump Chips		No Charge		No Charge		2001
Clean Wood		No Charge		No Charge		2001
Concrete (Dirty)		$5.00 /ton	as determined by Creekside staff review	$5.00 /ton	0.0%	2001
Asphalt (Dirty)		$5.00 /ton	as determined by Creekside staff review	$5.00 /ton	0.0%	2001
Event Center						
Great Room:	Monday - Thursday	$350.00	Seating up to 525 dinner or 1,100 theatre	$325.00	7.7%	2014
	Friday, Saturday, Holidays	$700.00		$600.00	16.7%	2014
	Sunday	$400.00		$400.00	0.0%	2014
	Linen Service Fee	$95.00		$95.00	0.0%	2013
Half Great Room:	Monday - Thursday	$185.00	Seating up to 250 dinner or 550 theatre	$180.00	2.8%	2014
	Friday, Saturday, Holidays	$375.00		$350.00	7.1%	2014
	Sunday	$275.00		$275.00	0.0%	2014
	Linen Service Fee	$50.00		$50.00	0.0%	2013
Quarter Great Room:	Monday - Thursday	$100.00	Seating up to 100 dinner or 125 theatre	$90.00	11.1%	2001
	Friday, Saturday, Holidays	$225.00		$225.00	0.0%	2014
	Sunday	$175.00		$150.00	16.7%	2014
	Linen Service Fee	$25.00		$25.00	0.0%	2013
Meeting Room:	Ambassador	$25.00	Seating for 40 - two hour minimum	$20.00	25.0%	2001
	Westlund	$25.00		$20.00	25.0%	2001
	McCormick	$25.00		$20.00	25.0%	2001
Program Room:	Cash Wise	$125.00	Seating for 75 - two hour minimum	$125.00	0.0%	2013
	MidCountry	$20.00	Seating for 15 - two hour minimum	$20.00	0.0%	2001
	Steans	$20.00	Seating for 15 - two hour minimum	$20.00	0.0%	2001
	Hoefer	$20.00	Seating for 15 - two hour minimum	$20.00	0.0%	2001

City of Hutchinson
2017 Fee Schedule

Fee Type	2017 Fees	Notes	2016 Fees	% Change	Last Change
LCD Projector 3500 Lumen	$300.00		$300.00	0.0%	2001
LCD Projector 1100 Lumen	$100.00		$100.00	0.0%	2001
Overhead Projector	$27.00		$27.00	0.0%	2001
Slide Projector	$27.00		$27.00	0.0%	2001
Front Truss Screen 9X12	$83.00		$83.00	0.0%	2001
Rear Truss Screen 9X13	$117.00		$117.00	0.0%	2001
Podium	$10.00		$10.00	0.0%	2001
Podium with Microphone	$35.00		$35.00	0.0%	2001
Wireless Microphone	$35.00		$35.00	0.0%	2001
TV & VCR Lap top	$30.00		$30.00	0.0%	2001
VCR/DVD/CD Player	$20.00		$20.00	0.0%	2001
Internet Connection	$20.00		$20.00	0.0%	2001
Piano	$25.00		$25.00	0.0%	2001
Security	$51 /hr/officer	For events with alcohol, we require at least one Hutchinson police officer on duty until the end of the event (minimum of 4 hours). For groups of 250 or more, a second officer may be required for the final 4 hours of the event. The fee for each officer is $51/hr. Please refer to "Rental Policy".	$51 /hr/officer	0.0%	2012
Refundable Damage Deposit	$300 /event		$300 /event	0.0%	2014
White Board/Stand 3X4	$11.00 /day		$11.00 /day	0.0%	2001
White Board/Stand 4X6	$14.00 /day		$14.00 /day	0.0%	2001
Coffee	$15.00 /30 cups	Hutchinson Event Center catered events	$15.00 /30 cups	0.0%	2014
	$20.00 /50 cups	Non HEC catered events	$20.00 /50 cups	0.0%	2014
Tripod Screen 6'	$10.00 /day		$10.00 /day	0.0%	2001
Tripod Screen 8'	$15.00 /day		$15.00 /day	0.0%	2001
Food Fee-Large Group	$80.00 /day		$75.00 /day	6.7%	2001
Food Fee-Small Group	$50.00 /day		$50.00 /day	0.0%	2014
China/Flatware	$1.00 /place setting	Food vendor may add additional fees	$1.00 /place setting	0.0%	2013
Draper Easels	$5.00 /day		$5.00 /day	0.0%	2001
Speaker Phone	$20.00 /day		$20.00 /day	0.0%	2001
Evergreen Senior Dining					
Dining Room & Kitchenette	$100.00		$100.00	0.0%	2009
Carpeted Room	$60.00		$60.00	0.0%	2009
After Hours Open or Lock-up	$50.00		$50.00	0.0%	2007
Damage Deposit	$100.00	Separate check to be returned when keys are returned and if rooms are cleaned up and no damage has occurred	$100.00	0.0%	2007

City of Hutchinson
2017 Fee Schedule

Fee Type	2017 Fees	Notes	2016 Fees	% Change	Last Change
Finance					
Returned check from the bank (NSF or Closed Account)	$30.00	Covers bank charge	$30.00	0.0%	2010
Returned electronic payment (ACH) from the bank	$30.00	Covers bank charge	$30.00	0.0%	2010
Returned on-line bank payments (Utility Billing)	$35.00	Covers bank charge	$35.00	0.0%	2014
Lodging Tax - City of Hutchinson	3.00%	per City ordinance 116.01	3.00%	0.0%	1989
Lodging Tax - penalty for late payment	10.00%	per City ordinance 116.22	10.00%	0.0%	1989
Local Option Sales Tax:		*Applied to debt service on water and sewer facilities.*			
Local Sales Tax Rate	0.50%	On retail sales made within, or delivered within, the city limits of Hutchinson. The tax applies to sales that are taxable under the Minnesota sales and use tax laws.	0.50%	0.0%	2012
Local Excise Tax	$20.00	Per new or used vehicle sold by a dealer located within Hutchinson, in lieu of the Local Sales Tax Rate.	$20.00	0.0%	2012
Local Excise Tax - Late Fee	10.00%	Dealers are required to report excise tax by the 15th day of the following month. The late fee shall be imposed if not paid by the 20th day of the following month.	N/A new in 2017		
Fire Department					
Fire Engine	$200.00 /hr	each hour on scene	$200.00 /hr	0.0%	2014
Grass Truck/Unit	$100.00 /hr	each hour on scene	$100.00 /hr	0.0%	2010
HERT Trailer (Haz-Mat)	$50.00 /hr	Plus material and/or equipment used	$50.00 /hr	0.0%	2010
Incident Commander (IC)	$50.00 /hr	each hour on scene	$50.00 /hr	0.0%	2014
Certified Firefighter	$30.00 /hr	each hour on scene	$30.00 /hr	0.0%	2014
Platform Truck	$350.00 /hr	each hour on scene	$350.00 /hr	0.0%	2014
Rescue	$200.00 /hr	First hour on scene	$200.00 /hr	0.0%	2014
	$100.00 /hr	Each hour after the first hour on scene	$100.00 /hr	0.0%	2014
Water Tanker Truck	$150.00 /hr	each hour on scene	$150.00 /hr	0.0%	2010
Repeat False Alarm	Calculated Amount	Calculation based on the apparatus and labor charges per hour on scene	N/A new in 2017		
Fire Safety Inspection	$50.00	Daycare/Foster Care units, Basic Commercial and Residential include one free re-inspection	N/A new in 2017		
Fire Incident Reports (paper or electronic copies)	$15.00	no pictures included in report	N/A new in 2017		
	$40.00	pictures included in report			
Fireworks:					
Fireworks Only Business & Tent Sales	$350.00	License fee is non-refundable, cannot be prorated,	$350.00	0.0%	2010
	(Jan 1 - Dec 31)	and cannot be waived	(Jan 1 - Dec 31)		
Other retailers	$100.00	License fee is non-refundable, cannot be prorated,	$100.00	0.0%	2010
	(Jan 1 - Dec 31)	and cannot be waived	(Jan 1 - Dec 31)		

City of Hutchinson
2017 Fee Schedule

Fee Type	2017 Fees	Notes	2016 Fees	% Change	Last Change
HRA					
Pre Energy Audit $250 Post Energy Audit $150	$400.00		$400.00	0.0%	2016
Subordination Request Processing Fee	$100.00		$100.00	0.0%	2003
Duplicate Document Fee	$50.00		$50.00	0.0%	2007
Loan Processing:					
CRPI Rehab Loan Admin Fee	$2,600.00		$2,600.00	0.0%	2015
CRNPI Rehab Loan Document Preparation	$350.00	Owner match to CRPI	$350.00	0.0%	2015
GMHF & CRV Gap Loan Admin Fee	$500.00		$350.00	42.9%	2006
SCDP Rental Rehab Project Loan Admin Fee	13.00%	% of SCDP Loan	13.00%	0.0%	2015
HRA Entry Cost Loan Admin Fee	$400.00		$400.00	0.0%	2014
Revolving New Const. Gap Loan Admin Fee	$700.00		$700.00	0.0%	2016
Credit Report Fee	$15.00		$15.00	0.0%	2000
Lead Risk Assessment					
Single Family housing (1-4 units)	$475.00	single request	$475.00	0.0%	2016
	$450.00	per unit, 2 or more requests at a time	$450.00	0.0%	2008
	$550.00	MHFA Rehab Loan Program (additional samples required)	$550.00	0.0%	2016
Lead Clearance Testing	$250.00	for one unit	$250.00	0.0%	2016
	$75.00	for additional units up to 4 units	$75.00	0.0%	2016
MHFA Rehab Loan Program Admin Fee	14.00%	% of loan amount (changed from specific dollar amount)	14.00%	0.0%	2008
City Deferred Grants Administration Fee (TIF)	10.00%	% of loan amount	10.00%	0.0%	2016
FUF/CFUF & HHILP Title Search Fee	$50.00		$25.00	100.0%	2008
FUF/CFUF & HHILP Loan Document Preparation Fee	$50.00		$50.00	0.0%	2008
FUF/CFUF & HHILP Loan Origination Fee	1.00%	% of loan amount	1.00%	0.0%	2008
HRA HILP Loan Application Fee	$350.00		$350.00	0.0%	2016
Housing Quality Standards (HQS) Inspection Fee	$600.00		N/A - new in 2017		
Legal					
Attorney's Fees for Litigation	$100.00 /hr	Charged per 1/4 hour	$100.00 /hr	0.0%	2008
Paralegal's Fees for Litigation	$50.00 /hr	Charged per 1/4 hour	$50.00 /hr	0.0%	2008
Contract Review Fee	$100.00 /hr	Charged per 1/4 hour	$100.00 /hr	0.0%	2008
Attorney's Fees for Rental Registration Prosecution	$100.00 /hr	Charged per 1/4 hour	$100.00 /hr	0.0%	2008
Paralegal's Fees for Rental Registration Prosecution	$50.00 /hr	Charged per 1/4 hour	$50.00 /hr	0.0%	2008
Dangerous Dog Designation Hearing	Up to $1,000.00		Up to $1,000.00	0.0%	2008
Licenses					
Carnival	$525.00	Refundable deposit	$525.00	0.0%	2009
Dance Permit	$55.00	Short Term	$55.00	0.0%	2009
Massage Services	$175.00	January 1 - December 31	$175.00	0.0%	2009
Motorized Golf Cart	$10.00	January 1 - December 31	$10.00	0.0%	2009
ATV	$45.00	3 year license	$45.00	0.0%	2016
Short-Term Gambling	$30.00	Short Term	$30.00	0.0%	2009

City of Hutchinson
2017 Fee Schedule

Fee Type	2017 Fees	Notes	2016 Fees	% Change	Last Change
Garbage & Refuse Haulers:					
Commercial	$125.00	January 1 - December 31	$125.00	0.0%	2009
Residential	$125.00	January 1 - December 31	$125.00	0.0%	2009
Recycling	$55.00	January 1 - December 31	$55.00	0.0%	2009
Recycling	$30.00 /day	Per Day	$30.00 /day	0.0%	2009
Peddler/Solicitor/Transient Merchant	$125.00	Per License	$125.00	0.0%	2009
Pawn Shops and Precious Metal Dealers	$125.00	January 1 - December 31	$125.00	0.0%	2009
Second Hand Goods Dealers	$125.00	January 1 - December 31	$125.00	0.0%	2009
Shows/Exhibitions	$100.00	Short Term	$100.00	0.0%	2010
Tattoo License	$175.00	January 1 - December 31	$175.00	0.0%	2009
Taxi Cab License (per cab)	$5.00 /cab	January 1 - December 31	$5.00 /cab	0.0%	2009
Tobacco License	$175.00	January 1 - December 31	$175.00	0.0%	2009
Rental Housing Registration	$10.00 /unit		$10.00 /unit	0.0%	2009
Food Cart	$125.00		$125.00	0.0%	2013
Liquor:					
Club Liquor License		***Maximum fee amount set by state statute***			
Under 200 Members	$300.00	January 1 - December 31	$300.00	0.0%	2009
201 - 500 Members	$500.00	January 1 - December 31	$500.00	0.0%	2009
501 - 1000 Members	$650.00	January 1 - December 31	$650.00	0.0%	2009
1001 - 2000 Members	$800.00	January 1 - December 31	$800.00	0.0%	2009
2001 - 4000 Members	$1,000.00	January 1 - December 31	$1,000.00	0.0%	2009
4001 - 6000 Members	$2,000.00	January 1 - December 31	$2,000.00	0.0%	2009
Over 6000 Members	$3,000.00	January 1 - December 31	$3,000.00	0.0%	2009
Consumption & Display	$250.00	January 1 - December 31	$250.00	0.0%	2012
	$25.00 /event	Temporary	$25.00 /event	0.0%	2012
Wine License	$425.00	January 1 - December 31	$425.00	0.0%	2009
On-Sale Intoxicating Malt Liquor & Wine License	$600.00	January 1 - December 31	$600.00	0.0%	2009
On-Sale Intoxicating Liquor License	$2,000.00	January 1 - December 31 (prorate; refundable)	$2,000.00	0.0%	2015
On-Sale Sunday Intoxicating Liquor License	$125.00	January 1 - December 31	$125.00	0.0%	2009
	$100.00	Temporary License (One Day)	$100.00	0.0%	2009
On-Sale 3.2 Malt Liquor License	$425.00	January 1 - December 31 (nonrefundable)	$425.00	0.0%	2009
	$75.00	Short Term	$75.00	0.0%	2013
Off-Sale 3.2 Malt Liquor License	$300.00	January 1 - December 31 (nonrefundable)	$300.00	0.0%	2009
Temporary Liquor License	$125.00 minimum		$125.00 minimum	0.0%	2013
Intoxicating Liquor Investigations	$375.00	Nonrefundable	$375.00	0.0%	2009
3.2 Malt Liquor Investigations	$125.00	Nonrefundable	$125.00	0.0%	2009
Caterer's Permit	$100.00	Per Event	$100.00	0.0%	2010
	$300.00	Annual	$300.00	0.0%	2010
Brewer (off-sale)	$375.00	Annual	$375.00	0.0%	2014
Brew pub off-sale	$375.00	Annual	$375.00	0.0%	2014
Taproom (on-sale)	$600.00	Annual	$600.00	0.0%	2014

City of Hutchinson
2017 Fee Schedule

Fee Type	2017 Fees	Notes	2016 Fees	% Change	Last Change
Mapping and Printing					
Comprehensive Plan		*Website copy available free of charge*			
Book	$25.00		$25.00	0.0%	2009
DC	$15.00		$15.00	0.0%	2009
Color Copy with Foldouts	$75.00	Four books	$75.00	0.0%	2009
Subdivision Ordinance	$20.00		$20.00	0.0%	2009
Zoning Manual	$20.00		$20.00	0.0%	2009
Zoning/Shoreland/Subdivision Manual	$40.00		$40.00	0.0%	2009
Joint Planning Area Zoning Manual	$20.00		$20.00	0.0%	2009
Subdivision Agreement	$1.00 /page		$1.00 /page	0.0%	2009
8 1/2" X 11" - Black & White print	$0.25 /page		$0.25 /page	0.0%	2009
8 1/2" X 11" - Color print	$1.50 /page		$1.50 /page	0.0%	2009
Legal or Tabloid Size - Black & White print	$1.00 /page		$1.00 /page	0.0%	2009
Legal or Tabloid Size - Color print	$3.00 /page		$3.00 /page	0.0%	2009
18" X 24" - Black & White print	$1.50 /page		$1.50 /page	0.0%	2009
18" X 24" - Color print	$4.50 /page		$4.50 /page	0.0%	2009
24" X 36" - Black & White print	$3.00 /page		$3.00 /page	0.0%	2009
24" X 36" - Color print	$9.00 /page	Small city zoning map	$9.00 /page	0.0%	2009
36" X 36" - Black & White print	$4.50 /page		$4.50 /page	0.0%	2009
36" X 36" - Color print	$14.00 /page		$14.00 /page	0.0%	2009
36" X 48" - Black & White print	$6.00 /page		$6.00 /page	0.0%	2009
36" X 48" - Color print	$18.00 /page		$18.00 /page	0.0%	2009
Roll Paper Printing	$1.50 /sq.ft.		$1.50 /sq.ft.	0.0%	2009
Specialty Map preparation	$27.50 /hr	Map printing at charges noted above; one hour minimum, 1/4 hour increments thereafter; must be approved by the City IT Director	$27.50 /hr	0.0%	2009
8 1/2" X 11"	$5.00	Color orthophoto prints	$5.00	0.0%	2009
Legal or Tabloid	$9.00	Color orthophoto prints	$9.00	0.0%	2009
18" X 24"	$20.00	Color orthophoto prints	$20.00	0.0%	2009
24" X 36"	$30.00	Color orthophoto prints	$30.00	0.0%	2009
36" X 36"	$40.00	Color orthophoto prints	$40.00	0.0%	2009
36" X 48"	$50.00	Color orthophoto prints	$50.00	0.0%	2009
Digital Data Orthophoto	$550 /sq.mile	Minimum charge of $550.00	$550 /sq.mile	0.0%	2009
Digital Data Contours	$550 /sq.mile	Minimum charge of $550.00	$550 /sq.mile	0.0%	2009
Digital Data Planimetrics	$250 /sq.mile	Minimum charge of $250.00	$250 /sq.mile	0.0%	2009

- Purchase a combination of all three data sets for $1,350 /sq.mile not to exceed a maximum charge of $18,100
- Special mapping requests = Data Price + $50 /hr
- All data is provided in Arcview Shape File format on a CD
- An additional $50 charge will be applied to digital data converted to a .dxf format for CAD systems
- The City reserves the right to waive fees by Council direction for other governmental organizations. Commercial-type printing of private, non-city materials (i.e. building plans, site drawings, etc) or map preparation for private use is not allowed.

City of Hutchinson
2017 Fee Schedule

Fee Type		2017 Fees	Notes	2016 Fees	% Change	Last Change
Parks, Recreation & Community Education						
Youth Sports/Activities:						
Adaptive Recreation		$5.00 /session	per session	$4.00 /session	25.0%	2009
T-Ball / Baseball (K - Grade 2)		$40.00	14 sessions	$40.00	0.0%	2013
Girls Softball (Grades 1 - 4)		$40.00	14 sessions	$40.00	0.0%	2013
Baseball (Grades 2 - 5)		Fee to Association	14 sessions - Association determines the fee	$40.00		2013
Basketball:	Preschool	Fee to Association	7 sessions - Association determines the fee	$20.00		2011
	K - Grade 2	Fee to Association	7 sessions - Association determines the fee	$30.00		2011
	Grades 3 - 4	Fee to Association	14 sessions - Association determines the fee	$40.00		2013
	Grades 5 - 6	Fee to Association	24 sessions - Association determines the fee	$70.00		2013
Football:	Flag	$30.00	7 sessions	$30.00	0.0%	2013
	Tackle	$50.00	14 sessions	$50.00	0.0%	2013
Soccer:	Indoor	$25.00	6 sessions	$25.00	0.0%	2013
	Outdoor: Grades K-3	$35.00	6 sessions	$35.00	0.0%	2011
	Outdoor: Grades 4-6	$40.00	12 sessions	$40.00	0.0%	2013
Figure Skating:	Tots-Delta	$57.00	14 sessions	$57.00	0.0%	2013
	Sunday Practice	$67.00	14 sessions	$67.00	0.0%	2013
Open Skating Pass:	Students/Seniors	$45.00		$45.00	0.0%	2011
	Adults	$55.00		$55.00	0.0%	2011
	Families	$75.00		$75.00	0.0%	2011
Open Skating:	Sunday	$2.00 /day	per youth per day	$2.00 /day	0.0%	2001
	Non-School Days	$3.00 /day	per adult per day	$3.00 /day	0.0%	2001
	School Days	$2.00 /day	per adult per day	$2.00 /day	0.0%	2001
	School Days	$3.00 /day	per family per day	$3.00 /day	0.0%	2001
	Family Hour	$3.00 /day	per adults	$3.00 /day	0.0%	2001
	Family Hour	$5.00 /day	per family	$5.00 /day	0.0%	2001
Swimming Lessons		$45.00	10 lessons	$38.00	18.4%	2011
Open Swim		TBD-New Waterpark	per person per day	$3.00 /day		2001
		TBD-New Waterpark	per family (Family Hour)	$6.00 /day		2001
Swim Package		TBD-New Waterpark	10 swims	$25.00		2001
		TBD-New Waterpark	senior citizen	$30.00		2001
Household Swim Package:						
	1 member	TBD-New Waterpark		$50.00		2011
	2 members	TBD-New Waterpark		$60.00		2011
	3 members	TBD-New Waterpark		$70.00		2011
	4 members	TBD-New Waterpark		$80.00		2011
	5 members	TBD-New Waterpark		$90.00		2011
	6 members	TBD-New Waterpark		$100.00		2011
	7 members	TBD-New Waterpark		$110.00		2011
Adult Sports:						
Men's Basketball		$12.00	per game per team	$12.00	0.0%	2013
Slowpitch Softball (Umpired Leagues)		$12.00	per game per team	$12.00	0.0%	2013

City of Hutchinson
2017 Fee Schedule

Fee Type		2017 Fees	Notes	2016 Fees	% Change	Last Change
Volleyball:	Co-Rec	$12.00	per match per team	$12.00	0.0%	2013
	Men's	$12.00	per match per team	$12.00	0.0%	2013
	Sand	$50.00	per team 10 matches	$50.00	0.0%	2013
	Women's	$12.00	per match per team	$12.00	0.0%	2013
Open Basketball		$2.00	per person	$2.00	0.0%	2001
Open Hockey		$5.00 /day	per person per day	$5.00 /day	0.0%	2001
Other Fees:						
West River Park Camping:						
	Electric Hook-Up	$25.00		$20.00	25.0%	2014
	Water, Sewer, Electric	$30.00		$25.00	20.0%	2014
Field Rental		$15.00	1 1/2 hours	$15.00	0.0%	2014
VMF Field:	Day Game	$45.00		$40.00	12.5%	2014
	Night Game	$90.00		$80.00	12.5%	2014
Shelter reservation		$20.00	per day	$20.00	0.0%	2007
		$40.00	or or	$40.00	0.0%	2014
Depot building rental - 25 Adams St SE		$10.00 /hr	4 hour minimum	$10.00	0.0%	2016
Church rental - 105 2nd Ave SE		$50.00 /hr	2 hour minimum	$50.00	0.0%	2016
Bleachers		$20.00	per 3 rows	$20.00	0.0%	2007
Picnic Tables		$15.00	With three-day rental, will move tables; four table minimum	$15.00	0.0%	2016
Garden Plot		$35.00	10' x 20'	$35.00	0.0%	2009
Open Gym Daily		$3.00	per person	$3.00	0.0%	2014
Open Gym Pass		$45.00	per person	$45.00	0.0%	2014
Indoor Playground:	Child	$2.00	per child	$2.00	0.0%	2009
	Family	$3.00	per family	$3.00	0.0%	2009
Family Playground Pass		$45.00		$45.00	0.0%	2014
Rec Center and Civic Arena (dry floor):						
	First Full Day	$600.00	per day	$600.00	0.0%	2001
	Half Day	$350.00	1/2 day	$350.00	0.0%	2010
	Additional Day	$300.00	each additional day	$300.00	0.0%	2001
	Youth	$40.00 /hr	per hour	$40.00 /hr	0.0%	2013
Rec Center:	Basketball Rental	$20.00	per court per hour	$20.00	0.0%	2013
	Volleyball Rental	$17.50	per court per hour	$17.50	0.0%	2009
	Swimming Pool	$60.00	per hour	$60.00	0.0%	2009
	Lobby	$15.00	per hour	$15.00	0.0%	2009
Civic Arena:	Ice Time	$160.00 /hr	per hour	$150.00 /hr	6.7%	2013
	Summer Ice	$160.00 /hr	per hour	$150.00 /hr	6.7%	2013
Roberts Park Tournament Fee		$45.00	per field per day	$45.00	0.0%	2013
Transfers		$4.00	per person per class	$4.00	0.0%	2010
Cancellations		$4.00	deducted from refund	$4.00	0.0%	2010

******Team Fees Are Non-Refundable******

City of Hutchinson
2017 Fee Schedule

Fee Type	2017 Fees	Notes	2016 Fees	% Change	Last Change
Plan Review					
Plan Review is 65% of the building permit fee Plan Review Fee for similar plans is 25% of Building Permit Fee (per MN Rule 1300.0160) **All other non-specified valuations to be determined by Building Official.**					
State Surcharge Fee:					
Permits with Fixed Fees	$5.00 $1.00 after 6/30/2015	Surcharge for mobile home, demolition, moving, excavation, residential reroof, residential reside, residential window or door replacement, and utility sheds over 200 sq.ft.	$5.00	0.0%	2011
Valuation up to $1,000,000	Mil (.0005) X Valuations	Mil (.0005) X Valuations up to $1,000,000	Mil (.0005) X Valuations		2011
$1,000,000 to $2,000,000	Valuation - $1,000,000 X .0004 + $500.00	Valuation - $1,000,000 X .0004 + $500.00	Valuation - $1,000,000 X .0004 + $500.00		2011
$2,000,000 to $3,000,000	Valuation - $2,000,000 X .0003 + $900.00	Valuation - $2,000,000 X .0003 + $900.00	Valuation - $2,000,000 X .0003 + $900.00		2011
$3,000,000 to $4,000,000	Valuation - $3,000,000 X .0002 + $1,200.00	Valuation - $3,000,000 X .0002 + $1,200.00	Valuation - $3,000,000 X .0002 + $1,200.00		2011
$4,000,000 to $5,000,000	Valuation - $4,000,000 X .0001 + $1,400.00	Valuation - $4,000,000 X .0001 + $1,400.00	Valuation - $4,000,000 X .0001 + $1,400.00		2011
$5,000,000 and over	Valuation - $5,000,000 X .00005 + $1,500.00	Valuation - $5,000,000 X .00005 + $1,500.00	Valuation - $5,000,000 X .00005 + $1,500.00		2011
Planning and Land Use					
Variances	$350.00	Includes recording fees	$300.00	16.7%	2011
Conditional Use Permits	$350.00	Includes recording fees	$300.00	16.7%	2011
Rezoning	$425.00	Includes recording fees	$375.00	13.3%	2011
Vacation of street, alley, or easement	$375.00	Includes recording fees	$375.00	0.0%	2011
Lot Splits (Single and Two Family)	$225.00	Includes recording fees	$175.00	28.6%	2011
Lot Splits (Multiple Family, Commercial, Industrial)	$300.00	Includes recording fees	$250.00	20.0%	2011
Comprehensive Plan Amendment	$350.00		$300.00	16.7%	2011
Planned Unit Development	$600.00	Includes recording fees	$500.00	20.0%	2011
Platting: Preliminary Plat	$450.00 + $10 per lot	Plus recording and legal fees	$400.00 + $10 per lot	12.5%	2011
Final Plat	$250.00 + $10 per lot	Plus recording and legal fees	$200.00 + $10 per lot	25.0%	2011
Site Plan	$400.00		$250.00	60.0%	2011

City of Hutchinson
2017 Fee Schedule

Fee Type	2017 Fees	Notes	2016 Fees	% Change	Last Change
Annexation	$450.00 + $5 per acre	Includes annexation fee to be paid to State	$450.00 + $5 per acre	0.0%	2011
Sign Permit	$1.00 /sq.ft. $60.00 minimum	Per square foot with a minimum fee of $60.00	$1.00 /sq.ft. $60.00 minimum	0.0%	2011
Sandwich Board Sign Permit	$60.00	Per year	$60.00	0.0%	2011
Portable/Temporary Sign Permit	$60.00	Per permit, three permits per calendar year	$60.00	0.0%	2011
Fence Permit	$50.00		$50.00	0.0%	2011
After the Fact	Double permit fee		Double permit fee		
Special Meeting	Double permit fee	Includes $30 payment to Planning Commissioners in attendance	Double permit fee		
Zoning Letters	$30.00	Per property address	$30.00	0.0%	2011
Flood Zoning Letters	$30.00	Per property address	$30.00	0.0%	2011
Trees	$300.00	Per tree	$300.00	0.0%	2012
Residential Curb Cut, Driveway Apron, and Hard Surfacing Driveway Permit	$50.00		$50.00	0.0%	2011
Commercial Parking Lot	$150.00	Overlay	$150.00	0.0%	2016
	$300.00	Reconstruction	$300.00	0.0%	2016
NOTE: Application fees include public hearing publication, preparation of maps, public notice mailings, agenda preparation, meetings, site visits, filing fees for the County, administrative expenses, etc.					

Police Department

Animal License Tag (Dog/Cat)	$10.00		$10.00	0.0%	2007
Dangerous Dog Designation Registration	$50.00		$50.00	0.0%	2009
Animal Impound	$50.00		$50.00	0.0%	2007
Animal Maintenance/Kennel Fee:					
Initial kennel fee - first day	$35.00	applies to both cats and dogs	$35.00	0.0%	2015
Dogs - kennel fee after first day	$16.00 /day	per day following the initial kennel fee	$16.00 /day	0.0%	2015
Cats - kennel fee after first day	$11.00 /day	per day following the initial kennel fee	$11.00 /day	0.0%	2015
Vaccination fee	$5.00	applies to both cats and dogs	$5.00	0.0%	2015
Testing fee	$25.00	applies to cats only	$25.00	0.0%	2015
Vehicle Impound Storage	$10.00 /day	Per day	$10.00 /day	0.0%	2007
Court Ordered Breath Tests	$25.00 /week	Per week	$25.00 /week	0.0%	2007
Finger Printing	$20.00		$20.00	0.0%	2007
Police Report Copies:					
Walk In	$0.25 /page	Per page	$0.25 /page	0.0%	2007
Mail or Fax	$5.00		$5.00	0.0%	2007
Police Service of Papers	$45.00		$45.00	0.0%	2015
Photographs	$2.00 /page	Per page	$2.00 /page	0.0%	2007
Audio/Video Magnetic Media	$30.00 /item	Per item	$30.00 /item	0.0%	2007
Bicycle Licenses	$5.00		$5.00	0.0%	2007
Automated Pawn Services	$1.50		$1.50	0.0%	2007
Citizen Weapon Storage	$1.00 /day	New state law allows citizens to bring personal weapons into the Police Department for safekeeping.	$1.00 /day	0.0%	2015

City of Hutchinson
2017 Fee Schedule

Fee Type	2017 Fees	Notes	2016 Fees	% Change	Last Change
The following are court assessed fees for violation of specific ordinances.					
ATV Traffic Control Regulations	$125.00	73.15	$125.00	0.0%	2012
City Parking Lots & Ramps	$25.00	72.08	$25.00	0.0%	2012
Dog at Large	$50.00	Ordinance No. 93.18	$50.00	0.0%	2012
Dog Without License	$25.00	93.18	$25.00	0.0%	2012
Drive through private property to avoid traffic control device	$85.00	71.08	$85.00	0.0%	2012
Emergency Parking Prohibition	$100.00	72.05	$100.00	0.0%	2012
Equipment Requirements/Muffler	$50.00	73.03	$50.00	0.0%	2012
Excessive Vehicle Noise Prohibited	$85.00	71.11	$85.00	0.0%	2012
Fail to Remove Animal Waste	$30.00	93.01	$30.00	0.0%	2012
Fire Lanes; Rush Hour Traffic	$50.00	72.13	$50.00	0.0%	2012
Loading Zone	$25.00	72.09	$25.00	0.0%	2012
Motor-home/Trailer/Rec vehicle park restriction	$25.00	72.07	$25.00	0.0%	2012
Motorized Scooters	$85.00	73.17	$85.00	0.0%	2012
No Burning Permit in Possession	$100.00	92.62	$100.00	0.0%	2012
No Parking	$25.00	Ordinance No. 72.04 (b) 3	$25.00	0.0%	2012
No Parking-Bike Lane	$25.00	70.05	$25.00	0.0%	2012
No Parking-Snow Emergency	$50.00	72.15	$50.00	0.0%	2012
Nuisance Parking	$25.00	Ordinance No. 92.19	$25.00	0.0%	2012
Parallel Parking	$25.00	72.02	$25.00	0.0%	2012
Parking for Advertising or Sale Prohibited	$50.00	72.11	$50.00	0.0%	2012
Parking/Standing/Stopping Prohibited	$25.00	72.01	$25.00	0.0%	2012
Physically Handicapped Parking	$200.00	72.12	$200.00	0.0%	2012
Possession of uncased loaded firearm	$125.00	130.05	$125.00	0.0%	2012
Residential zoning district violation	$40.00	154.056	$40.00	0.0%	2012
Traffic Congestion Street/Restriction/Exemption	$25.00	71.06	$25.00	0.0%	2012
Truck Parking Restricted	$25.00	72.06	$25.00	0.0%	2012
Use of Bike/Skateboards/Rollerskates/Like	$25.00	73.31	$25.00	0.0%	2012
U-Turns Restriction	$25.00	71.04	$25.00	0.0%	2012
Vehicle repair on street/public parking lot restriction	$85.00	72.1	$85.00	0.0%	2012
Violate Angle Parking Ordinance	$25.00	72.03	$25.00	0.0%	2012
Violate motorized golf cart ordinance	$50.00	73.16	$50.00	0.0%	2012
Violation of Time Limit Parking	$25.00	72.04	$25.00	0.0%	2012
Water Shortages/Rest Use/Hours	$100.00	Ordinance No. 52.06	$100.00	0.0%	2012

City of Hutchinson
2017 Fee Schedule

Fee Type	2017 Fees	Notes	2016 Fees	% Change	Last Change
Public Works					
Engineering:					
* Design Review	3.00%	Review of site and grading plans and/or plans and specifications prepared by developer, or preliminary engineering of reconstruction plans.	3.00%	0.0%	2002
Final Design	6.00%	Preparation of project plans and specifications in-house.	6.00%	0.0%	2002
Construction Review and Staking	6.00%	Includes on-site and off-site construction services. Private developers must provide survey control and may complete this work with a consultant approved by the City and pay these costs directly.	6.00%	0.0%	2002
* Preliminary Development	1.00%	Plan review, City approval process, and preparation of developer, subdivision and/or development agreements.	1.00%	0.0%	2002
Contact Administration	2.00%	Assessment roll preparation, MN Statute 429 review, and contract administration and review.	2.00%	0.0%	2002
* Comprehensive Planning	2.00%	Comprehensive/infrastructure/system planning and improvement project studies/reports.	2.00%	0.0%	2014
Topographic Mapping	1.00%	GIS system and topographic mapping administration.	1.00%	0.0%	2014
* Housing needs fund	1.00%	Funding for HRA program supporting housing needs within the community. The HRA Board may waive this fee on projects meeting HRA Housing goals. Not applied to reconstruction or trunk utility improvements.	1.00%	0.0%	2002
Standard City Rate:					
Redevelopment/Newly Annexed	21.00%	Redevelopment and newly annexed (does not include "Housing Needs Fund")	21.00%	0.0%	2014
New Development	22.00%	New development (includes "Housing Needs Fund"). The City retains the right to approve which projects will be completed utilizing municipal financing based on guidelines approved by the City Council.	22.00%	0.0%	2014
Developer Designed & Financed Rate	7.00%	Minimum rate, including all items noted with asterisk (*). Private development projects utilizing more City services will be charged based on rates noted above. Hutchinson HRA may waive the 1% Housing Needs Fund fee based on low-income housing being included in the project.	7.00%	0.0%	2014
Engineering: Plans & Specs (paper)	$80.00	Per set fee	$80.00	0.0%	2002
Engineering: Plans & Specs (download set)	$20.00	Per set fee	$20.00	0.0%	2002

The City retains the right to engage a consultant to complete a portion of the Engineering and Project Administration. The developer shall have the preliminary and final plat approved prior to work commencing on final design. Financial assurance/bonding may be required for improvement being completed by private developers. The developer shall meet all design standards and financial surety requirements of the City.

City of Hutchinson
2017 Fee Schedule

Fee Type	2017 Fees	Notes	2016 Fees	% Change	Last Change
Typical Residential Improvement Assessment Rates:					
Total street reconstruction	$80.00	Per adjusted front foot	$80.00	0.0%	2010
Partial street reconstruction	$65.00	Per adjusted front foot	$65.00	0.0%	2013
Street rehabilitation	$52.50	Per adjusted front foot	$52.50	0.0%	2013
Mill/overlay of street	$30.00	Per adjusted front foot	$30.00	0.0%	2010
Water service lateral	$3,000.00	or based on actual construction costs	$3,000.00	0.0%	2010
Sewer service lateral	$3,000.00	or based on actual construction costs	$3,000.00	0.0%	2010
SAC (Sewer Availability Charge)	$2,300.00	Residential per MCES criteria & Commercial/Industrial per MCES with initial unit + 50% of additional units	$2,300.00	0.0%	2011
WAC (Water Availability Charge)	$1,750.00	Residential per MCES criteria & Commercial/Industrial per MCES with initial unit + 50% of additional units	$1,750.00	0.0%	2011
Assessment Search	$30.00		$30.00	0.0%	2011
Water Rates:					
Base charge	$7.35	Per water meter	$7.35	0.0%	2011
Usage (Residential, Retail, Commercial, Industrial)					
To 150,000 gallons per month	$4.34		$4.34	0.0%	2011
151,000 to 3,000,000 gallons per month	$3.18		$3.18	0.0%	2011
Over 3,000,000 gallons per month	$2.36		$2.36	0.0%	2011
Water Service Repair	$0.50	Per water meter per month	$0.50	0.0%	2011
Bulk water	$45.00	Deposit for key rental	$45.00	0.0%	2011
Key rental fee (Month or partial month)	$45.00	Month or partial month	$45.00	0.0%	2011
Lost key	$585.00		$585.00	0.0%	2011
Set up fee	$25.00	Set up fee for putting a metered valve onto a hydrant for bulk water loading / use	$25.00	0.0%	2016
Per load	$20.00	South Park loaded by City staff	$20.00	0.0%	2011
Per load	$20.00	2 load/day, hydrant fills	$20.00	0.0%	2011
Load Charge	$8.00	per 1,000 gallon (rounded to nearest 1,000 ga.) $20 minimum	$8.00	0.0%	2015
Disconnect/Reconnecting Accounts					
Leaving for Winter, or foreclosures (scheduled)	$30.00	$30 for disconnect; $30 for reconnect	$30.00	0.0%	2011
Delinquent Accounts	$40.00	$40 for disconnect; $40 for reconnect	$40.00	0.0%	2011
Reconnect after hours, weekends, holiday	$100.00		$100.00	0.0%	2011
Water Meter Fees:					
3/4" X 5/8"	$265.00	Connections and flanges included	$265.00	0.0%	2016
1"	$360.00	* meter pricing includes water meter transmitter	$360.00	0.0%	2016
1.5" Turbo	$1,075.00		$1,075.00	0.0%	2016
1.5" Compound	$1,510.00		$1,510.00	0.0%	2016
2" Compound	$1,730.00	Water department staff will approve/disapprove or require application of turbo or compound meters.	$1,730.00	0.0%	2016
2" Turbo	$1,250.00		$1,250.00	0.0%	2016
3" Compound	$2,150.00		$2,150.00	0.0%	2011
3" Turbo	$1,540.00		$1,540.00	0.0%	2016
4" Compound	$3,550.00		$3,550.00	0.0%	2016

City of Hutchinson
2017 Fee Schedule

Fee Type	2017 Fees	Notes	2016 Fees	% Change	Last Change
4" Turbo	$2,775.00	Water department staff will approve/disapprove or require application of turbo or compound meters.	$2,775.00	0.0%	2016
6" Compound	$6,000.00		$6,000.00	0.0%	2016
6" Turbo	$4,890.00		$4,890.00	0.0%	2016
Water meter testing fee	$50.00	Plus all direct costs for testing by others	$50.00	0.0%	2012
Water meter transmitter	$125.00	As needed, determined by the Water Dept.	$125.00	0.0%	2015
Telecommunications Application Fee:					
Single User per frequency pair	$0 - Eliminated		$336.00	-100.0%	2012
Telecommunication permit application	$775.00		$775.00	0.0%	2012
Multi-user ESMR	$0 - Eliminated		$1,059.00	-100.0%	2012
Lease rates	Negotiated		Negotiated		
Sewer Rates:					
Base charge (CATEGORY A)	$6.41	Per connection	$6.41	0.0%	2011
Usage (CATEGORY A)	$6.42	Based upon January/February 30 day avg water usage	$6.42	0.0%	2011
Base charge (CATEGORY B)	$6.41	Per connection	$6.41	0.0%	2011
Usage (CATEGORY B)	$5.75	Based upon January/February 30 day avg water usage	$5.75	0.0%	2011
Load charges:					
Biochemical Oxygen Demand (BOD)	$0.43	Greater than 140 mg/l	$0.43	0.0%	2010
Total Kjedahl Nitrogen (TKN)	$1.16	Greater than 50 mg/l	$1.16	0.0%	2010
Suspended Solids	$0.40	Greater than 310 mg/l	$0.40	0.0%	2010
Phosphorous (P)	$5.82	Greater than 6 mg/l	$5.82	0.0%	2010
Industrial Pretreatment Program Fees:					
New permit application fee					
Sewer users < 25,000 gals/day and Haulers	$100.00	Permit application fee	$100.00	0.0%	2006
Sewer users > 25,000 gals/day	$400.00	Permit application fee	$400.00	0.0%	2006
Annual Permit Fee					
Haulers	$100.00	per year	$100.00	0.0%	2006
Sewer Users < 25,000 gals/day	$700.00	per year	$700.00	0.0%	2006
Sewer Users 25,000 to 100,000 gals/day	$1,400.00	per year	$1,400.00	0.0%	2006
Sewer Users > 100,000 gals/day	$2,100.00	per year	$2,100.00	0.0%	2006
Annual site inspection fee	$100.00		$100.00	0.0%	2006
Sampling and Lab costs	at Cost		at Cost		2006
State and Legal Costs	at Cost		at Cost		2006
Limits Exceedance Fees	$150.00	per pollutant per sampling period	$150.00	0.0%	2006
Hauling Waste Fees					
Portable Toilets Waste					
Truck tipping fee	$6.00	per 100 gallons	$6.00	0.0%	2006
Municipal WWTP Sludge					
Truck tipping fee	$50.00	per truck load	$50.00	0.0%	2006
Sludge volume fee	$325.00	per dry ton	$325.00	0.0%	2006

City of Hutchinson
2017 Fee Schedule

Fee Type	2017 Fees	Notes	2016 Fees	% Change	Last Change
Storm Water Utility:					
Golf Course, Park, Open Space	$5.42		$5.24	3.4%	2016
Single & Two-Family Residential	$4.17		$4.03	3.5%	2016
Public/Private School & Institutional	$21.03		$20.36	3.3%	2016
Multi-Family Residential & Church	$29.90		$28.94	3.3%	2016
Commercial & Industrial	$53.49		$51.78	3.3%	2016
Lots 1 to 2 acres	$7.24		$7.01	3.3%	2016
Lots 2 to 3 acres	$12.63		$12.23	3.3%	2016
Lots 3 to 4 acres	$18.01		$17.43	3.3%	2016
Lots 4 to 5 acres	$23.41		$22.66	3.3%	2016
Lots over 5 acres		See Resolution No. 11637			
Drainage/Erosion Control permit	$35.00	Drainage connection	$35.00	0.0%	2012
	$35.00	< 5,000 ft 2 disturbed	$35.00	0.0%	2012
	$100.00	5,000 ft2 - 1 acre disturbed	$100.00	0.0%	2012
	$200.00	1 to 5 acres disturbed	$200.00	0.0%	2012
	$300.00	More than 5 acres disturbed	$300.00	0.0%	2012
Garbage Rates:					
Standard weekly service					
30-gallon container	$20.12	per month charge	$20.12	0.0%	2008
60-gallon container	$29.02	per month charge	$29.02	0.0%	2008
90-gallon container	$39.92	per month charge	$39.92	0.0%	2008
Standard bi-weekly service					
30-gallon container	$14.16	per month charge	$14.16	0.0%	2008
60-gallon container	N/A	not available	N/A		
90-gallon container	N/A	not available	N/A		
Weekly valet service					
30-gallon container	$28.46	per month charge	$28.46	0.0%	2008
60-gallon container	$37.36	per month charge	$37.36	0.0%	2008
90-gallon container	$48.26	per month charge	$48.26	0.0%	2008
Senior Citizens/Low Income Rate					
Bi-weekly standard service	$14.16	30-gallon container; per month charge	$14.16	0.0%	2008
Bi-weekly valet service (low income)	$19.79	30-gallon container, per month charge	$19.79	0.0%	2008
Senior citizen reduced rate (low income)	$2.50	per month charge	$2.50	0.0%	2008
Senior citizen reduced valet	$10.84	per month charge	$10.84	0.0%	2008
Senior citizen reduced bi-weekly valet	$6.67	per month charge	$6.67	0.0%	2008
Cart delivery fee	$10.00		$10.00	0.0%	2007
Stickers for extra garbage bag service	$2.00	stickers available at City Center Administration window	$2.00	0.0%	2007
Compost Carts					
First 95 gallon cart	$0.00	free service	$0.00	0.0%	2007
Second 95 gallon cart (optional)	$100.00	annual billing - not to be prorated if cancelled within year	$100.00	0.0%	2016

City of Hutchinson
2017 Fee Schedule

Fee Type	2017 Fees	Notes	2016 Fees	% Change	Last Change
Cemetery:					
Flush marker grave space	$790.00		$750.00	5.3%	2012
Upright memorial grave space	$1,030.00		$980.00	5.1%	2012
Second right of interment	$430.00		$410.00	4.9%	2012
Baby section grave space	$140.00		$135.00	3.7%	2012
Flush marker cremation grave space	$430.00		$410.00	4.9%	2012
Upright memorial cremation grave space	$1,030.00		$980.00	5.1%	2012
Cremation grave space	$430.00		$410.00	4.9%	2012
Columbarium Niches Upper 3 rows	$1,730.00		$1,650.00	4.8%	2012
Lower 2 rows	$1,350.00		$1,295.00	4.2%	2012
Columbarium Shelter - all units	$1,950.00		$1,950.00	0.0%	2015
Replacement Bronze Plaque	$380.00		$360.00	5.6%	2012
Weekday interment	$790.00		$750.00	5.3%	2012
Weekend/Holiday interment	$1,030.00		$980.00	5.1%	2012
Winter weekday interment	$925.00		$880.00	5.1%	2012
Winter weekend/holiday interment	$1,140.00		$1,085.00	5.1%	2012
Weekday Baby interment	$300.00		$285.00	5.3%	2012
Weekend/Holiday Baby interment	$540.00		$515.00	4.9%	2012
Winter weekday Baby interment	$600.00		$570.00	5.3%	2012
Winter weekend/holiday Baby interment	$650.00		$620.00	4.8%	2012
Weekday cremation in-ground inurnment	$415.00		$395.00	5.1%	2015
Weekend/Holiday cremation in-ground inurnment	$655.00		$625.00	4.8%	2015
Winter weekday cremation in-ground inurnment	$535.00		$510.00	4.9%	2015
Winter weekend/holiday cremation in-ground inurnment	$770.00		$735.00	4.8%	2015
Vaulted cremains (additional charge)	$240.00		$230.00	4.3%	2012
Inurnment - Columbaria: Weekday	$360.00		$360.00	0.0%	2015
Weekend/Holiday	$570.00		$570.00	0.0%	2015
Winter weekday	$465.00		$465.00	0.0%	2015
Winter weekend/holiday	$670.00		$670.00	0.0%	2015
Late charges (funerals arrive after 4pm)	$215.00		$205.00	4.9%	2012
Disinterment	$1,650.00		$1,550.00	6.5%	2012
Holding vault fee	$135.00		$130.00	3.8%	2012
Stone setting permit	$80.00		$80.00	0.0%	2012
Cemetery deed transfer	$15.00	Rate set by Statute	$15.00	0.0%	2008
Chapel rental	$275.00	Per 1/2 day	$260.00	5.8%	2012
Memorial Bench Program					
Single bronze plaque	$550.00		$520.00	5.8%	2012
Double bronze plaque	$760.00		$725.00	4.8%	2012
Engraved name/date per space	$275.00		$260.00	5.8%	2012
Commemorative Bench Program					
No memorial on bench; placed by Cemetery	$2,500.00		$2,375.00	5.3%	2012
Recording fee	$80.00		$80.00	0.0%	2012
Affidavit of Ownership	$80.00	Claim of ownership by decent of title	$80.00	0.0%	2012

City of Hutchinson
2017 Fee Schedule

Fee Type	2017 Fees	Notes	2016 Fees	% Change	Last Change
H.A.T.S. Facility:					
Fuel Charges	$0.12	$0.05 fuel system; $0.02 fuel treatment; $0.05 equip wash	$0.12	0.0%	2009
Airport:					
City-owned hangars:					
Hangars #1/9-1/18	$40.00	Per month.	$40.00	0.0%	2014
Hangars #2/1-2/8	$85.00	Per month.	$85.00	0.0%	2015
Hangars #3/2-3/4; 3/6-3/8	$120.00	Per month.	$120.00	0.0%	2014
Hangars #3/1 & 3/5	$210.00	Per month.	$210.00	0.0%	2014
Hangars #4/1-4/8	$110.00	Per month.	$110.00	0.0%	2015
City-owned storage spaces - Hangar #4	$40.00	Per month.	$40.00	0.0%	2014
Privately-owned hangar spaces:					
General Aviation	$0.0380	per sq. ft. every other year (next adjustment in 2018)	$0.0380	0.0%	2016
Commercial	$0.1260	per sq. ft. every other year (next adjustment in 2018)	$0.1260	0.0%	2016
Operations & Maintenance:					
Labor rate	$50.00 /hr	Add $20/hr for premium/overtime pay	$50.00 /hr	0.0%	2012
Administrative fee	$50.00		$50.00	0.0%	2010
Mailbox reimbursement	$250.00	Reimbursement to property owners for damaged mailbox not	$250.00	0.0%	2016
Asphalt patching material	$270.00 /ton	Per ton	$270.00 /ton	0.0%	2016
Other materials	Quoted		Quoted		
Equipment rental rates		See most recent FEMA reimbursement rates + 20% + Operator cost + Fuel surcharge			

2017 Annual Budget

Compensation Plan

RESOLUTION NO. 14498

CITY OF HUTCHINSON
2016 COMPENSATION PLAN

RESOLUTION ADOPTING POSITION CLASSIFICATION ASSIGNMENT TABLE EFFECTIVE JANUARY 1, 2016

WHEREAS, the City Council has considered the existing classification of positions for the City of Hutchinson and the current economic conditions,

BE IT RESOLVED, that a Position Classification Plan is hereby adopted. All positions covered by this Resolution shall be grouped in grades having a definite range of difficulty and responsibility. For each position there shall be a title; and there shall be shown examples of work which are illustrative of duties of positions, as well as requirements as to knowledge, abilities and skills necessary for performance of the work; and a statement of experience and training desirable for recruitment into a position.

A. Plan Objectives

- To establish and maintain a compensation plan that enables the City of Hutchinson to be highly competitive within our defined market.
- To lead or exceed the market in attracting and retaining qualified, reliable and motivated employees who are committed to quality and excellence for those we serve.
- To ensure, subject to the financial condition of the City, that employees receive fair and equitable compensation in relation to their individual contributions to the City's success.
- To follow the principles of pay equity in establishing and maintaining pay relationships among positions based on the categories of the Stanton Point Factor System.
- To ensure program flexibility necessary to meet changing economic, competitive, technological, and regulatory conditions encountered by the City.
- To balance compensation and benefit needs with available resources.

B. Plan Structure

The compensation plan specifies salary range minimums and maximums. The intent of each salary grade is to fall within 80% and 115% of identified market for positions within the grade. (See Attachment B)

Each numbered pay grade in the basic table consists of the following:

1. **Salary Minimum**: The lowest amount paid to an employee in a specific job grade or class. No employee will receive less than the minimum rate. (80% of market)
2. **Salary Mid-point**: The middle of the salary range. (97.5% of market)
3. **Market Rate**: The market rate represents the competitive rate for an employee who is fully functional within their current position. (100%)
4. **Salary Maximum**: The difference between the salary market rate and the salary maximum represents merit pay for employee performance above that expected of a particular job. No employee will be paid above the maximum of the salary range. (115% of market).

C. Open Salary Range

The City shall adopt an Open Salary Range compensation plan that will allow for maximum flexibility and in-range salary administration since there are not defined or pre-calculated "steps". Employee movement within the pay grade range to which their position is assigned is based solely on performance. The open salary range concept rewards good and exceptional performers and advances employees to the market rate more quickly. (See item I. [4])

D. Position Classification Assignment

The assignment table shall assign all of the various positions in the Position Classification Plan to the appropriate pay grade (See Attachment A).

The City Administrator and Human Resources Director may jointly approve a reclassification of a position provided the reclassification does not exceed two grades upward or two grades downward from the current pay grade. To initiate consideration of this type of reclassification, the department director shall submit in writing the specific reasons for the reclassification.

Any changes to the classification of a position of more than two pay grades shall be approved by the City Council. Requests for reclassification are normally brought before the Council with the annual budget process, and at other times of the year, as needed. To initiate such a reclassification request, the department director shall submit a written request for consideration to the City Administrator and the Human Resources Director. The request shall include a description of significant or considerable changes to the position that warrant a reclassification. The City Administrator and Human Resources Director will determine if the reclassification request is to be forwarded to the City Council for consideration.

E. Allocation Of New Positions

When a new position is created for which no appropriate description exists or when the duties of an existing position are sufficiently changed so that no appropriate description exists, the City Council, after recommendation of the Human Resources Director, shall cause an appropriate job description-specification to be written for said position.

F. Pay Grades

1. **Exempt Employees**

   Each position is assigned a pay grade. The normal beginning rate for a new employee will be the minimum rate. After satisfactory completion of twelve months probation, an increase may be granted as warranted by the annual performance appraisal. Thereafter, consideration for increases may be given annually on a standardized date established by the City. The City Administrator reserves the discretion to adjust individual rates within the assigned pay grades as required. The Council will determine any pay increase for the City Administrator.

2. **Non-Exempt Employees**

   Each position is assigned a pay grade. The normal beginning rate for a new employee will be the minimum rate. After satisfactory completion of twelve months probation, an increase may be granted as warranted by the annual performance

appraisal. Thereafter, consideration for increases may be given annually on a standardized date established by the City. The City Administrator reserves the discretion to adjust individual rates within the assigned pay grades as required.

3. **Police Patrol Positions**

   The position of full time police patrol officer is assigned to Grade 5 on the pay plan. Temporary assignments will be made from these positions as needed for the investigative function for the department. With said assignment, there will be an additional $200.00 per month premium on top of the employee's patrol officer pay grid assignment.

4. **Part-Time Liquor Store Clerk, Part-Time Custodial and Part-Time Compost Site Monitor Positions**

   The part-time positions of liquor store clerk, custodian, and compost site monitor have been placed in separate pay plans that recognize the specific industry labor markets in which they work.

The City Administrator and the Human Resources Director, as directed by the Administrator, shall maintain the discretion to hire at any point within the range based on the qualifications, experience, market conditions or other relevant factors, to secure the best candidate for the position.

G. Promotion, Position Reclassification, and Demotion Pay Rate Adjustment

1. When an employee is promoted or the position to which they are appointed is reclassified upward, the employee's pay rate will be adjusted as follows:

   a. If the promotion or reclassification results in a one grade adjustment upward, the employee shall be compensated within the higher salary range at a rate that is equal to the compa ratio of the employee's pay rate in their current range.

   b. If the promotion or reclassification results in more than a one grade adjustment upward, the employee's pay rate will be adjusted by using one of the following methods:

      i. To at least the minimum of the higher salary range for classified staff positions; or

      ii. If the employee's current pay rate is at or above the minimum of the promotional or reclassified position, the pay rate may be increased to a level within the salary range or budgeted pay rate amount that is equitable, based on the employee's related experience, qualifications and the pay rates of the other employees in the same position; or, the appropriate pay rate based on market conditions and competition. Generally, this pay rate increase ranges from 5% to 10%; or,

      iii. To a level within the higher salary range that is equal to the compa ratio of the employee's pay rate in the current range if the increase does not exceed 10%.

2. When an employee is demoted or the position to which they are appointed is reclassified downward, the employee's salary will be adjusted as follows:

    a. If the employee's current pay rate is within the salary range of the resulting position, the pay rate will remain unchanged.

    b. If the employee's current pay rate is above the maximum of the salary range, the current pay rate may be maintained, but frozen until the pay rate falls within the salary range as a result of adjustments to the pay grid, or may be lowered to the maximum pay rate of the lower pay grade.

When making salary adjustment decisions, the following may be considered:

- market condition trends, such as inflation and the current salary rates for the external market
- employee performance to reward increased productivity and performance improvements
- available resources, salary maximums, and other restrictions to ensure that the increase is allowable and that funds exist to cover it

The City Administrator will normally discuss the proposed pay adjustment with the director/department head and the Human Resources Director. The City Administrator must approve any pay rate adjustment due to promotion, reclassification or demotion and may vary from this policy and approve a different pay rate adjustment, per his/her discretion.

Definitions

Promotion - A promotion is the appointment of a current, active regular employee to a position in a higher salary range than the one to which the employee is presently assigned. Most promotions will occur as a result of a job posting or a departmental reorganization. A promotion is also advancement to a position that requires performing accountabilities of increased complexity or responsibility.

Demotion - A demotion is the appointment of a current, active regular employee to a position in a lower salary range than the one to which the employee is presently assigned. Most demotions will occur as a result of a departmental reorganization or disciplinary action. A demotion is also an appointment to a position that requires performing accountabilities of decreased complexity or responsibility.

Reclassification – A reclassification is the placement of a current position in a higher or lower salary grade because the position evaluation criteria have changed and now meet the requirements of a higher or lower pay grade.

H. Apprenticeship Program

The City has implemented an apprenticeship program for those Water and Wastewater Department positions subject to identified employee development including required licensures/demonstrated skills, experience /longevity, and maturation in a position that directly affect the department's ability to deliver municipal services.

I. Performance Evaluations

1. For all regular full time and part time employees, a performance appraisal or evaluation will be made on, at minimum, an annual basis and per city policy No. 3.08. An evaluation made by the employee's supervisor shall be submitted in writing to the employee and to the City Administrator/Human Resources Director. All evaluations will be forwarded to Human Resources for filing in the employee files.

2. Evaluations shall be based upon the performance of the individual in the position measured against established job performance criteria. Such criteria may include level of knowledge, skills, ability, and quality of work, personal work traits, compliance with established City or departmental rules and regulations or any other criteria that is indicative of performance.

3. The performance appraisal process is the application of performance standards to past performance. In appraising an employee, these are the basic levels of performance:

   Outstanding - Performance is exceptional in all areas and is recognizable as being far superior to others.
   Exceeds Job Requirements - Results clearly exceed most positions requirements. Performance is of high quality and is achieved on a consistent basis.
   Meets Job Requirements - Competent and dependable level of performance. Meets performance standards of the job.
   Needs Improvement - Performance is deficient in certain area(s). Improvement is necessary.
   Unsatisfactory - Results are generally unacceptable and require immediate improvement.

4. Results

   The results of the employee's evaluation will normally have the following effect on his/her salary per the following Merit Increase Guide:

Merit Increase Guide for Open Salary Ranges

Achievement Level

Compa-Ratio*	0 to 1.0	1.1 to 1.99	2.0 to 2.75	2.76 to 3.5	3.51 to 4.25	4.26 to 5.0
80.0 – 84.9	0%	0%	4%	5%	6%	7%
85.0 – 89.9	0%	0%	4%	5%	6%	7%
90.0 – 94.9	0%	0%	3%	4%	5%	6%
95.0 – 99.9	0%	0%	2%	3%	4%	5%
100.0 – 104.9	0%	0%	0%	2%	3%	4%
105.0 – 109.9	0%	0%	0%	1%	2%	3%
110.0 – 115.0	0%	0%	0%	0%	2%	3%

**Compa-ratio refers to the location of the individual in the range relative to the market.*

Merit/performance increases for eligible regular full time and regular part time employees will be effective on the first date of the first full pay period commencing

on or after March 1, except for newly hired employees. For 2016, the effective date is Sunday, March 13, 2016. New employees are eligible for consideration for a merit/performance increase after one year of continuous employment, generally, the first year anniversary date. In subsequent years, eligible employees will be eligible for consideration for the merit/performance increase as specified previously and at the discretion of the department director. Application of merit/performance increases for employees appointed to the position of full time police patrol officer is subject to collective bargaining.

5. Market Conditions

   Notwithstanding any language to the contrary, the City Council retains the right to deviate from the pay plan when, in the sole judgment of the City Council, market conditions or other circumstances dictate such a decision.

The City Administrator and Human Resources Director maintain final approval responsibility for salary increases.

J. Annual Market Adjustment Consideration

As part of the budget preparation process, an annual market adjustment, expressed as a percentage increase, is recommended to the City Council for review and consideration for approval.

In determining a recommendation for an annual market adjustment, at least the following information shall be considered:

1. U.S., Midwest, and Minneapolis/St. Paul consumer price index changes (CPIU & CPIW)
2. Social Security calculation of cost of living increase
3. Unemployment rate
4. Employee turnover rate
5. Area wage survey
6. Legislative growth factor constraints

An approved market adjustment is applied only to the City Pay Grid, and no individual market increases will be granted in 2016. If an adjustment to the pay grid results in a regular employee's wages being below the minimum rate of the grid, the wages for the affected employee(s) will be increased to the newly established minimum rate effective January 1st.

K. Modification of the Plan

The City Council reserves the right to modify any or all of the components or to vary from any of the components of the Compensation Plan at its discretion and at any time.

L. Review of the Plan

As often as necessary to assure continued correct classification, the Position Classification Plan shall be reviewed by the Human Resources Director and necessary adjustments recommended to the City Council. It is recommended that a comprehensive review be completed at least every three years.

M. Filing of the Plan

Upon adoption of the Resolution, a copy of the Position Classification Plan approved by the City Council shall be placed on file with the City Administrator. The plan so filed and subsequently adjusted by the Council shall be the Position Classification Plan of the City.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTCHINSON

That the following table is hereby adopted as the City Position Classification Assignment Table, to be reviewed from time to time, assigning the various positions in the Position Classification Plan to the appropriate pay grades in the table. Pay grades for regular part time (PT) positions are assigned according to job responsibilities at the discretion of the City Administrator and Human Resources Director.

City of Hutchinson
Position Classification Table
January 2016

Grade	Position Title	Grade	Position Title
1	PT Office Specialist (Event Center)	5	Executive Assistant/Paralegal
	PT Compost Scale Operator		Information Technology Specialist
	PT Custodian		Parks Maintenance Specialist
	PT PRCE Receptionist		Police Officer (FT/PT)
			Maintenance Lead Operator/Supervisor
2	Compost Laborer		Sales & Marketing Specialist
	Permit Technician		Senior Engineering Specialist
	PT Human Resources Administrative Technician		Server/Network Technician
	PT Liquor Sales Clerk		
	PT Licensing Clerk	6	Compost Coordinator
	PT Recreation Facility Maintenance Technician		Recreation Services Coordinator
3	Administrative Secretary (Engineering)	7	Operations & Maintenance Supervisor
	Administrative Secretary (Public Works)		Project/Environmental/Regulatory Manager
	Compost Equipment Operator		Senior Accountant
	General Maintenance Worker (Event Center)		
	General Maintenance Worker (HATS)	8	Building Official
	Heavy Equipment Operator		Facilities Supervisor
	Hospital Security Guard (FT/PT)		Motor Vehicle Deputy Registrar
	Parks Maintenance Equipment Operator		Parks Supervisor
	Plant Equipment Mechanic I		Police Sergeant
	Police Records Specialist		Recreation Facilities Operations Manager
	Police Supplemental Services Specialist		Water Supervisor
	Water Maintenance Technician		Wastewater Supervisor
	Senior Liquor Sales Clerk		
	Wastewater Services Operator	10	Police Lieutenant
	Water/Wastewater Office/Laboratory Specialist		Fire Chief
	Senior Accounting Specialist		
	Utility Billing Specialist	11	Public Works Manager
4	Arborist	12	Compost Manager
	Building Inspector		Economic Development Director
	Compost Operations Specialist		Finance Director
	Emergency Dispatcher (FT/PT)		Human Resources Director
	Engineering Specialist		IT Director
	Equipment Mechanic		Liquor Sales Manager
	Lab Technician/WW Operator		Planning Director
	Payroll/Benefits Specialist		
	~~Planning and Building Specialist~~	14	Police Chief/Emergency Management Director
	Police Investigations Specialist		PRCE Director
	Plant Equipment Mechanic II		
	Senior Public Works Maintenance Specialist	16	City Attorney
	Water Plant Operator		Public Works Director/City Engineer
5	Event Center Coordinator	19	City Administrator

Attachment A

City of Hutchinson

2016 Compensation Plan - Pay Grid (2% increase)

Grade	80%	80%	Mid-Pt. 97.5%	Mid-Pt. 97.5%	Market 100%	Market 100%	115%	115%
19	$7,887	$45.504	$9,613	$55.458	$9,859	$56.880	$11,338	$65.412
18	$7,600	$43.847	$9,263	$53.439	$9,500	$54.809	$10,925	$63.030
17	$7,313	$42.190	$8,912	$51.419	$9,141	$52.738	$10,512	$60.648
16	$7,024	$40.524	$8,561	$49.388	$8,780	$50.655	$10,097	$58.253
15	$6,738	$38.872	$8,211	$47.375	$8,422	$48.589	$9,685	$55.878
14	$6,450	$37.210	$7,860	$45.350	$8,062	$46.512	$9,271	$53.489
13	$6,162	$35.548	$7,509	$43.325	$7,702	$44.435	$8,857	$51.101
12	$5,874	$33.891	$7,159	$41.305	$7,343	$42.364	$8,444	$48.719
11	$5,585	$32.221	$6,806	$39.269	$6,981	$40.276	$8,028	$46.317
10	$5,298	$30.564	$6,456	$37.249	$6,622	$38.205	$7,615	$43.935
9	$5,010	$28.902	$6,105	$35.224	$6,262	$36.128	$7,201	$41.547
8	$4,722	$27.241	$5,754	$33.199	$5,902	$34.051	$6,787	$39.158
7	$4,434	$25.584	$5,404	$31.180	$5,543	$31.979	$6,374	$36.776
6	$4,148	$23.931	$5,055	$29.166	$5,185	$29.914	$5,963	$34.401
5	$3,858	$22.256	$4,701	$27.124	$4,822	$27.820	$5,545	$31.993
4	$3,573	$20.613	$4,354	$25.122	$4,466	$25.766	$5,136	$29.631
3	$3,282	$18.937	$4,000	$23.080	$4,103	$23.672	$4,718	$27.222
2	$2,995	$17.280	$3,650	$21.060	$3,744	$21.600	$4,306	$24.840
1	$2,707	$15.619	$3,299	$19.035	$3,384	$19.523	$3,892	$22.452
PT Custodian		$13.63		$16.61		$17.04		$19.60
PT Liquor Store Clerk		$10.33		$12.59		$12.91		$14.85
PT Compost Monitor		$9.70		$11.82		$12.12		$13.94

Adopted by the City Council this 22nd day of December, 2015. (This replaces Resolution No. 14467)

ATTEST:

Gary Forcier, Mayor

Matthew Jaunich, City Administrator

Attachment B