



# **2016 Final Budget**

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**CITY OF EAST BETHEL  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2015-60**

**RESOLUTION SETTING THE FINAL PROPERTY TAX LEVY  
AND BUDGET FOR 2016**

**WHEREAS**, The City Council of the City of East Bethel is the governing body of the City of East Bethel; and

**WHEREAS**, the City Council has considered the operating needs and debt service needs for fiscal year 2016.

**WHEREAS**, MN Statues require that a final levy amount be provided to the Anoka County Auditor on or before December 31, 2015.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the City of East Bethel, MN hereby proposes that a tax is to be levied on all taxable real and personal property within the City of East Bethel for the purpose and sums as follows:

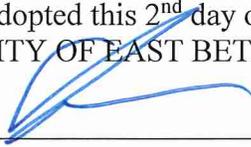
<b>General Levy:</b>	\$4,109,300
<b>Debt Service Levies:</b>	
2008 Sewer Revenue Bonds	\$ 180,000
2013A Public Safety Bonds – Referendum Market Value Levy	\$ 128,000
2015A	\$ 504,000
2014A	\$ 330,000
<b>Total Levies</b>	<b><u>\$5,251,300</u></b>

*\*The above levy includes the amount necessary to cover debt service requirements in 2016 and cancels any previous scheduled amounts.*

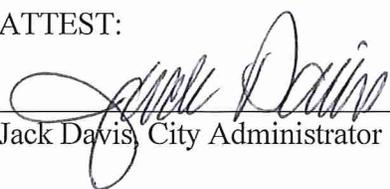
<u>Budgets:</u>	General Fund	\$4,975,900
	Debt Service	\$1,870,600

**BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** a certified copy of this Resolution be provided to the Anoka County Auditor.

Adopted this 2<sup>nd</sup> day of December, 2015 by the City Council of the City of East Bethel.  
CITY OF EAST BETHEL

  
\_\_\_\_\_  
Steven R. Voss, Mayor

ATTEST:

  
\_\_\_\_\_  
Jack Davis, City Administrator

**CITY OF EAST BETHEL  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2015-61**

**RESOLUTION APPROVING THE FINAL ECONOMIC DEVELOPMENT  
AUTHORITY PROPERTY TAX LEVY AND BUDGET FOR 2016**

**WHEREAS**, Minnesota Statutes Chapter 275.065 requires that the City Council adopt a preliminary property tax levy and budget on or before December 31, 2015; and

**WHEREAS**, the City Council has considered the operating needs of the Economic Development Authority for fiscal year 2016.

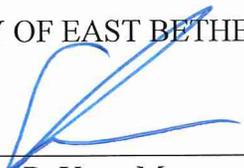
**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the property tax levy and budgets for the Economic Development Authority for 2016 are as follows:

Economic Development Authority General Levy	\$123,022
Economic Development Authority Budget	\$123,022

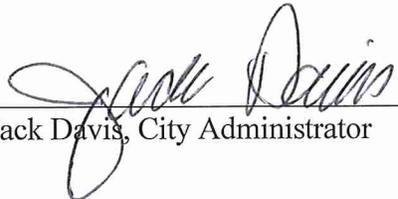
**BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** a certified copy of this Resolution be provided to the Anoka County Auditor.

Adopted this 2nd day of December, 2015 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

  
\_\_\_\_\_  
Steven R. Voss, Mayor

ATTEST:

  
\_\_\_\_\_  
Jack Davis, City Administrator

**City of East Bethel  
2016 General Fund Final Budget (Summary)**

Account Description	FY 2015 Budget	FY 2016 Final Budget	% Change
<b><u>Tax Levies - City</u></b>			
General Fund Tax Levy	4,050,500.00	4,109,300.00	1%
2013 A	127,000.00	128,000.00	1%
2008 A	180,000.00	180,000.00	0%
2015 A	487,000.00	504,000.00	3%
2014 A	330,000.00	330,000.00	0%
<b>Total Levy - City</b>	<b>5,174,500.00</b>	<b>5,251,300.00</b>	<b>1.5%</b>
<b><u>Tax Levies - Special Levies</u></b>			
City EDA	123,022.00	123,022.00	0%
<b>Total Levy - Special</b>	<b>123,022.00</b>	<b>123,022.00</b>	<b>0.0%</b>

<b>Organizational Staff Summary</b>					
		<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
City Council	<b>Part Time</b>	5.00	5.00	5.00	5.00
City Administration	<b>Full Time</b>	2.00	2.00	3.00	3.00
	<b>Part Time</b>	0.06	0.06	0.06	0.06
Elections	<b>Part Time</b>		Contract		Contract
City Clerk	<b>Full Time</b>	1.00	1.00	-	-
Finance	<b>Full Time</b>	2.00	2.00	2.00	2.00
Assessing	<b>Full Time</b>	Contract	Contract	Contract	Contract
Legal	<b>Full Time</b>	Contract	Contract	Contract	Contract
Planning and Zoning	<b>Full Time</b>	1.50	1.50	1.50	1.50
Police	<b>Full Time</b>	Contract	Contract	Contract	Contract
Fire	<b>Full Time</b>	1.00	1.00	1.00	1.00
	<b>Part Time</b>	Paid On-Call	Paid On-Call	Paid On-Call	Paid On-Call
Bldg Inspection	<b>Full Time</b>	2.50	2.50	2.50	2.50
Engineering	<b>Full Time</b>	Contract	Contract	Contract	Contract
Street Maintenance	<b>Full Time</b>	5.00	5.00	5.00	5.00
	<b>Part Time</b>	0.30	0.30	0.30	0.30
Park Maintenance	<b>Full Time</b>	4.00	4.00	4.00	4.00
	<b>Part Time</b>	0.30	0.30	0.30	0.30
<b>Total</b>	<b>Full Time</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>
	<b>Part Time</b>	<b>5.66</b>	<b>5.66</b>	<b>5.66</b>	<b>5.66</b>

<b>2016 Pay Plan (Hourly)</b>							
<b>Grade</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>
1	14.48	15.01	15.54	16.07	16.60	17.13	17.66
2	15.59	16.16	16.73	17.31	17.88	18.45	19.02
3	17.15	17.78	18.41	19.03	19.66	20.29	20.92
4	18.87	19.56	20.25	20.94	21.63	22.32	23.01
5	20.75	21.51	22.27	23.03	23.79	24.55	25.31
6	22.84	23.68	24.51	25.35	26.19	27.02	27.86
7	25.12	26.04	26.96	27.88	28.80	29.72	30.64
8	27.62	28.63	29.64	30.65	31.66	32.67	33.68
9	30.04	31.14	32.24	33.34	34.43	35.53	36.63
10	34.29	35.54	36.79	38.05	39.30	40.56	41.81
11	36.41	37.74	39.07	40.40	41.74	43.07	44.40
12	38.59	40.00	41.42	42.83	44.24	45.65	47.06
13	41.86	43.39	44.92	46.45	47.98	49.51	51.04
14	44.37	45.99	47.62	49.24	50.86	52.49	54.11
15	47.04	48.76	50.48	52.21	53.93	55.65	57.37
16	50.11	51.94	53.77	55.60	57.44	59.27	61.10
<b>2016 Pay Plan (Annually)</b>							
<b>Grade</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>
1	30,118.34	31,220.23	32,322.12	33,424.01	34,525.90	35,627.79	36,729.68
2	32,435.13	33,621.79	34,808.44	35,995.09	37,181.74	38,368.39	39,555.04
3	35,675.03	36,980.21	38,285.40	39,590.58	40,895.76	42,200.95	43,506.13
4	39,240.72	40,676.36	42,111.99	43,547.63	44,983.27	46,418.90	47,854.54
5	43,168.41	44,747.75	46,327.08	47,906.41	49,485.74	51,065.07	52,644.41
6	47,512.40	49,250.66	50,988.92	52,727.18	54,465.44	56,203.70	57,941.96
7	52,254.60	54,166.35	56,078.10	57,989.86	59,901.61	61,813.36	63,725.12
8	57,449.28	59,551.09	61,652.89	63,754.69	65,856.50	67,958.30	70,060.10
9	62,481.07	64,766.97	67,052.86	69,338.75	71,624.65	73,910.54	76,196.43
10	71,313.86	73,922.90	76,531.94	79,140.99	81,750.03	84,359.07	86,968.12
11	75,730.25	78,500.87	81,271.49	84,042.10	86,812.72	89,583.34	92,353.96
12	80,273.34	83,210.17	86,147.00	89,083.83	92,020.66	94,957.49	97,894.32
13	87,060.83	90,245.98	93,431.13	96,616.28	99,801.43	102,986.59	106,171.74
14	92,291.71	95,668.24	99,044.77	102,421.29	105,797.82	109,174.35	112,550.87
15	97,848.40	101,428.22	105,008.04	108,587.86	112,167.68	115,747.50	119,327.32
16	104,219.59	108,032.50	111,845.41	115,658.33	119,471.24	123,284.15	127,097.06
<b>Cafeteria Contribution for 2016</b>							
<b>Monthly</b>						950.00	
						950.00	
<b>Seasonal/Part Time</b>							
Seasonal and Part Time					\$10.00-\$12.00 per hour		
<b>2016 Fire Fighter and Officer Pay Plan</b>							
<u>Position</u>			<u># of Posiitons</u>			<u>Monthly Salary Rate</u>	
Deputy Fire Chief			1			509.49	
District Fire Chief			2			273.59	
Captain			2			136.80	
Lieutenant			3			109.87	
Training Officer			1			109.87	
<b>Training/Drill/Fire Call/Duty Officer/Fire Inspector</b>							
Probationary Firefighter						\$8.74 per hour	
Firefighter I						\$9.85 per hour	
Firefighter II/Officer						\$10.93 per hour	
Firefighter III/Officer						\$12.04 per hour	
Fire Inspector						\$18.59 per hour	
Duty Officer						\$592.23 per month	

**City of East Bethel  
2016 General Fund Final Budget (Summary)**

<u>General Fund</u>	Account Description	2013 Actual	2014 Actual	2015 Activity 1/1/15 to 10/31/15	FY 2015 Budget	FY 2016 Final Budget	% Change
<b>Revenues</b>							
	Property Tax	4,138,427.89	4,048,831.95	2,122,100.11	4,050,500.00	4,109,300.00	1%
	Franchise Taxes	49,490.39	56,159.60	43,825.92	43,000.00	50,000.00	16%
	Licenses and Fees	34,190.10	38,710.46	39,025.73	36,500.00	40,000.00	10%
	Building Inspection Permits	147,799.90	153,630.39	151,136.59	128,000.00	143,000.00	12%
	Building Inspection Permits (Bethel / Oak Grove)	194,840.27	141,258.59	81,955.15	110,000.00	110,000.00	0%
	State Aid	244,110.10	279,539.71	268,291.49	244,600.00	250,100.00	2%
	Fines and Forfeits	52,624.07	50,263.83	33,415.19	55,000.00	51,000.00	-7%
	Intergovernmental Charges	89,469.94	72,867.18	86,979.39	87,000.00	127,000.00	46%
	Other Fees	4,936.76	3,602.67	2,942.91	4,600.00	3,500.00	-24%
	Cemetery Revenue	5,950.00	4,800.00	15,650.00	6,000.00	6,000.00	0%
	Tower Lease Revenue	-	-	36,352.32	40,000.00	41,000.00	3%
	Refunds and Reimbursements	33,292.11	52,673.54	38,621.05	21,500.00	23,000.00	7%
	Gambling	20,749.84	21,816.96	17,881.37	20,000.00	20,000.00	0%
	Interest Earnings	1,170.48	1,159.91	2,237.34	2,000.00	2,000.00	0%
	Transfer from non-Genl Fund	-	48,525.51	-	-	-	0%
<b>Total Revenues - General Fund</b>		<b>5,017,051.85</b>	<b>4,973,840.30</b>	<b>2,940,414.56</b>	<b>4,848,700.00</b>	<b>4,975,900.00</b>	<b>2.6%</b>
<b>Expenditures</b>							
<b>General Government</b>							
	Council	69,798.93	73,050.02	48,353.21	79,300.00	73,700.00	-7%
	City Administration	331,403.51	275,992.29	238,407.56	308,900.00	318,900.00	3%
	Elections	1,687.26	9,477.15	2,560.42	2,000.00	13,800.00	590%
	Finance	226,764.80	226,028.97	189,142.15	234,200.00	244,000.00	4%
	Assessing	51,281.52	52,118.52	40,745.25	53,000.00	54,500.00	3%
	Legal	147,051.79	133,898.36	109,843.59	150,500.00	150,000.00	0%
	Government Buildings	38,080.87	32,214.28	28,290.94	43,000.00	41,500.00	-3%
	Risk Management	103,367.18	110,807.00	97,267.00	111,000.00	104,000.00	-6%
	Central Services	83,644.73	77,368.38	68,471.74	93,500.00	86,500.00	-7%
<b>Total General Government</b>		<b>1,053,080.59</b>	<b>990,954.97</b>	<b>823,081.86</b>	<b>1,075,400.00</b>	<b>1,086,900.00</b>	<b>1%</b>
<b>Community Development</b>							
	Planning and Zoning	191,740.51	157,004.95	118,869.92	169,000.00	175,600.00	4%
	Building Inspection	174,941.16	228,314.02	185,282.18	238,900.00	252,400.00	6%
<b>Total Community Development</b>		<b>366,681.67</b>	<b>385,318.97</b>	<b>304,152.10</b>	<b>407,900.00</b>	<b>428,000.00</b>	<b>5%</b>
<b>Public Safety</b>							
	Police Protection	959,255.06	986,329.35	1,017,276.45	1,024,000.00	1,034,000.00	1%
	Fire Protection	543,995.03	555,252.24	487,048.31	566,000.00	586,300.00	4%
<b>Total Public Safety</b>		<b>1,503,250.09</b>	<b>1,541,581.59</b>	<b>1,504,324.76</b>	<b>1,590,000.00</b>	<b>1,620,300.00</b>	<b>2%</b>
<b>Engineering</b>							
	Engineering	28,871.26	32,798.23	33,080.68	35,000.00	35,000.00	0%
<b>Total Engineering</b>		<b>28,871.26</b>	<b>32,798.23</b>	<b>33,080.68</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>0%</b>
<b>Public Works</b>							
	Public Works - Parks Maintenance	367,896.15	369,140.51	314,285.21	399,600.00	409,700.00	3%
	Public Works - Streets	762,350.45	777,729.32	621,350.37	813,300.00	863,500.00	6%
<b>Total Public Works</b>		<b>1,130,246.60</b>	<b>1,146,869.83</b>	<b>935,635.58</b>	<b>1,212,900.00</b>	<b>1,273,200.00</b>	<b>5%</b>
<b>Civic Events</b>							
	Civic Events	2,500.00	2,501.00	2,500.00	2,500.00	2,500.00	0%
<b>Total Culture and Recreation</b>		<b>2,500.00</b>	<b>2,501.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>0%</b>
<b>Transfers</b>							
	Transfer to Building Capital	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0%
	Transfer to Street Capital	425,000.00	425,000.00	425,000.00	425,000.00	425,000.00	0%
	Transfer to Parks Capital	75,000.00	50,000.00	50,000.00	50,000.00	55,000.00	10%
	Transfer to Debt Service	-	1,036,000.00	-	-	-	N/A
	Contingency	21,600.00	-	-	-	-	N/A
	Capital Project Fund Transfers	-	429.98	-	-	-	N/A
<b>Total Other</b>		<b>571,600.00</b>	<b>1,561,429.98</b>	<b>525,000.00</b>	<b>525,000.00</b>	<b>530,000.00</b>	<b>1%</b>
<b>Total Expenditures - General Fund</b>		<b>4,656,230.21</b>	<b>5,661,454.57</b>	<b>4,127,774.98</b>	<b>4,848,700.00</b>	<b>4,975,900.00</b>	<b>2.6%</b>
<b>Excess of Revenues over Expenditures - General Fund</b>		<b>360,821.64</b>	<b>(687,614.27)</b>	<b>(1,187,360.42)</b>	<b>-</b>	<b>-</b>	



## ***2016 Budget***

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 41110 - Mayor and City Council

### **DEPARTMENTAL PROFILE**

The City Council is comprised of the Mayor and four City Council Members. All are elected at-large. Council Members serve four-year terms with two members up for election every two years. The Mayor serves a two-year term.

### **DEPARTMENTAL GOALS**

To provide leadership and vision for the City while planning for growth / development activity and to adopt policies that are in the best interest of the City and its residents

### **EXPENDITURE DETAILS**

#### **STAFFING**

1- Mayor  
4- City Council Members

103-Mayor and City Council Salary  
\$29,100  
Provides for a monthly salary of \$525 for the Mayor and \$475 for each Council Member

107-Commissions and Boards  
\$13,100  
City's participation in the Upper Rum River Watershed Management Organization - \$2,800, and the Sunrise Watershed Management Organization - \$10,300.

307-Professional Services  
\$8,000  
Quarterly updates of ordinances - \$8,000. Professional service requirements throughout the year including assistance with grant and direct appropriation identification and pursuit.

433-Dues and Subscriptions

\$16,000

Membership dues for the League of Minnesota Cities-\$10,000; Mediation Services for Anoka County-\$1,300; North TH 65 Corridor Coalition-\$250 and Alexandra House-\$4,500

434-Conferences/Meetings

\$2,000

Costs associated with Mayor and City Council members' attendance at League of Minnesota Cities Annual Conference, Local Government meetings, etc.

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
Council						
	E 101-41110-103 Part-Time Employees	29,100.00	28,442.22	24,250.00	29,100.00	29,100.00
	E 101-41110-107 Commissions and Boards	18,001.47	18,385.34	16,411.16	18,000.00	13,100.00
	E 101-41110-122 PERA-Coordinated Plan	285.00	285.00	-	2,200.00	-
	E 101-41110-125 FICA/Medicare	2,226.29	2,175.93	1,855.20	2,200.00	2,200.00
	E 101-41110-151 Worker s Comp Insurance Prem	48.27	99.62	108.36	100.00	100.00
	E 101-41110-201 Office Supplies	-	144.85	134.93	200.00	200.00
	E 101-41110-231 Small Tools and Minor Equip	3,628.63	-	788.94	100.00	2,000.00
	E 101-41110-307 Professional Services Fees	3,167.96	1,155.00	2,043.23	10,000.00	8,000.00
	E 101-41110-331 Travel Expenses	360.26	457.66	-	300.00	500.00
	E 101-41110-343 Other Advertising	110.00	254.40	30.00	100.00	500.00
	E 101-41110-433 Dues and Subscriptions	11,446.00	20,636.00	1,279.00	15,000.00	16,000.00
	E 101-41110-434 Conferences/Meetings	1,425.05	1,014.00	1,452.39	2,000.00	2,000.00
		69,798.93	73,050.02	48,353.21	79,300.00	73,700.00



## *2016 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 41320 – City Administration

### **DEPARTMENTAL PROFILE**

Pursuant to City Code, Chapter 2-261, the City Administrator is the chief administrative officer of the City responsible to the City Council. The Administrator facilitates and directs implementation of the City Council's policies and directives relating to City operations and activities. Specific activities include recommendations to the Council regarding policies, operations and procedures and providing liaison between the Council, commissions, employees, residents and other governmental entities.

### **DEPARTMENTAL GOALS**

Provide leadership and direction to employees of the City of East Bethel and work to achieve the goals established by the City Council; provide assistance to all stakeholders; provide accurate information and courteous service to City residents/visitors

### **EXPENDITURE DETAILS**

#### **STAFFING**

1 City Administrator  
1 Administrative Coordinator  
1 Receptionist  
1-Part Time Cable Technician

101-Full-Time Employees Regular  
\$225,100  
Provides for a 2% COLA salary increase and a STEP salary increase for two eligible employees.

103 – Part-Time Employees  
\$1,700  
Cable Technician for recording evening meetings

307 – Professional Service Fees  
\$12,000  
Contractual minute-taking services with Time Savers for City Council Meetings and City Council Work Meetings. \$29.00 per hour and \$13.50 per page.

331-Travel Expenses  
\$2,200 Mileage reimbursement for the City Administrator

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
Administration	E 101-41320-101 Full-Time Employees Regular	179,370.82	159,261.36	165,394.60	220,000.00	225,100.00
	E 101-41320-102 Full-Time Employees Overtime	52.02	292.52	441.16		
	E 101-41320-103 Part-Time Employees		-	897.00	1,700.00	1,700.00
	E 101-41320-122 PERA-Coordinated Plan	11,206.45	10,673.22	12,437.66	16,200.00	16,600.00
	E 101-41320-125 FICA/Medicare	11,539.53	12,013.26	14,017.41	19,800.00	20,300.00
	E 101-41320-126 Deferred Compensation	2,085.32	3,055.02	2,592.05	4,700.00	4,800.00
	E 101-41320-131 Cafeteria Contribution	21,031.65	21,690.65	27,509.53	33,000.00	34,200.00
	E 101-41320-151 Worker s Comp Insurance Prem	773.24	1,128.96	1,717.67	1,700.00	1,700.00
	E 101-41320-201 Office Supplies	155.09	-	-	400.00	200.00
	E 101-41320-231 Small Tools and Minor Equip	-	70.13	-	-	-
	E 101-41320-307 Professional Services Fees			11,017.79	9,000.00	12,000.00
	E 101-41320-321 Telephone	110.19	116.51	791.39	-	-
	E 101-41320-331 Travel Expenses	1,826.73	2,012.97	1,591.30	2,200.00	2,200.00
	E 101-41320-341 Personnel Advertising	559.04	-	-	-	-
	E 101-41320-433 Dues and Subscriptions	-	20.00	-	200.00	100.00
	E 101-41320-434 Conferences/Meetings	12.66	5.00	-	-	-
		228,722.74	210,339.60	238,407.56	308,900.00	318,900.00



## *2016 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 41410 – Elections

### **DEPARTMENTAL PROFILE**

This department is responsible for providing access to the election process to the citizens of the City of East Bethel. The department is responsible for determining polling locations, acquiring and maintaining election equipment, contracting election judges, registering municipal candidates and conducting absentee and the primary and general elections.

### **EXPENDITURE DETAILS**

219 General Operating Supplies  
\$500

In order to comply with ADA standards the City will need to purchase "stand-up" voting booths at each polling place.

307 Professional Services Fees  
\$10,000  
Election Judges Compensation

331 Travel Expenses  
\$100

342 Legal Notices  
\$500

402 Equipment Maintenance  
\$2,600

The City and Anoka County have a joint powers agreement that includes payment of a system support fee for equipment and software. The City will store and use the equipment during each election cycle.

434 Conferences/Meetings  
\$100

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
Elections						
	E 101-41410-219 General Operating Supplies	-	235.04	-	-	500.00
	E 101-41410-307 Professional Services Fees	-	7,141.83	-	-	10,000.00
	E 101-41410-331 Travel Expenses					100.00
	E 101-41410-342 Legal Notices	-	293.14	-	-	500.00
	E 101-41410-402 Repairs/Maint Machinery/Equip	1,687.26	1,807.14	2,560.42	2,000.00	2,600.00
	E 101-41410-434 Conferences			-		100.00
		1,687.26	9,477.15	2,560.42	2,000.00	13,800.00



## *2016 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 41520 – Finance

### **DEPARTMENTAL PROFILE**

Finance is responsible for all treasury operations of the City including: accounting management (accounts payable and receivable, reconciliations, and reporting to stakeholders), investment management, risk management (property liability and workers compensation), utility billing management, human resource management (payroll, benefits, employee recruitment/retention), budget management, audit management, debt service management (new issues, refinances and rating calls). This department is also responsible for information technology management (Computer - hardware / software), Media Center Management (Channel 10 / Video) and Website Administration.

### **DEPARTMENTAL GOALS**

Departmental goals for 2016 include preparation of financial statements that garner a clean audit opinion; continuous analysis of the City's financial condition and continued establishment and implementation of financial policies.

### **EXPENDITURE DETAILS**

#### **STAFFING**

1 Finance Director  
1 Finance Coordinator

101-Full-Time Employees Regular Salary  
\$166,100  
Provides for a 2% COLA salary increase and a STEP salary increase for two eligible employees

301-Auditing and Accounting Services  
\$20,000  
Annual audit of the City's financial statements

421-Software License  
\$1,600  
Financial software support necessary if problems arise with Banyon financial and payroll software; includes upgrades and enhancements of software.

433-Dues and Subscriptions

\$300

American Payroll Association membership which provides education & training, compliance updates and access to a library of resource texts and newsletters.

434-Conferences/Meetings

\$500

Training for the Finance Coordinator and Finance Director

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
<b>Finance</b>						
	E 101-41520-101 Full-Time Employees Regular	153,007.47	153,767.36	124,785.12	158,500.00	166,100.00
	E 101-41520-122 PERA-Coordinated Plan	10,899.05	11,023.76	9,358.89	11,900.00	12,500.00
	E 101-41520-125 FICA/Medicare	13,152.88	12,908.12	10,166.24	14,100.00	14,800.00
	E 101-41520-126 Deferred Compensation	3,690.77	3,824.03	3,129.20	3,900.00	4,000.00
	E 101-41520-131 Cafeteria Contribution	21,737.22	21,694.22	18,339.70	22,000.00	22,800.00
	E 101-41520-151 Worker s Comp Insurance Prem	731.18	1,115.24	1,224.04	1,200.00	1,200.00
	E 101-41520-201 Office Supplies	134.35	39.99	52.73	100.00	100.00
	E 101-41520-301 Auditing and Acct g Services	20,066.00	19,633.00	20,000.00	20,000.00	20,000.00
	E 101-41520-331 Travel Expenses	-	188.25	106.73	100.00	100.00
	E 101-41520-341 Personnel Advertising	1,589.00	-	-	-	-
	E 101-41520-421 Software Licensing	1,611.88	1,590.00	1,590.00	1,600.00	1,600.00
	E 101-41520-433 Dues and Subscriptions	120.00	-	300.00	300.00	300.00
	E 101-41520-434 Conferences/Meetings	-	245.00	89.50	500.00	500.00
	E 101-41520-437 Bank Fees	25.00	-	-	-	-
		226,764.80	226,028.97	189,142.15	234,200.00	244,000.00



## *2016 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 41550 – Assessing

### **DEPARTMENTAL PROFILE**

The primary function of this department is the accurate classification and valuation of all real property listed for taxation. Existing properties need to be physically inspected every five years, all newly constructed structures need to be inspected the year of construction.

### **DEPARTMENTAL GOALS**

Ensure full and accurate valuations for all properties within the City to provide an equitable basis for assessing taxes; provide detailed explanations to citizens with concerns about their properties' valuations; analyze and assimilate data acquired in the appraisal process into a format that will be useful and meaningful to the City and its stakeholders.

### **EXPENDITURE DETAILS**

307-Professional Services  
\$54,500  
Contractual cost of assessing services

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
Assessing						
	E 101-41550-307 Professional Services Fees	51,281.52	52,118.52	40,745.25	53,000.00	54,500.00
		51,281.52	52,118.52	40,745.25	53,000.00	54,500.00



## *2016 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 41610 – Legal

### **DEPARTMENTAL PROFILE**

Legal provides counsel and support to the City Council and other City staff. In addition, the department prosecutes criminal offenses.

### **DEPARTMENTAL GOALS**

Ensure that the City of East Bethel's interests are proactively, efficiently and thoroughly represented and protected. Closure of many longstanding issues will be aggressively pursued. The City will continue to monitor the current provision of legal services to the City to determine if the aforementioned goals are being met. When it is deemed necessary, legal specialists in various disciplines may be retained to best serve the City's interests. A portion of the cost for prosecution services is recovered through fines and penalties assessed by the court system.

### **EXPENDITURE DETAILS**

303-Legal Services  
\$150,000  
Contracted legal services

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
Law and Legal						
	E 101-41610-303 Legal Fees	147,051.79	133,898.36	109,843.59	150,500.00	150,000.00
		147,051.79	133,898.36	109,843.59	150,500.00	150,000.00



## *2016 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 41940 – General Government Buildings

### **DEPARTMENTAL PROFILE**

The General Government Buildings department provides for the ongoing cleaning, maintenance and utility costs for City Hall and other general City facilities. Costs for other buildings are charged to the functional department using the respective building.

### **DEPARTMENTAL GOALS**

Maximize the efficiency and usability of City Hall to accommodate employees and equipment necessary to best serve customers of the City of East Bethel; ensure a healthy environment for employees and residents using City facilities

### **EXPENDITURE DETAILS**

211-Cleaning Supplies  
\$500

Cleaning supplies for government facilities.

223-Bldg/Facility Repair Supplies  
\$2,000

Miscellaneous supplies such as light bulbs, power strips, etc.

381-Electric Utilities  
\$15,000

Electrical utility services for City Hall and the City billboard

382-Gas Utilities  
\$6,000

Gas utilities for City Hall

403-Buildings & Facilities Repair/Maintenance  
\$16,000

City Hall janitorial service, rug service, septic system pumping, annual carpet cleaning, water softener rental and building repairs

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
Government Buildings						
	E 101-41940-211 Cleaning Supplies		580.01	484.72		500.00
	E 101-41940-219 General Operating Supplies	130.75	183.69	171.30	500.00	500.00
	E 101-41940-223 Bldg/Facility Repair Supplies	1,716.58	2,278.85	396.86	2,000.00	2,000.00
	E 101-41940-225 Park/Landscaping Materials	27.79	-	-	500.00	-
	E 101-41940-231 Small Tools and Minor Equip	-	183.59	-	500.00	500.00
	E 101-41940-307 Professional Services Fees	115.80	-	-	500.00	-
	E 101-41940-321 Telephone		230.04	-		
	E 101-41940-381 Electric Utilities	14,794.58	12,969.15	8,932.23	15,000.00	15,000.00
	E 101-41940-382 Gas Utilities	5,539.91	6,996.49	3,011.13	6,000.00	6,000.00
	E 101-41940-385 Refuse Removal	372.01	606.45	511.00	500.00	500.00
	E 101-41940-402 Repairs/Maint Machinery/Equip	-	857.05	282.52	500.00	500.00
	E 101-41940-403 Bldgs/Facilities Repair/Maint	15,298.45	7,328.96	14,501.18	17,000.00	16,000.00
	E 101-41940-405 Park & Landscape Services	85.00	-	-	-	-
		38,080.87	32,214.28	28,290.94	43,000.00	41,500.00



## 2016 Budget

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 48150 – Central Services and Supplies

### DEPARTMENTAL PROFILE

This department accounts for central office supplies, equipment, HR compliance, County Administration costs, postage and general printing.

### DEPARTMENTAL GOALS

Continued emphasis on efficiency through group purchasing, use of technology and waste reduction activities

### EXPENDITURE DETAILS

201-Office Supplies

\$1,000

Miscellaneous office supplies including paper, toner, envelopes, and folders

231-Small Tools and Minor Equipment

\$8,000

Computer Replacements

307-Professional Services

\$5,000

SafeAssure Safety Consultant - \$3,200

SafeAssure provides annual OSHA required training (A.W.A.I.R., Employee Right to Know, Lock Out/Tag Out, Bloodborne Pathogens, etc.) for all City employees and paid-on-call firefighters.

Anoka County - \$2,000

Cost associated with tax levy and special assessment maintenance and administration

309-Information Systems

\$43,500

Metro-INET - Maintenance of the City's data network and e-mail services - \$38,865

Mid Continent - internet access charges - \$1,950.

Anoka County - Connectivity Agreement to provide high speed broadband capacity services - \$2,700.

321-Telephone

\$5,000

VOIP services to include all telephone services

322-Postage

\$7,000

All postage costs including 4 newsletter mailings throughout the year

342-Legal Notices

\$3,000

Advertising costs for legal notices regarding ordinances, TNT Hearings and other legally required notices

351-Printing and Duplicating

\$3,000

City newsletter production and mailing of 4 publications to each resident

402 – Repairs/Maint Machinery/Equip

\$2,000

Repairs/maintenance/upgrades to equipment

413-Office Equipment

\$6,000

Postage machine lease, copier/printer lease

421-Software License

\$2,000

Network software licensing/upgrades for common file servers.

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
Central Services	E 101-48150-201 Office Supplies	8,900.37	7,690.73	6,019.03	8,000.00	1,000.00
	E 101-48150-223 Bldg/Facility Repair Supplies			1,010.48		
	E 101-48150-231 Small Tools and Minor Equip	727.70	844.64	12.00	2,000.00	8,000.00
	E 101-48150-307 Professional Services Fees	1,782.28	60.00	8,067.63	5,000.00	5,000.00
	E 101-48150-309 Information Systems	45,408.96	45,342.00	37,114.97	46,500.00	43,500.00
	E 101-48150-321 Telephone	5,944.84	4,616.93	2,848.27	5,000.00	5,000.00
	E 101-48150-322 Postage/Delivery	4,569.13	6,810.81	4,418.29	7,000.00	7,000.00
	E 101-48150-341 Personnel Advertising	-	71.20	192.00	-	-
	E 101-48150-342 Legal Notices	2,063.89	2,109.27	1,472.76	3,000.00	3,000.00
	E 101-48150-343 Other Advertising	-	-	64.50	1,000.00	-
	E 101-48150-351 Printing and Duplicating	2,586.95	1,917.50	1,907.62	5,000.00	3,000.00
	E 101-48150-402 Repairs/Maint Machinery/Equip	4,240.30	296.00	-	2,000.00	2,000.00
	E 101-48150-413 Office Equipment Rental	5,680.65	5,653.65	4,733.19	6,000.00	6,000.00
	E 101-48150-421 Software Licensing	1,478.67	1,903.00	575.00	2,000.00	2,000.00
	E 101-48150-423 Filing Fees	-	52.65	36.00	1,000.00	1,000.00
	E 101-48150-580 Info Systems Equip	260.99	-	-	-	-
		83,644.73	77,368.38	68,471.74	93,500.00	86,500.00



## *2016 Budget*

**FUND:** 101 – General Fund  
**DEPT/ACTIVITY/PROJECT:** 41910 – Planning and Zoning

### **DEPARTMENTAL PROFILE**

This activity formulates, administrates and interprets ordinances enacted by the City of East Bethel. It is responsible for preparing reports and making presentations to the City Council, Planning Commission (PC) and Economic Development Authority (EDA) to facilitate their decision making. It also includes review of all building permit applications, assists with code enforcement, oversee GIS functions, economic development, environmental planning, customer service, and related activities.

### **DEPARTMENTAL GOALS**

Improve the assimilating and data processing function for presentations to PC and City Council and EDA; provide timely and thorough review of all PC, City Council and EDA issues; provide accurate information regarding City ordinances and zoning to the public; update GIS functions, provide assistance to residents, developers, real estate agents, appraisers, insurance companies, mortgage companies, etc. regarding City ordinances and procedures. Provide support to EDA.

### **EXPENDITURE DETAILS**

#### **STAFFING**

1 Community Development Director/City Planner  
1 Administrative Assistant (.50)  
1-Part Time Cable Technician

101-Full-Time Employees Regular  
\$119,500  
Provides for a 2% COLA salary increase and a STEP salary increase for two eligible employees

103 – Part-Time Employees  
Cable Technician for recording evening meetings  
\$500

107 – Commission Member compensation  
\$1,700

201 – General Office Supplies  
\$100

307 – Professional Service Fees  
\$10,200

Professional Services Fees – PZ minute taking and preparation-\$1,200, GIS (WSB) – one year management contract, staff training, additional modules and other potential modifications- \$8,500; Anoka Conservation District Professional Services (map production, data collection, land use reviews, etc) - \$500;

321 – Telephone  
\$300

Cell phone reimbursement at \$20 per month for one employee.

342 – Legal Notices  
\$1,300

Publications of notices for land use proposals, Comprehensive Plan Amendments, and Zoning Ordinance Amendments

421 – Software Licensing  
\$400

ESRI License / Arc View

423 – Filing Fees  
\$400

Filing of agreements (Conditional Use Permits and Variances) at Anoka County

433 – Dues and Subscriptions  
\$200

Minnesota Chapter APA-\$80; other publications

434 – Conferences/Meetings  
\$500

MNAPA conference; League of MN Cities workshops

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
Planning and Zoning						
	E 101-41910-101 Full-Time Employees Regular	137,959.19	105,082.70	84,097.36	113,600.00	119,500.00
	E 101-41910-102 Full-Time Employees Overtime	119.09	214.51	-	-	-
	E 101-41910-103 Part-Time Employees	-	-	252.00	500.00	500.00
	E 101-41910-107 Commissions and Boards	1,410.00	1,280.00	-	1,700.00	1,700.00
	E 101-41910-122 PERA-Coordinated Plan	9,720.34	7,757.55	6,307.30	8,500.00	9,000.00
	E 101-41910-125 FICA/Medicare	9,610.47	7,667.56	6,950.18	10,200.00	10,700.00
	E 101-41910-126 Deferred Compensation	234.36	2,047.88	1,983.07	2,700.00	2,700.00
	E 101-41910-131 Cafeteria Contribution	21,039.89	15,839.26	13,755.00	16,500.00	17,100.00
	E 101-41910-151 Worker s Comp Insurance Prem	661.18	929.37	1,047.46	900.00	1,000.00
	E 101-41910-201 Office Supplies	146.04	44.47	169.22	100.00	100.00
	E 101-41910-231 Small Tools and Minor Equip	19.00	539.72	24.30	-	-
	E 101-41910-307 Professional Services Fees	9,235.91	13,146.30	2,684.50	11,000.00	10,200.00
	E 101-41910-321 Telephone	442.49	360.00	90.00	360.00	300.00
	E 101-41910-341 Personnel Advertising	-	85.60	-	-	-
	E 101-41910-342 Legal Notices	655.80	1,339.03	867.53	1,300.00	1,300.00
	E 101-41910-351 Printing and Duplicating	51.25	-	-	-	-
	E 101-41910-421 Software Licensing	405.50	576.00	400.00	600.00	400.00
	E 101-41910-423 Filing Fees	(165.00)	-	102.00	340.00	400.00
	E 101-41910-433 Dues and Subscriptions	195.00	95.00	140.00	200.00	200.00
	E 101-41910-434 Conferences/Meetings	-	-	-	500.00	500.00
		191,740.51	157,004.95	118,869.92	169,000.00	175,600.00



## *2016 Budget*

**FUND:** 101 – General Fund  
**DEPT/ACTIVITY/PROJECT:** 42410 – Building Inspection

### **DEPARTMENTAL PROFILE**

This department is responsible for conducting plan reviews and on-site inspections of all building activity and septic systems installed within the City as required by State Building Code. The Building Official is also the Code Compliance Officer.

### **DEPARTMENTAL GOALS**

Provide plan reviews and permit issuances in a timely manner, i.e., residential reviews and permits issued within 3-14 working days of receipt of complete application; commercial and institutional plan reviews and permits issued within 30 days of receipt of completed application (commercial plan review time frame does not include State or County reviews); conduct on-site inspections as scheduled in a professional manner; provide information to the public regarding building codes, septic codes, and city ordinances; conduct city ordinance violation inspections.

### **EXPENDITURE DETAILS**

#### **STAFFING**

1 Building Official  
1 Building Inspector  
1 Administrative Assistant (.50)

101-Full-Time Employees Regular  
\$173,200  
Provides for a 2% COLA salary increase and a STEP salary increase for three eligible employees

212- Motor Fuels  
\$5,000  
Reflects the increase in fuel costs and more accurately reflects fuel needed for two vehicles

219-General Operating Supplies

\$400

Includes replacement stamps for plan reviews, scale rulers, plan hangers, plan drawer divides, picture paper, etc.

221 – Motor Vehicle Parts

\$1,000

Replacement of tires on both Building Dept. vehicles

231-Small Tools and Minor Equipment

\$100

Flashlights, tape measures

321 – Telephone

\$300

Cell Phone charges for Building Official and Building Inspector

351-Printing and Duplicating

\$300

Inspection cards, permit applications, and other forms related to building inspection, code enforcement and dangerous dog enforcement

421-Software Licensing

\$3,200

Annual support for Permit Works software (Complaint Tracker, Septic, and Permitting)

431-Vehicle Replacement Charges

\$3,000

Future truck replacement

433- Dues and Subscriptions

\$200

Membership in the International Code Council (ICC) and Minnesota 10,000 Lakes Chapter of the ICC

434-Conferences/Meetings

\$2,400

Building Official/Inspector continuing education to maintain State certifications by attending classes sponsored by the State Building Codes and Standards Department, local colleges, the Minnesota Pollution Control Agency and sewage treatment systems education expenses.

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
<b>Building Inspection</b>						
	E 101-42410-101 Full-Time Employees Regular	120,445.59	159,794.15	124,167.76	164,400.00	173,200.00
	E 101-42410-102 Full-Time Employees Overtime		214.51	-		
	E 101-42410-122 PERA-Coordinated Plan	8,388.58	11,131.45	9,312.58	12,300.00	13,000.00
	E 101-42410-125 FICA/Medicare	9,501.48	12,463.49	10,482.01	15,000.00	15,800.00
	E 101-42410-126 Deferred Compensation	2,570.00	3,687.18	3,410.02	4,500.00	4,600.00
	E 101-42410-131 Cafeteria Contribution	18,406.34	26,296.54	22,925.00	27,500.00	28,500.00
	E 101-42410-151 Worker s Comp Insurance Prem	360.27	943.46	1,142.77	1,000.00	1,200.00
	E 101-42410-201 Office Supplies	72.54	124.84	55.50	100.00	100.00
	E 101-42410-212 Motor Fuels	5,098.81	5,051.95	2,483.62	5,000.00	5,000.00
	E 101-42410-214 Clothing & Personal Equipment	-	-	-	200.00	-
	E 101-42410-219 General Operating Supplies	181.87	307.02	174.42	100.00	400.00
	E 101-42410-221 Motor Vehicles Parts	148.84	214.00	486.66	1,000.00	1,000.00
	E 101-42410-222 Tires	1,023.56	-	-		
	E 101-42410-231 Small Tools and Minor Equip	285.52	179.99	-	100.00	100.00
	E 101-42410-307 Professional Services Fees	1,508.15	-	3,759.13	-	-
	E 101-42410-321 Telephone	260.39	176.80	51.76	300.00	300.00
	E 101-42410-331 Travel Expenses	99.44	136.64	96.95		-
	E 101-42410-341 Personnel Advertising	283.50	-	-	-	-
	E 101-42410-351 Printing and Duplicating	349.72	225.00	225.00	150.00	300.00
	E 101-42410-401 Motor Vehicle Services (Lic d)			260.00		
	E 101-42410-421 Software Licensing	1,515.56	1,495.00	1,495.00	1,550.00	3,200.00
	E 101-42410-422 Auto/Misc Licensing Fees/Taxes	-	32.00	-	100.00	100.00
	E 101-42410-431 Equipment Replacement Chgs	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
	E 101-42410-433 Dues and Subscriptions	-	200.00	-	200.00	200.00
	E 101-42410-434 Conferences/Meetings	1,441.00	2,640.00	1,754.00	2,400.00	2,400.00
		174,941.16	228,314.02	185,282.18	238,900.00	252,400.00



## *2016 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 42110 – Police

### **DEPARTMENTAL PROFILE**

This department accounts for police protection and animal control services within the City of East Bethel. The level of Anoka County Sheriff - provides patrol service for 36 hours daily coverage and 20 hours of weekly coverage by Anoka County Community Service Officers (CSO'S).

### **DEPARTMENTAL GOALS**

Increase the presence of officers in the City's neighborhoods; support City staff with code enforcement and monitoring; provide regular, timely progress reports to the City Council regarding the aforementioned goals; strive to align the perceived priorities of the County Sheriff with the priorities of the City Council; increase the effectiveness, efficiency and accountability of animal control services

### **EXPENDITURE DETAILS**

307-Professional Services  
\$1,034,000

Contractual cost of animal control (\$8,000) and police services, including patrol and CSO's (\$1,026,000).

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
Police Protection						
	E 101-42110-219 General Operating Supplies	85.50	104.50	-	-	-
	E 101-42110-307 Professional Services Fees	959,169.56	986,224.85	1,017,276.45	1,024,000.00	<b>1,034,000.00</b>
		959,255.06	986,329.35	1,017,276.45	1,024,000.00	<b>1,034,000.00</b>



## *2016 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 42210 – Fire Department

### **DEPARTMENTAL PROFILE**

The primary mission of the East Bethel Fire Department is to provide a range of programs designed to protect the lives and property of the residents and visitors of the City of East Bethel from the adverse effects of fires, motor vehicle accidents, industrial accidents, hazardous materials incidents, or exposure to dangerous conditions.

### **DEPARTMENTAL GOALS**

It is our vision to be known as an innovative and progressive fire department. We are dedicated to the delivery of effective fire suppression, rescue services and quality fire/safety education to the public. We strive to offer the best available education and training to our members. We desire to have an atmosphere of open communication which promotes the health and welfare of individual members.

### **EXPENDITURE DETAILS**

#### **STAFFING**

1 FT Fire Chief  
1 Deputy Fire Chief  
2 District Fire Chiefs  
2 Captains  
3 Lieutenants  
1 Duty Officer  
1 Training Officer  
1 Part-Time Inspector  
35 Paid On-call Firefighters

101-Full-Time Employees Regular  
\$92,900

Full-time Fire Chief Position - Provides for a 2% COLA salary increase

103-PT Wages and Salaries  
\$120,800

Fire Fighters will be paid according to the compensation schedule; Probationary Fire Fighters \$8.74 per hour, Post Probationary and Fire Fighter I level Fire Fighters \$9.85 per hour and Fire Fighter II level with all educational elements met \$10.93 and Fire fighter III level \$12.04 per hour.

<u>Position</u>	<u>Number of Officers</u>	<u>2015 Monthly</u>	<u>Annual Salary</u>
Deputy Chief	1	\$509.48	\$6,114
District Chief	2	\$273.59	\$6,566
Captain	2	\$136.80	\$3,283
Lieutenant	3	\$109.86	\$3,955
Training Officer	1	\$109.86	\$1,318
Duty Officer	1 per week	\$592.23	\$7,107
			\$28,343

- 2016 will continue with single station call out protocol. It is anticipated that the total number of calls will approximate 510 (2014 there were 499 calls). The station break down and day calls are projected to be:

Type of Call	Number of Calls	Projected Fire Fighters per Call	Pay per Call	Total Amount
All Station Call	64	12	12.04	\$9,247
Station 2 Calls	130	6	12.04	\$9,391
Station 1 Calls	187	6	12.04	\$13,509
Day Calls	129	8	12.04	\$12,425
Total Firefighter Call Cost				\$44,572

Type of Meeting/Drill	Number of Meeting/Drill	Projected Fire Fighters per Meeting/Drill	Pay per Meeting/Drill	Hours/ Position	Total Amount
Monthly Staff Meeting	4	35	12.04	2/35	\$3,371
Fire Fighting Training Drills	20	35	12.04	2/35	\$16,856
Medical Training Drills	6	35	12.04	2/35	\$5,056
Station Maintenance Drills	12	35	12.04	2/35	\$10,114
Officer Outside Required Training	1	10	12.04	12/10	\$1,445
Total Fire Fighter Meeting/Drill Cost					\$36,842

Fire inspector is budgeted for 34 hours per month, combined, at \$18.59 per hour; \$7,587

New Firefighter Recruits will be trained and educated in house (Firefighter I and II) by approved and certified Fire Department Staff members. The total curriculum is 140 hours with two Fire Department instructors at each session; 140 hours x 2 x \$ 12.04 per hour = \$3,372. (This is in lieu of paying over \$ 1,000 per recruit firefighter to an outside school.)

125-FICA/Medicare

\$17,500

The City contribution on wages paid.

126-Deferred Compensation

\$2,000

3% match for the full-time Fire Chief

127- Fire Pensions Contributions-City

\$14,000

Contribution funded directly by City taxpayers. This amount is the estimated amount of a voluntary contribution required by the City. The amount is figured on 35 firefighters at \$ 400 each.

128-Fire Pensions Contributions

\$43,500

The City receives funds from the State in the form of Fire Aid. This amount is provided directly to the Fire Relief Association to fund pension obligations. The 2016 amount is estimated from the actual amount received in 2014. The actual amount is not known until October of the year it is payable to the City.

131-Cafeteria Contribution

\$13,400

City share of benefits for the full-time Fire Chief

135-Disability Insurance

\$1,000

This is the amount paid by the City to fund the disability/life insurance policy purchased on behalf of the Firefighters.

151-Workers Comp Insurance Premium

\$25,000

In addition to the full time Fire Chief, the City purchases worker's compensation insurance for volunteer firefighters. The cost is predicated on population and number of volunteers. The cost estimate is provided by the League of Minnesota Cities Insurance Trust.

201-Offices Supplies

\$1,200

Provides for consumable supplies for the Fire Department including tablets, pencils, pens, etc. and replacement of computers/printers.

203-Books/Reference Materials

\$1,600

Provides for training materials, current map books and new up to date code books

212-Motors Fuels

\$15,000

The Department's share of fuel costs for 2016

213- Lubricants and Additives

\$200

Provides for oil, pump lubricants, etc. for firefighting equipment

214-Clothing & Personal Equipment

\$13,700

Personal Protective Equipment for six Fighters; turnout gear \$1,800 per set, helmets \$200, boots \$ 175, Hood and Gloves \$ 125. This is replacement of very old and worn turn out gear. Most gear needed replacement is dated to 1998.

215-Shop Supplies

\$500

Materials needed to maintain the shop such as rags, non-vehicle lubricants, miscellaneous nuts/bolts, etc.

217-Safety Supplies

\$5,000

This covers gloves, glasses, coveralls, and medical supplies. It also covers a \$3,800 per year medical directorship for EMS (Emergency Medical Services) or medical response protocols.

219-General Operating Supplies

\$2,500

This is for all items used to run the three stations. This increase is based on recent historical expenditures.

221-Motor Vehicles/Equipment Parts

\$2,000

Provides for repair and maintenance items such as filters, hoses, hydraulics, etc on firefighting equipment

222-Tires

\$1,800

This is for replacement of tires on large trucks.

223-Bldg/Facility Repair Supplies

\$800

Provides for repairs to any of the three facilities as necessary including plumbing, electrical, mechanical etc

229-Equipment Parts

\$800

Provides for replacement parts for equipment items such as pumps, jaws-of-life, etc.

231-Small Tools and Minor Equipment

\$6,500

Provides for purchase of minor equipment such as axes, hose, couplings and fittings for fire hoses \$1,575 and the purchase of 7 pagers totaling \$4,200, 3 1 3/4" nozzles (3 @ \$ 350 or \$ 1,150) Annual update of older AED (Automatic Electronic Defibrillator) to meet new CPR protocols \$350.

306-Personnel/Labor Relations

\$1,400

Drug testing services

307-Professional Services Fees

\$6,500

Provides initial physicals (5 @ \$ 500), continuing health surveillance of firefighters (35 @ \$ 85), behavior management assistance, respiratory screening (35 @ \$30), and hep-b shots as required by NFPA and OSHA

321-Telephones

\$10,400

Provides for telephone service for three stations \$1,800, an analog line at each station plus one fax line \$4,700, five cellular phone services \$1,500, four wireless connections for Mobile Dispatch \$2,400

351-Printing and Duplicating

\$500

Copying of maps, run, ticket, and medical forms and publishing the SOG manual

381-Electrical Utilities

\$9,500

Electric utility service for three stations

382-Gas Utilities

\$12,000

Gas utility service for three stations

385-Refuse Removal

\$800

Refuse removal for three stations

401-Motor Vehicle Services (Lic'd)

\$3,000

Provides for repair and maintenance services on fire vehicles that are outside City shop's/repair capabilities

402-Repairs/Maint Machinery/Equip

\$19,000

Repairs to radios, pagers, fire ext., detectors, etc. - \$1,000; warning sirens maintenance and contract – (15 sirens x \$1,250) \$18,750. (2013 Actual Expense was \$ 19,044)

403-Bldgs/Facilities Repair/Maint.

\$6,000

Provides for maintenance of air compressor, frozen utility lines, etc.; the cleaning and care of six door mats twice a month, and a cleaning service twice a month for the restrooms, office area and hallways at Station 1.

421-Software Licensing

\$4,500

Installation of Dispatch Software to advise responding units and personnel. Also Anoka County Fire Protection Council JPA fees for the Public Safety Data System (2016: \$3,500)

422-Auto/Misc Licensing Fees/Taxes

\$4,500

Radio user fees have increased to \$135 per radio (25 radios). Anoka County solid waste management charges of \$975 are assessed to fire stations annually.

431-Vehicle Replacement Charges

\$115,000

Replacement trucks from the Equipment Acquisition Fund

433-Dues and Subscriptions

\$1,000

Professional firefighter associations for officers and fire inspectors

434-Training (Conferences/Meetings)

\$10,500

Outside training for Fire Fighters and Officers to meet basic requirements and EMT Refresher for 8 firefighters.

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
Fire Protection						
	E 101-42210-101 Full-Time Employees Regular	90,178.79	95,446.27	72,085.68	91,000.00	92,900.00
	E 101-42210-103 Part-Time Employees	111,341.20	101,730.39	78,336.73	116,100.00	120,800.00
	E 101-42210-125 FICA/Medicare	14,909.74	14,807.53	11,655.10	17,000.00	17,500.00
	E 101-42210-126 Deferred Compensation	2,000.00	2,000.00	1,615.53	2,000.00	2,000.00
	E 101-42210-127 Fire Pension Contribution-City	17,500.00	14,000.00	14,000.00	14,000.00	14,000.00
	E 101-42210-128 Fire Pension Contrib.-State	56,223.10	55,354.49	59,193.99	43,500.00	43,500.00
	E 101-42210-131 Cafeteria Contribution	12,630.46	12,847.03	10,836.60	13,000.00	13,400.00
	E 101-42210-135 Disability Insurance	890.43	396.24	396.24	1,000.00	1,000.00
	E 101-42210-141 Unemploy Benefit Payments	-	-	35.65	-	-
	E 101-42210-151 Worker s Comp Insurance Prem	10,146.45	22,960.22	25,218.20	23,000.00	25,000.00
	E 101-42210-201 Office Supplies	537.24	635.05	297.61	1,200.00	1,200.00
	E 101-42210-203 Books/Ref. Materials/Software	-	497.75	-	1,600.00	1,600.00
	E 101-42210-211 Cleaning Supplies	-	223.43	137.69	-	-
	E 101-42210-212 Motor Fuels	15,393.25	14,844.28	7,006.45	15,000.00	15,000.00
	E 101-42210-213 Lubricants and Additives	171.70	472.67	-	200.00	200.00
	E 101-42210-214 Clothing & Personal Equipment	5,729.56	7,705.39	4,252.17	12,000.00	13,700.00
	E 101-42210-215 Shop Supplies	389.95	-	432.19	800.00	500.00
	E 101-42210-217 Safety Supplies	7,918.21	4,762.60	4,510.50	4,000.00	5,000.00
	E 101-42210-219 General Operating Supplies	1,439.75	3,816.71	2,890.99	2,500.00	2,500.00
	E 101-42210-221 Motor Vehicles Parts	1,405.13	283.36	2,511.50	2,000.00	2,000.00
	E 101-42210-222 Tires	948.39	-	605.44	1,800.00	1,800.00
	E 101-42210-223 Bldg/Facility Repair Supplies	284.10	1,393.67	437.49	800.00	800.00
	E 101-42210-229 Equipment Parts	176.05	344.08	279.02	800.00	800.00
	E 101-42210-231 Small Tools and Minor Equip	8,809.59	14,090.71	5,049.87	6,500.00	6,500.00
	E 101-42210-306 Personnel/Labor Relations	1,269.10	1,718.65	1,165.04	1,400.00	1,400.00
	E 101-42210-307 Professional Services Fees	3,952.10	1,658.53	2,933.00	6,500.00	6,500.00
	E 101-42210-321 Telephone	7,919.08	6,425.39	5,383.54	8,000.00	10,400.00
	E 101-42210-331 Travel Expenses	-	-	-	1,000.00	-
	E 101-42210-341 Personnel Advertising	-	162.50	-	-	-
	E 101-42210-351 Printing and Duplicating	290.30	165.00	412.50	500.00	500.00
	E 101-42210-381 Electric Utilities	9,459.90	9,538.72	6,143.65	9,000.00	9,500.00
	E 101-42210-382 Gas Utilities	11,351.38	13,098.15	6,690.63	10,000.00	12,000.00
	E 101-42210-385 Refuse Removal	495.12	714.05	622.52	800.00	800.00
	E 101-42210-401 Motor Vehicle Services (Lic d)	1,658.61	3,052.98	336.00	4,000.00	3,000.00
	E 101-42210-402 Repairs/Maint Machinery/Equip	19,044.08	14,583.52	17,169.61	19,000.00	19,000.00
	E 101-42210-403 Bldgs/Facilities Repair/Maint	991.51	8,909.20	4,854.16	4,000.00	6,000.00
	E 101-42210-415 Other Equipment Rentals	-	580.00	580.00	-	-
	E 101-42210-421 Software Licensing	-	-	2,866.22	1,000.00	4,500.00
	E 101-42210-422 Auto/Misc Licensing Fees/Taxes	618.39	630.39	598.39	4,500.00	4,500.00
	E 101-42210-431 Equipment Replacement Chgs	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00
	E 101-42210-433 Dues and Subscriptions	945.00	951.00	1,014.00	1,000.00	1,000.00
	E 101-42210-434 Conferences/Meetings	10,981.32	9,452.29	19,494.41	10,500.00	10,500.00
	E 101-42210-438 Reimbursement-3rd Party Exp.	996.05	-	-	-	-
		543,995.03	555,252.24	487,048.31	566,000.00	586,300.00



## *2016 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 43110 – Engineering

### **DEPARTMENTAL PROFILE**

Engineering encompasses surveys, design support, mapping, planning assistance and other general engineering activities necessary for municipal operations. Services are provided for by a consulting engineer. This department will account for costs that cannot be charged directly to developers or do not directly relate to another functional department.

### **DEPARTMENTAL GOALS**

Provide continued assistance in further updates to the transportation plan; provide review and update services on public work standards for public works facilities and infrastructure; maintain the City's storm water management plan and continue to provide support to City staff and City customers as necessary.

### **EXPENDITURE DETAILS**

302-Engineering Services  
\$35,000  
Project services and support

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
<b>Engineering</b>						
	E 101-43110-302 Architect/Engineering Fees	28,871.26	32,798.23	33,080.68	35,000.00	35,000.00
		28,871.26	32,798.23	33,080.68	35,000.00	35,000.00



## *2016 Budget*

**FUND:** 101 – General Fund  
**DEPT/ACTIVITY/PROJECT:** 43201 – Park Maintenance

### **DEPARTMENTAL PROFILE**

Park Maintenance is responsible for the design, construction and maintenance of city parks, trails, pavilions, docks, picnic tables, restrooms, cemeteries etc., including: 17 ball fields, 3 soccer fields, 7 pavilions, 2 skateboard parks, 1 orienteering course, 3 cemeteries, bridges, 6 tennis courts, 14 playgrounds, 6 basketball courts, cross-country ski trails, and walking trails.

### **DEPARTMENTAL GOALS**

Continue weekly summertime safety and maintenance inspections of playgrounds and shelter buildings to ensure high quality facilities; repair/upgrade park signage as necessary; maintain 250 acres of manicured turf areas with a normal mowing cycle of every five days; upgrade and re-chip trails and 14 playgrounds; maintain park amenities; maintain trees, shrubs, and plants.

### **EXPENDITURE DETAILS**

#### **STAFFING**

4 - Maintenance Worker II  
1 - Seasonal Maintenance Worker (summer)

101-Full-Time Employees Regular Salaries  
\$211,600  
Provides for a 2% COLA salary increase and a STEP salary increase for one eligible employee

102-FT- Overtime  
\$1,000  
25 hours of overtime to staff special events such as Booster Days, National Night Out and other emergency maintenance situations including snow and ice removal

103-PT-Wages and Salaries

\$6,100

1 seasonal employee for part time help during the summer months

201-Office Supplies

\$100

Pens, paper, pencils and other consumable office supplies

211-Cleaning Supplies

\$500

Cleaning agents, paper products, brooms, brushes, etc. to maintain park facilities

212-Motor Fuels

\$18,000

Diesel and gasoline for mowers, trucks and other maintenance equipment

213-Lubricants and Additives

\$500

Oil, grease and hydraulic fluid for park maintenance equipment

214-Clothing and Personal Equipment

\$2,000

12 months of uniform rental for maintenance employees and \$150 allowance per employee for safety boots

215-Shop Materials

\$400

Materials necessary to fabricate and/or repair park equipment

216 Chemicals/Chemical products

\$2,000

Includes fertilizer, weed control, etc.; the charges represent a savings of 50% versus contracting for the service

217-Safety Supplies

\$700

Safety vests, gloves, hearing protection, safety goggles and other safety equipment

218-Welding Supplies

\$100

Welding rods, gasses and other supplies incidental to welding

219-General Operating Supplies

\$1,200

Fencing, paint, building repair materials, playground equipment, picnic tables, waste cans and computer/printer replacement used by maintenance personnel

221-Motor Vehicles Parts

\$2,100

Repair parts and maintenance items for tractors, mowers, trucks, pumps, weed whips, etc.

222-Tires

\$1,000

Replacement tires for mowers, trucks and ball field grooming equipment

223-Repair Maintenance Buildings and Facilities

\$2,500

Paint, lumber, vandalism repair supplies, and maintenance parts for irrigation systems

225-Park and Landscape Supplies

\$7,000

Black dirt, sod, seed, Ag lime, mulch, lumber for bridges, walkways, class five for parking lots, and asphalt for trails and lots

226-Signs and stripping

\$1,500

New park signs and striping of lots and handicap zones

229-Equipment Parts

\$2,000

Parts installed in-house. Includes alternators, belts, batteries, blades and small engine appurtenances

231-Small tools and minor equipment

\$1,500

Saws, shovels, hand tools, bobcat attachments, etc. for trails and parks maintenance.

306-Personnel/Labor Relations

\$300

Drug compliance testing for all CDL license holders

307-Professional Services Fees

\$600

Fee for taking Park Commission meeting minutes

321-Telephone

\$1,500

Cell phones for Park Maintenance workers

341-Advertising-Personnel

\$200

Advertising costs for vacancies created through attrition, resignation and staffing addition

342-Advertising-Legal Notices

\$100

Notices for public hearings for park grants or designations

381-Electric

\$5,000

Electric service for various parks throughout the City at pavilions and park shelters including the warming building at John Anderson Park

384-Sewer

\$300

Pumping of septic systems at Booster East and Booster West Parks and John Anderson Park

385-Refuse Removal

\$1,000

Contracted refuse removal services at all City parks and tree removal in City Parks

387-Heating Fuels/Propane

\$300

Propane for thawing graves for winter opening

401-Motor Vehicles (Licensed)

\$2,000

Repair and maintenance service from outside vendors when in-house technicians/mechanics are unable to make the repairs

402-Equipment Services (Non-licensed)

\$2,500

Repair and maintenance service from outside vendors when in-house technicians/mechanics are unable to make the repairs

403-Buldings and Facilities

\$3,500

Repair and maintenance services for park buildings and facilities, e.g., significant electrical work, well and septic systems, etc., when City staff are unable to make the necessary repairs

405-Park and Landscape Services

\$1,500

Landscape services that are more efficiently done by outside vendors; cemetery items, head stone maintenance, replacement, surveys and upkeep

415-Other Equipment Rentals

\$8,000

Rental of portable toilets in parks including special events such as Booster Day and National Night Out and special equipment items as needed - 7 months rental at \$1,005/month + \$965 for special events.

422-Auto/Misc Licensing Fees/Taxes

\$1,000

Tax exempt licensure for City owned vehicles. Annual assessment from Coon Lake Improvement District of City owned property adjacent to the lake.

431-Vehicle Replacement Charges

\$16,700

Park contribution to Equipment Replacement Fund for future acquisition of equipment and rolling stock

434-Conferences/Meetings

\$400

Conferences to keep staff up to date on requirements and training

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
Public Works - Park Maintenance						
	E 101-43201-101 Full-Time Employees Regular	191,141.03	197,040.51	151,063.98	203,400.00	211,600.00
	E 101-43201-102 Full-Time Employees Overtime	2,530.22	2,640.23	788.72	1,000.00	1,000.00
	E 101-43201-103 Part-Time Employees	9,465.00	5,999.00	4,098.75	6,000.00	6,100.00
	E 101-43201-105 Employee On Call/Standby Pay	-	-	6,263.47	3,100.00	3,200.00
	E 101-43201-107 Commissions and Boards	860.00	740.00	-	1,700.00	1,700.00
	E 101-43201-122 PERA-Coordinated Plan	13,994.28	14,193.25	11,859.28	15,300.00	15,900.00
	E 101-43201-125 FICA/Medicare	18,955.44	18,987.26	15,283.75	20,200.00	21,000.00
	E 101-43201-126 Deferred Compensation	5,343.16	5,932.81	4,932.47	6,100.00	6,300.00
	E 101-43201-131 Cafeteria Contribution	42,007.90	43,388.44	36,680.00	44,000.00	45,600.00
	E 101-43201-151 Worker s Comp Insurance Prem	2,095.42	8,365.78	9,278.61	8,400.00	9,300.00
	E 101-43201-201 Office Supplies	-	-	110.65	100.00	100.00
	E 101-43201-211 Cleaning Supplies	573.79	365.06	122.76	500.00	500.00
	E 101-43201-212 Motor Fuels	20,956.40	19,980.07	9,262.53	18,000.00	18,000.00
	E 101-43201-213 Lubricants and Additives	134.27	119.29	122.59	500.00	500.00
	E 101-43201-214 Clothing & Personal Equipment	1,528.13	1,361.05	1,206.35	2,000.00	2,000.00
	E 101-43201-215 Shop Supplies	84.95	9.66	105.60	400.00	400.00
	E 101-43201-216 Chemicals and Chem Products	607.28	844.54	4,151.98	3,000.00	2,000.00
	E 101-43201-217 Safety Supplies	746.10	254.40	94.97	700.00	700.00
	E 101-43201-218 Welding Supplies	-	-	-	100.00	100.00
	E 101-43201-219 General Operating Supplies	1,117.21	1,651.39	1,198.51	1,200.00	1,200.00
	E 101-43201-221 Motor Vehicles Parts	79.40	2,822.24	178.79	2,100.00	2,100.00
	E 101-43201-222 Tires	146.73	627.06	609.95	1,000.00	1,000.00
	E 101-43201-223 Bldg/Facility Repair Supplies	3,720.33	1,901.61	11,434.73	2,500.00	2,500.00
	E 101-43201-225 Park/Landscaping Materials	8,494.07	2,084.73	4,708.14	7,000.00	7,000.00
	E 101-43201-226 Sign/Striping Repair Materials	700.72	-	109.18	1,500.00	1,500.00
	E 101-43201-229 Equipment Parts	3,874.65	2,887.35	4,835.63	2,000.00	2,000.00
	E 101-43201-231 Small Tools and Minor Equip	902.72	1,389.43	719.42	1,500.00	1,500.00
	E 101-43201-306 Personnel/Labor Relations	315.00	419.33	264.30	300.00	300.00
	E 101-43201-307 Professional Services Fees	624.25	529.00	232.00	600.00	600.00
	E 101-43201-321 Telephone	1,494.39	1,410.69	568.24	2,000.00	1,500.00
	E 101-43201-341 Personnel Advertising	230.00	108.00	264.00	200.00	200.00
	E 101-43201-342 Legal Notices	-	-	-	100.00	100.00
	E 101-43201-381 Electric Utilities	4,520.63	3,981.41	3,191.99	5,000.00	5,000.00
	E 101-43201-384 Sewer Utilities	-	-	-	300.00	300.00
	E 101-43201-385 Refuse Removal	281.75	76.59	241.50	1,200.00	1,000.00
	E 101-43201-387 Heating Fuels/Propane	-	180.32	-	300.00	300.00
	E 101-43201-401 Motor Vehicle Services (Lic d)	-	190.50	1,200.59	2,200.00	2,000.00
	E 101-43201-402 Repairs/Maint Machinery/Equip	2,464.66	275.10	3,923.54	2,500.00	2,500.00
	E 101-43201-403 Bldgs/Facilities Repair/Maint	4,580.14	786.50	240.00	3,500.00	3,500.00
	E 101-43201-405 Park & Landscape Services	476.00	323.00	-	2,000.00	1,500.00
	E 101-43201-415 Other Equipment Rentals	5,389.60	9,368.92	8,032.71	8,000.00	8,000.00
	E 101-43201-422 Auto/Misc Licensing Fees/Taxes	205.53	860.99	205.53	1,000.00	1,000.00
	E 101-43201-431 Equipment Replacement Chgs	16,700.00	16,700.00	16,700.00	16,700.00	16,700.00
	E 101-43201-434 Conferences/Meetings	555.00	345.00	-	400.00	400.00
		367,896.15	369,140.51	314,285.21	399,600.00	409,700.00



## *2016 Budget*

**FUND:** 101 – General Fund  
**DEPT/ACTIVITY/PROJECT:** 43220 – Street Maintenance

### **DEPARTMENTAL PROFILE**

The department is responsible for maintenance of the City’s streets, roadways, storm sewer system, and right-of-ways.

### **DEPARTMENTAL GOALS**

Snow removal from City streets within 24 hours of a 2” snow event; brush cutting and road side ditch mowing such that clear site distances of 100 feet are maintained; annual review of all streets to assess condition; sweep all streets annually; patch and crack seal streets in accordance with road maintenance plan; maintain gravel roads for proper drainage and drivability; maintain storm sewer system in accordance with NPDES plan

### **EXPENDITURE DETAILS**

#### **STAFFING**

1 - Public Works Manager  
4 - Maintenance Workers II  
1 - Seasonal Maintenance Worker (summer)

101-Full-Time Employees Regular Salaries  
\$306,300  
Provides for a 2% COLA salary increase and a STEP salary increase for one eligible employee

102 FT-Overtime  
\$10,500  
Thirty five hours per person for snow plowing

103-PT-Wages and Salaries  
\$6,100  
1 seasonal employee for part time help during the summer months

201 Office Supplies  
\$100  
Paper, pens, ink for copier and printer

211-Cleaning Supplies

\$400

Maintenance facility bathroom and break room supplies

212-Motor Fuels

\$36,000

Gasoline and diesel fuel for maintenance equipment

213-Lubricants

\$3,200

Oil, grease and hydraulic fluid for maintenance equipment

214-Clothing and Personal Equipment

\$3,000

Uniforms for maintenance employees, \$150 safety boot allowance per employee

215-Shop Supplies

\$1,200

Tape, grinding wheels, mechanic wire, paints, polishes, zip ties, nuts and bolts, electrical wire and connectors

216-Chemicals and Chemical Products

\$200

Solvents, degreasers, floor dry, oil spill absorbers, etc.

217-Safety Supplies

\$1,800

Safety vests/shirts, ear protection devices, safety glasses and goggles, gloves, chaps, caution tape, warning cones and barricades

218-Welding Supplies

\$1,000

Gases, rods, flat steel and cold rolled stock needed to make repairs and fabricate replacement items on maintenance equipment

219-General Operating Supplies

\$500

Lumber, plastic tarps, erosion control devices, lath for staking, string line, straps

221-Motor Vehicle Parts

\$7,200

Repair parts and service items installed by maintenance employees, including alternators, belts, hoses, starters, lights, mufflers, filters, etc.

222-Tires

\$4,500

Replacement tires for maintenance equipment; on average, an F-550 requires 6 tires replaced on a three year basis with an average cost of \$225 per tire and total cost of \$1,350. A single axle dump truck requires 6 truck tires @ \$300 each to be replaced on each truck every 4 years or an

annual cost of \$1,800. Replace two tractor tires @ \$600 ea. and 4 tires on a F-150 for a total cost of \$600.

#### 223-Bldg/Facility Repair Supplies

\$500

Materials for repair to shop building and property

#### 224-Street Maintenance Supplies

\$73,500

650 tons of salt -- \$47,100; asphalt patching material at \$8,500; culverts at \$2,500; black dirt for shoulder restoration at \$1,000 and boulevard maintenance materials at \$600; 600 tons of sand-- \$7,200; 120 tons of Class V—\$1,500

#### 226-Signs and Striping Supplies

\$7,000

Replacement/upgrade of street signs and lane striping on MSA routes

#### 229- Equipment Parts

\$14,000

Equipment parts purchased and installed by maintenance employees on non-licensed equipment, including alternators, belts, hoses, starters, lights, mufflers, etc.

#### 230-Snowplow Cutting Edges

\$10,000

Replacement cutting edges for five snowplows. Includes front plow, wing, and underbody at a cost of \$2,000 per truck. An average winter will require one replacement per truck

#### 231-Small Tools and Minor Equipment

\$2,600

Hand tools (wrenches, pliers, screwdrivers, etc.), saws, drills, grinders, shovels, lutes, and compressors

#### 306-Personnel and Labor Relations

\$400

Drug testing for CDL enforcement

#### 307- Professional Service Fees

\$600

Roads minutes, animal control trappers and GIS development

#### 321- Telephone

\$3,000

Cellular phones, land lines to the maintenance facility, radio and radio repair services

#### 341-Personnel Advertising

\$100

General advertising for positions that may open due to attrition or resignation

342- Legal Notices

\$100

Publishing overlay and Class-5 bid requests

381-Utility Services-Electric

\$20,000

Electric service for maintenance facilities, street lights and signals; projected budgeted amount is in line with historical electrical utility bills

382-Utility Service-Gas

\$7,000

Gas service for maintenance facilities

385-Utility Services-Refuse Removal

\$3,200

Refuse removal at maintenance facility and tree removal in R.O.W.

388-Utility Services-Hazardous Waste Disposal

\$500

Cleanup and disposal of hazardous waste such as meth lab debris, tires and batteries

401-Motor Vehicle Services (Licensed)

\$8,200

Contractual repairs on City owned equipment that cannot be performed in-house

402-Equipment Services (Non-licensed)

\$6,400

Contractual repairs on City owned equipment that cannot be performed in-house

403-Buldings and Facilities

\$4,000

Air filters, door sweeps, lights, rugs, hand towels, doors, HVAC, etc

404-Street Maintenance Services

\$52,000

Provides \$17,000 for crack filling and \$35,000 for Class V material

422-Auto License Fees

\$100

Tax exempt licensure required for City owned maintenance vehicles

431- Vehicle Replacement Charges

\$125,000

Funding for Street Maintenance major equipment purchases through the Equipment Replacement Fund

433-Dues and Subscriptions

\$100

Membership dues for the State contract service; permits the City to more economically purchase off of State contracts that are specified and bid by the State

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
Public Works - Streets						
	E 101-43220-101 Full-Time Employees Regular	264,847.61	252,705.10	212,252.20	270,600.00	306,300.00
	E 101-43220-102 Full-Time Employees Overtime	7,848.05	16,997.48	2,238.73	10,200.00	10,500.00
	E 101-43220-103 Part-Time Employees	-	3,961.00	3,978.75	6,000.00	6,100.00
	E 101-43220-105 Employee On Call/Standby Pay	-	-	7,073.70	3,100.00	3,200.00
	E 101-43220-107 Commissions and Boards	900.00	840.00	-	1,700.00	1,700.00
	E 101-43220-122 PERA-Coordinated Plan	19,048.49	19,531.71	16,617.35	20,300.00	23,000.00
	E 101-43220-125 FICA/Medicare	21,545.10	22,642.52	18,525.31	26,500.00	29,900.00
	E 101-43220-126 Deferred Compensation	7,559.38	7,541.98	6,274.13	7,500.00	8,400.00
	E 101-43220-131 Cafeteria Contribution	47,971.94	48,706.76	41,265.00	49,500.00	57,000.00
	E 101-43220-151 Worker s Comp Insurance Prem	10,096.77	17,989.66	19,830.42	24,500.00	20,000.00
	E 101-43220-201 Office Supplies	213.34	191.16	97.87	100.00	100.00
	E 101-43220-211 Cleaning Supplies	853.37	757.07	1,051.35	400.00	400.00
	E 101-43220-212 Motor Fuels	37,742.54	35,581.92	16,040.14	36,000.00	36,000.00
	E 101-43220-213 Lubricants and Additives	3,420.68	3,648.27	2,980.12	3,200.00	3,200.00
	E 101-43220-214 Clothing & Personal Equipment	1,150.85	2,694.74	1,187.66	3,000.00	3,000.00
	E 101-43220-215 Shop Supplies	899.95	948.83	969.79	1,500.00	1,200.00
	E 101-43220-216 Chemicals and Chem Products	53.87	624.02	-	200.00	200.00
	E 101-43220-217 Safety Supplies	880.39	992.50	1,514.38	1,800.00	1,800.00
	E 101-43220-218 Welding Supplies	1,001.37	975.88	475.41	1,200.00	1,000.00
	E 101-43220-219 General Operating Supplies	860.77	487.85	356.93	500.00	500.00
	E 101-43220-221 Motor Vehicles Parts	9,830.04	9,472.41	4,487.44	7,200.00	7,200.00
	E 101-43220-222 Tires	6,166.49	3,047.67	4,086.22	4,500.00	4,500.00
	E 101-43220-223 Bldg/Facility Repair Supplies	1,106.51	1,197.29	602.88	500.00	500.00
	E 101-43220-224 Street Maint Materials	72,719.69	62,966.78	29,626.48	73,500.00	73,500.00
	E 101-43220-226 Sign/Striping Repair Materials	6,029.56	4,036.12	3,789.65	7,000.00	7,000.00
	E 101-43220-229 Equipment Parts	19,176.50	17,928.26	7,074.03	9,600.00	14,000.00
	E 101-43220-230 Snowplow Cutting Edges	-	-	1,057.21	10,000.00	10,000.00
	E 101-43220-231 Small Tools and Minor Equip	3,282.29	2,603.24	5,373.43	2,600.00	2,600.00
	E 101-43220-306 Personnel/Labor Relations	96.00	138.67	253.75	400.00	400.00
	E 101-43220-307 Professional Services Fees	3,447.09	1,529.00	355.40	600.00	600.00
	E 101-43220-321 Telephone	3,652.14	3,330.51	2,062.36	2,900.00	3,000.00
	E 101-43220-341 Personnel Advertising	329.00	-	64.50	100.00	100.00
	E 101-43220-342 Legal Notices	61.50	61.50	-	100.00	100.00
	E 101-43220-381 Electric Utilities	21,351.86	18,699.68	12,150.31	20,000.00	20,000.00
	E 101-43220-382 Gas Utilities	5,957.73	8,248.87	3,396.21	7,000.00	7,000.00
	E 101-43220-385 Refuse Removal	4,604.46	2,673.58	2,439.48	3,200.00	3,200.00
	E 101-43220-388 Hazardous Waste Disposal	-	-	-	500.00	500.00
	E 101-43220-401 Motor Vehicle Services (Lic d)	7,445.09	13,123.09	20,205.28	8,200.00	8,200.00
	E 101-43220-402 Repairs/Maint Machinery/Equip	359.63	21,496.52	3,984.53	6,400.00	6,400.00
	E 101-43220-403 Bldgs/Facilities Repair/Maint	3,292.34	8,599.78	2,081.75	4,000.00	4,000.00
	E 101-43220-404 Street Maint Services	41,100.00	35,070.90	39,302.17	52,000.00	52,000.00
	E 101-43220-415 Other Equipment Rentals	34.63	-	765.00	-	-
	E 101-43220-422 Auto/Misc Licensing Fees/Taxes	83.43	327.00	188.05	100.00	100.00
	E 101-43220-431 Equipment Replacement Chgs	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00
	E 101-43220-433 Dues and Subscriptions	-	-	-	100.00	100.00
	E 101-43220-434 Conferences/Meetings	330.00	360.00	275.00	-	-
		762,350.45	777,729.32	621,350.37	813,300.00	863,500.00



## *2016 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 45311 – Civic Events

### **DEPARTMENTAL PROFILE**

This department accounts for funding of community events and activities.

### **DEPARTMENTAL GOALS**

Provide funding for events that foster or promote community and pride in the City of East Bethel

### **EXPENDITURE DETAILS**

307-Professional Services  
\$2,500 for Saturday night Fireworks Display

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
Civic Events						
	E 101-45311-307 Professional Services Fees	2,500.00	2,501.00	2,500.00	2,500.00	2,500.00
		2,500.00	2,501.00	2,500.00	2,500.00	2,500.00



## *2016 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 48140 – Risk Management

### **DEPARTMENTAL PROFILE**

Risk Management provides for the City's insurance needs, excluding workers compensation which is charged to the respective departments.

### **DEPARTMENTAL GOALS**

Continually reassess the City's insurance needs; promptly report and follow through on all claims; regularly solicit insurance providers to ensure that the City has the most cost effective coverage in place; complete a comprehensive analysis of all of the City's coverage.

### **EXPENDITURE DETAILS**

307-Professional Services  
\$5,000  
Insurance agent fees

361-General Liability Insurance  
\$45,000  
Includes excess liability insurance of \$1 million in addition to \$1.5 million of general liability insurance coverage.

362-Property Insurance  
\$37,000  
Insurance covering all property owned by the City

363-Automotive Insurance  
\$13,000  
Insurance for City vehicles

366-Machinery Breakdown Insurance  
\$2,500

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
Risk Management						
	E 101-48140-307 Professional Services Fees	6,500.00	6,500.00	6,500.00	6,500.00	5,000.00
	E 101-48140-361 General Liability Ins	45,918.00	48,617.00	40,422.00	48,600.00	45,000.00
	E 101-48140-362 Property Ins	35,697.18	38,796.00	35,309.00	38,800.00	37,000.00
	E 101-48140-363 Automotive Ins	10,963.00	13,353.00	11,554.00	13,400.00	13,000.00
	E 101-48140-366 Machinery Breakdown	1,771.00	2,156.00	2,214.00	2,200.00	2,500.00
	E 101-48140-368 Bonding Insurance	422.00	458.00	426.00	500.00	500.00
	E 101-48140-369 Other Insurance	2,096.00	927.00	842.00	1,000.00	1,000.00
		103,367.18	110,807.00	97,267.00	111,000.00	104,000.00



## 2016 Budget

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 49360 – Transfers Out

### **DEPARTMENTAL PROFILE**

All transfers from the General Fund are identified and accounted for in this department. Transfers include amounts identified for Road Capital for street projects such as mill and overlay and paving projects and General Capital for general capital projects such as buildings, parking lots, etc. By creating this department, the results of operating departments will not be affected by capital spending that tends to fluctuate from year to year. Operating departments' expenditures will reflect only operating costs which should remain fairly consistent from year to year.

### **DEPARTMENTAL GOALS**

Continued accurate tracking and oversight of all inter-fund transfers

### **EXPENDITURE DETAILS**

932-Transfer to Building Capital Fund  
\$50,000  
Set aside funds for future building needs.

935-Transfer to Roads Capital Fund  
\$425,000  
Allocate funding for roads projects to include mill and overlay and construction.

936-Transfer to Parks Capital Fund  
\$55,000  
Funding for park projects such as playground equipment replacement

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
Transfers						
	E 101-49360-932 Bldg Capital Transfers	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
	E 101-49360-935 Street Capital Transfers	425,000.00	425,000.00	425,000.00	425,000.00	425,000.00
	E 101-49360-936 Parks Capital Transfers	75,000.00	50,000.00	50,000.00	50,000.00	55,000.00
	E 101-49360-934 Debt Fund Transfer	-	1,036,000.00	-	-	-
	E 101-49360-999 Contingency	21,600.00	-	-	-	-
	E 101-50600-938 Capital Project Fund Transfers		429.98	-		
		571,600.00	1,561,429.98	525,000.00	525,000.00	530,000.00

**City of East Bethel**  
**2016 Special Revenue Fund Budget (Summary)**

<b>Fund Description</b>	<b>Recycling</b>	<b>HRA</b>	<b>EDA</b>	<b>Total</b>
<b>Fund Number</b>	<b>226</b>	<b>230</b>	<b>232</b>	
<b>Revenue</b>				
Levy			123,022	<b>123,022</b>
County Grants	53,600			<b>53,600</b>
Fees	2,500			<b>2,500</b>
<b>Total Revenue</b>	<b>56,100</b>	<b>-</b>	<b>123,022</b>	<b>179,122</b>
<b>Expenditures</b>				
Salaries and Wages	23,100	-		<b>23,100</b>
Supplies	700	-	-	<b>700</b>
Fees for Service	32,300	1,600	19,600	<b>53,500</b>
Future Projects			43,422	<b>43,422</b>
Transfer to General		25,000	60,000	<b>85,000</b>
<b>Total Expenditures</b>	<b>56,100</b>	<b>26,600</b>	<b>123,022</b>	<b>205,722</b>
<b>Revenue over Expenditures</b>	<b>-</b>	<b>(26,600)</b>	<b>-</b>	<b>(26,600)</b>



## *2016 Budget*

**FUND:** 226 - Recycling Fund  
**DEPT/ACTIVITY/PROJECT:** 43235 – Recycling Operations

### **DEPARTMENTAL PROFILE**

Recycling Operations provide for the collection and disposal of recyclable waste. A grant from Anoka County provides partial funding for this service.

### **DEPARTMENTAL GOALS**

Determine the appropriate role of the City in regard to the operation and funding of the recycling center.

### **REVENUE DETAILS**

33600-County Grants  
\$53,600

Anoka County reimbursement grant for recycling activities

34403-Recyclables Redeemed  
\$2,500

The City receives revenue for receipts on its “recycling days” and users of the recycled oil receptacle are asked to donate for the service. All other revenues for aluminum, glass, newspaper, tin and glass are retained by various community groups.

### **EXPENDITURE DETAILS**

101-Salary Allocation  
\$20,000

A portion of the City Administrators and Recycling Coordinators time spent on Recycling activities is reallocated to this fund

307-Professional Services  
\$19,500

Management fees for operating the recycling center. \$1,200 monthly to manage the Recycling Center and \$417.80 per month for drop off Saturday recycling.

322-Postage/Delivery  
\$1,500

Share of newsletter costs; delivery of recycled cardboard to the redemption center (all other recyclables’ transport costs are paid by the benefiting entity)

343-Other Advertising

\$1,000

Educational efforts to encourage participation in recycling efforts

381-Electric Utilities

\$1,600

Electrical service for the recycle building

382-Gas Utilities

\$2,000

Gas service for the recycle building

385-Refuse Removal

\$4,500

Disposal costs of non-recyclable waste left at the recycling center and from Coon Lake clean up day

402-Repairs/Maint Machinery/Equip

\$500

Repair/maintenance/replacement of equipment

403-Bldgs/Facilities Repair/Maint

\$600

Repair and maintenance service from outside vendors when city staff is unable to make repairs

415-Other Equipment Rentals

\$900

Rental of porta-potties at the recycling center

422-Auto/Misc Licensing Fees/Taxes

\$100

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
Recycling						
	E 226-43235-101 Full-Time Employees Regular	-	15,550.00	10,584.18	400.00	20,000.00
	E 226-43235-122 PERA-Coordinated Plan	-	1,151.23	793.26	50.00	1,500.00
	E 226-43235-125 FICA/Medicare	-	1,209.39	809.70	100.00	1,600.00
	E 226-43235-201 Office Supplies	-	36.95	-	100.00	100.00
	E 226-43235-219 General Operating Supplies	344.60	810.44	215.41	200.00	200.00
	E 226-43235-223 Bldg/Facility Repair Supplies	381.94	1,289.35	5,902.11	400.00	400.00
	E 226-43235-231 Small Tools and Minor Equip	-	37.99	47.91	50.00	-
	E 226-43235-307 Professional Services Fees	15,846.53	20,490.28	16,887.40	12,000.00	19,500.00
	E 226-43235-322 Postage/Delivery	200.00	1,030.46	628.97	1,700.00	1,500.00
	E 226-43235-331 Travel Expenses	-	27.89	58.64	150.00	100.00
	E 226-43235-343 Other Advertising	445.44	272.50	545.00	1,500.00	1,000.00
	E 226-43235-351 Printing and Duplicating		149.73	234.38		
	E 226-43235-381 Electric Utilities	1,574.59	1,672.98	997.64	1,600.00	1,600.00
	E 226-43235-382 Gas Utilities	1,282.35	1,906.70	838.96	2,500.00	2,000.00
	E 226-43235-385 Refuse Removal	4,278.12	3,790.34	5,093.53	6,500.00	4,500.00
	E 226-43235-388 Hazardous Waste Disposal	-	-	-	4,000.00	-
	E 226-43235-402 Repairs/Maint Machinery/Equip	202.90	245.83	618.58	700.00	500.00
	E 226-43235-403 Bldgs/Facilities Repair/Maint	220.00	18,843.62	20,393.50	600.00	600.00
	E 226-43235-415 Other Equipment Rentals	1,576.24	814.70	700.00	900.00	900.00
	E 226-43235-422 Auto/Misc Licensing Fees/Taxes	21.29	21.29	21.29	50.00	100.00
		26,374.00	69,351.67	65,370.46	33,500.00	56,100.00



## *2016 Budget*

**FUND:** 230 – Housing & Redevelopment Authority  
**DEPT/ACTIVITY/PROJECT:** 23000 – Housing & Redevelopment

### **DEPARTMENTAL PROFILE**

The City is authorized by Minnesota Statutes, Chapter 469.001 to 469.047(the ACT) to establish a Housing and Redevelopment Authority (HRA) to address;

- a) the shortage of decent, safe and sanitary dwelling accommodations available to persons of low and moderate income and their families at prices and amounts they can afford within the City of East Bethel;
- b) substandard, slum or blighted areas existing within the City of East Bethel which cannot be redeveloped without government assistance.

### **DEPARTMENTAL GOALS**

The East Bethel Housing and Redevelopment Authority's purpose, pursuant to Minnesota law, is to provide a sufficient supply of adequate, safe and sanitary dwellings to persons of low and moderate income and their families at prices and amounts they can afford within the City of East Bethel; to address substandard, slum or blighted areas existing with the City of East Bethel which cannot be redeveloped without government assistance.

### **EXPENDITURE DETAILS**

303-Legal Fees

\$1,000

Contracted legal services

322-Postage

\$100

Postage costs for mailings

331-Travel Expenses

\$100

Personal auto mileage or meal reimbursement while conducting HRA business

342-Legal Notices

\$100

Publications of legal notices

434-Conferences/Training

\$300

Staff and Board members continued education

933-Transfer to City General Fund

\$25,000

Support Executive Director, Community Development Director, Finance Director, and Support Staff

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
HRA						
	E 230-23000-303 Legal Fees	143.00	-	-	1,000.00	1,000.00
	E 230-23000-322 Postage	-	-	-	100.00	100.00
	E 230-23000-331 Travel Expenses	-	-	-	100.00	100.00
	E 230-23000-342 Legal Notices	-	-	-	100.00	100.00
	E 230-23000-434 Conferences/Meetings	-	270.00	275.00	300.00	300.00
	E 230-23000-933 Gen 1 Fund Reimb Transfers	15,000.00	15,000.00	25,000.00	25,000.00	25,000.00
		15,143.00	15,270.00	25,275.00	26,600.00	26,600.00



## *2016 Budget*

**FUND:** 232 – Economic Development Authority  
**DEPT/ACTIVITY/PROJECT:** 23200 – Economic Development Authority

**DEPARTMENTAL PROFILE:** The EDA addresses the City’s need to proactively deal with economic development, housing, and redevelopment issues within the city. It is responsible for making presentations to the EDA and City Council to facilitate their decision making. It also includes direct interaction with the business community.

**DEPARTMENTAL GOALS:** The East Bethel EDA goals are to assist in increasing the amounts and types of services offered within the city, help restore blighted properties by encouraging redevelopment activities, achieve commercial development, encourage development of housing with the city that is safe, diverse, and gives residents affordable options to own a home.

### **EXPENDITURE DETAILS**

107-Commission and Boards  
\$1,600

303-Legal Services  
\$10,000  
Contracted legal services

307-Professional Services Fees  
\$6,000  
Contract consulting services as required \$6,000 for Civic Plus Webhosting

331-Travel Expenses  
\$400  
Personal auto mileage and/or meal reimbursement while conducting EDA business

342-Legal Notices  
\$200  
Publication of legal notices

433-Dues and Subscriptions  
\$700  
Economic Development Association of Minnesota (EDAM)

434-Conferences/Training

\$700

EDAM workshops and other economic development training

xxx-Potential Costs involved with 2016 Development

\$43,422

Potential Costs involved with 2016 Development

933-Transfer to City General Fund

\$60,000

Support Executive Director, Community Development Director, and Support Staff

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
EDA						
	E 232-23200-107 Commissions and Boards	520.00	320.00	-	1,600.00	1,600.00
	E 232-23200-201 Office Supplies	60.36	-	35.65	200.00	-
	E 232-23200-303 Legal Fees	2,574.00	-	-	10,000.00	10,000.00
	E 232-23200-307 Professional Services Fees	35,265.50	6,178.70	9,997.54	5,000.00	6,000.00
	E 232-23200-321 Telephone	-	-	-	360.00	-
	E 232-23200-322 Postage/Delivery	500.00	-	-	500.00	-
	E 232-23200-331 Travel Expenses	-	-	-	400.00	400.00
	E 232-23200-342 Legal Notices	-	-	-	200.00	200.00
	E 232-23200-433 Dues and Subscriptions	407.00	415.00	423.00	700.00	700.00
	E 232-23200-421 Software Licensing	-	-	14,143.00	-	-
	E 232-23200-434 Conferences/Meetings	560.00	-	-	700.00	700.00
	E 232-23200-530 Improvements other than Bldgs	1,336.70	-	-	-	-
	E 232-23200-933 Gen 1 Fund Reimb Transfers	56,000.00	56,000.00	60,000.00	60,000.00	60,000.00
	E 232-23200-937 Equipment Repl Fund Transfers	81,539.99	-	-	-	-
	E 232-23200-999 Future Projects	-	-	-	43,362.00	43,422.00
		178,763.55	62,913.70	84,599.19	123,022.00	123,022.00

**City of East Bethel  
2016 Debt Service Budget**

<b>Fund Description</b>	<b>2013 A</b>	<b>2005 B</b>	<b>2008 A</b>	<b>2010</b>	<b>2015A</b>	<b>2014A</b>	<b>2010 C</b>	<b>Total</b>
<b>Fund Number</b>	<b>301</b>	<b>303</b>	<b>308</b>	<b>309</b>	<b>310</b>	<b>311</b>	<b>312</b>	
<b>Revenue</b>								
Levy	128,000		180,000		504,000	330,000		<b>1,142,000</b>
Special Assessments			16,500		13,500			<b>30,000</b>
Well Remediation Fees				6,000				<b>6,000</b>
<b>Total Revenue</b>	<b>128,000</b>	<b>-</b>	<b>196,500</b>	<b>6,000</b>	<b>517,500</b>	<b>330,000</b>	<b>-</b>	<b>1,178,000</b>
<b>Expenditures</b>								
Debt Service - Principal	90,000	60,000	135,000	3,000	190,000		695,000	<b>1,173,000</b>
Interest	34,000	2,000	37,000	600	399,000	188,000	31,000	<b>691,600</b>
Fiscal Agent Fees	1,000	1,000	1,000	-	1,000	1,000	1,000	<b>6,000</b>
<b>Total Expenditures</b>	<b>125,000</b>	<b>63,000</b>	<b>173,000</b>	<b>3,600</b>	<b>590,000</b>	<b>189,000</b>	<b>727,000</b>	<b>1,870,600</b>
<b>Revenue over Expenditures</b>	<b>3,000</b>	<b>(63,000)</b>	<b>23,500</b>	<b>2,400</b>	<b>(72,500)</b>	<b>141,000</b>	<b>(727,000)</b>	<b>(692,600)</b>

\*2013A is the former 2005A bond--refinanced in 2013. These bonds were originally issued to fund a replacement fire station and warning sirens

\*2005B were issued to fund construction of a service road west of Highway 65 between 207th and 211th Ave NE  
This bond will be fully paid / defeased with the February 1, 2016 Payment

\*2008A were issued to fund the cost of the Castle Towers Wastewater Treatment Plant

\*2010 were issued to partially fund the construction of a new well to deliver water services to residents in Whispering Aspen

\*2015A is the former 2010A--refinanced in 2015. These were issued to fund construction of water/sewer infrastructure improvements

\*2014A is the former 2010B--refinanced in 2014. These were issued to fund construction of water/sewer infrastructure improvements

\*2010C were issued to fund construction of water/sewer infrastructure improvements

Debt Service Schedule

	Bond Trust Callable 2/1/21	US Bank Not Callable	US Bank Callable 2/1/18	MN PFA Not Callable	Bond Trust Callable 5/1/25	Bond Trust Callable 2/1/23	US Bank Not Callable	Total
Original Principal	2013A Feb/Aug	2005B Feb/Aug	2008A Feb/Aug	2010 Feb/Aug	2015A Feb/Aug	2014A Feb/Aug	2010C Feb/Aug	
	\$ 1,250,000	\$ 495,000	\$ 1,715,000	\$ 74,601	\$ 11,850,000	\$ 5,485,000	\$ 1,260,000	
	301	303	308	309	310	311	312	
Principal	90,000.00	60,000.00	135,000.00	3,000.00	190,000.00	-	695,000.00	1,173,000.00
Interest	33,900.00	1,140.00	36,722.50	535.90	398,700.00	187,675.00	30,612.50	689,285.90
<b>Total 2016</b>	<b>123,900.00</b>	<b>61,140.00</b>	<b>171,722.50</b>	<b>3,535.90</b>	<b>588,700.00</b>	<b>187,675.00</b>	<b>725,612.50</b>	<b>1,862,285.90</b>
Principal	90,000.00	-	140,000.00	3,000.00	105,000.00	-	565,000.00	903,000.00
Interest	31,200.00	-	31,560.00	505.90	392,800.00	187,675.00	9,746.25	653,487.15
<b>Total 2017</b>	<b>121,200.00</b>	<b>-</b>	<b>171,560.00</b>	<b>3,505.90</b>	<b>497,800.00</b>	<b>187,675.00</b>	<b>574,746.25</b>	<b>1,556,487.15</b>
Principal	95,000.00	-	155,000.00	4,000.00	110,000.00	-	-	364,000.00
Interest	28,425.00	-	25,660.00	475.90	388,500.00	187,675.00	-	630,735.90
<b>Total 2018</b>	<b>123,425.00</b>	<b>-</b>	<b>180,660.00</b>	<b>4,475.90</b>	<b>498,500.00</b>	<b>187,675.00</b>	<b>-</b>	<b>994,735.90</b>
Principal	100,000.00	-	170,000.00	4,000.00	110,000.00	230,000.00	-	614,000.00
Interest	25,500.00	-	19,160.00	435.90	384,100.00	184,225.00	-	613,420.90
<b>Total 2019</b>	<b>125,500.00</b>	<b>-</b>	<b>189,160.00</b>	<b>4,435.90</b>	<b>494,100.00</b>	<b>414,225.00</b>	<b>-</b>	<b>1,227,420.90</b>
Principal	100,000.00	-	175,000.00	4,000.00	120,000.00	230,000.00	-	629,000.00
Interest	22,500.00	-	12,260.00	395.90	379,500.00	177,325.00	-	591,980.90
<b>Total 2020</b>	<b>122,500.00</b>	<b>-</b>	<b>187,260.00</b>	<b>4,395.90</b>	<b>499,500.00</b>	<b>407,325.00</b>	<b>-</b>	<b>1,220,980.90</b>
Principal	110,000.00	-	125,000.00	4,000.00	130,000.00	180,000.00	-	549,000.00
Interest	19,350.00	-	6,260.00	355.90	374,500.00	171,175.00	-	571,640.90
<b>Total 2021</b>	<b>129,350.00</b>	<b>-</b>	<b>131,260.00</b>	<b>4,355.90</b>	<b>504,500.00</b>	<b>351,175.00</b>	<b>-</b>	<b>1,120,640.90</b>
Principal	110,000.00	-	10,000.00	4,000.00	180,000.00	185,000.00	-	489,000.00
Interest	16,050.00	-	3,525.00	315.90	368,300.00	165,700.00	-	553,890.90
<b>Total 2022</b>	<b>126,050.00</b>	<b>-</b>	<b>13,525.00</b>	<b>4,315.90</b>	<b>548,300.00</b>	<b>350,700.00</b>	<b>-</b>	<b>1,042,890.90</b>
Principal	115,000.00	-	10,000.00	4,000.00	150,000.00	200,000.00	-	479,000.00
Interest	12,675.00	-	3,055.00	275.90	361,700.00	159,925.00	-	537,630.90
<b>Total 2023</b>	<b>127,675.00</b>	<b>-</b>	<b>13,055.00</b>	<b>4,275.90</b>	<b>511,700.00</b>	<b>359,925.00</b>	<b>-</b>	<b>1,016,630.90</b>
Principal	120,000.00	-	10,000.00	4,000.00	205,000.00	200,000.00	-	539,000.00
Interest	9,150.00	-	2,585.00	235.90	354,600.00	154,575.00	-	521,145.90
<b>Total 2024</b>	<b>129,150.00</b>	<b>-</b>	<b>12,585.00</b>	<b>4,235.90</b>	<b>559,600.00</b>	<b>354,575.00</b>	<b>-</b>	<b>1,060,145.90</b>
Principal	120,000.00	-	10,000.00	4,000.00	235,000.00	210,000.00	-	579,000.00
Interest	5,550.00	-	2,115.00	195.90	345,800.00	149,337.50	-	502,998.40
<b>Total 2025</b>	<b>125,550.00</b>	<b>-</b>	<b>12,115.00</b>	<b>4,195.90</b>	<b>580,800.00</b>	<b>359,337.50</b>	<b>-</b>	<b>1,081,998.40</b>
Principal	125,000.00	-	10,000.00	4,000.00	290,000.00	220,000.00	-	649,000.00
Interest	1,875.00	-	1,645.00	155.90	335,300.00	143,425.00	-	482,400.90
<b>Total 2026</b>	<b>126,875.00</b>	<b>-</b>	<b>11,645.00</b>	<b>4,155.90</b>	<b>625,300.00</b>	<b>363,425.00</b>	<b>-</b>	<b>1,131,400.90</b>
Principal	10,000.00	-	10,000.00	4,000.00	350,000.00	225,000.00	-	589,000.00
Interest	-	-	1,175.00	115.90	324,250.00	137,025.00	-	462,565.90
<b>Total 2027</b>	<b>-</b>	<b>-</b>	<b>11,175.00</b>	<b>4,115.90</b>	<b>674,250.00</b>	<b>362,025.00</b>	<b>-</b>	<b>1,051,565.90</b>
Principal	-	-	10,000.00	4,000.00	420,000.00	230,000.00	-	664,000.00
Interest	-	-	705.00	75.90	312,700.00	130,200.00	-	443,680.90
<b>Total 2028</b>	<b>-</b>	<b>-</b>	<b>10,705.00</b>	<b>4,075.90</b>	<b>732,700.00</b>	<b>360,200.00</b>	<b>-</b>	<b>1,107,680.90</b>
Principal	-	-	10,000.00	3,589.20	480,000.00	245,000.00	-	738,589.20
Interest	-	-	235.00	35.90	299,200.00	122,462.50	-	421,933.40
<b>Total 2029</b>	<b>-</b>	<b>-</b>	<b>10,235.00</b>	<b>3,625.10</b>	<b>779,200.00</b>	<b>367,462.50</b>	<b>-</b>	<b>1,160,522.60</b>
Principal	-	-	-	-	555,000.00	255,000.00	-	810,000.00
Interest	-	-	-	-	283,675.00	113,712.50	-	397,387.50
<b>Total 2030</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>838,675.00</b>	<b>368,712.50</b>	<b>-</b>	<b>1,207,387.50</b>
Principal	-	-	-	-	665,000.00	265,000.00	-	930,000.00
Interest	-	-	-	-	264,959.38	104,612.50	-	369,571.88
<b>Total 2031</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>929,959.38</b>	<b>369,612.50</b>	<b>-</b>	<b>1,299,571.88</b>
Principal	-	-	-	-	750,000.00	280,000.00	-	1,030,000.00
Interest	-	-	-	-	242,850.01	95,075.00	-	337,925.01
<b>Total 2032</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>992,850.01</b>	<b>375,075.00</b>	<b>-</b>	<b>1,367,925.01</b>
Principal	-	-	-	-	770,000.00	295,000.00	-	1,065,000.00
Interest	-	-	-	-	218,618.76	85,012.50	-	303,631.26
<b>Total 2033</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>988,618.76</b>	<b>380,012.50</b>	<b>-</b>	<b>1,368,631.26</b>
Principal	-	-	-	-	790,000.00	310,000.00	-	1,100,000.00
Interest	-	-	-	-	193,268.76	74,425.00	-	267,693.76
<b>Total 2034</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>983,268.76</b>	<b>384,425.00</b>	<b>-</b>	<b>1,367,693.76</b>
Principal	-	-	-	-	815,000.00	320,000.00	-	1,135,000.00
Interest	-	-	-	-	166,678.13	62,600.00	-	229,278.13
<b>Total 2035</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>981,678.13</b>	<b>382,600.00</b>	<b>-</b>	<b>1,364,278.13</b>
Principal	-	-	-	-	840,000.00	255,000.00	-	1,095,000.00
Interest	-	-	-	-	138,750.00	51,100.00	-	189,850.00
<b>Total 2036</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>978,750.00</b>	<b>306,100.00</b>	<b>-</b>	<b>1,284,850.00</b>
Principal	-	-	-	-	860,000.00	265,000.00	-	1,125,000.00
Interest	-	-	-	-	110,062.50	40,700.00	-	150,762.50
<b>Total 2037</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>970,062.50</b>	<b>305,700.00</b>	<b>-</b>	<b>1,275,762.50</b>
Principal	-	-	-	-	885,000.00	280,000.00	-	1,165,000.00
Interest	-	-	-	-	80,062.50	29,800.00	-	109,862.50
<b>Total 2038</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>965,062.50</b>	<b>309,800.00</b>	<b>-</b>	<b>1,274,862.50</b>
Principal	-	-	-	-	910,000.00	295,000.00	-	1,205,000.00
Interest	-	-	-	-	48,650.00	18,300.00	-	66,950.00
<b>Total 2039</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>958,650.00</b>	<b>313,300.00</b>	<b>-</b>	<b>1,271,950.00</b>
Principal	-	-	-	-	935,000.00	310,000.00	-	1,245,000.00
Interest	-	-	-	-	16,362.50	6,200.00	-	22,562.50
<b>Total 2040</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>951,362.50</b>	<b>316,200.00</b>	<b>-</b>	<b>1,267,562.50</b>
<b>Principal due in 2016</b>	<b>90,000.00</b>	<b>60,000.00</b>	<b>135,000.00</b>	<b>3,000.00</b>	<b>190,000.00</b>	<b>-</b>	<b>695,000.00</b>	<b>1,173,000.00</b>
<b>Principal due 2017 to 2040</b>	<b>1,085,000.00</b>	<b>-</b>	<b>845,000.00</b>	<b>50,589.20</b>	<b>11,660,000.00</b>	<b>5,485,000.00</b>	<b>565,000.00</b>	<b>19,690,589.20</b>
<b>Interest due 2016 to 2040</b>	<b>206,175.00</b>	<b>1,140.00</b>	<b>146,662.50</b>	<b>4,112.60</b>	<b>6,783,887.54</b>	<b>2,939,937.50</b>	<b>40,358.75</b>	<b>10,122,273.89</b>
<b>Rates</b>	<b>3%</b>	<b>2.95 - 3.8%</b>	<b>3.0 - 4.7%</b>	<b>1%</b>	<b>3.0 - 4.0%</b>	<b>3.0 - 4.0%</b>	<b>3.2 - 3.45%</b>	

**City of East Bethel**  
**2016 Enterprise Fund Budget (Summary)**

<b>Fund Description</b>	<b>Water</b>	<b>Sewer</b>	<b>Arena</b>	<b>Total</b>
<b>Fund Number</b>	<b>601</b>	<b>602</b>	<b>615</b>	
<b>Revenue</b>				
Sales	77,300	103,200	237,500	<b>418,000</b>
Connect Fees	-	100	-	<b>100</b>
Penalties	500	1,500	-	<b>2,000</b>
<b>Total Revenue</b>	<b>77,800</b>	<b>104,800</b>	<b>237,500</b>	<b>420,100</b>
<b>Expenditures</b>				
Transfer to General Fund for Salaries	20,000	20,000	-	<b>40,000</b>
Supplies	7,200	4,500	7,800	<b>19,500</b>
Fees for Service	13,300	61,700	155,200	<b>230,200</b>
<b>Total Expenditures</b>	<b>40,500</b>	<b>86,200</b>	<b>163,000</b>	<b>289,700</b>
<b>Net Cash (Inflow / Outflow)</b>	<b>37,300</b>	<b>18,600</b>	<b>74,500</b>	<b>130,400</b>
<b>Depreciation</b>				
Depreciation	275,000	292,000	74,500	<b>641,500</b>
<b>Net Income</b>	<b>(237,700)</b>	<b>(273,400)</b>	<b>-</b>	<b>(511,100)</b>



## 2016 Budget

**FUND:** 601 - Water Fund  
**DEPT/ACTIVITY/PROJECT:** 49401 – Water Utility Operations

### DEPARTMENTAL PROFILE

Water Utility Operations provide for the distribution of water to customers, the provision of proper metering equipment to measure usage and the timely reading of meters to ensure accurate billing of customers. Currently, the City owns and operates two separate water systems from four municipal wells. Wells #3 and #4, along with the water treatment facility and water tower, service the southern portion of the city. Wells #1 and #2, along with the two pressure tanks, service the Whispering Aspen development. For the water facilities servicing the Whispering Aspen Development, the number of customers is not adequate to profitably service them; the majority of expenses incurred in providing water service will not increase proportionately with an increase in customers. Additionally, in accordance with the sales agreement, the City is obligated to provide office space to the purchaser/developer of this property in the Community Center that houses the water system’s control center. All utilities and maintenance costs for this building are charged to the Water Department; the developer pays none of the utility costs but has contributed to the capital improvements to the facility.

### DEPARTMENTAL GOALS

Provide adequate capacity, perform required maintenance and work to facilitate the orderly implementation of service to new residents.

### USER FEE SUMMARY

The City of East Bethel utilizes an enterprise fund accounting system that isolates revenue and expenditures for its water operation. To that end, the water fund is supported through a set of user fees that are analyzed on an annual basis to ensure cash flow needs are being met and to begin building adequate reserves in order to replace existing infrastructure as it becomes depreciated.

The typical water customer can be classified into two different categories—residential and commercial each with a fixed and variable component to the cost structure. There are currently 52 residential parcels and 14 (59 ERU’s) commercial parcels serviced by the City’s water system. The 2016 residential rates are proposed to remain the same as 2015. The 2016 commercial rates are proposed to increase by 3% over 2015. All rates are chronicled below:

	2015	2016
<b>RESIDENTIAL</b>		
<b>BASE CHARGE</b>	\$18.77 PER MONTH	\$18.77 PER MONTH
<b>USAGE CHARGES</b>		
0 - 2,000 GALLONS PER MONTH \$10.60 PER 1,000 GALLONS	\$10.60 PER 1,000 Gallons	\$10.60 PER 1,000 Gallons
2,001 - 5,000 GALLONS PER MONTH \$12.72 PER 1,000 GALLONS	\$12.72 PER 1,000 Gallons	\$12.72 PER 1,000 Gallons
5,001 - 10,000 GALLONS PER MONTH \$15.26 PER 1,000 GALLONS	\$15.26 PER 1,000 Gallons	\$15.26 PER 1,000 Gallons
OVER 10,000 GALLONS PER MONTH \$18.32 PER 1,000 GALLONS	\$18.32 PER 1,000 Gallons	\$18.32 PER 1,000 Gallons
 <b>COMMERCIAL</b>		
<b>BASE CHARGE</b>	\$15.00 PER ERU/MONTH	\$15.45 PER ERU/MONTH
<b>USAGE CHARGES</b>		
0 – x,xxx GALLONS PER MONTH	\$3.00 PER 1,000 Gallons	\$3.09 PER 1,000 Gallons

## **EXPENDITURE DETAILS**

### 201-Office Supplies

\$100

Pens, Paper, etc.

### 211-Cleaning Supplies

\$100

Cleaning agents for cleaning the lab and treatment room at the water plant

### 216-Chemicals and Chemical Products

\$2,000

Chemicals added to the water supply for health and safety purposes

### 217-Safety Supplies

\$100

Safety glasses and goggles, gloves, cones and barricades

### 223-Bldg/Facility Repair Supplies

\$400

Miscellaneous materials for repair and maintenance of the water building

### 227- Utility System Supplies

\$4,000

Water supply and distribution system; valve boxes, covers, extensions and castings; install 1 new fire hydrant

### 231-Small Tools & Minor Equip

\$500

Tools and equipment required for the daily operation of the water treatment and distribution facilities

### 307-Professional Services

\$1,200

Required periodic water testing; develop plans for a water filtration system

### 321-Telephone

\$1,400

Communications via a land line and cell phone

### 381-Electric Utilities

\$5,000

Utilities for the Water Plant/Whispering Aspen Community Center

### 382-Gas Utilities

\$1,400

Utilities for the Water Plant/Whispering Aspen Community Center

### 402-Repairs/Maintenance on Machinery/Equipment

\$1,800

Repair/maintenance/replacement of fire hydrants and other equipment

403-Buildings/Facilities Repair and Maintenance

\$800

Doors, windows, exterior lighting fixtures and bathroom fixtures

407-Utility System Services

\$300

Outside repair expense for leak locates and repair or other system integrity testing that cannot be performed in-house

481-Depreciation Expense

\$275,000

Specific items that will be depreciated are: Water mains, Wells #2/#3/#4, Water Treatment facility, Meters, Water Tower, Lateral lines, Water Stubs, Banyon Utility Software, and Utility Handheld Meter Reader

933-Transfer to City General Fund

\$20,000

Support Public Works Manager and Public Works Maintenance Staff

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
<b>Water Fund</b>						
<b>Revenues</b>						
	R 601-37100 Water Sales (Residential)	54,274.54	39,542.59	25,154.81	34,500.00	48,800.00
	R 601-37101 Water Sales (Commercial)		18,543.95	19,050.06	26,500.00	26,500.00
	R 601-37150 Water Connect/Reconnect Fee	-	-	-	100.00	-
	R 601-37155 Water Connection Inspection	230.00	550.00	150.00		-
	R 601-37160 Water Penalty	513.46	451.47	1,255.78	1,500.00	500.00
	R 601-37170 Water Meter Sales	739.97	3,720.69	857.15	500.00	2,000.00
	R 601-39203 Transfer from non-Genl Fund		22,140.40	-		-
	R 601-34410 Water Availability Charge			1,500.00		
<b>Total Revenues - Water Fund</b>		<b>55,757.97</b>	<b>84,949.10</b>	<b>47,967.80</b>	<b>63,100.00</b>	<b>77,800.00</b>
<b>Expenditures</b>						
	E 601-49401-101 Full-Time Employees Regular	12,819.48	13,005.51	10,677.31	13,600.00	-
	E 601-49401-102 Full-Time Employees Overtime	115.62	36.50	4.19	250.00	-
	E 601-49401-122 PERA-Coordinated Plan	937.89	947.29	801.11	1,000.00	-
	E 601-49401-125 FICA/Medicare	1,091.82	1,105.60	903.71	1,300.00	-
	E 601-49401-126 Deferred Compensation	386.54	389.28	324.93	400.00	-
	E 601-49401-131 Cafeteria Contribution	2,706.40	2,764.42	2,292.60	2,800.00	-
	E 601-49401-151 Worker s Comp Insurance Prem	144.70	569.44	652.15	650.00	-
	E 601-49401-201 Office Supplies	-	-	-	100.00	100.00
	E 601-49401-211 Cleaning Supplies	186.41	131.93	56.00	100.00	100.00
	E 601-49401-216 Chemicals and Chem Products	1,369.72	5,046.78	2,025.62	2,000.00	2,000.00
	E 601-49401-217 Safety Supplies	-	-	279.30	150.00	100.00
	E 601-49401-223 Bldg/Facility Repair Supplies	1,912.18	650.34	557.80	400.00	400.00
	E 601-49401-227 Utility Maint Supplies	911.71	-	2,822.95	4,000.00	4,000.00
	E 601-49401-231 Small Tools and Minor Equip	174.31	635.90	248.00	500.00	500.00
	E 601-49401-307 Professional Services Fees	111.64	651.94	801.22	1,200.00	1,200.00
	E 601-49401-321 Telephone	1,457.69	2,891.36	3,799.76	1,400.00	1,400.00
	E 601-49401-342 Legal Notices	218.38	-	-	200.00	200.00
	E 601-49401-381 Electric Utilities	5,127.44	11,257.09	9,506.49	5,000.00	5,000.00
	E 601-49401-382 Gas Utilities	1,228.73	1,580.30	1,201.12	1,400.00	1,400.00
	E 601-49401-402 Repairs/Maint Machinery/Equip	-	-	1,187.85	1,800.00	1,800.00
	E 601-49401-403 Bldgs/Facilities Repair/Maint	639.21	1,305.22	940.03	800.00	800.00
	E 601-49401-407 Utility System Services	-	-	-	300.00	300.00
	E 601-49401-421 Software Licensing			545.00		600.00
	E 601-49401-422 Auto/Misc Licensing Fees/Taxes	53.23	53.23	64.00	-	100.00
	E 601-49401-434 Conferences/Meetings	150.00	-	871.00	500.00	500.00
	E 601-49401-481 Depreciation Expense	22,194.89	117,734.13	-	22,200.00	275,000.00
	E 601-49401-933 Gen I Fund Reimb Transfers			-		20,000.00
<b>Total Expenditures - Water Fund</b>		<b>53,937.99</b>	<b>160,756.26</b>	<b>40,562.14</b>	<b>62,050.00</b>	<b>315,500.00</b>
<b>Net Income - Water Fund</b>		<b>1,819.98</b>	<b>(75,807.16)</b>	<b>7,405.66</b>	<b>1,050.00</b>	<b>(237,700.00)</b>



## 2016 Budget

**FUND:** 602 - Sewer Fund  
**DEPT/ACTIVITY/PROJECT:** 49451 – Sewer Utility Operations

### DEPARTMENTAL PROFILE

Sewer Utility Operations provide for the collection of sanitary sewage through a system of gravity sewer lines, force mains, and lift stations with delivery to the Met Council Environmental Service Wastewater Treatment Facility. In 2014 the City decommissioned the wastewater treatment plant servicing the Whispering Aspen Development and the Castle Towers Manufactured Home Park.

### DEPARTMENTAL GOALS

Provide adequate capacity to service customers and provide efficient collection of sanitary sewage.

### USER FEE SUMMARY

The City of East Bethel utilizes an enterprise fund accounting system that isolates revenue and expenditures for its sewer operation. To that end, the sewer fund is supported through a set of user fees that are analyzed on an annual basis to ensure cash flow needs are being met and to begin building adequate reserves in order to replace existing infrastructure as it becomes depreciated.

The typical sewer customer can be classified into three different categories—residential, mobile and commercial each with a fixed and variable component to the cost structure. There are currently 52 residential parcels, 14 (59 ERU’s) commercial parcels and 1 mobile customer serviced by the City’s / MCES’s sewer system. The 2016 residential and mobile rates are proposed to remain the same as 2015. The 2016 commercial rates are proposed to increase by 3% over 2015. All rates are chronicled below:

<b>Residential</b>	<b>2015</b>	<b>2016</b>
BASE CHARGE	\$6.13 PER MONTH	\$6.13 PER MONTH
USAGE CHARGES		
0 - 2,000 GALLONS PER MONTH	\$6.30 PER 1,000 GALLONS	\$6.30 PER 1,000 GALLONS
2,001 - 5,000 GALLONS PER MONTH	\$7.56 PER 1,000 GALLONS	\$7.56 PER 1,000 GALLONS
5,001 - 10,000 GALLONS PER MONTH	\$9.07 PER 1,000 GALLONS	\$9.07 PER 1,000 GALLONS
OVER 10,000 GALLONS PER MONTH	\$10.89 PER 1,000 GALLONS	\$10.89 PER 1,000 GALLONS
<i>(Residential based on water use during January)</i>		
<b>Mobile Park</b>	<b>2015</b>	<b>2016</b>
BASE CHARGE	\$912.44 PER MONTH	\$912.44 PER MONTH
USAGE CHARGE	\$8.08 PER 1,000 GALLONS	\$8.08 PER 1,000 GALLONS
<b>Commercial</b>	<b>2015</b>	<b>2016</b>
BASE CHARGE	\$5.00 PER MONTH PER ERU	\$5.15 PER MONTH PER ERU
USAGE CHARGE	\$4.75 per 1,000 gallons	\$4.90 per 1,000 gallons

## **EXPENDITURE DETAILS**

### 217-Safety Supplies

\$1,000

Goggles, glasses, gloves, waders, vests, ear plugs and face shields

### 223-Buildings and Facilities Supplies

\$2,000

Repair materials to keep the sewer collection operational

### 227-Utility Maintenance Supplies

\$800

Sewer system and lift station degreasers and deodorizers and refrigerated sample supply storage unit required by the PCA

### 231-Small Tools and Minor Equipment

\$700

Various small tools; replacement of chemical feed pumps and regulators

### 307-Professional Services

\$21,000

MCES waste water treatment charges

### 3xx-Reserve Capacity Loan Payment

\$21,000

The reserve capacity loan payment is equal to the MCES waste water treatment charges

### 381-Electric Utilities

\$10,000

Utilities for the lift stations

### 383-Water Utilities

\$500

Water for the lift stations

### 387-Heating Fuels/Propane

\$100

Operating portable heating devices

### 403-Buildings/Facilities Repair and Maintenance

\$6,500

Repair services that cannot be performed in-house

481-Depreciation Expense

\$292,000

The specific items to be depreciated are: manholes, lateral lines, waste water treatment plant, forcemain, lift station one and gravity sewer lines

933-Transfer to City General Fund

\$20,000

Support Public Works Manager and Public Works Maintenance Staff

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
<b>Sewer Fund</b>						
<b>Revenues</b>						
	R 602-37200 Sewer Sales (Residential)	69,143.03	39,137.89	12,131.42	17,700.00	18,800.00
	R 602-37201 Sewer Sales (Commercial)		8,246.60	14,793.74	30,900.00	20,100.00
	R 602-37202 Sewer Sales (Mobile)		33,757.08	48,903.22	49,700.00	64,300.00
	R 602-34407 Sewer Availability Charge			10,107.00		
	R 602-37255 Sewer Connection Inspection	230.00	550.00	150.00	100.00	100.00
	R 602-37260 Swr Penalty	513.42	373.08	462.28	1,500.00	1,500.00
	R 602-39203 Transfer from non-Genl Fund		5,581.05	-		
	R 602-34407 Sewer Availability Charge					
<b>Total Revenues - Sewer Fund</b>		<b>69,886.45</b>	<b>87,645.70</b>	<b>86,547.66</b>	<b>99,900.00</b>	<b>104,800.00</b>
<b>Expenditures</b>						
	E 602-49451-101 Full-Time Employees Regular	12,819.48	13,005.51	10,677.31	13,600.00	-
	E 602-49451-102 Full-Time Employees Overtime	470.22	255.47	4.19	300.00	-
	E 602-49451-122 PERA-Coordinated Plan	963.50	963.16	801.11	1,000.00	-
	E 602-49451-125 FICA/Medicare	1,115.97	1,122.09	903.61	1,300.00	-
	E 602-49451-126 Deferred Compensation	397.20	395.85	324.93	400.00	-
	E 602-49451-131 Cafeteria Contribution	2,706.24	2,764.22	2,292.39	2,800.00	-
	E 602-49451-151 Worker s Comp Insurance Prem	138.10	615.35	704.32	500.00	-
	E 602-49451-211 Cleaning Supplies	24.75	-	-	100.00	-
	E 602-49451-215 Shop Supplies	-	-	-	100.00	-
	E 602-49451-216 Chemicals and Chem Products	15,187.10	5,547.29	70.00	1,000.00	-
	E 602-49451-217 Safety Supplies	1,084.49	905.51	-	500.00	1,000.00
	E 602-49451-218 Welding Supplies	-	-	-	200.00	-
	E 602-49451-223 Bldg/Facility Repair Supplies	1,710.98	2,201.37	225.00	2,000.00	2,000.00
	E 602-49451-227 Utility Maint Supplies	-	3,863.96	-	800.00	800.00
	E 602-49451-231 Small Tools and Minor Equip	31.89	-	-	700.00	700.00
	E 602-49451-302 Architect/Engineering Fees	333.50	-	-	-	-
	E 602-49451-307 Professional Services Fees	6,336.61	4,365.99	-	17,000.00	21,000.00
	E 602-49451-3xx Reserve Capacity Loan Payment	-	-	-	-	21,000.00
	E 602-49451-381 Electric Utilities	13,541.58	11,278.01	2,862.07	10,000.00	10,000.00
	E 602-49451-383 Water Utilities	-	-	-	500.00	500.00
	E 602-49451-387 Heating Fuels/Propane	-	-	-	100.00	100.00
	E 602-49451-403 Bldgs/Facilities Repair/Maint	7,452.16	788.70	166.77	6,500.00	6,500.00
	E 602-49451-415 Other Equipment Rentals	-	-	2,647.00	-	-
	E 602-49451-421 Software Licensing	-	-	545.00	-	600.00
	E 602-49451-422 Auto/Misc Licensing Fees/Taxes	1,450.00	1,450.00	1,503.23	-	1,500.00
	E 602-49451-434 Conferences/Meetings	-	-	-	500.00	500.00
	E 602-49451-481 Depreciation Expense	23,050.37	23,050.37	-	23,100.00	292,000.00
	E 602-49451-933 Gen I Fund Reimb Transfers	-	-	-	-	20,000.00
<b>Total Expenditures - Sewer Fund</b>		<b>88,814.14</b>	<b>72,572.85</b>	<b>23,726.93</b>	<b>83,000.00</b>	<b>378,200.00</b>
<b>Net Income - Sewer Fund</b>		<b>(18,927.69)</b>	<b>15,072.85</b>	<b>62,820.73</b>	<b>16,900.00</b>	<b>(273,400.00)</b>



## 2016 Budget

**FUND:** 615 - Arena Fund  
**DEPT/ACTIVITY/PROJECT:** 49851 – Arena Operations

### DEPARTMENTAL PROFILE

Arena Operations provides for the operation of the City’s ice arena.

### DEPARTMENTAL GOALS

Maintain the exterior of the Arena; oversee and coordinate arena management activities; address deferred maintenance items at the facility; improve the financial performance of the Arena

### USER FEE SUMMARY

The City of East Bethel utilizes an enterprise fund accounting system that isolates revenue and expenditures for its arena operation. Thus, the arena fund is supported through a set of user fees that are analyzed on an annual basis to ensure cash flow needs are being met and to begin building adequate reserves in order to replace existing infrastructure as it becomes depreciated.

The two primary users of the arena are the St. Francis Youth Hockey Association and St. Francis High School. The 2016 user rates are proposed to remain the same as 2015. All rates are chronicled below:

<b>ICE ARENA</b>	2015	2016
ICE ARENA ICE RENTAL - PRIME TIME	\$192/HR	\$192/HR
ICE ARENA ICE RENTAL - NON PRIME TIME	\$140/HR	\$140/HR
LOCKER ROOM RENTAL	\$7,500	\$7,500
ADVERTISING	NEGOTIABLE	NEGOTIABLE
DRY FLOOR EVENTS	NEGOTIABLE	NEGOTIABLE

### EXPENDITURE DETAILS

223-Buildings & Facilities Repair and Maintenance Supplies  
 \$3,800

Repair and maintain Arena sign, boards, bleachers, HVAC, etc.

307-Professional Services  
 \$80,200

Reimburse management labor expenses for contracted Arena personnel

381-Electric Utilities  
 \$33,000  
 Electricity needs of the Arena

382-Gas Utilities  
 \$20,000  
 Natural gas heating needs of the Arena

403-Building & Facilities Repair and Maintenance Services

\$15,000

Outsourced facilities repair expense for repairs that cannot be performed by City/Arena employees

481-Depreciation

\$74,500

Depreciation on Arena and equipment

**City of East Bethel  
2016 Final Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 10/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Final Budget</b>
<b><u>Arena Operations</u></b>					<i>*Based on 1148 Prime hours sold at \$192 per hour</i>	<i>*Based on 1148 Prime hours sold at \$192 per hour</i>
<b>Revenues</b>						
	R 615-36210 Interest Earnings	2.23	56.49	144.06	-	200.00
	R 615-36240 Refunds/reimbursements	-	551.87	32,500.00	-	-
	R 615-37920 Vending Machine Sales	499.85	266.99	228.86	500.00	500.00
	R 615-38060 Ice Rental Revenues	191,300.28	190,840.92	100,162.72	220,500.00	220,500.00
	R 615-38062 Dry Floor Events	1,350.00	1,397.00	5,430.00	1,500.00	5,000.00
	R 615-38064 Concession Rental	2,000.00	3,000.00	-	2,000.00	2,000.00
	R 615-38065 Locker Room Rental	7,500.00	7,500.00	-	7,500.00	7,500.00
	R 615-38066 Advertising Revenue	1,450.00	2,500.00	675.00	2,000.00	2,000.00
	R 615-38067 Tower Lease Payments	68,062.68	39,065.52	-	-	-
<b>Total Revenues - Arena</b>		<b>272,165.04</b>	<b>245,178.79</b>	<b>139,140.64</b>	<b>234,000.00</b>	<b>237,500.00</b>
<b>Expenditures</b>						
	E 615-49851-211 Cleaning Supplies	-	508.73	550.74	-	500.00
	E 615-49851-212 Motor Fuels	1,799.89	2,491.21	936.38	2,000.00	2,000.00
	E 615-49851-219 General Operating Supplies	443.74	610.59	3,830.00	500.00	500.00
	E 615-49851-223 Bldg/Facility Repair Supplies	2,048.56	2,689.79	4,555.06	4,000.00	3,800.00
	E 615-49851-231 Small Tools and Minor Equip	105.81	811.75	914.55	1,000.00	1,000.00
	E 615-49851-307 Professional Services Fees	86,072.20	89,739.83	53,200.00	79,000.00	80,200.00
	E 615-49851-321 Telephone	1,503.83	942.84	195.04	1,500.00	1,000.00
	E 615-49851-342 Legal Notices	-	15.38	32.25	-	-
	E 615-49851-381 Electric Utilities	33,163.18	27,762.64	14,930.71	33,000.00	33,000.00
	E 615-49851-382 Gas Utilities	16,537.40	19,270.47	8,927.38	20,000.00	20,000.00
	E 615-49851-385 Refuse Removal	1,076.74	2,077.87	1,687.14	2,000.00	2,000.00
	E 615-49851-402 Repairs/Maint Machinery/Equip	2,318.93	1,849.33	6,947.27	3,000.00	3,000.00
	E 615-49851-403 Bldgs/Facilities Repair/Maint	6,291.52	12,071.97	7,455.90	15,000.00	15,000.00
	E 615-49851-422 Auto/Misc Licensing Fees/Taxes	230.16	570.53	190.53	1,000.00	1,000.00
	E 615-49851-433 Dues and Subscriptions	145.00	250.00	-	-	-
	E 615-49851-481 Depreciation Expense	71,894.94	71,894.94	-	72,000.00	74,500.00
	E 615-49851-530 Improvements Other Than Bldgs	-	-	54,750.00	-	-
<b>Total Expenditures - Arena</b>		<b>223,631.90</b>	<b>233,557.87</b>	<b>159,102.95</b>	<b>234,000.00</b>	<b>237,500.00</b>
<b>Net Income - Arena</b>		<b>48,533.14</b>	<b>11,620.92</b>	<b>(19,962.31)</b>	<b>-</b>	<b>-</b>

## 2016 Budget



**FUND:** 701 – Equipment Replacement Fund  
**DEPT/ACTIVITY/PROJECT:** Multiple

### **DEPARTMENTAL PROFILE**

Equipment Replacement Operations provide for the systematic funding and acquisition of major pieces of equipment necessary for City operations. Accordingly, individual department budgets will not fluctuate based on equipment acquisition activities allowing for better long-term financial analyses, benchmarking and comparisons.

### **DEPARTMENTAL GOALS**

Compare the current and future equipment needs of the City with the current equipment inventory; set up a funding plan to ensure that these equipment needs can be met without borrowing by establishing annual departmental funding requirements that ensure funds availability when equipment is no longer economically viable

### **REVENUE DETAILS**

39201-General Fund Allocation  
\$259,700

<b>Equipment Replacement</b>					
<b>Equipment Purchase Schedule</b>					
	<b>Inspection</b>	<b>Parks</b>	<b>Streets</b>	<b>Fire</b>	<b>Total</b>
<b>2016 Purchases</b>					
Z TRACK MOWER (scheduled for 2015)		17,500.00			
Z TRACK MOWER		12,000.00			
FORD 550 1.5T CHASSIS TRUCK			62,000.00		
FELLING 18 FT TRAILER			12,000.00		
FORD L8000 REG CAB - 3000 GAL TANKER				275,000.00	
<b>2016 Total</b>					378,500.00
<b>2017 Purchases</b>					
FORD F150 4x4 (scheduled for 2012)	30,000.00				
KUBOTA (scheduled for 2015)		17,000.00			
KUBOTA W/ GROOMER		19,000.00			
J DEERE 770 BH GRADER (scheduled for 2015)			205,000.00		
CC-10 ROLLER (scheduled for 2012)			25,000.00		
<b>2017 Total</b>					296,000.00
<b>2018 Purchases</b>					
FORD F-150 2WD PICKUP			25,000.00		
FORD F-150 2WD PICKUP			25,000.00		
FELLING 18 FT TRAILER			12,000.00		
STERLING L8500 W/ CRYSTEEL BOX			188,000.00		
<b>2018 Total</b>					250,000.00
<b>2019 Purchases</b>					
CHIEF'S AUTO				25,000.00	
FORD ESCAPE 4X4	20,000.00				
T190 BOBCAT WITH LOADER, AUGER FOR SKID STEER LOADER			52,000.00		
<b>2019 Total</b>					97,000.00
<b>2020 - 2024 Purchases</b>					
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			190,000.00		
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			194,000.00		
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			196,000.00		
DUMP TRUCK, FALLS SNOW/WING PLOWS, SANDER			194,000.00		
SPARTAN 6 MAN CAB - 1250 PUMPER <b>REFURBISH</b>				50,000.00	
FIRE TANKER APPARATUS <b>REFURBISH</b>				30,000.00	
FORD F-550 - MINI PUMPER <b>REFURBISH</b>				40,000.00	
<b>2020 - 2024 Total</b>					894,000.00
<b>2025 - 2029 Purchases</b>					
FINISHING MOWER		17,000.00			
FELLING 18 FT TRAILER			12,000.00		
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			194,000.00		
LOADER/BUCKET SNOW PLOW/WING			200,000.00		
SWEEPER/VAC TRUCK			180,000.00		
PICK UP			26,000.00		
FORD 550 QUICK ATTACK WITH PUMPER <b>REFURBISH</b>				45,000.00	
FORD 4X4 1T PU - GRASS RIG				75,000.00	
<b>2025 - 2029 Total</b>					749,000.00
<b>2029 &amp; Beyond Purchases</b>					
VACTOR TRUCK			300,000.00		
TANDEM AXLE DUMP TRUCK, PLOW, HOIST, SANDER			250,000.00		
FIRE TANKER APPARATUS				160,000.00	
SPARTAN 6 MAN CAB - 1250 PUMPER				375,000.00	
FORD F-550 - MINI PUMPER				375,000.00	
FORD 550 QUICK ATTACK WITH PUMPER				380,000.00	
FOUR DOOR UTILITY PICK UP TRUCK				65,000.00	
SPARTAN 6 MAN CAB - 1250 PUMPER				475,000.00	
<b>2029 &amp; Beyond Total</b>					2,380,000.00
<b>Total Scheduled Purchases</b>	<b>50,000.00</b>	<b>82,500.00</b>	<b>2,542,000.00</b>	<b>2,370,000.00</b>	<b>5,044,500.00</b>



## *2016 Budget*

**FUND:** 401 – Building Capital Project Fund  
**DEPT/ACTIVITY/PROJECT:** 40100 – Building Capital Projects

### **DEPARTMENTAL PROFILE**

The Building Capital Projects Fund accounts for general capital projects involving general government facilities.

### **DEPARTMENTAL GOALS**

Identify and prioritize projects that would benefit the City; ensure that improvements are done to City specifications and within budget.

### **REVENUE DETAILS**

12/31/15 Projected Ending Fund Balance  
\$230,000  
39201-General Fund Transfer  
\$50,000

### **GENERAL GOVERNMENT FACILITY MANAGEMENT PLAN**

**City Hall / Senior Center**  
2241 221st Avenue NE  
East Bethel, MN 55011

**Fire Station #1**  
2751 Viking Blvd  
East Bethel, MN 55011

**Public Works / Fire Station #2**  
2375 221st Avenue NE  
East Bethel, MN 55011

**Fire Station #3**  
342 Forest Road  
East Bethel, MN 55011



## *2016 Budget*

**FUND:** 404 – Park Acquisition & Development Fund  
**DEPT/ACTIVITY/PROJECT:** 40400 – Park Acquisition & Development

### **DEPARTMENTAL PROFILE**

The Park Acquisition & Development Fund accounts for funds received from developers that are to be used for the acquisition/development of major park facilities.

### **DEPARTMENTAL GOALS**

Identify and prioritize recreational opportunities that would benefit the residents of the City. The Fund is currently depleted due to the lack of development activity in the City.

### **REVENUE DETAILS**

34791-Developer Park Dedication Fee

\$0

Estimated 2016 revenue; actual revenue is dependent on 2016 development activity

**Parks CIP  
2016-2020  
Funding Analysis**

PARK ACQUISITION AND DEVELOPMENT FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
<b>2016 Beginning Balance</b>	\$26,028			
Park Dedication Fees		\$0		\$26,028
Skateboard Equipment Booster West			\$25,000	\$1,028
<b>2016 Ending Balance</b>				\$1,028
<b>2017 Beginning Balance</b>	\$1,028			
Park Dedication Fees		\$60,000		\$61,028
Pavilion at Norseland Manor Park			\$30,000	\$31,028
Irrigation system at Norseland Park			\$30,000	\$1,028
<b>2017 Ending Balance</b>				\$1,028
<b>2018 Beginning Balance</b>	\$1,028			
Park Dedication Fees		\$60,000		\$61,028
Fence at Norseland Manor Park			\$30,000	\$31,028
Cedar Creek Park/ Fish Lake Trail Additions			\$30,000	\$1,028
<b>2018 Ending Balance</b>				\$1,028
<b>2019 Beginning Balance</b>	\$1,028			
Park Dedication Fees		\$80,000		\$81,028
New Park Development			\$75,000	\$6,028
<b>2019 Ending Balance</b>				\$6,028
<b>2020 Beginning Balance</b>	\$6,028			
Park Dedication Fees		\$80,000		\$86,028
New Park Development			\$75,000	\$11,028
<b>2020 Ending Balance</b>				\$11,028
<b>TOTAL PARK ACQUISITION AND DEVELOPMENT FUND SOURCES AND USES</b>		\$280,000	\$295,000	
<p><b>Park Dedication Fees- Residential</b> = up to 6 units/acre: 10% of land or cash equal to market value of land; 6 or more units/acre: 10% of land +1 % for each unit above 6 units/acre or cash equal to market value of land.  <b>Commercial</b> = 5% of land or cash equal to market value of land</p>				



## ***2016 Budget***

**FUND:** 407 – Park Capital Fund  
**DEPT/ACTIVITY/PROJECT:** 40700 – Park Capital Projects

### **DEPARTMENTAL PROFILE**

The Park Capital Fund accounts for improvements to parks as part of the five-year plan Capital Improvement Plan.

### **DEPARTMENTAL GOALS**

Implement improvements identified in the five-year plan within the authorized budget; complete improvements identified by the Parks Commission and approved by the Council

### **REVENUE DETAILS**

39201-General Fund Transfer  
\$55,000  
Budgeted transfer amount.

**Parks CIP  
2016-2020  
Funding Analysis**

PARK CAPITAL FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
<b>2016 Beginning Balance</b>	\$36,934			
Transfer From General Fund		\$55,000		\$91,934
Playground Equipment- Rod and Norma Smith Park			\$35,000	\$56,934
<b>2016 Ending Balance</b>				\$56,934
<b>2017 Beginning Balance</b>	\$56,934			\$56,934
Transfer From General Fund		\$55,000		\$111,934
Baseball field @Booster West Park			\$90,000	\$21,934
<b>2017 Ending Balance</b>				\$21,934
<b>2018 Beginning Balance</b>	\$21,934			
Transfer From General Fund		\$75,000		\$96,934
Playground Equipment Booster East			\$45,000	\$51,934
<b>2018 Ending Balance</b>				\$51,934
<b>2019 Beginning Balance</b>	\$51,934			
Transfer From General Fund		\$75,000		\$126,934
Playground Equipment Anderson Lakes			\$45,000	\$81,934
<b>2019 Ending Balance</b>				\$81,934
<b>2020 Beginning Balance</b>	\$81,934			
Transfer From General Fund		\$75,000		\$156,934
Skateboard Equipment Maynard Peterson			\$40,000	\$116,934
<b>2020 Ending Balance</b>				\$116,934
<b>TOTAL PARK CAPITAL FUND SOURCES AND USES</b>		\$335,000	\$255,000	



## *2016 Budget*

**FUND:** 402 – MSA Street Construction Fund  
**DEPT/ACTIVITY/PROJECT:** Multiple

### **DEPARTMENTAL PROFILE**

The MSA Street Construction Fund accounts for amounts received from the State to improve State Aid roads in the City of East Bethel.

### **DEPARTMENTAL GOALS**

Procure and efficiently spend funds received to improve State Aid routes

**Street Capital Projects  
2016-2020  
Funding Analysis**

<b>MUNICIPAL STATE AID FUND</b>	<b>Beginning Balance</b>	<b>Sources (Revenues)</b>	<b>Uses (Project Costs)</b>	<b>Ending Balance</b>
<b>2016 Beginning Balance</b>	\$855,083			
Municipal State Aid Funding		\$603,199		\$1,458,282
HSIP Grant		\$500,000		\$1,958,282
Cooperative Agreement Grant		\$700,000		\$2,658,282
189th Ave/Taylor St Service Road (Phase I)			\$2,400,000	\$258,282
<b>2016 Ending Balance</b>				\$258,282
<b>2017 Beginning Balance</b>	\$258,282			
Municipal State Aid Funding		\$603,199		\$861,481
None			\$0	\$861,481
<b>2017 Ending Balance</b>				\$861,481
<b>2018 Beginning Balance</b>	\$861,481			
Municipal State Aid Funding		\$603,199		\$1,464,680
HSIP Grant		\$500,000		\$1,964,680
Cooperative Agreement Grant		\$200,000		\$2,164,680
Classic Commercial Park Service Road, South Section (Phase 2)			\$1,500,000	\$664,680
<b>2018 Ending Balance</b>				\$664,680
<b>2019 Beginning Balance</b>	\$664,680			
Municipal State Aid Funding		\$603,199		\$1,267,879
181st Ave Reconstruction			\$400,000	\$867,879
<b>2019 Ending Balance</b>				\$867,879
<b>2020 Beginning Balance</b>	\$867,879			
Municipal State Aid Funding		\$603,199		\$1,471,078
Cooperative Agreement Grant		\$300,000		\$1,771,078
East Side Service Road, South Section(Phase III)			\$1,900,000	-\$128,922
Davenport St Reconstruction			\$600,000	-\$728,922
<b>2020 Ending Balance</b>				-\$728,922
<b>TOTAL MUNICIPAL STATE AID FUND SOURCES &amp; USES</b>		\$5,215,995	\$6,800,000	

Note: MSA Funding can be "Advanced Funded" to met certain requirements. The City can advance fund up to 4 times the construction allotment or \$3,000,000 whichever is less

A negative balance is not an indication of too many projects. It simply means the City has anticipated numerous projects and can fund this within the regulations identified by MnDOT.



## *2016 Budget*

**FUND:** 406 – Street Capital Project Fund  
**DEPT/ACTIVITY/PROJECT:** 40600 – Street Capital Projects

### **DEPARTMENTAL PROFILE**

The Street Capital Projects Fund accounts for amounts used for street improvement projects including reconditioning and overlays.

### **DEPARTMENTAL GOALS**

Identify and prioritize street project needs of the City; ensure that improvements are done to City specifications and within budget; complete improvements identified by the Roads Commission and approved by the Council

### **REVENUE DETAILS**

39201-General Fund Transfer  
\$425,000  
Budgeted transfer amount

**Street Capital Projects  
2016-2020  
Funding Analysis**

<b>STREET CAPITAL FUND</b>	<b>Beginning Balance</b>	<b>Sources (Revenues)</b>	<b>Uses (Project Costs)</b>	<b>Ending Balance</b>
<b>2016 Beginning Balance</b>	\$573,293			
Transfer from General Fund		\$425,000		\$998,293
Rendova St- Overlay			\$140,000	\$858,293
Okinawa and Tippecanoe-Overlay			\$225,000	\$633,293
209th, Austin, and 204th-Overlay			\$505,900	\$127,393
<b>2016 Ending Balance</b>				\$127,393
<b>2017 Beginning Balance</b>	\$127,393			
Transfer from General Fund		\$425,000		\$552,393
Sunny View Addition- Sealcoat			\$53,000	\$499,393
DeGardners Addition- Sealcoat			\$75,500	\$423,893
<b>2017 Ending Balance</b>				\$423,893
<b>2018 Beginning Balance</b>	\$423,893			
Transfer from General Fund		\$425,000		\$848,893
Hidden Haven West-sealcoat			\$180,000	\$668,893
Hidden Haven East-sealcoat			\$70,000	\$598,893
Cedar Brook Addition-sealcoat			\$90,000	\$508,893
<b>2018 Ending Balance</b>				\$508,893
<b>2019 Beginning Balance</b>	\$508,893			
Transfer from General Fund		\$425,000		\$933,893
181st Ave Reconstruction			\$300,000	\$633,893
<b>2019 Ending Balance</b>				\$633,893
<b>2020 Beginning Balance</b>	\$633,893			
Transfer from General Fund		\$425,000		\$1,058,893
University Ave Reconstruction			\$400,000	\$658,893
<b>2020 Ending Balance</b>				\$658,893
<b>Total Street Capital Fund Sources and Uses</b>		\$2,125,000	\$2,039,400	