

City of East Bethel
City Council Agenda
City Council Work Meeting – 5:30 p.m.
Date: July 6, 2016



| | <u>Item</u> | |
|-------------------|-------------|--|
| 5:30 PM | 1.0 | Call to Order |
| 5:31 PM | 2.0 | Adopt Agenda |
| 5:46 PM pg. 2-4 | 3.0 | Anoka County Sheriff's Office 2017 Contract Presentation |
| 5:46 PM pg. 5-105 | 4.0 | 2017 Proposed Budget Presentation and Discussion |
| 6:45 PM | 5.0 | Adjourn |



City of East Bethel City Council Work Meeting Agenda Information

Date:

July 6, 2016

Agenda Item Number:

Item 3.0

Agenda Item:

2017 Anoka County Sheriff’s Office Contract Proposal

Requested Action:

Presentation of the proposed 2017 ACSO Contract Proposal

Background Information:

Sheriff Jim Stuart will present the proposed 2017 Budget Law Enforcement Budget Proposal to the Council for review and discussion.

Attachments:

Attachment 1 – Proposed 2017 ACSO Proposed Contract Budget with CSO

Attachment 2 – Proposed 2017 ACSO Proposed Contract Budget with no CSO service

Fiscal Impact:

To be determined

Recommendation(s):

Information item. No action required.

I. PERSONNEL

| | | |
|--|---------|----------|
| A. Sworn Deputy Sheriff | | |
| 1.) 7.6 Deputies at \$5,870 /month | | 535,322 |
| 2.) 7 Overtime (Average hours/month per Deputy) | | 32,428 |
| B. Non-Sworn C.S.O. | | \$16,796 |
| C. Benefits for Sworn and Non-Sworn Personnel | | |
| P.E.R.A. (Sworn) | 91,976 | |
| P.E.R.A. (Non-Sworn) | 1,260 | |
| FICA | 1,285 | |
| Medicare | 8,232 | |
| Severance Allowance | 14,454 | |
| Unemployment Compensation | 877 | |
| Life Insurance | 319 | |
| Health Insurance | 114,000 | |
| Dental Insurance | 3,625 | |
| Long Term Disability Insurance | 1,249 | |
| Worker's Compensation | 8,827 | |
| Uniforms | 7,808 | |
| <i>Total Benefits</i> | | 253,911 |

TOTAL PERSONNEL COSTS

\$838,457

II. VEHICLE

| | | |
|---|------------|--------|
| A. Police Equipped Vehicles | 1.5 Squads | 44,175 |
| B. C.S.O. Vehicle | 1 Vehicle | 7,200 |
| C. Maintenance Costs | | |
| 1.) Vehicle | | 73,086 |
| 2.) Emergency & Communications Equipment & replc/maint fees | | 9,241 |
| 3.) Emergency Vehicle Equipment replc. Fee | | 2,000 |
| 3.) Insurance | | 8,400 |
| 4.) Cellular Telephone | | 5,563 |
| <i>Total Maintenance Costs</i> | | 98,290 |

TOTAL VEHICLE COSTS

\$149,665

III. Administrative Costs

| | |
|--|--------------------|
| A. PSDS Maintenance costs | 7,625 |
| B. Administrative, Clerical,+ substation computer line charge, Etc. | 85,346 |
| <i>Total Administrative Costs</i> | \$92,970.74 |

IV. TOTAL COST TO CONTRACTING MUNICIPALITY

\$1,081,093

*Less Amount Received From State for Police State Aid

47,880

NET COST TO CONTRACTING MUNICIPALITY

\$1,033,213

*This figure is determined by the State and is subject to fluctuation.

The latest estimate is \$6,300 per Deputy. Revenue received is for previous year Deputy hours hired prior to August 1

I. PERSONNEL

| | | |
|--|---|----------------|
| A. Sworn Deputy Sheriff | | |
| 1.) | 7.6 Deputies at \$5,870 /month | 535,322 |
| 2.) | 7 Overtime (Average hours/month per Deputy) | 32,428 |
| B. Non-Sworn C.S.O. | | \$0 |
| C. Benefits for Sworn and Non-Sworn Personnel | | |
| | P.E.R.A. (Sworn) | 91,976 |
| | P.E.R.A. (Non-Sworn) | 0 |
| | FICA | 0 |
| | Medicare | 8,232 |
| | Severance Allowance | 14,454 |
| | Unemployment Compensation | 852 |
| | Life Insurance | 319 |
| | Health Insurance | 114,000 |
| | Dental Insurance | 3,625 |
| | Long Term Disability Insurance | 1,249 |
| | Worker's Compensation | 8,573 |
| | Uniforms | 7,220 |
| | <i>Total Benefits</i> | <i>250,500</i> |

TOTAL PERSONNEL COSTS

\$818,250

II. VEHICLE

| | | |
|------------------------------------|---|---------------|
| A. Police Equipped Vehicles | 1.5 Squads | 44,175 |
| B. C.S.O. Vehicle | 0 Vehicle | 0 |
| C. Maintenance Costs | | |
| 1.) | Vehicle | 62,711 |
| 2.) | Emergency & Communications Equipment & replc/maint fees | 6,952 |
| 3.) | Emergency Vehicle Equipment replc. Fee | 2,000 |
| 3.) | Insurance | 5,600 |
| 4.) | Cellular Telephone | 5,563 |
| | <i>Total Maintenance Costs</i> | <i>82,826</i> |

TOTAL VEHICLE COSTS

\$127,001

III. Administrative Costs

| | |
|--|--------------------|
| A. PSDS Maintenance costs | 7,625 |
| B. Administrative, Clerical,+ substation computer line charge, Etc. | 83,325 |
| <i>Total Administrative Costs</i> | <i>\$90,950.00</i> |

IV. TOTAL COST TO CONTRACTING MUNICIPALITY

\$1,036,201

*Less Amount Received From State for Police State Aid

47,880

NET COST TO CONTRACTING MUNICIPALITY

\$988,321

*This figure is determined by the State and is subject to fluctuation.

The latest estimate is \$6,300 per Deputy. Revenue received is for previous year Deputy hours hired prior to August 1



City of East Bethel City Council Work Meeting Agenda Information

Date:

July 6, 2016

Agenda Item Number:

Item 4.0

Agenda Item:

2017 Budget Discussion

Requested Action:

Presentation of the proposed 2017 City Budget

Background Information:

The proposed 2017 Budget will be presented for consideration and input. Please bring a copy of your proposed 2017 Budget book.

Attachments:

Proposed 2017 Budget

Fiscal Impact:

To be determined

Recommendation(s):

Staff is seeking Council direction for the 2017 Budget



2017 Proposed Budget

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City of East Bethel
2017 General Fund Proposed Budget (Summary)

| Tax Levies - City | | | | | | |
|------------------------------------|---------------------|---------------------|----------|---------------------|---------------------|-------------|
| General Fund Tax Levy | 4,050,450.00 | 4,050,500.00 | - | 4,109,300.00 | 4,169,900.00 | 1% |
| 2013 A | 126,500.00 | 127,000.00 | - | 128,000.00 | 128,500.00 | 0% |
| 2008 A | 180,000.00 | 180,000.00 | - | 180,000.00 | 180,000.00 | 0% |
| 2015 A | 470,000.00 | 487,000.00 | - | 504,000.00 | 519,000.00 | 3% |
| 2014 A | 300,000.00 | 330,000.00 | - | 330,000.00 | 331,000.00 | 0% |
| Total Levy - City | 5,126,950.00 | 5,174,500.00 | - | 5,251,300.00 | 5,328,400.00 | 1.5% |
| Tax Levies - Special Levies | | | | | | |
| City EDA | 123,022.00 | 123,022.00 | - | 123,022.00 | 97,500.00 | -21% |
| City HRA | | | | - | 26,600.00 | N/A |
| Total Levy - Special Levies | 123,022.00 | 123,022.00 | - | 123,022.00 | 124,100.00 | 0.9% |

CITY COUNCIL

| <u>Name</u> | <u>Title</u> | <u>Term Expires</u> |
|----------------|----------------|---------------------|
| Steve Voss | Mayor | 01/01/17 |
| Tim Harrington | Council Member | 01/01/19 |
| Ron Koller | Council Member | 01/01/17 |
| Brian Mundle | Council Member | 01/01/19 |
| Tom Ronning | Council Member | 01/01/17 |

CITY OFFICIALS

| | |
|----------------|--------------------------------|
| Jack Davis | City Administrator |
| Mike Jeziorski | Finance Director |
| Nate Ayshford | Public Works Manager |
| Mark DuCharme | Fire Chief |
| Colleen Winter | Community Development Director |
| Nick Schmitz | Building Official |

| Organizational Staff Summary | | | | | |
|-------------------------------------|------------------|--------------|--------------|--------------|--------------|
| | | 2014 | 2015 | 2016 | 2017 |
| City Council | Part Time | 5.00 | 5.00 | 5.00 | 5.00 |
| City Administration | Full Time | 3.00 | 3.00 | 3.00 | 3.00 |
| | Part Time | 0.06 | 0.06 | 0.06 | 0.06 |
| Elections | Part Time | Contract | | Contract | |
| Finance | Full Time | 2.00 | 2.00 | 2.00 | 2.00 |
| Assessing | Full Time | Contract | Contract | Contract | Contract |
| Legal | Full Time | Contract | Contract | Contract | Contract |
| Planning and Zoning | Full Time | 1.50 | 1.50 | 1.50 | 1.50 |
| Bldg Inspection | Full Time | 2.50 | 2.50 | 2.50 | 2.50 |
| Police | Full Time | Contract | Contract | Contract | Contract |
| Fire | Full Time | 1.00 | 1.00 | 1.00 | 1.00 |
| | Part Time | Paid On-Call | Paid On-Call | Paid On-Call | Paid On-Call |
| Engineering | Full Time | Contract | Contract | Contract | Contract |
| Street Maintenance | Full Time | 5.00 | 5.00 | 5.00 | 5.00 |
| | Part Time | 0.30 | 0.30 | 0.30 | 0.30 |
| Park Maintenance | Full Time | 4.00 | 4.00 | 4.00 | 4.00 |
| | Part Time | 0.30 | 0.30 | 0.30 | 0.30 |
| | | | | | |
| Total | Full Time | 19.00 | 19.00 | 19.00 | 19.00 |
| | Part Time | 5.66 | 5.66 | 5.66 | 5.66 |

| 2017 Pay Plan (Hourly) | | | | | | | |
|---|---------------|---------------|-----------------------|----------------------------|--------------------------|-------------------|---------------|
| Grade | Step A | Step B | Step C | Step D | Step E | Step F | Step G |
| 1 | 14.77 | 15.31 | 15.85 | 16.39 | 16.93 | 17.47 | 18.01 |
| 2 | 15.91 | 16.49 | 17.07 | 17.65 | 18.23 | 18.82 | 19.40 |
| 3 | 17.49 | 18.13 | 18.77 | 19.41 | 20.05 | 20.69 | 21.33 |
| 4 | 19.24 | 19.95 | 20.65 | 21.36 | 22.06 | 22.76 | 23.47 |
| 5 | 21.17 | 21.94 | 22.72 | 23.49 | 24.27 | 25.04 | 25.82 |
| 6 | 23.30 | 24.15 | 25.00 | 25.86 | 26.71 | 27.56 | 28.41 |
| 7 | 25.62 | 26.56 | 27.50 | 28.44 | 29.37 | 30.31 | 31.25 |
| 8 | 28.17 | 29.20 | 30.23 | 31.26 | 32.30 | 33.33 | 34.36 |
| 9 | 30.64 | 31.76 | 32.88 | 34.00 | 35.12 | 36.24 | 37.37 |
| 10 | 34.97 | 36.25 | 37.53 | 38.81 | 40.09 | 41.37 | 42.65 |
| 11 | 37.14 | 38.50 | 39.85 | 41.21 | 42.57 | 43.93 | 45.29 |
| 12 | 39.36 | 40.80 | 42.25 | 43.69 | 45.13 | 46.57 | 48.01 |
| 13 | 42.69 | 44.26 | 45.82 | 47.38 | 48.94 | 50.50 | 52.06 |
| 14 | 45.26 | 46.91 | 48.57 | 50.23 | 51.88 | 53.54 | 55.19 |
| 15 | 47.98 | 49.74 | 51.49 | 53.25 | 55.01 | 56.76 | 58.52 |
| 16 | 51.11 | 52.98 | 54.85 | 56.72 | 58.59 | 60.46 | 62.33 |
| 2017 Pay Plan (Annually) | | | | | | | |
| Grade | Step A | Step B | Step C | Step D | Step E | Step F | Step G |
| 1 | 30,720.71 | 31,844.63 | 32,968.56 | 34,092.49 | 35,216.42 | 36,340.35 | 37,464.28 |
| 2 | 33,083.84 | 34,294.22 | 35,504.61 | 36,714.99 | 37,925.37 | 39,135.76 | 40,346.14 |
| 3 | 36,388.53 | 37,719.82 | 39,051.10 | 40,382.39 | 41,713.68 | 43,044.97 | 44,376.25 |
| 4 | 40,025.54 | 41,489.88 | 42,954.23 | 44,418.58 | 45,882.93 | 47,347.28 | 48,811.63 |
| 5 | 44,031.78 | 45,642.70 | 47,253.62 | 48,864.54 | 50,475.46 | 52,086.38 | 53,697.29 |
| 6 | 48,462.65 | 50,235.68 | 52,008.70 | 53,781.72 | 55,554.75 | 57,327.77 | 59,100.80 |
| 7 | 53,299.69 | 55,249.68 | 57,199.66 | 59,149.65 | 61,099.64 | 63,049.63 | 64,999.62 |
| 8 | 58,598.27 | 60,742.11 | 62,885.95 | 65,029.79 | 67,173.63 | 69,317.47 | 71,461.31 |
| 9 | 63,730.70 | 66,062.31 | 68,393.92 | 70,725.53 | 73,057.14 | 75,388.75 | 77,720.36 |
| 10 | 72,740.13 | 75,401.36 | 78,062.58 | 80,723.81 | 83,385.03 | 86,046.26 | 88,707.48 |
| 11 | 77,244.85 | 80,070.88 | 82,896.92 | 85,722.95 | 88,548.98 | 91,375.01 | 94,201.04 |
| 12 | 81,878.81 | 84,874.37 | 87,869.94 | 90,865.50 | 93,861.07 | 96,856.64 | 99,852.20 |
| 13 | 88,802.04 | 92,050.90 | 95,299.75 | 98,548.61 | 101,797.46 | 105,046.32 | 108,295.17 |
| 14 | 94,137.55 | 97,581.61 | 101,025.66 | 104,469.72 | 107,913.78 | 111,357.83 | 114,801.89 |
| 15 | 99,805.37 | 103,456.79 | 107,108.20 | 110,759.62 | 114,411.04 | 118,062.45 | 121,713.87 |
| 16 | 106,303.98 | 110,193.15 | 114,082.32 | 117,971.49 | 121,860.66 | 125,749.83 | 129,639.00 |
| Cafeteria Contribution for 2017 | | | | | | | |
| Monthly | | | | | | 1,000.00 | |
| | | | | | | 1,000.00 | |
| Seasonal/Part Time | | | | | | | |
| Seasonal and Part Time | | | | | \$10.00-\$12.00 per hour | | |
| 2017 Fire Fighter and Officer Pay Plan | | | | | | | |
| Position | | | # of Positions | Monthly Salary Rate | | | |
| Deputy Fire Chief | | | 1 | | | 519.68 | |
| District Fire Chief | | | 2 | | | 279.06 | |
| Captain | | | 2 | | | 139.54 | |
| Lieutenant | | | 3 | | | 112.06 | |
| Training Officer | | | 1 | | | 112.06 | |
| Training/Drill/Fire Call/Duty Officer/Fire Inspector | | | | | | | |
| Probationary Firefighter | | | | | | \$8.91 per hour | |
| Firefighter I | | | | | | \$10.05 per hour | |
| Firefighter II/Officer | | | | | | \$11.15 per hour | |
| Firefighter III/Officer | | | | | | \$12.28 per hour | |
| Fire Inspector | | | | | | \$18.96 per hour | |
| Duty Officer | | | | | | \$139.40 per week | |

**City of East Bethel
2017 General Fund Proposed Budget (Summary)**

| <u>General Fund</u> | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Draft Budget | % Change |
|--|--|---------------------|---------------------|-----------------------------------|---------------------|-------------------------|-------------|
| Revenues | | | | | | | |
| | Property Tax | 4,048,831.95 | 4,072,003.88 | - | 4,109,300.00 | 4,169,900.00 | 1% |
| | Franchise Taxes | 56,159.60 | 58,876.94 | 20,020.49 | 50,000.00 | 58,000.00 | 16% |
| | Licenses and Fees | 38,710.46 | 45,873.03 | 31,407.05 | 40,000.00 | 41,500.00 | 4% |
| | Building Inspection Permits | 153,630.39 | 173,218.99 | 70,721.65 | 143,000.00 | 151,000.00 | 6% |
| | Building Inspection Permits (Bethel / Oak Grove) | 141,258.59 | 124,445.39 | 23,507.57 | 110,000.00 | 110,000.00 | 0% |
| | State Aid | 279,539.71 | 284,470.07 | 98,346.50 | 250,100.00 | 288,000.00 | 15% |
| | Fines and Forfeits | 50,263.83 | 44,548.75 | 20,051.81 | 51,000.00 | 47,500.00 | -7% |
| | Intergovernmental Charges | 72,867.18 | 88,497.88 | 126,975.82 | 127,000.00 | 127,000.00 | 0% |
| | Other Fees | 3,602.67 | 3,672.47 | 804.14 | 3,500.00 | 3,300.00 | -6% |
| | Cemetery Revenue | 4,800.00 | 16,300.00 | 800.00 | 6,000.00 | 6,000.00 | 0% |
| | Site Lease Revenue | - | 40,093.44 | 43,187.75 | 41,000.00 | 64,000.00 | 56% |
| | Refunds and Reimbursements | 52,673.54 | 54,413.66 | 15,212.31 | 23,000.00 | 23,000.00 | 0% |
| | Gambling | 21,816.96 | 25,198.81 | 18,720.35 | 20,000.00 | 20,000.00 | 0% |
| | Interest Earnings | 1,159.91 | 10,377.40 | 1,757.62 | 2,000.00 | 4,000.00 | 100% |
| | Transfer from non-General Fund | 48,525.51 | 23,297.37 | - | - | - | N/A |
| Total Revenues - General Fund | | 4,973,840.30 | 5,065,288.08 | 471,513.06 | 4,975,900.00 | 5,113,200.00 | 3% |
| Expenditures | | | | | | | |
| General Government | | | | | | | |
| | Council | 73,050.02 | 70,279.36 | 36,593.84 | 73,700.00 | 73,700.00 | 0% |
| | City Administration | 275,992.29 | 303,085.87 | 118,498.16 | 318,900.00 | 361,800.00 | 13% |
| | Elections | 9,477.15 | 2,560.42 | 23.81 | 13,800.00 | 3,800.00 | -72% |
| | Finance | 226,028.97 | 237,470.48 | 105,277.10 | 244,000.00 | 267,300.00 | 10% |
| | Assessing | 52,118.52 | 54,327.00 | 13,623.00 | 54,500.00 | 54,500.00 | 0% |
| | Legal | 133,898.36 | 144,854.48 | 47,032.60 | 150,000.00 | 150,000.00 | 0% |
| | Government Buildings | 32,214.28 | 37,527.15 | 11,424.27 | 41,500.00 | 43,700.00 | 5% |
| | Risk Management | 110,807.00 | 97,267.00 | 75,794.00 | 104,000.00 | 100,000.00 | -4% |
| | Central Services | 77,368.38 | 80,488.34 | 40,904.78 | 86,500.00 | - | -100% |
| Total General Government | | 990,954.97 | 1,027,860.10 | 449,171.56 | 1,086,900.00 | 1,054,800.00 | -3% |
| Community Development | | | | | | | |
| | Planning and Zoning | 157,004.95 | 151,347.33 | 62,560.06 | 175,600.00 | 212,400.00 | 21% |
| | Building Inspection | 228,314.02 | 234,528.60 | 94,386.07 | 252,400.00 | 271,500.00 | 8% |
| Total Community Development | | 385,318.97 | 385,875.93 | 156,946.13 | 428,000.00 | 483,900.00 | 13% |
| Public Safety | | | | | | | |
| | Police Protection | 986,329.35 | 1,018,493.95 | 537,965.00 | 1,034,000.00 | 1,041,000.00 | 1% |
| | Fire Protection | 555,252.24 | 590,776.27 | 290,057.08 | 586,300.00 | 633,500.00 | 8% |
| Total Public Safety | | 1,541,581.59 | 1,609,270.22 | 828,022.08 | 1,620,300.00 | 1,674,500.00 | 3% |
| Engineering | | | | | | | |
| | Engineering | 32,798.23 | 45,740.39 | 2,302.45 | 35,000.00 | 40,000.00 | 14% |
| Total Engineering | | 32,798.23 | 45,740.39 | 2,302.45 | 35,000.00 | 40,000.00 | 14% |
| Public Works | | | | | | | |
| | Public Works - Parks Maintenance | 369,140.51 | 384,951.50 | 161,981.09 | 409,700.00 | 425,000.00 | 4% |
| | Public Works - Streets | 777,729.32 | 753,384.70 | 385,197.35 | 863,500.00 | 897,500.00 | 4% |
| Total Public Works | | 1,146,869.83 | 1,138,336.20 | 547,178.44 | 1,273,200.00 | 1,322,500.00 | 4% |
| Civic Events | | | | | | | |
| | Civic Events | 2,501.00 | 2,500.00 | - | 2,500.00 | 2,500.00 | 0% |
| Total Culture and Recreation | | 2,501.00 | 2,500.00 | - | 2,500.00 | 2,500.00 | 0% |
| Transfers | | | | | | | |
| | 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 | 50,000.00 | 50,000.00 | 55,000.00 | 55,000.00 | 60,000.00 | 9% |
| | Transfer to Debt Service | 1,036,000.00 | - | - | - | - | N/A |
| | Capital Project Fund Transfers | 429.98 | - | - | - | - | N/A |
| Total Other | | 1,561,429.98 | 525,000.00 | 530,000.00 | 530,000.00 | 535,000.00 | 1% |
| Total Expenditures - General Fund | | 5,661,454.57 | 4,734,582.84 | 2,513,620.66 | 4,975,900.00 | 5,113,200.00 | 3% |
| Excess of Revenues over Expenditures - General Fund | | (687,614.27) | 330,705.24 | (2,042,107.60) | - | - | |



2017 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
\$15,500

Upper Rum River Watershed Management Organization -\$5,298
Sunrise Watershed Management Organization - \$10,300

307-Professional Services
\$6,000

Quarterly updates of ordinances - \$6,000. 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

\$1,600

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

**City of East Bethel
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|---------|--|--------------------|--------------------|---|-----------------------|------------------------------------|
| Council | | | | | | |
| | E 101-41110-103 Part-Time Employees | 28,442.22 | 29,100.00 | 12,125.00 | 29,100.00 | 29,100.00 |
| | E 101-41110-107 Commissions and Boards | 18,385.34 | 17,818.52 | 17,383.37 | 13,100.00 | 15,500.00 |
| | E 101-41110-125 FICA/Medicare | 2,460.93 | 2,226.24 | 927.60 | 2,200.00 | 2,200.00 |
| | E 101-41110-151 Worker s Comp Insurance Prem | 99.62 | 108.36 | 58.67 | 100.00 | 100.00 |
| | E 101-41110-201 Office Supplies | 144.85 | 134.93 | 44.93 | 200.00 | 200.00 |
| | E 101-41110-231 Small Tools and Minor Equip | - | 788.94 | - | 2,000.00 | 2,000.00 |
| | E 101-41110-307 Professional Services Fees | 1,155.00 | 2,043.23 | - | 8,000.00 | 6,000.00 |
| | E 101-41110-331 Travel Expenses | 457.66 | - | - | 500.00 | 500.00 |
| | E 101-41110-343 Other Advertising | 254.40 | 299.25 | - | 500.00 | 500.00 |
| | E 101-41110-433 Dues and Subscriptions | 20,636.00 | 16,289.00 | 6,029.00 | 16,000.00 | 16,000.00 |
| | E 101-41110-434 Conferences/Meetings | 1,014.00 | 1,470.89 | 25.27 | 2,000.00 | 1,600.00 |
| | | 73,050.02 | 70,279.36 | 36,593.84 | 73,700.00 | 73,700.00 |



2017 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
\$229,800

Provides for a 2% COLA salary increase and a STEP salary increase for two eligible employees.

103 – Part-Time Employees
\$1,500
Cable Technician for recording evening meetings

201-Office Supplies
\$1,000
Miscellaneous office supplies including paper, toner, envelopes, and folders
*All City Hall employees

231-Minor Equipment
\$2,000
Computer Replacement

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

309 - Information Systems
\$11,100
Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support and data center network
Anoka County Fiber Internet

321 - Phone
\$4,000
VOIP – land line phone system and cell phone

322-Postage
\$7,000
All postage costs including 4 newsletter mailings throughout the year

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

342-Legal Notices
\$2,000
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

413-Office Equipment
\$6,000
Pitney Bowes postage machine lease - \$600
Ricoh copier/printer lease - \$5,500

421-Software License
\$2,000
Network software licensing/upgrades for common file servers.

**City of East Bethel
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|----------------|--|--------------------|--------------------|---|-----------------------|------------------------------------|
| Administration | | | | | | |
| | E 101-41320-101 Full-Time Employees Regular | 159,261.36 | 215,264.16 | 81,646.08 | 225,100.00 | 229,800.00 |
| | E 101-41320-102 Full-Time Employees Overtime | 292.52 | 441.16 | - | - | - |
| | E 101-41320-103 Part-Time Employees | - | 1,125.00 | 300.00 | 1,700.00 | 1,500.00 |
| | E 101-41320-122 PERA-Coordinated Plan | 10,673.22 | 15,316.01 | 6,123.46 | 16,600.00 | 16,900.00 |
| | E 101-41320-125 FICA/Medicare | 12,013.26 | 15,797.64 | 6,888.16 | 20,300.00 | 20,700.00 |
| | E 101-41320-126 Deferred Compensation | 3,055.02 | 3,198.91 | 1,150.23 | 4,800.00 | 5,600.00 |
| | E 101-41320-131 Cafeteria Contribution | 21,690.65 | 33,011.29 | 14,250.00 | 34,200.00 | 33,500.00 |
| | E 101-41320-151 Worker s Comp Insurance Prem | 1,128.96 | 1,717.67 | 1,260.91 | 1,700.00 | 1,500.00 |
| | E 101-41320-201 Office Supplies | - | - | - | 200.00 | 1,000.00 |
| | E 101-41320-231 Small Tools and Minor Equip | 70.13 | - | - | - | 2,000.00 |
| | E 101-41320-307 Professional Services Fees | - | 14,039.05 | 5,930.00 | 12,000.00 | 12,000.00 |
| | E 101-41320-309 Information Systems | - | - | - | - | 11,100.00 |
| | E 101-41320-321 Telephone | 116.51 | 957.23 | - | - | 4,000.00 |
| | E 101-41320-322 Postage | - | - | - | - | 7,000.00 |
| | E 101-41320-331 Travel Expenses | 2,012.97 | 2,217.75 | 949.32 | 2,200.00 | 2,200.00 |
| | E 101-41320-342 Legal Notices | - | - | - | - | 2,000.00 |
| | E 101-41320-351 Printing and Duplicating | - | - | - | - | 3,000.00 |
| | E 101-41320-413 Office Equipment | - | - | - | - | 6,000.00 |
| | E 101-41320-421 Software Licensing | - | - | - | - | 2,000.00 |
| | E 101-41320-433 Dues and Subscriptions | 20.00 | - | - | 100.00 | - |
| | E 101-41320-434 Conferences/Meetings | 5.00 | - | - | - | - |
| | | 210,339.60 | 303,085.87 | 118,498.16 | 318,900.00 | 361,800.00 |



2017 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

402 Equipment Maintenance
\$3,800

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.

**City of East Bethel
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|-----------|---|--------------------|--------------------|---|-----------------------|------------------------------------|
| 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 | | | 23.81 | 100.00 | - |
| | E 101-41410-342 Legal Notices | 293.14 | - | - | 500.00 | - |
| | E 101-41410-402 Repairs/Maint Machinery/Equip | 1,807.14 | 2,560.42 | - | 2,600.00 | 3,800.00 |
| | E 101-41410-434 Conferences | | - | - | 100.00 | - |
| | | 9,477.15 | 2,560.42 | 23.81 | 13,800.00 | 3,800.00 |



2017 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 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

\$179,000

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

307 – Professional Service Fees

\$1,800

Anoka County - \$1,800

Cost associated with tax levy and special assessment administration

309 - Information Systems

\$4,100

Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support and data center network

321 - Phone

\$400

VOIP – land line phone system

342-Legal Notices

\$1,000

Publishing of the City's annual audit

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
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|---------|--|--------------------|--------------------|---|-----------------------|------------------------------------|
| Finance | | | | | | |
| | E 101-41520-101 Full-Time Employees Regular | 153,767.36 | 163,369.65 | 60,456.96 | 166,100.00 | 179,000.00 |
| | E 101-41520-122 PERA-Coordinated Plan | 11,023.76 | 11,827.12 | 4,534.27 | 12,500.00 | 13,400.00 |
| | E 101-41520-125 FICA/Medicare | 12,908.12 | 12,817.64 | 4,917.78 | 14,800.00 | 15,800.00 |
| | E 101-41520-126 Deferred Compensation | 3,824.03 | 3,870.37 | 1,454.42 | 4,000.00 | 4,000.00 |
| | E 101-41520-131 Cafeteria Contribution | 21,694.22 | 22,007.70 | 9,500.00 | 22,800.00 | 24,000.00 |
| | E 101-41520-151 Worker s Comp Insurance Prem | 1,115.24 | 1,224.04 | 909.71 | 1,200.00 | 1,200.00 |
| | E 101-41520-201 Office Supplies | 39.99 | 52.73 | - | 100.00 | 100.00 |
| | E 101-41520-301 Auditing and Acct g Services | 19,633.00 | 20,000.00 | 21,500.00 | 20,000.00 | 20,000.00 |
| | E 101-41520-307 Professional Services | | - | - | - | 1,800.00 |
| | E 101-41520-309 Information Systems | | | | - | 4,100.00 |
| | E 101-41520-321 Telephone | | | | - | 400.00 |
| | E 101-41520-331 Travel Expenses | 188.25 | 106.73 | 74.96 | 100.00 | 100.00 |
| | E 101-41320-342 Legal Notices | | | | | 1,000.00 |
| | E 101-41520-421 Software Licensing | 1,590.00 | 1,590.00 | 1,590.00 | 1,600.00 | 1,600.00 |
| | E 101-41520-433 Dues and Subscriptions | - | 300.00 | 269.00 | 300.00 | 300.00 |
| | E 101-41520-434 Conferences/Meetings | 245.00 | 304.50 | 70.00 | 500.00 | 500.00 |
| | | 226,028.97 | 237,470.48 | 105,277.10 | 244,000.00 | 267,300.00 |



2017 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
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|-----------|--|--------------------|--------------------|---|-----------------------|------------------------------------|
| Assessing | | | | | | |
| | E 101-41550-307 Professional Services Fees | 52,118.52 | 54,327.00 | 13,623.00 | 54,500.00 | 54,500.00 |
| | | 52,118.52 | 54,327.00 | 13,623.00 | 54,500.00 | 54,500.00 |



2017 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 - \$240 per hour for Civil Services and \$103,070 annually for Prosecution

**City of East Bethel
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|---------------|----------------------------|--------------------|--------------------|---|-----------------------|------------------------------------|
| Law and Legal | | | | | | |
| | E 101-41610-303 Legal Fees | 133,898.36 | 144,854.48 | 47,032.60 | 150,000.00 | 150,000.00 |
| | | 133,898.36 | 144,854.48 | 47,032.60 | 150,000.00 | 150,000.00 |



2017 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
\$14,000

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
\$19,000

City Hall janitorial service - \$4,600

Septic system pumping - \$1,500

Annual carpet cleaning \$500

Water Softener Rental - \$300

Senior Center janitorial service - \$3,400

Miscellaneous building repairs - \$8,700

**City of East Bethel
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|----------------------|---|--------------------|--------------------|---|-----------------------|------------------------------------|
| Government Buildings | | | | | | |
| | E 101-41940-211 Cleaning Supplies | 580.01 | 533.83 | 108.03 | 500.00 | 500.00 |
| | E 101-41940-219 General Operating Supplies | 183.69 | 171.30 | 465.70 | 500.00 | 500.00 |
| | E 101-41940-223 Bldg/Facility Repair Supplies | 2,278.85 | 1,407.34 | 716.35 | 2,000.00 | 2,000.00 |
| | E 101-41940-231 Small Tools and Minor Equip | 183.59 | - | 603.89 | 500.00 | 500.00 |
| | E 101-41940-321 Telephone | 230.04 | - | - | - | - |
| | E 101-41940-381 Electric Utilities | 12,969.15 | 12,103.24 | 4,272.13 | 15,000.00 | 14,000.00 |
| | E 101-41940-382 Gas Utilities | 6,996.49 | 4,266.33 | 1,948.07 | 6,000.00 | 6,000.00 |
| | E 101-41940-385 Refuse Removal | 606.45 | 646.87 | 264.45 | 500.00 | 700.00 |
| | E 101-41940-402 Repairs/Maint Machinery/Equip | 857.05 | 282.52 | - | 500.00 | 500.00 |
| | E 101-41940-403 Bldgs/Facilities Repair/Maint | 7,328.96 | 18,115.72 | 3,045.65 | 16,000.00 | 19,000.00 |
| | | 32,214.28 | 37,527.15 | 11,424.27 | 41,500.00 | 43,700.00 |



2017 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 one eligible employees

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

107 – Commission Member compensation
\$1,700

201 – General Office Supplies
\$100

231-Minor Equipment
\$4,000
Computer Replacement

307 – Professional Service Fees
\$30,000

Professional Services Fees – PZ minute taking and preparation-\$1,200; Anoka Conservation District Professional Services (map production, data collection, land use reviews, etc) - \$500; Comprehensive Plan update as required by Metropolitan Council (please note the Zoning Ordinance would be a separate fee, but it is strongly recommended that the funds be set aside for this update as well.)

309 - Information Systems
\$4,100

Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support and data center network

321 - Phone
\$700

VOIP – land line phone system and cell phone

342 – Legal Notices
\$1,300

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

421 – Software Licensing
\$6,600
GIS licensing

423 – Filing Fees
\$400

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

433 – Dues and Subscriptions
\$600

Minnesota Chapter American Planning Association - \$50; National Dues APA - \$320; American Institute Certified Planners (AICP) - \$165

434 – Conferences/Meetings
\$1,000

MNAPA conference; League of MN Cities workshops; AICP exam fee, exam prep and registration (continuing education).

**City of East Bethel
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|---------------------|--|--------------------|--------------------|---|-----------------------|------------------------------------|
| Planning and Zoning | | | | | | |
| | E 101-41910-101 Full-Time Employees Regular | 105,082.70 | 107,759.32 | 42,654.72 | 119,500.00 | 119,500.00 |
| | E 101-41910-102 Full-Time Employees Overtime | 214.51 | - | - | - | - |
| | E 101-41910-103 Part-Time Employees | - | 288.00 | 372.00 | 500.00 | 500.00 |
| | E 101-41910-107 Commissions and Boards | 1,280.00 | 1,160.00 | - | 1,700.00 | 1,700.00 |
| | E 101-41910-122 PERA-Coordinated Plan | 7,757.55 | 8,064.51 | 3,199.10 | 9,000.00 | 9,000.00 |
| | E 101-41910-125 FICA/Medicare | 7,667.56 | 8,966.55 | 3,837.16 | 10,700.00 | 10,800.00 |
| | E 101-41910-126 Deferred Compensation | 2,047.88 | 2,471.14 | 984.22 | 2,700.00 | 3,000.00 |
| | E 101-41910-131 Cafeteria Contribution | 15,839.26 | 16,506.00 | 7,125.00 | 17,100.00 | 18,000.00 |
| | E 101-41910-151 Worker s Comp Insurance Prem | 929.37 | 1,047.46 | 792.39 | 1,000.00 | 1,000.00 |
| | E 101-41910-201 Office Supplies | 44.47 | 169.22 | - | 100.00 | 100.00 |
| | E 101-41910-231 Small Tools and Minor Equip | 539.72 | 24.30 | - | - | 4,000.00 |
| | E 101-41910-307 Professional Services Fees | 13,146.30 | 2,684.50 | 2,800.00 | 10,200.00 | 30,000.00 |
| | E 101-41910-309 Information Systems | - | - | - | - | 4,100.00 |
| | E 101-41910-321 Telephone | 360.00 | 330.00 | - | 300.00 | 700.00 |
| | E 101-41910-331 Travel Expenses | - | 84.29 | 68.58 | - | 100.00 |
| | E 101-41910-341 Personnel Advertising | 85.60 | - | - | - | - |
| | E 101-41910-342 Legal Notices | 1,339.03 | 1,104.04 | 542.89 | 1,300.00 | 1,300.00 |
| | E 101-41910-421 Software Licensing | 576.00 | 400.00 | - | 400.00 | 6,600.00 |
| | E 101-41910-423 Filing Fees | - | 148.00 | 184.00 | 400.00 | 400.00 |
| | E 101-41910-433 Dues and Subscriptions | 95.00 | 140.00 | - | 200.00 | 600.00 |
| | E 101-41910-434 Conferences/Meetings | - | - | - | 500.00 | 1,000.00 |
| | | 157,004.95 | 151,347.33 | 62,560.06 | 175,600.00 | 212,400.00 |



2017 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
\$179,500
Provides for a 2% COLA salary increase and a STEP salary increase for one eligible employee

201- Office Supplies
\$1,300
Cabinet and other miscellaneous office supplies

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 dividers, picture paper, etc.

221 – Motor Vehicle Parts

\$1,000

Replacement of tires on both Building Dept. vehicles

231-Small Tools and Minor Equipment

\$4,000

Computer Replacement, Flashlights, and tape measures

309 - Information Systems

\$4,100

Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support and data center network

321 – Telephone

\$700

VOIP – land line phone system and 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

\$2,600

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
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|---------------------|--|--------------------|--------------------|---|-----------------------|------------------------------------|
| Building Inspection | | | | | | |
| | E 101-42410-101 Full-Time Employees Regular | 159,794.15 | 159,932.92 | 62,918.08 | 173,200.00 | 179,500.00 |
| | E 101-42410-102 Full-Time Employees Overtime | 214.51 | - | - | - | - |
| | E 101-42410-122 PERA- Coordinated Plan | 11,131.45 | 11,891.77 | 4,718.85 | 13,000.00 | 13,500.00 |
| | E 101-42410-125 FICA/Medicare | 12,463.49 | 13,324.98 | 5,276.75 | 15,800.00 | 16,400.00 |
| | E 101-42410-126 Deferred Compensation | 3,687.18 | 4,272.15 | 1,679.37 | 4,600.00 | 5,000.00 |
| | E 101-42410-131 Cafeteria Contribution | 26,296.54 | 27,510.00 | 11,875.00 | 28,500.00 | 30,000.00 |
| | E 101-42410-151 Worker s Comp Insurance Prem | 943.46 | 1,142.77 | 626.03 | 1,200.00 | 1,200.00 |
| | E 101-42410-201 Office Supplies | 124.84 | 55.50 | 26.59 | 100.00 | 1,300.00 |
| | E 101-42410-212 Motor Fuels | 5,051.95 | 3,227.61 | 967.00 | 5,000.00 | 5,000.00 |
| | E 101-42410-219 General Operating Supplies | 307.02 | 174.42 | - | 400.00 | 400.00 |
| | E 101-42410-221 Motor Vehicles Parts | 214.00 | 864.34 | 198.22 | 1,000.00 | 1,000.00 |
| | E 101-42410-222 Tires | | 510.00 | - | | |
| | E 101-42410-231 Small Tools and Minor Equip | 179.99 | 133.94 | - | 100.00 | 4,000.00 |
| | E 101-42410-307 Professional Services Fees | - | 3,759.13 | - | - | - |
| | E 101-42410-309 Information Systems | | - | - | | 4,100.00 |
| | E 101-42410-321 Telephone | 176.80 | 58.12 | - | 300.00 | 700.00 |
| | E 101-42410-331 Travel Expenses | 136.64 | 96.95 | 32.18 | - | - |
| | E 101-42410-351 Printing and Duplicating | 225.00 | 225.00 | 46.00 | 300.00 | 300.00 |
| | E 101-42410-401 Motor Vehicle Services (Lic d) | | 260.00 | - | | |
| | E 101-42410-421 Software Licensing | 1,495.00 | 1,495.00 | 2,990.00 | 3,200.00 | 3,200.00 |
| | E 101-42410-422 Auto/Misc Licensing Fees/Taxes | 32.00 | - | 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 | 200.00 |
| | E 101-42410-434 Conferences/Meetings | 2,640.00 | 2,394.00 | - | 2,400.00 | 2,600.00 |
| | | 228,314.02 | 234,528.60 | 94,386.07 | 252,400.00 | 271,500.00 |



2017 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
\$1,041,000

Contractual cost of animal control (\$8,000) and police services, including patrol and CSO's (\$1,033,213)

**City of East Bethel
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|-------------------|--|--------------------|--------------------|---|-----------------------|------------------------------------|
| Police Protection | | | | | | |
| | E 101-42110-219 General Operating Supplies | | 99.50 | - | | |
| | E 101-42110-307 Professional Services Fees | 986,329.35 | 1,018,394.45 | 537,965.00 | 1,034,000.00 | 1,041,000.00 |
| | | 986,329.35 | 1,018,493.95 | 537,965.00 | 1,034,000.00 | 1,041,000.00 |



2017 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 firefighters. 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
\$101,500

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

103-PT Wages and Salaries
\$124,472

Fire Fighters will be paid according to the compensation schedule; Probationary Fire Fighters \$8.91 per hour, Post Probationary and Fire Fighter I level Fire Fighters \$10.05 per hour and Fire Fighter II level with all educational elements met \$11.15 and Fire fighter III level \$12.28 per hour.

| <u>Position</u> | <u>Number of Officers</u> | <u>2017 Monthly</u> | <u>Annual Salary</u> |
|-----------------------------|---------------------------|---------------------|----------------------|
| Deputy Chief | 1 | \$519.67 | \$6,236 |
| District Chief | 2 | \$279.06 | \$6,697 |
| Captain | 2 | \$139.54 | \$3,349 |
| Lieutenant | 4 | \$112.06 | \$5,379 |
| Training and Safety Officer | 1 | \$112.06 | \$1,345 |
| Duty Officer | 1 per week | \$604.07 | \$7,249 |
| Inspector | 1 | \$644.64 | \$7,736 |

- 2017 will continue with single station call out protocol. It is anticipated that the total number of calls will approximate 510 (2015 there were 549 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 | 12.28 | \$9,432 |
| Station 2 Calls | 130 | 6 | 12.28 | \$9,579 |
| Station 1 Calls | 187 | 6 | 12.28 | \$13,779 |
| Day Calls | 129 | 8 | 12.28 | \$12,674 |
| Total Firefighter Call Cost | | | | \$45,464 |

| 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 | 12.28 | 2/35 | \$3,439 |
| Fire Fighting Training Drills | 20 | 35 | 12.28 | 2/35 | \$17,193 |
| Medical Training Drills | 6 | 35 | 12.28 | 2/35 | \$5,158 |
| Station Maintenance Drills | 12 | 35 | 12.28 | 2/35 | \$10,316 |
| Officer Outside Required Training | 1 | 10 | 12.28 | 12/10 | \$1,474 |
| Fire Fighter Trainers | | | 12.28 | 280 | \$3,439 |
| Total Fire Fighter Meeting/Drill Cost | | | | | \$41,018 |

125-FICA/Medicare

\$18,500

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

\$57,000

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 2017 amount is estimated from the actual amount received in 2015. The actual amount is not known until October of the year it is payable to the City.

131-Cafeteria Contribution

\$14,000

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

\$23,000

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

\$4,800

Provides for consumable supplies for the Fire Department including tablets, pencils, pens, etc. and leasing of network copier for Fire Station 1.

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 2017

213- Lubricants and Additives

\$200

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

214-Clothing & Personal Equipment

\$15,000

Personal Protective Equipment for six Fighters; turnout gear \$2,000 per set, helmets \$200, boots \$200, Hood and Gloves \$125. This is replacement of very old and worn turnout gear. Most gear needing replacement is dated to 1998

215-Shop Supplies

\$300

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

217-Safety Supplies

\$6,500

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

\$8,500

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

\$1,800

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

309-Information Systems

\$17,200

Fire Department share of the total cost of Information Network of the City

321-Telephones

\$5,400

Provides for telephone service for three stations, an analog line at each station plus one fax line, five cellular phone services, four wireless connections for Mobile Dispatch

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

\$11,000

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

\$21,000

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

\$5,900

Installation of Dispatch Software to advise responding units and personnel. Also Anoka County Fire Protection Council JPA fees for the Public Safety Data System (Estimated 2017: \$4,825)

422-Auto/Misc Licensing Fees/Taxes

\$1,500

Radio user fees \$900. Anoka County solid waste management charges of \$600 are assessed to fire stations annually.

431-Vehicle Replacement Charges

\$115,000

Replacement trucks from the Equipment Acquisition Fund

433-Dues and Subscriptions

\$1,400

Professional firefighter associations for officers and fire inspectors

434-Training (Conferences/Meetings)

\$11,500

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

**City of East Bethel
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|-----------------|--|--------------------|--------------------|---|-----------------------|------------------------------------|
| Fire Protection | | | | | | |
| | E 101-42210-101 Full-Time Employees Regular | 95,446.27 | 98,023.49 | 34,099.20 | 92,900.00 | 101,500.00 |
| | E 101-42210-103 Part-Time Employees | 101,730.39 | 107,314.29 | 39,206.10 | 120,800.00 | 124,500.00 |
| | E 101-42210-125 FICA/Medicare | 14,807.53 | 15,345.00 | 5,660.60 | 17,500.00 | 18,500.00 |
| | E 101-42210-126 Deferred Compensation | 2,000.00 | 1,964.86 | 727.51 | 2,000.00 | 2,000.00 |
| | E 101-42210-127 Fire Pension Contribution-City | 14,000.00 | 14,000.00 | - | 14,000.00 | 14,000.00 |
| | E 101-42210-128 Fire Pension Contrib.-State | 55,354.49 | 59,193.99 | - | 43,500.00 | 57,000.00 |
| | E 101-42210-131 Cafeteria Contribution | 12,847.03 | 13,003.92 | 5,583.30 | 13,400.00 | 14,000.00 |
| | E 101-42210-135 Disability Insurance | 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 | 22,960.22 | 25,218.20 | 22,338.68 | 25,000.00 | 23,000.00 |
| | E 101-42210-201 Office Supplies | 635.05 | 383.40 | 148.92 | 1,200.00 | 4,800.00 |
| | 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 | - | - | 200.00 |
| | E 101-42210-212 Motor Fuels | 14,844.28 | 9,034.92 | 2,604.88 | 15,000.00 | 15,000.00 |
| | E 101-42210-213 Lubricants and Additives | 472.67 | - | - | 200.00 | 200.00 |
| | E 101-42210-214 Clothing & Personal Equipment | 7,705.39 | 14,662.86 | 11,168.38 | 13,700.00 | 15,000.00 |
| | E 101-42210-215 Shop Supplies | - | 432.19 | 89.91 | 500.00 | 300.00 |
| | E 101-42210-217 Safety Supplies | 4,762.60 | 6,468.63 | 1,898.00 | 5,000.00 | 6,500.00 |
| | E 101-42210-219 General Operating Supplies | 3,816.71 | 3,670.01 | 1,325.87 | 2,500.00 | 2,500.00 |
| | E 101-42210-221 Motor Vehicles Parts | 283.36 | 2,511.50 | 152.88 | 2,000.00 | 2,000.00 |
| | E 101-42210-222 Tires | - | 605.44 | 2,112.48 | 1,800.00 | 1,800.00 |
| | E 101-42210-223 Bldg/Facility Repair Supplies | 1,393.67 | 437.49 | 661.25 | 800.00 | 800.00 |
| | E 101-42210-229 Equipment Parts | 344.08 | 279.02 | 470.83 | 800.00 | 800.00 |
| | E 101-42210-231 Small Tools and Minor Equip | 14,090.71 | 5,705.56 | 9,204.66 | 6,500.00 | 8,500.00 |
| | E 101-42210-306 Personnel/Labor Relations | 1,718.65 | 1,722.59 | 594.20 | 1,400.00 | 1,800.00 |
| | E 101-42210-307 Professional Services Fees | 1,658.53 | 2,933.00 | 2,996.00 | 6,500.00 | 6,500.00 |
| | E 101-42210-309 Information Systems | - | - | - | - | 17,200.00 |
| | E 101-42210-321 Telephone | 6,425.39 | 6,484.85 | 1,702.07 | 10,400.00 | 5,400.00 |
| | E 101-42210-341 Personnel Advertising | 162.50 | - | - | - | - |
| | E 101-42210-351 Printing and Duplicating | 165.00 | 582.50 | - | 500.00 | 500.00 |
| | E 101-42210-381 Electric Utilities | 9,538.72 | 8,470.79 | 3,645.87 | 9,500.00 | 9,500.00 |
| | E 101-42210-382 Gas Utilities | 13,098.15 | 9,286.80 | 4,034.21 | 12,000.00 | 11,000.00 |
| | E 101-42210-385 Refuse Removal | 714.05 | 1,619.36 | 362.06 | 800.00 | 800.00 |
| | E 101-42210-401 Motor Vehicle Services (Lic d) | 3,052.98 | 545.00 | 2,483.71 | 3,000.00 | 3,000.00 |
| | E 101-42210-402 Repairs/Maint Machinery/Equip | 14,583.52 | 26,873.11 | 6,097.01 | 19,000.00 | 21,000.00 |
| | E 101-42210-403 Bldgs/Facilities Repair/Maint | 8,909.20 | 6,842.44 | 747.72 | 6,000.00 | 6,000.00 |
| | E 101-42210-415 Other Equipment Rentals | 580.00 | 580.00 | - | - | - |
| | E 101-42210-421 Software Licensing | - | 2,866.22 | 4,859.62 | 4,500.00 | 5,900.00 |
| | E 101-42210-422 Auto/Misc Licensing Fees/Taxes | 630.39 | 598.39 | 615.16 | 4,500.00 | 1,500.00 |
| | 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 | 951.00 | 1,014.00 | 1,399.00 | 1,000.00 | 1,400.00 |
| | E 101-42210-434 Conferences/Meetings | 9,452.29 | 26,532.87 | 8,067.00 | 10,500.00 | 11,500.00 |
| | | 555,252.24 | 590,776.27 | 290,057.08 | 586,300.00 | 633,500.00 |



2017 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
\$40,000
Project services and support

**City of East Bethel
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|-------------|--|--------------------|--------------------|---|-----------------------|------------------------------------|
| Engineering | | | | | | |
| | E 101-43110-302 Architect/Engineering Fees | 32,798.23 | 45,740.39 | 2,302.45 | 35,000.00 | 40,000.00 |
| | | 32,798.23 | 45,740.39 | 2,302.45 | 35,000.00 | 40,000.00 |



2017 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
\$217,400

Provides for a 2% COLA salary increase and a STEP salary increase for one eligible employee

102-FT- Overtime
\$1,100

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

\$6,200

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

\$600

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

212-Motor Fuels

\$16,000

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

\$2,500

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

\$2,500

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

\$1,300

VOIP – land line phone system and 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

\$9,000

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 + 2 year-round locations.

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-Confernces/Meetings/Training

\$400

Funding for required classes to keep certifications current and continuing education conferences

**City of East Bethel
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|---------------------------------|--|--------------------|--------------------|---|-----------------------|------------------------------------|
| Public Works - Park Maintenance | | | | | | |
| | E 101-43201-101 Full-Time Employees Regular | 197,040.51 | 190,780.17 | 76,166.80 | 211,600.00 | 217,400.00 |
| | E 101-43201-102 Full-Time Employees Overtime | 2,640.23 | 937.64 | 145.05 | 1,000.00 | 1,100.00 |
| | E 101-43201-103 Part-Time Employees | 5,999.00 | 4,098.75 | - | 6,100.00 | 6,200.00 |
| | E 101-43201-104 Part-Time Employees Overtime | - | 74.46 | - | - | - |
| | E 101-43201-105 Employee On Call/Standby Pay | - | 6,963.27 | 2,198.85 | 3,200.00 | 7,100.00 |
| | E 101-43201-107 Commissions and Boards | 740.00 | 740.00 | - | 1,700.00 | 1,700.00 |
| | E 101-43201-122 PERA-Coordinated Plan | 14,193.25 | 14,636.90 | 5,888.31 | 15,900.00 | 16,300.00 |
| | E 101-43201-125 FICA/Medicare | 18,987.26 | 18,748.86 | 7,473.31 | 21,000.00 | 22,000.00 |
| | E 101-43201-126 Deferred Compensation | 5,932.81 | 6,154.34 | 2,355.36 | 6,300.00 | 8,000.00 |
| | E 101-43201-131 Cafeteria Contribution | 43,388.44 | 44,016.00 | 19,000.00 | 45,600.00 | 48,000.00 |
| | E 101-43201-151 Worker s Comp Insurance Prem | 8,365.78 | 9,278.61 | 8,938.04 | 9,300.00 | 9,300.00 |
| | E 101-43201-201 Office Supplies | - | 110.65 | 32.04 | 100.00 | 100.00 |
| | E 101-43201-211 Cleaning Supplies | 365.06 | 138.73 | 615.57 | 500.00 | 600.00 |
| | E 101-43201-212 Motor Fuels | 19,980.07 | 11,901.92 | 3,369.72 | 18,000.00 | 16,000.00 |
| | E 101-43201-213 Lubricants and Additives | 119.29 | 268.93 | 143.13 | 500.00 | 500.00 |
| | E 101-43201-214 Clothing & Personal Equipment | 1,361.05 | 1,415.35 | 361.00 | 2,000.00 | 2,000.00 |
| | E 101-43201-215 Shop Supplies | 9.66 | 109.87 | 336.04 | 400.00 | 400.00 |
| | E 101-43201-216 Chemicals and Chem Products | 844.54 | 4,151.98 | - | 2,000.00 | 2,500.00 |
| | E 101-43201-217 Safety Supplies | 254.40 | 149.96 | (16.80) | 700.00 | 700.00 |
| | E 101-43201-218 Welding Supplies | - | - | - | 100.00 | 100.00 |
| | E 101-43201-219 General Operating Supplies | 1,651.39 | 1,345.58 | 201.75 | 1,200.00 | 1,200.00 |
| | E 101-43201-221 Motor Vehicles Parts | 2,822.24 | 474.05 | 86.94 | 2,100.00 | 2,100.00 |
| | E 101-43201-222 Tires | 627.06 | 1,163.74 | 168.00 | 1,000.00 | 1,000.00 |
| | E 101-43201-223 Bldg/Facility Repair Supplies | 1,901.61 | 11,808.23 | 978.60 | 2,500.00 | 2,500.00 |
| | E 101-43201-225 Park/Landscaping Materials | 2,084.73 | 5,112.74 | 2,710.81 | 7,000.00 | 7,000.00 |
| | E 101-43201-226 Sign/Striping Repair Materials | - | 109.18 | - | 1,500.00 | 1,500.00 |
| | E 101-43201-229 Equipment Parts | 2,887.35 | 4,846.53 | 1,845.59 | 2,000.00 | 2,500.00 |
| | E 101-43201-231 Small Tools and Minor Equip | 1,389.43 | 5,104.97 | 656.85 | 1,500.00 | 1,500.00 |
| | E 101-43201-306 Personnel/Labor Relations | 419.33 | 310.20 | 268.80 | 300.00 | 300.00 |
| | E 101-43201-307 Professional Services Fees | 529.00 | 232.00 | 400.00 | 600.00 | 600.00 |
| | E 101-43201-321 Telephone | 1,410.69 | 1,348.16 | 294.05 | 1,500.00 | 1,300.00 |
| | E 101-43201-341 Personnel Advertising | 108.00 | 264.00 | 144.00 | 200.00 | 200.00 |
| | E 101-43201-342 Legal Notices | - | - | - | 100.00 | 100.00 |
| | E 101-43201-381 Electric Utilities | 3,981.41 | 3,984.05 | 1,028.80 | 5,000.00 | 5,000.00 |
| | E 101-43201-384 Sewer Utilities | - | - | - | 300.00 | 300.00 |
| | E 101-43201-385 Refuse Removal | 76.59 | 241.50 | - | 1,000.00 | 1,000.00 |
| | E 101-43201-387 Heating Fuels/Propane | 180.32 | 18.99 | - | 300.00 | 300.00 |
| | E 101-43201-401 Motor Vehicle Services (Lic d) | 190.50 | 1,415.59 | 2,378.16 | 2,000.00 | 2,000.00 |
| | E 101-43201-402 Repairs/Maint Machinery/Equip | 275.10 | 3,823.54 | 1,264.55 | 2,500.00 | 2,500.00 |
| | E 101-43201-403 Bldgs/Facilities Repair/Maint | 786.50 | 2,351.17 | 3,009.28 | 3,500.00 | 3,500.00 |
| | E 101-43201-405 Park & Landscape Services | 323.00 | 323.00 | - | 1,500.00 | 1,500.00 |
| | E 101-43201-415 Other Equipment Rentals | 9,368.92 | 9,092.36 | 2,065.14 | 8,000.00 | 9,000.00 |
| | E 101-43201-422 Auto/Misc Licensing Fees/Taxes | 860.99 | 205.53 | 528.35 | 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 | 345.00 | - | 245.00 | 400.00 | 400.00 |
| | | 369,140.51 | 384,951.50 | 161,981.09 | 409,700.00 | 425,000.00 |



2017 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
\$321,500
Provides for a 2% COLA salary increase

102 FT-Overtime
\$10,700
Thirty five hours per person for snow plowing

103-PT-Wages and Salaries
\$6,200
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

\$800

Maintenance facility bathroom and break room supplies, supplies for cleaning maintenance shop and vehicles.

212-Motor Fuels

\$33,000

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

600 tons of salt -- \$45,000; asphalt patching material at \$11,200; culverts at \$5,000; black dirt for shoulder restoration at \$3,000 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

\$4,000

Roads minutes, animal control trappers and GIS development - \$800

SafeAssure Safety Consultant - \$3,200

SafeAssure provides annual OSHA required training

309 - Information Systems

\$4,100

Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support and data center network

321- Telephone

\$2,500

Cellular phones, land lines for 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

434-Conferences/Meetings/Training

\$400

Funding for required classes to keep certifications current and continuing education conferences

**City of East Bethel
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|------------------------|--|--------------------|--------------------|---|-----------------------|------------------------------------|
| Public Works - Streets | | | | | | |
| | E 101-43220-101 Full-Time Employees Regular | 252,705.10 | 274,148.00 | 111,288.12 | 306,300.00 | 321,500.00 |
| | E 101-43220-102 Full-Time Employees Overtime | 16,997.48 | 3,695.88 | 560.31 | 10,500.00 | 10,700.00 |
| | E 101-43220-103 Part-Time Employees | 3,961.00 | 3,978.75 | - | 6,100.00 | 6,200.00 |
| | E 101-43220-105 Employee On Call/Standby Pay | - | 9,170.98 | 3,263.78 | 3,200.00 | 9,200.00 |
| | E 101-43220-107 Commissions and Boards | 840.00 | 860.00 | 20.00 | 1,700.00 | 1,700.00 |
| | E 101-43220-122 PERA-Coordinated Plan | 19,531.71 | 21,040.79 | 8,633.42 | 23,000.00 | 24,100.00 |
| | E 101-43220-125 FICA/Medicare | 22,642.52 | 23,344.41 | 9,497.78 | 29,900.00 | 31,900.00 |
| | E 101-43220-126 Deferred Compensation | 7,541.98 | 7,844.44 | 3,190.05 | 8,400.00 | 10,000.00 |
| | E 101-43220-131 Cafeteria Contribution | 48,706.76 | 49,518.00 | 23,750.00 | 57,000.00 | 60,000.00 |
| | E 101-43220-151 Worker s Comp Insurance Prem | 17,989.66 | 19,871.74 | 17,718.57 | 20,000.00 | 20,000.00 |
| | E 101-43220-201 Office Supplies | 191.16 | 97.87 | 118.69 | 100.00 | 100.00 |
| | E 101-43220-211 Cleaning Supplies | 757.07 | 1,814.36 | 452.47 | 400.00 | 800.00 |
| | E 101-43220-212 Motor Fuels | 35,581.92 | 20,509.72 | 5,755.95 | 36,000.00 | 33,000.00 |
| | E 101-43220-213 Lubricants and Additives | 3,648.27 | 3,161.23 | 770.22 | 3,200.00 | 3,200.00 |
| | E 101-43220-214 Clothing & Personal Equipment | 2,694.74 | 1,399.21 | 420.67 | 3,000.00 | 3,000.00 |
| | E 101-43220-215 Shop Supplies | 948.83 | 1,319.36 | 454.78 | 1,200.00 | 1,200.00 |
| | E 101-43220-216 Chemicals and Chem Products | 624.02 | - | 332.80 | 200.00 | 200.00 |
| | E 101-43220-217 Safety Supplies | 992.50 | 1,808.70 | 335.24 | 1,800.00 | 1,800.00 |
| | E 101-43220-218 Welding Supplies | 975.88 | 557.91 | 438.89 | 1,000.00 | 1,000.00 |
| | E 101-43220-219 General Operating Supplies | 487.85 | 739.78 | 285.03 | 500.00 | 500.00 |
| | E 101-43220-221 Motor Vehicles Parts | 9,472.41 | 5,922.68 | 2,089.13 | 7,200.00 | 7,200.00 |
| | E 101-43220-222 Tires | 3,047.67 | 4,416.22 | 244.42 | 4,500.00 | 4,500.00 |
| | E 101-43220-223 Bldg/Facility Repair Supplies | 1,197.29 | 1,324.76 | 536.42 | 500.00 | 500.00 |
| | E 101-43220-224 Street Maint Materials | 62,966.78 | 41,539.21 | 33,235.61 | 73,500.00 | 73,500.00 |
| | E 101-43220-226 Sign/Striping Repair Materials | 4,036.12 | 3,789.65 | 640.28 | 7,000.00 | 7,000.00 |
| | E 101-43220-229 Equipment Parts | 17,928.26 | 9,941.18 | 3,095.87 | 14,000.00 | 14,000.00 |
| | E 101-43220-230 Snowplow Cutting Edges | - | 9,685.77 | 800.00 | 10,000.00 | 10,000.00 |
| | E 101-43220-231 Small Tools and Minor Equip | 2,603.24 | 5,424.44 | 5,385.45 | 2,600.00 | 2,600.00 |
| | E 101-43220-306 Personnel/Labor Relations | 138.67 | 299.65 | 241.00 | 400.00 | 400.00 |
| | E 101-43220-307 Professional Services Fees | 1,529.00 | 519.20 | 552.20 | 600.00 | 4,000.00 |
| | E 101-43220-309 Information Systems | - | - | - | - | 4,100.00 |
| | E 101-43220-321 Telephone | 3,330.51 | 2,782.20 | 1,067.31 | 3,000.00 | 2,500.00 |
| | E 101-43220-341 Personnel Advertising | - | 64.50 | - | 100.00 | 100.00 |
| | E 101-43220-342 Legal Notices | 61.50 | - | 64.50 | 100.00 | 100.00 |
| | E 101-43220-381 Electric Utilities | 18,699.68 | 17,214.80 | 7,007.90 | 20,000.00 | 20,000.00 |
| | E 101-43220-382 Gas Utilities | 8,248.87 | 4,480.31 | 2,263.17 | 7,000.00 | 7,000.00 |
| | E 101-43220-385 Refuse Removal | 2,673.58 | 6,374.27 | 791.25 | 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) | 13,123.09 | 21,665.01 | 3,481.79 | 8,200.00 | 8,200.00 |
| | E 101-43220-402 Repairs/Maint Machinery/Equip | 21,496.52 | 4,999.15 | 8,247.46 | 6,400.00 | 6,400.00 |
| | E 101-43220-403 Bldgs/Facilities Repair/Maint | 8,599.78 | 2,229.10 | 2,574.42 | 4,000.00 | 4,000.00 |
| | E 101-43220-404 Street Maint Services | 35,070.90 | 39,302.17 | - | 52,000.00 | 52,000.00 |
| | E 101-43220-415 Other Equipment Rentals | - | 765.00 | - | - | - |
| | E 101-43220-422 Auto/Misc Licensing Fees/Taxes | 327.00 | 226.30 | 392.40 | 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 | 360.00 | 538.00 | 200.00 | - | 400.00 |
| | | 777,729.32 | 753,384.70 | 385,197.35 | 863,500.00 | 897,500.00 |



2017 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
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|--------------|--|--------------------|--------------------|---|-----------------------|------------------------------------|
| Civic Events | | | | | | |
| | E 101-45311-307 Professional Services Fees | 2,501.00 | 2,500.00 | - | 2,500.00 | 2,500.00 |
| | | 2,501.00 | 2,500.00 | - | 2,500.00 | 2,500.00 |



2017 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
\$43,000
Includes excess liability insurance of \$1 million in addition to \$1.5 million of general liability insurance coverage.

362-Property Insurance
\$36,000
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
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|-----------------|--|--------------------|--------------------|---|-----------------------|------------------------------------|
| Risk Management | | | | | | |
| | E 101-48140-307 Professional Services Fees | 6,500.00 | 6,500.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| | E 101-48140-361 General Liability Ins | 48,617.00 | 40,422.00 | 24,899.00 | 45,000.00 | 43,000.00 |
| | E 101-48140-362 Property Ins | 38,796.00 | 35,309.00 | 33,514.00 | 37,000.00 | 36,000.00 |
| | E 101-48140-363 Automotive Ins | 13,353.00 | 11,554.00 | 9,750.00 | 13,000.00 | 13,000.00 |
| | E 101-48140-366 Machinery Breakdown | 2,156.00 | 2,214.00 | 2,132.00 | 2,500.00 | 2,500.00 |
| | E 101-48140-368 Bonding Insurance | 458.00 | 426.00 | 499.00 | 500.00 | 500.00 |
| | E 101-48140-369 Other Insurance | 927.00 | 842.00 | - | 1,000.00 | - |
| | | 110,807.00 | 97,267.00 | 75,794.00 | 104,000.00 | 100,000.00 |



2017 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
\$60,000
Funding for park projects such as playground equipment replacement

**City of East Bethel
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|-----------|--|--------------|-------------|-----------------------------------|----------------|----------------------------|
| 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 | 50,000.00 | 50,000.00 | 55,000.00 | 55,000.00 | 60,000.00 |
| | E 101-49360-934 Debt Fund Transfer | 1,036,000.00 | - | - | - | - |
| | E 101-50600-938 Capital Project Fund Transfers | 429.98 | - | - | | - |
| | | 1,561,429.98 | 525,000.00 | 530,000.00 | 530,000.00 | 535,000.00 |

City of East Bethel
2017 Special Revenue Fund Budget (Summary)

| Fund Description | Recycling | HRA | EDA | Total |
|----------------------------------|------------------|---------------|----------------|----------------|
| Fund Number | 226 | 230 | 232 | |
| Revenue | | | | |
| Levy | | 26,600 | 97,500 | 124,100 |
| Special Assessments | | | 4,000 | 4,000 |
| County Grants | 50,800 | | | 50,800 |
| Fees | 2,400 | | | 2,400 |
| Total Revenue | 53,200 | 26,600 | 101,500 | 181,300 |
| Expenditures | | | | |
| Salaries and Wages | 20,200 | - | - | 20,200 |
| Supplies | 700 | - | - | 700 |
| Fees for Service | 32,300 | 1,600 | 22,100 | 56,000 |
| Future Projects | - | - | 19,400 | 19,400 |
| Transfer to General for Salaries | - | 25,000 | 60,000 | 85,000 |
| Total Expenditures | 53,200 | 26,600 | 101,500 | 181,300 |
| Revenue over Expenditures | - | - | - | - |



2017 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
\$50,800

Anoka County reimbursement grant for recycling activities

34403-Recyclables Redeemed
\$2,400

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
\$14,800

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
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|-----------|--|--------------------|--------------------|---|-----------------------|------------------------------------|
| Recycling | | | | | | |
| | E 226-43235-101 Full-Time Employees Regular | 15,550.00 | 21,063.52 | - | 20,000.00 | 14,800.00 |
| | E 226-43235-122 PERA-Coordinated Plan | 1,151.23 | 1,568.96 | - | 1,500.00 | 1,100.00 |
| | E 226-43235-125 FICA/Medicare | 1,209.39 | 1,611.38 | - | 1,600.00 | 1,400.00 |
| | E 226-43235-131 Cafeteria | | | - | | 2,500.00 |
| | E 226-43235-126 Def Comp | | | - | | 400.00 |
| | E 226-43235-201 Office Supplies | 36.95 | - | - | 100.00 | 100.00 |
| | E 226-43235-219 General Operating Supplies | 810.44 | 215.41 | 938.92 | 200.00 | 200.00 |
| | E 226-43235-223 Bldg/Facility Repair Supplies | 1,289.35 | 6,860.70 | - | 400.00 | 400.00 |
| | E 226-43235-231 Small Tools and Minor Equip | 37.99 | 3,521.15 | - | - | - |
| | E 226-43235-307 Professional Services Fees | 20,490.28 | 20,123.00 | 9,701.76 | 19,500.00 | 19,500.00 |
| | E 226-43235-322 Postage/Delivery | 1,030.46 | 924.02 | 115.04 | 1,500.00 | 1,500.00 |
| | E 226-43235-331 Travel Expenses | 27.89 | 103.78 | 32.57 | 100.00 | 100.00 |
| | E 226-43235-343 Other Advertising | 272.50 | 545.00 | 285.00 | 1,000.00 | 1,000.00 |
| | E 226-43235-351 Printing and Duplicating | 149.73 | 286.46 | 52.08 | | |
| | E 226-43235-381 Electric Utilities | 1,672.98 | 1,371.17 | 643.98 | 1,600.00 | 1,600.00 |
| | E 226-43235-382 Gas Utilities | 1,906.70 | 981.60 | 694.01 | 2,000.00 | 2,000.00 |
| | E 226-43235-385 Refuse Removal | 3,790.34 | 8,046.39 | 3,452.27 | 4,500.00 | 4,500.00 |
| | E 226-43235-388 Hazardous Waste Disposal | - | - | - | - | - |
| | E 226-43235-402 Repairs/Maint Machinery/Equip | 245.83 | 678.58 | - | 500.00 | 500.00 |
| | E 226-43235-403 Bldgs/Facilities Repair/Maint | 18,843.62 | 36,892.18 | 503.51 | 600.00 | 600.00 |
| | E 226-43235-415 Other Equipment Rentals | 814.70 | 910.00 | 350.00 | 900.00 | 900.00 |
| | E 226-43235-422 Auto/Misc Licensing Fees/Taxes | 21.29 | 21.29 | 21.29 | 100.00 | 100.00 |
| | | 69,351.67 | 105,724.59 | 16,790.43 | 56,100.00 | 53,200.00 |



2017 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
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|-----|--|--------------------|--------------------|---|-----------------------|------------------------------------|
| HRA | | | | | | |
| | E 230-23000-303 Legal Fees | - | - | - | 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 | 280.00 | 300.00 | 300.00 |
| | E 230-23000-933 Gen l Fund Reimb Transfers | 15,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 |
| | | 15,270.00 | 25,275.00 | 25,280.00 | 26,600.00 | 26,600.00 |



2017 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

\$3,200

EDAM workshops and other economic development training. MNCAR Expo

xxx-Potential Costs involved with 2017 Development

\$19,400

Potential Costs involved with 2017 Development

933-Transfer to City General Fund

\$60,000

Support Executive Director, Community Development Director, and Support Staff

**City of East Bethel
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|-----|--|--------------------|--------------------|---|-----------------------|------------------------------------|
| EDA | | | | | | |
| | E 232-23200-107 Commissions and Boards | 320.00 | 500.00 | - | 1,600.00 | 1,600.00 |
| | E 232-23200-201 Office Supplies | - | 35.65 | - | - | - |
| | E 232-23200-303 Legal Fees | - | - | - | 10,000.00 | 10,000.00 |
| | E 232-23200-307 Professional Services Fees | 6,178.70 | 49,177.54 | 6,571.90 | 6,000.00 | 6,000.00 |
| | 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 | 415.00 | 598.00 | - | 700.00 | 700.00 |
| | E 232-23200-421 Software Licensing | - | 14,143.00 | - | - | - |
| | E 232-23200-434 Conferences/Meetings | - | - | - | 700.00 | 3,200.00 |
| | E 232-23200-933 Gen l Fund Reimb Transfers | 56,000.00 | 60,000.00 | 60,000.00 | 60,000.00 | 60,000.00 |
| | E 232-23200-999 Future Projects | - | - | - | 43,422.00 | 19,400.00 |
| | | 62,913.70 | 124,454.19 | 66,571.90 | 123,022.00 | 101,500.00 |

**City of East Bethel
2017 Debt Service Budget**

| Fund Description | 2013 A | 2008 A | 2010 | 2015A | 2014A | 2010 C | Total |
|----------------------------------|----------------|----------------|--------------|----------------|----------------|------------------|------------------|
| Fund Number | 301 | 308 | 309 | 310 | 311 | 312 | |
| Revenue | | | | | | | |
| Levy | 128,500 | 180,000 | | 519,000 | 331,000 | | 1,158,500 |
| Special Assessments | | 16,000 | | 12,500 | | | 28,500 |
| Well Remediation Fees | | | 6,200 | | | | 6,200 |
| Total Revenue | 128,500 | 196,000 | 6,200 | 531,500 | 331,000 | - | 1,193,200 |
| Expenditures | | | | | | | |
| Debt Service - Principal | 90,000 | 140,000 | 3,000 | 105,000 | | 565,000 | 903,000 |
| Interest | 31,200 | 32,000 | 600 | 392,800 | 188,000 | 9,800 | 654,400 |
| Fiscal Agent Fees | 1,000 | 1,000 | - | 1,000 | 1,000 | 1,000 | 5,000 |
| Total Expenditures | 122,200 | 173,000 | 3,600 | 498,800 | 189,000 | 575,800 | 1,562,400 |
| Revenue over Expenditures | 6,300 | 23,000 | 2,600 | 32,700 | 142,000 | (575,800) | (369,200) |

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

*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 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 |
|-----------------------------------|-------------------------------|----------------------------|------------------------|-------------------------------|-------------------------------|-------------------------|----------------------|
| | 2013A Feb/Aug | 2008A Feb/Aug | 2010 Feb/Aug | 2015A Feb/Aug | 2014A Feb/Aug | 2010C Feb/Aug | Total |
| Original Principal | \$ 1,250,000 301 | \$ 1,715,000 308 | \$ 74,601 309 | \$ 11,850,000 310 | \$ 5,485,000 311 | \$ 1,260,000 312 | |
| 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 |
| Total 2017 | 121,200.00 | 171,560.00 | 3,505.90 | 497,800.00 | 187,675.00 | 574,746.25 | 1,556,487.15 |
| 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 |
| Total 2018 | 123,425.00 | 180,660.00 | 4,475.90 | 498,500.00 | 187,675.00 | - | 994,735.90 |
| 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 |
| Total 2019 | 125,500.00 | 189,160.00 | 4,435.90 | 494,100.00 | 414,225.00 | - | 1,227,420.90 |
| 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 |
| Total 2020 | 122,500.00 | 187,260.00 | 4,395.90 | 499,500.00 | 407,325.00 | - | 1,220,980.90 |
| 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 |
| Total 2021 | 129,350.00 | 131,260.00 | 4,355.90 | 504,500.00 | 351,175.00 | - | 1,120,640.90 |
| 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 |
| Total 2022 | 126,050.00 | 13,525.00 | 4,315.90 | 548,300.00 | 350,700.00 | - | 1,042,890.90 |
| 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 |
| Total 2023 | 127,675.00 | 13,055.00 | 4,275.90 | 511,700.00 | 359,925.00 | - | 1,016,630.90 |
| 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 |
| Total 2024 | 129,150.00 | 12,585.00 | 4,235.90 | 559,600.00 | 354,575.00 | - | 1,060,145.90 |
| 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 |
| Total 2025 | 125,550.00 | 12,115.00 | 4,195.90 | 580,800.00 | 359,337.50 | - | 1,081,998.40 |
| 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 |
| Total 2026 | 126,875.00 | 11,645.00 | 4,155.90 | 625,300.00 | 363,425.00 | - | 1,131,400.90 |
| Principal | | 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 |
| Total 2027 | - | 11,175.00 | 4,115.90 | 674,250.00 | 362,025.00 | - | 1,051,565.90 |
| 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 |
| Total 2028 | - | 10,705.00 | 4,075.90 | 732,700.00 | 360,200.00 | - | 1,107,680.90 |
| 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 |
| Total 2029 | - | 10,235.00 | 3,625.10 | 779,200.00 | 367,462.50 | - | 1,160,522.60 |
| Principal | | - | - | 555,000.00 | 255,000.00 | - | 810,000.00 |
| Interest | | - | - | 283,675.00 | 113,712.50 | - | 397,387.50 |
| Total 2030 | - | - | - | 838,675.00 | 368,712.50 | - | 1,207,387.50 |
| Principal | | - | - | 665,000.00 | 265,000.00 | - | 930,000.00 |
| Interest | | - | - | 264,959.38 | 104,612.50 | - | 369,571.88 |
| Total 2031 | - | - | - | 929,959.38 | 369,612.50 | - | 1,299,571.88 |
| Principal | | - | - | 750,000.00 | 280,000.00 | - | 1,030,000.00 |
| Interest | | - | - | 242,850.01 | 95,075.00 | - | 337,925.01 |
| Total 2032 | - | - | - | 992,850.01 | 375,075.00 | - | 1,367,925.01 |
| Principal | | - | - | 770,000.00 | 295,000.00 | - | 1,065,000.00 |
| Interest | | - | - | 218,618.76 | 85,012.50 | - | 303,631.26 |
| Total 2033 | - | - | - | 988,618.76 | 380,012.50 | - | 1,368,631.26 |
| Principal | | - | - | 790,000.00 | 310,000.00 | - | 1,100,000.00 |
| Interest | | - | - | 193,268.76 | 74,425.00 | - | 267,693.76 |
| Total 2034 | - | - | - | 983,268.76 | 384,425.00 | - | 1,367,693.76 |
| Principal | | - | - | 815,000.00 | 320,000.00 | - | 1,135,000.00 |
| Interest | | - | - | 166,678.13 | 62,600.00 | - | 229,278.13 |
| Total 2035 | - | - | - | 981,678.13 | 382,600.00 | - | 1,364,278.13 |
| Principal | | - | - | 840,000.00 | 255,000.00 | - | 1,095,000.00 |
| Interest | | - | - | 138,750.00 | 51,100.00 | - | 189,850.00 |
| Total 2036 | - | - | - | 978,750.00 | 306,100.00 | - | 1,284,850.00 |
| Principal | | - | - | 860,000.00 | 265,000.00 | - | 1,125,000.00 |
| Interest | | - | - | 110,062.50 | 40,700.00 | - | 150,762.50 |
| Total 2037 | - | - | - | 970,062.50 | 305,700.00 | - | 1,275,762.50 |
| Principal | | - | - | 885,000.00 | 280,000.00 | - | 1,165,000.00 |
| Interest | | - | - | 80,062.50 | 29,800.00 | - | 109,862.50 |
| Total 2038 | - | - | - | 965,062.50 | 309,800.00 | - | 1,274,862.50 |
| Principal | | - | - | 910,000.00 | 295,000.00 | - | 1,205,000.00 |
| Interest | | - | - | 48,650.00 | 18,300.00 | - | 66,950.00 |
| Total 2039 | - | - | - | 958,650.00 | 313,300.00 | - | 1,271,950.00 |
| Principal | | - | - | 935,000.00 | 310,000.00 | - | 1,245,000.00 |
| Interest | | - | - | 16,362.50 | 6,200.00 | - | 22,562.50 |
| Total 2040 | - | - | - | 951,362.50 | 316,200.00 | - | 1,267,562.50 |
| Principal due 2017 to 2040 | 1,085,000.00 | 845,000.00 | 50,589.20 | 11,660,000.00 | 5,485,000.00 | 565,000.00 | 19,690,589.20 |
| Interest due 2017 to 2040 | 172,275.00 | 109,940.00 | 3,576.70 | 6,385,187.54 | 2,752,262.50 | 9,746.25 | 9,432,987.99 |
| Rates | 3% | 3.0 - 4.7% | 1% | 3.0 - 4.0% | 3.0 - 4.0% | 3.2 - 3.45% | |

City of East Bethel
2017 Enterprise Fund Budget (Summary)

| Fund Description Fund Number | Water 601 | Sewer 602 | Arena 615 | Total |
|---------------------------------------|------------------|------------------|----------------|------------------|
| Revenue | | | | |
| Sales | 66,300 | 104,000 | 237,300 | 407,600 |
| Penalties | 500 | 1,500 | - | 2,000 |
| Total Revenue | 66,800 | 105,500 | 237,300 | 409,600 |
| Expenditures | | | | |
| Transfer to General Fund for Salaries | 20,000 | 20,000 | - | 40,000 |
| Supplies | 8,200 | 4,500 | 13,000 | 25,700 |
| Fees for Service | 28,200 | 56,700 | 149,300 | 234,200 |
| Total Current Expenditures | 56,400 | 81,200 | 162,300 | 299,900 |
| Net Cash (Inflow / Outflow) | 10,400 | 24,300 | 75,000 | 109,700 |
| Depreciation / Other | | | | |
| Depreciation | 272,000 | 292,500 | 75,000 | 639,500 |
| RCL Principal Balance Adjustment | - | 270,000 | - | 270,000 |
| Total Non-Current Expenditures | 272,000 | 562,500 | 75,000 | 909,500 |
| Total Expenditures | 328,400 | 643,700 | 237,300 | 1,209,400 |
| Net Income | (261,600) | (538,200) | - | (799,800) |



2017 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.

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. 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 53 residential parcels and 14 (59 ERU's) commercial parcels serviced by the City's water system. The 2017 residential rates are proposed to remain the same as 2016. The 2017 commercial rates are proposed to increase by 3% over 2016 and have a tier added for monthly usage over 10,000 gallons. Again, this is done to meet the DNR's requirement of encouraging water conservation by increasing the per gallon cost as the user increases usage. All rates are chronicled below:

| | 2016 | 2017 |
|----------------------------------|---------------------------|---------------------------|
| RESIDENTIAL | | |
| BASE CHARGE | \$18.77 PER MONTH | \$18.77 PER MONTH |
| USAGE CHARGES | | |
| 0 - 2,000 GALLONS PER MONTH | \$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 |
| 5,001 - 10,000 GALLONS PER MONTH | \$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 |
| | | |
| COMMERCIAL | | |
| BASE CHARGE | \$15.45 PER ERU/MONTH | \$15.90 PER ERU/MONTH |
| USAGE CHARGES | | |
| 0 – 10,000 GALLONS PER MONTH | \$3.09 PER 1,000 Gallons | \$3.18 PER 1,000 Gallons |
| OVER 10,000 GALLONS PER MONTH | \$3.09 PER 1,000 Gallons | \$3.80 PER 1,000 Gallons |

EXPENDITURE DETAILS

211-Cleaning Supplies

\$100

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

216-Chemicals and Chemical Products

\$3,000

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

\$500

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

309 - Information Systems

\$4,100

Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support and data center network

321-Telephone

\$4,500

Landline, security line, and DSL line at both Water Treatment plants

381-Electric Utilities

\$12,000

Utilities for the Water Plant/Whispering Aspen Community Center

382-Gas Utilities

\$1,500

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

\$1,000

Doors, windows, exterior lighting fixtures and bathroom fixtures

421-Software Licensing

\$600

Banyon Utility Billing Software

434-Conferences and Meetings

\$1,000

Costs associated with annual re-certification of water licenses

481-Depreciation Expense

\$272,000

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
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|--|--|--------------------|---------------------|---|-----------------------|------------------------------------|
| <u>Water Fund</u> | | | | | | |
| Revenues | | | | | | |
| | R 601-37100 Water Sales (Residential) | 39,542.59 | 35,681.15 | 9,345.16 | 46,900.00 | 37,600.00 |
| | R 601-37101 Water Sales (Commercial) | 18,543.95 | 25,686.07 | 8,609.66 | 16,500.00 | 26,700.00 |
| | R 601-37155 Water Connection Inspection | 550.00 | 150.00 | 50.00 | - | - |
| | R 601-37160 Water Penalty | 451.47 | 1,460.32 | 401.19 | 500.00 | 500.00 |
| | R 601-37170 Water Meter Sales | 3,720.69 | 2,185.69 | 192.86 | 2,000.00 | 2,000.00 |
| | R 601-39203 Transfer from non-Genl Fund | 22,140.40 | - | - | - | - |
| | R 601-34410 Water Availability Charge | - | 23,100.00 | 500.00 | - | - |
| | R 601-39204 Contribution-Governmental Fund | - | 4,489,218.63 | - | - | - |
| Total Revenues - Water Fund | | 84,949.10 | 4,577,481.86 | 19,098.87 | 65,900.00 | 66,800.00 |
| Expenditures | | | | | | |
| | E 601-49401-101 Full-Time Employees Regular | 13,005.51 | 13,406.93 | - | - | - |
| | E 601-49401-102 Full-Time Employees Overtime | 36.50 | 4.19 | - | - | - |
| | E 601-49401-122 PERA-Coordinated Plan | 947.29 | 1,005.83 | - | - | - |
| | E 601-49401-125 FICA/Medicare | 1,105.60 | 1,133.27 | - | - | - |
| | E 601-49401-126 Deferred Compensation | 389.28 | 406.82 | - | - | - |
| | E 601-49401-131 Cafeteria Contribution | 2,764.42 | 2,751.12 | - | - | - |
| | E 601-49401-151 Worker s Comp Insurance Prem | 569.44 | 652.15 | - | - | - |
| | E 601-49401-201 Office Supplies | - | - | - | 100.00 | - |
| | E 601-49401-211 Cleaning Supplies | 131.93 | 56.00 | - | 100.00 | 100.00 |
| | E 601-49401-216 Chemicals and Chem Products | 5,046.78 | 2,565.97 | 860.42 | 2,000.00 | 3,000.00 |
| | E 601-49401-217 Safety Supplies | - | 279.30 | - | 100.00 | 100.00 |
| | E 601-49401-223 Bldg/Facility Repair Supplies | 650.34 | 557.80 | - | 400.00 | 500.00 |
| | E 601-49401-227 Utility Maint Supplies | - | 6,117.93 | 268.60 | 4,000.00 | 4,000.00 |
| | E 601-49401-231 Small Tools and Minor Equip | 635.90 | 248.00 | - | 500.00 | 500.00 |
| | E 601-49401-307 Professional Services Fees | 651.94 | 801.22 | - | 1,200.00 | 1,200.00 |
| | E 601-49401-309 Information Systems | - | - | - | - | 4,100.00 |
| | E 601-49401-321 Telephone | 2,891.36 | 4,553.28 | 1,892.85 | 1,400.00 | 4,500.00 |
| | E 601-49401-342 Legal Notices | - | - | - | 200.00 | 200.00 |
| | E 601-49401-381 Electric Utilities | 11,257.09 | 13,325.22 | 5,680.23 | 5,000.00 | 12,000.00 |
| | E 601-49401-382 Gas Utilities | 1,580.30 | 1,646.52 | 854.02 | 1,400.00 | 1,500.00 |
| | E 601-49401-402 Repairs/Maint Machinery/Equip | - | 3,019.26 | - | 1,800.00 | 1,800.00 |
| | E 601-49401-403 Bldgs/Facilities Repair/Maint | 1,305.22 | 1,020.04 | 463.68 | 800.00 | 1,000.00 |
| | E 601-49401-407 Utility System Services | - | - | - | 300.00 | - |
| | E 601-49401-421 Software Licensing | - | 545.00 | - | - | 600.00 |
| | E 601-49401-422 Auto/Misc Licensing Fees/Taxes | 53.23 | 64.00 | 219.52 | 100.00 | 300.00 |
| | E 601-49401-434 Conferences/Meetings | - | 871.00 | 889.00 | 500.00 | 1,000.00 |
| | E 601-49401-481 Depreciation Expense | 117,734.13 | 271,478.24 | - | 275,000.00 | 272,000.00 |
| | E 601-49401-933 Gen l Fund Reimb Transfers | - | - | 20,000.00 | 20,000.00 | 20,000.00 |
| Total Expenditures - Water Fund | | 160,756.26 | 326,509.09 | 31,128.32 | 314,900.00 | 328,400.00 |
| Net Income - Water Fund | | (75,807.16) | 4,250,972.77 | (12,029.45) | (249,000.00) | (261,600.00) |



2017 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.

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. 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 53 residential parcels, 14 (59 ERU’s) commercial parcels and 1 mobile customer serviced by the City’s / MCES’s sewer system. The 2017 residential and mobile rates are proposed to remain the same as 2016 with the exception that the City will no longer have an increasing block tiered structure. The 2017 commercial rates are proposed to increase by 3% over 2016. All rates are chronicled below:

| | | |
|--|---------------------------|--------------------------|
| Residential | 2016 | 2017 |
| 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 | \$6.30 PER 1,000 GALLONS |
| 5,001 - 10,000 GALLONS PER MONTH | \$9.07 PER 1,000 GALLONS | \$6.30 PER 1,000 GALLONS |
| OVER 10,000 GALLONS PER MONTH | \$10.89 PER 1,000 GALLONS | \$6.30 PER 1,000 GALLONS |
| <i>(Residential based on water use during January)</i> | | |
| Mobile Park | 2016 | 2017 |
| BASE CHARGE | \$912.44 PER MONTH | \$912.44 PER MONTH |
| USAGE CHARGE | \$8.08 PER 1,000 GALLONS | \$8.08 PER 1,000 GALLONS |
| Commercial | 2016 | 2017 |
| BASE CHARGE | \$5.15 PER MONTH PER ERU | \$5.30 PER MONTH PER ERU |
| USAGE CHARGE | \$4.90 per 1,000 gallons | \$5.05 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

\$24,800

MCES waste water treatment charges

381-Electric Utilities

\$5,000

Utilities for the lift stations

403-Buildings/Facilities Repair and Maintenance

\$1,000

Repair services that cannot be performed in-house

421-Software Licensing

\$600

Banyon Utility Billing Software

434-Conferences and Meetings

\$500

Costs associated with annual re-certification of sewer license

481-Depreciation Expense

\$292,500

The specific items to be depreciated are: manholes, lateral lines, force mains, lift station, and gravity sewer lines

626-Reserve Capacity Loan Payment

\$24,800

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

xxx-Reserve Capacity Principal Adjustment

\$270,000

Amount that the reserve capacity loan could be adjusted by at year if the quota for SAC units is not reached

933-Transfer to City General Fund

\$20,000

Support Public Works Manager and Public Works Maintenance Staff

**City of East Bethel
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|--|--|------------------|---------------------|-----------------------------------|---------------------|----------------------------|
| Sewer Fund | | | | | | |
| Revenues | | | | | | |
| | R 602-37200 Sewer Sales (Residential) | 39,137.89 | 17,549.80 | 4,517.37 | 24,800.00 | 17,900.00 |
| | R 602-37201 Sewer Sales (Commercial) | 8,246.60 | 21,368.18 | 8,895.50 | 12,000.00 | 21,800.00 |
| | R 602-37202 Sewer Sales (Mobile) | 33,757.08 | 66,073.93 | 25,269.79 | 49,700.00 | 64,300.00 |
| | R 602-34407 Sewer Availability Charge | | 22,192.50 | 3,495.85 | | |
| | R 602-37255 Sewer Connection Inspection | 550.00 | 150.00 | 50.00 | 100.00 | - |
| | R 602-37260 Swr Penalty | 373.08 | 1,746.63 | 149.43 | 1,500.00 | 1,500.00 |
| | R 602-39203 Transfer from non-Genl Fund | 5,581.05 | - | - | | |
| | R 602-39101 Sales of General Fixed Assets | | 1,669.00 | 150.00 | | |
| | R 602-39204 Contribution-Governmental Fund | | 8,382,488.61 | - | | |
| Total Revenues - Sewer Fund | | 87,645.70 | 8,513,238.65 | 42,527.94 | 88,100.00 | 105,500.00 |
| Expenditures | | | | | | |
| | E 602-49451-101 Full-Time Employees Regular | 13,005.51 | 13,406.93 | - | - | - |
| | E 602-49451-102 Full-Time Employees Overtime | 255.47 | 4.19 | - | - | - |
| | E 602-49451-122 PERA-Coordinated Plan | 963.16 | 1,005.83 | - | - | - |
| | E 602-49451-125 FICA/Medicare | 1,122.09 | 1,133.17 | - | - | - |
| | E 602-49451-126 Deferred Compensation | 395.85 | 406.82 | - | - | - |
| | E 602-49451-131 Cafeteria Contribution | 2,764.22 | 2,750.87 | - | - | - |
| | E 602-49451-151 Worker s Comp Insurance Prem | 615.35 | 704.32 | - | - | - |
| | E 602-49451-216 Chemicals and Chem Products | 5,547.29 | 70.00 | - | - | - |
| | E 602-49451-217 Safety Supplies | 905.51 | - | - | 1,000.00 | 1,000.00 |
| | E 602-49451-223 Bldg/Facility Repair Supplies | 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 | - | - | - | 700.00 | 700.00 |
| | E 602-49451-307 Professional Services Fees | 4,365.99 | - | 10,367.52 | 28,000.00 | 24,800.00 |
| | E 602-49451-381 Electric Utilities | 11,278.01 | 3,766.94 | 1,802.68 | 10,000.00 | 5,000.00 |
| | E 602-49451-383 Water Utilities | - | - | - | 500.00 | - |
| | E 602-49451-387 Heating Fuels/Propane | - | - | - | 100.00 | - |
| | E 602-49451-403 Bldgs/Facilities Repair/Maint | 788.70 | 166.77 | 668.00 | 6,500.00 | 1,000.00 |
| | 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 | 1,503.23 | 1,450.00 | 1,500.00 | - |
| | E 602-49451-434 Conferences/Meetings | - | - | - | 500.00 | 500.00 |
| | E 602-49451-481 Depreciation Expense | 23,050.37 | 292,504.62 | - | 292,000.00 | 292,500.00 |
| | E 602-49451-501 Disposal of Assets - loss | | 189,278.64 | - | | |
| | E 602-49451-626 Loan Payment | | 99,940.00 | 20,735.00 | 28,000.00 | 24,800.00 |
| | E 602-49451-xxx RCL Principal Balance Adjustment | | - | - | | 270,000.00 |
| | E 602-49451-933 Gen l Fund Reimb Transfers | | - | 20,000.00 | 20,000.00 | 20,000.00 |
| Total Expenditures - Sewer Fund | | 72,572.85 | 610,059.33 | 55,023.20 | 343,600.00 | 643,700.00 |
| Net Income - Sewer Fund | | 15,072.85 | 7,903,179.32 | (12,495.26) | (255,500.00) | (538,200.00) |



2017 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 2017 user rates are proposed to remain the same as 2016. All rates are chronicled below:

| ICE ARENA | 2016 | 2017 |
|---------------------------------------|-------------|-------------|
| ICE ARENA ICE RENTAL - PRIME TIME | \$192/HR | \$192/HR |
| ICE ARENA ICE RENTAL - NON PRIME TIME | NEGOTIABLE | NEGOTIABLE |
| LOCKER ROOM RENTAL | \$7,500 | \$7,500 |
| ADVERTISING | NEGOTIABLE | NEGOTIABLE |
| DRY FLOOR EVENTS | NEGOTIABLE | NEGOTIABLE |

EXPENDITURE DETAILS

211-Cleaning Supplies

\$500

Cleaning supplies for Arena

212-Motor Fuels

\$2,500

Propane for the Zamboni

223-Buildings & Facilities Repair and Maintenance Supplies

\$5,000

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

307-Professional Services

\$82,000

Reimburse management labor expenses for contracted Arena personnel

309-Information Systems

\$1,000

Internet Service

381-Electric Utilities

\$30,000

Electricity needs of the Arena

382-Gas Utilities

\$19,000

Natural gas heating needs of the Arena

402-Repairs to Machinery

\$2,500

Potential repairs to the Zamboni and other equipment

403-Building & Facilities Repair and Maintenance Services

\$12,000

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

481-Depreciation

\$75,000

Depreciation on Arena and equipment

**City of East Bethel
2017 Proposed Budget**

| | Account Description | 2014 Actual | 2015 Actual | 2016 Activity 1/1/16 to 6/1/16 | FY 2016 Budget | FY 2017 Proposed Budget |
|-----------------------------------|--|--------------------|--------------------|---|--|--|
| Arena Operations | | | | | <i>*Based on 1148 Prime hours sold at \$192 per hour</i> | <i>*Based on 1148 Prime hours sold at \$192 per hour</i> |
| Revenues | | | | | | |
| | R 615-36210 Interest Earnings | 56.49 | 161.15 | 192.68 | - | - |
| | R 615-36240 Refunds/reimbursements | 551.87 | 32,500.00 | - | - | - |
| | R 615-37920 Vending Machine Sales | 266.99 | 228.86 | 308.76 | 500.00 | 300.00 |
| | R 615-38060 Ice Rental Revenues | 190,840.92 | 183,386.72 | 76,648.00 | 220,500.00 | 220,500.00 |
| | R 615-38062 Dry Floor Events | 1,397.00 | 5,430.00 | 3,135.00 | 5,000.00 | 5,000.00 |
| | R 615-38064 Concession Rental | 3,000.00 | 2,000.00 | - | 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 | 2,500.00 | 675.00 | - | 2,000.00 | 2,000.00 |
| | R 615-38067 Tower Lease Payments | 39,065.52 | - | - | - | - |
| Total Revenues - Arena | | 245,178.79 | 231,881.73 | 80,284.44 | 237,500.00 | 237,300.00 |
| Expenditures | | | | | | |
| | E 615-49851-211 Cleaning Supplies | 508.73 | 550.74 | 644.99 | 500.00 | 500.00 |
| | E 615-49851-212 Motor Fuels | 2,491.21 | 2,588.09 | 1,198.36 | 2,000.00 | 2,500.00 |
| | E 615-49851-219 General Operating Supplies | 610.59 | 5,280.03 | 7.17 | 500.00 | 4,000.00 |
| | E 615-49851-223 Bldg/Facility Repair Supplies | 2,689.79 | 5,697.57 | 1,658.06 | 3,800.00 | 5,000.00 |
| | E 615-49851-231 Small Tools and Minor Equip | 811.75 | 924.03 | - | 1,000.00 | 1,000.00 |
| | E 615-49851-307 Professional Services Fees | 89,739.83 | 80,200.00 | 30,500.00 | 80,200.00 | 82,000.00 |
| | E 615-49851-309 Information Systems | | - | 450.00 | | 1,000.00 |
| | E 615-49851-321 Telephone | 942.84 | 243.22 | 145.62 | 1,000.00 | 300.00 |
| | E 615-49851-342 Legal Notices | 15.38 | 32.25 | - | | |
| | E 615-49851-381 Electric Utilities | 27,762.64 | 29,973.28 | 11,373.35 | 33,000.00 | 30,000.00 |
| | E 615-49851-382 Gas Utilities | 19,270.47 | 14,336.07 | 6,222.90 | 20,000.00 | 19,000.00 |
| | E 615-49851-385 Refuse Removal | 2,077.87 | 1,890.72 | 549.67 | 2,000.00 | 2,000.00 |
| | E 615-49851-402 Repairs/Maint Machinery/Equip | 1,849.33 | 2,339.30 | 548.43 | 3,000.00 | 2,500.00 |
| | E 615-49851-403 Bldgs/Facilities Repair/Maint | 12,071.97 | 8,961.75 | 2,208.30 | 15,000.00 | 12,000.00 |
| | E 615-49851-422 Auto/Misc Licensing Fees/Taxes | 570.53 | 190.53 | 190.53 | 1,000.00 | 500.00 |
| | E 615-49851-433 Dues and Subscriptions | 250.00 | - | - | - | - |
| | E 615-49851-481 Depreciation Expense | 71,894.94 | 75,189.76 | - | 74,500.00 | 75,000.00 |
| Total Expenditures - Arena | | 233,557.87 | 228,397.34 | 55,697.38 | 237,500.00 | 237,300.00 |
| Net Income - Arena | | 11,620.92 | 3,484.39 | 24,587.06 | - | - |



2017 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

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 NE
East Bethel, MN 55092

Public Works / Fire Station #2

2375 221st Avenue NE
East Bethel, MN 55011

Fire Station #3

342 Forest Road
East Bethel, MN 55092



2017 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 2017 revenue; actual revenue is dependent on 2017 development activity

**Parks CIP
2017-2021
Funding Analysis**

| PARK ACQUISITION AND DEVELOPMENT FUND | Beginning Balance | Sources (Revenues) | Uses (Project Costs) | Ending Balance |
|---|-------------------|--------------------|----------------------|----------------|
| 2017 Beginning Balance | \$30,143 | | | |
| Park Dedication Fees | | \$0 | | \$30,143 |
| Skateboard Equipment Booster West | | | \$25,000 | \$5,143 |
| 2017 Ending Balance | | | | \$5,143 |
| 2018 Beginning Balance | \$5,143 | | | |
| Park Dedication Fees | | \$60,000 | | \$65,143 |
| Pavilion at Norseland Manor Park | | | \$30,000 | \$35,143 |
| Irrigation system at Norseland Park | | | \$30,000 | \$5,143 |
| 2018 Ending Balance | | | | \$5,143 |
| 2019 Beginning Balance | \$5,143 | | | |
| Park Dedication Fees | | \$60,000 | | \$65,143 |
| Fence at Norseland Manor Park | | | \$30,000 | \$35,143 |
| Cedar Creek Park/ Fish Lake Trail Additions | | | \$30,000 | \$5,143 |
| 2019 Ending Balance | | | | \$5,143 |
| 2020 Beginning Balance | \$5,143 | | | |
| Park Dedication Fees | | \$80,000 | | \$85,143 |
| New Park Development | | | \$75,000 | \$10,143 |
| 2020 Ending Balance | | | | \$10,143 |
| 2021 Beginning Balance | \$10,143 | | | |
| Park Dedication Fees | | \$80,000 | | \$90,143 |
| New Park Development | | | \$75,000 | \$15,143 |
| 2021 Ending Balance | | | | \$15,143 |
| TOTAL PARK ACQUISITION AND DEVELOPMENT FUND SOURCES AND USES | | \$280,000 | \$295,000 | |
| Park Dedication Fees- Residential = 10% of land or cash not to exceed \$2,000 per lot. Commercial = 5% of land or cash not to exceed \$2,000 per acre. | | | | |



2017 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
\$60,000
Budgeted transfer amount.

**Parks CIP
2017-2021
Funding Analysis**

| PARK CAPITAL FUND | Beginning Balance | Sources (Revenues) | Uses (Project Costs) | Ending Balance |
|---|------------------------------|-------------------------------|---------------------------------|---------------------------|
| 2017 Beginning Balance | \$145,125 | | | \$145,125 |
| Transfer From General Fund | | \$60,000 | | \$205,125 |
| Baseball field @ Booster West Park | | | \$125,000 | \$80,125 |
| 2017 Ending Balance | | | | \$80,125 |
| 2018 Beginning Balance | \$80,125 | | | |
| Transfer From General Fund | | \$65,000 | | \$145,125 |
| Playground Equipment Booster East | | | \$45,000 | \$100,125 |
| Bonde Park, Soccer/LaCrosse Fields and Irrigation | | | \$100,000 | \$125 |
| 2018 Ending Balance | | | | \$125 |
| 2019 Beginning Balance | \$125 | | | |
| Transfer From General Fund | | \$70,000 | | \$70,125 |
| Playground Equipment Anderson Lakes | | | \$45,000 | \$25,125 |
| 2019 Ending Balance | | | | \$25,125 |
| 2020 Beginning Balance | \$25,125 | | | |
| Transfer From General Fund | | \$75,000 | | \$100,125 |
| Playground Equipment Eveleth Park | | | \$40,000 | \$60,125 |
| 2020 Ending Balance | | | | \$60,125 |
| 2021 Beginning Balance | \$60,125 | | | |
| Transfer From General Fund | | \$80,000 | | \$140,125 |
| Skateboard Equipment Maynard Peterson | | | \$40,000 | \$100,125 |
| 2021 Ending Balance | | | | \$100,125 |
| TOTAL PARK CAPITAL FUND SOURCES AND USES | | \$350,000 | \$395,000 | |



2017 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
2017-2021
Funding Analysis**

| MUNICIPAL STATE AID FUND | Beginning Balance | Sources (Revenues) | Uses (Project Costs) | Ending Balance |
|--|----------------------|-----------------------|----------------------------|-------------------|
| 2017 Beginning Balance | -\$1,496,801 | | | |
| Municipal State Aid Funding | | \$603,199 | | -\$893,602 |
| None | | | \$0 | -\$893,602 |
| 2017 Ending Balance | | | | -\$893,602 |
| 2018 Beginning Balance | -\$893,602 | | | |
| Municipal State Aid Funding | | \$603,199 | | -\$290,403 |
| None | | | \$0 | -\$290,403 |
| 2018 Ending Balance | | | | -\$290,403 |
| 2019 Beginning Balance | -\$290,403 | | | |
| Municipal State Aid Funding | | \$603,199 | | \$312,796 |
| East Side Service Road, Phase 3 | | | \$1,500,000 | -\$1,187,204 |
| MnDOT Setaside Funds | | \$500,000 | | -\$687,204 |
| Cooperative Agreement Grant | | \$200,000 | | -\$487,204 |
| 2019 Ending Balance | | | | -\$487,204 |
| 2020 Beginning Balance | -\$487,204 | | | |
| Municipal State Aid Funding | | \$603,199 | | \$115,995 |
| MnDOT Setaside Funds | | \$500,000 | | \$615,995 |
| 181st Ave Reconstruction | | | \$400,000 | \$215,995 |
| Davenport St Reconstruction | | | \$600,000 | -\$384,005 |
| 2020 Ending Balance | | | | -\$384,005 |
| 2021 Beginning Balance | -\$384,005 | | | |
| Municipal State Aid Funding | | \$603,199 | | \$219,194 |
| projects TBD | | | | \$219,194 |
| projects TBD | | | | \$219,194 |
| 2021 Ending Balance | | | | \$219,194 |
| TOTAL MUNICIPAL STATE AID FUND SOURCES & USES | | \$4,215,995 | \$2,500,000 | |

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.



2017 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
2017-2021
Funding Analysis**

| STREET CAPITAL FUND | Beginning Balance | Sources (Revenues) | Uses (Project Costs) | Ending Balance |
|---|------------------------------|-------------------------------|-------------------------------------|---------------------------|
| 2017 Beginning Balance | \$710,525 | | | |
| Transfer from General Fund | | \$425,000 | | \$1,135,525 |
| Sunny View Addition- Sealcoat | | | \$53,000 | \$1,082,525 |
| DeGardners Addition- Sealcoat | | | \$75,500 | \$1,007,025 |
| 2017 Ending Balance | | | | \$1,007,025 |
| 2018 Beginning Balance | \$1,007,025 | | | |
| Transfer from General Fund | | \$425,000 | | \$1,432,025 |
| Hidden Haven West-sealcoat | | | \$180,000 | \$1,252,025 |
| Hidden Haven East-sealcoat | | | \$70,000 | \$1,182,025 |
| Cedar Brook Addition-sealcoat | | | \$90,000 | \$1,092,025 |
| 2018 Ending Balance | | | | \$1,092,025 |
| 2019 Beginning Balance | \$1,092,025 | | | |
| Transfer from General Fund | | \$425,000 | | \$1,517,025 |
| Deer Path Farm Overlay | | | \$500,000 | \$1,017,025 |
| 2019 Ending Balance | | | | \$1,017,025 |
| 2020 Beginning Balance | \$1,017,025 | | | |
| Transfer from General Fund | | \$425,000 | | \$1,442,025 |
| University Ave Reconstruction | | | \$450,000 | \$992,025 |
| 2020 Ending Balance | | | | \$992,025 |
| 2021 Beginning Balance | \$992,025 | | | |
| Transfer from General Fund | | \$425,000 | | \$1,417,025 |
| Davenport Reconstruction | | | \$550,000 | \$867,025 |
| Sandy Drive Overlay | | | \$200,000 | \$667,025 |
| 2021 Ending Balance | | | | \$667,025 |
| Total Street Capital Fund Sources and Uses | | \$2,125,000 | \$2,168,500 | |



2017 Budget

FUND: 435 – TIF District 1-1
DEPT/ACTIVITY/PROJECT: 43500 – TIF District 1-1

DEPARTMENTAL PROFILE

The City of East Bethel authorized the creation of TIF district 1-1 in order to facilitate the construction of an approximately 60,000 square foot manufacturing facility in the City (Aggressive Hydraulics). The City of East Bethel created Fund 435 TIF 1-1 (Tax Increment Finance District 1) in order to track the Tax Increment revenue and expenditures of the district.

DEPARTMENTAL GOALS

Track Tax Increment revenues and expenditures through the life of the district and submit timely TIF Reports to the Office of the State Auditor's office.

REVENUE DETAILS

31010-Tax Increment
\$60,000

EXPENDITURE DETAILS

307-Professional Service Fees
\$54,000
TIF Revenue Note \$52,000, Ehlers TIF OSA Reporting \$1,000, Anoka County TIF Administration \$1,000

342-Legal Notices
\$100 Annual disclosure

City of East Bethel
2017 Other Governmental Fund Budget (Summary)

| Fund Description | TIF 1-1 |
|----------------------------------|----------------|
| Fund Number | 435 |
| Revenue | |
| Tax Increment | 60,000 |
| General Fund Transfer | |
| General Fund Replacement Charges | |
| Assessments | |
| State Aid | |
| Dedication Fees | |
| Fees | |
| Sale of Fixed Assets | |
| Total Revenue | 60,000 |
| Expenditures | |
| Salaries and Wages | |
| Supplies | |
| Fees for Service | 54,100 |
| Debt Fund Transfer | |
| Depreciation | |
| Total Expenditures | 54,100 |
| Revenue over Expenditures | 5,900 |

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

| Equipment Replacement | | | | | |
|---|-------------------|--------------|----------------|--------------|--------------|
| Equipment Purchase Schedule | | | | | |
| | Inspection | Parks | Streets | Fire | Total |
| 2017 Purchases | | | | | |
| KUBOTA (scheduled for 2015) | | 17,000.00 | | | |
| KUBOTA W/ GROOMER | | 19,000.00 | | | |
| J DEERE 770 BH GRADER (scheduled for 2015) | | | 205,000.00 | | |
| T-190 BOBCAT (Annual Trade-In Program) | | | 45,000.00 | | |
| CHIEF'S AUTO | | | | 25,000.00 | |
| 2017 Total | | | | | 311,000.00 |
| 2018 Purchases | | | | | |
| FORD F150 4x4 (scheduled for 2012) | 30,000.00 | | | | |
| 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 | | |
| SPARTAN 6 MAN CAB - 1250 PUMPER REFURBISH | | | | 50,000.00 | |
| SCBA - Self Contained Breathing Apparatus | | | | 200,000.00 | |
| 2018 Total | | | | | 530,000.00 |
| 2019 Purchases | | | | | |
| FORD ESCAPE 4X4 | 20,000.00 | | | | |
| CC-10 ROLLER (Scheduled for 2012) | | | 25,000.00 | | |
| 2019 Total | | | | | 45,000.00 |
| 2020 Purchases | | | | | |
| SINGLE AXLE PLOW TRUCK, BOX, PLOW, WING, SANDER | | | 190,000.00 | | |
| 2020 Total | | | | | 190,000.00 |
| 2021 Purchases | | | | | |
| SINGLE AXLE PLOW TRUCK, BOX, PLOW, WING, SANDER | | | 194,000.00 | | |
| JOHN DEERE 1600 MOWER | | | 50,000.00 | | |
| 2021 Total | | | | | 244,000.00 |
| 2022 - 2026 Purchases | | | | | |
| 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 | | |
| SWEEPER/VAC TRUCK | | | 180,000.00 | | |
| VEMEER WOOD CHIPPER (Scheduled for 2012) | 30,000.00 | | | | |
| ZERO TURN MOWER | 12,000.00 | | | | |
| ZERO TURN MOWER | 12,000.00 | | | | |
| FORD F-450 1.5 TON CHASSIS TRUCK, BOX AND PLOW | | | 60,000.00 | | |
| FIRE TANKER APPARATUS REFURBISH | | | | 30,000.00 | |
| FORD F-550 - MINI PUMPER REFURBISH (R-21) | | | | 40,000.00 | |
| FORD F-550 - MINI PUMPER REFURBISH (R-11) | | | | 45,000.00 | |
| 2022 - 2026 Total | | | | | 993,000.00 |
| 2027 - 2031 Purchases | | | | | |
| 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 | | |
| FORD F-450 1.5 TON CHASSIS TRUCK, BOX AND PLOW | | | 70,000.00 | | |
| PICK UP | | | 26,000.00 | | |
| FORD 4X4 1T PU - GRASS RIG | | | | 75,000.00 | |
| 2027 - 2031 Total | | | | | 594,000.00 |
| 2032 & Beyond Purchases | | | | | |
| VACTOR TRUCK | | | 300,000.00 | | |
| TANDEM AXLE DUMP TRUCK, PLOW, HOIST, SANDER | | | 250,000.00 | | |
| FIRE TANKER APPARATUS | | | | 275,000.00 | |
| 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 | |
| 2032 & Beyond Total | | | | | 2,495,000.00 |
| Total Scheduled Purchases | 50,000.00 | 107,000.00 | 2,835,000.00 | 2,410,000.00 | 5,402,000.00 |



2017 Budget

FUND: 702 – Compensated Absences Fund
DEPT/ACTIVITY/PROJECT: Multiple

DEPARTMENTAL PROFILE

Compensated Absences Fund provides for the funding of the City's obligation of earned but unused vacation and sick pay benefits. These benefits are payable only upon employees' severance from employment.

DEPARTMENTAL GOALS

Compare each employee's accrued obligation on an annual basis and expense any increase to individual departments. Consequently, the period in which the services are rendered incurs the expense. Individual department budgets will not fluctuate based on employees separation from employment and the accumulation of these benefits.

At year end 2015 the accumulated liability for compensated absences for all employees was \$146,615.

REVENUE DETAILS

39201-Transfer from General Fund

\$0

To be determined when liability is calculated at year end.

EXPENDITURE DETAILS

Determined when employee separates from City service.