



ANNUAL BUDGET
2012



2012 Budget

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December 22, 2011

TO: Honorable Mayor
Members of the City Council

FROM: Jack Davis
City Administrator

RE: 2012 Budget

Included with this memorandum is the adopted Budget for fiscal year 2012. This document includes a review of revenues and expenditures for all funds maintained or managed by the City as well as projects, capital acquisitions and programs for fiscal year 2012.

The economy continues to impact the City's ability to grow its tax base and raise revenues. The State of Minnesota has continued to reduce aid payments to the City by reducing Local Government Aid (LGA) and Market Value Homestead Credit Aid (MVHC). For the City of East Bethel, LGA has not been a factor for nearly ten years. However, the State has reduced the City's allocation for MVHC aid over the past five years such that the City has not received this aid payment for the past three fiscal years. For 2012 the State has eliminated the Market Value Homestead Credit and replaced it with the Market Value Exclusion. The City will now receive 100% of tax collections. The Market Value Exclusion provides property tax relief by excluding a portion of each qualifying home market's value. It is unknown at this time how the new Market Value Exclusion will affect East Bethel property tax payers. The only State aid the City continues to receive is Fire Relief Association Aid that is provided directly to the East Bethel Fire Relief Association, Police Training Aid that is reflected as a credit on the City's Service Contract with the Sheriff's Office and, PERA Aid that offsets some of the increased contributions required of the City to fund PERA. These total approximately \$90,000 on an annual basis and impact only the General Fund.

Building activity for 2011 continues on the slow pace of the past three years. Lower interest rates on invested funds continue to erode investment earnings well below traditional levels.

The City's ability to generate funding for certain projects and activities has offset the loss in some of these areas. The SAFER Grant for the City's Fire Department provides some financial incentives for training, health care expenses and recruiting. This has allowed the City to provide more training while limiting the impact on the General Fund. Grant funds for the Well#2 project at Whispering Aspen has reduced the impact on utility fees and charges in the City Utility Fund operations.

Levy limits are currently not applicable for 2012. The City has not reached the imposed levy limit over the past three years and was \$350,000 below the amount the City could levy for 2011.

Staffing Report

There are two less staff positions for the 2012 budget from the 2010 budget. The positions of the Human Resource Director/Assistant City Administrator and the Administrative Support shared by the Public Works and Fire Department were both eliminated in 2011. In addition, during 2011 the Administrative Support position in the Building Department was eliminated and salaries of the Building Department staff were reduced. A Receptionist position was added during 2011. Overall staff has decreased by 11.4% over the past year with elimination and consolidation of positions and duties.

General Fund

As a whole, the final budget is less than the adopted budget for 2011. The decrease is 3.44% or \$170,667. Decreases are realized in a number of areas that include a reduced police services contract, employee eliminations and a reduction in work force. Increases are reflected in several departments due to increases in overtime, fuel costs, insurance premiums and the resumption of training/conferences, and travel. The 2012 budget also increased transfers to most capital project funds to the same level as in 2010. The transfer to the Park Trails Fund has been reduced to \$5,000.

General Fund Revenues

Revenues for the General Fund are primarily from property taxes. There is a substantial increase in Other Governmental Charges revenue from \$22,000 in 2011 to \$93,000 which reflects reimbursement to General Fund from the Economic Development Authority (EDA) and the Housing and Redevelopment Authority (HRA) for several staff members who spend their time in those areas.

Property Taxes

As adopted, the property tax levy for the General Fund decreased 10.46% from \$4,681,345 in 2011 to \$4,191,470 in 2012. When the debt service requirements for outstanding bonds are added to the General Fund levy, \$305,328, the total levy increases to \$4,496,798 or \$438,803 less than 2011. The debt service levies are for Public Safety Improvements and Waste Water Facilities.

General Fund Expenditures

As adopted, the General Expenditure Budget would decrease from \$4,966,565 to \$4,795,898 or 3.442%. At this level police services will be reduced, but all other essential services would be maintained and no new programs or projects would be added.

Debt Service

The City has several outstanding debt issues including the Public Safety Bonds and the 2008 Sewer Revenue Bonds. A cash flow shortfall as a result of no connections to the City's sewer system at Whispering Aspen requires a levy of \$158,000 pursuant to the bond indenture. Public Safety Bonds require a levy of \$147,328. Total taxes levied for debt are \$305,328.

Special Revenue Funds

These funds are used to account for monies received for a specific purpose including tax levies, grants and donations. For 2012, revenues are estimated at nearly \$287,000 and expenditures for these funds are estimated at nearly \$324,000.

Capital Project Funds

This group of funds was established to account for revenues and expenditures related to capital projects such as park improvements, street improvements utility operating improvements and building improvements. Funds are provided from General Fund Transfers, Municipal State Aid Street Funds from the State of Minnesota, Water and Sewer Availability Charges and fees from developers. Projects funded from these funds are identified in the City's Five Year Capital improvement Program for Transportation and Parks.

Proprietary Funds

This group of funds was established to account for revenues and expenses for operations that are to be self-supporting. These activities include water and sewer utilities, the ice arena and the equipment replacement fund. Water and Sewer funds will continue to lose money when depreciation is considered. The Sewer Fund cash flows without the inclusion of depreciation. The Water Fund cash flows without inclusion of depreciation. Both funds require additional customers to make the system fiscally stable.

The Ice Arena cash flows without inclusion of depreciation. Based on annual sales ice time, concessions, dry floor events, etc., revenues are \$272,500 and expenditures are approximately \$214,400 excluding depreciation. It will continue to cash flow.

Summary

The 2012 Budget follows the form and format that was implemented several years ago. The purpose was to provide a simple but meaningful presentation of City operations and activities and their related fiscal implications. We hope you will find the form and format informative and helpful.

I want to express my thanks and appreciation to staff who worked diligently to provide a budget document that is reflective of City Council goals, objectives and directives as identified by residents.

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

RESOLUTION NO. 2011-61

**RESOLUTION APPROVING THE FINAL TAX CAPACITY LEVY AND REFERENDUM
MARKET VALUE LEVY FOR THE GENERAL FUND AND DEBT SERVICE FUNDS FOR 2012**

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

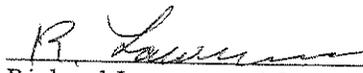
WHEREAS, Minnesota Statutes require that a final levy amount be provided to the Anoka County Auditor on or before December 28, 2011.

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

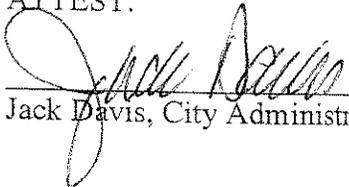
General Fund	\$4,191,470
2008 Sewer Revenue Bonds	\$ 158,000
2005 Public Safety Bonds – Referendum Market Value Levy	<u>\$ 147,328</u>
	<u>\$4,496,798</u>

Adopted this 7th day of December, 2011 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL


Richard Lawrence, Mayor

ATTEST:


Jack Davis, City Administrator

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

RESOLUTION NO. 2011-60

**RESOLUTION APPROVING FINAL BUDGETS FOR THE GENERAL FUND,
DEBT SERVICE FUNDS, SPECIAL REVENUE FUNDS, CAPITAL PROJECTS FUNDS,
AND PROPRIETARY FUNDS FOR 2012**

WHEREAS, The City Council of the City of East Bethel is the governing body of the City of East Bethel.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the City of East Bethel's budgets for 2012 in the amounts detailed below are hereby accepted and approved:

	<u>Revenues</u>	<u>Expenditures</u>
GENERAL FUND (detail below)	\$4,795,898	\$4,795,898
Debt Service Funds		
2005 Special Assessment Bonds	\$ 28,125	\$ 59,570
2005 Public Safety Bonds	\$ 147,328	\$ 137,088
2008 General Obligation Sewer Revenue Bonds	\$ 176,500	\$ 175,935
2010 General Obligation Water Revenue Note	\$ 5,000	\$ 4,156
2010 General Obligation Water Revenue Bonds	\$ 345,183	\$ 767,573
2010 General Obligation Utility Revenue Bonds	\$ 131,797	\$ 377,062
2010 General Obligation Bonds	\$ 0	\$ 42,232
Special Revenue Funds		
Recycling Fund	\$ 32,721	\$ 32,721
SAFER Grant Fund	\$ 90,750	\$ 90,750
Housing & Redevelopment Authority Fund	\$ 0	\$ 37,100
Capital Project Funds		
Building Capital Project Fund	\$ 50,000	
MSA Street Construction	\$ 547,268	
Park Acquisition and Development Fund	\$ 0	
Street Capital Project Fund	\$ 425,000	
Park Capital Fund	\$ 100,000	
Park Trail Fund	\$ 5,000	
WAC Fund	\$ 5,000	\$ 5,000
SAC Fund	\$ 0	
Minard Street Reconstruction Fund	\$ 0	
Proprietary Funds		
Water Fund	\$ 33,400	\$ 61,112
Sewer Fund	\$ 73,400	\$ 95,883
Arena Fund	\$ 272,500	\$ 296,761
Equipment Replacement Fund	\$ 318,200	\$ 600,000

GENERAL FUND REVENUE SUMMARY

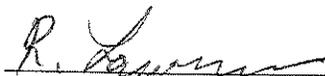
R 101-31010 Current Ad Valorem Taxes	\$4,191,470
R 101-31810 Franchise Taxes	\$35,000
R 101-32110 Alcoholic Beverages	\$25,000
R 101-32120 Garbage Hauler's License	\$1,800
R 101-32130 Contractor's License	\$50
R 101-32130 Tobacco Sales Licenses	\$3,000
R 101-32180 Other Permits/Licenses	\$5,000
R 101-32210 Building Permits	\$70,000
R 101-32212 Septic System Install	\$6,000
R 101-32230 Plumbing Connection Permits	\$1,500
R 101-32255 ROW Permits	\$5,000
R 101-33000 Misc Intergovernmental	\$4,000
R 101-33404 PERA Aid	\$2,123
R 101-33418 Muni State Aid St Maintenance	\$182,422
R 101-33420 State Aid-Fire Relief	\$40,103
R 101-34103 Zoning and Subdivision	\$4,000
R 101-34104 Bldg Plan Reviews	\$15,000
R 101-34105 Sale of Maps and Publications	\$150
R 101-34107 Assessment Search Fees	\$60
R 101-34109 Other General Gov't Charges	\$93,000
R 101-34110 Election Filing Fees	\$20
R 101-34111 Contractor License	\$100
R 101-34112 Septic Pumping Tracking	\$2,500
R 101-34202 Fire Protection Services	\$4,000
R 101-34940 Cemetery Revenues	\$3,000
R 101-35100 Court Fines	\$58,000
R 101-35105 Tobacco Violation Fines	\$100
R 101-35106 Liquor Violation Fines	\$0
R 101-36210 Interest Earnings	\$5,000
R 101-36220 Other Rents and Royalties	\$7,500
R 101-36240 Refunds and Reimbursements	\$31,000
TOTAL GENERAL FUND	<u>\$4,795,898</u>

GENERAL FUND EXPENDITURE SUMMARY

Dept 41110 Mayor/City Council	\$85,604
Dept 41320 City Administration	\$208,093
Dept 41410 Elections	\$11,191
Dept 41430 City Clerk	\$106,594
Dept 41520 Finance	\$223,206
Dept 41550 Assessing	\$50,000
Dept 41610 Legal	\$152,500
Dept 41810 Human Resources	\$2,975
Dept 41910 Planning and Zoning	\$209,242
Dept 41940 General Govt Buildings/Plant	\$46,260
Dept 42110 Police	\$959,272
Dept 42210 Fire Department	\$539,591
Dept 42410 Building Inspection	\$188,832
Dept 43110 Engineering	\$48,000
Dept 43201 Park Maintenance	\$403,780
Dept 43220 Street Maintenance	\$732,587
Dept 45311 Civic Events	\$2,500
Dept 48140 Risk Management	\$102,119
Dept 48150 Central Services/Supplies	\$96,807
Dept 49360 Transfers Out	\$626,745
TOTAL GENERAL FUND	<u>\$4,795,898</u>

Adopted this 7th day of December, 2011 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL


 Richard Lawrence, Mayor

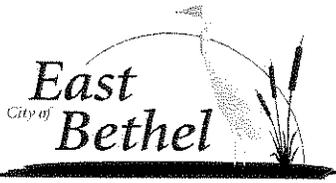
ATTEST:

 Jack Davis, City Administrator



FUNDS AND DEPARTMENTS

	DEPARTMENT	FUND
GENERAL FUND		101
General Government		
Mayor and City Council	41110	
City Administration	41320	
Elections	41410	
City Clerk	41430	
Finance	41520	
Assessing	41550	
Legal	41610	
Human Resources	41810	
Planning and Zoning	41910	
General Government Buildings	41940	
Public Safety		
Police	42110	
Fire Department	42210	
Building Inspections	42410	
Public Works and Engineering		
Engineering	43110	
Park Maintenance	43201	
Street Maintenance	43220	
Other		
Civic Events	45311	
Risk Management	48140	
Central Services and Supplies	48150	
Transfers Out & Contingency	49360	



FUNDS AND DEPARTMENTS		
	DEPARTMENT	FUND
SPECIAL REVENUE FUNDS		
RECYCLING FUND	43235	226
HOUSING AND REDEVELOPMENT AUTHORITY	23000	230
SAFER GRANT FUND	42210	231
ECONOMIC DEVELOPMENT AUTHORITY	23200	232
DEBT SERVICE FUNDS		
2005A G.O. PUBLIC SAFETY BOND FUND	30100	301
2005B G.O. 207TH AVE. ASSESS. BOND FUND	30300	303
2008A G.O. SEWER REVENUE BOND FUND	30800	308
2010 G.O. WATER REVENUE NOTE FUND	30900	309
2010A G.O. WATER UTILITY REVENUE BOND	31000	310
2010B G.O. UTILITY REVENUE BOND	31100	311
2010C G.O. BOND	31200	312
CAPITAL PROJECT FUNDS		
BUILDING CAPITAL PROJECTS FUNDS	40100	401
MUNICIPAL STATE AID CONSTRUCTION FUND	multiple	402
PARK ACQUISITION AND DEVELOPMENT FUND	multiple	404
STREET CAPITAL PROJECTS FUND	multiple	406
PARK CAPITAL PROJECTS FUND	multiple	407
WATER SYSTEM ACCESS FUND	40800	408
SEWER SYSTEM ACCESS FUND	40900	409
TRAILS CAPITAL PROJECTS FUND	multiple	410
MINARD STREET RECONSTRUCTION FUND	41100	411
ENTERPRISE FUNDS		
WATER UTILITY FUND	49401	601
SEWER UTILITY FUND	49451	602
ARENA OPERATIONS FUND	49851	615
INTERNAL SERVICE FUNDS		
EQUIPMENT REPLACEMENT FUND	multiple	701
COMPENSATED ABSENCES FUND	70200	702

**CITY OF EAST BETHEL
REVENUE CODES**

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
TAXES		CHARGES FOR SERVICES		SPECIAL ASSESSMENTS	
31000	General Property Taxes	34000	Charges for Services	36100	Special Assessments-Current
31010	Current Ad Valorem Taxes	34100	General Government	36101	Special Assessments-Delinquent
31020	Delinquent Ad Valorem Taxes	34101	City Hall Rent Revenue	36102	Spec. Assess. Penalties & Int.
31030	Mobile Home Tax	34102	Recording of Legal Documents	36103	Special Assessment Prepayments
31040	Fiscal Disparities	34103	Zoning and Subdivision Fees	MISCELLANEOUS	
31050	Tax Increments	34104	Bldg Plan Reviews	36200	Miscellaneous Revenues
31300	General Sales and Use Tax	34105	Sale of Maps and Publications	36210	Interest Earnings
31400	Selective Sales and Use Tax	34107	Assessment Search Fees	36220	Other Rents and Royalties
31810	Franchise Taxes	34108	Admin Charges to Other Funds	36230	Contributions and Donations
31900	Penalties and Interest DelTax	34109	Other Gen Govt Charges	36240	Refunds/reimbursements
31910	Penalties and Interest AdValTx	34110	Election Filing Fees	BUSINESS TYPE REVENUES	
31920	Forfeited Tax Sale Apportion.	34111	Contractor License Verify	37100	Water Sales
LICENSES AND PERMITS		34112	Septic Pumping Tracking	37150	Water Connect/Reconnect Fee
32000	Licenses and Permits	34113	Engineering-Site Plans	37155	Water Connection Inspection
32100	Business Licenses/Permits	34200	Public Safety Charges for Srvs	37160	Water Penalty
32110	Alcoholic Beverages	34201	Special Police Service	37170	Water Meter Sales
32120	Garbage Haulers' Licenses	34202	Fire Services Charge	37200	Sewer Sales
32130	Contractors' Licenses	34204	Protective Inspection Fees	37250	Sewer Connect/Reconnect Fee
32140	Cigarette Sales License	34206	Other Public Safety Charges	37255	Sewer Connection Inspection
32150	Pawn Shop License	34207	Dog Impound Fees	37260	Swr Penalty
32160	Professional and Occupational	34300	Highways and Street Charges	37300	Refuse (Garbage) Charges
32170	Amusements	34301	Street, Sidewalk and Curb Fees	37310	Customer Charge for Garbage
32180	Other Licenses/Permits	34303	Other Highway and Street Chrgs	37910	Concession Sales
32200	Non-Business Licenses/Permits	34401	Sewerage Chgs (Enterprise Fund)	37920	Vending Machine Sales
32210	Building Permits	34402	Street Sanitation Charges	38000	Other Proprietary Fund Revenue
32211	Mechanical Permit	34403	Recyclables Redeemed	38050	Cable TV Revenues
32212	Septic Install Permit	34404	Sale of Sewage Sludge	38060	Ice Rental Revenues
32220	Gas Installation Permits	34405	Weed Cleaning and Removal Chrg	38061	Open Skating Revenue
32230	Plumbing Connection Permits	34407	Sewer Availability Charge	38062	Dry Floor Events
32240	Animal Licenses	34408	Other Sanitation Charges	38063	Batting Cage Rentals
32250	Parking Permits	34409	Recycling Container Sales	38064	Concession Rental
32255	Right of Way Work Permits	34410	Water Availability Charge	38065	Locker Room Rental
32260	Other Non-Business Lic/Permits	34502	Health Inspection Fees	38066	Sign Space Rental
INTERGOVERNMENTAL		34700	Culture-Recreation Revenue	38067	Tower Lease Payments
33000	Intergovernmental Revenues	34740	Park & Rec Concessions	38080	Other Recreation Revenues
33100	Federal Grants and Aids	34750	Auditorium Use Fees	38400	Internal Service Fund Revenues
33130	CDBG	34780	Park Fees	38401	Vehicle/Equip Repl Chgs.
33140	Environmental Dev Act Grants	34790	Other Cultural-Recreation	OTHER REVENUES	
33150	Emergency Preparedness Grant	34791	Park Dedication Fees	39000	Other Financing Sources
33160	Other Federal Grants	34940	Cemetery Revenues	39101	Sales of General Fixed Assets
33400	State Grants and Aids	34950	Other Revenues	39102	Compensation-Loss Fixed Assets
33401	Local Government Aid	FINES		39200	Interfund Operating Transfers
33402	Homestead Credit	35000	Fines and Forfeits	39201	Transfer from General Fund
33403	Mobile Home Homestead Credit	35100	Court Fines	39202	Contribution-Enterprise Fund
33404	PERA Aid	35104	Other Fines	39203	Transfer from Other Fund
33413	Oak Wilt Disease Control	35105	Tobacco Violation Fines	39300	Proceeds-Gen Long-term Debt
33417	Shade Tree Disease Control	35106	Liquor Violation Fines	39310	Proceeds-Gen Obligation Bond
33418	Muni State Aid St Maintenance	35200	Forfeits	39320	Premiums on Bonds Sold
33419	Muni State Aid St Construction				
33420	Insurance Premium Tax-Fire				
33422	Other State Aid Grants				
33600	County Grants				
33610	County Grants/Aid for Hwy				
33620	Other County Grants/Aid				
33621	County HRA Grant Utility System				

CITY OF EAST BETHEL
EXPENSE OBJECT CODES

Expense Object Code	Description
Employee Expenses:	
101	Full-Time Employees Regular
102	Full-Time Employees Overtime
103	Part-Time Employees
104	Part-Time Employees Overtime
106	Temporary Wages and Salaries
107	Commissions and Boards
111	Severance Payments
112	Uniform Allowance
122	PERA-Coordinated Plan
124	PERA-Police/Fire Plan
125	FICA/Medicare
126	Deferred Compensation
127	Fire Pension Contributions-City
128	Fire Pension Contributions-State
131	Cafeteria Contribution
135	Disability Insurance
136	Employer Paid Expenses
141	Unemployment Benefit Payments
151	Worker's Comp Insurance Prem
Supply Expenses:	
201	Office Supplies
203	Books/Reference Materials
211	Cleaning Supplies
212	Motor Fuels
213	Lubricants and Additives
214	Clothing & Personal Equipment
215	Shop Supplies
216	Chemicals and Chem Products
217	Safety Supplies
218	Welding Supplies
219	General Operating Supplies
221	Motor Vehicles Parts
222	Tires
223	Bldg/Facility Repair Supplies
224	Street Maint Materials
225	Park/Landscaping Materials
226	Sign/Striping Repair Materials
227	Utility Maint Supplies
228	Other Repair Supplies
229	Equipment Parts
231	Small Tools and Minor Equip
257	Concession for Resale
258	Maps For Resale
259	Other For Resale
Service Expenses:	
301	Auditing and Acct'g Services
302	Architect/Engineering Fees
303	Legal Fees
306	Personnel/Labor Relations
307	Professional Services Fees
308	Ordinance Codification
309	Information Systems
321	Telephone
322	Postage/Delivery
331	Travel Expenses
341	Personnel Advertising
342	Legal Notices
343	Other Advertising
351	Printing and Duplicating
361	General Liability Ins
362	Property Ins
363	Automotive Ins
364	Dram Shop
365	Errors and Omissions
366	Machinery Breakdown
368	Bonding Insurance
369	Other Insurance
381	Electric Utilities

Expense Object Code	Description
Service Expenses (cont.):	
382	Gas Utilities
383	Water Utilities
384	Sewer Utilities
385	Refuse Removal
386	Storm Drainage Utility
387	Heating Fuels/Propane
388	Hazardous Waste Disposal
389	Street Light Utility
401	Motor Vehicle Services (Lic'd)
402	Repairs/Maint Machinery/Equip
403	Bldgs/Facilities Repair/Maint
404	Street Maint Services
405	Park & Landscape Services
407	Utility System Services
408	Information System Services
409	Other Repair/Maint
411	Land Rental
412	Building/Facility Rentals
413	Office Equipment Rental
414	Info System Equip Rentals
415	Other Equipment Rentals
416	Machinery Rentals
421	Software Licensing
422	Auto/Misc Licensing Fees/Taxes
423	Filing Fees
431	Vehicle/Equip Replacement Chgs
432	Uncollectible Checks
433	Dues and Subscriptions
434	Conferences/Meetings
437	Bank Fees
438	Reimbursement-3rd Party Exp.
481	Depreciation Expense
Capital Expenses:	
510	Land
520	Buildings and Structures
530	Improvements Other Than Bldgs
540	Heavy Machinery
550	Motor Vehicles
560	Furniture and Fixtures
570	Office Equip and Furnishings
580	Info Systems Equip
590	Capital Lease
Debt Expenses:	
601	Debt Srv Bond Principal
602	Other Long-Term Oblig Princ'at
610	Interest
611	Bond Interest
612	Other Long-Term Oblig Interest
621	Fiscal Agent's Fees
622	Issuance Fees
Arena Management Expenses:	
701	Reimb Manager Salary
703	Reimb Part-time Employee Wages
725	Reimb FICA/MC Costs
731	Reimb Insurance Costs
741	Reimb FUTA Costs
751	Reimb Worker Comp Costs
799	Reimb Overhead Costs
Transfers:	
931	Arena Fund Transfers
932	Bldg Capital Transfers
933	General Fund Reimb. Transfers
934	Debt Fund Transfers
935	Street Capital Transfers
936	Parks Capital Transfers
937	Equip Replacement Transfers
939	Trail Fund Transfers
940	HRA Transfer
999	Contingency

2012 Preliminary Staffing Report

General Fund		2006	2007	2008	2009	2010	2011	2012
City Council	Full Time							
	Part Time	5.00	5.00	5.00	5.00	5.00	5.00	5.00
City Admin	Full Time	1.00	2.00	2.00	2.00	1.00	1.00	2.00
	Part Time							
Elections	Full Time							
	Part Time Temp Seasonal	Contract		Contract		Contract		Contract
City Clerk	Full Time	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Part Time					0.06	0.06	0.06
Finance	Full Time	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Part Time							
Assessing	Full Time	Contract						
	Part Time							
Legal	Full Time	Contract						
	Part Time							
Human Resources	Full Time		1.00	1.00	1.00	1.00	1.00	
	Part Time							
Planning and Zoning	Full Time	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Part Time							
Police	Full Time	Contract						
	Part Time							
Fire	Full Time			1.00	1.00	1.40	1.20	1.00
	Part Time	Paid On-call						
Bldg Inspection	Full Time	3.00	3.00	3.00	3.00	3.00	3.00	1.60
	Part Time							
Engineering	Full Time	Contract						
	Part Time							
Street Maintenance	Full Time	4.50	4.50	4.50	4.50	5.10	4.80	4.50
	Part Time				0.40			
Park Maintenance	Full Time	2.70	4.00	4.00	4.00	4.00	4.00	4.00
	Part Time Temp Seasonal	0.60	0.50	0.50	0.50	0.50	0.60	0.60
Subtotal General Fund	Full Time	16.20	19.50	20.50	20.50	20.50	20.00	18.10
	Part Time Temp Seasonal	5.60	5.50	5.50	5.90	5.56	5.66	5.66
Enterprise Funds								
Ice Arena	Full Time	1.30	0.00	0.00	Contract	Contract	Contract	Contract
	Part Time Temp Seasonal							
Water Utility	Full Time	0.25	0.25	0.25	0.25	0.25	0.25	0.25
	Part Time							
Sewer Utility	Full Time	0.25	0.25	0.25	0.25	0.25	0.25	0.25
	Part Time							
Subtotal Enterprise Funds	Full Time	1.80	0.50	0.50	0.50	0.50	0.50	0.50
	Part Time Temp Seasonal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	Full Time	18.00	20.00	21.00	21.00	21.00	20.50	18.60
	Part Time Temp Seasonal	5.60	5.50	5.50	5.90	5.56	5.66	5.66

CITY OF EAST BETHEL, MINNESOTA

CITY COUNCIL, OFFICIALS AND EMPLOYEES

CITY COUNCIL

		<u>Term Expires</u>
Richard Lawrence	Mayor	1/1/2013
Bill Boyer	Councilmember	1/1/2013
Robert DeRoche, Jr.	Councilmember	1/1/2015
Heide Moegerle	Councilmember	1/1/2015
Steven Voss	Councilmember	1/1/2013

CITY OFFICIALS

Jack Davis	City Administrator
Nate Ayshford	Public Works Manager
Mark DuCharme	Fire Chief
Stephanie Hanson	City Planner
Larry Martin	Building Official
Rita Pierce	Director of Fiscal & Support Services

CITY EMPLOYEES

Terry Allen	Maintenance Worker II
Jackie Campbell	Accounting Technician
Daniel Dobbs	Maintenance Worker II
Carrie Frost	Receptionist
Jeremiah Haller	Maintenance Worker II
Darrin Hansen	Maintenance Worker II
Jason Hehir	Maintenance Worker II
Steven Howe	Maintenance Worker II
Dallas Jelmborg	Maintenance Worker II
Emmanuel Sackey	Building Inspector
John Schaser	Maintenance Worker II
Joan Steffen-Baker	Administrative Support II
Wendy Warren	Deputy City Clerk

GENERAL FUND REVENUE SUMMARY



	2009 Actual	2010 Actual	2011 Final Budget	2012 Adopted Budget
FUND 101 GENERAL FUND				
R 101-31010 Current Ad Valorem Taxes-LL	\$4,383,879	\$4,583,900	\$4,681,345	\$4,191,470
R 101-31810 Franchise Taxes	\$33,761	\$35,945	\$32,000	\$35,000
R 101-32110 Alcoholic Beverages	\$26,685	\$25,588	\$25,000	\$25,000
R 101-32120 Garbage Hauler's License	\$1,800	\$1,800	\$1,800	\$1,800
R 101-32130 Contractor's License	\$30	\$25	\$50	\$50
R 101-32130 Tobacco Sales Licenses	\$3,300	\$2,850	\$3,500	\$3,000
R 101-32180 Other Permits/Licenses	\$5,499	\$5,995	\$5,000	\$5,000
R 101-32210 Building Permits	\$65,293	\$53,353	\$70,000	\$70,000
R 101-32212 Septic System Install	\$8,125	\$7,760	\$6,000	\$6,000
R 101-32230 Plumbing Connection Permits	\$1,185	\$1,515	\$1,200	\$1,500
R 101-32255 ROW Permits	\$6,600	\$7,500	\$5,000	\$5,000
R 101-33000 Misc Intergovernmental	\$5,400	\$0	\$4,000	\$4,000
R 101-33404 PERA Aid	\$2,123	\$2,123	\$2,123	\$2,123
R 101-33402 Mkt Value Homestead Cr Unallotment	\$0	\$0	(\$240,497)	\$0
R 101-33418 Muni State Aid St Maintenance	\$162,550	\$167,531	\$167,531	\$182,422
R 101-33420 State Aid-Fire Relief	\$40,103	\$40,985	\$40,103	\$40,103
R 101-34103 Zoning and Subdivision	\$4,065	\$2,760	\$4,500	\$4,000
R 101-34104 Bldg Plan Reviews	\$18,073	\$14,429	\$20,000	\$15,000
R 101-34105 Sale of Maps and Publications	\$245	\$127	\$150	\$150
R 101-34107 Assessment Search Fees	\$20	\$160	\$60	\$60
R 101-34109 Other General Gov't Charges	\$3,084	\$51,351	\$22,000	\$93,000
R 101-34110 Election Filing Fees	\$0	\$35	\$0	\$20
R 101-34111 Contractor License	\$55	\$15	\$100	\$100
R 101-34112 Septic Pumping Tracking	\$2,825	\$1,370	\$3,000	\$2,500
R 101-34202 Fire Protection Services	\$2,876	\$6,285	\$3,000	\$4,000
R 101-34940 Cemetery Revenues	\$3,800	\$11,600	\$3,000	\$3,000
R 101-35100 Court Fines	\$56,700	\$56,369	\$58,000	\$58,000
R 101-35105 Tobacco Violation Fines	\$400	\$350	\$100	\$100
R 101-35106 Liquor Violation Fines	\$3,000	\$1,800	\$0	\$0
R 101-36210 Interest Earnings	\$7,544	\$3,985	\$10,000	\$5,000
R 101-36220 Other Rents and Royalties	\$7,540	\$9,230	\$7,500	\$7,500
R 101-36240 Refunds and Reimbursements	\$32,580	\$33,729	\$31,000	\$31,000
TOTAL GENERAL FUND	\$4,889,140	\$5,130,465	\$4,966,565	\$4,795,898

GENERAL FUND EXPENDITURE SUMMARY



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
GENERAL FUND DEPARTMENTAL TOTALS				
Dept 41110 Mayor/City Council	\$78,641	\$68,814	\$80,049	\$85,604
Dept 41320 City Administration	\$234,765	\$193,124	\$245,425	\$208,093
Dept 41410 Elections	\$23	\$9,556	\$25	\$11,191
Dept 41430 City Clerk	\$85,508	\$84,124	\$101,393	\$106,594
Dept 41520 Finance	\$212,745	\$217,771	\$225,607	\$223,206
Dept 41550 Assessing	\$45,361	\$45,395	\$50,000	\$50,000
Dept 41610 Legal	\$157,620	\$142,632	\$160,000	\$152,500
Dept 41810 Human Resources	\$104,204	\$110,666	\$32,683	\$2,975
Dept 41910 Planning and Zoning	\$195,250	\$197,451	\$208,608	\$209,242
Dept 41940 General Govt Buildings/Plant	\$25,896	\$32,706	\$49,400	\$46,260
Dept 42110 Police	\$1,004,297	\$1,014,037	\$1,037,218	\$959,272
Dept 42210 Fire Department	\$515,442	\$537,042	\$551,373	\$539,591
Dept 42410 Building Inspection	\$249,111	\$252,267	\$265,066	\$188,832
Dept 43110 Engineering	\$38,082	\$41,536	\$48,000	\$48,000
Dept 43201 Park Maintenance	\$363,171	\$314,541	\$400,798	\$403,780
Dept 43220 Street Maintenance	\$735,018	\$750,946	\$764,781	\$732,587
Dept 45311 Civic Events	\$8,210	\$4,791	\$5,000	\$2,500
Dept 48140 Risk Management	\$82,219	\$91,090	\$97,784	\$102,119
Dept 48150 Central Services/Supplies	\$68,241	\$81,612	\$90,751	\$96,807
Dept 49360 Transfers Out	\$549,826	\$787,573	\$552,604	\$626,745
TOTAL GENERAL FUND	\$4,753,630	\$4,977,674	\$4,966,565	\$4,795,898



2012 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 and development activity and to adopt polices that are in the best interest of the City and its residents

EXPENDITURE DETAILS

107-Commissions and Boards
\$20,171

City's participation in the Upper Rum River Watershed Management Organization - \$2,613, and the Sunrise Watershed Management Organization - \$17,558

307-Professional Services
\$12,000

Quarterly updates of ordinances on the City's website - \$10,000. Professional service requirements throughout the year including assistance with grant and direct appropriation identification and pursuit.

351-Printing and Duplicating
\$1,000
Printing of Town Hall meeting board signs

433-Dues and Subscriptions
\$16,157

Membership dues for the League of Minnesota Cities-\$9,945; Mediation Services for Anoka County-\$1,336; North TH 65 Corridor Coalition-\$250 and Alexandra House-\$4,626

434-Conferences/Meetings

\$2,400

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

CAPITAL OUTLAY

None

STAFFING

1- Mayor

4- City Council Members



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 41110 Mayor/City Council				
E 101-41110-103 Part-Time Employees	\$29,100	\$29,100	\$29,100	\$29,100
E 101-41110-107 Commissions and Boards	\$16,051	\$13,064	\$13,300	\$20,171
E 101-41110-122 PERA-Coordinated Plan	\$315	\$576	\$2,110	\$2,110
E 101-41110-125 FICA/Medicare	\$1,836	\$1,512	\$2,226	\$2,226
E 101-41110-151 Worker's Comp Insurance Prem	\$55	\$87	\$80	\$90
E 101-41110-201 Office Supplies	\$186	\$24	\$900	\$200
E 101-41110-219 General Operating Supplies	\$22	\$82	\$0	\$100
E 101-41110-307 Professional Services Fees	\$14,023	\$9,244	\$14,800	\$12,000
E 101-41110-331 Travel Expenses	\$0	\$0	\$0	\$0
E 101-41110-343 Other Advertising	\$50	\$35	\$0	\$50
E 101-41110-351 Printing and Duplicating	\$917	\$52	\$1,000	\$1,000
E 101-41110-415 Other Equipment Rentals	\$647	\$0	\$1,000	\$0
E 101-41110-433 Dues and Subscriptions	\$15,006	\$14,984	\$15,533	\$16,157
E 101-41110-434 Conferences/Meetings	\$433	\$54	\$0	\$2,400
	\$78,641	\$68,814	\$80,049	\$85,604



2012 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

101-Full-Time Employees Regular

Amounts have been provided for compensated absences that are required to be accounted for and funded separately.

433- Dues and Subscriptions

\$1,000

Membership in ICMA and MCMA

CAPITAL OUTLAY

None

STAFFING

1 City Administrator

1 Receptionist



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 41320 City Administration				
E 101-41320-101 Full-Time Employees Regular	\$173,097	\$148,334	\$199,619	\$153,538
E 101-41320-122 PERA-Coordinated Plan	\$11,693	\$10,534	\$6,598	\$11,095
E 101-41320-125 FICA/Medicare	\$11,422	\$8,857	\$14,085	\$12,781
E 101-41320-126 Deferred Compensation	\$7,282	\$6,500	\$1,750	\$3,036
E 101-41320-131 Cafeteria Contribution	\$16,192	\$10,701	\$10,732	\$22,800
E 101-41320-141 Unemployment Benefit Payments	\$9,274	\$2,784	\$6,091	\$0
E 101-41320-151 Worker's Comp Insurance Prem	\$1,324	\$1,489	\$1,250	\$1,393
E 101-41320-201 Office Supplies	\$149	\$0	\$100	\$150
E 101-41320-203 Books/Ref. Materials/Software	\$70	\$0	\$0	\$0
E 101-41320-231 Small Tools and Minor Equip	\$0	\$0	\$1,000	\$0
E 101-41320-321 Telephone	\$501	\$360	\$500	\$0
E 101-41320-331 Travel Expenses	\$2,505	\$2,448	\$2,500	\$1,800
E 101-41320-433 Dues and Subscriptions	\$1,256	\$1,117	\$1,200	\$1,000
E 101-41320-434 Conferences/Meetings	\$0	\$0	\$0	\$500
	\$234,765	\$193,124	\$245,425	\$208,093



2012 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 elections.

EXPENDITURE DETAILS

307 Professional Services

\$9,266.25

Election Judges

Head Judge PT	Training	\$9.25	9	\$83.25	100.00%	\$83.25
Asst. Hd. Judge	Training	\$9.00	9	\$81.00	100.00%	\$81.00
Regular PT	Training	\$8.75	72	\$630.00	100.00%	\$630.00
Head Judge PT	Primary	\$9.25	48	\$444.00	100.00%	\$444.00
Asst. Hd. Judge	Primary	\$9.00	48	\$432.00	100.00%	\$432.00
Regular PT	Primary	\$8.75	384	\$3,360.00	100.00%	\$3,360.00
Head Judge PT	General	\$9.25	48	\$444.00	100.00%	\$444.00
Asst. Hd. Judge	Primary	\$9.00	48	\$432.00	100.00%	\$432.00
Regular PT	General	\$8.75	384	\$3,360.00	100.00%	<u>\$3,360.00</u>
						<u>\$9,266.25</u>

402 Equipment Maintenance

\$1,300

Costs related to maintenance and repair of voting equipment

434-Conference/Meetings

\$50

Election training costs

CAPITAL OUTLAY

None



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 41410 Elections				
E 101-41410-201 Office Supplies	\$0	\$66	\$0	\$100
E 101-41410-219 General Operating Supplies	\$0	\$78	\$0	\$100
E 101-41410-307 Professional Services Fees	\$0	\$8,467	\$0	\$9,266
E 101-41410-331 Travel Expenses	\$23	\$0	\$25	\$25
E 101-41410-342 Legal Notices	\$0	\$348	\$0	\$350
E 101-41410-402 Repairs/Maint Machinery/Equip	\$0	\$597	\$0	\$1,300
E 101-41410-434 Conferences/Meetings	\$0	\$0	\$0	\$50
	\$23	\$9,556	\$25	\$11,191



2012 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 41430 - City Clerk

DEPARTMENTAL PROFILE

The Deputy City Clerk is responsible for the City Council agenda process, preparation of elections, production and distribution of the City newsletter, computer network maintenance, City website, licensing and coordinating the City's record retention schedule.

DEPARTMENTAL GOALS

Assimilate and disseminate City Council information to stakeholders, ensure compliance with all election related Statutes, maintain the City's website/computer network, maintain the City's contract files and provide support to the City Administrator

EXPENDITURE DETAILS

101-Full-Time Employees Regular

Amounts have been provided for compensated absences that are required to be accounted for and funded separately.

102 - Overtime

\$12,000

Deputy City Clerk for taking minutes at night meetings and support staff employees for recording meetings when Cable Technician is unavailable

103 - Part-Time Employees

\$1,530

Cable Technician for recording evening meetings - \$1,530

201 - Office Supplies

\$100

Miscellaneous office supplies including paper, toner, envelopes, folders, etc.

307 - Professional Service Fees

\$200

Contractual minute-taking services when Deputy Clerk is not available

421 – Software Licensing

\$100

Adobe Acrobat license

433-Dues and Subscriptions

\$175

Membership in State and International Municipal Clerks Association

CAPITAL OUTLAY

None

STAFFING

1-Deputy City Clerk

1-Part Time Cable Technician



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 41430 City Clerk				
E 101-41430-101 Full-Time Employees Regular	\$59,595	\$61,522	\$63,771	\$65,542
E 101-41430-102 Full-Time Employees Overtime	\$4,422	\$945	\$11,500	\$12,000
E 101-41430-103 Part-Time Employees	\$0	\$501	\$996	\$1,530
E 101-41430-122 PERA-Coordinated Plan	\$4,385	\$4,312	\$4,610	\$5,803
E 101-41430-125 FICA/Medicare	\$4,914	\$5,340	\$6,563	\$7,085
E 101-41430-126 Deferred Compensation	\$781	\$0	\$1,893	\$1,951
E 101-41430-131 Cafeteria Contribution	\$10,285	\$10,701	\$10,732	\$11,400
E 101-41430-151 Worker's Comp Insurance Prem	\$506	\$615	\$653	\$608
E 101-41430-201 Office Supplies	\$50	\$92	\$100	\$100
E 101-41430-231 Small Tools and Minor Equip	\$96	\$0	\$100	\$100
E 101-41430-307 Professional Services Fees	\$0	\$0	\$200	\$200
E 101-41430-331 Travel Expenses	\$165	\$41	\$0	\$0
E 101-41430-421 Software Licensing	\$0	\$0	\$100	\$100
E 101-41430-433 Dues and Subscriptions	\$160	\$0	\$175	\$175
E 101-41430-434 Conferences/Meetings	\$149	\$55	\$0	\$0
	\$85,508	\$84,124	\$101,393	\$106,594



2012 Budget

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

DEPARTMENTAL PROFILE

Finance is responsible for all treasury operations of the City, risk management, employee payroll and benefits, budget preparation, maintenance of accounting records, external financial reporting, debt service, audit services and the provision of fiscal management services and analysis to internal and external customers of the City of East Bethel.

DEPARTMENTAL GOALS

Departmental goals for 2012 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

101-Full-Time Employees Regular

Amounts have been provided for compensated absences that are required to be accounted for and funded separately.

301-Auditing and Accounting Services

\$20,000

Annual audit of the City's financial statements

421-Software License

\$1,700

Financial software support necessary if problems arise with Banyon financial and payroll software; includes upgrades and enhancements of software.

433-Dues and Subscriptions

\$320

GFOA - \$200; Minnesota GFOA - \$60@ for 2 memberships

434-Conferences/Meetings

\$200

Training for the Accounting Technician and for the Fiscal Services Director

CAPITAL OUTLAY

None

STAFFING

1 Director of Fiscal & Support Services

1 Accounting Technician



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 41520 Finance				
E 101-41520-101 Full-Time Employees Regular	\$144,327	\$144,174	\$149,140	\$149,100
E 101-41520-122 PERA-Coordinated Plan	\$9,318	\$9,921	\$10,694	\$10,737
E 101-41520-125 FICA/Medicare	\$12,188	\$12,115	\$12,783	\$12,922
E 101-41520-126 Deferred Compensation	\$3,666	\$3,703	\$3,757	\$3,775
E 101-41520-131 Cafeteria Contribution	\$19,779	\$21,402	\$21,465	\$22,800
E 101-41520-151 Worker's Comp Insurance Prem	\$1,076	\$1,402	\$1,298	\$1,352
E 101-41520-201 Office Supplies	\$90	\$112	\$150	\$150
E 101-41520-203 Books/Ref. Materials/Software	\$0	\$0	\$100	\$0
E 101-41520-231 Small Tools and Minor Equip	\$0	\$0	\$100	\$0
E 101-41520-301 Auditing and Acct'g Services	\$22,000	\$23,000	\$24,000	\$20,000
E 101-41520-331 Travel Expenses	\$0	\$46	\$0	\$100
E 101-41520-421 Software Licensing	\$0	\$1,561	\$1,700	\$1,700
E 101-41520-433 Dues and Subscriptions	\$301	\$310	\$320	\$320
E 101-41520-434 Conferences/Meetings	\$0	\$25	\$50	\$200
E 101-41520-437 Bank Fees	\$0	\$0	\$50	\$50
	\$212,745	\$217,771	\$225,607	\$223,206



2012 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
\$50,000
Contractual cost of assessing services

CAPITAL OUTLAY

None

STAFFING

None

					
		2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 41550 Assessing					
E 101-41550-307 Professional Services Fees	\$45,361	\$45,395	\$50,000	\$50,000	
	\$45,361	\$45,395	\$50,000	\$50,000	



2012 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
\$152,500
Contracted legal services

CAPITAL OUTLAY

None

STAFFING

None

			2011	2012
	2009 Actual	2010 Actual	Amended Budget	Adopted Budget
Dept 41610 Legal				
E 101-41610-303 Legal Fees	\$157,620	\$142,632	\$160,000	\$152,500
	\$157,620	\$142,632	\$160,000	\$152,500



2012 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 41810 - Human Resources

DEPARTMENTAL PROFILE

This department administers human resource activities that currently have not been absorbed into other departments.

DEPARTMENTAL GOALS

Provide expertise and ensure legal compliance in the area of human resources; assist/support employees with personnel related issues; ensure adherence with employment policies.

EXPENDITURE DETAILS

307-Professional Services

\$2,975

SafeAssure Safety Consultant - \$2,975

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

CAPITAL OUTLAY

None

STAFFING

None



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 41810 Human Resources				
E 101-41810-101 Full-Time Employees Regular	\$78,738	\$81,467	\$10,885	\$0
E 101-41810-106 Temporary Wages & Salaries	\$0	\$0	\$2,600	\$0
E 101-41810-122 PERA-Coordinated Plan	\$5,275	\$5,597	\$383	\$0
E 101-41810-125 FICA/Medicare	\$6,688	\$6,834	\$1,095	\$0
E 101-41810-126 Deferred Compensation	\$2,000	\$2,000	\$0	\$0
E 101-41810-131 Cafeteria Contribution	\$10,285	\$10,701	\$732	\$0
E 101-41810-141 Unemployment Benefit Payments	\$0	\$0	\$13,100	\$0
E 101-41810-151 Worker's Comp Insurance Prem	\$609	\$791	\$738	\$0
E 101-41810-201 Office Supplies	\$261	\$181	\$150	\$0
E 101-41810-219 General Operating Supplies	\$0	\$0	\$0	\$0
E 101-41810-231 Small Tools and Minor Equip	\$0	\$0	\$0	\$0
E 101-41810-303 Legal Fees	\$0	\$0	\$0	\$0
E 101-41810-307 Professional Services Fees	\$0	\$2,975	\$3,000	\$2,975
E 101-41810-331 Travel Expenses	\$99	\$0	\$0	\$0
E 101-41810-434 Conferences/Meetings	\$249	\$120	\$0	\$0
	\$104,204	\$110,666	\$32,683	\$2,975



2012 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 making presentations to the City Council and the Planning Commission (PC) to facilitate their decision making. It also includes review of all building permit applications, assists with code enforcement, oversee's 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; provide timely and thorough review of all PC and City Council 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 Economic Development Authority.

EXPENDITURE DETAILS

101-Full-Time Employees Regular

Amounts have been provided for compensated absences that are required to be accounted for and funded separately.

201 – General Office Supplies

\$150

Printer ink cartridges for the GIS printer and two planning staff printers.

307 – Professional Services Fees

\$10,308

PZ minute taking and preparation-\$1,200, GIS – one year management contract and staff training - (144 hours at 60.75/hr) - \$8,748, Anoka County license renewal for digital parcel database information for GIS - \$260, Anoka Conservation District Professional Services (map production, data collection, land use reviews, etc) - \$100

321 – Telephone

\$500

Cellular telephone for Planner

342 – Legal Notices

\$1,250

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

351 – Printing and Duplicating

\$200

Copies of Comprehensive Plan, Zoning Ordinance, plat books and other documents as needed for the City Council and Planning Commission

402 – Repairs/Maint Machinery/Equip

\$500

Unforeseen repairs to GIS printer

421 – Software Licensing

\$500

Annual fee for ArcView software upgrades and technical support for GIS - \$500

423 – Filing Fees

\$500

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

431 – Vehicle Charges

\$2,500

Set aside funds for future Community Development vehicle to be used for inspections, workshops, etc.

433 – Dues and Subscriptions

\$350

National American Planning Association (APA)-\$270 and Minnesota Chapter APA-\$80

434 – Conferences/Meetings

\$200

Sensible Land Use Coalition Workshops-\$100 and Land and Clean Water Summit-\$100

CAPITAL OUTLAY

None

STAFFING

1 City Planner

1 Administrative Support II



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 41910 Planning and Zoning				
E 101-41910-101 Full-Time Employees Regular	\$135,679	\$138,508	\$140,021	\$140,526
E 101-41910-102 Full-Time Employees Overtime	\$134	\$0	\$0	\$0
E 101-41910-107 Commissions and Boards	\$1,260	\$1,200	\$2,500	\$2,500
E 101-41910-122 PERA-Coordinated Plan	\$9,160	\$9,649	\$10,116	\$10,116
E 101-41910-125 FICA/Medicare	\$10,060	\$10,166	\$11,121	\$11,304
E 101-41910-126 Deferred Compensation	\$2,000	\$2,000	\$3,614	\$3,614
E 101-41910-131 Cafeteria Contribution	\$20,174	\$21,366	\$21,465	\$22,800
E 101-41910-151 Worker's Comp Insurance Prem	\$1,058	\$1,364	\$1,228	\$1,274
E 101-41910-201 Office Supplies	\$398	\$86	\$150	\$150
E 101-41910-307 Professional Services Fees	\$9,810	\$8,673	\$12,093	\$10,308
E 101-41910-321 Telephone	\$278	\$263	\$500	\$500
E 101-41910-331 Travel Expenses	\$125	\$0	\$0	\$150
E 101-41910-342 Legal Notices	\$1,481	\$620	\$1,250	\$1,250
E 101-41910-351 Printing and Duplicating	\$0	\$0	\$200	\$200
E 101-41910-402 Repairs/Maint Machinery/Equip	\$0	\$0	\$500	\$500
E 101-41910-421 Software Licensing	\$405	\$406	\$500	\$500
E 101-41910-423 Filing Fees	\$88	\$175	\$500	\$500
E 101-41910-431 Equipment Replacement Chgs	\$2,500	\$2,500	\$2,500	\$2,500
E 101-41910-433 Dues and Subscriptions	\$290	\$435	\$350	\$350
E 101-41910-434 Conferences/Meetings	\$350	\$40	\$0	\$200
	\$195,250	\$197,451	\$208,608	\$209,242



2012 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

223-Bldg/Facility Repair Supplies

\$1,750

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

381-Electric Utilities

\$13,000

Electrical utility services for City Hall and the City billboard

382-Gas Utilities

\$10,000

Gas utilities for City Hall

403-Buildings & Facilities Repair/Maintenance

\$17,500

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

CAPITAL OUTLAY

None

STAFFING

None



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 41940 General Govt Buildings/Plant				
E 101-41940-216 Chemicals and Chem Products	\$509	\$0	\$250	\$250
E 101-41940-219 General Operating Supplies	\$350	\$274	\$1,000	\$1,000
E 101-41940-223 Bldg/Facility Repair Supplies	\$1,295	\$617	\$1,750	\$1,750
E 101-41940-225 Park/Landscaping Materials	\$223	\$174	\$400	\$400
E 101-41940-231 Small Tools and Minor Equip	\$245	\$597	\$800	\$800
E 101-41940-307 Professional Services Fees	\$0	\$841	\$0	\$500
E 101-41940-381 Electric Utilities	\$9,887	\$11,846	\$13,000	\$13,000
E 101-41940-382 Gas Utilities	\$176	\$5,789	\$14,000	\$10,000
E 101-41940-385 Refuse Removal	\$0	\$0	\$0	\$360
E 101-41940-402 Repairs/Maint Machinery/Equip	\$152	\$513	\$500	\$500
E 101-41940-403 Bldgs/Facilities Repair/Maint	\$13,059	\$12,055	\$17,500	\$17,500
E 101-41940-405 Park & Landscape Services	\$0	\$0	\$200	\$200
	\$25,896	\$32,706	\$49,400	\$46,260



2012 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
\$959,272

Contractual cost of animal control (\$8,000) and police services, including patrol and CSO's (\$951,272). The proposed contract for police services provides for a decrease in daily coverage from 40 hours in 2011 to 36 hours in 2012.

CAPITAL OUTLAY

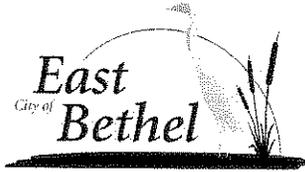
None

STAFFING

None



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 42110 Police				
E 101-42110-219 General Operating Supplies	\$97	\$110	\$0	\$0
E 101-42110-307 Professional Services Fees	\$1,004,200	\$1,013,927	\$1,037,218	\$959,272
	\$1,004,297	\$1,014,037	\$1,037,218	\$959,272



2012 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 educations and training to our members. We desire to have an atmosphere of open communication which promotes the health and welfare of individual members.

EXPENDITURE DETAILS

101-Full-Time Employees Regular

Full-time Fire Chief Position

Amounts have been provided for compensated absences that are required to be accounted for and funded separately.

103-PT Wages and Salaries

\$106,133

Fire Fighters will be paid according to the compensation schedule; Probationary Fire Fighters \$8.12 per hour, Post Probationary and Fire Fighter I level Fire Fighters \$9.14 per hour and Fire Fighter II level with all educational elements met \$10.15 and Fire fighter III level \$11.17 per hour.

<u>Position</u>	<u>Number of Officers</u>	<u>2012 Monthly</u>	<u>Annual Salary</u>
Deputy Chief	1	\$ 473.00	\$ 5,676
District Chief	2	\$ 254.00	\$ 6,096
Captain	2	\$ 127.00	\$ 3,048
Lieutenant	3	\$ 102.00	\$ 3,672
Training officer	1	\$ 102.00	\$ 1,224
Duty Officer	1 per week	\$ 549.81	<u>\$ 6,598</u>
			\$26,314

- 2012 will continue with single station call out protocol. It is anticipated that the total number of calls will approximate 501 (The same as 2010). 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	54	12	11.17	\$ 7,238.16
Station 2 Calls	130	6	11.17	\$ 8,712.60
Station 1 Calls	187	6	11.17	\$ 12,532.74
Day Calls	129	8	11.17	\$ 11,527.44
Total Fire Fighter Call Cost				\$ 40,010.94

- Training, Meeting and Drill costs for drills is estimated at \$22.34 per firefighter with 18 drills (Required fire fighting and medical training), 12 other drills (Station and equipment cleaning and maintenance) at 34 members per drill at two hours per drill and 4 two hour Meetings (Monthly staff meetings) at an average of 34 Fire Fighters at two hours. Fire Officers are required to attend 12 hours of extra outside training (10 Officers @ 12 hours @ \$ 11.17 per hour);

Type of Meeting/Drill	Number of Meeting/Drill	Projected Fire Fighters per Meeting/Drill	Pay per Meeting/Drill	Hours/ Position	Total Amount
Quarterly Staff Meeting	4	34	11.17	2/34	\$3,038.24
Fire Fighting Training Drills	20	34	11.17	2/34	\$15,191.20
Medical Training Drills	6	34	11.17	2/34	\$4,557.36
Station Maintenance Drills	12	34	11.17	2/34	\$9,114.72
Officer Outside Required Training	1	10	11.17	12/10	\$1,340.40
Total Fire Fighter Meeting/Drill Cost					\$ 33,241.92

Fire inspector are budgeted for 16.5 hours per month, combined, at \$17.26 per hour; \$3,417.48

New Firefighter Recruits will be trained and educated in house (Firefighter I and II) by approved and certified Fire Department Staff members. The total curriculum is 140 hours with two Fire Department instructors at each session; 140 hours x 2 x \$ 11.17 per hour = \$ 3,127.60 which will be reimbursed from the State Fire Training Board, \$4,000. (This is in lieu of paying over \$ 1,000 per recruit firefighter to an outside school.)

125-FICA/Medicare

\$14,618

The City contribution on wages paid.

126-Deferred Compensation

\$2,000

3% match for the full-time Fire Chief

127- Fire Pensions Contributions-City

\$17,500

Contribution funded directly by City taxpayers. This amount is the estimated amount of a voluntary contribution required by the City.

128-Fire Pensions Contributions

\$40,103

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 amount estimated for the actual amount received in 2010. The actual amount is not known until October of the year it is payable to the City.

131-Cafeteria Contribution

\$13,400

City share of benefits for the full-time Fire Chief positions

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

\$19,257

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

201-Offices Supplies

\$1,150

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

203-Books/Reference Materials

\$1,650

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

212-Motors Fuels

\$9,000

The Department's share of fuel costs for 2012

213- Lubricants and Additives

\$250

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

214-Clothing & Personal Equipment

\$9,250

Personal Protective Equipment for new five Fighters; turnout gear \$1,300 per set, helmets \$ 150, boots \$ 175, Hood and Gloves \$ 125.

215-Shop Supplies

\$800

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

217-Safety Supplies

\$3,650

This covers gloves, glasses, coveralls, and medical supplies. It also covers a \$2,000 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

\$500

This is for replacement of tires.

223-Bldg/Facility Repair Supplies

\$800

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

229-Equipment Parts

\$ 800

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

231-Small Tools and Minor Equipment

\$6,525

Provides for purchase of minor equipment such as axes, hose, couplings and fittings for fire hoses \$1,425 and the purchase of 6 pagers totaling \$3,600, 3 1 ¼" nozzles (3 @ \$350 or \$1,150) Update of older AED (Automatic Electronic Defibrillator) to meet new CPR protocols \$350.

306-Personnel/Labor Relations

\$1,400

Drug testing services

307-Professional Services Fees

\$5,950

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

321-Telephones

\$8,000

Provides for telephone service for three stations \$1,500, an analog line at each station plus one fax line \$5,000 and five Nextel cellular phone services \$1,500.

351-Printing and Duplicating

\$500

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

381-Electrical Utilities

\$9,000

Electric utility service for three stations

382-Gas Utilities

\$14,000

Gas utility service for three stations

385-Refuse Removal

\$800

Refuse removal for three stations

401-Motor Vehicle Services (Lic'd)

\$4,000

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

402-Repairs/Maint Machinery/Equip

\$18,750

Warning sirens maintenance and contract – (15 sirens x \$1,250) \$18,750.

403-Bldgs/Facilities Repair/Maint.

\$4,000

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 office area

422-Auto/Misc Licensing Fees/Taxes

\$4,350

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

431-Vehicle Replacement Charges

\$115,000

Replacement trucks from the Equipment Acquisition Fund

433-Dues and Subscriptions

\$1,000

Professional firefighter associations for officers and fire inspectors

434-Training (Conferences/Meetings)

Outside training for Fire Fighters and Officers to meet basic requirements.

\$1,000

CAPITAL OUTLAY

540-Heavy Machinery

\$ 16,000

Replacement of Self Contained Breathing Apparatus (SCBA) breathing air compressor at Station One. These will make SCBA equipment compliant with OSHA and NFPA (National Fire Protection Association).

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

34 Paid On-call Firefighters



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 42210 Fire Department				
E 101-42210-101 Full-Time Employees Regular	\$87,335	\$93,102	\$89,057	\$82,955
E 101-42210-103 Part-Time Employees	\$119,894	\$93,959	\$105,855	\$106,133
E 101-42210-122 PERA-Coordinated Plan	\$384	\$1,001	\$595	\$0
E 101-42210-125 FICA/Medicare	\$14,429	\$13,222	\$15,102	\$14,618
E 101-42210-126 Deferred Compensation	\$2,000	\$2,213	\$2,246	\$2,000
E 101-42210-127 Fire Pension Contribution-City	\$0	\$39,103	\$28,315	\$17,500
E 101-42210-128 Fire Pension Contrib.-State	\$40,103	\$40,985	\$40,103	\$40,103
E 101-42210-131 Cafeteria Contribution	\$13,626	\$16,302	\$14,879	\$13,400
E 101-42210-135 Disability Insurance	\$890	\$890	\$1,000	\$1,000
E 101-42210-141 Unemploy Benefit Payments	\$29	\$273	\$0	\$0
E 101-42210-151 Worker's Comp Insurance Prem	\$15,520	\$19,704	\$17,446	\$19,257
E 101-42210-201 Office Supplies	\$883	\$1,519	\$1,150	\$1,150
E 101-42210-203 Books/Ref. Materials/Software	\$0	\$304	\$1,650	\$1,650
E 101-42210-212 Motor Fuels	\$7,048	\$9,028	\$7,100	\$9,000
E 101-42210-213 Lubricants and Additives	\$0	\$0	\$250	\$250
E 101-42210-214 Clothing & Personal Equipment	\$6,442	\$5,306	\$7,000	\$9,250
E 101-42210-215 Shop Supplies	\$0	\$486	\$800	\$800
E 101-42210-217 Safety Supplies	\$4,531	\$3,794	\$3,650	\$3,650
E 101-42210-219 General Operating Supplies	\$2,941	\$1,241	\$2,500	\$2,500
E 101-42210-221 Motor Vehicles Parts	\$2,850	\$1,928	\$2,000	\$2,000
E 101-42210-222 Tires	\$651	\$0	\$500	\$500
E 101-42210-223 Bldg/Facility Repair Supplies	\$889	\$345	\$800	\$800
E 101-42210-229 Equipment Parts	\$769	\$1,032	\$800	\$800
E 101-42210-231 Small Tools and Minor Equip	\$8,921	\$7,845	\$5,775	\$6,525
E 101-42210-303 Legal Fees	\$71	\$0	\$0	\$0
E 101-42210-306 Personnel/Labor Relations	\$1,365	\$1,011	\$1,400	\$1,400
E 101-42210-307 Professional Services Fees	\$3,106	\$150	\$5,950	\$5,950
E 101-42210-309 Information Systems	\$2,906	\$1,186	\$1,500	\$0
E 101-42210-321 Telephone	\$7,660	\$7,714	\$8,700	\$8,000
E 101-42210-322 Postage/Delivery	\$23	\$0	\$0	\$0
E 101-42210-331 Travel Expenses	\$2,864	\$1,681	\$0	\$0
E 101-42210-341 Personnel Advertising	\$0	\$39	\$0	\$0
E 101-42210-342 Legal Notices	\$0	\$0		\$0
E 101-42210-351 Printing and Duplicating	\$993	\$0	\$500	\$500
E 101-42210-381 Electric Utilities	\$6,585	\$8,993	\$8,500	\$9,000
E 101-42210-382 Gas Utilities	\$11,248	\$13,131	\$17,500	\$14,000
E 101-42210-384 Sewer Utilities	\$0	\$0	\$600	\$0
E 101-42210-385 Refuse Removal	\$788	\$431	\$800	\$800
E 101-42210-401 Motor Vehicle Services (Lic'd)	\$3,837	\$3,235	\$4,000	\$4,000
E 101-42210-402 Repairs/Maint Machinery/Equip	\$7,491	\$18,320	\$17,250	\$18,750
E 101-42210-403 Bldgs/Facilities Repair/Maint	\$3,883	\$3,860	\$4,000	\$4,000



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
E 101-42210-421 Software Licensing	\$0	\$227	\$1,000	\$0
E 101-42210-422 Auto/Misc Licensing Fees/Taxes	\$1,680	\$3,372	\$4,350	\$4,350
E 101-42210-431 Equipment Replacement Chgs	\$115,000	\$115,000	\$115,000	\$115,000
E 101-42210-433 Dues and Subscriptions	\$1,348	\$1,218	\$1,750	\$1,000
E 101-42210-434 Conferences/Meetings	\$4,459	\$3,892	\$0	\$1,000
E 101-42210-540 Heavy Machinery	\$10,000	\$0	\$10,000	\$16,000
	\$515,442	\$537,042	\$551,373	\$539,591



2012 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

101-Full-Time Employees Regular

Amounts have been provided for compensated absences that are required to be accounted for and funded separately.

212- Motor Fuels
\$2,500

Reflects the decrease in fuel costs and more accurately reflects departmental usage based on historical data

214- Clothing and Personal Equipment
\$50
Safety Vests, Hardhats

219-General Operating Supplies
\$100

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

231-Small Tools and Minor Equipment
\$50
Flashlights, tape measures

259-Other for Resale

\$190

Plastic permit holders/covers, dangerous dog signs and dog tags.

351-Printing and Duplicating

\$200

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

421-Software Licensing

\$1,400

Annual support for PermitWorks software

431-Vehicle Replacement Charges

\$3,000

Future truck replacement

433- Dues and Subscriptions

\$75

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

434-Conferences/Meetings

\$4,800

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 .

CAPITAL OUTLAY

None

STAFFING

1 Building Official (80%)

1 Building Inspector (80%)



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 42410 Building Inspection				
E 101-42410-101 Full-Time Employees Regular	\$178,922	\$181,221	\$187,612	\$116,914
E 101-42410-102 Full-Time Employees Overtime	\$89	\$0	\$0	\$0
E 101-42410-122 PERA-Coordinated Plan	\$12,139	\$12,587	\$13,542	\$8,404
E 101-42410-125 FICA/Medicare	\$15,410	\$15,697	\$17,136	\$10,884
E 101-42410-126 Deferred Compensation	\$2,972	\$2,420	\$5,031	\$3,420
E 101-42410-131 Cafeteria Contribution	\$30,459	\$30,862	\$32,197	\$22,800
E 101-42410-141 Unemploy Benefit Payments	\$0	\$0	\$0	\$12,250
E 101-42410-151 Worker's Comp Insurance Prem	\$959	\$1,381	\$1,293	\$765
E 101-42410-201 Office Supplies	\$85	\$68	\$0	\$100
E 101-42410-212 Motor Fuels	\$2,067	\$2,814	\$2,400	\$2,500
E 101-42410-214 Clothing & Personal Equipment	\$0	\$0	\$100	\$50
E 101-42410-219 General Operating Supplies	\$0	\$0	\$100	\$100
E 101-42410-221 Motor Vehicles Parts	\$241	\$0	\$0	\$400
E 101-42410-231 Small Tools and Minor Equip	\$595	\$0	\$50	\$50
E 101-42410-259 Other For Resale	\$0	\$165	\$100	\$190
E 101-42410-307 Professional Services Fees	\$0		\$0	\$0
E 101-42410-321 Telephone	\$515	\$263	\$1,000	\$500
E 101-42410-331 Travel Expenses	\$0	\$41	\$0	\$0
E 101-42410-351 Printing and Duplicating	\$0	\$0	\$200	\$200
E 101-42410-421 Software Licensing	\$1,008	\$1,009	\$1,200	\$1,400
E 101-42410-422 Auto/Misc Licensing Fees/Taxes	\$0	\$29	\$30	\$30
E 101-42410-431 Equipment Replacement Chgs	\$2,500	\$2,500	\$3,000	\$3,000
E 101-42410-433 Dues and Subscriptions	\$50	\$75	\$75	\$75
E 101-42410-434 Conferences/Meetings	\$1,100	\$1,135	\$0	\$4,800
	\$249,111	\$252,267	\$265,066	\$188,832



2012 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
\$48,000
Project services and support

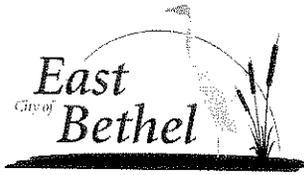
CAPITAL OUTLAY

None

STAFFING

None

				
	2009	2010	2011	2012
	Actual	Actual	Amended Budget	Adopted Budget
Dept 43110 Engineering				
E 101-43110-302 Architect/Engineering Fees	\$38,082	\$41,536	\$48,000	\$48,000
	\$38,082	\$41,536	\$48,000	\$48,000



2012 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, etc., including: 17 ball fields, 3 soccer fields, 7 pavilions, 2 skateboard parks, 1 orienteering course, walking trails, bridges, 6 tennis courts, 14 playgrounds, and 6 basketball courts. With future access to the Cedar Creek Natural Habitat Area (CCNHA), an additional 12 miles of cross country ski trails, 8 to 12 miles of hiking trails, 3 miles of horse riding trails, 6 to 8 picnic tables around Fish Lake, trails and signage will be added.

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 10 playgrounds

EXPENDITURE DETAILS

101-Full-Time Employees Regular Salaries

Four full-time maintenance workers

Amounts have been provided for compensated absences that are required to be accounted for and funded separately.

102-FT- Overtime

\$1,000

30 hours of overtime to staff special events such as Booster Days, National Night Out and other emergency maintenance situations

103-PT-Wages and Salaries

\$12,000

2 seasonal employees for part time help during the summer months

201-Office Supplies
\$100
Pens, paper, pencils and other consumable office supplies

211-Cleaning Supplies
\$500
Cleaning agents, paper products, brooms, brushes, etc. to maintain park facilities

212-Motor Fuels
\$14,000
Diesel and gasoline for mowers, trucks and other maintenance equipment

213-Lubricants and Additives
\$600
Oil, grease and hydraulic fluid for park maintenance equipment

214-Clothing and Personal Equipment
\$3,100
12 months of uniform rental for maintenance employees and \$100 @ for safety boots

215-Shop Materials
\$300
Materials necessary to fabricate and/or repair park maintenance equipment

216 Chemicals/Chemical products
\$3,000
Includes fertilizer, weed control, seed, sod, etc.; the charges represent a savings of 50% versus contracting for the service

217-Safety Supplies
\$500
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
\$2,200
Fencing, paint, building repair materials, playground equipment, picnic tables, waste cans and computer/printer replacement used by maintenance personnel.

221-Motor Vehicles and Equipment
\$2,000
Repair parts and maintenance items for tractors, mowers, trucks, pumps, weed whips, etc.

222-Tires

\$1,000

Replacement tires for mowers, plows and ball field grooming equipment

223-Repair Maintenance Buildings and Facilities

\$2,400

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

225-Park and Landscape Supplies

\$7,200

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

226-Signs and stripping

\$1,200

New park signs and striping of lots and handicap zones

229-Equipment Parts

\$1,800

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

231-Small tools and minor equipment

\$2,000

Saws, bobcat auger, bobcat attachments, etc. for trails and parks maintenance, tiller for the bobcat for trail maintenance at Cedar Creek and computer/printer replacement.

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

\$2,500

Cell phones for maintenance workers and a land line at Park Maintenance office

341-Advertising-Personnel

\$200

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

342-Advertising-Legal Notices

\$100

Notices for public hearings for park grants or designations

381-Electric

\$8,600

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

\$1,200

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

387-Heating Fuels/Propane

\$250

Propane for thawing graves for winter opening

401-Motor Vehicles (Licensed)

\$2,200

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

402-Equipment Services (Non-licensed)

\$3,000

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

403-Buildings and Facilities

\$3,000

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 Svs

\$2,200

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

415-Other Equipment Rentals

\$8,000

Rental of porta-potties 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.

421-Software Licensing

\$500

422-Auto/Misc Licensing Fees/Taxes

\$900

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

CAPITAL OUTLAY

None

STAFFING

4 - Maintenance Worker II

2 - Part-time Maintenance Worker (summer)



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 43201 Park Maintenance				
E 101-43201-101 Full-Time Employees Regular	\$190,957	\$136,419	\$191,673	\$194,726
E 101-43201-102 Full-Time Employees Overtime	\$1,073	\$1,807	\$1,000	\$1,000
E 101-43201-103 Part-Time Employees	\$6,230	\$13,257	\$9,052	\$12,000
E 101-43201-107 Commissions and Boards	\$710	\$0	\$1,400	\$1,400
E 101-43201-122 PERA-Coordinated Plan	\$13,035	\$9,880	\$13,901	\$14,071
E 101-43201-125 FICA/Medicare	\$18,077	\$14,502	\$18,817	\$21,691
E 101-43201-126 Deferred Compensation	\$5,789	\$4,372	\$6,238	\$6,326
E 101-43201-131 Cafeteria Contribution	\$41,139	\$36,426	\$42,929	\$51,300
E 101-43201-136 Employer Paid Expenses	\$0	\$250	\$0	\$0
E 101-43201-151 Worker's Comp Insurance Prem	\$7,093	\$6,988	\$7,998	\$8,716
E 101-43201-201 Office Supplies	\$23	\$191	\$100	\$100
E 101-43201-211 Cleaning Supplies	\$347	\$43	\$500	\$500
E 101-43201-212 Motor Fuels	\$10,048	\$12,492	\$11,500	\$14,000
E 101-43201-213 Lubricants and Additives	\$592	\$69	\$500	\$600
E 101-43201-214 Clothing & Personal Equipment	\$2,825	\$2,662	\$3,000	\$3,100
E 101-43201-215 Shop Supplies	\$337	\$630	\$300	\$300
E 101-43201-216 Chemicals and Chem Products	\$162	\$1,776	\$3,000	\$3,000
E 101-43201-217 Safety Supplies	\$593	\$500	\$500	\$500
E 101-43201-218 Welding Supplies	\$0	\$77	\$100	\$100
E 101-43201-219 General Operating Supplies	\$2,583	\$2,265	\$2,200	\$2,200
E 101-43201-221 Motor Vehicles Parts	\$1,920	\$827	\$2,200	\$2,000
E 101-43201-222 Tires	\$968	\$764	\$1,000	\$1,000
E 101-43201-223 Bldg/Facility Repair Supplies	\$2,309	\$2,275	\$2,500	\$2,400
E 101-43201-225 Park/Landscaping Materials	\$4,114	\$4,303	\$7,500	\$7,200
E 101-43201-226 Sign/Striping Repair Materials	\$0	\$313	\$1,300	\$1,200
E 101-43201-229 Equipment Parts	\$1,933	\$2,516	\$1,500	\$1,800
E 101-43201-231 Small Tools and Minor Equip	\$2,295	\$1,485	\$2,000	\$2,000
E 101-43201-302 Architect/Engineering Fees	\$0	\$624	\$500	\$0
E 101-43201-303 Legal Fees	\$239	\$0	\$0	\$0
E 101-43201-306 Personnel/Labor Relations	\$128	\$128	\$300	\$300
E 101-43201-307 Professional Services Fees	\$997	\$16,248	\$17,190	\$600
E 101-43201-321 Telephone	\$2,577	\$2,527	\$2,200	\$2,500
E 101-43201-331 Travel Expenses	\$0	\$15	\$0	\$0
E 101-43201-341 Personnel Advertising	\$100	\$92	\$200	\$200
E 101-43201-342 Legal Notices	\$0	\$0	\$100	\$100
E 101-43201-381 Electric Utilities	\$8,303	\$8,063	\$8,500	\$8,600
E 101-43201-384 Sewer Utilities	\$0	\$0	\$300	\$300
E 101-43201-385 Refuse Removal	\$237	\$0	\$1,500	\$1,200
E 101-43201-387 Heating Fuels/Propane	\$90	\$180	\$200	\$250
E 101-43201-401 Motor Vehicle Services (Lic'd)	\$670	\$145	\$2,400	\$2,200
E 101-43201-402 Repairs/Maint Machinery/Equip	\$2,765	\$1,173	\$3,100	\$3,000



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
E 101-43201-403 Bldgs/Facilities Repair/Maint	\$1,042	\$2,058	\$3,500	\$3,000
E 101-43201-405 Park & Landscape Services	\$884	\$70	\$2,500	\$2,200
E 101-43201-415 Other Equipment Rentals	\$8,837	\$7,503	\$7,500	\$8,000
E 101-43201-421 Software Licensing	\$0	\$0	\$500	\$500
E 101-43201-422 Auto/Misc Licensing Fees/Taxes	\$873	\$848	\$900	\$900
E 101-43201-431 Equipment Replacement Chgs	\$16,700	\$16,700	\$16,700	\$16,700
E 101-43201-434 Conferences/Meetings	\$216	\$54	\$0	\$0
E 101-43201-4384 Reimbursement-3rd Party	\$711	\$1,024	\$0	\$0
E 101-43201-520 Buildings and Structures	\$2,650	\$0	\$0	\$0
	\$363,171	\$314,541	\$400,798	\$403,780



2012 Budget

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

DEPARTMENTAL PROFILE

The department is responsible for maintenance of the City's streets and roadways.

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

EXPENDITURE DETAILS

102 FT-Overtime

\$10,000

Thirty five hours per person for snow plowing

201 Office Supplies

\$150

Paper, pens, ink for copier and printer

211-Cleaning Supplies

\$300

Maintenance facility bathroom and breakroom supplies

212-Motor Fuels

\$28,000

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

215-Shop Supplies

\$1,500

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

216-Chemicals and Chemical Products

\$100

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

217-Safety Supplies

\$1,200

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

218-Welding Supplies

\$1,200

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 installed by maintenance employees, including alternators, belts, hoses, starters, lights, mufflers, plow cutting edges, etc. and regular service maintenance on vehicles

222-Tires

\$4,200

Replacement tires for maintenance equipment; on average, an F-550 requires 6 tires replaced on a three year basis with an average cost of \$150 per tire and total cost of \$900. 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 the 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

\$55,410

550 tons of salt -- \$34,110; asphalt patching material at \$8,500; culverts at \$2,500; black dirt for shoulder restoration at \$1,000 and boulevard maintenance materials at \$600; 600 tons of sand-- \$7,200; 120 tons of Class V—\$1,500

226-Signs and Striping Supplies

\$8,000

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

229- Equipment Parts

\$9,600

Equipment parts purchased and installed by maintenance employees, including alternators, belts, hoses, starters, lights, mufflers, etc.; includes \$3,600 for carbide cutting edges for 4 plow trucks.

231-Small Tools and Minor Equipment

\$2,500

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

306-Personnel and Labor Relations

\$400

Drug testing for CDL enforcement

307- Professional Service Fees

\$600

Roads minutes, animal control trappers and GIS development

321- Telephone

\$2,900

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

341-Personnel Advertising

\$150

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

342- Legal Notices

\$150

Publishing overlay and Class-5 bid requests

381-Utility Services-Electric

\$17,500

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

382-Utility Service-Gas

\$12,000

Gas service for maintenance facilities

385-Utility Services-Refuse Removal

\$2,800

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

389-Utility Services-Street Lights

\$0

No installation of street lights for 2012

401-Motor Vehicle Services (Licensed)

\$8,000

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

402-Equipment Services (Non-licensed)

\$6,000

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

403-Buldings and Facilities

\$5,000

Air filters, door sweeps, lights, rugs, hand towels, etc.; install generator connection at public works building-\$3,500 phase II

404-Street Maintenance Services

\$52,000

Provides \$16,500 for crack filling and \$35,000 for Class V material

408-Information System Services

\$600

Repair, service and replacement of computer, fax and copiers

422-Auto License Fees

\$300

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

CAPITAL OUTLAY

None

STAFFING

1 - Public Works Manager

3.5 - Maintenance Workers II



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 43220 Street Maintenance				
E 101-43220-101 Full-Time Employees Regular	\$269,944	\$280,867	\$275,217	\$247,492
E 101-43220-102 Full-Time Employees Overtime	\$15,059	\$11,401	\$5,110	\$10,000
E 101-43220-103 Part-Time Employees	\$9,107	\$0	\$0	\$0
E 101-43220-107 Commissions and Boards	\$310	\$0	\$1,400	\$1,400
E 101-43220-122 PERA-Coordinated Plan	\$19,388	\$20,460	\$20,255	\$18,505
E 101-43220-125 FICA/Medicare	\$23,383	\$23,457	\$23,334	\$19,966
E 101-43220-126 Deferred Compensation	\$7,434	\$7,731	\$7,501	\$7,132
E 101-43220-131 Cafeteria Contribution	\$48,293	\$54,065	\$51,515	\$45,600
E 101-43220-151 Worker's Comp Insurance Prem	\$19,188	\$19,636	\$22,872	\$21,932
E 101-43220-201 Office Supplies	\$304	\$195	\$150	\$150
E 101-43220-203 Books/Ref. Materials/Software	\$15	\$0	\$0	\$0
E 101-43220-211 Cleaning Supplies	\$0	\$76	\$400	\$300
E 101-43220-212 Motor Fuels	\$19,263	\$23,196	\$22,437	\$28,000
E 101-43220-213 Lubricants and Additives	\$2,772	\$500	\$3,000	\$3,200
E 101-43220-214 Clothing & Personal Equipment	\$3,129	\$3,011	\$3,000	\$3,000
E 101-43220-215 Shop Supplies	\$1,842	\$2,334	\$1,800	\$1,500
E 101-43220-216 Chemicals and Chem Products	\$0	\$0	\$200	\$100
E 101-43220-217 Safety Supplies	\$1,940	\$915	\$1,200	\$1,200
E 101-43220-218 Welding Supplies	\$997	\$1,057	\$1,200	\$1,200
E 101-43220-219 General Operating Supplies	\$502	\$617	\$500	\$500
E 101-43220-221 Motor Vehicles Parts	\$6,457	\$2,808	\$7,200	\$7,200
E 101-43220-222 Tires	\$5,302	\$3,537	\$4,500	\$4,200
E 101-43220-223 Bldg/Facility Repair Supplies	\$284	\$62	\$600	\$500
E 101-43220-224 Street Maint Materials	\$47,211	\$62,789	\$55,410	\$55,410
E 101-43220-226 Sign/Striping Repair Materials	\$4,770	\$3,302	\$8,500	\$8,000
E 101-43220-229 Equipment Parts	\$10,641	\$8,396	\$9,600	\$9,600
E 101-43220-231 Small Tools and Minor Equip	\$889	\$2,991	\$2,700	\$2,500
E 101-43220-306 Personnel/Labor Relations	\$562	\$316	\$400	\$400
E 101-43220-307 Professional Services Fees	\$1,398	\$571	\$1,500	\$600
E 101-43220-321 Telephone	\$2,469	\$2,406	\$2,980	\$2,900
E 101-43220-331 Travel Expenses	\$69	\$5	\$0	\$0
E 101-43220-341 Personnel Advertising	\$0	\$18	\$150	\$150
E 101-43220-342 Legal Notices	\$104	\$107	\$150	\$150
E 101-43220-381 Electric Utilities	\$16,181	\$18,514	\$17,000	\$17,500
E 101-43220-382 Gas Utilities	\$11,130	\$7,437	\$12,000	\$12,000
E 101-43220-385 Refuse Removal	\$2,850	\$4,892	\$2,800	\$2,800
E 101-43220-388 Hazardous Waste Disposal	\$300	\$0	\$600	\$500
E 101-43220-389 Street Light Utility	\$5,225	\$3,783	\$0	\$0
E 101-43220-401 Motor Vehicle Services (Lic'd)	\$3,359	\$3,439	\$8,000	\$8,000
E 101-43220-402 Repairs/Maint Machinery/Equip	\$6,806	\$3,757	\$6,000	\$6,000
E 101-43220-403 Bldgs/Facilities Repair/Maint	\$5,658	\$5,933	\$6,000	\$5,000



	2009	2010	2011	2012
	Actual	Actual	Amended Budget	Adopted Budget
E 101-43220-404 Street Maint Services	\$50,025	\$54,219	\$51,500	\$52,000
E 101-43220-408 Information System Services	\$0	\$0	\$700	\$600
E 101-43220-415 Other Equipment Rentals	\$0	\$102	\$0	\$0
E 101-43220-422 Auto/Misc Licensing Fees/Taxes	\$245	\$734	\$300	\$300
E 101-43220-431 Equipment Replacement Chgs	\$110,000	\$110,000	\$125,000	\$125,000
E 101-43220-433 Dues and Subscriptions	\$35	\$35	\$100	\$100
E 101-43220-434 Conferences/Meetings	\$178	\$172	\$0	\$0
E 101-43220-438 3rd Party Reimbursements	\$0	\$1,103	\$0	\$0
	\$735,018	\$750,946	\$764,781	\$732,587



2012 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

CAPITAL OUTLAY

None

STAFFING

None



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 45311 Civic Events				
E 101-45311-259 Other for Resale	\$1,780	-\$210	\$0	\$0
E 101-45311-307 Professional Services Fees	\$6,430	\$5,001	\$5,000	\$2,500
	\$8,210	\$4,791	\$5,000	\$2,500



2012 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 coverages

EXPENDITURE DETAILS

307-Professional Services
\$8,000
Insurance agent fees

361-General Liability Insurance
\$42,417
Includes excess liability insurance of \$1 million in addition to \$1.5 million of general liability insurance coverage.

362-Property Insurance
\$35,780
Insurance covering all property owned by the City

363-Automotive Insurance
\$12,222
Insurance for City vehicles

CAPITAL OUTLAY

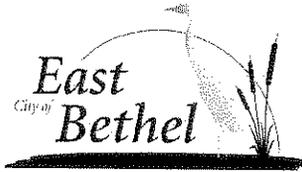
None

STAFFING

None



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 48140 Risk Management				
E 101-48140-307 Professional Services Fees	\$6,500	\$6,500	\$7,250	\$8,000
E 101-48140-361 General Liability Ins	\$29,899	\$36,209	\$38,042	\$42,417
E 101-48140-362 Property Ins	\$30,123	\$33,058	\$35,079	\$35,780
E 101-48140-363 Automotive Ins	\$11,754	\$11,878	\$12,875	\$12,222
E 101-48140-366 Machinery Breakdown	\$1,562	\$1,582	\$1,760	\$1,800
E 101-48140-368 Bonding Insurance	\$493	\$514	\$578	\$500
E 101-48140-369 Other Insurance	\$1,888	\$1,349	\$2,200	\$1,400
	\$82,219	\$91,090	\$97,784	\$102,119



2012 Budget

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

DEPARTMENTAL PROFILE

This department accounts for central office supplies, equipment, postage and general printing.

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

201-Office Supplies

\$8,000

Miscellaneous office supplies including paper, toner, envelopes, folders, etc. and computer replacement.

231-Small Tools and Minor Equipment

\$1,500

Common use items such as printers, shredders, etc.

309-Information Systems

\$44,732

Maintenance of the City's data network and e-mail services - \$25,682 and internet access charges, fiber optic intranet and intranet support services - \$16,350. Anoka County Connectivity Agreement to provide high speed broadband capacity services - \$225 a month totaling \$2,700.

321-Telephone

\$5,000

VOIP services to include all telephone services and intranet over US Cable's system

322-Postage

\$8,000

All postage costs including 4 newsletter mailings throughout the year

342-Legal Notices

\$5,200

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

343-Other Advertising

\$1,375

Discretionary advertising costs for public notices such as town hall meeting, work sessions, etc. Reimburse Anoka County for preparation and distribution of parcel specific property tax notices.

351-Printing and Duplicating

\$10,500

City newsletter production and mailing of 4 publications to each resident

402 – Repairs/Maint Machinery/Equip

\$2,000

Repairs/maintenance/upgrades to equipment

413-Office Equipment

\$7,200

Postage machine lease, copier/printer lease

421-Software License

\$2,500

Network software licensing/upgrades for common file servers; virus protection software

CAPITAL OUTLAY

None

STAFFING

None



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 48150 Central Services/Supplies				
E 101-48150-201 Office Supplies	\$4,431	\$8,163	\$8,000	\$8,000
E 101-48150-211 Cleaning Supplies	\$399	\$282	\$0	\$0
E 101-48150-223 Bldg/Facility Repair Supplies	\$0	\$4	\$0	\$0
E 101-48150-231 Small Tools and Minor Equip	\$606	\$1,576	\$1,500	\$1,500
E 101-48150-309 Information Systems	\$27,455	\$40,115	\$39,451	\$44,732
E 101-48150-321 Telephone	\$8,002	\$5,082	\$5,000	\$5,000
E 101-48150-322 Postage/Delivery	\$6,622	\$7,094	\$8,000	\$8,000
E 101-48150-342 Legal Notices	\$3,904	\$2,437	\$5,200	\$5,200
E 101-48150-343 Other Advertising	\$1,342	\$1,375	\$600	\$1,375
E 101-48150-351 Printing and Duplicating	\$8,437	\$7,615	\$10,500	\$10,500
E 101-48150-402 Repairs/Maint Machinery/Equip	\$270	\$975	\$2,000	\$2,000
E 101-48150-413 Office Equipment Rental	\$6,288	\$6,894	\$7,200	\$7,200
E 101-48150-421 Software Licensing	\$426	\$0	\$2,500	\$2,500
E 101-48150-423 Filing Fees	\$59	\$0	\$800	\$800
	\$68,241	\$81,612	\$90,751	\$96,807



2012 Budget

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

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
\$100,000
Funding for park projects such as playground equipment replacement

939-Transfer to Trails Capital Fund
\$5,000
Funding for trail projects for all City trails

999-Contingency
\$46,745
For the possible expansion of police services to 40 hour daily coverage

CAPITAL OUTLAY

None

STAFFING

None

				
	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 49360 Transfers Out				
E 101-49360-932 Bldg Capital Transfers	\$50,000	\$50,000	\$0	\$50,000
E 101-49360-935 Street Capital Transfers	\$334,712	\$425,000	\$400,000	\$425,000
E 101-49360-936 Parks Capital Transfers	\$100,000	\$100,000	\$94,120	\$100,000
E 101-49360-939 Trails Capital Transfers	\$62,139	\$62,139	\$58,484	\$5,000
E 101-49360-940 HRA Transfer	\$0	\$126,058	\$0	\$0
E 101-49360-999 Contingency	\$2,975	\$24,376	\$0	\$46,745
	\$549,826	\$787,573	\$552,604	\$626,745
TOTAL GENERAL FUND	\$4,753,630	\$4,977,674	\$4,966,565	\$4,795,898

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2012 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

\$30,721

Anoka County reimbursement grant for recycling activities

34403-Recyclables Redeemed

\$2,000

The City receives revenue for receipts on its "recycling days." All other revenues for aluminum, glass, newspaper, tin and glass are retained by various community groups.

EXPENDITURE DETAILS

307-Professional Services

\$12,000

Management fees for operating the recycling center

322-Postage/Delivery

\$1,000

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

\$1,500

Educational efforts to encourage participation in recycling efforts

381-Electric Utilities

\$1,700

Electrical service for the recycle building

382-Gas Utilities

\$2,700

Gas service for the recycle building

385-Refuse Removal

\$6,500

Disposal costs of non-recyclable waste left at the recycling center

388-Hazardous Waste Disposal

\$4,086

Disposal costs of non-recyclable, hazardous waste left at the recycling center

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

\$800

Rental of porta-potties at the recycling center

422-Auto/Misc Licensing Fees/Taxes

\$50

CAPITAL OUTLAY

None

STAFFING

None



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 43235 Recycling Operations				
REVENUES				
R 226-33400 State Grants and Aids	\$5,843	\$0	\$0	\$0
R 226-33600 County Grants	\$30,310	\$30,721	\$30,721	\$30,721
R 226-34403 Recyclables Redeemed	\$10,650	\$9,941	\$10,000	\$2,000
	\$46,803	\$40,662	\$40,721	\$32,721
EXPENDITURES				
E 226-43235-102 Full-Time Employees Overtime	\$1,795	\$122	\$400	\$400
E 226-43235-122 PERA-Coordinated Plan	\$121	\$9	\$29	\$29
E 226-43235-125 FICA/Medicare	\$133	\$9	\$31	\$31
E 226-43235-126 Deferred Compensation	\$53	\$4	\$0	\$0
E 226-43235-151 Worker's Comp Insurance Prem	\$108	\$6	\$50	\$50
E 226-43235-201 Office Supplies	\$66	\$0	\$100	\$100
E 226-43235-219 General Operating Supplies	\$919	\$114	\$200	\$200
E 226-43235-221 Motor Vehicles Parts	\$65	\$0	\$0	\$0
E 226-43235-223 Bldg/Facility Repair Supplies	\$384	\$435	\$200	\$200
E 226-43235-231 Small Tools and Minor Equip	\$75	\$43	\$0	\$0
E 226-43235-307 Professional Services Fees	\$12,336	\$12,431	\$12,000	\$12,000
E 226-43235-322 Postage/Delivery	\$861	\$676	\$1,000	\$1,000
E 226-43235-331 Travel Expenses	\$134	\$150	\$200	\$200
E 226-43235-343 Other Advertising	\$1,796	\$1,123	\$1,500	\$1,500
E 226-43235-381 Electric Utilities	\$1,236	\$1,421	\$1,600	\$1,700
E 226-43235-382 Gas Utilities	\$1,471	\$1,820	\$2,500	\$2,700
E 226-43235-385 Refuse Removal	\$9,951	\$9,275	\$6,500	\$6,500
E 226-43235-388 Hazardous Waste Disposal	\$2,873	\$3,083	\$7,000	\$4,086
E 226-43235-402 Repairs/Maint Machinery/Equip	\$0	\$902	\$600	\$500
E 226-43235-403 Bldgs/Facilities Repair/Maint	\$4	\$972	\$700	\$600
E 226-43235-415 Other Equipment Rentals	\$391	\$1,066	\$1,000	\$800
E 226-43235-422 Auto/Misc Licensing Fees/Taxes	\$32	\$32	\$50	\$50
E 226-43235-423 Dues and Subscriptions	\$0	\$75	\$75	\$75
E 226-43235-540 Heavy Machinery	\$12,501	\$0	\$0	\$0
E 226-43235-610 Interest	\$0	\$0	\$0	\$0
	\$47,305	\$33,768	\$35,735	\$32,721
REVENUES LESS EXPENDITURES	(\$502)	\$6,894	\$4,986	\$0

**HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA**

HRA RESOLUTION NO. 2011- 06

RESOLUTION ADOPTING NO TAX LEVY IN 2011 COLLECTIBLE IN 2012

WHEREAS, Minnesota Statutes Chapter 275.065 requires each taxing authority to adopt a property tax levy on or before September 15; and

WHEREAS, the Housing and Redevelopment Authority in or for the City of East Bethel finds it has sufficient funds and in the best interest of the City and the Authority to adopt no General Levy to accomplish the goals of the authority for fiscal year 2012.

NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF EAST BETHEL, MINNESOTA THAT: the following be levied for the current year, collectible in 2012, upon taxable property in the City of East Bethel.

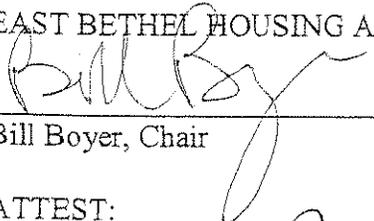
Housing & Redevelopment Authority General Levy \$0

BE IT FURTHER RESOLVED BY THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE ACITY OF EAST BETHEL, MINNESOTA THAT:

1. The executive director of the Authority is hereby instructed to transmit a certified copy of this Resolution to the Anoka County Auditor.
2. The executive director of the Authority is hereby instructed to transmit a copy of this Resolution to the City of East Bethel City Council.

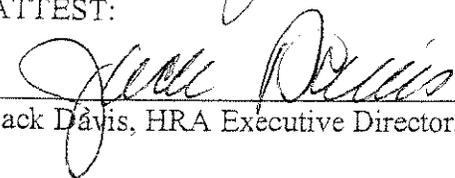
Adopted this 6th day of July, 2011 by the Housing and Redevelopment Authority of the City of East Bethel.

EAST BETHEL HOUSING AND REDEVELOPMENT AUTHORITY



Bill Boyer, Chair

ATTEST:



Jack Davis, HRA Executive Director/City Administrator



2012 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 with 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

201-Office Supplies

\$100

Miscellaneous office supplies

303-Legal Fees

\$10,000

Contracted legal services

307-Professional Services Fees

\$10,000

Contract consulting services for housing study

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

361-Insurance

\$1,300

433-Dues and Subscriptions

\$100

Membership fees or subscriptions of housing related organizations

434-Conferences/Training

\$300

Staff and Board members continued education

933-Transfer to City General Fund

\$15,000

Support Executive Director, City Planner, Fiscal Support Services Director, and Support Staff

CAPITAL OUTLAY

None

STAFFING

None. Transfer of \$15,000 to City General Fund to support Executive Director, City Planner, Fiscal Support Services Director, and Administrative Staff



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 23000 Housing & Redevelopment Authority				
REVENUES				
R 230-31010 Current Ad Valorem Taxes	\$0	\$0	\$126,058	\$0
R 230-36210 Interest Earnings	\$0	\$69	\$0	\$0
R 230-39201 Transfer from General Fund	\$0	\$126,058	\$0	\$0
R 230-39203 Transfer from non-General Fund	\$0	\$642,025	\$0	\$0
	\$0	\$768,152	\$126,058	\$0
EXPENDITURES				
E 230-23000-201 Office Supplies	\$0	\$48	\$200	\$100
E 230-23000-303 Legal Fees	\$0	\$42,028	\$50,000	\$10,000
E 230-23000-307 Professional Services Fees	\$0	\$0	\$10,000	\$10,000
E 230-23000-322 Postage	\$0	\$0	\$200	\$100
E 230-23000-331 Travel Expenses	\$0	\$0	\$200	\$100
E 230-23000-342 Legal Notices	\$0	\$0	\$250	\$100
E 230-23000-361 Insurance	\$0	\$0	\$1,300	\$1,300
E 230-23000-433 Dues and Subscriptions	\$0	\$0	\$350	\$100
E 230-23000-434 Conferences/Training	\$0	\$0	\$1,000	\$300
E 230-23000-933 General Fund Reimburse Transfer	\$0	\$15,000	\$15,000	\$15,000
E 230-23000-999 Contingency	\$0	\$0	\$47,558	\$0
	\$0	\$57,076	\$126,058	\$37,100
REVENUES LESS EXPENDITURES	\$0	\$711,076	\$0	(\$37,100)



2012 Budget

FUND: 231 – SAFER Grant
DEPT/ACTIVITY/PROJECT: 42210 – Fire Department

DEPARTMENT PROFILE

Volunteer Fire Fighters that are recruited, educated, and trained will enable the East Bethel Fire Department to be compliant with NFPA 1720 and OSHA 1910. The additional manpower will allow adequate response by Fire Fighters and meet OSHA requirements, NFPA standards on fire ground operations. Newly recruited Fire Fighters will be a long term asset to the Fire Department and the services provided to our Community. The project will be tasked to recruit Fire Fighters in the volunteer role while maintaining the experience of the current staff.

DEPARTMENT GOALS

The major goal of the SAFER (Staffing for Adequate Fire & Emergency Response) Grant program is to recruit new Volunteer Fire Fighters while retaining existing fire fighters and moving the Fire Departments to compliance with NFPA 1720, section 4.3; Staffing and deployment and OSHA 1910.134(g)(4), 1910.134(g)(4)(i), 1910(g)(4)(ii). Objectives include a net increase of 25% of Fire Fighters.

REVENUE DETAILS

33100-Federal Grants
\$90,750

FEMA reimbursement grant for firefighter recruitment and retention

EXPENDITURE DETAILS

127-Fire Pension Contribution-City
\$4,000

This will cover any unfunded liability from the addition of Volunteer Fire Fighters and inclusion in the current City sponsored pension program. All Fire Fighters are covered by this benefit.

136-Employer Paid Expenses
\$12,500

This item will allow Fire Fighters who meet the criteria to continue their education beyond the minimum requirements. We will also allow for additional Professional certifications that normally are not reimbursed.

231-Equipment for Marketing Program

Year 1 (2010)	\$6,500
Year 2 (2011)	\$0
Year 3 (2012)	\$6,500
Year 4 (2013)	\$0

This fund is for computers, printers, projector, and display materials needed to run the program and career fairs for recruitment.

306- Personnel/Labor Relations
\$3,000

Awards will be presented to Fire Fighters for their length of service to our community. Awards will be presented for 5, 10, 15, 20 years of service. Fire Fighters who have accomplished benchmark tasks in their career will also be recognized.

307- Professional Services
\$20,000

The Program Coordinator will be the overall manager of the proposed project and these funds will cover the salary and benefits of this position. This position will understand the goals and objectives of the program and develop and implement the marketing strategies. In addition, this position is responsible for periodic reporting and scheduling of marketing events.

331-Travel Expenses
\$2,500

We will reimburse Fire Fighters who are forced to travel for required basic education and training. Mileage, lodging, and per diem will be reimbursed.

341- Personnel Advertising

Year 1 (2010)	\$7,500
Year 2 (2011)	\$8,500
Year 3 (2012)	\$9,750
Year 4 (2013)	\$10,000

This marketing program will be ongoing through the four year length of this Grant. Ads and other local media outlets will be used to communicate the need for Fire Fighters. Other means of marketing will include flyers, brochures, table tents, open houses, and career/recruitment nights, and a website that will be developed.

343-Other Advertising
\$2,500

This will cover expenses related to the recruitment of teenagers to the Explorer Program. Future Fire Fighters may develop out of these organizations that are familiar with the Fire Service and partially trained.

369-Other Insurance
\$30,000

This fund will provide matching funds for Fire Fighter's health insurance costs. Matching funds of up to \$1,000 per year for each firefighter will be available.

CAPITAL OUTLAY

None

STAFFING

None

				
	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Fund 231 SAFER Grant				
REVENUES				
R 231-33100 Federal Grants and Aids	\$13,901	\$63,202	\$83,000	\$90,750
	\$13,901	\$63,202	\$83,000	\$90,750
EXPENDITURES				
E 231-42210-127 Fire Pension Contribution-City	\$0	\$2,720	\$4,000	\$4,000
E 231-42210-136 Employer Paid Expenses	\$730	\$11,520	\$12,500	\$12,500
E 231-42210-231 Small Tools and Minor Equipment	\$2,952	\$2,850	\$0	\$6,500
E 231-42210-306 Personnel/Labor Relations	\$2,453	\$545	\$3,000	\$3,000
E 231-42210-307 Professional Services	\$3,334	\$18,333	\$20,000	\$20,000
E 231-42210-331 Travel Expenses	\$0	\$2,522	\$2,500	\$2,500
E 231-42210-341 Personnel Advertising	\$2,516	\$4,211	\$8,500	\$9,750
E 231-42210-343 Other Advertising	\$1,166	\$906	\$2,500	\$2,500
E 231-42210-369 Other Insurance	\$750	\$19,595	\$30,000	\$30,000
	\$13,901	\$63,202	\$83,000	\$90,750
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0

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

RESOLUTION NO. 2011-62

**RESOLUTION APPROVING THE FINAL ECONOMIC DEVELOPMENT
AUTHORITY PROPERTY TAX LEVY AND BUDGET FOR 2012**

WHEREAS, Minnesota Statutes Chapter 275.065 requires that a final levy amount be provided to the Anoka County Auditor on or before December 28, 2011; and

WHEREAS, the City Council has considered the operating needs of the Economic Development Authority for fiscal year 2012.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the preliminary property tax levy and budgets for the Economic Development Authority for 2012 are as follows:

Economic Development Authority General Levy	\$163,428
Economic Development Authority Budget	\$163,428

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

Adopted this 7th day of December, 2011 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL



Richard Lawrence, Mayor

ATTEST:



Jack Davis, City Administrator



2012 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

201-Office Supplies
\$200
Misc. office supplies

303-Legal Services
\$5,000
Contracted legal services

307-Professional Services Fees
\$25,000
Contract consulting services for marketing and branding
Recording secretary for taking meeting minutes

322-Postage
\$200
Postage cost for mailings

331-Travel Expenses
\$300
Personal auto mileage and/or meal reimbursement while conducting EDA business

342-Legal Notices

\$200

Publication of legal notices

351-Printing and Duplicating

\$600

Copies of economic development documents such as marketing and branding brochures and surveys

361-Insurance

\$1,300

433-Dues and Subscriptions

\$640

Economic Development Association of Minnesota dues (EDAM), Metro North Chamber of Commerce dues \$400 and Finance & Commerce subscription

434-Conferences/Training

\$500

EDAM workshops and other economic development training

530-Improvements other than Buildings

\$50,000

City Sign

933-Transfer to City General Fund

\$56,000

Support Executive Director, City Planner, Fiscal Support Services Director, and Support Staff

999-Contingency

\$22,488

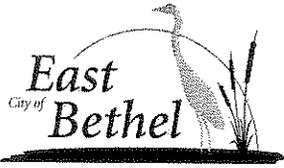
Funds to be allocated to specific projects

CAPITAL OUTLAY

None

STAFFING

Transfer of \$56,000 to City General Fund to Support from Executive Director, City Planner, Fiscal Support Services Director, and Administrative Staff.

					
		2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 23200 Economic Development Authority					
REVENUES					
R 232-31010 Current Ad Valorem Taxes	\$0	\$0	\$0	\$163,428	
	\$0	\$0	\$0	\$163,428	
EXPENDITURES					
E 232-23200-107 Commission and Boards	\$0	\$0	\$0	\$1,600	
E 232-23200-201 Office Supplies	\$0	\$0	\$0	\$200	
E 232-23200-303 Legal Fees	\$0	\$0	\$0	\$5,000	
E 232-23200-307 Professional Services Fees	\$0	\$0	\$0	\$25,000	
E 232-23200-322 Postage	\$0	\$0	\$0	\$200	
E 232-23200-331 Travel Expenses	\$0	\$0	\$0	\$300	
E 232-23200-342 Legal Notices	\$0	\$0	\$0	\$200	
E 232-23200-361 Insurance	\$0	\$0	\$0	\$1,300	
E 232-23200-433 Dues and Subscriptions	\$0	\$0	\$0	\$640	
E 232-23200-434 Conferences/Training	\$0	\$0	\$0	\$500	
E 232-23200-530 Improvements other than Bldgs				\$50,000	
E 232-23200-933 General Fund Reimburse Transfer	\$0	\$0	\$0	\$56,000	
E 232-23200-999 Contingency	\$0	\$0	\$0	\$22,488	
	\$0	\$0	\$0	\$163,428	
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	

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	2009	2010	2011	2012
	Actual	Actual	Amended Budget	Adopted Budget
Dept 30100 2005A G.O. Public Safety Bonds				
REVENUES				
R 301-31010 Current Ad Valorem Taxes	\$144,457	\$147,354	\$144,756	\$147,328
R 301-36210 Interest Earnings	\$431	\$244	\$0	\$0
	\$144,888	\$147,598	\$144,756	\$147,328
EXPENDITURES				
E 301-30100-601 Debt Srv Bond Principal	\$70,000	\$70,000	\$75,000	\$75,000
E 301-30100-611 Bond Interest	\$68,663	\$66,458	\$64,100	\$61,588
E 301-30100-621 Fiscal Agent's Fees	\$403	\$402	\$500	\$500
	\$139,066	\$136,860	\$139,600	\$137,088
REVENUES LESS EXPENDITURES	\$5,822	\$10,738	\$5,156	\$10,241
<p>These bonds (\$1,900,000) were issued to finance the construction of a replacement fire station on Viking Boulevard and to deploy 15 weather warning sirens in the City of East Bethel. They will be paid off over 20 years; taxes levied to property owners are based on the referendum market value of each property. The issuance of debt and the public safety improvements were approved by citizens in an election held in November 2004.</p>				



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 30300 2005B 207th Serv Rd SA Bonds				
REVENUES				
R 303-36100 Special Assessments-current	\$50,961	\$45,670	\$28,125	\$28,125
R 303-36101 Special Assessments-delinquent	\$0	\$22,835	\$0	\$0
R 303-36102 Special Assessments-penalties	\$0	\$3,414	\$0	\$0
R 303-36103 Special Assessments Prepayments	\$0	\$182,349	\$0	\$0
R 303-36210 Interest Earnings	\$662	\$664	\$0	\$0
	\$51,623	\$254,932	\$28,125	\$28,125
EXPENDITURES				
E 303-30300-307 Professional Services Fees	\$14	\$0	\$0	\$0
E 303-30300-601 Debt Srv Bond Principal	\$45,000	\$45,000	\$50,000	\$50,000
E 303-30300-611 Bond Interest	\$13,708	\$12,290	\$10,745	\$9,070
E 303-30300-621 Fiscal Agent's Fees	\$403	\$503	\$500	\$500
E 303-30300-622 Issuance Fees				
	\$59,125	\$57,793	\$61,245	\$59,570
REVENUES LESS EXPENDITURES	(\$7,502)	\$197,139	(\$33,120)	(\$31,445)
<p>These bonds (\$495,000) were issued to construct a service road west of Highway 65 between 207th and 211th Avenues N.E. These ten year bonds are being financed with special assessments to benefitting properties.</p>				



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 30800 2008A GO SAC Revenue Bonds				
REVENUES				
R 308-31010 Current Ad Valorem Taxes	\$0	\$11,220	\$109,500	\$158,000
R 308-36100 Special Assessments-current	\$25,392	\$19,500	\$19,000	\$18,500
R 308-36210 Interest Earnings	\$796	\$164	\$0	\$0
R 308-39203 Transfer from Non-General Fund	\$129,551	\$0	\$0	\$0
	\$155,739	\$30,884	\$128,500	\$176,500
EXPENDITURES				
E 308-30800-307 Professional Services Fees	\$7	\$35	\$0	\$0
E 308-30800-601 Debt Srv Bond Principal	\$0	\$50,000	\$115,000	\$120,000
E 308-30800-611 Bond Interest	\$77,825	\$61,510	\$59,035	\$55,510
E 308-30800-621 Fiscal Agent's Fees	\$425	\$425	\$500	\$425
E 308-30800-622 Issuance Fees	\$0	\$0	\$0	\$0
	\$78,257	\$111,970	\$174,535	\$175,935
REVENUES LESS EXPENDITURES	\$77,482	(\$81,086)	(\$46,035)	\$565
<p>These G.O. revenue bonds (\$1,715,000) were issued in 2008 to permanently finance the cost of the Castle Towers Wastewater Treatment Plant (CTWWTP). The bonds are payable over 20 years, from 2010 through 2029. The debt will be repaid with revenues from SAC charges to properties accessing the CTWWTP. If no SAC charges are collected ad valorem taxes must be levied to pay the debt.</p>				



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 30900 2010 GO Water Revenue Note				
REVENUES				
R 309-39203 Transfer from Non-General Fund	\$0	\$700	\$5,040	\$5,000
	\$0	\$700	\$5,040	\$5,000
EXPENDITURES				
E 309-30900-601 Debt Srv Bond Principal	\$0	\$601	\$3,000	\$3,000
E 309-30900-611 Bond Interest	\$0	\$79	\$740	\$656
E 309-30900-621 Fiscal Agent's Fees	\$0	\$0	\$500	\$500
	\$0	\$680	\$4,240	\$4,156
REVENUES LESS EXPENDITURES	\$0	\$20	\$800	\$844

These G.O. Revenue Notes (\$74,601) were issued by the Minnesota Public Facilities Authority in 2010 to partially finance the construction of a new well to deliver water service to residents in the Whispering Aspen Development. The bonds are payable over 20 years, from 2010 through 2029. Water Availability Charges received from customers in the Whispering Aspen Development will be transferred in from the Water System Access Fund (Fund 408) to repay this debt.



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 31000 2010A GO Water Utility Revenue Bond				
REVENUES				
R 310-33100 Federal Grants and Aids	\$0	\$0	\$0	\$345,183
R 310-39310 Bond Proceeds	\$0	\$801,381	\$0	\$0
	\$0	\$801,381	\$0	\$345,183
EXPENDITURES				
E 310-31000-601 Debt Srv Bond Principal	\$0	\$0	\$0	\$0
E 310-31000-611 Bond Interest	\$0	\$0	\$0	\$767,073
E 310-31000-621 Fiscal Agent's Fees	\$0	\$0	\$0	\$500
	\$0	\$0	\$0	\$767,573
REVENUES LESS EXPENDITURES	\$0	\$801,381	\$0	-\$422,390
<p>These Taxable G.O. Water Utility Revenue bonds (\$11,465,000) were issued in 2010 to finance the construction of water infrastructure improvements in Project 1, Phase 1 of the utility project area. These bonds are Economic Development Recovery Zone Bonds and the Federal Grant Revenue represents 45% of the bond interest. These 30 year bonds are being financed by connection fees, assessments and water user charges to benefitting properties.</p>				



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 31100 2010B GO Utility Revenue Bond				
REVENUES				
R 311-33100 Federal Grants and Aids	\$0	\$0	\$0	\$131,797
R 311-39310 Bond Proceeds	\$0	\$469,868	\$0	\$0
	\$0	\$469,868	\$0	\$131,797
EXPENDITURES				
E 311-31100-611 Bond Interest	\$0	\$0	\$0	\$376,562
E 311-31100-621 Fiscal Agent's Fees	\$0	\$0	\$0	\$500
	\$0	\$0	\$0	\$377,062
REVENUES LESS EXPENDITURES	\$0	\$469,868	\$0	-\$245,265
<p>These Taxable G.O. Utility Revenue bonds (\$6,100,000) were issued in 2010 to finance the construction of water and sewer infrastructure improvements in Project 1, Phase 1 of the utility project area. These bonds are Build America Bonds and the Federal Grant Revenue represents 35% of the bond interest. These 30 year bonds are being financed by connection fees, assessments and user charges to benefitting properties.</p>				



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 31200 2010C GO Bond				
REVENUES				
R 312-39310 Bond Proceeds	\$0	\$202,000	\$0	\$0
	\$0	\$202,000	\$0	\$0
EXPENDITURES				
E 312-31200-601 Debt Srv Bond Principal	\$0	\$0	\$0	\$0
E 312-31200-611 Bond Interest	\$0	\$0	\$0	\$41,732
E 312-31200-621 Fiscal Agent's Fees	\$0	\$0	\$0	\$500
	\$0	\$0	\$0	\$42,232
REVENUES LESS EXPENDITURES	\$0	\$202,000	\$0	-\$42,232
<p>These Taxable G.O. Bonds (\$1,200,000) were issued in 2010 to finance the construction of water and sewer infrastructure improvements in Project 1, Phase 1 of the utility project area. These seven year bonds are being financed by capitalized interest and revenues from the water and sewer systems.</p>				

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2012 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 City 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
2012 budgeted transfer amount.

EXPENDITURE DETAILS

Specific projects will be considered and approved by the City Council.

CAPITAL OUTLAY

To be determined

STAFFING

None



2012 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

REVENUE DETAILS

33419-State MSA Construction Aid
\$547,268 estimated allocation per City Engineer

EXPENDITURE DETAILS

Specific projects will be considered and approved by the City Council.

CAPITAL OUTLAY

To be determined

STAFFING

None

Street Capital Projects				
2012-2016				
Funding Analysis				
MUNICIPAL STATE AID FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2012 Beginning Balance	\$364,268			\$364,268
Municipal State Aid Funding		\$0		\$364,268
Municipal State Aid Advanced Funding		\$547,268		\$911,536
Jackson St. Reconstruction-181st Ave to Viking Blvd			\$1,200,000	-\$288,464
Sandy Drive Sealcoat			\$180,000	-\$468,464
2012 Ending Balance				-\$468,464
2013 Beginning Balance	-\$468,464			-\$468,464
Municipal State Aid Funding		\$0		-\$468,464
No Projects			\$0	-\$468,464
2013 Ending Balance				-\$468,464
2014 Beginning Balance	-\$468,464			-\$468,464
Municipal State Aid Funding		\$547,268		\$78,804
No Projects			\$0	\$78,804
2014 Ending Balance				\$78,804
2015 Beginning Balance	\$78,804			\$78,804
Municipal State Aid Funding		\$547,268		\$626,072
Municipal State Aid Advanced Funding		\$547,268		\$1,173,340
Lincoln, Longfellow and Laurel			\$1,100,000	\$73,340
2015 Ending Balance				\$73,340
2016 Beginning Balance	\$73,340			\$73,340
Municipal State Aid Funding		\$0		\$73,340
No Projects			\$0	\$73,340
2016 Ending Balance				\$73,340
TOTAL MUNICIPAL STATE AID FUND SOURCES & USES		\$2,189,072	\$2,480,000	
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. The annual allocation will increase over time.				



2012 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
2012 budgeted transfer amount

EXPENDITURE DETAILS

Specific projects will be considered and approved by the City Council.

CAPITAL OUTLAY

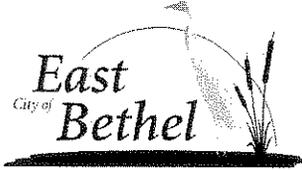
To be determined

STAFFING

None

Street Capital Projects				
2012-2016				
Funding Analysis				
STREET CAPITAL FUND	Beginning	Sources	Uses	Ending
	Balance	(Revenues)	(Project Costs)	Balance
2012 Beginning Balance	\$1,017,362			\$1,017,362
Transfer from General Fund		\$425,000		\$1,442,362
Whispering Aspens-Sealcoat and overlay			\$210,000	\$1,232,362
Coon Lake Beach Streets (see below for listing) *			\$307,000	\$925,362
Hupp St.-Sealcoat			\$18,000	\$907,362
239th Ave.-Sealcoat			45,600	\$861,762
Erskine St.N-Sealcoat			32,400	\$829,362
231 and 233 Ave.			34,800	\$794,562
Kiissel St.			38,400	\$756,162
224th Avenue			43,200	\$712,962
* Elm , Forest, Grove, Hawthorne, Ivy, Juniper, King, Dahlia Emerson, Bryant Lane, Laurel, Maple and Collen				
2012 Ending Balance				\$712,962
2013 Beginning Balance	\$712,962			\$712,962
Transfer from General Fund		\$425,000		\$1,137,962
Thielan Road-Sealcoat			\$36,000	\$1,101,962
Sportsman Road -Sealcoat			\$12,000	\$1,089,962
Breezy Point Drive-Sealcoat			\$25,000	\$1,064,962
Edmar Lane-Sealcoat			\$40,000	\$1,024,962
Vickers Street-Sealcoat			\$13,000	\$1,011,962
Yalta Street -Sealcoat			\$6,000	\$1,005,962
189th Avenue-Sealcoat			\$6,000	\$999,962
190th Lane-Sealcoat			\$7,000	\$992,962
Naples Street-Sealcoat			\$12,000	\$980,962
190th Avenue-Sealcoat			\$12,000	\$968,962
191st Avenue-Sealcoat			\$18,000	\$950,962
195th Ave & E. Front Blvd-Sealcoat			\$38,000	\$912,962
Rendova Street-Sealcoat			\$12,000	\$900,962
Coon Lake Beach Streets*			305,000	\$595,962
*Aspen, Birch,Cedar, Dogwood,Elm, Emerson, Longfellow Laurel				
2013 Ending Balance				\$595,962
2014 Beginning Balance	\$595,962			\$595,962
Transfer from General Fund		\$425,000		\$1,020,962
209th Street Overlay			\$200,000	\$820,962
224th Avenue-Sealcoat			\$56,000	\$764,962
Austin-Sealcoat			\$60,000	\$704,962
239th Ave-Sealcoat			\$55,000	\$649,962
221st Ave and Wake Street-Sealcoat			\$65,000	\$584,962
2014 Ending Balance				\$584,962

Street Capital Projects				
2012-2016				
Funding Analysis				
2015 Beginning Balance	\$584,962			\$584,962
Transfer from General Fund		\$425,000		\$1,009,962
Washington and 7th Streets-Sealcoat			\$45,000	\$964,962
Monroe St. and 238th Lane-Sealcoat			\$32,000	\$932,962
235th Avenue-Sealcoat			\$27,000	\$905,962
231st Lane-Sealcoat			\$27,000	\$878,962
Buchanan St.-Sealcoat			\$18,000	\$860,962
Taylor St. North and South-Sealcoat			\$42,000	\$818,962
229th Lane East and West-Sealcoat			\$78,000	\$740,962
225th Ave,222nd and 226th Lane and Jenkins-Sealcoat			\$166,000	\$574,962
Waconia Circle and Staples St-Sealcoat			\$110,000	\$464,962
2015 Ending Balance				\$464,962
2016 BEGINNING BALANCE	464,962			464,962
Transfer from General Fund		425,000		\$889,962
Okinawa and Tippecanoe-Overlay			205,000	\$684,962
209th, Austin, and 204th-Overlay			\$270,000	\$414,962
2016 Ending Balance				\$414,962
TOTAL STREET CAPITAL SOURCES & USES		\$2,125,000	\$2,727,400	



2012 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 2012 revenue; actual revenue is dependent on 2012 development activity

EXPENDITURE DETAILS

Specific projects will be considered and approved by the City Council.

CAPITAL OUTLAY

To be determined

STAFFING

None

Parks CIP 2012-2016 Funding Analysis				
PARK ACQUISITION AND DEVELOPMENT FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2012 Beginning Balance	\$0			\$0
Park Dedication Fees-0 @ \$2,500		\$0		\$0
2012 Ending Balance				\$0
2013 Beginning Balance	\$0			\$0
Park Dedication Fees-50 @ \$2,500		\$125,000		\$125,000
Booster West Parking Lot			\$30,000	\$95,000
Pavilion Norseland Manor Park			\$65,000	\$30,000
Install irrigation at Anderson Lakes			\$30,000	\$0
2013 Ending Balance				\$0
2014 Beginning Balance	\$0			\$0
Park Dedication Fees-50 @ \$2,500		\$125,000		\$125,000
Irrigation system and field improvements Anderson Lake Park			\$45,000	\$80,000
Install fence baseball field Anderson Lake Park			\$12,000	\$68,000
Install fence baseball field Norseland Park			\$15,000	\$53,000
Parking Lot and entrance road at Bonde Park			\$35,000	\$18,000
Carlisle Park Improvements and Parking Lot			\$18,000	\$0
2014 Ending Balance				\$0
2015 Beginning Balance	\$0			\$0
Park Dedication Fees-80 @ \$2,500		\$200,000		\$200,000
Irrigation system at Whispering Aspen			\$25,000	\$175,000
Convert Booster West Soccer Field into Regulation Baseball Field			\$40,000	\$135,000
Irrigation system at Norseland Park			\$35,000	\$100,000
Irrigation system at Carlisle Park			\$25,000	\$75,000
Anderson Lakes and Northern Boundaries Playground Equipment			\$75,000	\$0
2015 Ending Balance				\$0
2016 Beginning Balance	\$0			\$0
Park Dedication fees - 80 @ \$2,500		\$200,000		\$200,000
Walking Trail at Norseland Park			\$80,000	\$120,000
Walking Trail at Eveleth Park			\$30,000	\$90,000
Pavilion at Eveleth Park			\$40,000	\$50,000
Parking Lot at Eveleth Park			\$10,000	\$40,000
Cedar Creek Park Additions			\$40,000	\$0
2016 Ending Balance				\$0
TOTAL PARK ACQUISITION AND DEVELOPMENT FUND				
SOURCES AND USES		\$650,000	\$650,000	



2012 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.

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
\$100,000

Budgeted transfer amount is provided for park capital projects for all City parks.

EXPENDITURE DETAILS

Specific projects will be considered and approved by the City Council.

CAPITAL OUTLAY

To be determined

STAFFING

None

Parks CIP 2012-2016 Funding Analysis				
PARK CAPITAL FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2012 Beginning Balance	\$0			\$0
Transfer From General Fund		\$100,000		\$100,000
Parking Lot ,Fencing and Toilet Encl. Norseland Manor Park			\$60,000	\$40,000
Booster West field renovations			\$40,000	\$0
2012 Ending Balance				\$0
2013 Beginning Balance	\$0			\$0
Transfer From General Fund		\$100,000		\$100,000
Replace Playground Equipment Rod and Norma Smith Park			\$40,000	\$60,000
Install baseball field fence Bonde Park			\$28,000	\$32,000
Playground Equipment Whispering Oaks			\$30,000	\$2,000
2013 Ending Balance				\$2,000
2014 Beginning Balance	\$2,000			\$2,000
Transfer From General Fund		\$100,000		\$102,000
Parking Lot at Anderson Lakes Park			\$12,000	\$90,000
Convert Booster West Soccer Field into Regulation Baseball Field			\$62,000	\$28,000
Seal Tennis and Basketball Courts (8)			\$28,000	\$0
2014 Ending Balance				\$0
2015 Beginning Balance	\$0			\$0
Transfer From General Fund		\$100,000		\$100,000
Park Fencing and Landscape Projects *			\$100,000	\$0
2015 Ending Balance				\$0
* Includes turf renovation, tree planting, split rail fencing, and site amenities for Booster West & East, John Anderson, Whispering Oaks, Norseland, Maynard Peterson				
2016 Beginning Balance	\$0			\$0
Transfer From General Fund		\$100,000		\$100,000
Roof at Community Center Building			\$28,000	\$72,000
Whispering Aspen playground equipment			\$42,000	\$30,000
Fencing and landscape projects			\$30,000	\$0
2016 Ending Balance				\$0
TOTAL PARK CAPITAL FUND SOURCES AND USES		\$500,000	\$500,000	



2012 Budget

FUND: 410 – Trails Capital Fund
DEPT/ACTIVITY/PROJECT: 41000 – Trails Capital Projects

DEPARTMENTAL PROFILE

The Trails Capital Fund accounts for improvements to trails as part of the five-year plan.

DEPARTMENTAL GOALS

Implement improvements identified in the five-year plan within the authorized budget.

REVENUE DETAILS

34791-Developer Park Dedication Fee

\$0

Estimated 2012 revenue; actual revenue is dependent on 2012 development activity

39209-General Fund Transfer

\$5,000

Budgeted transfer amount is provided for trail capital projects for all City trails.

EXPENDITURE DETAILS

Specific projects will be considered and approved by the City Council.

CAPITAL OUTLAY

To be determined

STAFFING

None

Parks CIP				
2012-2016				
Funding Analysis				
TRAILS CAPITAL FUND	Beginning	Sources	Uses	Ending
	Balance	(Revenues)	(Project Costs)	Balance
2012 Beginning Balance	\$18,484			\$18,484
Transfer From General Fund		\$5,000		\$23,484
Trail Dedication fees 0 @ \$500		\$0		\$23,484
Phase II -- 224th Ave. to Bataan St.			\$23,484	\$0
2012 Ending Balance				\$0
2013 Beginning Balance	\$0			\$0
Transfer From General Fund		\$62,139		\$62,139
Trail Dedication fees 50 @ \$500		\$25,000		\$87,139
Phase III -- Bataan St. to 225th Ave.			\$87,139	\$0
2013 Ending Balance				\$0
2014 Beginning Balance	\$0			\$0
Transfer From General Fund		\$62,139		\$62,139
Trail Dedication fees 50 @ \$500		\$25,000		\$87,139
Phase IV -- 225th Ave. to 226th Ave.			\$87,139	\$0
2014 Ending Balance				\$0
2015 Beginning Balance	\$0			\$0
Transfer From General Fund		\$62,139		\$62,139
Trail Dedication fees 80 @ \$500		\$40,000		\$102,139
Phase V -- 226th Ave. to 229th Ave.			\$102,139	\$0
2015 Ending Balance				\$0
2016 Beginning Balance	\$0			\$0
Transfer From General Fund		\$62,139		\$62,139
Trail Dedication fees 80 @ \$500		\$40,000		\$102,139
John Anderson Park			\$15,000	\$87,139
Phase VI -- 229th Ave. Road Crossing			\$72,139	\$15,000
Eagle Ridge			\$15,000	\$0
2016 Ending Balance				\$0
TOTAL TRAILS FUND SOURCES AND USES		\$383,556	\$402,040	



2012 Budget

FUND: 408 – Water System Access Fund
DEPT/ACTIVITY/PROJECT: 40800 – Water System Access Projects

DEPARTMENTAL PROFILE

The Water System Access Fund accounts for charges and improvements to construct water delivery facilities in the City. Currently, only the Whispering Aspen development have access to water services and are subsequently subject to these charges.

The Minnesota Department of Health (MDH) issued a Notice of Violation on January 31, 2006 to the City of East Bethel for exceeding the Gross Alpha and Combined Radium 226+228 Maximum Contaminant Levels (MCL) for public water supply well 1020042. During 2010 a new well was constructed to comply with the MDH/City agreement to remediate this problem financed by a grant and a low interest loan from MN Public Facilities Authority.

DEPARTMENTAL GOALS

Ensure that charges are sufficient to cover the debt issued to finance the cost of constructing a water delivery system with appropriate capacity to meet the needs of the City's customers

REVENUE DETAILS

34410-WAC Charges
\$5,000

WAC charges collected from customers in the Whispering Aspen development to pay the debt incurred to finance the construction of a new well.

EXPENDITURE DETAILS

934-Debt Fund Transfer
\$5,000

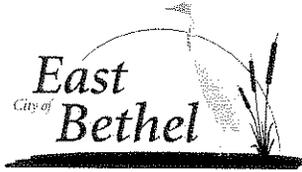
Transfer to debt service fund for repayment of MN Public Facilities Authority loan. Any repairs/expenditures related to the existing water infrastructure will be financed by the Water Fund.

CAPITAL OUTLAY

None

STAFFING

None



2012 Budget

FUND: 409 – Sewer System Access Fund
DEPT/ACTIVITY/PROJECT: 40900 – Sewer System Access Projects

DEPARTMENTAL PROFILE

The Sewer System Access Fund accounts for charges and improvements to provide sewage treatment facilities in the City. Currently, only the Whispering Aspen development and the adjacent Castle Towers Manufactured Home Park have access to provided sewer services and are subsequently subject to these charges. In 2008, the City issued debt to finance the acquisition of the Castle Towers Wastewater Treatment Plant. Consequently, any SAC revenues received related to the facility will be used to service this debt issue. Accordingly, the Sewer System Access Fund will be inactive until the debt is paid off or until another sewer plant commences operations.

DEPARTMENTAL GOALS

Ensure that charges are sufficient to cover the costs of a sewer treatment system with appropriate capacity to meet the needs of the City's customers

REVENUE DETAILS

34407-SAC Charges
\$0

All SAC charges collected will be applied to the debt service fund established to finance the acquisition of the Castle Towers Wastewater Treatment Plant

EXPENDITURE DETAILS

No expenditures are anticipated in 2012. Any repairs/expenditures related to the existing sewer infrastructure will be financed by the Sewer Fund.

CAPITAL OUTLAY

None

STAFFING

None



2012 Budget

FUND: 411 – Minard Street Reconstruction Fund
DEPT/ACTIVITY/PROJECT: 41100 – Minard Street Reconstruction Projects

DEPARTMENTAL PROFILE

In accordance with the purchase agreement for the sale of Minard Estates, the City is required to establish a fund for the “resurfacing, retrofitting and reconstruction of existing streets in Phase I of Minard Lake Estates.” Funding is provided via a \$2,000 charge per permit issued in the Minard Lake Estates development.

DEPARTMENTAL GOALS

Ascertain that charges are collected; assess street conditions and determine the timing and extent of necessary reconditioning of the streets

REVENUE DETAILS

34301-Street Reconstruction Charges
\$0
Estimated 2012 charges predicated on no new dwellings

EXPENDITURE DETAILS

No expenditures are anticipated in 2012. Any necessary expenditure will be approved by the City Council.

CAPITAL OUTLAY

None

STAFFING

None

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2012 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 timely, accurate billing of customers. Currently, the City owns and operates the water facilities servicing the Whispering Aspen Development. The number of customers is not adequate to profitably service them; the majority of expenses incurred in providing water service will not increase proportionately with an increase in customers. Additionally, in accordance with the sales agreement, the City is obligated to provide office space to the purchaser/developer of this property in the Community Center that houses the water system's control center. All utilities and maintenance costs for this building are charged to the Water Department; the developer pays none of the utility costs but has contributed to the capital improvements to the facility.

DEPARTMENTAL GOALS

Provide adequate capacity; perform required maintenance and work to facilitate the orderly implementation of service to new residents; minimize the City's losses until the number of customers is sufficient to support the costs of a water utility system. The construction of Well #2 was completed by fall 2010; water from both wells will be blended in order to remediate the radium content of the water supply

EXPENDITURE DETAILS

211-Cleaning Supplies

\$100

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

216-Chemicals and Chemical Products

\$2,000

Chemicals added to the water supply for health and safety purposes

223-Bldg/Facility Repair Supplies

\$400

Miscellaneous materials for repair and maintenance of the water building

227- Utility System Supplies

\$3,800

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

231-Small Tools & Minor Equip

\$500

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

307-Professional Services

\$1,200

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

321-Telephone

\$1,400

Communications via a land line and cell phone

342-Legal Notices

\$200

Radium disclosures

381-Electric Utilities

\$5,000

Utilities for the Water Plant/Whispering Aspen Community Center

382-Gas Utilities

\$1,400

Utilities for the Water Plant/Whispering Aspen Community Center

402-Repairs/Maintenance on Machinery/Equipment

\$1,800

Repair/maintenance/replacement of fire hydrants and other equipment

403-Buildings/Facilities Repair and Maintenance

\$850

Doors, windows, exterior lighting fixtures and bathroom fixtures

407-Utility System Services

\$300

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

610-Interest

\$500

481-Depreciation Expense

\$22,195

CAPITAL OUTLAY

None

STAFFING

.25 Maintenance Worker II



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 49401 Water Utility Operations				
REVENUES				
R 601-37100 Water Sales	\$28,750	\$31,805	\$46,000	\$32,000
R 601-37160 Water Penalty	\$1,786	\$1,358	\$2,000	\$1,400
	\$30,536	\$33,163	\$48,000	\$33,400
EXPENSES				
E 601-49401-101 Full-Time Employees Regular	\$12,096	\$12,688	\$12,653	\$12,735
E 601-49401-102 Full-Time Employees Overtime	\$287	\$278	\$221	\$221
E 601-49401-122 PERA-Coordinated Plan	\$864	\$881	\$930	\$930
E 601-49401-125 FICA/Medicare	\$958	\$1,108	\$1,154	\$1,238
E 601-49401-126 Deferred Compensation	\$384	\$376	\$367	\$367
E 601-49401-131 Cafeteria Contribution	\$2,571	\$2,675	\$2,683	\$2,850
E 601-49401-151 Worker's Comp Insurance Prem	\$1,068	\$646	\$561	\$576
E 601-49401-201 Office Supplies	\$68	\$72	\$100	\$100
E 601-49401-211 Cleaning Supplies	\$0	\$0	\$100	\$100
E 601-49401-216 Chemicals and Chem Products	\$753	\$2,274	\$1,800	\$2,000
E 601-49401-217 Safety Supplies	\$0	\$102	\$0	\$0
E 601-49401-223 Bldg/Facility Repair Supplies	\$289	\$410	\$500	\$400
E 601-49401-225 Park/Landscaping Materials	\$0	\$94	\$0	\$0
E 601-49401-227 Utility Maint Supplies	\$56	\$227	\$4,000	\$3,800
E 601-49401-231 Small Tools and Minor Equip	\$0	\$323	\$500	\$500
E 601-49401-307 Professional Services Fees	\$4,447	\$3,293	\$4,800	\$1,200
E 601-49401-321 Telephone	\$1,275	\$1,298	\$1,400	\$1,400
E 601-49401-342 Legal Notices	\$113	\$77	\$200	\$200
E 601-49401-381 Electric Utilities	\$6,387	\$4,252	\$7,000	\$5,000
E 601-49401-382 Gas Utilities	\$896	\$1,258	\$1,200	\$1,400
E 601-49401-402 Repairs/Maint Machinery/Equip	\$5,076	\$0	\$3,800	\$1,800
E 601-49401-403 Bldgs/Facilities Repair/Maint	\$799	\$653	\$850	\$800
E 601-49401-407 Utility System Services	\$0	\$0	\$300	\$300
E 601-49401-422 Auto/Misc Licensing Fees/Taxes	\$0	\$0	\$0	\$0
E 601-49401-434 Conferences/Meetings	\$23	\$0	\$0	\$500
E 601-49401-610 Interest	\$730	\$388	\$2,000	\$500
	\$39,140	\$33,373	\$47,119	\$38,917
INCOME (LOSS) BEFORE DEPRECIATION	(\$8,604)	(\$210)	\$881	(\$5,517)
E 601-49401-481 Depreciation Expense	\$9,856	\$22,195	\$21,522	\$22,195
INCOME (LOSS)	(\$18,460)	(\$22,405)	(\$20,641)	(\$27,712)



2012 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 mains and the treatment and ultimate disposition of residual waste. The City owns and operates the wastewater treatment plant servicing the Whispering Aspen Development and the Castle Towers Manufactured Home Park.

DEPARTMENTAL GOALS

Provide adequate capacity to service customers; economically improve and maintain a neglected treatment plant acquired by the City to allow for an efficient collection and treatment process

EXPENDITURE DETAILS

211-Cleaning Supplies

\$100

Supplies used for cleaning chlorine and alum rooms

215-Shop Supplies

\$100

Supplies for daily maintenance use

216-Chemicals/Chemical Products

\$14,000

Chemicals used for the processing of waste

217-Safety Supplies

\$250

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

218-Welding Supplies

\$150

Welding rods and steel for repairs and fabrication of replacement parts.

223-Buildings and Facilities Supplies

\$7,000

Repair materials to keep the acquired plant 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

\$7,200

Weekly testing and sampling of effluent required by MPCA at the Castle Towers Waste Water Treatment.

381-Electric Utilities

\$10,000

Utilities for the wastewater plant and lift stations

383-Water Utilities

\$4,000

Water for the wastewater plant and lift stations

387-Heating Fuels/Propane

\$100

Operating portable heating devices

403-Buildings/Facilities Repair and Maintenance

\$6,500

Repair services that cannot be performed in-house -\$6,500.

422-Misc. Licensing, Fees or Taxes

\$1,800

State of Minnesota PCA fees

610-Interest

\$700

481-Depreciation Expense

\$23,050

CAPITAL OUTLAY

None

STAFFING

.25 Maintenance Worker II



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 49451 Sewer Operations				
REVENUES				
R 602-36240 Refunds/reimbursements	\$0	\$7,525	\$0	\$0
R 602-37200 Sewer Sales	\$57,913	\$71,409	\$72,000	\$72,000
R 602-37260 Swr Penalty	\$1,946	\$1,313	\$2,000	\$1,400
	\$59,859	\$80,247	\$74,000	\$73,400
EXPENSES				
E 602-49451-101 Full-Time Employees Regular	\$12,096	\$12,688	\$12,653	\$12,735
E 602-49451-102 Full-Time Employees Overtime	\$252	\$278	\$221	\$221
E 602-49451-122 PERA-Coordinated Plan	\$861	\$880	\$930	\$930
E 602-49451-125 FICA/Medicare	\$955	\$1,109	\$1,154	\$1,238
E 602-49451-126 Deferred Compensation	\$383	\$376	\$366	\$367
E 602-49451-131 Cafeteria Contribution	\$2,571	\$2,675	\$2,683	\$2,850
E 602-49451-151 Worker's Comp Insurance Prem	\$1,065	\$553	\$478	\$492
E 602-49451-201 Office Supplies	\$32	\$0	\$100	\$0
E 602-49451-211 Cleaning Supplies	\$0	\$5	\$100	\$100
E 602-49451-215 Shop Supplies	\$81	\$64	\$100	\$100
E 602-49451-216 Chemicals and Chem Products	\$7,436	\$15,732	\$11,000	\$14,000
E 602-49451-217 Safety Supplies	\$191	\$257	\$250	\$250
E 602-49451-218 Welding Supplies	\$40	\$0	\$200	\$150
E 602-49451-223 Bldg/Facility Repair Supplies	\$2,492	\$412	\$7,100	\$7,000
E 602-49451-227 Utility Maint Supplies	\$134	\$0	\$1,000	\$800
E 602-49451-231 Small Tools and Minor Equip	\$326	\$230	\$800	\$700
E 602-49451-302 Architect/Engineering Fees	\$123	\$0	\$0	\$0
E 602-49451-303 Legal Fees	\$1,943	\$5,400	\$0	\$0
E 602-49451-307 Professional Services Fees	\$5,257	\$3,291	\$7,200	\$7,200
E 602-49451-381 Electric Utilities	\$8,706	\$10,016	\$9,100	\$10,000
E 602-49451-383 Water Utilities	\$2,287	\$497	\$4,200	\$4,000
E 602-49451-387 Heating Fuels/Propane	\$0	\$0	\$100	\$100
E 602-49451-403 Bldgs/Facilities Repair/Maint	\$2,942	\$892	\$2,500	\$6,500
E 602-49451-415 Other Equipment Rentals	\$134	\$127	\$0	\$0
E 602-49451-422 Auto/Misc Licensing Fees/Taxes	\$1,800	\$1,450	\$1,800	\$1,800
E 602-49451-434 Conferences/Meetings	\$357	\$0	\$0	\$600
E 602-49451-610 Interest	\$1,364	\$668	\$1,500	\$700
	\$53,828	\$57,600	\$65,535	\$72,833
INCOME (LOSS) BEFORE DEPRECIATION	\$6,031	\$22,647	\$8,465	\$567
E 602-49451-481 Depreciation Expense	\$23,050	\$23,050	\$23,050	\$23,050
INCOME (LOSS)	(\$17,019)	(\$403)	(\$14,585)	(\$22,483)



2012 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; negotiate a market rate lease for the cell tower; oversee and coordinate arena management activities; address deferred maintenance items at the facility; improve the financial performance of the Arena

EXPENDITURE DETAILS

223-Buildings & Facilities Repair and Maintenance Supplies
\$5,000

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

257-Concession for Resale
\$17,000

Food and beverages purchased for resale at the Arena concessions stand

307-Professional Services
\$90,000

Reimburse management labor expenses for contracted Arena personnel

381-Electric Utilities
\$33,000

Electricity needs of the Arena

382-Gas Utilities
\$24,000

Natural gas heating needs of the Arena

403-Building & Facilities Repair and Maintenance Services
\$30,000

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

CAPITAL OUTLAY

None

STAFFING

None



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 49851 Arena Operations				
REVENUES				
R 615-33100 Federal Grant and Aids	\$0	\$10,500	\$0	\$0
R 615-36240 Reimbursements	\$530	\$4,800	\$500	\$500
R 615-37910 Concession Sales	\$21,948	\$19,143	\$22,000	\$20,000
R 615-37920 Vending Machine Sales	\$310	\$551	\$500	\$500
R 615-38060 Ice Rental Revenues	\$183,470	\$210,742	\$187,000	\$205,000
R 615-38062 Dry Floor Events	\$6,052	\$4,596	\$7,000	\$4,000
R 615-38065 Locker Room Rental	\$7,720	\$7,500	\$7,800	\$7,500
R 615-38066 Sign Space Rental	\$2,535	\$1,190	\$1,000	\$1,000
R 615-38067 Tower Lease Payments	\$24,101	\$33,712	\$34,000	\$34,000
	\$246,666	\$292,734	\$259,800	\$272,500
EXPENSES				
E 615-49851-201 Office Supplies	\$0	\$0	\$100	\$100
E 615-49851-211 Cleaning Supplies	\$772	\$0	\$1,000	\$750
E 615-49851-212 Motor Fuels	\$2,025	\$2,068	\$2,500	\$2,500
E 615-49851-219 General Operating Supplies	\$500	\$181	\$500	\$500
E 615-49851-223 Bldg/Facility Repair Supplies	\$5,461	\$4,474	\$5,000	\$5,000
E 615-49851-231 Small Tools and Minor Equip	\$1,416	\$1,379	\$2,000	\$1,500
E 615-49851-257 Concession for Resale	\$19,839	\$14,568	\$20,000	\$17,000
E 615-49851-307 Professional Services Fees	\$84,166	\$85,898	\$86,000	\$90,000
E 615-49851-321 Telephone	\$1,176	\$1,242	\$1,300	\$1,300
E 615-49851-381 Electric Utilities	\$28,720	\$36,877	\$33,000	\$33,000
E 615-49851-382 Gas Utilities	\$20,808	\$22,916	\$22,000	\$24,000
E 615-49851-385 Refuse Removal	\$2,130	\$2,046	\$2,200	\$2,200
E 615-49851-402 Repairs/Maint Machinery/Equip	\$1,044	\$5,290	\$3,500	\$4,000
E 615-49851-403 Bldgs/Facilities Repair/Maint	\$44,510	\$32,062	\$25,000	\$30,000
E 615-49851-422 Auto/Misc Licensing Fees/Taxes	\$1,309	\$1,189	\$1,300	\$1,300
E 615-49851-433 Dues and Subscriptions	\$140	\$140	\$250	\$250
E 615-49851-610 Interest	\$2,016	\$907	\$3,000	\$1,000
	\$216,032	\$211,237	\$208,650	\$214,400
INCOME BEFORE DEPRECIATION	\$30,634	\$81,497	\$51,150	\$58,100
E 615-49851-481 Depreciation Expense	\$82,361	\$82,361	\$82,361	\$82,361
INCOME (LOSS)	(\$51,727)	(\$864)	(\$31,211)	(\$24,261)



2012 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

38401-Vehicle Replacement Charges
\$262,200

Departmental charges for future equipment acquisition: Planning Department - \$2,500; Fire Department - \$115,000; Park Maintenance Department - \$16,700; Building Inspections Department - \$3,000; and Street Maintenance Department - \$125,000

39101-Sales of General Fixed Assets
\$49,000

Sale of equipment being replaced: 4 X 4 Pick Up - \$3,000; Rino Finishing Mower - \$1,000; Loader/Bucket - \$15,000; Pumper - \$30,000.

CAPITAL OUTLAY

The replacement schedule is part of this Budget item. With approval of this Budget, the replacement program is also approved.

540-Heavy Machinery
\$580,000

Streets – Loader with Snow/wing Plow \$188,000; Parks – Finishing Mower \$17,000; Fire – Six person Cab Pumper \$375,000.

550-Motor Vehicles

\$20,000

Building Inspection – Small SUV (Replacing 4 X 4 Pick Up) \$20,000

STAFFING

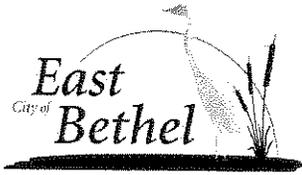
None



	2009 Actual	2010 Actual	2011 Amended Budget	2012 Adopted Budget
Dept 49950 Equipment Replacement Operations				
REVENUES				
R 701-31810 Franchise Taxes	\$0	\$0	\$0	\$0
R 701-36210 Interest Earnings	\$12,376	\$5,880	\$10,000	\$7,000
R 701-38401 Vehicle Replacement Charges	\$246,700	\$246,700	\$262,200	\$262,200
R 701-39101 Sales of General Fixed Assets	\$9,665	\$21,665	\$11,500	\$49,000
	\$268,741	\$274,245	\$283,700	\$318,200
E 701-49950-481 Depreciation	\$66,617	\$105,090	\$0	\$0
E 701-49950-540 Heavy Machinery	\$42,638	\$332,674	\$167,000	\$580,000
E 701-49950-550 Motor Vehicles	\$51,854	\$185,398	\$91,000	\$20,000
	\$161,109	\$623,162	\$258,000	\$600,000
REVENUES LESS EXPENSES	\$107,632	(\$348,917)	\$25,700	(\$281,800)

Equipment Replacement						
Equipment Purchase Schedule						
	Inspection	Planning	Parks	Streets	Fire	Total
2012 Purchases						
FORD 150 4X4 - REPLACE WITH SMALL SUV	\$20,000					
RINO FINISHING MOWER			\$17,000			
CAT 1T 28 LOADER/BUCKET, SNOW PLOW/WING				\$188,000		
SPARTAN 6 MAN CAB - 1250 PUMPER					\$375,000	
2012 Total						\$600,000
2013 Purchases						
SMALL SUV		\$20,000				
JACOBSEN 6010 MOWER			\$44,000			
VERMEER WOODCHIPPER				\$24,000		
TIGER TM-60 DITCH MOWER				\$11,000		
J DEERE 6400 TRACTOR W/ LOADER, SWEEPSTER, TILLER, DISC				\$88,000		
CHEV KODIAK REG CAB - 1250 PUMPER					\$275,000	
2013 Total						\$462,000
2014 Purchases						
KUBOTA			\$17,000			
FORD 150 4X4			\$30,000			
FORD 550 1.5T CHASSIS TRUCK				\$49,000		
ZODIAC BOAT 16' - RESCUE BOAT, 1 - 30 HP MOTOR					\$15,000	
CHEV 4X4 1T PU - GRASS RIG					\$65,000	
2014 Total						\$176,000
2015 Purchases						
Z TRACK MOWER 680			\$17,500			
FORD 550 1.5T CHASSIS TRUCK				\$51,000		
J DEERE 770 BH GRADER				\$205,000		
CC-10 ROLLER				\$25,000		
FORD 250 4X4 CREW CAB - DUTY OFFICER					\$45,000	
2015 Total						\$343,500
2016 Purchases						
Z TRACK MOWER			\$12,000			
FORD L8000 REG CAB - 3000 GAL TANKER					\$250,000	
2016 Total						\$262,000

Equipment Replacement Equipment Purchase Schedule						
	Inspection	Planning	Parks	Streets	Fire	Total
2017 - 2021 Purchases						
FORD ESCAPE 4X4	\$20,000					
KUBOTA W/ GROOMER			\$19,000			
FORD 550 1.5T CHASSIS DUMP TRUCK, MONROE SANDER				\$53,000		
FELLING 18 FT TRAILER				\$12,000		
FELLING 18 FT TRAILER				\$12,000		
STERLING L8500 W/ CRYSTEEL BOX				\$188,000		
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER				\$190,000		
T190 BOBCAT WITH LOADER, AUGER FOR SKID STEER LOADER				\$52,000		
SPARTAN 6 MAN CAB - 1250 PUMPER REFURBISH					\$50,000	
CHIEF'S AUTO					\$25,000	
FIRE TANKER APPARATUS REFURBISH					\$30,000	
FORD F-550 - MINI PUMPER REFURBISH					\$40,000	
2017- 2021 Total						\$691,000
2022 - 2026 Purchases						
FELLING 18 FT TRAILER				\$12,000		
DUMP TRUCK, FALLS SNOW/WING PLOWS, SANDER				\$194,000		
DUMP TRUCK, FALLS SNOW/WING PLOWS, SANDER				\$196,000		
SWEEPER/VAC TRUCK				\$185,000		
PICK UP				\$26,000		
FORD 550 QUICK ATTACK WITH PUMPER REFURBISH					\$45,000	
FORD 4X4 1T PU - GRASS RIG					\$75,000	
2022 - 2026 Total						\$733,000
2027 & Beyond Purchases						
FIRE TANKER APPARATUS					\$160,000	
SPARTAN 6 MAN CAB - 1250 PUMPER					\$475,000	
FORD F-550 - MINI PUMPER					\$375,000	
FORD 550 QUICK ATTACK WITH PUMPER					\$380,000	
FOUR DOOR UTILITY PICK UP TRUCK					\$65,000	
2027 & Beyond Total						\$1,455,000
Total Scheduled Purchases	\$40,000	\$20,000	\$156,500	\$1,761,000	\$2,745,000	\$4,722,500



2012 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 2010 the accumulated liability for compensated absences for all employees is \$134,958.

REVENUE DETAILS

39201-Transfer from General Fund

\$0

To be determined when liability is calculated at year end 2012.

Departmental charge for funding employee compensated absences is \$500 per employee and is budgeted within each department under full-time employee wages.

EXPENDITURE DETAILS

Determined when employee separates from City service.

STAFFING

None