

City of East Bethel
City Council Work Meeting
Date: August 7, 2023 at 7:00 p.m.



**This City Council meeting may be monitored live via the following means:
Cable Channel 10, MidcoTV Channel 77, or the City of East Bethel YouTube channel
(www.youtube.com/channel/UC8_7ShcME-XG14pN5JrmBGg/live)**

- 1.** Call To Order
- 2.** Adopt Agenda
- 3.** 2024 Draft Preliminary Budget (pg. 2-98)
- 4.** Utility Extension - 184th Lane to Briarwood Lane (pg. 99-103)
- 5.** Staff Report
- 6.** Adjourn

**City of East Bethel
City Council Work Meeting
Agenda Item Information**



Date: August 7, 2023

Agenda Item Number: Item 3.0

Agenda Item: 2024 Preliminary Budget Overview and Discussion

Background Information:

On May 10, 2023 the City Finance Committee met with City Staff to review and discuss the 2024 budget. The Finance Committee also discussed the City general fund balance, the actual City financial performance for the prior year and the City's debt service requirements. Concurrent to the Finance Committee meeting, the base budget was submitted to Department Heads for preparation of their individual department budgets. On July 5, 2023 City Department Heads presented their department budgets to the City Council.

Since the 7/5/23 City Council work meeting, the Anoka County Sheriff's Department updated their 2024 Law Enforcement Contract estimate from \$1,275,158 to \$1,391,909 or \$116,751 more than what was initially provided. This new amount has now been updated in the preliminary budget. The 2023 Law Enforcement Contract amount was \$1,217,878 making the 2024 increase 14.3%. A representative from the Sheriff's Department is scheduled to present the Law Enforcement contract at the 8/7/23 City Council Work Meeting.

The preliminary 2024 general fund expenditure budget is proposed to increase by 5% or \$347,400. This expenditure increase would then result in a corresponding levy increase (general tax levy and debt service levy) of 6.1% or \$372,500 in order to balance the 2024 budget. Overall, the general tax levy, debt service levy, EDA levy, and HRA levy would increase by 5.9% or \$372,500.

The two primary open items as it pertains to the 2024 General Fund Budget are the proposal to add one FTE to the Fire Department and the potential use of fund balance to lessen the levy increase.

Fire Department Outreach Coordinator

The Fire Department has proposed to add one FTE to their staff in 2024—Outreach Coordinator. The amount allocated for this position is \$83,400, which includes salary and benefits.

Fund Balance

The City has a fund balance policy that states that the City will maintain an unassigned fund balance in the General fund of at least 40% of next year's budgeted expenditures. In practice, the City has historically maintained and targeted 50% of next years budgeted expenditures to ensure the general fund has adequate cash flow in order to meet operational needs.

The City ended 2022 with a general fund balance of \$3,672,546. Given this amount and the proposed 2024 expenditure budget the City has roughly \$129,000 in unassigned fund balance above the 50% threshold that could be used to offset the proposed levy increase in 2024.

No use of fund balance = 5.9% overall increase
\$129,000 use of fund balance = 3.9% overall increase

The remaining schedule for the discussion and consideration of the 2024 Budget is tentatively set as:

- Other Council Meeting agenda items as required prior to September 11, 2023
- September 11 Council Meeting: Consideration of the Preliminary 2024 Budget and Levy
- December 11 Council Meeting: Consideration of the Final 2024 Budget and Levy

Attachment(s):

Attachment 1 - 2024 Preliminary Budget Book

Recommendation: City Council is requested to discuss the draft of the preliminary 2024 Budget and provide direction to staff regarding any adjustments to be made in the attached budget proposal.



2024 Preliminary Budget

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Account Description	2021 Actual	2022 Actual	2023 Budget	2024 Preliminary Budget	% Change
Tax Levies - City					
General Fund Tax Levy	4,836,000.00	5,104,200.00	5,144,600.00	5,500,100.00	7%
2013 A	128,500.00	-	-	-	N/A
2008 A	65,000.00	-	-	-	N/A
2015 A	580,000.00	597,000.00	614,500.00	632,500.00	3%
2014 A	331,000.00	331,000.00	331,000.00	330,000.00	0%
Total Levy - City	5,940,500.00	6,032,200.00	6,090,100.00	6,462,600.00	6.1%
Tax Levies - Special Levies					
City EDA	121,200.00	136,200.00	136,200.00	136,200.00	0%
City HRA	69,500.00	77,000.00	77,000.00	77,000.00	0%
Total Levy - Special Levies	190,700.00	213,200.00	213,200.00	213,200.00	0%
Total All Levies	6,131,200.00	6,245,400.00	6,303,300.00	6,675,800.00	5.9%

CITY COUNCIL

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Kevin Lewis	Mayor	01/01/25
Bob DeRoche	Council Member	01/01/25
Brian Mundle	Council Member	01/01/25
Jim Smith	Council Member	01/01/27
Tim Miller	Council Member	01/01/27

CITY OFFICIALS

Jack Davis	City Administrator
Mike Jeziorski	Deputy City Administrator Finance Director
Carrie Frost	Administrative Coordinator
Emily Jabs	Administrative Assistant
Jackie Campbell	Finance Coordinator
Desiree Stanford	Accounting Coordinator
Aaron Berg	Community Development Director
Nick Schmitz	Building Official
Steve Lutmer	Building Inspector
Sherri Eisenbraun	Building Permit Technician
Nate Ayshford	Public Works Manager
Rod Sanow	Fire Chief Emergency Management Director
Ben Uden	Fire Inspector

Organizational Staff Summary				Item 3.0 , Attachment 1	
		2021	2022	2023	2024
City Council	Part Time	5.00	5.00	5.00	5.00
City Administration	Full Time	3.00	3.00	3.00	3.00
	Part Time	0.06	0.06	0.06	0.06
Elections	Part Time		Contract		Contract
Finance	Full Time	2.00	3.00	3.00	3.00
Assessing	Full Time	Contract	Contract	Contract	Contract
Legal	Full Time	Contract	Contract	Contract	Contract
Planning and Zoning	Full Time	2.00	2.00	2.00	1.00
	Part Time	0.06	0.06	0.06	0.06
Bldg Inspection	Full Time	3.00	3.00	3.00	3.00
	Part Time	-	-	-	-
Police	Full Time	Contract	Contract	Contract	Contract
Fire	Full Time	2.00	2.00	2.00	3.00
	Part Time	Paid On-Call	Paid On-Call	Paid On-Call	Paid On-Call
Engineering	Full Time	Contract	Contract	Contract	Contract
Street Maintenance	Full Time	5.00	5.00	5.00	5.00
	Part Time	0.30	0.30	0.30	0.30
Park Maintenance	Full Time	4.00	4.00	4.00	4.00
	Part Time	0.30	0.30	0.30	0.30
Total	Full Time	21.00	22.00	22.00	22.00
	Part Time	5.66	5.66	5.66	5.66

2024 Pay Plan (Hourly)								Item 3.0 , Attachment 1
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	
1	17.77	18.42	19.07	19.72	20.37	21.02	21.67	
2	19.14	19.84	20.54	21.24	21.94	22.64	23.34	
3	21.05	21.82	22.59	23.36	24.13	24.90	25.67	
4	23.15	24.00	24.85	25.69	26.54	27.39	28.24	
5	25.47	26.40	27.33	28.27	29.20	30.13	31.06	
6	28.03	29.06	30.08	31.11	32.14	33.16	34.19	
7	30.83	31.96	33.09	34.22	35.34	36.47	37.60	
8	33.90	35.14	36.38	37.62	38.86	40.10	41.34	
9	36.87	38.21	39.56	40.91	42.26	43.61	44.96	
10	42.08	43.62	45.16	46.70	48.23	49.77	51.31	
11	44.68	46.32	47.95	49.59	51.22	52.86	54.49	
12	47.36	49.10	50.83	52.56	54.29	56.03	57.76	
13	51.37	53.25	55.13	57.01	58.89	60.76	62.64	
14	54.45	56.45	58.44	60.43	62.42	64.42	66.41	
15	57.73	59.85	61.96	64.07	66.18	68.29	70.41	
16	61.49	63.74	65.99	68.24	70.49	72.74	74.99	
2024 Pay Plan (Annually)								
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	
1	36,962.81	38,315.11	39,667.40	41,019.70	42,372.00	43,724.30	45,076.60	
2	39,806.10	41,262.42	42,718.74	44,175.06	45,631.38	47,087.71	48,544.03	
3	43,782.27	45,384.06	46,985.85	48,587.64	50,189.43	51,791.22	53,393.01	
4	48,158.27	49,920.16	51,682.05	53,443.94	55,205.83	56,967.72	58,729.60	
5	52,978.55	54,916.78	56,855.02	58,793.26	60,731.50	62,669.74	64,607.98	
6	58,309.72	60,443.00	62,576.28	64,709.57	66,842.85	68,976.13	71,109.41	
7	64,129.58	66,475.79	68,821.99	71,168.20	73,514.40	75,860.61	78,206.81	
8	70,504.78	73,084.22	75,663.67	78,243.11	80,822.55	83,402.00	85,981.44	
9	76,680.06	79,485.43	82,290.79	85,096.16	87,901.53	90,706.90	93,512.27	
10	87,520.11	90,722.07	93,924.02	97,125.98	100,327.93	103,529.89	106,731.84	
11	92,940.14	96,340.39	99,740.64	103,140.89	106,541.14	109,941.38	113,341.63	
12	98,515.66	102,119.89	105,724.12	109,328.35	112,932.58	116,536.82	120,141.05	
13	106,845.62	110,754.61	114,663.59	118,572.58	122,481.56	126,390.55	130,299.54	
14	113,265.24	117,409.09	121,552.94	125,696.79	129,840.64	133,984.49	138,128.34	
15	120,084.70	124,478.04	128,871.39	133,264.73	137,658.07	142,051.42	146,444.76	
16	127,903.76	132,583.16	137,262.57	141,941.98	146,621.38	151,300.79	155,980.19	
2024 Cafeteria Contribution								
Full Time Employees					\$1,450 per month			
Seasonal/Part Time								
Mayor					\$525 per month			
Council Member					\$475 per month			
Seasonal and Part Time					\$10.00-\$18.00 per hour			
2024 Fire Fighter and Officer Pay Plan								
Position	# of Positions	Monthly Salary Rate						
Deputy Fire Chief	1	\$ 835.12						
District Fire Chief	2	\$ 688.98						
Captain	2	\$ 292.21						
Lieutenant	5	\$ 203.69						
Training Officer	1	\$ 203.69						
Training/Drill/Fire Call/Duty Officer								
Probationary Firefighter					\$15.63 per hour			
Firefighter I					\$16.83 per hour			
Firefighter II/Officer					\$17.35 per hour			
Firefighter III/Officer					\$19.10 per hour			
Duty Officer					\$292.21 per week			

City of East Bethel
2024 General Fund Preliminary Budget (Summary)

Item 3.0 , Attachment 1

<u>General Fund</u>	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget	% Change
Revenues							
	Property Tax	4,894,070.82	5,101,640.08	2,713,397.41	5,144,600.00	5,500,100.00	7%
	Use of Fund Balance	-	-	-	145,000.00	-	-100%
	Franchise Tax	65,463.50	63,711.38	30,175.53	65,500.00	64,500.00	-2%
	Gambling 3% Tax / 10% Contribution	24,900.00	46,031.92	40,307.14	15,000.00	40,000.00	167%
	Special Assessments	-	13,500.00	6,500.00	13,500.00	12,500.00	-7%
	Licenses and Fees	36,261.00	37,772.45	31,100.00	39,000.00	39,400.00	1%
	Building Inspection Permits	480,676.90	299,771.04	220,750.56	308,000.00	347,500.00	13%
	Building Inspection Permits (Bethel)	8,843.78	5,845.32	549.76	2,000.00	2,000.00	0%
	State Aid	293,640.02	309,787.42	217,810.00	276,000.00	299,000.00	8%
	SAFER Grant	-	-	-	-	-	N/A
	Fines and Forfeits	29,341.78	21,964.28	12,199.50	29,000.00	25,000.00	-14%
	Intergovernmental Charges	279,528.94	286,739.43	287,531.47	288,000.00	286,000.00	-1%
	Other Fees	7,103.57	3,383.36	1,567.70	3,700.00	3,700.00	0%
	Cemetery Revenue	10,200.00	10,350.00	7,150.00	5,000.00	7,500.00	50%
	Site Lease Revenue	70,091.73	75,189.93	64,971.52	73,000.00	81,000.00	11%
	Refunds and Reimbursements	51,545.78	53,455.66	11,239.95	27,000.00	28,500.00	6%
	Interest Earnings	2,457.67	24,462.31	39,178.68	15,000.00	60,000.00	300%
Total Revenues - General Fund		6,254,125.49	6,353,604.58	3,684,429.22	6,449,300.00	6,796,700.00	5%
Expenditures							
General Government							
	Council	74,136.01	87,415.84	45,862.17	77,900.00	82,200.00	6%
	City Administration	425,807.10	427,047.63	234,210.06	441,900.00	446,200.00	1%
	Elections	2,419.13	15,551.74	2,593.26	4,000.00	20,500.00	413%
	Finance	310,904.99	379,123.19	232,394.05	409,200.00	426,500.00	4%
	Assessing	59,635.00	58,980.00	29,657.50	62,500.00	62,500.00	0%
	Legal	153,309.20	158,871.61	91,616.08	170,000.00	185,000.00	9%
	Government Buildings	62,026.83	49,222.23	21,676.03	43,000.00	43,500.00	1%
	Risk Management	92,126.00	88,677.00	101,876.00	92,500.00	102,000.00	10%
Total General Government		1,180,364.26	1,264,889.24	759,885.15	1,301,000.00	1,368,400.00	5%
Community Development							
	Planning and Zoning	234,320.03	249,895.09	76,084.84	298,300.00	184,900.00	-38%
	Building Inspection	339,144.86	342,108.66	200,651.05	374,100.00	385,400.00	3%
Total Community Development		573,464.89	592,003.75	276,735.89	672,400.00	570,300.00	-15%
Public Safety							
	Police Protection	1,156,820.00	1,172,334.00	953,856.50	1,226,000.00	1,400,000.00	14%
	Fire Protection	826,633.07	960,458.26	561,198.55	987,500.00	1,110,700.00	12%
Total Public Safety		1,983,453.07	2,132,792.26	1,515,055.05	2,213,500.00	2,510,700.00	13%
Engineering							
	Engineering	13,557.41	12,526.34	5,979.85	40,000.00	30,000.00	-25%
Total Engineering		13,557.41	12,526.34	5,979.85	40,000.00	30,000.00	-25%
Public Works							
	Public Works - Parks Maintenance	464,218.44	483,091.60	287,616.89	519,600.00	534,200.00	3%
	Public Works - Streets	900,630.19	955,259.43	659,642.41	1,046,300.00	1,076,600.00	3%
Total Public Works		1,364,848.63	1,438,351.03	947,259.30	1,565,900.00	1,610,800.00	3%
Civic Events							
	Civic Events	5,000.00	6,500.00	6,500.00	6,500.00	6,500.00	0%
Total Culture and Recreation		5,000.00	6,500.00	6,500.00	6,500.00	6,500.00	0%
Transfers / Other							
	Transfer to Building Capital	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0%
	Transfer to Street Capital	475,000.00	500,000.00	500,000.00	500,000.00	550,000.00	10%
	Transfer to Parks Capital	90,000.00	95,000.00	100,000.00	100,000.00	100,000.00	0%
	Transfer to Debt Service	531,754.03	-	-	-	-	N/A
Total Other		1,146,754.03	645,000.00	650,000.00	650,000.00	700,000.00	8%
Total Expenditures - General Fund		6,267,442.29	6,092,062.62	4,161,415.24	6,449,300.00	6,796,700.00	5%
City Council Work Meeting Packet, Page 12							
Excess of Revenues over Expenditures - General Fund		(13,316.80)	261,541.96	(476,986.02)	-	-	



2024 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

STAFFING

1- Mayor
4- City Council Members

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

107-Commissions and Boards
\$21,800
Upper Rum River Watershed Management Organization -\$9,173
Sunrise Watershed Management Organization - \$12,647

307-Professional Services
\$5,000
Quarterly updates of ordinances. Professional service requirements throughout the year including assistance with grant and direct appropriation identification and pursuit.

433-Dues and Subscriptions

\$21,000

League of Minnesota Cities-\$13,000

Alexandra House-\$4,500

Mediation Services for Anoka County-\$2,500

Stepping Stone - \$450

North TH 65 Corridor Coalition-\$250

MN Mayors Association-\$30

434-Conferences/Meetings

\$1,000

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

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Council						
	E 101-41110-103 Part-Time Employees	29,100.00	29,100.00	16,450.00	29,100.00	29,100.00
	E 101-41110-107 Commissions and Boards	21,465.10	23,829.67	23,385.62	22,000.00	21,800.00
	E 101-41110-125 FICA/Medicare	2,226.24	2,226.23	1,258.48	2,200.00	2,200.00
	E 101-41110-151 Worker s Comp Insurance Prem	132.35	73.01	78.77	200.00	200.00
	E 101-41110-201 Office Supplies	-	128.55	-	200.00	200.00
	E 101-41110-231 Small Tools and Minor Equip	800.00	1,600.00	1,931.40	1,000.00	1,000.00
	E 101-41110-307 Professional Services Fees	3,660.32	12,350.68	550.00	3,000.00	5,000.00
	E 101-41110-331 Travel Expenses	-	-	-	500.00	500.00
	E 101-41110-343 Other Advertising	-	-	-	200.00	200.00
	E 101-41110-433 Dues and Subscriptions	16,383.00	18,059.18	1,574.18	18,500.00	21,000.00
	E 101-41110-434 Conferences/Meetings	369.00	48.52	633.72	1,000.00	1,000.00
		74,136.01	87,415.84	45,862.17	77,900.00	82,200.00



2024 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, 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. The Department also provides assistance to all stakeholders, accurate information and courteous service to City residents/visitors.

EXPENDITURE DETAILS

STAFFING

1 City Administrator
 1 Administrative Coordinator
 1 Administrative Assistant
 1 Part Time Cable Technician

101-Full-Time Employees Regular
 \$282,000

Provides for a 3.5% COLA salary increase for three employees and a STEP increase for one eligible employee.

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

131-Cafeteria Contribution
 \$52,200
 City allotment for benefits for full-time employees

201-Office Supplies
 \$1,500
 Miscellaneous office supplies including paper, toner, envelopes, and folders

231-Minor Equipment
\$300

307 – Professional Service Fees
\$10,000
Time Savers
Contractual minute-taking services with Time Savers for City Council Meetings and City Council Work Meetings.

309 - Information Systems
\$13,500
Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support, voice over internet phone and data center network
Anoka County Fiber Internet

321 - Phone
\$1,900
Cell phone for City Administrator and land lines for City Hall.

322-Postage
\$10,000
All postage costs including 4 newsletter mailings throughout the year

331-Travel Expenses
\$1,500 Mileage reimbursement for the City Administrator

342-Legal Notices
\$500
Advertising costs for legal notices regarding ordinances and other legally required notices

351-Printing and Duplicating
\$3,500
City newsletter production and mailing of 4 publications to each resident

413-Office Equipment
\$7,000
Pitney Bowes - postage machine lease - \$700
US Bank Equipment Finance - Ricoh copier/printer lease - \$4,000
Metro Sales – Ricoh copier / printer maintenance/supplies - \$2,300

421-Software License
\$3,500
Leightronix – video hosting/indexing - \$2,500
Software licenses - \$500
Dropbox for Business - \$500

434-Conferences/Meetings
\$500
MCFOA membership

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Administration						
	E 101-41320-101 Full-Time Employees Regular	275,015.31	271,159.21	143,368.11	277,700.00	282,000.00
	E 101-41320-102 Full-Time Employees Overtime	341.15	1,491.72	99.09	-	-
	E 101-41320-103 Part-Time Employees	1,563.00	1,470.00	630.00	1,600.00	1,700.00
	E 101-41320-122 PERA-Coordinated Plan	19,397.82	19,297.42	10,759.99	20,800.00	21,200.00
	E 101-41320-125 FICA/Medicare	20,842.17	20,675.57	12,442.43	25,700.00	26,200.00
	E 101-41320-126 Deferred Compensation	3,959.20	3,923.25	2,154.04	6,000.00	6,000.00
	E 101-41320-131 Cafeteria Contribution	46,795.91	49,700.00	29,925.07	51,300.00	52,200.00
	E 101-41320-151 Worker s Comp Insurance Prem	2,936.33	1,286.75	1,763.64	3,200.00	3,200.00
	E 101-41320-201 Office Supplies	1,725.72	1,493.21	602.17	1,000.00	1,500.00
	E 101-41320-231 Small Tools and Minor Equip	369.99	4,907.85	952.80	300.00	300.00
	E 101-41320-307 Professional Services Fees	12,873.55	12,121.75	7,344.00	10,000.00	10,000.00
	E 101-41320-309 Information Systems	11,041.20	15,933.16	8,798.30	16,000.00	13,500.00
	E 101-41320-321 Telephone	3,321.57	1,849.70	1,049.23	1,800.00	1,900.00
	E 101-41320-322 Postage/Delivery	10,036.57	5,460.92	3,977.46	10,000.00	10,000.00
	E 101-41320-331 Travel Expenses	1,382.64	1,512.72	1,014.07	1,500.00	1,500.00
	E 101-41320-341 Personnel Advertising		425.60	-	-	-
	E 101-41320-342 Legal Notices	166.63	631.13	537.46	500.00	500.00
	E 101-41320-351 Printing and Duplicating	4,410.13	3,738.38	1,415.90	3,500.00	3,500.00
	E 101-41320-413 Office Equipment Rental	6,833.21	6,830.75	3,667.35	7,000.00	7,000.00
	E 101-41320-421 Software Licensing	2,795.00	2,968.54	3,238.95	3,500.00	3,500.00
	E 101-41320-433 Dues and Subscriptions		170.00	-	-	-
	E 101-41320-434 Conferences/Meetings	-	-	470.00	500.00	500.00
		425,807.10	427,047.63	234,210.06	441,900.00	446,200.00



2024 Budget

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

DEPARTMENTAL PROFILE

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

EXPENDITURE DETAILS

EXPENDITURE DETAILS

219 General Operating Supplies
\$500

307 Professional Services Fees
\$15,000
Election Judge Compensation for two elections: August and November

342 Legal Notices
\$1,000

402 Equipment Maintenance
\$4,000
The City and Anoka County have a joint powers agreement that includes payment of a system support fee for equipment and software. The City will store and use the equipment during each election cycle.

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Elections						
	E 101-41410-219 General Operating Supplies	-	-	-	-	500.00
	E 101-41410-231 Small Tools and Minor Equip	-	225.69	-	-	-
	E 101-41410-307 Professional Services Fees	-	11,705.45	-	-	15,000.00
	E 101-41410-342 Legal Notices	-	535.98	-	-	1,000.00
	E 101-41410-402 Repairs/Maint Machinery/Equip	2,419.13	3,084.62	2,593.26	4,000.00	4,000.00
		2,419.13	15,551.74	2,593.26	4,000.00	20,500.00



2024 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

STAFFING

1 Finance Director
 1 Finance Coordinator
 1 Accounting Coordinator

101-Full-Time Employees Regular Salary
 \$276,600
 Provides for a 3.5% COLA salary increase for three employees and a step increase for one employee

131-Cafeteria Contribution
 \$52,200
 City allotment for benefits for full-time employees

301-Auditing and Accounting Services
 \$25,500
 Annual audit of the City's financial statements

307 – Professional Service Fees

\$1,700

Anoka County - \$1,700

Cost associated with tax levy and special assessment administration

309 - Information Systems

\$11,500

Metro-INET support services – IT support, exchange email/calendar, wireless/wired network support, Voice over internet phone system and data center network

321 - Phone

\$1,000

Cell phone reimbursement for Finance Director and Finance Coordinator

331-Travel Expense

\$200

Mileage reimbursement for: trainings, bank and post office travel

342-Legal Notices

\$1,000

Publishing of the City's annual audit

421-Software License

\$1,700

Financial software license and support necessary if problems arise with Banyon financial and payroll software.

433-Dues and Subscriptions

\$300

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

434-Conferences/Meetings

\$400

Training for the Finance Coordinator, Finance Director and Accounting Coordinator

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Finance						
	E 101-41520-101 Full-Time Employees Regular	205,168.64	244,732.67	141,127.13	265,400.00	276,600.00
	E 101-41520-102 Full-Time Employees Overtime		261.76	-	-	-
	E 101-41520-122 PERA-Coordinated Plan	15,089.49	18,261.08	10,584.53	19,900.00	20,700.00
	E 101-41520-125 FICA/Medicare	17,111.55	21,555.08	12,661.10	24,700.00	25,600.00
	E 101-41520-126 Deferred Compensation	3,930.35	5,615.53	3,231.06	6,000.00	6,000.00
	E 101-41520-131 Cafeteria Contribution	31,200.00	46,200.00	29,925.00	51,300.00	52,200.00
	E 101-41520-151 Worker s Comp Insurance Prem	2,205.81	1,585.86	1,672.43	2,000.00	2,000.00
	E 101-41520-201 Office Supplies	-	25.55	30.79	100.00	100.00
	E 101-41520-231 Small Tools and Minor Equip	-	3,136.12	-	-	-
	E 101-41520-301 Auditing and Acct g Services	26,200.00	27,600.00	23,500.00	23,500.00	25,500.00
	E 101-41520-307 Professional Services Fees	1,599.81	1,702.47	1,731.29	1,700.00	1,700.00
	E 101-41520-309 Information Systems	5,070.48	5,437.56	5,568.43	10,000.00	11,500.00
	E 101-41520-321 Telephone	900.36	480.00	-	1,000.00	1,000.00
	E 101-41520-331 Travel Expenses	-	17.88	71.04	200.00	200.00
	E 101-41520-342 Legal Notices	838.50	811.63	591.25	1,000.00	1,000.00
	E 101-41520-421 Software Licensing	1,590.00	1,680.00	1,680.00	1,700.00	1,700.00
	E 101-41520-433 Dues and Subscriptions	-	-	-	300.00	300.00
	E 101-41520-434 Conferences/Meetings	-	20.00	20.00	400.00	400.00
		310,904.99	379,123.19	232,394.05	409,200.00	426,500.00



2024 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
 \$62,500

The City currently has a contract with Ken Tolzmann for Assessor Services that runs through 12/31/24.

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Assessing						
	E 101-41550-307 Professional Services Fees	59,635.00	58,980.00	29,657.50	62,500.00	62,500.00
		59,635.00	58,980.00	29,657.50	62,500.00	62,500.00



2024 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
\$185,000

The City currently has a contract with Eckberg Lammers for Legal services that runs through May 31, 2026.

Civil Services:
1/1/24 to 05/31/24 - \$245.00 per hour
6/1/24 to 12/31/24 – \$245.00 per hour

Prosecution Services:
1/1/24 to 5/31/24 - \$51,005
6/1/24 to 12/31/24 – \$73,192

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Law and Legal						
	E 101-41610-303 Legal Fees	153,309.20	158,871.61	91,616.08	170,000.00	185,000.00
		153,309.20	158,871.61	91,616.08	170,000.00	185,000.00



2024 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

211-Cleaning Supplies

\$500

Cleaning supplies for government facilities

219-General Operating Supplies / Safety Supplies

\$1,000

Safety supplies/First Aid for City Hall

223-Bldg/Facility Repair Supplies

\$1,500

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

381-Electric Utilities

\$13,500

Electrical utility services for City Hall and the City billboard

382-Gas Utilities

\$6,000

Gas utilities for City Hall

403-Buildings & Facilities Repair/Maintenance

\$19,500

City Hall janitorial service - \$4,600

Septic system pumping - \$1,500

Annual carpet cleaning \$500

Water Softener Rental - \$300

Senior Center janitorial service - \$3,400

Miscellaneous building repairs - \$9,200

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Government Buildings						
	E 101-41940-211 Cleaning Supplies	577.93	906.01	244.92	500.00	500.00
	E 101-41940-219 General Operating Supplies	978.84	726.05	660.11	1,000.00	1,000.00
	E 101-41940-223 Bldg/Facility Repair Supplies	2,066.71	1,551.60	912.34	2,000.00	1,500.00
	E 101-41940-381 Electric Utilities	13,587.56	11,508.92	7,206.56	13,500.00	13,500.00
	E 101-41940-382 Gas Utilities	4,724.14	7,692.19	3,698.93	5,000.00	6,000.00
	E 101-41940-385 Refuse Removal	26,056.93	795.16	530.17	1,000.00	1,000.00
	E 101-41940-402 Repairs/Maint Machinery/Equip	866.00	999.29	325.00	500.00	500.00
	E 101-41940-403 Bldgs/Facilities Repair/Maint	13,168.72	25,043.01	8,098.00	19,500.00	19,500.00
		62,026.83	49,222.23	21,676.03	43,000.00	43,500.00



2024 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

STAFFING

1 Community Development Director

101-Full-Time Employees Regular

\$100,200

Provides for a 3.5% COLA salary increase for one eligible employee and a step increase for one eligible employee

103 – Part-Time Employees

\$600

Cable Technician for recording evening meetings

107 – Commission Member compensation

\$1,700

131-Cafeteria Contribution
\$17,400
City allotment for benefits for full-time employees

307 – Professional Service Fees
\$23,700
Time Savers – Planning and Zoning minute taking - \$2,000
Anoka Conservation District - Land use reviews - \$500
Scanning Services - \$12,000
Code Enforcement Services - \$7,000
Anoka County – Pictometry - \$2,200

309 - Information Systems
\$7,700
Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support, voice over internet phone and data center network

321 – Phone
\$500
Cell phone reimbursement for Staff

331 – Travel Expenses
\$100

342 – Legal Notices
\$2,000
Publications of notices for land use proposals, Comprehensive Plan Amendments, and Zoning Ordinance Amendments

421 – Software Licensing
\$6,000
Datafi (GIS) licensing \$5,500
Laserfiche license \$500

423 – Filing Fees
\$2,000
Filing fees at Anoka County (plats, agreements, resolutions, etc)

433 – Dues and Subscriptions
\$1,200
Minnesota Chapter American Planning Association - \$850
Economic Development Association - \$320

434 – Conferences/Meetings
\$1,000
League of MN Cities Workshops
Ehlers Conference

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Planning and Zoning						
	E 101-41910-101 Full-Time Employees Regular	154,143.83	156,387.95	42,267.34	179,200.00	100,200.00
	E 101-41910-102 Full-Time Employees Overtime	449.52	452.10	-	-	-
	E 101-41910-103 Part-Time Employees	390.00	4,062.00	189.00	600.00	600.00
	E 101-41910-107 Commissions and Boards	1,100.00	1,060.00	20.00	1,700.00	1,700.00
	E 101-41910-122 PERA-Coordinated Plan	11,648.76	11,927.88	3,170.05	13,400.00	7,500.00
	E 101-41910-125 FICA/Medicare	12,558.60	13,215.44	3,819.29	16,700.00	9,200.00
	E 101-41910-126 Deferred Compensation	3,756.24	3,769.39	1,077.02	4,000.00	2,000.00
	E 101-41910-131 Cafeteria Contribution	31,200.00	32,200.00	9,975.00	34,200.00	17,400.00
	E 101-41910-151 Worker s Comp Insurance Prem	1,695.88	914.62	1,089.53	2,000.00	2,000.00
	E 101-41910-201 Office Supplies	402.25	43.46	-	100.00	100.00
	E 101-41910-231 Small Tools and Minor Equip	124.54	6,019.54	-	-	-
	E 101-41910-307 Professional Services Fees	-	3,873.05	2,607.00	26,000.00	23,700.00
	E 101-41910-309 Information Systems	5,070.48	6,639.11	3,801.63	10,500.00	7,700.00
	E 101-41910-321 Telephone	420.36	-	-	-	500.00
	E 101-41910-331 Travel Expenses	-	-	24.89	100.00	100.00
	E 101-41910-341 Personnel Advertising	-	652.40	652.40	-	-
	E 101-41910-342 Legal Notices	1,870.57	1,834.15	1,349.69	1,300.00	2,000.00
	E 101-41910-421 Software Licensing	5,250.00	5,400.00	5,400.00	5,900.00	6,000.00
	E 101-41910-423 Filing Fees	3,349.00	828.00	322.00	400.00	2,000.00
	E 101-41910-433 Dues and Subscriptions	791.00	616.00	320.00	1,200.00	1,200.00
	E 101-41910-434 Conferences/Meetings	99.00	-	-	1,000.00	1,000.00
		234,320.03	249,895.09	76,084.84	298,300.00	184,900.00



2024 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, septic systems installed within the City as required by State Building Code and code enforcement. The Building Official is also the Code Compliance Officer.

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

STAFFING

1 Building Official
 1 Building Inspector
 1 Building Permit Technician

101-Full-Time Employees Regular
 \$251,000
 Provides for a 3.5% COLA salary increase for three employees.

131-Cafeteria Contribution
 \$52,200
 City allotment for benefits for full-time employees

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

212- Motor Fuels

\$5,000

Reflects the increase in fuel costs and more accurately reflects fuel needed for two vehicles

219-General Operating Supplies

\$1,200

Includes replacement stamps for plan reviews, scale rulers, plan hangers, plan drawer, new file cabinets, dividers, picture paper, etc. Updating building code books.

221 – Motor Vehicle Parts

\$1,100

Replacement of tires on one Building Department vehicle

309 - Information Systems

\$11,500

Metro-Net support services – IT support, exchange email/calendar, wireless/wired network support, voice over internet phone and data center network

321 – Telephone

\$600

Cell Phone charges for Building Official and Building Inspector

351-Printing and Duplicating

\$300

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

421-Software Licensing

\$4,000

Annual support for Permit Works software (Complaint Tracker, Septic, and Permitting). Laserfiche User License \$1,000 initial fee

431-Vehicle Replacement Charges

\$3,000

Future truck replacement

433- Dues and Subscriptions

\$400

Membership in the International Code Council (ICC) and Minnesota 10,000 Lakes Chapter of the ICC. MN Building Technician Association.

434-Conferences/Meetings

\$2,900

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.

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Building Inspection						
	E 101-42410-101 Full-Time Employees Regular	221,817.04	220,905.37	129,200.00	242,600.00	251,000.00
	E 101-42410-102 Full-Time Employees Overtime	2,403.52	343.88	81.74	-	-
	E 101-42410-122 PERA-Coordinated Plan	16,284.92	16,617.45	9,696.13	18,200.00	18,800.00
	E 101-42410-125 FICA/Medicare	18,864.28	18,648.62	10,552.05	22,900.00	23,700.00
	E 101-42410-126 Deferred Compensation	6,014.32	5,769.39	3,231.06	6,000.00	6,000.00
	E 101-42410-131 Cafeteria Contribution	46,800.00	49,000.00	29,925.00	51,300.00	52,200.00
	E 101-42410-151 Worker s Comp Insurance Prem	2,094.22	1,702.06	1,960.16	2,300.00	2,300.00
	E 101-42410-201 Office Supplies	803.44	488.35	64.84	1,300.00	1,300.00
	E 101-42410-212 Motor Fuels	4,577.27	6,365.15	2,845.30	5,000.00	5,000.00
	E 101-42410-219 General Operating Supplies	33.90	172.24	278.15	1,200.00	1,200.00
	E 101-42410-221 Motor Vehicles Parts	799.80	16.94	92.95	500.00	1,100.00
	E 101-42410-231 Small Tools and Minor Equip	288.32	4,763.65	-	-	-
	E 101-42410-307 Professional Services Fees	966.10	-	-	-	-
	E 101-42410-309 Information Systems	7,605.72	8,274.26	5,702.48	11,500.00	11,500.00
	E 101-42410-321 Telephone	900.01	359.60	-	600.00	600.00
	E 101-42410-331 Travel Expenses		82.50	-	-	-
	E 101-42410-351 Printing and Duplicating	-	120.70	325.00	300.00	300.00
	E 101-42410-421 Software Licensing	2,990.00	2,990.00	2,990.00	4,000.00	4,000.00
	E 101-42410-422 Auto/Misc Licensing Fees/Taxes	-	38.50	-	100.00	100.00
	E 101-42410-431 Equipment Replacement Chgs	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
	E 101-42410-433 Dues and Subscriptions	348.00	100.00	100.00	400.00	400.00
	E 101-42410-434 Conferences/Meetings	2,554.00	2,350.00	606.19	2,900.00	2,900.00
		339,144.86	342,108.66	200,651.05	374,100.00	385,400.00



2024 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 0 hours of weekly coverage by Anoka County Community Service Officers (CSO’S).

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

307-Professional Services
 \$1,400,000
 Anoka County – Law Enforcement Contract \$1,391,909
 Animal Humane Society—Animal Control \$8,000

**City of East Bethel
2024 Preliminary Budget**

Item 3.0 , Attachment 1

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Police Protection						
	E 101-42110-307 Professional Services Fees	1,156,820.00	1,172,334.00	953,856.50	1,226,000.00	1,400,000.00
		1,156,820.00	1,172,334.00	953,856.50	1,226,000.00	1,400,000.00



2024 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

STAFFING

1 Full-time Fire Chief
 1 Full-time Fire Inspector
 1 Full-time Training/Community Outreach (proposed)
 1 Deputy Fire Chief
 2 District Fire Chiefs
 2 Captains
 3 Lieutenants
 35 Paid On-call Firefighters

101-Full-Time Employees Regular
 \$239,200
 Full-time Fire Chief Position
 Full-time Fire Inspector
 Full-time Training/Community Outreach

103-PT Wages and Salaries
 \$202,500
 Deputy Fire Chief \$835.12 per month
 District Fire Chief \$688.98 per month
 Captain \$292.21 per month
 Lieutenant \$203.69 per month
 Training Officer \$203.69 per month

Probationary Firefighter \$15.63 per hour
Firefighter I \$16.83 per hour
Firefighter II/Officer \$17.35 per hour
Firefighter III/Officer \$19.10 per hour

127- Fire Pensions Contributions-City
\$14,000

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

128-Fire Pensions Contributions
\$80,000

The City receives funds from the State in the form of Fire Aid. This amount is provided directly to the Fire Relief Association to fund pension obligations. The 2024 amount is estimated from the actual amount received in 2022. The actual amount is not known until October of the year it is payable to the City.

131-Cafeteria Contribution
\$52,200

City share of benefits for full-time employees

135-Disability Insurance
\$1,400

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
\$60,000

In addition to the full time Fire Chief and Fire Inspector, the City purchases worker's compensation insurance for volunteer firefighters.

201-Offices Supplies
\$1,000

Provides for consumable supplies for the Fire Department including tablets, pencils and pens.

203-Books/Reference Materials
\$1,000

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

211-Cleaning Supplies
\$1,000

Paper towels, toilet paper, cleaning products

212-Motors Fuels
\$20,000

The Department's share of fuel costs for 2024

213- Lubricants and Additives
\$800

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

214-Clothing & Personal Equipment

\$20,000

Personal Protective Equipment for eight Fighters; turnout gear, helmets, boots, Hood and Gloves. All gear needing replacing on a 10 year life cycle per OSHA standards.

215-Shop Supplies

\$300

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

217-Safety Supplies

\$13,000

This covers gloves, glasses, coveralls, and medical supplies, medications carried on board rescue trucks. It also covers medical directorship for EMS (Emergency Medical Services) or medical response protocols, medications (epi-pens, nitro, aspirin, and needles).

219-General Operating Supplies

\$3,500

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

221-Motor Vehicles/Equipment Parts

\$5,000

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

222-Tires

\$2,000

This is for replacement of tires on large trucks.

223-Bldg/Facility Repair Supplies

\$3,500

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

\$24,500

Provides for purchase of minor equipment such as axes, hose, couplings and fittings for fire hoses and the purchase of 7 pagers, three 1 3/4" nozzles, Annual update of older AED (Automatic Electronic Defibrillator) to meet new CPR protocols, replacement of 3 hand held radios.

307-Professional Services Fees

\$7,500

Provides initial physicals, continuing health surveillance of firefighters, behavior management assistance, respiratory screening and Hep -b shots as required by NFPA and OSHA

309-Information Systems

\$33,800

Fire Department share of the total cost of Information Network of the City including dispatch computers for Trucks, Inspector and Training Officer.

321-Telephones

\$10,500

Provides for analog line at each station plus one fax line, two cellular phone services, fourteen wireless connections for Mobile Dispatch, cable internet connection at Station 3 for dispatch computer.

351-Printing and Duplicating

\$500

Copying of maps, run, ticket, medical forms, pre-plan books and publishing the SOG manual

381-Electrical Utilities

\$10,500

Electric utility service for three stations

382-Gas Utilities

\$12,000

Gas utility service for three stations

385-Refuse Removal

\$2,300

Refuse removal for three stations

401-Motor Vehicle Services (Lic'd)

\$1,500

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

402-Repairs/Maint Machinery/Equip

\$25,500

Repairs to radios, pagers, fire ext., detectors, etc.; warning sirens maintenance and contract,, repair of poles.

403-Bldgs/Facilities Repair/Maint.

\$10,000

Provides for maintenance of air compressor, frozen utility lines, HVAC, electrical repairs etc.; the cleaning and care of six door mats twice a month, and a cleaning service weekly for the restrooms, office area and hallways at Station 1. Painting of the interior and exterior of Stations.

413-Office Equipment Rental

\$2,000

Copier Lease

421-Software Licensing

\$14,000

Installation of Dispatch Software to advise responding units and personnel. Also Anoka County Fire Protection Council JPA fees for the Public Safety Data System.

431-Vehicle Replacement Charges

\$125,000

Replacement of Apparatus, SCBA and Extrication Equipment from the Equipment Replacement Fund

433-Dues and Subscriptions

\$1,700

Professional firefighter associations for officers and fire inspectors

434-Training

\$25,000

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

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Fire Protection						
	E 101-42210-101 Full-Time Employees Regular	127,539.98	179,909.79	91,011.20	181,500.00	239,200.00
	E 101-42210-102 Full-Time Employees Overtime	1,138.14	5,501.41	2,458.08	11,600.00	12,000.00
	E 101-42210-103 Part-Time Employees	190,878.13	195,862.72	97,760.06	195,700.00	202,500.00
	E 101-42210-122 PERA-Coordinated Plan	2,714.71	16,890.04	16,544.07	14,700.00	44,500.00
	E 101-42210-125 FICA/Medicare	24,515.14	24,752.82	9,001.41	27,200.00	20,700.00
	E 101-42210-126 Deferred Compensation	2,510.10	4,077.29	2,154.04	4,000.00	6,000.00
	E 101-42210-127 Fire Pension Contribution-City	14,000.00	14,000.00	-	14,000.00	14,000.00
	E 101-42210-128 Fire Pension Contrib.-State	75,326.42	80,697.36	4,000.00	75,000.00	80,000.00
	E 101-42210-131 Cafeteria Contribution	21,499.92	35,964.38	19,950.00	36,200.00	52,200.00
	E 101-42210-135 Disability Insurance	1,231.59	1,354.75	1,354.75	1,400.00	1,400.00
	E 101-42210-141 Unemploy Benefit Payments			4.78	-	-
	E 101-42210-151 Worker s Comp Insurance Prem	61,339.73	37,369.86	40,699.75	60,000.00	60,000.00
	E 101-42210-201 Office Supplies	314.91	2,401.35	247.53	1,000.00	1,000.00
	E 101-42210-203 Books/Ref. Materials/Software	358.00	-	74.95	1,000.00	1,000.00
	E 101-42210-211 Cleaning Supplies	560.32	1,761.17	277.34	600.00	1,000.00
	E 101-42210-212 Motor Fuels	13,023.29	18,760.16	9,475.03	20,000.00	20,000.00
	E 101-42210-213 Lubricants and Additives	718.78	220.26	14.80	800.00	800.00
	E 101-42210-214 Clothing & Personal Equipment	2,792.29	7,005.93	6,242.65	17,000.00	20,000.00
	E 101-42210-215 Shop Supplies	23.98	8.99	-	300.00	300.00
	E 101-42210-217 Safety Supplies	12,482.32	11,456.85	9,318.90	13,000.00	13,000.00
	E 101-42210-219 General Operating Supplies	3,487.24	1,963.06	1,605.28	3,500.00	3,500.00
	E 101-42210-221 Motor Vehicles Parts	3,089.06	5,605.48	4,947.19	4,000.00	5,000.00
	E 101-42210-222 Tires	1,176.57	1,325.00	-	1,500.00	2,000.00
	E 101-42210-223 Bldg/Facility Repair Supplies	3,156.80	607.09	333.94	3,500.00	3,500.00
	E 101-42210-229 Equipment Parts	193.95	1,575.51	-	800.00	800.00
	E 101-42210-231 Small Tools and Minor Equip	23,295.77	40,649.58	21,511.36	24,500.00	24,500.00
	E 101-42210-306 Personnel/Labor Relations	100.00	-	-	1,800.00	-
	E 101-42210-307 Professional Services Fees	4,576.50	5,370.00	7,125.00	9,500.00	7,500.00
	E 101-42210-309 Information Systems	11,600.08	17,444.88	13,294.68	22,500.00	33,800.00
	E 101-42210-321 Telephone	8,066.01	10,346.17	6,971.03	10,000.00	10,500.00
	E 101-42210-331 Travel Expenses			34.06	-	-
	E 101-42210-341 Personnel Advertising	314.00	-	-	-	-
	E 101-42210-351 Printing and Duplicating	-	476.30	-	1,000.00	500.00
	E 101-42210-381 Electric Utilities	10,142.14	10,972.49	6,324.36	9,500.00	10,500.00
	E 101-42210-382 Gas Utilities	9,776.92	16,312.16	8,598.46	10,000.00	12,000.00
	E 101-42210-385 Refuse Removal	1,992.39	2,252.65	1,458.86	2,000.00	2,300.00
	E 101-42210-401 Motor Vehicle Services (Lic d)	-	1,372.64	152.87	3,000.00	1,500.00
	E 101-42210-402 Repairs/Maint Machinery/Equip	18,138.15	24,052.23	7,427.50	25,500.00	25,500.00
	E 101-42210-403 Bldgs/Facilities Repair/Maint	8,688.72	8,556.14	8,061.28	18,200.00	10,000.00
	E 101-42210-413 Office Equipment Rental	1,945.05	1,525.08	958.46	2,000.00	2,000.00
	E 101-42210-421 Software Licensing	12,000.88	11,058.56	9,842.00	12,500.00	14,000.00
	E 101-42210-422 Auto/Misc Licensing Fees/Taxes	-	-	-	500.00	-
	E 101-42210-431 Equipment Replacement Chgs	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00
	E 101-42210-433 Dues and Subscriptions	1,035.00	1,810.00	967.00	1,700.00	1,700.00
	E 101-42210-434 Conferences/Meetings	25,890.09	34,188.11	25,995.88	20,000.00	25,000.00
		826,633.07	960,458.26	561,198.55	987,500.00	1,110,700.00



2024 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
 \$30,000
 Project services and support

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Engineering						
	E 101-43110-302 Architect/Engineering Fees	13,557.41	12,526.34	5,979.85	40,000.00	30,000.00
		13,557.41	12,526.34	5,979.85	40,000.00	30,000.00



2024 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

STAFFING

1 – Public Works Maintenance Technician Lead
 3 – Public Works Maintenance Technician
 1 - Seasonal Maintenance Worker (summer)

101-Full-Time Employees Regular Salaries
 \$269,200

Provides for a 3.5% COLA salary increase and a STEP salary increase for one eligible employees

102-FT- Overtime
 \$1,200

25 hours of overtime to staff special events such as Booster Days, National Night Out and other emergency maintenance situations including snow and ice removal

103-PT-Wages and Salaries

\$7,000

1 seasonal employee for part time help during the summer months

131-Cafeteria Contribution

\$69,600

City allotment for benefits for full-time employees

211-Cleaning Supplies

\$600

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

212-Motor Fuels

\$20,000

Diesel and gasoline for mowers, trucks and other maintenance equipment

213-Lubricants and Additives

\$500

Oil, grease and hydraulic fluid for park maintenance equipment

214-Clothing and Personal Equipment

\$2,500

12 months of uniform rental for maintenance employees, employee allowance for safety boots

215-Shop Materials

\$400

Materials necessary to fabricate and/or repair park equipment

216 Chemicals/Chemical products

\$5,000

Includes fertilizer, weed control, etc.

217-Safety Supplies

\$700

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

218-Welding Supplies

\$100

Welding rods, gasses and other supplies incidental to welding

219-General Operating Supplies

\$1,200

Fencing, paint, building repair materials, playground equipment, picnic tables, waste cans and other supplies for operating the park system

221-Motor Vehicles Parts

\$2,100

Repair parts and maintenance items for licensed vehicles, etc.

222-Tires

\$1,000

Replacement tires for mowers, trucks and ball field grooming equipment

223-Repair Maintenance Buildings and Facilities

\$3,500

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

225-Park and Landscape Supplies

\$7,000

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

226-Signs and stripping

\$1,500

New park signs and striping of lots and handicap zones

229-Equipment Parts

\$5,000

Parts installed in-house on park maintenance equipment. Includes alternators, belts, batteries, blades and small engine appurtenances. More work has been completed in-house so this category has increased.

231-Small tools and minor equipment

\$1,500

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

306-Personnel/Labor Relations

\$300

Drug compliance testing for all CDL license holders

307-Professional Services Fees

\$600

Fee for taking Park Commission meeting minutes

309 - Information Systems

\$500

Metro-INET support services – IT support, exchange email/calendar, wireless/wired network support, Voice over internet phone system and data center network

321-Telephone

\$1,900

Cell phones for Park Maintenance workers

341-Advertising-Personnel

\$200

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

342-Advertising-Legal Notices

\$100

Notices for public hearings for park grants or designations

381-Electric

\$5,000

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

384-Sewer

\$300

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

385-Refuse Removal

\$1,000

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

387-Heating Fuels/Propane

\$300

Propane for thawing graves for winter opening

401-Motor Vehicles (Licensed)

\$1,000

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

402-Equipment Services (Non-licensed)

\$2,500

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

403-Buldings and Facilities

\$3,500

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

405-Park and Landscape Services

\$1,500

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

415-Other Equipment Rentals

\$10,500

Rental of portable toilets in parks including special events such as Booster Day. Rental of Warming House at the East Bethel Ice Arena.

422-Auto/Misc Licensing Fees/Taxes

\$1,000

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

431-Vehicle Replacement Charges

\$17,000

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

434-Conferneces/Meetings/Training

\$500

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

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Public Works - Park Maintenance						
	E 101-43201-101 Full-Time Employees Regular	229,641.26	239,086.79	135,909.45	256,300.00	269,200.00
	E 101-43201-102 Full-Time Employees Overtime	1,580.19	1,097.82	965.42	1,200.00	1,200.00
	E 101-43201-103 Part-Time Employees	5,019.00	2,648.00	2,767.88	6,800.00	7,000.00
	E 101-43201-105 Employee On Call/Standby Pay	5,581.56	4,462.75	4,136.98	9,200.00	6,200.00
	E 101-43201-107 Commissions and Boards	620.00	740.00	-	1,700.00	1,700.00
	E 101-43201-122 PERA-Coordinated Plan	17,649.93	18,224.77	10,551.46	19,400.00	20,400.00
	E 101-43201-125 FICA/Medicare	22,273.35	23,075.50	13,367.43	26,800.00	27,600.00
	E 101-43201-126 Deferred Compensation	7,620.55	7,736.70	4,307.50	8,000.00	8,000.00
	E 101-43201-131 Cafeteria Contribution	62,400.00	67,200.00	39,900.00	68,400.00	69,600.00
	E 101-43201-151 Worker s Comp Insurance Prem	20,795.61	15,726.74	17,936.58	23,000.00	23,000.00
	E 101-43201-211 Cleaning Supplies	949.17	578.16	744.12	600.00	600.00
	E 101-43201-212 Motor Fuels	17,290.42	25,341.94	13,506.52	20,000.00	20,000.00
	E 101-43201-213 Lubricants and Additives	233.01	420.57	121.59	500.00	500.00
	E 101-43201-214 Clothing & Personal Equipment	1,834.21	2,625.54	1,879.41	2,000.00	2,500.00
	E 101-43201-215 Shop Supplies	46.85	16.31	-	400.00	400.00
	E 101-43201-216 Chemicals and Chem Products	3,458.40	4,125.06	1,079.12	5,000.00	5,000.00
	E 101-43201-217 Safety Supplies	938.60	596.92	418.51	700.00	700.00
	E 101-43201-218 Welding Supplies	-	112.11	-	100.00	100.00
	E 101-43201-219 General Operating Supplies	363.88	409.11	219.78	1,200.00	1,200.00
	E 101-43201-221 Motor Vehicles Parts	226.02	1,011.53	387.82	2,100.00	2,100.00
	E 101-43201-222 Tires	470.20	1,044.72	-	1,000.00	1,000.00
	E 101-43201-223 Bldg/Facility Repair Supplies	10,401.62	4,230.15	6,598.54	2,500.00	3,500.00
	E 101-43201-225 Park/Landscaping Materials	6,982.33	9,787.29	1,969.77	7,000.00	7,000.00
	E 101-43201-226 Sign/Striping Repair Materials	1,299.33	-	-	1,500.00	1,500.00
	E 101-43201-229 Equipment Parts	8,480.41	9,688.45	2,330.27	5,000.00	5,000.00
	E 101-43201-231 Small Tools and Minor Equip	4,394.98	3,759.78	599.94	1,500.00	1,500.00
	E 101-43201-306 Personnel/Labor Relations	370.00	67.50	-	300.00	300.00
	E 101-43201-307 Professional Services Fees	400.00	200.00	795.00	600.00	600.00
	E 101-43201-309 Information Systems	-	344.64	201.04	500.00	500.00
	E 101-43201-321 Telephone	1,035.24	720.00	-	1,900.00	1,900.00
	E 101-43201-341 Personnel Advertising	-	30.00	913.20	200.00	200.00
	E 101-43201-342 Legal Notices	-	-	-	100.00	100.00
	E 101-43201-381 Electric Utilities	4,569.98	4,317.32	2,265.65	5,000.00	5,000.00
	E 101-43201-384 Sewer Utilities	-	-	-	300.00	300.00
	E 101-43201-385 Refuse Removal	-	-	-	1,000.00	1,000.00
	E 101-43201-387 Heating Fuels/Propane	-	-	-	300.00	300.00
	E 101-43201-401 Motor Vehicle Services (Lic d)	-	-	-	1,000.00	1,000.00
	E 101-43201-402 Repairs/Maint Machinery/Equip	-	58.00	2,719.11	2,500.00	2,500.00
	E 101-43201-403 Bldgs/Facilities Repair/Maint	355.50	5,079.26	109.00	3,500.00	3,500.00
	E 101-43201-405 Park & Landscape Services	663.75	1,900.00	-	1,500.00	1,500.00
	E 101-43201-415 Other Equipment Rentals	8,587.10	8,796.30	3,447.10	10,500.00	10,500.00
	E 101-43201-422 Auto/Misc Licensing Fees/Taxes	685.99	281.00	468.70	1,000.00	1,000.00
	E 101-43201-431 Equipment Replacement Chgs	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00
	E 101-43201-434 Conferences/Meetings	-	550.87	-	500.00	500.00
		464,218.44	483,091.60	287,616.89	519,600.00	534,200.00



2024 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

STAFFING

1 - Public Works Manager
 1 - Public Works Maintenance Technician Lead
 3 - Public Works Maintenance Technician
 1 - Seasonal Maintenance Worker (summer)

101-Full-Time Employees Regular Salaries
 \$373,300

Provides for a 3.5% COLA salary increase for each employee and STEP increases for two eligible employees

102 FT-Overtime
 \$12,000
 Thirty five hours per person for snow plowing

103-PT-Wages and Salaries
 \$7,000
 1 seasonal employee for part time help during the summer months

131-Cafeteria Contribution

\$87,000

City allotment for benefits for full-time employees

201 Office Supplies

\$100

Paper, pens, ink for copier and printer

211-Cleaning Supplies

\$800

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

212-Motor Fuels

\$40,000

Gasoline and diesel fuel for maintenance equipment

213-Lubricants and Additives

\$5,000

Oil, grease and hydraulic fluid for maintenance equipment, DEF Fluid for Diesel Engines. Increase in preventative maintenance and changing oil on the fire trucks has increased the spending in this category.

214-Clothing and Personal Equipment

\$3,000

Uniforms for maintenance employees, safety boot allowance per employee

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

\$200

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

217-Safety Supplies

\$1,800

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

218-Welding Supplies

\$1,000

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

219-General Operating Supplies

\$500

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

221-Motor Vehicle Parts

\$10,000

Repair parts and service items installed by maintenance employees, including alternators, belts, hoses, starters, lights, mufflers, filters, etc. More work being completed in-house, more preventative maintenance, less major repairs that need to be contracted out.

222-Tires

\$6,000

Replacement tires for maintenance equipment; on average, an F-550 requires 6 tires replaced on a three year basis with an average cost of \$225 per tire and total cost of \$1,350. A single axle dump truck requires 6 truck tires @ \$300 each to be replaced on each truck every 4 years or an annual cost of \$1,800. Replace two tractor tires @ \$1,200 ea. and 4 tires on a F-150 for a total cost of \$600. Motor grader is \$10,000. Front end loader is \$7,000.

223-Bldg/Facility Repair Supplies

\$1,000

Materials for repair to shop building and property

224-Street Maintenance Supplies

\$100,500

650 tons of salt -- \$65,000; asphalt patching material at \$25,000; culverts at \$5,000; black dirt for shoulder restoration at \$3,000 and boulevard maintenance materials at \$500; 100 tons of ice control sand--\$1,000; 100 tons of Class V—\$1,500. Salt prices have been up 33% over the past two years.

226-Signs and Striping Supplies

\$11,000

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

229- Equipment Parts

\$14,000

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

230-Snowplow Cutting Edges

\$10,000

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

231-Small Tools and Minor Equipment

\$5,000

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

306-Personnel and Labor Relations

\$400

Drug testing for CDL enforcement

307- Professional Service Fees

\$5,000

Animal control trappers and GIS development - \$1,800

SafeAssure Safety Consultant - \$3,200

SafeAssure provides annual OSHA required training

309 - Information Systems

\$7,500

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

321- Telephone

\$1,600

Cellular phones for Street Maintenance Staff

331 – Travel Expenses

\$1,000

Mileage reimbursement for On Call

341-Personnel Advertising

\$100

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

342- Legal Notices

\$100

Publishing overlay and Class-5 bid requests

381-Utility Services-Electric

\$20,000

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

382-Utility Service-Gas

\$7,000

Gas service for maintenance facilities

385-Utility Services-Refuse Removal

\$3,200

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

388-Utility Services-Hazardous Waste Disposal

\$500

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

401-Motor Vehicle Services (Licensed)

\$8,200

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

402-Equipment Services (Non-licensed)

\$6,400

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

403-Buldings and Facilities

\$4,000

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

404-Street Maintenance Services

\$55,000

Provides \$15,000 for various street repairs that cannot be handled in house and \$40,000 for Class V material

422-Auto License Fees

\$100

Tax exempt licensure required for City owned maintenance vehicles

431- Vehicle Replacement Charges

\$135,000

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

433-Dues and Subscriptions

\$100

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

434-Conferences/Meetings/Training

\$400

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

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Public Works - Streets						
	E 101-43220-101 Full-Time Employees Regular	312,045.89	326,192.68	176,606.69	364,900.00	373,300.00
	E 101-43220-102 Full-Time Employees Overtime	11,950.32	7,286.59	10,622.88	11,600.00	12,000.00
	E 101-43220-103 Part-Time Employees	5,275.50	2,648.00	2,767.87	6,800.00	7,000.00
	E 101-43220-105 Employee On Call/Standby Pay	9,755.86	10,748.93	5,709.36	11,500.00	11,900.00
	E 101-43220-122 PERA-Coordinated Plan	24,599.54	25,432.36	14,494.82	29,400.00	30,100.00
	E 101-43220-125 FICA/Medicare	31,035.16	32,316.70	18,688.94	37,500.00	38,300.00
	E 101-43220-126 Deferred Compensation	9,530.16	9,764.58	5,117.41	10,000.00	10,000.00
	E 101-43220-131 Cafeteria Contribution	71,225.90	81,200.00	45,600.00	85,500.00	87,000.00
	E 101-43220-151 Worker s Comp Insurance Prem	37,622.07	20,865.10	23,666.14	40,000.00	40,000.00
	E 101-43220-201 Office Supplies	63.45	43.95	23.99	100.00	100.00
	E 101-43220-211 Cleaning Supplies	521.47	685.98	753.29	800.00	800.00
	E 101-43220-212 Motor Fuels	29,969.22	44,843.37	26,594.90	40,000.00	40,000.00
	E 101-43220-213 Lubricants and Additives	3,715.02	6,703.17	506.11	5,000.00	5,000.00
	E 101-43220-214 Clothing & Personal Equipment	3,691.89	2,901.46	2,149.47	3,000.00	3,000.00
	E 101-43220-215 Shop Supplies	1,719.36	1,189.36	777.79	1,500.00	1,500.00
	E 101-43220-216 Chemicals and Chem Products	589.07	34.74	69.81	200.00	200.00
	E 101-43220-217 Safety Supplies	1,062.94	2,424.14	188.28	1,800.00	1,800.00
	E 101-43220-218 Welding Supplies	300.93	732.38	370.44	1,000.00	1,000.00
	E 101-43220-219 General Operating Supplies	304.48	203.25	115.23	500.00	500.00
	E 101-43220-221 Motor Vehicles Parts	14,245.69	11,940.16	8,892.74	10,000.00	10,000.00
	E 101-43220-222 Tires	6,274.49	7,203.94	7,849.40	6,000.00	6,000.00
	E 101-43220-223 Bldg/Facility Repair Supplies	3,182.40	4,528.61	49.86	1,000.00	1,000.00
	E 101-43220-224 Street Maint Materials	45,642.01	65,529.92	89,605.49	83,500.00	100,500.00
	E 101-43220-226 Sign/Striping Repair Materials	10,606.28	4,480.85	2,251.85	11,000.00	11,000.00
	E 101-43220-229 Equipment Parts	13,305.11	14,646.84	12,741.89	14,000.00	14,000.00
	E 101-43220-230 Snowplow Cutting Edges	2,763.67	11,680.10	3,851.30	10,000.00	10,000.00
	E 101-43220-231 Small Tools and Minor Equip	10,255.06	5,029.84	1,129.22	5,000.00	5,000.00
	E 101-43220-306 Personnel/Labor Relations	550.00	767.50	288.00	400.00	400.00
	E 101-43220-307 Professional Services Fees	4,212.24	4,043.61	4,284.72	5,000.00	5,000.00
	E 101-43220-309 Information Systems	5,070.48	8,431.17	3,734.64	6,500.00	7,500.00
	E 101-43220-321 Telephone	1,232.40	1,159.17	-	1,700.00	1,600.00
	E 101-43220-331 Travel Expenses	960.38	988.82	492.73	1,000.00	1,000.00
	E 101-43220-341 Personnel Advertising	-	494.30	652.40	100.00	100.00
	E 101-43220-342 Legal Notices	-	420.00	-	100.00	100.00
	E 101-43220-381 Electric Utilities	21,040.86	20,223.25	11,796.19	20,000.00	20,000.00
	E 101-43220-382 Gas Utilities	5,776.05	9,671.23	7,552.42	7,000.00	7,000.00
	E 101-43220-385 Refuse Removal	9,101.69	13,411.40	7,792.38	3,200.00	3,200.00
	E 101-43220-388 Hazardous Waste Disposal	-	135.00	-	500.00	500.00
	E 101-43220-401 Motor Vehicle Services (Lic d)	4,666.89	1,407.68	24,855.27	8,200.00	8,200.00
	E 101-43220-402 Repairs/Maint Machinery/Equip	557.80	1,463.20	358.00	6,400.00	6,400.00
	E 101-43220-403 Bldgs/Facilities Repair/Maint	5,353.95	5,781.31	1,239.43	4,000.00	4,000.00
	E 101-43220-404 Street Maint Services	39,018.34	47,998.54	-	55,000.00	55,000.00
	E 101-43220-422 Auto/Misc Licensing Fees/Taxes	4,961.17	226.25	142.00	100.00	100.00
	E 101-43220-431 Equipment Replacement Chgs	135,000.00	135,000.00	135,000.00	135,000.00	135,000.00
	E 101-43220-433 Dues and Subscriptions	-	2,110.00	-	100.00	100.00
	E 101-43220-434 Conferences/Meetings	1,875.00	270.00	259.06	400.00	400.00
		900,630.19	955,259.43	659,642.41	1,046,300.00	1,076,600.00



2024 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 and promote community pride in the City of East Bethel.

EXPENDITURE DETAILS

307-Professional Services
\$6,500 Booster Days Fireworks Display

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Civic Events						
	E 101-45311-307 Professional Services Fees	5,000.00	6,500.00	6,500.00	6,500.00	6,500.00
		5,000.00	6,500.00	6,500.00	6,500.00	6,500.00



2024 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

307-Professional Services
 \$5,000

The City has a contract that runs through 12/31/24 with Corporate Four Insurance to provide assistance with administering the City's general, property, and vehicle insurance program.

\$5,000 Agent Fees

361-General Liability Insurance
 \$38,000

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

362-Property Insurance
 \$45,500

Insurance covering all property owned by the City

363-Automotive Insurance
 \$13,500

Insurance for City vehicles

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Risk Management						
	E 101-48140-307 Professional Services Fees	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
	E 101-48140-361 General Liability Ins	33,558.00	32,288.00	38,502.00	33,500.00	38,000.00
	E 101-48140-362 Property Ins	43,253.00	38,314.00	45,329.00	40,500.00	45,500.00
	E 101-48140-363 Automotive Ins	10,315.00	13,075.00	13,045.00	13,500.00	13,500.00
		92,126.00	88,677.00	101,876.00	92,500.00	102,000.00



2024 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

Continued accurate tracking and oversight of all inter-fund transfers.

EXPENDITURE DETAILS

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

935-Transfer to Roads Capital Fund
 \$550,000
 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

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Transfers / Other						
	E 101-49360-932 Bldg Capital Transfers	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
	E 101-49360-935 Street Capital Transfers	475,000.00	500,000.00	500,000.00	500,000.00	550,000.00
	E 101-49360-936 Parks Capital Transfers	90,000.00	95,000.00	100,000.00	100,000.00	100,000.00
	E 101-49360-934 Debt Fund Transfer	531,754.03	-	-	-	-
		1,146,754.03	645,000.00	650,000.00	650,000.00	700,000.00

City of East Bethel

2024 Special Revenue Fund Budget (Summary)

Fund Description	Recycling	HRA	EDA	Total
Fund Number	226	230	232	
Revenue				
Levy		77,000	136,200	213,200
County Grants	66,100			66,100
Fees	2,000			2,000
Interest Earnings	100	1,000	1,000	2,100
Total Revenue	68,200	78,000	137,200	283,400
Expenditures				
Supplies	2,300	-	-	2,300
Fees for Service	65,900	-	13,000	78,900
Transfer to General for Salaries	-	31,000	115,000	146,000
Total Expenditures	68,200	31,000	128,000	227,200
Revenue over Expenditures	-	47,000	9,200	56,200



2024 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
\$66,100
Anoka County reimbursement grant for recycling activities

34403-Recyclables Redeemed
\$2,000
The City receives revenue for receipts on its “recycling days” and users of the recycled oil receptacle are asked to donate for the service. All other revenues for aluminum, glass, newspaper, tin and glass are retained by various community groups.

EXPENDITURE DETAILS

223 – Building Facility Repair Supplies
\$2,000
Recycle building and equipment repair costs

307-Professional Services
\$46,500
Management fees for operating the recycling center.
Cedar East Bethel Lions: \$1,200 monthly to manage the Recycling Center and \$418.04 per month for drop off Saturday recycling: \$20,000
Electronics Recycling: \$2,000
First State Tire Recycling: \$2,000
Evergreen Recycling: \$22,500

322-Postage/Delivery

\$2,000

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

381-Electric Utilities

\$1,600

Electrical service for the recycle building

382-Gas Utilities

\$1,500

Gas service for the recycle building

385-Refuse Removal

\$5,500

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

402-Repairs/Maint Machinery/Equip

\$1,500

Repair/maintenance/replacement of equipment

403-Bldgs/Facilities Repair/Maint

\$4,400

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

415-Other Equipment Rentals

\$1,000

Rental of porta-potties at the recycling center

422-Auto/Misc Licensing Fees/Taxes

\$1,500

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Recycling						
	E 226-43235-219 General Operating Supplies	529.41	87.79	1,116.67	300.00	300.00
	E 226-43235-223 Bldg/Facility Repair Supplies	3,189.75	4,998.41	72.80	2,000.00	2,000.00
	E 226-43235-307 Professional Services Fees	36,657.82	32,073.66	16,564.25	46,500.00	46,500.00
	E 226-43235-322 Postage/Delivery	2,455.78	1,773.72	991.58	2,000.00	2,000.00
	E 226-43235-331 Travel Expenses	-	5.50	41.92	100.00	100.00
	E 226-43235-351 Printing and Duplicating	443.05	250.83	139.38	300.00	300.00
	E 226-43235-381 Electric Utilities	1,567.88	872.91	485.62	1,600.00	1,600.00
	E 226-43235-382 Gas Utilities	1,299.37	1,820.79	1,024.85	1,500.00	1,500.00
	E 226-43235-385 Refuse Removal	5,573.41	5,827.75	3,877.55	5,500.00	5,500.00
	E 226-43235-402 Repairs/Maint Machinery/Equip	-	1,465.00	-	1,500.00	1,500.00
	E 226-43235-403 Bldgs/Facilities Repair/Maint	11.00	171.00	14.00	4,400.00	4,400.00
	E 226-43235-415 Other Equipment Rentals	1,050.00	883.93	540.00	1,000.00	1,000.00
	E 226-43235-422 Auto/Misc Licensing Fees/Taxes	1,373.64	1,373.64	1,426.88	1,500.00	1,500.00
		54,151.11	51,604.93	26,295.50	68,200.00	68,200.00



2024 Budget

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

DEPARTMENTAL PROFILE

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

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

DEPARTMENTAL GOALS

The East Bethel Housing and Redevelopment Authority’s purpose is to provide a sufficient supply of adequate, safe and sanitary dwellings to persons of low and moderate income.

EXPENDITURE DETAILS

933-Transfer to City General Fund

\$31,000

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

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
HRA						
	E 230-23000-434 Conferences/Meetings	-	-	-	500.00	-
	E 230-23000-933 Gen 1 Fund Reimb Transfers	30,000.00	30,000.00	30,000.00	30,000.00	31,000.00
		30,000.00	30,000.00	30,000.00	30,500.00	31,000.00



2024 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 and markets the City to promote Economic Development activities.

EXPENDITURE DETAILS

107-Commission and Boards
\$1,000

307-Professional Services Fees
\$12,000
\$11,000 - Civic Plus Webhosting
\$700 - Anoka County Economic Development Cost Share

933-Transfer to City General Fund
\$117,000
Support Executive Director, City Planner / Community Development Director, and Support Staff

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
EDA						
	E 232-23200-107 Commissions and Boards	780.00	520.00	-	1,000.00	1,000.00
	E 232-23200-201 Office Supplies		32.14	-		-
	E 232-23200-307 Professional Services Fees	13,372.73	68,773.04	9,772.29	12,200.00	12,000.00
	E 232-23200-433 Dues and Subscriptions	125.00	125.00	215.00	600.00	-
	E 232-23200-933 Gen 1 Fund Reimb Transfers	117,000.00	120,000.00	120,000.00	120,000.00	115,000.00
		131,277.73	189,450.18	129,987.29	133,800.00	128,000.00

City of East Bethel 2024 Debt Service Budget

Fund Description	2015A	2014A	Total
Fund Number	310	311	
Revenue			
Levy	632,500	330,000	962,500
Special Assessments	11,500	-	11,500
Interest Earned	1,500	6,000	7,500
Total Revenue	645,500	336,000	981,500
Expenditures			
Principal	205,000	200,000	405,000
Interest	355,000	154,500	509,500
Fiscal Agent Fees	1,500	1,500	3,000
Total Expenditures	561,500	356,000	917,500
Revenue over Expenditures	84,000	(20,000)	64,000

*2015A is the former 2010A--refinanced in 2015.

These were issued to fund construction of water/sewer infrastructure improvements

*2014A is the former 2010B--refinanced in 2014.

These were issued to fund construction of water/sewer infrastructure improvements

**City of East Bethel
Debt Service Schedule**

**Paying Agent
Callable**

**Bond Trust
2/1/2023**

**Bond Trust
2/1/2023**

	2015A Feb/Aug	2014A Feb/Aug	Total
Original Principal	<u>\$ 11,850,000</u>	<u>\$ 5,485,000</u>	
	310	311	
Principal	205,000.00	200,000.00	405,000.00
Interest	354,600.00	154,575.00	509,175.00
Total 2024	559,600.00	354,575.00	914,175.00
Principal	235,000.00	210,000.00	445,000.00
Interest	345,800.00	149,337.50	495,137.50
Total 2025	580,800.00	359,337.50	940,137.50
Principal	290,000.00	220,000.00	510,000.00
Interest	335,300.00	143,425.00	478,725.00
Total 2026	625,300.00	363,425.00	988,725.00
Principal	350,000.00	225,000.00	575,000.00
Interest	324,250.00	137,025.00	461,275.00
Total 2027	674,250.00	362,025.00	1,036,275.00
Principal	420,000.00	230,000.00	650,000.00
Interest	312,700.00	130,200.00	442,900.00
Total 2028	732,700.00	360,200.00	1,092,900.00
Principal	480,000.00	245,000.00	725,000.00
Interest	299,200.00	122,462.50	421,662.50
Total 2029	779,200.00	367,462.50	1,146,662.50
Principal	555,000.00	255,000.00	810,000.00
Interest	283,675.00	113,712.50	397,387.50
Total 2030	838,675.00	368,712.50	1,207,387.50
Principal	665,000.00	265,000.00	930,000.00
Interest	264,959.38	104,612.50	369,571.88
Total 2031	929,959.38	369,612.50	1,299,571.88
Principal	750,000.00	280,000.00	1,030,000.00
Interest	242,850.01	95,075.00	337,925.01
Total 2032	992,850.01	375,075.00	1,367,925.01
Principal	770,000.00	295,000.00	1,065,000.00
Interest	218,618.76	85,012.50	303,631.26
Total 2033	988,618.76	380,012.50	1,368,631.26
Principal	790,000.00	310,000.00	1,100,000.00
Interest	193,268.76	74,425.00	267,693.76
Total 2034	983,268.76	384,425.00	1,367,693.76
Principal	815,000.00	320,000.00	1,135,000.00
Interest	166,678.13	62,600.00	229,278.13
Total 2035	981,678.13	382,600.00	1,364,278.13
Principal	840,000.00	255,000.00	1,095,000.00
Interest	138,750.00	51,100.00	189,850.00
Total 2036	978,750.00	306,100.00	1,284,850.00
Principal	860,000.00	265,000.00	1,125,000.00
Interest	110,062.50	40,700.00	150,762.50
Total 2037	970,062.50	305,700.00	1,275,762.50
Principal	885,000.00	280,000.00	1,165,000.00
Interest	80,062.50	29,800.00	109,862.50
Total 2038	965,062.50	309,800.00	1,274,862.50
Principal	910,000.00	295,000.00	1,205,000.00
Interest	48,650.00	18,300.00	66,950.00
Total 2039	958,650.00	313,300.00	1,271,950.00
Principal	935,000.00	310,000.00	1,245,000.00
Interest	16,362.50	6,200.00	22,562.50
Total 2040	951,362.50	316,200.00	1,267,562.50
Principal due 2024 to 2040	10,755,000.00	4,460,000.00	15,215,000.00
Interest due 2024 to 2040	3,735,787.54	1,518,562.50	5,254,350.04
Rates	City Council Work Meeting Packet, Page 73 3.0 - 4.0%		

City of East Bethel

2024 Enterprise Fund Budget (Summary)

Fund Description	Water	Sewer	Arena	Total
Fund Number	601	602	615	
Revenue				
Sales	231,000	262,400	208,800	702,200
Penalties	2,000	1,000	-	3,000
Interest	32,000	32,000	3,000	67,000
Total Revenue	265,000	295,400	211,800	772,200
Expenditures				
Transfer to General Fund for Salaries	69,000	69,000	-	138,000
Supplies	25,600	3,000	6,700	35,300
Fees for Service	58,300	89,500	173,100	320,900
Total Current Expenditures	152,900	161,500	179,800	494,200
Net Cash (Inflow / Outflow)	112,100	133,900	32,000	278,000
Depreciation / Other Non Operating Expenses				
Depreciation	258,000	280,000	32,000	570,000
Reserve Capacity Loan Payment	-	232,000	-	232,000
Total Non-Current Expenditures	258,000	512,000	32,000	802,000
Total Expenditures	410,900	673,500	211,800	1,296,200
Net Income	(145,900)	(378,100)	-	(524,000)



2024 Budget

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

DEPARTMENTAL PROFILE

Water Utility Operations provide for the distribution of water to customers, the provision of proper metering equipment to measure usage and the timely reading of meters to ensure accurate billing of customers. Currently, the City owns and operates two separate water systems from four municipal wells. Wells #3 and #4, along with the water treatment facility and water tower, service the southern portion of the city. Wells #1 and #2, along with two pressure tanks, service the Whispering Aspen development.

DEPARTMENTAL GOALS

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

USER FEE SUMMARY

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

The typical water customer can be classified into three different categories—residential (whispering aspen), residential (viking preserve) and non-residential each with a fixed and variable component to the cost structure. There are currently 147 residential parcels and 30 (309 ERU’s) non-residential parcels serviced by the City’s water system. All rates are chronicled below:

	2023	2024
RESIDENTIAL Whispering Aspen		
BASE CHARGE	\$18.77 PER MONTH	\$18.77 PER MONTH
USAGE CHARGES		
0 - 5,000 GALLONS PER MONTH	\$10.60 PER 1,000 Gallons	\$10.60 PER 1,000 Gallons
5,001 - 10,000 GALLONS PER MONTH	\$12.72 PER 1,000 Gallons	\$12.72 PER 1,000 Gallons
Over 10,000 GALLONS PER MONTH	\$15.26 PER 1,000 Gallons	\$15.26 PER 1,000 Gallons
COMMERCIAL / Non Residential / PHASE I / Viking Preserve		
BASE CHARGE	\$17.50 PER ERU/MONTH	\$17.50 PER ERU/MONTH
USAGE CHARGES		
0 – 5,000 GALLONS PER MONTH	\$3.50 PER 1,000 Gallons	\$3.50 PER 1,000 Gallons
5,001 to 10,000 GALLONS PER MONTH	\$3.80 PER 1,000 Gallons	\$3.80 PER 1,000 Gallons
Over 10,000 GALLONS PER MONTH	\$4.10 PER 1,000 Gallons	\$4.10 PER 1,000 Gallons

EXPENDITURE DETAILS

211-Cleaning Supplies

\$100

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

216-Chemicals and Chemical Products

\$7,500

Chemicals added to the water supply for health and safety purposes

223-Bldg/Facility Repair Supplies

\$2,000

Miscellaneous materials for repair and maintenance of the water building

227-Utility System Supplies

\$15,000

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

231-Small Tools & Minor Equip

\$1,000

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

307-Professional Services

\$7,000

Required periodic water testing and software upgrades for treatment plant.

309-Information Systems

\$3,500

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

321-Telephone

\$5,000

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

381-Electric Utilities

\$20,000

Utilities for the Water Plant/Whispering Aspen Community Center

382-Gas Utilities

\$4,000

Utilities for the Water Plant/Whispering Aspen Community Center

402-Repairs/Maintenance on Machinery/Equipment

\$1,000

Repair/maintenance/replacement of fire hydrants and other equipment

403-Buildings/Facilities Repair and Maintenance

\$15,000

General building repair items

421-Software Licensing

\$1,500

Banyon Utility Billing Software

434-Conferences and Meetings

\$1,000

Costs associated with annual re-certification of water licenses

481-Depreciation Expense

\$258,000

Specific items that will be depreciated are: Water mains, Wells #2/#3/#4, Water Treatment facility, Meters, Water Tower, Lateral lines, and Water Stubs.

933-Transfer to City General Fund

\$69,000

Support Public Works Manager, Public Works Maintenance and Administration Staff

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Expenditures						
	E 601-49401-211 Cleaning Supplies	92.81	45.80	-	100.00	100.00
	E 601-49401-216 Chemicals and Chem Products	5,850.33	7,651.62	4,227.74	5,000.00	7,500.00
	E 601-49401-223 Bldg/Facility Repair Supplies	1,209.36	2,049.69	3,727.78	2,100.00	2,000.00
	E 601-49401-227 Utility Maint Supplies	13,223.45	12,718.16	12,921.26	15,000.00	15,000.00
	E 601-49401-231 Small Tools and Minor Equip	650.00	76.13	-	1,000.00	1,000.00
	E 601-49401-307 Professional Services Fees	8,957.92	1,668.87	3,691.05	7,000.00	7,000.00
	E 601-49401-309 Information Systems	5,070.48	2,512.50	1,766.80	3,000.00	3,500.00
	E 601-49401-321 Telephone	4,704.52	5,113.71	2,948.05	5,000.00	5,000.00
	E 601-49401-381 Electric Utilities	18,356.88	19,449.19	12,913.03	19,000.00	20,000.00
	E 601-49401-382 Gas Utilities	3,313.24	3,841.40	1,878.33	3,000.00	4,000.00
	E 601-49401-402 Repairs/Maint Machinery/Equip	800.00	420.00	-	1,000.00	1,000.00
	E 601-49401-403 Bldgs/Facilities Repair/Maint	12,780.50	9,537.40	29,044.42	9,000.00	15,000.00
	E 601-49401-421 Software Licensing	1,315.85	8,894.50	-	1,000.00	1,500.00
	E 601-49401-422 Auto/Misc Licensing Fees/Taxes	849.39	-	436.15	300.00	300.00
	E 601-49401-434 Conferences/Meetings	900.00	940.00	664.50	1,000.00	1,000.00
	E 601-49401-481 Depreciation Expense	257,948.04	257,948.04	-	258,000.00	258,000.00
	E 601-49401-933 Gen I Fund Reimb Transfers	64,000.00	66,000.00	68,000.00	68,000.00	69,000.00
	Total Expenditures - Water Fund	400,022.77	398,867.01	142,219.11	398,500.00	410,900.00



2024 Budget

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

DEPARTMENTAL PROFILE

Sewer Utility Operations provide for the collection of sanitary sewage through a system of gravity sewer lines, force mains, and lift stations with delivery to the Metropolitan Council Environmental Service Wastewater Treatment Facility.

DEPARTMENTAL GOALS

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

USER FEE SUMMARY

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

The typical sewer customer can be classified into three different categories—residential, mobile and non-residential each with a fixed and variable component to the cost structure. There are currently 147 residential parcels, 30 (309 ERU’s) commercial parcels and 1 mobile customer (roughly 189 mobile units) serviced by the Metropolitan Council’s sewer system that is located in East Bethel. The 2024 proposed sales revenue is based on no additions to the current customer base. All rates are chronicled below:

Residential / Non-Residential	2023	2024
BASE CHARGE PER ERU	\$6.30 PER MONTH	\$6.30 PER MONTH
USAGE CHARGE	\$6.70 PER 1,000 GALLONS	\$6.70 PER 1,000 GALLONS
<i>(Residential based on water use during January)</i>		
Mobile Park	2023	2024
BASE CHARGE	\$1,190 PER MONTH	\$1,190 PER MONTH
USAGE CHARGE	\$6.70 PER 1,000 GALLONS	\$6.70 PER 1,000 GALLONS

EXPENDITURE DETAILS

223-Buildings and Facilities Supplies

\$2,000

Repair materials to keep the sewer collection operational

227-Utility Maintenance Supplies

\$500

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

231-Small Tools and Minor Equipment

\$500

Various small tools; replacement of chemical feed pumps and regulators

307-Professional Services

\$73,000

MCES waste water treatment charges

2024 - \$73,000 *Estimate from MCES

2023 - \$63,188

2022 - \$48,254

2021 - \$34,948

2020 - \$38,069

2019 - \$33,108

2018 - \$26,152

2017 - \$24,772

2016 - \$20,735

381-Electric Utilities

\$4,000

Utilities for the lift stations

403-Buildings/Facilities Repair and Maintenance

\$10,000

Repair services that cannot be performed in-house and sewer line inspection and jetting

421-Software Licensing

\$1,500

Banyon Utility Billing Software

434-Conferences and Meetings

\$1,000

Costs associated with annual re-certification of sewer license

481-Depreciation Expense
\$280,000

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

626-Reserve Capacity Loan Payment
\$232,000

The reserve capacity loan payment is set to begin in 2024 if SAC quota goals are not met in 2023. The loan payment is estimated at \$232,000

933-Transfer to City General Fund
\$69,000

Support Public Works Manager, Public Works Maintenance Staff and Administration Costs



2024 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

USER FEE SUMMARY

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

The two primary users of the arena are the St. Francis Youth Hockey Association and St. Francis High School. The 2024 user rates are proposed to remain the same as 2023. All rates are chronicled below:

ICE ARENA	2023	2024
ICE ARENA ICE RENTAL - PRIME TIME	\$192/HR	\$192/HR
ICE ARENA ICE RENTAL - NON PRIME TIME	NEGOTIABLE	NEGOTIABLE
LOCKER ROOM RENTAL	\$7,500	\$7,500
ADVERTISING	NEGOTIABLE	NEGOTIABLE
DRY FLOOR EVENTS	NEGOTIABLE	NEGOTIABLE

EXPENDITURE DETAILS

211-Cleaning Supplies

\$2,000

Cleaning supplies for Arena

223-Buildings & Facilities Repair and Maintenance Supplies

\$3,000

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

307-Professional Services

\$87,000

Reimburse management labor expenses for contracted Arena personnel

309-Information Systems

\$1,000

Internet Service

381-Electric Utilities

\$36,000

Electricity needs of the Arena

382-Gas Utilities

\$25,000

Natural gas heating needs of the Arena

402-Repairs to Machinery

\$2,500

Potential repairs to the Zamboni and other equipment

403-Building & Facilities Repair and Maintenance Services

\$16,500

Outsourced facilities repair not performed by City/Arena employees - \$10,000

Trane - \$6,000 maintenance agreement for ice arena chillers

Wright Hennepin - \$500 Security at the arena

481-Depreciation

\$32,000

Depreciation on Arena and equipment

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Expenditures						
	E 615-49851-211 Cleaning Supplies	1,727.65	2,597.57	1,304.88	1,000.00	2,000.00
	E 615-49851-219 General Operating Supplies	1,370.89	666.57	-	2,000.00	1,500.00
	E 615-49851-223 Bldg/Facility Repair Supplies	2,368.05	27,601.06	910.22	3,000.00	3,000.00
	E 615-49851-231 Small Tools and Minor Equip	-	129.97	699.99	500.00	200.00
	E 615-49851-307 Professional Services Fees	91,500.00	85,468.50	33,987.50	85,000.00	87,000.00
	E 615-49851-309 Information Systems	900.00	900.00	525.00	1,000.00	1,000.00
	E 615-49851-321 Telephone	29.41	119.59	-	100.00	100.00
	E 615-49851-381 Electric Utilities	36,111.83	35,145.92	13,386.83	32,000.00	36,000.00
	E 615-49851-382 Gas Utilities	16,142.93	27,523.53	12,220.72	15,000.00	25,000.00
	E 615-49851-385 Refuse Removal	2,584.85	2,823.32	1,846.04	2,000.00	3,000.00
	E 615-49851-402 Repairs/Maint Machinery/Equip	1,924.80	4,754.64	-	2,500.00	2,500.00
	E 615-49851-403 Bldgs/Facilities Repair/Maint	7,974.51	56,916.11	4,915.60	16,500.00	16,500.00
	E 615-49851-422 Auto/Misc Licensing Fees/Taxes	800.00	420.00	40.00	500.00	500.00
	E 615-49851-433 Dues and Subscriptions	1,417.26	-	-	1,500.00	1,500.00
	E 615-49851-481 Depreciation Expense	51,034.68	48,777.70	-	54,000.00	32,000.00
	Total Expenditures - Arena	215,886.86	293,844.48	69,836.78	216,600.00	211,800.00



2024 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

REVENUE DETAILS

39201-General Fund Transfer
\$50,000

GENERAL GOVERNMENT FACILITY MANAGEMENT PLAN

City Hall / Senior Center

2241 221st Avenue NE
East Bethel, MN 55011

Fire Station #1

2751 Viking Blvd NE
East Bethel, MN 55092

Public Works / Fire Station #2

2375 221st Avenue NE
East Bethel, MN 55011

Fire Station #3

342 Forest Road
East Bethel, MN 55092



2024 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.

**Parks Capital Improvement Plan
2024-2028
Funding Analysis**

PARK ACQUISITION AND DEVELOPMENT FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2024 Beginning Balance	\$66,800			
Park Dedication Fees		\$40,000		\$106,800
Shade Structures for Booster West			\$50,000	\$56,800
2024 Ending Balance				\$56,800
2025 Beginning Balance	\$56,800			
Park Dedication Fees		\$60,000		\$116,800
Playground Equipment			\$40,000	\$76,800
2025 Ending Balance				\$76,800
2026 Beginning Balance	\$76,800			
Park Dedication Fees		\$125,000		\$201,800
Park Pavillion			\$50,000	\$151,800
2026 Ending Balance				\$151,800
2027 Beginning Balance	\$151,800			
Park Dedication Fees		\$125,000		\$276,800
New Park Development			\$100,000	\$176,800
2027 Ending Balance				\$176,800
2028 Beginning Balance	\$176,800			
Park Dedication Fees		\$125,000		\$301,800
Booster West Ballfield Lights			\$300,000	\$1,800
2028 Ending Balance				\$1,800
TOTAL PARK ACQUISITION AND DEVELOPMENT				
FUND SOURCES AND USES		\$475,000	\$540,000	
Park Dedication Fees- Residential = 10% of land or cash not to exceed \$2,000 per lot. Commercial = 5% of land or cash not to exceed \$2,000 per acre.				



2024 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

REVENUE DETAILS

39201-General Fund Transfer
\$100,000
Budgeted transfer amount.

**Parks Capital Improvement Plan
2024-2028
Funding Analysis**

PARK CAPITAL FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2024 Beginning Balance	\$33,900			
Transfer From General Fund		\$100,000		\$133,900
Coon Lake Beach Playground Equipment & Skate Park			\$100,000	\$33,900
Misc Park Projects and Tree Planting			\$5,000	\$28,900
2024 Ending Balance				\$28,900
2025 Beginning Balance	\$28,900			
Transfer From General Fund		\$100,000		\$128,900
Bataan St Trail Segment			\$120,000	\$8,900
Misc Park Projects and Tree Planting			\$5,000	\$3,900
2025 Ending Balance				\$3,900
2026 Beginning Balance	\$3,900			
Transfer From General Fund		\$100,000		\$103,900
New Park Development			\$90,000	\$13,900
Misc Park Projects and Tree Planting			\$5,000	\$8,900
2026 Ending Balance				\$8,900
2027 Beginning Balance	\$8,900			\$8,900
Transfer From General Fund		\$100,000		\$108,900
New Park Development			\$90,000	\$18,900
Misc Park Projects and Tree Planting			\$5,000	\$13,900
2027 Ending Balance				\$13,900
2028 Beginning Balance	\$13,900			
Transfer From General Fund		\$100,000		\$113,900
New Park Development			\$90,000	\$23,900
Misc Park Projects and Tree Planting			\$5,000	\$18,900
2028 Ending Balance				\$18,900
TOTAL PARK CAPITAL FUND SOURCES AND USES		\$500,000	\$515,000	



2023 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

Procure and efficiently spend funds received to improve State Aid routes.

**Street Capital Projects - Fund 402
2024-2028
Funding Analysis**

MUNICIPAL STATE AID FUND - FUND 402	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2024 Beginning Balance	-\$1,142,333			
Municipal State Aid Funding		\$641,430		-\$500,903
Davenport St Reconstruction			\$650,000	-\$1,150,903
2024 Ending Balance				-\$1,150,903
2025 Beginning Balance	-\$1,150,903			
Municipal State Aid Funding		\$641,430		-\$509,473
MSA Project			\$0	-\$509,473
2025 Ending Balance				-\$509,473
2026 Beginning Balance	-\$509,473			
Municipal State Aid Funding		\$641,430		\$131,957
Polk-Jackson - Mill & Overlay			\$750,000	-\$618,043
Klondike Drive - Mill & Overlay			\$125,000	-\$743,043
2026 Ending Balance				-\$743,043
2027 Beginning Balance	-\$743,043			
Municipal State Aid Funding		\$641,430		-\$101,613
MSA Project			\$0	-\$101,613
2027 Ending Balance				-\$101,613
2028 Beginning Balance	-\$101,613			
Municipal State Aid Funding		\$641,430		\$539,817
MSA Project			\$0	\$539,817
2028 Ending Balance				\$539,817
TOTAL MUNICIPAL STATE AID FUND SOURCES & USES		\$3,207,150	\$1,525,000	
<p>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 MN DOT.</p>				



2024 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
\$550,000
Budgeted transfer amount

**Street Capital Projects
2024-2028
Funding Analysis**

STREET CAPITAL FUND - FUND 406	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2024 Beginning Balance	\$367,550			
Transfer from General Fund		\$550,000		\$917,550
Central Avenue Assessments		\$28,976		\$946,526
189th Avenue Assessments		\$34,345		\$980,871
Fillmore Street Assessments		\$3,050		\$983,921
North Metro JPA Maintenance Projects			\$100,000	\$883,921
Edmar, Vickers, Breezy Point, Yalta, 189th- Overlay			\$325,000	\$558,921
2024 Ending Balance				\$558,921
2025 Beginning Balance	\$558,921			
Transfer from General Fund		\$550,000		\$1,108,921
Central Avenue Assessments		\$28,976		\$1,137,897
189th Avenue Assessments		\$34,345		\$1,172,242
Fillmore Street Assessments		\$3,050		\$1,175,292
North Metro JPA Maintenance Projects			\$105,000	\$1,070,292
Hidden Haven East - Overlay			\$210,000	\$860,292
Hidden Haven West - Overlay/Reconstruct			\$515,000	\$345,292
Cedarbrook - Overlay/Reconstruct			\$250,000	\$95,292
2025 Ending Balance				\$95,292
2026 Beginning Balance	\$95,292			
Transfer from General Fund		\$600,000		\$695,292
Central Avenue Assessments		\$28,976		\$724,268
189th Avenue Assessments		\$34,345		\$758,613
Fillmore Street Assessments		\$3,050		\$761,663
North Metro JPA Maintenance Projects			\$110,000	\$651,663
London, 225th, 226th - Overlay			\$200,000	\$451,663
Pine Crest Estates - Overlay			\$90,000	\$361,663
Sunset Drive- Reclaim and Pave (Linwood)			\$300,000	\$61,663
2026 Ending Balance				\$61,663
2027 Beginning Balance	\$61,663			
Transfer from General Fund		\$600,000		\$661,663
Central Avenue Assessments		\$28,976		\$690,639
189th Avenue Assessments		\$34,345		\$724,984
Fillmore Street Assessments		\$3,050		\$728,034
North Metro JPA Maintenance Projects			\$115,000	\$613,034
Quincy St - Overlay			\$50,000	\$563,034
Raintree - Overlay			\$135,000	\$428,034
224th Ave, 225th Ave -Overlay			\$140,000	\$288,034
2027 Ending Balance				\$288,034
2028 Beginning Balance	\$288,034			
Transfer from General Fund		\$600,000		\$888,034
Central Avenue Assessments		\$28,976		\$917,010
189th Avenue Assessments		\$34,345		\$951,355
Fillmore Street Assessments		\$3,050		\$954,405
North Metro JPA Maintenance Projects			\$120,000	\$834,405
Norseland Manor - Overlay			\$300,000	\$534,405
Naples St, Rendova St, 197th Ave- Overlay			\$10,000	\$524,405
2028 Ending Balance				\$524,405
Total Street Capital Fund Sources and Uses		\$3,231,855	\$3,075,000	

**City of East Bethel
2024 Other Governmental Fund Budget (Summary)**

Fund Description Fund Number	TIF 1-2 436	TIF 1-3 437	TIF 1-4 438	TIF 1-5 439	Total
Revenue					
Tax Increment	112,000	75,000	100,000	100,000	387,000
Interest Earned	1,400	1,400	1,400	1,400	5,600
Total Revenue	113,400	76,400	101,400	101,400	392,600
Expenditures					
PAYGO	100,800	67,500	90,000	90,000	348,300
Professional Service Fee	11,200	7,500	10,000	10,000	38,700
General Fund Reimbursement	1,400	1,400	1,400	1,400	5,600
Total Expenditures	113,400	76,400	101,400	101,400	392,600
Revenue over Expenditures	-	-	-	-	-

- *TIF 1-2 - East Bethel Village Apartments I and II
- *TIF 1-3 - Viking Preserve 48 Residential Single Family Homes
- *TIF 1-4 - Trident Senior Living
- *TIF 1-5 - Aggressive Hydraulics Expansion

2024 Budget



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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

REVENUE DETAILS

39201-General Fund Allocation
 \$280,000

Equipment Replacement Schedule	Inspection	Parks	Streets	Fire	Item 3.0, Attachment 1	Total
2024 Purchases						
John Deere 1600 Mower (scheduled for 2022)		50,000.00				
Skidsteer (recycling center-used)		25,000.00				
T190 Bobcat			55,000.00			
Total						130,000.00
2025 Purchases						
Single Axle Plow with dump box and plow equipment			350,000.00			
Sweeper			240,000.00			
Ford F-350 4x4		40,000.00				
Landpride 3-Point Mower		17,000.00				
Total						647,000.00
2026 Purchases						
Ford F-450 with dump box/plow			70,000.00			
FORD F-550 - MINI PUMPER REFURBISH				40,000.00		
FORD 550 QUICK ATTACK WITH PUMPER REFURBISH				45,000.00		
Total						155,000.00
2027 Purchases						
Front End Loader			250,000.00			
Kubota		17,000.00				
Kubota with ballfield groomer		20,000.00				
Ford F-450 with dump box/plow			75,000.00			
ROSENBAUERER 6 MAN CAB - 1250 PUMPER REFURBISH				75,000.00		
INTERNATIONAL REG CAB - 1250 PUMPER REFURBUSH				50,000.00		
FORD EXPLORER - DUTY OFFICER Replacement				75,000.00		
SELF CONTAINED BREATHING APPARATUS				500,000.00		
Total						1,062,000.00
2028 Purchases						
Ford F-550 1.5 Ton with dump box			75,000.00			
Excavator			80,000.00			
Ford F-150 4x4			40,000.00			
Vector/Jetter Truck- Used			100,000.00			
Ford F-350 4x4			45,000.00			
Extraction Tools				150,000.00		
Chiefs Auto Replacement				70,000.00		
Total						560,000.00
2029 - 2032 Purchases						
ZTRAK MOWER			12,000.00			
ZTRAK MOWER			12,000.00			
DIAMOND DITCH MOWER			16,000.00			
JOHN DEERE TRACTOR		90,000.00				
FORD F-550 1.5 TON CHASSIS TRUCK, BOX AND PLOW			60,000.00			
SINGLE AXLE PLOW WITH DUMP BOX AND PLOW EQUIPMENT			365,000.00			
ASPHALT PAVER - USED			60,000.00			
FORD F-350 4WD			40,000.00			
FORD F-150 4X4			35,000.00			
SPARTAN 6 MAN CAB - 1250 PUMPER Replacement				1,200,000.00		
FIRE TANKER APPARATUS Replacement				1,000,000.00		
FORD 4X4 1T PU - GRASS RIG Replacement				100,000.00		
2020 Chevy Tahoe #9542 Replacement				70,000.00		
Total						3,060,000.00
2033 - 2037 Purchases						
TRACTOR		60,000.00				
FELLING 18 FT TRAILER			12,000.00			
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			360,000.00			
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			365,000.00			
FORD F-450 1.5 TON CHASSIS TRUCK, BOX AND PLOW			80,000.00			
JOHN DEERE GRADER			250,000.00			
PICK UP TRUCK			45,000.00			
FORD ESCAPE 4X4	25,000.00					
FORD ESCAPE 4X4	25,000.00					
FORD 4x4 1T PU - GRASS RIG Replacement				100,000.00		
FORD F-550 - MINI PUMPER Replacement				400,000.00		
FORD 550 QUICK ATTACK WITH PUMPER Replacement				400,000.00		
4 X 4 FOUR DOOR UTILITY PICKUP TRUCK Replacement				100,000.00		
SPARTAN 6 MAN CAB - 1250 PUMPER Replacement				1,200,000.00		
FIRE TANKER APPARATUS REFURBISH				70,000.00		
Total						3,492,000.00
2038 & Beyond Purchases						
VECTOR TRUCK			300,000.00			
TANDEM AXLE DUMP TRUCK, PLOW, HOIST, SANDER			400,000.00			
FORD ESCAPE 4X4	25,000.00					
INTERNATIONAL REG CAB - 1250 PUMPER Replacement				1,000,000.00		
ROSENBAURER 6 MAN CAB - 1250 PUMPER				1,200,000.00		
Mercury 25 ELHPT - Boat				29,095.00		
Total						2,954,095.00
Total Scheduled Purchases	75,000.00	319,000.00	3,792,000.00	7,874,095.00		12,060,095.00



2024 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.

REVENUE DETAILS

39201-Transfer from General Fund

\$N/A

To be determined when liability is calculated at year end.

EXPENDITURE DETAILS

Determined when employee separates from City service.

**City of East Bethel
City Council Work Meeting
Agenda Item Information**



Date: August 7, 2023

Agenda Item Number: Item 4.0

Agenda Item: Proposed Utility Extension – 184th Lane to Hwy 65 Service Road and Briarwood

Background Information:

The owner of a 9 +/- acre parcel at the intersection of Hwy 65 and 181st Ave is interested in developing this property as a commercial site. The site is not served by water and sewer. The City services terminate approximately 1,400' north of the site. Extension of utilities to serve this area are part of the Facilities Plan that was incorporated in the Comprehensive Plan and is inside the Metropolitan Utilities Service Area (MUSA).

In order to maximize the use of this site for the city's benefit, extension of water and sewer service is essential to attract the retail and food related businesses that residents favor.

Whatever option and whenever utilities are extended to this area, consideration needs to be given to a sizing that could accommodate service to other adjacent areas that have the potential for future residential and commercial development. There are several alternatives to service the site and are but not limited to the following:

- Option 1, Service to the Commercial Site Only - the site could be served a private water system, sewage lift station and force main with capacity only to serve the 4-6 potential commercial lots on the site. The cost for this option would be the responsibility of the owner. This option would provide no service extension potential beyond this point and could delay or limit the owner's ability to attract the type of development preferable for this section of the Hwy 65 Corridor (See Attachment 3).
- Option 2, Service Area Would Include the Commercial Site and a Potential 53 Acre Residential Property (See Attachment 1 and 2). The cost to extend city water and gravity sewer to serve these 2 properties is estimated to be \$650,000.
- Option 3, Service Area Would Include the Option 2 Service Area but with Upsized Line Sizes to Align with the City Comprehensive Plan for Future System Extension – this option is only included as it is part of our comprehensive plan. However, the plan for sewer service beyond the Hwy 65 Corridor, if ever implemented, would most likely be altered from the general design proposed in the Plan. The estimated cost to extend a 24" gravity sewer and 16" water line to service the commercial site and provide capacity for future extensions is estimated at \$1,000,000 (See Attachment 2).

Discussion of donation of easements for the utilities with Osborne Development have been favorable and all properties serviced by any of the extensions shown in Attachment 2 and 3 are in the MUSA.

The following is one summary of the how costs for Option 2 could be assigned and recovered:

General Scenario Option 2 – extend 10" water service and 12 "gravity sewer service to the site at a cost of \$650,000. As it would cost a minimum of \$200,000 to serve the site with private well and septic service

(does not include the acreage loss for well protection area and primary and secondary drain field area requirements), the assignment of the cost could be as follows:

- Developers upfront costs*\$200,000
- City costs for line oversizing** \$150,000
- Assessed Developer Cost for proportion of project cost*** \$ 90,000
- Trunk Charges for service to 53 acre site east of Osborne site***\$210,000

*Cost that would be incurred to install private well and septic applied to municipal project cost

** Costs recovered by City when 53 acre site exhibited in Attachment 1 is developed

***Developers percentage of total project SAC units 50/170

****Onetime trunk sewer extension charge when development occurs on 53 acre site.

Under this scenario, the developer of the commercial site would pay \$200,000 of the upfront project cost and \$450,000 from the City Water and Sewer Fund could be used for any city obligations and the short term balance recovered by assessments or direct payment from the developers.

Attachments:

Attachment 1 – Location Map

Attachment 2 – Maximum Service Option Map

Attachment 3 – Minimum Service Option Map

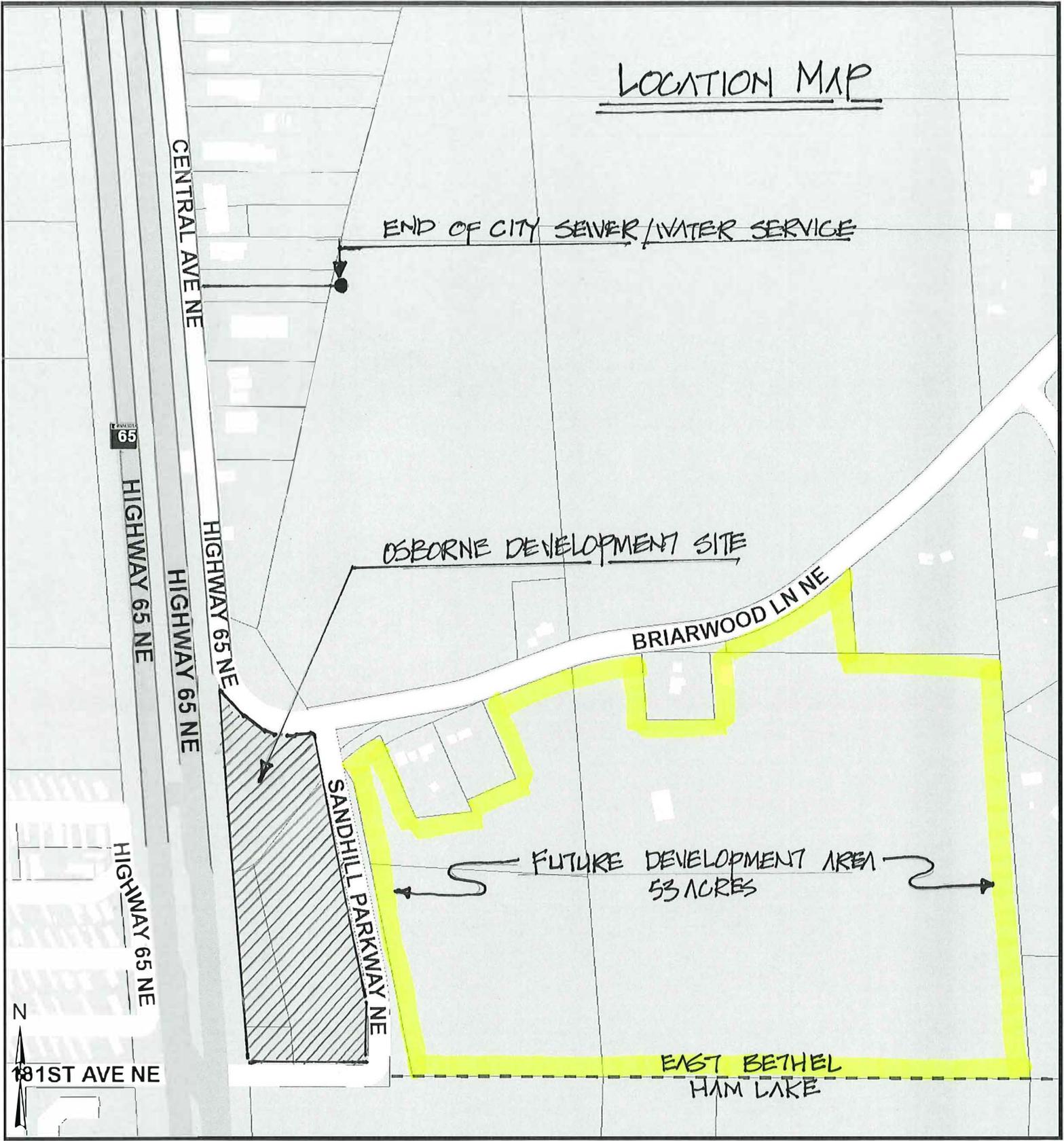
Fiscal Impact:

For the Osborne Commercial Site it is estimated that approximately \$60,000 in annual property taxes and up to \$280,000 in SAC and WAC fees would be generated at buildout. The area identified on the Location Map as “Future Development Area” (Attachment 1) could generate approximately \$133,400 in property taxes and \$672,000 in SAC and WAC fees at buildout. The estimates for the residential development are based on densities for the R-1 zoning.

Use of city water and sewer funds could be used to cover any city obligations and upfront costs for this project. Our recoverable costs could be secured in part or in whole through assessments and trunk charges with no use of city general funds. These would be our short term opportunity costs to stimulate a needed type of development with no use of city general funds and with a payback of these monies over a period of time.

Staff is requesting direction from Council as to the city’s commitment level to participate in the service extensions to this site and funding the upsizing of facilities to serve future growth with recovery of these costs collected from future trunk sewer charges and/or assessments.

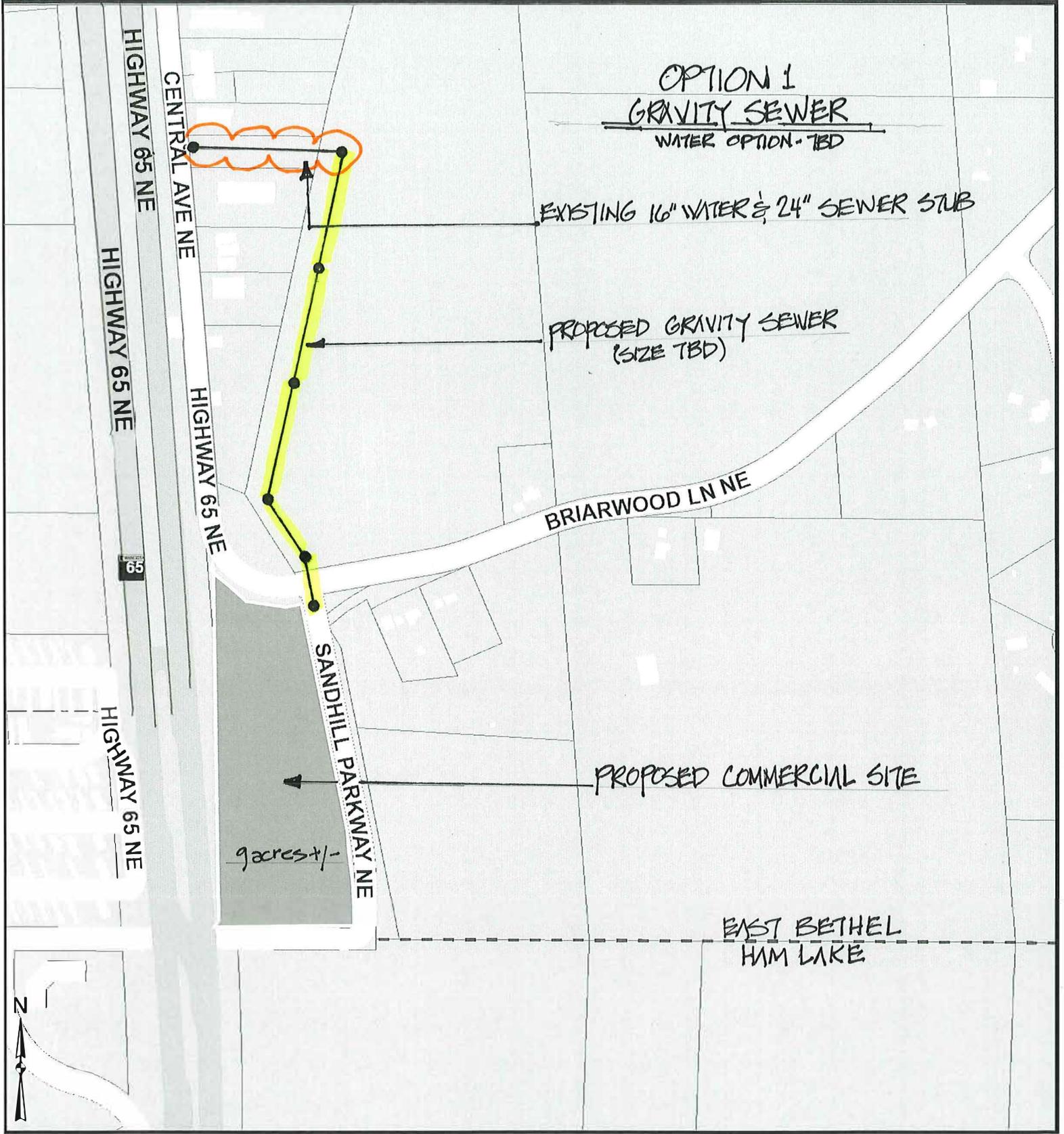
LOCATION MAP



Parcel Information: SCALE: 1" = 400'

Owner Information:





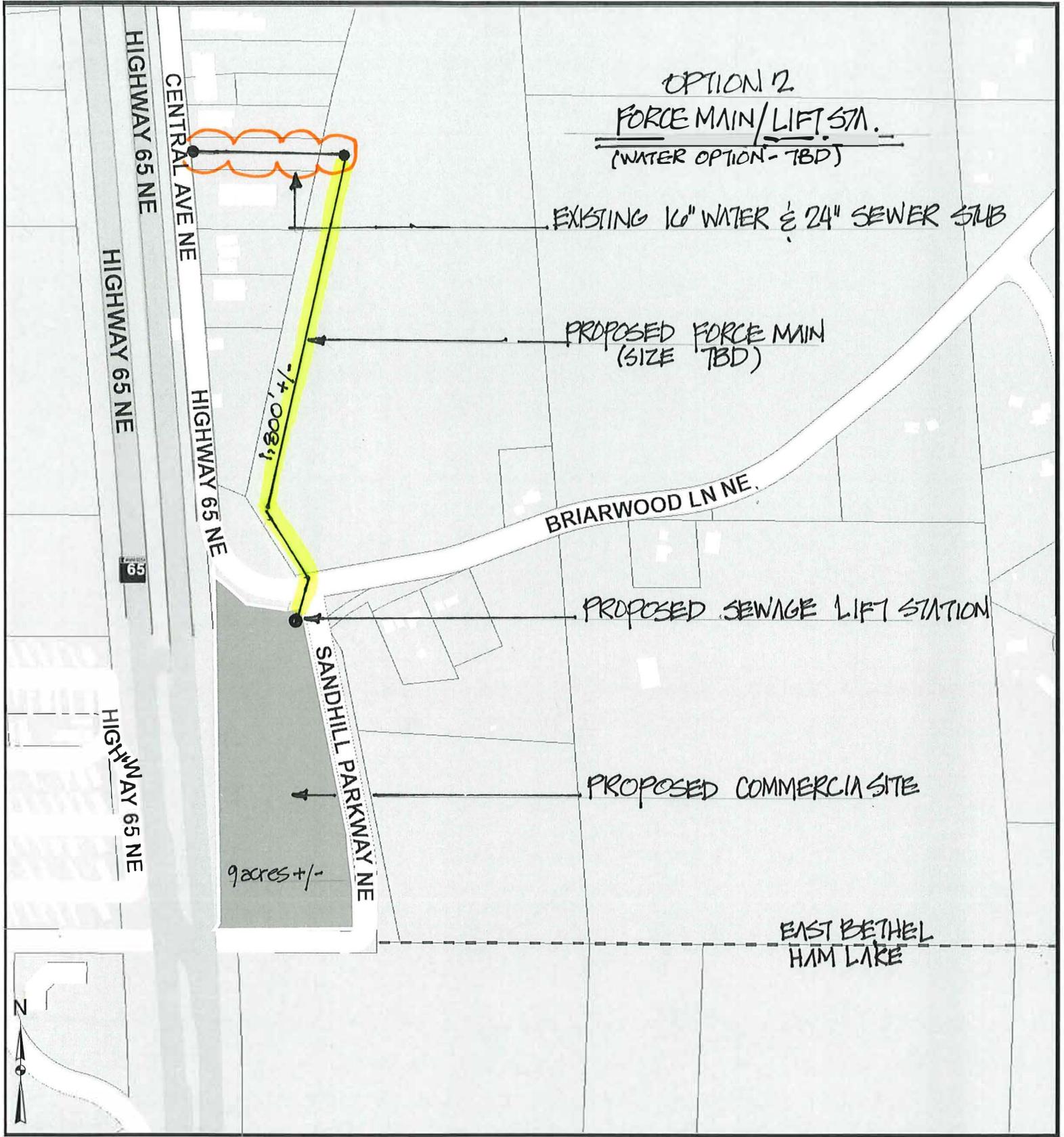
Parcel Information:

Approx. Acres:
Commissioner:

Owner Information:

Plat:





Parcel Information:

Approx. Acres:
Commissioner:

Owner Information:



Plat: