



2019 Final Budget

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

RESOLUTION NO. 2018-64

**RESOLUTION SETTING THE FINAL PROPERTY TAX LEVY
AND BUDGET FOR 2019**

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

WHEREAS, the City Council has considered the operating needs and debt service needs for fiscal year 2019.

WHEREAS, MN Statues require that a final levy amount be provided to the Anoka County Auditor on or before December 31, 2018.

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

General Levy:	\$4,466,500
Debt Service Levies:	
2008 Sewer Revenue Bonds	\$ 180,000
2013A Public Safety Bonds – Referendum Market Value Levy	\$ 128,500
2015A	\$ 548,000
2014A	\$ 331,000
Total Levies	<u>\$5,654,000</u>

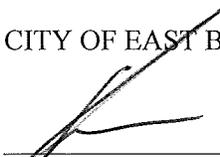
**The above levy includes the amount necessary to cover debt service requirements in 2019 and cancels any previous scheduled amounts.*

<u>2019 Expenditures Budgets:</u>	General Fund	\$5,495,500
	Special Revenue Funds	\$213,600
	Debt Service Funds	\$1,226,985
	Enterprise Funds	\$1,314,000
	Other Governmental Funds	\$54,100

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

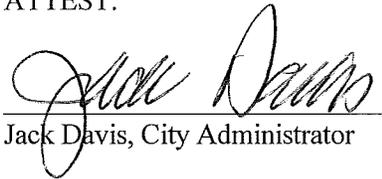
Adopted this 5th day of December, 2018 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL



Steven R. Voss, Mayor

ATTEST:



Jack Davis, City Administrator

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

RESOLUTION NO. 2018-65

**RESOLUTION APPROVING THE FINAL ECONOMIC DEVELOPMENT
AUTHORITY PROPERTY TAX LEVY AND BUDGET FOR 2019**

WHEREAS, Minnesota Statutes Chapter 275.065 requires that the City Council adopt a preliminary property tax levy and budget on or before December 31, 2018; and

WHEREAS, the City Council has considered the operating needs of the Economic Development Authority for fiscal year 2019.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the property tax levy and budgets for the Economic Development Authority for 2019 are as follows:

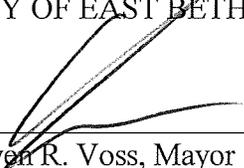
Economic Development Authority General Levy \$113,500

Economic Development Authority Expense Budget \$118,600

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

Adopted this 5th day of December 2018 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL



Steven R. Voss, Mayor

ATTEST:



Jack Davis, City Administrator

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

RESOLUTION NO. 2018-66

**RESOLUTION APPROVING THE FINAL HOUSING AND REDEVELOPMENT
AUTHORITY PROPERTY TAX LEVY AND BUDGET FOR 2019**

WHEREAS, Minnesota Statutes Chapter 275.065 requires that the City Council adopt a preliminary property tax levy and budget on or before December 31, 2018; and

WHEREAS, the City Council has considered the operating needs of the Housing and Redevelopment Authority for fiscal year 2019.

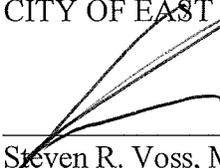
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the property tax levy and budgets for the Housing and Development Authority for 2019 are as follows:

Housing and Redevelopment Authority General Levy	\$56,600
Housing and Redevelopment Authority Budget	\$28,600

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

Adopted this 5th day of December 2018 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL



Steven R. Voss, Mayor

ATTEST:



Jack Davis, City Administrator



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**City of East Bethel
2019 General Fund Final Budget (Summary)**

Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget	% Change
Tax Levies - City						
General Fund Tax Levy	4,109,300.00	4,171,400.00		4,320,700.00	4,466,500.00	3%
2013 A	128,000.00	128,500.00		128,500.00	128,500.00	0%
2008 A	180,000.00	180,000.00		180,000.00	180,000.00	0%
2015 A	504,000.00	519,000.00		533,000.00	548,000.00	3%
2014 A	330,000.00	331,000.00		331,000.00	331,000.00	0%
Total Levy - City	5,251,300.00	5,329,900.00	-	5,493,200.00	5,654,000.00	2.9%
Tax Levies - Special Levies						
City EDA	123,022.00	97,500.00		97,500.00	113,500.00	16%
City HRA	-	36,600.00		51,600.00	56,600.00	10%
Total Levy - Special Levies	123,022.00	134,100.00	-	149,100.00	170,100.00	14.1%

CITY COUNCIL

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Steve Voss	Mayor	01/01/19
Tim Harrington	Council Member	01/01/19
Randy Plaisance	Council Member	01/01/21
Brian Mundle	Council Member	01/01/19
Tom Ronning	Council Member	01/01/21

CITY OFFICIALS

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

Organizational Staff Summary					
		2016	2017	2018	2019
City Council	Part Time	5.00	5.00	5.00	5.00
City Administration	Full Time	3.00	3.00	3.00	3.00
	Part Time	0.06	0.06	0.06	0.06
Elections	Part Time	Contract		Contract	
Finance	Full Time	2.00	2.00	2.00	2.00
Assessing	Full Time	Contract	Contract	Contract	Contract
Legal	Full Time	Contract	Contract	Contract	Contract
Planning and Zoning	Full Time	1.50	1.50	2.50	2.00
	Part Time			0.06	0.06
Bldg Inspection	Full Time	2.50	2.50	2.50	3.00
	Part Time	-	0.30	-	-
Police	Full Time	Contract	Contract	Contract	Contract
Fire	Full Time	1.00	1.00	1.00	1.00
	Part Time	Paid On-Call	Paid On-Call	Paid On-Call	Paid On-Call
Engineering	Full Time	Contract	Contract	Contract	Contract
Street Maintenance	Full Time	5.00	5.00	5.00	5.00
	Part Time	0.30	0.30	0.30	0.30
Park Maintenance	Full Time	4.00	4.00	4.00	4.00
	Part Time	0.30	0.30	0.30	0.30
Total	Full Time	19.00	19.00	20.00	20.00
	Part Time	5.66	5.66	5.66	5.66

2019 Pay Plan (Hourly)							
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G
1	15.48	16.05	16.61	17.18	17.74	18.31	18.88
2	16.67	17.28	17.89	18.50	19.11	19.72	20.33
3	18.34	19.01	19.68	20.35	21.02	21.69	22.36
4	20.17	20.91	21.64	22.38	23.12	23.86	24.60
5	22.19	23.00	23.81	24.62	25.43	26.25	27.06
6	24.42	25.31	26.21	27.10	27.99	28.89	29.78
7	26.86	27.84	28.82	29.80	30.79	31.77	32.75
8	29.53	30.61	31.69	32.77	33.85	34.93	36.01
9	32.11	33.29	34.46	35.64	36.81	37.99	39.16
10	36.65	37.99	39.33	40.67	42.02	43.36	44.70
11	38.92	40.35	41.77	43.19	44.62	46.04	47.47
12	41.26	42.77	44.28	45.78	47.29	48.80	50.31
13	44.75	46.38	48.02	49.66	51.29	52.93	54.57
14	47.43	49.17	50.90	52.64	54.38	56.11	57.85
15	50.29	52.13	53.97	55.81	57.65	59.49	61.33
16	53.56	55.52	57.48	59.44	61.40	63.36	65.32
2019 Pay Plan (Annually)							
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G
1	32,197.22	33,375.17	34,553.11	35,731.06	36,909.01	38,086.96	39,264.90
2	34,673.93	35,942.49	37,211.05	38,479.60	39,748.16	41,016.72	42,285.28
3	38,137.45	39,532.73	40,928.00	42,323.27	43,718.54	45,113.82	46,509.09
4	41,949.26	43,483.99	45,018.72	46,553.45	48,088.18	49,622.91	51,157.64
5	46,148.06	47,836.40	49,524.75	51,213.09	52,901.43	54,589.78	56,278.12
6	50,791.89	52,650.13	54,508.37	56,366.61	58,224.85	60,083.09	61,941.33
7	55,861.40	57,905.11	59,948.82	61,992.53	64,036.24	66,079.95	68,123.66
8	61,414.65	63,661.53	65,908.40	68,155.28	70,402.16	72,649.04	74,895.91
9	66,793.75	69,237.43	71,681.10	74,124.77	76,568.45	79,012.12	81,455.80
10	76,236.21	79,025.34	81,814.47	84,603.60	87,392.72	90,181.85	92,970.98
11	80,957.43	83,919.29	86,881.15	89,843.01	92,804.86	95,766.72	98,728.58
12	85,814.11	88,953.65	92,093.19	95,232.73	98,372.27	101,511.81	104,651.35
13	93,070.09	96,475.09	99,880.10	103,285.10	106,690.10	110,095.11	113,500.11
14	98,662.03	102,271.62	105,881.21	109,490.79	113,100.38	116,709.97	120,319.55
15	104,602.27	108,429.18	112,256.09	116,083.00	119,909.92	123,736.83	127,563.74
16	111,413.22	115,489.31	119,565.40	123,641.50	127,717.59	131,793.68	135,869.78
2019 Cafeteria Contribution							
Full Time Employees					\$1,100 per month		
Seasonal/Part Time							
Mayor					\$525 per month		
Council Member					\$475 per month		
Seasonal and Part Time					\$10.00-\$12.00 per hour		
2019 Fire Fighter and Officer Pay Plan							
Position			# of Positions		Monthly Salary Rate		
Deputy Fire Chief			1		\$	544.65	
District Fire Chief			2		\$	292.47	
Captain			2		\$	146.24	
Lieutenant			3		\$	117.45	
Training Officer			1		\$	117.45	
Training/Drill/Fire Call/Duty Officer/Fire Inspector							
Probationary Firefighter					\$9.34 per hour		
Firefighter I					\$10.54 per hour		
Firefighter II/Officer					\$11.69 per hour		
Firefighter III/Officer					\$12.87 per hour		
Fire Inspector					\$19.87 per hour		
Duty Officer					\$146.10 per week		

**City of East Bethel
2019 General Fund Final Budget (Summary)**

<u>General Fund</u>	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget	% Change
Revenues							
	Property Tax	4,117,638.93	4,172,254.39	2,317,463.67	4,320,700.00	4,466,500.00	3%
	Franchise Tax	61,861.69	64,960.16	50,629.25	60,000.00	63,000.00	5%
	Licenses and Fees	38,308.35	39,750.82	37,070.70	38,900.00	40,000.00	3%
	Building Inspection Permits	272,244.30	263,871.25	336,000.06	266,500.00	286,000.00	7%
	Building Inspection Permits (Bethel / Oak Grove)	218,569.81	193,535.74	3,533.22	-	1,000.00	N/A
	State Aid	283,342.13	294,743.74	281,546.80	288,500.00	269,000.00	-7%
	Fines and Forfeits	44,145.66	37,961.44	26,498.93	45,000.00	41,000.00	-9%
	Intergovernmental Charges	129,375.39	131,112.29	170,553.52	170,500.00	186,000.00	9%
	Other Fees	3,313.37	5,824.97	5,688.90	3,000.00	3,000.00	0%
	Cemetery Revenue	5,450.00	1,650.00	3,950.00	6,000.00	5,000.00	-17%
	Site Lease Revenue	61,198.07	63,121.16	61,493.61	64,000.00	66,000.00	3%
	Refunds and Reimbursements	49,845.49	51,567.84	21,458.99	23,000.00	22,000.00	-4%
	Gambling	42,546.53	35,084.26	30,212.15	25,000.00	35,000.00	40%
	Interest Earnings	10,056.97	19,801.77	22,796.55	10,000.00	12,000.00	20%
Total Revenues - General Fund		5,337,896.69	5,375,239.83	3,368,896.35	5,321,100.00	5,495,500.00	3%
Expenditures							
General Government							
	Council	70,890.04	68,649.63	62,550.20	78,000.00	80,300.00	3%
	City Administration	309,856.84	351,568.19	281,556.84	366,300.00	379,000.00	3%
	Elections	13,086.34	2,689.15	8,007.04	14,900.00	3,800.00	-74%
	Finance	249,398.27	262,589.61	221,040.09	281,500.00	289,700.00	3%
	Assessing	54,492.00	54,790.00	41,441.25	55,000.00	55,000.00	0%
	Legal	127,972.14	123,745.33	101,215.54	145,000.00	140,000.00	-3%
	Government Buildings	32,854.87	36,019.16	26,486.29	41,700.00	41,700.00	0%
	Risk Management	76,313.00	74,154.52	77,358.75	90,000.00	90,000.00	0%
	Central Services	83,176.16	-	-	-	-	N/A
Total General Government		1,018,039.66	974,205.59	819,656.00	1,072,400.00	1,079,500.00	1%
Community Development							
	Planning and Zoning	168,892.90	211,345.63	157,438.23	275,900.00	267,300.00	-3%
	Building Inspection	259,760.69	286,624.32	212,035.89	276,000.00	322,400.00	17%
Total Community Development		428,653.59	497,969.95	369,474.12	551,900.00	589,700.00	7%
Public Safety							
	Police Protection	1,029,890.50	1,038,226.19	1,057,713.00	1,064,000.00	1,109,200.00	4%
	Fire Protection	584,820.60	638,646.15	562,208.37	678,200.00	713,700.00	5%
Total Public Safety		1,614,711.10	1,676,872.34	1,619,921.37	1,742,200.00	1,822,900.00	5%
Engineering							
	Engineering	18,268.16	38,909.08	21,110.89	40,000.00	40,000.00	0%
Total Engineering		18,268.16	38,909.08	21,110.89	40,000.00	40,000.00	0%
Public Works							
	Public Works - Parks Maintenance	382,261.86	403,275.00	342,424.10	439,000.00	440,500.00	0%
	Public Works - Streets	787,040.54	790,521.82	732,362.61	923,100.00	937,900.00	2%
Total Public Works		1,169,302.40	1,193,796.82	1,074,786.71	1,362,100.00	1,378,400.00	1%
Civic Events							
	Civic Events	2,500.00	2,500.00	2,500.00	2,500.00	5,000.00	100%
Total Culture and Recreation		2,500.00	2,500.00	2,500.00	2,500.00	5,000.00	100%
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	425,000.00	425,000.00	1,107,000.00	425,000.00	450,000.00	6%
	Transfer to Parks Capital	55,000.00	60,000.00	75,000.00	75,000.00	80,000.00	7%
	Transfer to Debt Fund Transfer		9,968.07				
	Land Purchase			167,571.18			
Total Other		530,000.00	544,968.07	1,399,571.18	550,000.00	580,000.00	5%
Total Expenditures - General Fund		4,781,474.91	4,929,221.85	5,307,020.27	5,321,100.00	5,495,500.00	3%
Excess of Revenues over Expenditures - General Fund		556,421.78	446,017.98	(1,938,123.92)	-	-	



2019 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
\$24,000
Upper Rum River Watershed Management Organization -\$7,650
Sunrise Watershed Management Organization - \$16,023

307-Professional Services
\$4,000
Quarterly updates of ordinances. Professional service requirements throughout the year including assistance with grant and direct appropriation identification and pursuit.

433-Dues and Subscriptions

\$17,500

League of Minnesota Cities-\$11,000

Alexandra House-\$4,500

Mediation Services for Anoka County-\$1,300

Stepping Stone - \$450

North TH 65 Corridor Coalition-\$250

MN Mayors Association-\$30

434-Conferences/Meetings

\$1,500

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

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
Council						
	E 101-41110-103 Part-Time Employees	29,100.00	29,100.00	24,250.00	29,100.00	29,100.00
	E 101-41110-107 Commissions and Boards	17,383.37	15,572.46	22,623.10	20,800.00	24,000.00
	E 101-41110-125 FICA/Medicare	2,226.24	2,226.24	1,855.20	2,200.00	2,200.00
	E 101-41110-151 Worker s Comp Insurance Prem	58.67	71.10	74.98	100.00	100.00
	E 101-41110-201 Office Supplies	44.93	1,633.98	27.90	200.00	200.00
	E 101-41110-231 Small Tools and Minor Equip	609.54	-	-	1,000.00	1,000.00
	E 101-41110-307 Professional Services Fees	4,038.32	3,250.85	900.00	4,500.00	4,000.00
	E 101-41110-331 Travel Expenses	-	-	-	500.00	500.00
	E 101-41110-343 Other Advertising	80.00	115.00	88.75	500.00	200.00
	E 101-41110-433 Dues and Subscriptions	16,948.00	16,648.00	12,714.43	17,500.00	17,500.00
	E 101-41110-434 Conferences/Meetings	400.97	32.00	15.84	1,600.00	1,500.00
		70,890.04	68,649.63	62,550.20	78,000.00	80,300.00



2019 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

STAFFING

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

101-Full-Time Employees Regular
\$243,900
Provides for a 2.5% COLA salary increase for three employees.

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

201-Office Supplies
\$1,000
Miscellaneous office supplies including paper, toner, envelopes, and folders

307 – Professional Service Fees

\$8,000

Time Savers - \$8,000

Contractual minute-taking services with Time Savers for City Council Meetings and City Council Work Meetings.

309 - Information Systems

\$11,100

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

Anoka County Fiber Internet

321 - Phone

\$4,200

VOIP – land line phone system and cell phone for City Administrator

322-Postage

\$9,000

All postage costs including 4 newsletter mailings throughout the year

331-Travel Expenses

\$2,400 Mileage reimbursement for the City Administrator

342-Legal Notices

\$1,000

Advertising costs for legal notices regarding ordinances and other legally required notices

351-Printing and Duplicating

\$3,000

City newsletter production and mailing of 4 publications to each resident

413-Office Equipment

\$6,000

Pitney Bowes postage machine lease - \$600

Ricoh copier/printer lease - \$5,500

421-Software License

\$3,300

Leightronix – video hosting/indexing - \$2,500

Software licenses - \$300

Dropbox for Business - \$450

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
Administration						
	E 101-41320-101 Full-Time Employees Regular	224,112.67	225,340.39	181,562.42	233,400.00	243,900.00
	E 101-41320-102 Full-Time Employees Overtime	1,365.72	124.02	1,865.71	-	-
	E 101-41320-103 Part-Time Employees	1,014.00	978.00	738.00	1,500.00	1,500.00
	E 101-41320-122 PERA-Coordinated Plan	15,775.93	16,145.29	13,757.11	17,500.00	18,300.00
	E 101-41320-125 FICA/Medicare	16,372.41	17,246.84	15,459.91	21,100.00	22,000.00
	E 101-41320-126 Deferred Compensation	3,224.10	3,997.33	3,122.05	5,600.00	5,600.00
	E 101-41320-131 Cafeteria Contribution	34,199.02	36,000.00	31,498.92	35,200.00	36,800.00
	E 101-41320-151 Worker s Comp Insurance Prem	1,260.91	1,659.85	1,823.13	1,700.00	1,900.00
	E 101-41320-201 Office Supplies	37.94	1,902.12	1,143.07	1,000.00	1,000.00
	E 101-41320-231 Small Tools and Minor Equip	-	1,511.98	160.18	-	-
	E 101-41320-307 Professional Services Fees	9,995.00	7,545.79	6,145.75	12,000.00	8,000.00
	E 101-41320-309 Information Systems	-	10,048.24	9,315.99	11,100.00	11,100.00
	E 101-41320-321 Telephone	89.96	5,028.01	2,645.44	4,000.00	4,200.00
	E 101-41320-322 Postage/Delivery	-	10,161.03	2,211.86	7,000.00	9,000.00
	E 101-41320-331 Travel Expenses	2,409.18	2,403.30	1,579.96	2,200.00	2,400.00
	E 101-41320-342 Legal Notices	-	548.26	301.01	2,000.00	1,000.00
	E 101-41320-351 Printing and Duplicating	-	3,259.22	2,167.93	3,000.00	3,000.00
	E 101-41320-413 Office Equipment Rental	-	4,880.52	5,486.40	6,000.00	6,000.00
	E 101-41320-421 Software Licensing	-	2,788.00	572.00	2,000.00	3,300.00
		309,856.84	351,568.19	281,556.84	366,300.00	379,000.00



2019 Budget

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

DEPARTMENTAL PROFILE

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

EXPENDITURE DETAILS

402 Equipment Maintenance
\$3,800

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

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
Elections						
	E 101-41410-201 Office Supplies			95.36		
	E 101-41410-219 General Operating Supplies	322.16	-	-	500.00	-
	E 101-41410-307 Professional Services Fees	9,858.43	-	4,914.21	10,000.00	-
	E 101-41410-331 Travel Expenses	38.87	-	30.30	100.00	-
	E 101-41410-342 Legal Notices	236.51	-	252.63	500.00	-
	E 101-41410-402 Repairs/Maint Machinery/Equip	2,630.37	2,689.15	2,714.54	3,800.00	3,800.00
		13,086.34	2,689.15	8,007.04	14,900.00	3,800.00



2019 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 information technology management (Computer - hardware / software), Media Center Management (Channel 10 / Video) and Website Administration.

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

STAFFING

1 Finance Director
1 Finance Coordinator

101-Full-Time Employees Regular Salary
\$194,700
Provides for a 2.5% COLA salary increase for two employees

301-Auditing and Accounting Services
\$21,500
Annual audit of the City's financial statements

307 – Professional Service Fees
\$1,500
Anoka County - \$1,500
Cost associated with tax levy and special assessment administration

309 - Information Systems

\$4,100

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

321 - Phone

\$700

VOIP – land line phone system and cell phone reimbursement for Finance Coordinator

331-Travel Expense

\$200

Mileage reimbursement for: trainings, gambling inspections, and post office travel

342-Legal Notices

\$1,000

Publishing of the City's annual audit

421-Software License

\$1,600

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

433-Dues and Subscriptions

\$300

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

434-Conferences/Meetings

\$400

Training for the Finance Coordinator and Finance Director

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
Finance						
	E 101-41520-101 Full-Time Employees Regular	171,761.52	174,850.70	143,326.80	188,800.00	194,700.00
	E 101-41520-122 PERA-Coordinated Plan	12,392.83	12,960.48	10,749.51	14,200.00	14,600.00
	E 101-41520-125 FICA/Medicare	13,377.63	14,024.64	11,568.96	16,700.00	17,200.00
	E 101-41520-126 Deferred Compensation	3,992.45	4,005.03	3,130.46	4,000.00	4,000.00
	E 101-41520-131 Cafeteria Contribution	22,800.00	24,000.00	21,000.00	25,200.00	26,400.00
	E 101-41520-151 Worker s Comp Insurance Prem	909.71	1,204.84	1,340.70	1,200.00	1,400.00
	E 101-41520-201 Office Supplies	36.05	72.78	33.03	100.00	100.00
	E 101-41520-231 Small Tools and Minor Equip		1,490.37	447.49		-
	E 101-41520-301 Auditing and Acct g Services	21,500.00	21,000.00	21,400.00	21,500.00	21,500.00
	E 101-41520-307 Professional Services Fees	-	1,422.69	1,467.74	1,500.00	1,500.00
	E 101-41520-309 Information Systems	-	3,390.96	3,457.29	4,100.00	4,100.00
	E 101-41520-321 Telephone	100.00	922.46	318.54	700.00	700.00
	E 101-41520-331 Travel Expenses	150.08	83.78	65.94	200.00	200.00
	E 101-41520-342 Legal Notices	-	843.88	854.63	1,000.00	1,000.00
	E 101-41520-421 Software Licensing	1,590.00	1,932.00	1,590.00	1,600.00	1,600.00
	E 101-41520-433 Dues and Subscriptions	538.00	-	269.00	300.00	300.00
	E 101-41520-434 Conferences/Meetings	250.00	385.00	20.00	400.00	400.00
		249,398.27	262,589.61	221,040.09	281,500.00	289,700.00



2019 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
\$55,000
Contractual cost of assessing services

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
Assessing						
	E 101-41550-307 Professional Services Fees	54,492.00	54,790.00	41,441.25	55,000.00	55,000.00
		54,492.00	54,790.00	41,441.25	55,000.00	55,000.00



2019 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
\$140,000

The City currently has a contract with Eckberg Lammers for Legal services that runs through May 31, 2021.

Civil Services:

1/1/19 to 05/31/19 - \$247.00 per hour

6/1/19 to 12/31/19 - \$254.00 per hour

Prosecution Services:

\$108,860 annually

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
Law and Legal						
	E 101-41610-303 Legal Fees	127,972.14	123,745.33	101,215.54	145,000.00	140,000.00
		127,972.14	123,745.33	101,215.54	145,000.00	140,000.00



2019 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

\$500

Safety supplies/First Aid for City Hall

223-Bldg/Facility Repair Supplies

\$2,000

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

381-Electric Utilities

\$13,000

Electrical utility services for City Hall and the City billboard

382-Gas Utilities

\$5,000

Gas utilities for City Hall

403-Buildings & Facilities Repair/Maintenance

\$19,000

City Hall janitorial service - \$4,600

Septic system pumping - \$1,500

Annual carpet cleaning \$500

Water Softener Rental - \$300

Senior Center janitorial service - \$3,400

Miscellaneous building repairs - \$8,700

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
Government Buildings						
	E 101-41940-211 Cleaning Supplies	375.34	1,190.84	298.73	500.00	500.00
	E 101-41940-219 General Operating Supplies	609.49	90.02	566.24	500.00	500.00
	E 101-41940-223 Bldg/Facility Repair Supplies	2,012.38	3,754.93	670.57	2,000.00	2,000.00
	E 101-41940-231 Small Tools and Minor Equip	603.89	74.00	73.85	500.00	500.00
	E 101-41940-381 Electric Utilities	11,551.47	13,584.08	9,968.77	13,000.00	13,000.00
	E 101-41940-382 Gas Utilities	3,577.98	4,083.60	2,411.47	5,000.00	5,000.00
	E 101-41940-385 Refuse Removal	784.09	677.62	623.49	700.00	700.00
	E 101-41940-402 Repairs/Maint Machinery/Equip	357.00	138.00	-	500.00	500.00
	E 101-41940-403 Bldgs/Facilities Repair/Maint	12,983.23	11,238.97	11,873.17	19,000.00	19,000.00
	E 101-41940-413 Office Equipment Rental		1,187.10	-		-
		32,854.87	36,019.16	26,486.29	41,700.00	41,700.00



2019 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 includes review of all building permit applications, assists with code enforcement, oversee GIS functions, economic development, environmental planning, customer service, and related activities.

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

STAFFING

1 Community Development Director/City Planner
1 Zoning Administrator

101-Full-Time Employees Regular
\$154,200
Provides for a 2.5% COLA salary increase for two eligible employees

103 – Part-Time Employees
\$7,000
Cable Technician for recording evening meetings and Seasonal Part Time Clerical Assistant

107 – Commission Member compensation
\$1,700

201 – General Office Supplies
\$100

307 – Professional Service Fees

\$32,300

PZ minute taking and preparation-\$1,800

Anoka Conservation District Professional Services (map production, data collection, land use reviews) - \$500

Zoning Update needed after 2040 Comp Plan is adopted. Zoning Addition as required by Metropolitan Council - \$30,000

309 - Information Systems

\$4,100

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

321 - Phone

\$700

VOIP – land line phone system and cell phone

342 – Legal Notices

\$1,300

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

421 – Software Licensing

\$6,000 – This is an increase in the overall line item from 2018 by \$1,200. Datalink (GIS) licensing

423 – Filing Fees

\$400

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

433 – Dues and Subscriptions

\$600

Minnesota Chapter American Planning Association - \$50

National Dues APA - \$320

American Institute Certified Planners (AICP) - \$165

434 – Conferences/Meetings

\$1,000

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

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
Planning and Zoning						
	E 101-41910-101 Full-Time Employees Regular	117,010.37	118,811.40	95,891.92	161,000.00	154,200.00
	E 101-41910-102 Full-Time Employees Overtime	130.60	-	37.22	-	-
	E 101-41910-103 Part-Time Employees	588.00	3,504.00	5,652.00	7,000.00	7,000.00
	E 101-41910-107 Commissions and Boards	1,320.00	1,350.00	-	1,700.00	1,700.00
	E 101-41910-122 PERA-Coordinated Plan	8,712.31	8,867.74	7,194.70	12,100.00	11,600.00
	E 101-41910-125 FICA/Medicare	10,256.10	10,731.36	8,858.59	15,600.00	14,700.00
	E 101-41910-126 Deferred Compensation	2,715.31	3,001.92	2,354.48	5,000.00	4,000.00
	E 101-41910-131 Cafeteria Contribution	17,100.00	17,999.76	15,750.00	31,500.00	26,400.00
	E 101-41910-151 Worker s Comp Insurance Prem	792.39	971.64	1,063.49	1,000.00	1,100.00
	E 101-41910-201 Office Supplies	192.02	141.52	102.55	100.00	100.00
	E 101-41910-231 Small Tools and Minor Equip	697.31	3,231.81	617.80	-	-
	E 101-41910-307 Professional Services Fees	7,610.75	29,748.25	13,556.50	30,300.00	32,300.00
	E 101-41910-309 Information Systems	-	3,390.96	3,457.29	4,100.00	4,100.00
	E 101-41910-321 Telephone	240.00	922.46	318.51	700.00	700.00
	E 101-41910-331 Travel Expenses	68.58	-	-	100.00	100.00
	E 101-41910-341 Personnel Advertising	-	168.00	368.50	-	-
	E 101-41910-342 Legal Notices	1,091.16	2,074.81	1,757.68	1,300.00	1,300.00
	E 101-41910-421 Software Licensing	-	5,816.00	-	2,400.00	6,000.00
	E 101-41910-423 Filing Fees	368.00	361.00	368.00	400.00	400.00
	E 101-41910-433 Dues and Subscriptions	-	75.00	-	600.00	600.00
	E 101-41910-434 Conferences/Meetings	-	178.00	89.00	1,000.00	1,000.00
		168,892.90	211,345.63	157,438.23	275,900.00	267,300.00



2019 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

STAFFING

1 Building Official
1 Building Inspector
1 Administrative Assistant

101-Full-Time Employees Regular
\$216,000

Provides for a 2.5% COLA salary increase for three employees and a step increase for one eligible employee

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

212- Motor Fuels

\$5,000

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

219-General Operating Supplies

\$700

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

221 – Motor Vehicle Parts

\$1,000

Replacement of tires on one Building Department vehicle

231-Small Tools and Minor Equipment

\$300

Flashlights and tape measures

309 - Information Systems

\$4,100

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

321 – Telephone

\$900

VOIP – land line phone system and Cell Phone charges for Building Official and Building Inspector

351-Printing and Duplicating

\$300

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

421-Software Licensing

\$3,200

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

431-Vehicle Replacement Charges

\$3,000

Future truck replacement

433- Dues and Subscriptions

\$200

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

434-Conferences/Meetings

\$3,500

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

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
Building Inspection						
	E 101-42410-101 Full-Time Employees Regular	175,689.49	181,408.55	143,861.91	184,400.00	216,000.00
	E 101-42410-102 Full-Time Employees Overtime	5,101.56	140.63	37.22		
	E 101-42410-103 Part-Time Employees		15,443.20	-	-	-
	E 101-42410-122 PERA-Coordinated Plan	13,336.82	13,341.69	10,792.45	13,800.00	16,200.00
	E 101-42410-125 FICA/Medicare	14,751.44	16,038.05	11,815.56	16,900.00	20,000.00
	E 101-42410-126 Deferred Compensation	4,608.58	5,002.37	3,935.49	5,000.00	6,000.00
	E 101-42410-131 Cafeteria Contribution	28,500.00	30,000.00	26,250.00	31,500.00	39,600.00
	E 101-42410-151 Worker s Comp Insurance Prem	626.03	791.53	839.55	1,000.00	1,000.00
	E 101-42410-201 Office Supplies	28.92	736.59	97.66	1,300.00	1,300.00
	E 101-42410-212 Motor Fuels	3,079.26	4,097.94	3,103.32	5,000.00	5,000.00
	E 101-42410-219 General Operating Supplies	542.86	591.31	71.70	700.00	700.00
	E 101-42410-221 Motor Vehicles Parts	245.66	1,262.97	448.35	1,000.00	1,000.00
	E 101-42410-222 Tires	552.36	531.00	-		
	E 101-42410-231 Small Tools and Minor Equip	675.31	2,412.06	316.98	100.00	300.00
	E 101-42410-307 Professional Services Fees	4,777.22	-	-	-	-
	E 101-42410-309 Information Systems	-	3,391.35	3,457.66	4,100.00	4,100.00
	E 101-42410-321 Telephone	-	1,432.24	552.59	900.00	900.00
	E 101-42410-331 Travel Expenses	32.18	38.84	-	-	-
	E 101-42410-341 Personnel Advertising		288.00	-		
	E 101-42410-351 Printing and Duplicating	271.00	280.00	225.00	300.00	300.00
	E 101-42410-401 Motor Vehicle Services (Lic d)	-	-	-		
	E 101-42410-421 Software Licensing	2,990.00	4,006.00	2,990.00	3,200.00	3,200.00
	E 101-42410-422 Auto/Misc Licensing Fees/Taxes	32.00	-	70.45	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	-	95.00	-	200.00	200.00
	E 101-42410-434 Conferences/Meetings	920.00	2,295.00	170.00	3,500.00	3,500.00
		259,760.69	286,624.32	212,035.89	276,000.00	322,400.00



2019 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

307-Professional Services
\$1,109,200

Contractual cost of animal control (\$8,000) and police services, including patrol and CSO's (\$1,101,114)

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
Police Protection						
	E 101-42110-219 General Operating Supplies	-	70.50	-		
	E 101-42110-307 Professional Services Fees	1,029,890.50	1,038,155.69	1,057,713.00	1,064,000.00	1,109,200.00
		1,029,890.50	1,038,226.19	1,057,713.00	1,064,000.00	1,109,200.00



2019 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

STAFFING

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

101-Full-Time Employees Regular
\$106,300
Full-time Fire Chief Position
Provides for a 2.5% COLA salary increase

103-PT Wages and Salaries
\$124,500
Fire Fighters will be paid according to the compensation schedule. Probationary Fire Fighters \$9.34 per hour, Post Probationary and Fire Fighter I level Fire Fighters \$10.54 per hour and Fire Fighter II level with all educational elements met \$11.69 and Fire fighter III level \$12.87 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

\$60,000

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 2019 amount is estimated from the actual amount received in 2018. The actual amount is not known until October of the year it is payable to the City.

131-Cafeteria Contribution

\$15,200

City share of benefits for full-time employees

135-Disability Insurance

\$1,000

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

151-Workers Comp Insurance Premium

\$35,000

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

201-Offices Supplies

\$4,800

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

203-Books/Reference Materials

\$1,600

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

211-Cleaning Supplies

\$500

Paper towels, toilet paper, cleaning products

212-Motors Fuels

\$15,000

The Department's share of fuel costs for 2018

213- Lubricants and Additives

\$300

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

214-Clothing & Personal Equipment

\$17,000

Personal Protective Equipment for eight Fighters; turnout gear \$2,500 per set, helmets \$250, boots \$200, Hood and Gloves \$150. This is replacement of very old and worn turnout gear. Most gear needing replacement is dated to 2008 (10 year life cycle)

215-Shop Supplies

\$300

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

217-Safety Supplies

\$9,000

This covers gloves, glasses, coveralls, and medical supplies, medications carried on board rescue trucks. It also covers a \$3,800 per year medical directorship for EMS (Emergency Medical Services) or medical response protocols, medications (epi-pens, nitro, aspirin, needles) \$1,500.

219-General Operating Supplies

\$2,500

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

221-Motor Vehicles/Equipment Parts

\$2,000

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

222-Tires

\$2,500

This is for replacement of tires on large trucks.

223-Bldg/Facility Repair Supplies

\$1,500

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

\$18,000

Provides for purchase of minor equipment such as axes, hose, couplings and fittings for fire hoses \$1,575 and the purchase of 7 pagers totaling \$4,200, 3 1 3/4" nozzles (3 @ \$ 350 or \$1,150) Annual update of older AED (Automatic Electronic Defibrillator) to meet new CPR protocols, replacement of 2 hand held radios \$ 9,000.

306-Personnel/Labor Relations

\$1,800

Drug testing services

307-Professional Services Fees

\$7,600

Provides initial physicals (5 @ \$ 500), continuing health surveillance of firefighters (35@ \$85), behavior management assistance, respiratory screening (35 @ \$65), and hep-b shots as required by NFPA and OSHA

309-Information Systems

\$17,200

Fire Department share of the total cost of Information Network of the City including dispatch computer for Station 3.

321-Telephones

\$6,200

Provides for telephone service for three stations, an analog line at each station plus one fax line, five cellular phone services, four wireless connections for Mobile Dispatch, cable internet connection at Station 3 for dispatch computer.

351-Printing and Duplicating

\$1,000

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

381-Electrical Utilities

\$9,500

Electric utility service for three stations

382-Gas Utilities

\$11,000

Gas utility service for three stations

385-Refuse Removal

\$800

Refuse removal for three stations

401-Motor Vehicle Services (Lic'd)

\$3,000

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

402-Repairs/Maint Machinery/Equip

\$25,500

Repairs to radios, pagers, fire ext., detectors, etc. - \$2,500; warning sirens maintenance and contract – (15 sirens x \$1,400) \$21,000, repair of poles – \$ 2,000

403-Bldgs/Facilities Repair/Maint.

\$18,200

Provides for maintenance of air compressor, frozen utility lines, etc.; the cleaning and care of six door mats twice a month, and a cleaning service twice a month for the restrooms, office area and hallways at Station 1. Painting of the interior of Station 1 and exterior of Station 1 and 3 (\$ 12,200)

413-Office Equipment Rental

\$2,000

Copier Lease

421-Software Licensing

\$12,500

Installation of Dispatch Software to advise responding units and personnel. Also Anoka County Fire Protection Council JPA fees for the Public Safety Data System (Estimated 2019: \$12,500)

422-Auto/Misc Licensing Fees/Taxes

\$2,200

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

431-Vehicle Replacement Charges

\$125,000

Replacement trucks from the Equipment Replacement Fund

433-Dues and Subscriptions

\$1,400

Professional firefighter associations for officers and fire inspectors

434-Training (Conferences/Meetings)

\$16,000

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

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
Fire Protection						
	E 101-42210-101 Full-Time Employees Regular	97,504.88	100,507.11	75,948.40	103,700.00	106,300.00
	E 101-42210-103 Part-Time Employees	109,980.06	114,538.36	93,562.43	124,500.00	124,500.00
	E 101-42210-122 PERA-Coordinated Plan					-
	E 101-42210-125 FICA/Medicare	15,659.25	16,299.81	13,196.91	18,700.00	19,000.00
	E 101-42210-126 Deferred Compensation	2,011.49	2,001.07	1,561.18	2,000.00	2,000.00
	E 101-42210-127 Fire Pension Contribution-City	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00
	E 101-42210-128 Fire Pension Contrib.-State	60,369.78	63,445.68	65,229.06	60,000.00	60,000.00
	E 101-42210-131 Cafeteria Contribution	13,399.92	13,999.92	12,166.60	14,600.00	15,200.00
	E 101-42210-135 Disability Insurance	931.25	931.25	931.25	1,000.00	1,000.00
	E 101-42210-151 Worker s Comp Insurance Prem	22,338.68	28,156.85	35,034.01	29,000.00	35,000.00
	E 101-42210-201 Office Supplies	237.78	70.57	51.89	4,800.00	4,800.00
	E 101-42210-203 Books/Ref. Materials/Software	347.00	-	-	1,600.00	1,600.00
	E 101-42210-211 Cleaning Supplies	461.44	472.60	835.66	200.00	500.00
	E 101-42210-212 Motor Fuels	8,126.34	11,190.74	9,953.18	15,000.00	15,000.00
	E 101-42210-213 Lubricants and Additives	-	114.13	30.60	300.00	300.00
	E 101-42210-214 Clothing & Personal Equipment	22,311.73	22,272.14	9,352.61	16,200.00	17,000.00
	E 101-42210-215 Shop Supplies	139.26	263.92	24.48	300.00	300.00
	E 101-42210-217 Safety Supplies	3,890.90	11,753.50	3,869.12	7,500.00	9,000.00
	E 101-42210-219 General Operating Supplies	2,364.24	2,394.93	790.41	2,500.00	2,500.00
	E 101-42210-221 Motor Vehicles Parts	678.02	1,547.20	287.07	2,000.00	2,000.00
	E 101-42210-222 Tires	2,112.48	2,098.52	1,357.72	2,500.00	2,500.00
	E 101-42210-223 Bldg/Facility Repair Supplies	1,414.17	1,311.51	1,181.46	1,500.00	1,500.00
	E 101-42210-229 Equipment Parts	1,090.98	415.47	242.43	800.00	800.00
	E 101-42210-231 Small Tools and Minor Equip	11,460.90	18,229.98	2,811.86	9,000.00	18,000.00
	E 101-42210-306 Personnel/Labor Relations	594.20	971.66	1,208.20	1,800.00	1,800.00
	E 101-42210-307 Professional Services Fees	5,331.00	3,990.00	2,863.00	7,600.00	7,600.00
	E 101-42210-309 Information Systems	-	12,694.65	12,959.62	17,200.00	17,200.00
	E 101-42210-321 Telephone	3,180.04	3,225.89	2,240.75	5,400.00	6,200.00
	E 101-42210-351 Printing and Duplicating	144.00	-	144.00	500.00	1,000.00
	E 101-42210-381 Electric Utilities	8,969.97	8,988.83	7,040.40	9,500.00	9,500.00
	E 101-42210-382 Gas Utilities	7,427.31	8,310.66	5,361.37	11,000.00	11,000.00
	E 101-42210-385 Refuse Removal	995.71	1,127.74	1,013.02	800.00	800.00
	E 101-42210-401 Motor Vehicle Services (Lic d)	5,022.94	5,436.68	5,194.94	3,000.00	3,000.00
	E 101-42210-402 Repairs/Maint Machinery/Equip	18,264.53	20,756.34	11,451.97	23,500.00	25,500.00
	E 101-42210-403 Bldgs/Facilities Repair/Maint	2,722.61	5,672.28	12,915.48	16,200.00	18,200.00
	E 101-42210-413 Office Equipment Rental	-	1,881.66	1,589.76	-	2,000.00
	E 101-42210-421 Software Licensing	5,270.87	5,483.08	8,726.04	7,900.00	12,500.00
	E 101-42210-422 Auto/Misc Licensing Fees/Taxes	615.16	545.16	568.15	2,200.00	2,200.00
	E 101-42210-431 Equipment Replacement Chgs	115,000.00	115,000.00	125,000.00	125,000.00	125,000.00
	E 101-42210-433 Dues and Subscriptions	1,945.00	823.00	1,369.00	1,400.00	1,400.00
	E 101-42210-434 Conferences/Meetings	18,506.71	17,723.26	20,144.34	13,500.00	16,000.00
		584,820.60	638,646.15	562,208.37	678,200.00	713,700.00



2019 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

302-Engineering Services
\$40,000
Project services and support

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
Engineering						
	E 101-43110-302 Architect/Engineering Fees	18,268.16	38,909.08	21,110.89	40,000.00	40,000.00
		18,268.16	38,909.08	21,110.89	40,000.00	40,000.00



2019 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

STAFFING

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

101-Full-Time Employees Regular Salaries
\$223,000

Provides for a 2.5% COLA salary increase and a STEP salary increase for one eligible employee

102-FT- Overtime
\$1,100

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

103-PT-Wages and Salaries

\$6,400

1 seasonal employee for part time help during the summer months

201-Office Supplies

\$100

Pens, paper, pencils and other consumable office supplies

211-Cleaning Supplies

\$600

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

212-Motor Fuels

\$16,000

Diesel and gasoline for mowers, trucks and other maintenance equipment

213-Lubricants and Additives

\$500

Oil, grease and hydraulic fluid for park maintenance equipment

214-Clothing and Personal Equipment

\$2,000

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

215-Shop Materials

\$400

Materials necessary to fabricate and/or repair park equipment

216 Chemicals/Chemical products

\$2,500

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

217-Safety Supplies

\$700

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

218-Welding Supplies

\$100

Welding rods, gasses and other supplies incidental to welding

219-General Operating Supplies

\$1,200

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

221-Motor Vehicles Parts

\$2,100

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

222-Tires

\$1,000

Replacement tires for mowers, trucks and ball field grooming equipment

223-Repair Maintenance Buildings and Facilities

\$2,500

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

225-Park and Landscape Supplies

\$7,000

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

226-Signs and stripping

\$1,500

New park signs and striping of lots and handicap zones

229-Equipment Parts

\$2,500

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

231-Small tools and minor equipment

\$1,500

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

306-Personnel/Labor Relations

\$300

Drug compliance testing for all CDL license holders

307-Professional Services Fees

\$600

Fee for taking Park Commission meeting minutes

321-Telephone

\$1,300

VOIP – land line phone system and cell phones for Park Maintenance workers

341-Advertising-Personnel

\$200

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

342-Advertising-Legal Notices

\$100

Notices for public hearings for park grants or designations

381-Electric

\$5,000

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

384-Sewer

\$300

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

385-Refuse Removal

\$1,000

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

387-Heating Fuels/Propane

\$300

Propane for thawing graves for winter opening

401-Motor Vehicles (Licensed)

\$2,000

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

402-Equipment Services (Non-licensed)

\$2,500

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

403-Buldings and Facilities

\$3,500

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

405-Park and Landscape Services

\$1,500

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

415-Other Equipment Rentals

\$9,000

Rental of portable toilets in parks including special events such as Booster Day and National Night Out and special equipment items as needed - 7 months rental at \$1,005/month + \$965 for special events + 2 year-round locations.

422-Auto/Misc Licensing Fees/Taxes

\$1,000

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

431-Vehicle Replacement Charges

\$17,000

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

434-Confernces/Meetings/Training

\$400

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

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
Public Works - Park Maintenance						
	E 101-43201-101 Full-Time Employees Regular	194,160.92	206,053.30	159,604.18	223,900.00	223,000.00
	E 101-43201-102 Full-Time Employees Overtime	984.11	1,076.39	933.09	1,100.00	1,100.00
	E 101-43201-103 Part-Time Employees	5,220.00	6,046.00	5,762.00	6,400.00	6,400.00
	E 101-43201-105 Employee On Call/Standby Pay	5,451.81	8,044.63	5,987.85	7,300.00	7,300.00
	E 101-43201-107 Commissions and Boards	580.00	770.00	-	1,700.00	1,700.00
	E 101-43201-122 PERA-Coordinated Plan	14,792.24	16,131.49	12,471.85	16,800.00	16,700.00
	E 101-43201-125 FICA/Medicare	19,056.19	20,768.15	16,335.69	22,700.00	22,800.00
	E 101-43201-126 Deferred Compensation	6,142.46	7,616.91	5,647.47	8,000.00	8,000.00
	E 101-43201-131 Cafeteria Contribution	45,600.00	48,000.00	40,425.00	50,400.00	52,800.00
	E 101-43201-151 Worker s Comp Insurance Prem	8,938.04	11,342.18	12,384.04	11,500.00	12,500.00
	E 101-43201-201 Office Supplies	49.83	18.18	-	100.00	100.00
	E 101-43201-211 Cleaning Supplies	1,500.93	1,495.90	153.30	600.00	600.00
	E 101-43201-212 Motor Fuels	10,501.02	14,314.82	13,587.98	16,000.00	16,000.00
	E 101-43201-213 Lubricants and Additives	219.18	147.65	410.25	500.00	500.00
	E 101-43201-214 Clothing & Personal Equipment	1,515.12	1,358.69	947.11	2,000.00	2,000.00
	E 101-43201-215 Shop Supplies	336.04	65.54	7.36	400.00	400.00
	E 101-43201-216 Chemicals and Chem Products	3,276.82	11.89	1,618.53	2,500.00	2,500.00
	E 101-43201-217 Safety Supplies	860.17	443.45	501.94	700.00	700.00
	E 101-43201-218 Welding Supplies	-	18.25	-	100.00	100.00
	E 101-43201-219 General Operating Supplies	472.60	250.66	421.92	1,200.00	1,200.00
	E 101-43201-221 Motor Vehicles Parts	218.08	24.72	182.44	2,100.00	2,100.00
	E 101-43201-222 Tires	434.89	200.00	2,057.53	1,000.00	1,000.00
	E 101-43201-223 Bldg/Facility Repair Supplies	3,327.69	9,900.22	11,672.36	2,500.00	2,500.00
	E 101-43201-225 Park/Landscaping Materials	4,621.71	4,187.63	6,581.52	7,000.00	7,000.00
	E 101-43201-226 Sign/Striping Repair Materials	2,635.36	391.45	1,126.41	1,500.00	1,500.00
	E 101-43201-229 Equipment Parts	3,502.30	2,842.70	5,183.94	2,500.00	2,500.00
	E 101-43201-231 Small Tools and Minor Equip	2,209.20	1,479.12	92.05	1,500.00	1,500.00
	E 101-43201-306 Personnel/Labor Relations	332.80	346.66	180.00	300.00	300.00
	E 101-43201-307 Professional Services Fees	700.00	805.00	460.00	600.00	600.00
	E 101-43201-321 Telephone	1,581.79	1,471.90	78.86	1,300.00	1,300.00
	E 101-43201-341 Personnel Advertising	144.00	288.00	-	200.00	200.00
	E 101-43201-342 Legal Notices	-	-	-	100.00	100.00
	E 101-43201-381 Electric Utilities	4,282.90	4,976.77	5,512.81	5,000.00	5,000.00
	E 101-43201-384 Sewer Utilities	-	-	-	300.00	300.00
	E 101-43201-385 Refuse Removal	133.07	800.00	45.91	1,000.00	1,000.00
	E 101-43201-387 Heating Fuels/Propane	-	105.96	239.97	300.00	300.00
	E 101-43201-401 Motor Vehicle Services (Lic d)	2,378.16	-	-	2,000.00	2,000.00
	E 101-43201-402 Repairs/Maint Machinery/Equip	1,858.68	125.00	515.56	2,500.00	2,500.00
	E 101-43201-403 Bldgs/Facilities Repair/Maint	4,655.98	3,475.87	1,584.00	3,500.00	3,500.00
	E 101-43201-405 Park & Landscape Services	2,250.00	-	-	1,500.00	1,500.00
	E 101-43201-415 Other Equipment Rentals	9,864.42	10,603.78	9,219.64	9,000.00	9,000.00
	E 101-43201-422 Auto/Misc Licensing Fees/Taxes	528.35	522.91	2,281.54	1,000.00	1,000.00
	E 101-43201-431 Equipment Replacement Chgs	16,700.00	16,700.00	18,000.00	18,000.00	17,000.00
	E 101-43201-433 Dues and Subscriptions	-	53.23	-	-	-
	E 101-43201-434 Conferences/Meetings	245.00	-	210.00	400.00	400.00
		382,261.86	403,275.00	342,424.10	439,000.00	440,500.00



2019 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

STAFFING

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

101-Full-Time Employees Regular Salaries
\$335,200
Provides for a 2.5% COLA salary increase and a step increase for one eligible employee

102 FT-Overtime
\$10,900
Thirty five hours per person for snow plowing

103-PT-Wages and Salaries
\$6,400
1 seasonal employee for part time help during the summer months

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

211-Cleaning Supplies

\$800

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

212-Motor Fuels

\$30,500

Gasoline and diesel fuel for maintenance equipment

213-Lubricants

\$3,200

Oil, grease and hydraulic fluid for maintenance equipment

214-Clothing and Personal Equipment

\$3,000

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

215-Shop Supplies

\$1,200

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

216-Chemicals and Chemical Products

\$200

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

217-Safety Supplies

\$1,800

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

218-Welding Supplies

\$1,000

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

219-General Operating Supplies

\$500

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

221-Motor Vehicle Parts

\$7,200

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

222-Tires

\$4,500

Replacement tires for maintenance equipment; on average, an F-550 requires 6 tires replaced on a three year basis with an average cost of \$225 per tire and total cost of \$1,350. A single axle

dump truck requires 6 truck tires @ \$300 each to be replaced on each truck every 4 years or an annual cost of \$1,800. Replace two tractor tires @ \$600 ea. and 4 tires on a F-150 for a total cost of \$600.

223-Bldg/Facility Repair Supplies

\$500

Materials for repair to shop building and property

224-Street Maintenance Supplies

\$73,500

600 tons of salt -- \$45,000; asphalt patching material at \$11,200; culverts at \$5,000; black dirt for shoulder restoration at \$3,000 and boulevard maintenance materials at \$600; 600 tons of sand--\$7,200; 120 tons of Class V—\$1,500

226-Signs and Striping Supplies

\$11,000

Replacement/upgrade of street signs and lane striping on MSA routes; Includes purchase of electronic speed monitoring sign - \$3,500

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

\$4,000

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

SafeAssure Safety Consultant - \$3,200

SafeAssure provides annual OSHA required training

309 - Information Systems

\$4,100

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

321- Telephone

\$1,600

Cellular phones, land lines for maintenance facility, radio and radio repair services

341-Personnel Advertising

\$100

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

342- Legal Notices

\$100

Publishing overlay and Class-5 bid requests

381-Utility Services-Electric

\$20,000

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

382-Utility Service-Gas

\$7,000

Gas service for maintenance facilities

385-Utility Services-Refuse Removal

\$3,200

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

388-Utility Services-Hazardous Waste Disposal

\$500

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

401-Motor Vehicle Services (Licensed)

\$8,200

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

402-Equipment Services (Non-licensed)

\$6,400

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

403-Buldings and Facilities

\$4,000

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

404-Street Maintenance Services

\$52,000

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

422-Auto License Fees

\$100

Tax exempt licensure required for City owned maintenance vehicles

431- Vehicle Replacement Charges

\$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

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
Public Works - Streets						
	E 101-43220-101 Full-Time Employees Regular	306,089.52	295,771.94	237,761.25	325,600.00	335,200.00
	E 101-43220-102 Full-Time Employees Overtime	5,828.18	3,761.92	12,527.79	10,900.00	10,900.00
	E 101-43220-103 Part-Time Employees	5,220.00	6,046.00	5,762.00	6,400.00	6,400.00
	E 101-43220-105 Employee On Call/Standby Pay	8,580.98	5,368.76	5,085.08	9,400.00	9,400.00
	E 101-43220-107 Commissions and Boards	940.00	980.00	-	1,700.00	1,700.00
	E 101-43220-122 PERA-Coordinated Plan	23,862.64	22,611.36	19,152.93	24,400.00	25,100.00
	E 101-43220-125 FICA/Medicare	26,457.19	25,371.52	21,789.45	32,500.00	33,500.00
	E 101-43220-126 Deferred Compensation	8,824.67	9,090.70	7,621.92	10,000.00	10,000.00
	E 101-43220-131 Cafeteria Contribution	57,000.00	57,842.26	52,500.00	63,000.00	66,000.00
	E 101-43220-151 Worker s Comp Insurance Prem	17,718.57	22,655.47	24,253.10	23,000.00	24,500.00
	E 101-43220-201 Office Supplies	183.44	239.47	20.99	100.00	100.00
	E 101-43220-211 Cleaning Supplies	549.98	776.36	438.09	800.00	800.00
	E 101-43220-212 Motor Fuels	17,702.95	23,997.74	25,080.38	33,000.00	30,500.00
	E 101-43220-213 Lubricants and Additives	2,734.60	2,446.44	4,146.10	3,200.00	3,200.00
	E 101-43220-214 Clothing & Personal Equipment	1,583.35	1,957.33	949.59	3,000.00	3,000.00
	E 101-43220-215 Shop Supplies	999.11	1,193.11	1,039.80	1,200.00	1,200.00
	E 101-43220-216 Chemicals and Chem Products	332.80	151.28	46.99	200.00	200.00
	E 101-43220-217 Safety Supplies	762.28	1,853.42	954.33	1,800.00	1,800.00
	E 101-43220-218 Welding Supplies	631.27	302.83	825.98	1,000.00	1,000.00
	E 101-43220-219 General Operating Supplies	620.68	349.13	420.36	500.00	500.00
	E 101-43220-221 Motor Vehicles Parts	5,178.37	5,431.61	5,649.48	7,200.00	7,200.00
	E 101-43220-222 Tires	2,390.59	768.12	489.19	4,500.00	4,500.00
	E 101-43220-223 Bldg/Facility Repair Supplies	1,532.10	-	5,671.05	500.00	500.00
	E 101-43220-224 Street Maint Materials	53,491.63	51,117.76	50,030.87	73,500.00	73,500.00
	E 101-43220-226 Sign/Striping Repair Materials	5,128.40	1,786.26	7,081.19	11,000.00	11,000.00
	E 101-43220-229 Equipment Parts	5,447.89	7,454.81	7,924.27	14,000.00	14,000.00
	E 101-43220-230 Snowplow Cutting Edges	4,727.66	1,578.95	3,627.40	10,000.00	10,000.00
	E 101-43220-231 Small Tools and Minor Equip	6,534.63	6,763.47	414.75	2,600.00	5,000.00
	E 101-43220-306 Personnel/Labor Relations	241.00	526.68	405.00	400.00	400.00
	E 101-43220-307 Professional Services Fees	1,357.80	5,022.08	5,374.14	4,000.00	4,000.00
	E 101-43220-309 Information Systems	-	3,418.63	3,405.62	4,100.00	4,100.00
	E 101-43220-321 Telephone	2,950.31	2,616.78	580.25	2,500.00	1,600.00
	E 101-43220-341 Personnel Advertising	-	336.00	700.50	100.00	100.00
	E 101-43220-342 Legal Notices	166.63	182.75	58.13	100.00	100.00
	E 101-43220-381 Electric Utilities	19,221.24	18,800.22	12,016.07	20,000.00	20,000.00
	E 101-43220-382 Gas Utilities	4,384.87	4,999.64	2,925.47	7,000.00	7,000.00
	E 101-43220-385 Refuse Removal	1,907.52	2,656.68	2,538.34	3,200.00	3,200.00
	E 101-43220-388 Hazardous Waste Disposal	-	-	-	500.00	500.00
	E 101-43220-401 Motor Vehicle Services (Lic d)	9,663.44	10,067.08	22,879.43	8,200.00	8,200.00
	E 101-43220-402 Repairs/Maint Machinery/Equip	9,432.54	13,864.30	221.43	6,400.00	6,400.00
	E 101-43220-403 Bldgs/Facilities Repair/Maint	4,432.25	7,273.08	5,138.93	4,000.00	4,000.00
	E 101-43220-404 Street Maint Services	36,247.06	36,973.65	39,682.78	52,000.00	52,000.00
	E 101-43220-415 Other Equipment Rentals	165.00	221.00	-	-	-
	E 101-43220-422 Auto/Misc Licensing Fees/Taxes	392.40	405.23	172.19	100.00	100.00
	E 101-43220-431 Equipment Replacement Chgs	125,000.00	125,000.00	135,000.00	135,000.00	135,000.00
	E 101-43220-433 Dues and Subscriptions	-	-	-	100.00	100.00
	E 101-43220-434 Conferences/Meetings	425.00	490.00	-	400.00	400.00
		787,040.54	790,521.82	732,362.61	923,100.00	937,900.00



2019 Budget

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

DEPARTMENTAL PROFILE

This department accounts for funding of community events and activities.

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

307-Professional Services
\$5,000 Booster Days Fireworks Display

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
Civic Events						
	E 101-45311-307 Professional Services Fees	2,500.00	2,500.00	2,500.00	2,500.00	5,000.00
		2,500.00	2,500.00	2,500.00	2,500.00	5,000.00



2019 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 12/31/21 with Northern Capital Insurance to provide assistance with administering the City's general, property, and vehicle insurance program.

\$5,000 Agent Fees

361-General Liability Insurance

\$36,000

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

362-Property Insurance

\$36,000

Insurance covering all property owned by the City

363-Automotive Insurance

\$13,000

Insurance for City vehicles

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final 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	25,149.00	23,780.52	29,743.75	36,000.00	36,000.00
	E 101-48140-362 Property Ins	33,783.00	35,097.00	33,730.00	36,000.00	36,000.00
	E 101-48140-363 Automotive Ins	9,750.00	10,277.00	8,885.00	13,000.00	13,000.00
	E 101-48140-366 Machinery Breakdown	2,132.00	-	-	-	-
	E 101-48140-368 Bonding Insurance	499.00	-	-	-	-
		76,313.00	74,154.52	77,358.75	90,000.00	90,000.00



2019 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
\$450,000
Allocate funding for roads projects to include mill and overlay and construction

936-Transfer to Parks Capital Fund
\$80,000
Funding for park projects such as playground equipment replacement

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final 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	425,000.00	425,000.00	1,107,000.00	425,000.00	450,000.00
	E 101-49360-936 Parks Capital Transfers	55,000.00	60,000.00	75,000.00	75,000.00	80,000.00
	E 101-49360-934 Debt Fund Transfer		9,968.07	-	-	-
	E 101-42000-510 Land			167,571.18		
		530,000.00	544,968.07	1,399,571.18	550,000.00	580,000.00

City of East Bethel
2019 Special Revenue Fund Budget (Summary)

Fund Description	Recycling	HRA	EDA	Total
Fund Number	226	230	232	
Revenue				
Levy		56,600	113,500	170,100
Special Assessments			4,000	4,000
County Grants	63,500			63,500
Fees	2,400			2,400
Interest Earnings	500	1,000	1,100	2,600
Total Revenue	66,400	57,600	118,600	242,600
Expenditures				
Salaries and Wages	22,400	-	-	22,400
Supplies	1,200	-	-	1,200
Fees for Service	42,800	1,600	11,600	56,000
Transfer to General for Salaries	-	27,000	107,000	134,000
Total Expenditures	66,400	28,600	118,600	213,600
Revenue over Expenditures	-	29,000	-	29,000



2019 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
\$63,500

Anoka County reimbursement grant for recycling activities

34403-Recyclables Redeemed
\$2,400

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

EXPENDITURE DETAILS

101-Salary Allocation
\$16,500

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

307-Professional Services
\$30,000

Management fees for operating the recycling center. \$1,200 monthly to manage the Recycling Center and \$417.80 per month for drop off Saturday recycling. \$10,500 for community recycling contractor.

322-Postage/Delivery
\$1,500

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

343-Other Advertising

\$1,000

Educational efforts to encourage participation in recycling efforts

381-Electric Utilities

\$1,600

Electrical service for the recycle building

382-Gas Utilities

\$2,000

Gas service for the recycle building

385-Refuse Removal

\$4,500

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

402-Repairs/Maint Machinery/Equip

\$500

Repair/maintenance/replacement of equipment

403-Bldgs/Facilities Repair/Maint

\$600

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

415-Other Equipment Rentals

\$900

Rental of porta-potties at the recycling center

422-Auto/Misc Licensing Fees/Taxes

\$100

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
Recycling						
	E 226-43235-101 Full-Time Employees Regular	21,395.92	21,907.98	12,105.75	15,300.00	16,500.00
	E 226-43235-102 Full-Time Employees Overtime	114.18	120.30	270.00		
	E 226-43235-122 PERA-Coordinated Plan	1,602.40	1,659.19	923.86	1,100.00	1,200.00
	E 226-43235-125 FICA/Medicare	1,645.70	1,685.46	947.26	1,400.00	1,500.00
	E 226-43235-131 Cafeteria	-	-	-	2,600.00	2,800.00
	E 226-43235-126 Deferred Compensation	3.43	5.37	9.40	400.00	400.00
	E 226-43235-201 Office Supplies	-	-	114.00	100.00	100.00
	E 226-43235-219 General Operating Supplies	1,001.54	219.34	303.08	200.00	200.00
	E 226-43235-223 Bldg/Facility Repair Supplies	8,260.14	2,019.01	123.41	400.00	900.00
	E 226-43235-231 Small Tools and Minor Equip	89.20	-	-	-	-
	E 226-43235-307 Professional Services Fees	22,028.89	36,410.44	24,003.52	19,500.00	30,000.00
	E 226-43235-322 Postage/Delivery	686.40	999.11	723.82	1,500.00	1,500.00
	E 226-43235-331 Travel Expenses	76.97	76.24	40.22	100.00	100.00
	E 226-43235-343 Other Advertising	570.00	570.00	570.00	1,000.00	1,000.00
	E 226-43235-351 Printing and Duplicating	252.39	316.67	284.57		
	E 226-43235-381 Electric Utilities	1,490.88	1,529.35	1,124.58	1,600.00	1,600.00
	E 226-43235-382 Gas Utilities	925.80	1,100.90	834.72	2,000.00	2,000.00
	E 226-43235-385 Refuse Removal	21,399.58	2,786.79	2,652.76	4,500.00	4,500.00
	E 226-43235-402 Repairs/Maint Machinery/Equip	42.95	502.30	130.41	500.00	500.00
	E 226-43235-403 Bldgs/Facilities Repair/Maint	3,876.62	61,746.50	55.00	600.00	600.00
	E 226-43235-415 Other Equipment Rentals	840.00	1,060.00	685.00	900.00	900.00
	E 226-43235-422 Auto/Misc Licensing Fees/Taxes	21.29	21.29	-	100.00	100.00
		86,324.28	134,736.24	45,901.36	53,800.00	66,400.00



2019 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

303-Legal Fees

\$1,000

Contracted legal services

322-Postage

\$100

Postage costs for mailings

331-Travel Expenses

\$100

Personal auto mileage or meal reimbursement while conducting HRA business

342-Legal Notices

\$100

Publications of legal notices

434-Conferences/Training

\$300

Staff and Board members continued education

933-Transfer to City General Fund

\$27,000

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

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
HRA						
	E 230-23000-302 Architect/Engineering Fees		5,546.04	315.00		
	E 230-23000-303 Legal Fees	-	-	-	1,000.00	1,000.00
	E 230-23000-307 Professional Services Fees			4,100.00	-	-
	E 230-23000-322 Postage	-	-	-	100.00	100.00
	E 230-23000-331 Travel Expenses	-	-	-	100.00	100.00
	E 230-23000-342 Legal Notices	-	-	-	100.00	100.00
	E 230-23000-434 Conferences/Meetings	280.00	285.00	290.00	300.00	300.00
	E 230-23000-530 Improvements Other Than Bldgs		621,901.03	-		
	E 230-23000-933 Gen I Fund Reimb Transfers	25,000.00	25,000.00	25,000.00	25,000.00	27,000.00
		25,280.00	652,732.07	29,705.00	26,600.00	28,600.00



2019 Budget

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

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

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

EXPENDITURE DETAILS

107-Commission and Boards
\$1,500

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

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

342-Legal Notices
\$200
Publication of legal notices

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

434-Conferences/Training
\$3,000
EDAM workshops and other economic development training. MNCAR Expo

933-Transfer to City General Fund

\$107,000

Support Executive Director, Community Development Director, and Support Staff

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
EDA						
	E 232-23200-107 Commissions and Boards	880.00	860.00	-	1,600.00	1,500.00
	E 232-23200-201 Office Supplies	-	99.95	-	-	-
	E 232-23200-303 Legal Fees	-	-	564.00	5,000.00	-
	E 232-23200-307 Professional Services Fees	19,903.71	12,754.87	6,948.06	6,000.00	6,000.00
	E 232-23200-331 Travel Expenses	56.64	-	-	400.00	400.00
	E 232-23200-342 Legal Notices	-	-	107.50	200.00	-
	E 232-23200-433 Dues and Subscriptions	-	35.00	75.00	700.00	700.00
	E 232-23200-434 Conferences/Meetings	1,602.47	1,275.57	1,000.00	3,200.00	3,000.00
	E 232-23200-530 Improvements Other Than Bldgs	2,500.00	-	-	-	-
	E 232-23200-933 Gen 1 Fund Reimb Transfers	60,000.00	60,000.00	103,500.00	103,500.00	107,000.00
	E 232-23200-999 Future Projects	-	-	-	-	-
		84,942.82	75,025.39	112,194.56	120,600.00	118,600.00

City of East Bethel 2019 Debt Service Budget

Fund Description	2013 A	2008 A	2015A	2014A	Total
Fund Number	301	308	310	311	
Revenue					
Levy	128,500	180,000	548,000	331,000	1,187,500
Special Assessments		15,000	11,500		26,500
Total Revenue	128,500	195,000	559,500	331,000	1,214,000
Expenditures					
Debt Service - Principal	100,000	170,000	110,000	230,000	610,000
Interest	25,500	19,160	384,100	184,225	612,985
Fiscal Agent Fees	1,000	1,000	1,000	1,000	4,000
Total Expenditures	126,500	190,160	495,100	415,225	1,226,985
Revenue over Expenditures	2,000	4,840	64,400	(84,225)	(12,985)

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

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

*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

	Bond Trust Callable 2/1/21	US Bank Callable 2/1/18	Bond Trust Callable 5/1/25	Bond Trust Callable 2/1/23	Total
	2013A Feb/Aug	2008A Feb/Aug	2015A Feb/Aug	2014A Feb/Aug	
Original Principal	\$ 1,250,000	\$ 1,715,000	\$ 11,850,000	\$ 5,485,000	
	301	308	310	311	
Principal	100,000.00	170,000.00	110,000.00	230,000.00	610,000.00
Interest	25,500.00	19,160.00	384,100.00	184,225.00	612,985.00
Total 2019	125,500.00	189,160.00	494,100.00	414,225.00	1,222,985.00
Principal	100,000.00	175,000.00	120,000.00	230,000.00	625,000.00
Interest	22,500.00	12,260.00	379,500.00	177,325.00	591,585.00
Total 2020	122,500.00	187,260.00	499,500.00	407,325.00	1,216,585.00
Principal	110,000.00	125,000.00	130,000.00	180,000.00	545,000.00
Interest	19,350.00	6,260.00	374,500.00	171,175.00	571,285.00
Total 2021	129,350.00	131,260.00	504,500.00	351,175.00	1,116,285.00
Principal	110,000.00	10,000.00	180,000.00	185,000.00	485,000.00
Interest	16,050.00	3,525.00	368,300.00	165,700.00	553,575.00
Total 2022	126,050.00	13,525.00	548,300.00	350,700.00	1,038,575.00
Principal	115,000.00	10,000.00	150,000.00	200,000.00	475,000.00
Interest	12,675.00	3,055.00	361,700.00	159,925.00	537,355.00
Total 2023	127,675.00	13,055.00	511,700.00	359,925.00	1,012,355.00
Principal	120,000.00	10,000.00	205,000.00	200,000.00	535,000.00
Interest	9,150.00	2,585.00	354,600.00	154,575.00	520,910.00
Total 2024	129,150.00	12,585.00	559,600.00	354,575.00	1,055,910.00
Principal	120,000.00	10,000.00	235,000.00	210,000.00	575,000.00
Interest	5,550.00	2,115.00	345,800.00	149,337.50	502,802.50
Total 2025	125,550.00	12,115.00	580,800.00	359,337.50	1,077,802.50
Principal	125,000.00	10,000.00	290,000.00	220,000.00	645,000.00
Interest	1,875.00	1,645.00	335,300.00	143,425.00	482,245.00
Total 2026	126,875.00	11,645.00	625,300.00	363,425.00	1,127,245.00
Principal	-	10,000.00	350,000.00	225,000.00	585,000.00
Interest	-	1,175.00	324,250.00	137,025.00	462,450.00
Total 2027	-	11,175.00	674,250.00	362,025.00	1,047,450.00
Principal	-	10,000.00	420,000.00	230,000.00	660,000.00
Interest	-	705.00	312,700.00	130,200.00	443,605.00
Total 2028	-	10,705.00	732,700.00	360,200.00	1,103,605.00
Principal	-	10,000.00	480,000.00	245,000.00	735,000.00
Interest	-	235.00	299,200.00	122,462.50	421,897.50
Total 2029	-	10,235.00	779,200.00	367,462.50	1,156,897.50
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 2019 to 2040	900,000.00	550,000.00	11,445,000.00	5,485,000.00	18,380,000.00
Interest due 2019 to 2040	112,650.00	52,720.00	5,603,887.54	2,376,912.50	8,146,170.04
Rates	3%	3.0 - 4.7%	3.0 - 4.0%	3.0 - 4.0%	

City of East Bethel
2019 Enterprise Fund Budget (Summary)

Fund Description	Water	Sewer	Arena	Total
Fund Number	601	602	615	
Revenue				
Sales	83,600	117,000	232,800	433,400
Penalties	500	1,500	-	2,000
Interest	100	500		
Total Revenue	84,200	119,000	232,800	435,400
Expenditures				
Transfer to General Fund for Salaries	25,000	25,000	-	50,000
Supplies	9,200	4,000	10,500	23,700
Fees for Service	30,500	69,500	147,300	247,300
Total Current Expenditures	64,700	98,500	157,800	321,000
Net Cash (Inflow / Outflow)	19,500	20,500	75,000	114,400
Depreciation / Other				
Depreciation	272,000	292,500	75,000	639,500
RCL Principal Balance Adjustment	-	353,500	-	353,500
Total Non-Current Expenditures	272,000	646,000	75,000	993,000
Total Expenditures	336,700	744,500	232,800	1,314,000
Net Income	(252,500)	(625,500)	-	(878,000)



2019 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

USER FEE SUMMARY

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

The typical water customer can be classified into two different categories—residential and commercial each with a fixed and variable component to the cost structure. There are currently 67 residential parcels and 17 (68 ERU's) commercial parcels serviced by the City's water system. The 2019 residential rates are proposed to remain the same as 2018. The 2019 commercial rates are proposed to increase by 3% over 2018. All rates are chronicled below:

	2018	2019
RESIDENTIAL Whispering Aspen		
BASE CHARGE	\$18.77 PER MONTH	\$18.77 PER MONTH
USAGE CHARGES		
0 - 2,000 GALLONS PER MONTH \$10.60 PER 1,000 GALLONS	\$10.60 PER 1,000 Gallons	\$10.60 PER 1,000 Gallons
2,001 - 5,000 GALLONS PER MONTH \$12.72 PER 1,000 GALLONS	\$12.72 PER 1,000 Gallons	\$12.72 PER 1,000 Gallons
5,001 - 10,000 GALLONS PER MONTH \$15.26 PER 1,000 GALLONS	\$15.26 PER 1,000 Gallons	\$15.26 PER 1,000 Gallons
OVER 10,000 GALLONS PER MONTH \$18.32 PER 1,000 GALLONS	\$18.32 PER 1,000 Gallons	\$18.32 PER 1,000 Gallons
COMMERCIAL / PHASE I		
BASE CHARGE	\$16.40 PER ERU/MONTH	\$16.90 PER ERU/MONTH
USAGE CHARGES		
0 – 10,000 GALLONS PER MONTH	\$3.30 PER 1,000 Gallons	\$3.40 PER 1,000 Gallons
OVER 10,000 GALLONS PER MONTH	\$3.90 PER 1,000 Gallons	\$4.00 PER 1,000 Gallons

EXPENDITURE DETAILS

211-Cleaning Supplies

\$100

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

216-Chemicals and Chemical Products

\$3,000

Chemicals added to the water supply for health and safety purposes

217-Safety Supplies

\$100

Safety glasses and goggles, gloves, cones and barricades

223-Bldg/Facility Repair Supplies

\$500

Miscellaneous materials for repair and maintenance of the water building

227-Utility System Supplies

\$5,000

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

231-Small Tools & Minor Equip

\$500

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

307-Professional Services

\$1,200

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

309-Information Systems

\$4,100

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

321-Telephone

\$4,800

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

381-Electric Utilities

\$14,000

Utilities for the Water Plant/Whispering Aspen Community Center

382-Gas Utilities

\$1,500

Utilities for the Water Plant/Whispering Aspen Community Center

402-Repairs/Maintenance on Machinery/Equipment

\$1,800

Repair/maintenance/replacement of fire hydrants and other equipment

403-Buildings/Facilities Repair and Maintenance

\$1,000

General building repair items

421-Software Licensing

\$600

Banyon Utility Billing Software

434-Conferences and Meetings

\$1,000

Costs associated with annual re-certification of water licenses

481-Depreciation Expense

\$272,000

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

933-Transfer to City General Fund

\$25,000

Support Public Works Manager and Public Works Maintenance Staff

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
Water Fund						
Revenues						
	R 601-37100 Water Sales (Residential)	38,351.31	42,496.40	37,898.75	40,400.00	48,200.00
	R 601-37101 Water Sales (Commercial)	32,356.47	61,328.37	35,145.13	28,900.00	34,100.00
	R 601-37155 Water Connection Inspection	360.00	350.00	830.00	-	-
	R 601-37160 Water Penalty	1,106.69	1,296.20	922.64	500.00	500.00
	R 601-37170 Water Meter Sales	3,178.90	1,459.42	5,592.36	2,000.00	2,000.00
	R 601-34410 Water Availability Charge	11,523.96	3,500.00	54,400.00	-	-
	R 601-36210 Interest Earnings		22.00	577.16		100.00
Total Revenues - Water Fund		86,877.33	110,452.39	135,366.04	71,800.00	84,900.00
Expenditures						
	E 601-49401-201 Office Supplies	-	47.93	-	-	-
	E 601-49401-211 Cleaning Supplies	105.64	39.83	-	100.00	100.00
	E 601-49401-216 Chemicals and Chem Products	3,252.10	4,809.61	1,311.19	3,000.00	3,000.00
	E 601-49401-217 Safety Supplies	173.26	-	-	100.00	100.00
	E 601-49401-223 Bldg/Facility Repair Supplies	59.20	74.85	879.78	500.00	500.00
	E 601-49401-227 Utility Maint Supplies	4,525.29	6,063.22	8,511.21	4,000.00	5,000.00
	E 601-49401-231 Small Tools and Minor Equip	1,110.02	181.99	245.03	500.00	500.00
	E 601-49401-307 Professional Services Fees	610.00	1,912.66	-	1,200.00	1,200.00
	E 601-49401-309 Information Systems	-	3,391.36	3,405.58	4,100.00	4,100.00
	E 601-49401-321 Telephone	4,635.08	4,736.56	4,046.33	4,500.00	4,800.00
	E 601-49401-342 Legal Notices	-	-	32.25	200.00	200.00
	E 601-49401-381 Electric Utilities	14,294.68	18,132.64	12,717.96	14,000.00	14,000.00
	E 601-49401-382 Gas Utilities	1,365.97	1,574.05	1,684.95	1,500.00	1,500.00
	E 601-49401-402 Repairs/Maint Machinery/Equip	1,005.27	702.45	2,040.66	1,800.00	1,800.00
	E 601-49401-403 Bldgs/Facilities Repair/Maint	776.60	507.90	4,335.55	1,000.00	1,000.00
	E 601-49401-421 Software Licensing	788.00	995.00	990.00	600.00	600.00
	E 601-49401-422 Auto/Misc Licensing Fees/Taxes	219.52	365.75	290.82	300.00	300.00
	E 601-49401-434 Conferences/Meetings	889.00	840.00	950.00	1,000.00	1,000.00
	E 601-49401-481 Depreciation Expense	271,478.24	271,478.24	-	272,000.00	272,000.00
	E 601-49401-933 Gen I Fund Reimb Transfers	20,000.00	20,000.00	20,000.00	20,000.00	25,000.00
Total Expenditures - Water Fund		325,287.87	335,854.04	61,441.31	330,400.00	336,700.00
Net Income - Water Fund		(238,410.54)	(225,401.65)	73,924.73	(258,600.00)	(251,800.00)



2019 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

USER FEE SUMMARY

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

The typical sewer customer can be classified into three different categories—residential, mobile and commercial each with a fixed and variable component to the cost structure. There are currently 67 residential parcels, 17 (68 ERU’s) commercial parcels and 1 mobile customer (roughly 189 mobile units) serviced by the City’s / MCES’s sewer system. The 2019 proposed sales revenue is based on no additions to the current customer base. All rates are chronicled below:

Residential / Commercial	2018	2019
BASE CHARGE PER ERU	\$5.45 PER MONTH	\$6.15 PER MONTH
USAGE CHARGE	\$5.20 PER 1,000 GALLONS	\$5.85 PER 1,000 GALLONS
<i>(Residential based on water use during January)</i>		
Mobile Park	2018	2019
BASE CHARGE	\$912.44 PER MONTH	\$1,160 PER MONTH
USAGE CHARGE	\$8.08 PER 1,000 GALLONS	\$5.85 PER 1,000 GALLONS

EXPENDITURE DETAILS

217-Safety Supplies

\$1,000

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

223-Buildings and Facilities Supplies

\$2,000

Repair materials to keep the sewer collection operational

227-Utility Maintenance Supplies

\$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

\$33,500

MCES waste water treatment charges

381-Electric Utilities

\$4,000

Utilities for the lift stations

403-Buildings/Facilities Repair and Maintenance

\$1,000

Repair services that cannot be performed in-house

421-Software Licensing

\$500

Banyon Utility Billing Software

434-Conferences and Meetings

\$500

Costs associated with annual re-certification of sewer license

481-Depreciation Expense

\$292,500

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

626-Reserve Capacity Loan Payment
\$383,500

The reserve capacity loan payment is equal to the MCES waste water treatment charges of \$33,500

The adjustment amount to the principal balance on the loan if the quota for SAC units is not reached is roughly \$350,000

933-Transfer to City General Fund
\$25,000

Support Public Works Manager and Public Works Maintenance Staff

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
<u>Sewer Fund</u>						
Revenues						
	R 602-37200 Sewer Sales (Residential)	15,817.19	17,118.64	12,044.64	16,200.00	21,700.00
	R 602-37201 Sewer Sales (Commercial)	26,513.77	22,734.11	24,637.11	25,600.00	32,500.00
	R 602-37202 Sewer Sales (Mobile)	66,806.18	82,568.90	52,619.65	66,700.00	63,100.00
	R 602-36210 Interest Earnings		145.42	1,525.67		500.00
	R 602-34407 Sewer Availability Charge	33,218.84	23,672.95	57,550.70	-	-
	R 602-34401 Trunk Sewer Connection			34,500.00		-
	R 602-37255 Sewer Connection Inspection	360.00	350.00	830.00	-	-
	R 602-37260 Swr Penalty	352.34	360.08	346.08	1,500.00	1,500.00
	R 602-39101 Sales of General Fixed Assets	150.00	-	-	-	-
Total Revenues - Sewer Fund		143,218.32	146,950.10	184,053.85	110,000.00	119,300.00
Expenditures						
	E 602-49451-201 Office Supplies		162.39	-	-	-
	E 602-49451-217 Safety Supplies	305.00	-	150.05	1,000.00	1,000.00
	E 602-49451-223 Bldg/Facility Repair Supplies	1,562.53	7,300.00	-	2,000.00	2,000.00
	E 602-49451-227 Utility Maint Supplies	-	-	-	500.00	500.00
	E 602-49451-231 Small Tools and Minor Equip	137.29	-	-	500.00	500.00
	E 602-49451-307 Professional Services Fees	20,735.04	24,772.56	23,973.29	26,500.00	33,500.00
	E 602-49451-381 Electric Utilities	3,395.25	2,858.21	2,174.66	4,500.00	4,000.00
	E 602-49451-403 Bldgs/Facilities Repair/Maint	3,410.00	-	-	1,000.00	1,000.00
	E 602-49451-421 Software Licensing	545.00	1,090.00	990.00	500.00	500.00
	E 602-49451-422 Auto/Misc Licensing Fees/Taxes	1,450.00	1,450.00	1,450.00	-	-
	E 602-49451-434 Conferences/Meetings	-	-	-	500.00	500.00
	E 602-49451-481 Depreciation Expense	292,504.62	292,504.62	-	292,500.00	292,500.00
	E 602-49451-626 Loan Payment	201,068.00	245,779.54	26,152.63	346,500.00	383,500.00
	E 602-49451-933 Gen I Fund Reimb Transfers	20,000.00	20,000.00	20,000.00	20,000.00	25,000.00
Total Expenditures - Sewer Fund		545,112.73	595,917.32	74,890.63	696,000.00	744,500.00
Net Income - Sewer Fund		(401,894.41)	(448,967.22)	109,163.22	(586,000.00)	(625,200.00)



2019 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

USER FEE SUMMARY

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

The two primary users of the arena are the St. Francis Youth Hockey Association and St. Francis High School. The 2018 user rates are proposed to remain the same as 2017. All rates are chronicled below:

ICE ARENA	2017	2018
ICE ARENA ICE RENTAL - PRIME TIME	\$192/HR	\$192/HR
ICE ARENA ICE RENTAL - NON PRIME TIME	NEGOTIABLE	NEGOTIABLE
LOCKER ROOM RENTAL	\$7,500	\$7,500
ADVERTISING	NEGOTIABLE	NEGOTIABLE
DRY FLOOR EVENTS	NEGOTIABLE	NEGOTIABLE

EXPENDITURE DETAILS

211-Cleaning Supplies

\$500

Cleaning supplies for Arena

223-Buildings & Facilities Repair and Maintenance Supplies

\$5,000

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

307-Professional Services

\$82,000

Reimburse management labor expenses for contracted Arena personnel

309-Information Systems

\$1,000

Internet Service

381-Electric Utilities

\$30,000

Electricity needs of the Arena

382-Gas Utilities

\$17,000

Natural gas heating needs of the Arena

402-Repairs to Machinery

\$2,500

Potential repairs to the Zamboni and other equipment

403-Building & Facilities Repair and Maintenance Services

\$12,000

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

481-Depreciation

\$75,000

Depreciation on Arena and equipment

**City of East Bethel
2019 Final Budget**

	Account Description	2016 Actual	2017 Actual	2018 Actual through 10/31/18	2018 Budget	2019 Final Budget
Arena Operations					*Based on 1125	*Based on 1125
Revenues					Prime hours sold at \$192 per hour	Prime hours sold at \$192 per hour
	R 615-36210 Interest Earnings	590.77	1,087.34	1,722.85	-	-
	R 615-33400 State Grants and Aids	-	69,713.33	-	-	-
	R 615-37920 Vending Machine Sales	308.76	199.03	206.83	300.00	300.00
	R 615-38060 Ice Rental Revenues	190,876.00	177,908.00	136,662.00	216,000.00	216,000.00
	R 615-38062 Dry Floor Events	3,735.00	6,510.00	9,045.00	5,000.00	5,000.00
	R 615-38064 Concession Rental	2,000.00	2,000.00	-	2,000.00	2,000.00
	R 615-38065 Locker Room Rental	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
	R 615-38066 Advertising Revenue	1,750.00	2,000.00	-	2,000.00	2,000.00
	R 615-39101 Sales of General Fixed Assets		9,656.09	-		
Total Revenues - Arena		206,760.53	276,573.79	155,136.68	232,800.00	232,800.00
Expenditures						
	E 615-49851-211 Cleaning Supplies	1,523.17	1,429.62	363.11	500.00	500.00
	E 615-49851-212 Motor Fuels	3,011.23	1,100.69	-	-	-
	E 615-49851-219 General Operating Supplies	1,570.56	2,138.61	469.25	4,000.00	4,000.00
	E 615-49851-223 Bldg/Facility Repair Supplies	4,207.00	1,220.28	3,196.45	5,000.00	5,000.00
	E 615-49851-231 Small Tools and Minor Equip	201.71	59.94	-	1,000.00	1,000.00
	E 615-49851-307 Professional Services Fees	81,500.00	81,081.78	64,102.50	82,000.00	82,000.00
	E 615-49851-309 Information Systems	900.00	900.00	750.00	1,000.00	1,000.00
	E 615-49851-321 Telephone	364.17	257.90	37.42	300.00	300.00
	E 615-49851-381 Electric Utilities	26,629.79	28,987.46	15,315.83	30,000.00	30,000.00
	E 615-49851-382 Gas Utilities	8,965.86	13,415.80	7,412.54	17,000.00	17,000.00
	E 615-49851-385 Refuse Removal	1,434.97	1,805.76	1,464.14	2,000.00	2,000.00
	E 615-49851-402 Repairs/Maint Machinery/Equip	680.46	184.32	641.25	2,500.00	2,500.00
	E 615-49851-403 Bldgs/Facilities Repair/Maint	6,828.51	25,071.39	54,708.10	12,000.00	12,000.00
	E 615-49851-422 Auto/Misc Licensing Fees/Taxes	1,450.53	1,607.79	195.53	500.00	500.00
	E 615-49851-433 Dues and Subscriptions	-	-	1,417.26	-	-
	E 615-49851-481 Depreciation Expense	70,760.79	81,770.93	-	75,000.00	75,000.00
Total Expenditures - Arena		210,028.75	241,032.27	150,073.38	232,800.00	232,800.00
Net Income - Arena		(3,268.22)	35,541.52	5,063.30	-	-



2019 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



2019 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

REVENUE DETAILS

34791-Developer Park Dedication Fee
\$23,000

Estimated 2019 revenue; actual revenue is dependent on 2019 development activity

**Parks CIP
2019-2023
Funding Analysis**

PARK ACQUISITION AND DEVELOPMENT FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2019 Beginning Balance	\$65,111			
Park Dedication Fees		\$23,000		\$88,111
Oak Brook Trail Segment			\$20,000	\$68,111
2019 Ending Balance				\$68,111
2020 Beginning Balance	\$68,111			
Park Dedication Fees		\$30,000		\$98,111
Pavilion at Norseland Manor Park			\$30,000	\$68,111
2020 Ending Balance				\$68,111
2021 Beginning Balance	\$68,111			
Park Dedication Fees		\$50,000		\$118,111
Fence and irrigation at Norseland Manor Park			\$60,000	\$58,111
2021 Ending Balance				\$58,111
2022 Beginning Balance	\$58,111			
Park Dedication Fees		\$50,000		\$108,111
Dog Park Norseland Manor			\$30,000	\$78,111
2022 Ending Balance				\$78,111
2023 Beginning Balance	\$78,111			
Park Dedication Fees		\$50,000		\$128,111
New Park/Trail Development			\$75,000	\$53,111
2023 Ending Balance				\$53,111
TOTAL PARK ACQUISITION AND DEVELOPMENT				
FUND SOURCES AND USES		\$203,000	\$215,000	
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.				



2019 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
\$80,000
Budgeted transfer amount.

**Parks CIP
2019-2023
Funding Analysis**

PARK CAPITAL FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2019 Beginning Balance	\$54,231			
Transfer From General Fund		\$80,000		\$134,231
Bataan Trail Segment			\$40,000	\$94,231
Norseland Park/Jackson St Trail Connection			\$50,000	\$44,231
Playground Equipment Carlisle Park			\$35,000	\$9,231
Misc Park Projects and Tree Planting			\$5,000	\$4,231
2019 Ending Balance				\$4,231
2020 Beginning Balance	\$4,231			
Transfer From General Fund		\$85,000		\$89,231
Evelth Park Playground Equipment			\$35,000	\$54,231
Misc Park Projects and Tree Planting			\$5,000	\$49,231
2020 Ending Balance				\$49,231
2021 Beginning Balance	\$49,231			
Transfer From General Fund		\$90,000		\$139,231
Booster West Playground Equipment			\$125,000	\$14,231
Misc Park Projects and Tree Planting			\$5,000	\$9,231
2021 Ending Balance				\$9,231
2022 Beginning Balance	\$9,231			\$9,231
Transfer From General Fund		\$95,000		\$104,231
Booster West Ballfield Lights			\$98,000	\$6,231
Misc Park Projects and Tree Planting			\$5,000	\$1,231
2022 Ending Balance				\$1,231
2023 Beginning Balance	\$1,231			
Transfer From General Fund		\$100,000		\$101,231
Skateboard Equipment Booster West			\$75,000	\$26,231
John Anderson Trail Segment			\$30,000	-\$3,769
Misc Park Projects and Tree Planting			\$5,000	-\$8,769
2023 Ending Balance				-\$8,769
TOTAL PARK CAPITAL FUND SOURCES AND USES		\$450,000	\$513,000	



2019 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
2019-2023
Funding Analysis**

MUNICIPAL STATE AID FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2019 Beginning Balance	\$0			
Municipal State Aid Funding		\$620,000		\$620,000
Municipal Service Road Project-Phase II			\$1,500,000	-\$880,000
Sandy Drive Overlay Project			\$300,000	-\$1,180,000
2019 Ending Balance	-\$1,180,000			
2020 Beginning Balance	-\$1,180,000			
Municipal State Aid Funding		\$632,000		-\$548,000
187th Lane Intersection - Service Road			\$1,200,000	-\$1,748,000
2020 Ending Balance				-\$1,748,000
2021 Beginning Balance	-\$1,748,000			
Municipal State Aid Funding		\$645,000		-\$1,103,000
181st Ave Reconstruction			\$420,000	-\$1,523,000
2021 Ending Balance				-\$1,523,000
2022 Beginning Balance	-\$1,523,000			
Municipal State Aid Funding		\$658,000		-\$865,000
Davenport St Reconstruction			\$650,000	-\$1,515,000
2022 Ending Balance				-\$1,515,000
2023 Beginning Balance	-\$1,515,000			
Municipal State Aid Funding		\$671,000		-\$844,000
University Ave Reconstruction			\$450,000	-\$1,294,000
2023 Ending Balance				-\$1,294,000
TOTAL MUNICIPAL STATE AID FUND SOURCES & USES		\$3,226,000	\$4,520,000	
<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>				



2019 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
\$450,000
Budgeted transfer amount

**Street Capital Projects
2019-2023
Funding Analysis**

STREET CAPITAL FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2019 Beginning Balance	\$212,090			
Transfer from General Fund		\$450,000		\$662,090
Central Avenue Assessments		\$35,000		\$697,090
189th Avenue Assessments		\$30,000		\$727,090
Fillmore Street Assessments		\$4,000		\$731,090
JPA Projects			\$200,000	\$531,090
Cedar Trails East, High Plains Estates-overlay			\$280,000	\$251,090
Bataan Street Overlay			\$250,000	\$1,090
2019 Ending Balance				\$1,090
2020 Beginning Balance	\$1,090			
Transfer from General Fund		\$450,000		\$451,090
Central Avenue Assessments		\$35,000		\$486,090
Fillmore Street Assessments		\$30,000		\$516,090
189th Avenue Assessments		\$4,000		\$520,090
JPA Projects			\$200,000	\$320,090
Durant Street Overlay			\$300,000	\$20,090
2020 Ending Balance				\$20,090
2021 Beginning Balance	\$20,090			
Transfer from General Fund		\$475,000		\$495,090
Central Avenue Assessments		\$35,000		\$530,090
189th Avenue Assessments		\$30,000		\$560,090
Fillmore Street Assessments		\$4,000		\$564,090
JPA Projects			\$225,000	\$339,090
183rd Ave-overlay			\$200,000	\$139,090
2021 Ending Balance				\$139,090
2022 Beginning Balance	\$139,090			
Transfer from General Fund		\$475,000		\$614,090
Central Avenue Assessments		\$35,000		\$649,090
189th Avenue Assessments		\$30,000		\$679,090
Fillmore Street Assessments		\$4,000		\$683,090
JPA Projects			\$200,000	\$483,090
Shenandoah Ridge and Shawnee Woods Overlay			\$160,000	\$323,090
Pine Grove Estates-overlay			\$125,000	\$198,090
				\$198,090
2022 Ending Balance				\$198,090
2023 Beginning Balance	\$198,090			
Transfer from General Fund		\$500,000		\$698,090
Central Avenue Assessments		\$35,000		\$733,090
189th Avenue Assessments		\$30,000		\$763,090
Fillmore Street Assessments		\$4,000		\$767,090
Sunset Dr-mill and overlay			\$250,000	\$517,090
JPA Projects			\$250,000	\$267,090
Anderson Lakes Overaly			\$175,000	\$92,090
2023 Ending Balance				\$92,090
Total Street Capital Fund Sources and Uses		\$2,695,000	\$2,815,000	



2019 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

REVENUE DETAILS

31010-Tax Increment
\$60,000

EXPENDITURE DETAILS

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

342-Legal Notices
\$100 Annual disclosure

City of East Bethel
2019 Other Governmental Fund Budget (Summary)

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

2019 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					
Equipment Purchase Schedule					
	Inspection	Parks	Streets	Fire	Total
2019 Purchases					
PICKUP TRUCK W/SNOWPLOW			35,000.00		
FELLING 18 FT TRAILER (scheduled for 2018)			12,000.00		
2019 Total					47,000.00
2020 Purchases					
SINGLE AXLE PLOW TRUCK, BOX, PLOW, WING, SANDER			190,000.00		
2020 Total					190,000.00
2021 Purchases					
ASPHALT TRUCK - REFURBISHED			50,000.00		
VAC/JETTER TRUCK - REFURBISHED			60,000.00		
2021 Total					110,000.00
2022 Purchases					
SINGLE AXLE PLOW TRUCK, BOX, PLOW, WING, SANDER			200,000.00		
Z TRACK MOWER 997		17,500.00			
Z TRACK MOWER 937		12,000.00			
JOHN DEERE 1600 MOWER		50,000.00			
2022 Total					279,500.00
2023 Purchases					
SINGLE AXLE PLOW TRUCK, BOX, PLOW, WING, SANDER			205,000.00		
FELLING 18FT TRAILER			12,000.00		
SKIDSTEER (recycling center-used)		25,000.00			
VEMEER WOOD CHIPPER (Scheduled for 2012)		30,000.00			
2023 Total					272,000.00
2024 - 2028 Purchases					
SKIDSTEER W/ BUCKET			55,000.00		
SINGLE AXLE PLOW TRUCK, BOX, PLOW, WING, SANDER			210,000.00		
LOADER/BUCKET SNOW PLOW/WING			200,000.00		
EXCAVATOR			80,000.00		
SWEEPER/VAC TRUCK			180,000.00		
FORD F-450 1.5 TON CHASSIS TRUCK, BOX AND PLOW			60,000.00		
FIRE TANKER APPARATUS REFURBISH				30,000.00	
FORD F-550 - MINI PUMPER REFURBISH (R-21)				40,000.00	
FORD F-550 - MINI PUMPER REFURBISH (R-11)				45,000.00	
2024 - 2028 Total					900,000.00
2029 - 2033 Purchases					
FINISHING MOWER		17,000.00			
FELLING 18 FT TRAILER			12,000.00		
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			220,000.00		
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			225,000.00		
FORD F-450 1.5 TON CHASSIS TRUCK, BOX AND PLOW			70,000.00		
PICK UP			26,000.00		
FORD 4X4 1T PU - GRASS RIG				75,000.00	
2029 - 2033 Total					645,000.00
2034 & Beyond Purchases					
VACTOR TRUCK			300,000.00		
TANDEM AXLE DUMP TRUCK, PLOW, HOIST, SANDER			250,000.00		
FIRE TANKER APPARATUS				300,000.00	
SPARTAN 6 MAN CAB - 1250 PUMPER				400,000.00	
FORD F-550 - MINI PUMPER				375,000.00	
FORD 550 QUICK ATTACK WITH PUMPER				380,000.00	
FOUR DOOR UTILITY PICK UP TRUCK				75,000.00	
SPARTAN 6 MAN CAB - 1250 PUMPER				500,000.00	
FORD ESCAPE 4X4	25,000.00				
CHIEF'S AUTO				35,000.00	
2033 & Beyond Total					2,640,000.00
Total Scheduled Purchases	-	151,500.00	2,652,000.00	2,220,000.00	5,083,500.00



2019 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

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

REVENUE DETAILS

39201-Transfer from General Fund

\$0

To be determined when liability is calculated at year end.

EXPENDITURE DETAILS

Determined when employee separates from City service.