



# **2023 Final Budget**

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

**RESOLUTION NO. 2022-77**

**RESOLUTION SETTING THE FINAL PROPERTY TAX LEVY  
AND BUDGET FOR 2023**

**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 2023.

**WHEREAS**, MN Statues require that a final levy amount be provided to the Anoka County Auditor on or before December 31, 2022.

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

<b>General Levy:</b>	\$5,144,600
<b>Debt Service Levies:</b>	
2015A	\$ 614,500
2014A	\$ 331,000
<b>Total Levies</b>	<b><u>\$6,090,100</u></b>

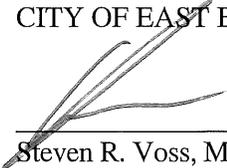
*\*The above levy includes the amount necessary to cover debt service requirements in 2023 and cancels any previous scheduled amounts.*

<u>2023 Expenditure Budgets:</u>	General Fund	\$6,449,300
	Special Revenue Funds	\$232,500
	Debt Service Funds	\$875,000
	Enterprise Funds	\$1,608,600

**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 12<sup>th</sup> day of December, 2022 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. 2022-78**

**RESOLUTION APPROVING THE FINAL ECONOMIC DEVELOPMENT  
AUTHORITY PROPERTY TAX LEVY AND BUDGET FOR 2023**

**WHEREAS**, Minnesota Statutes Chapter 275.065 requires that the City Council adopt a property tax levy and budget on or before December 31, 2022; and

**WHEREAS**, the City Council has considered the operating needs of the Economic Development Authority for fiscal year 2023.

**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 2023 are as follows:

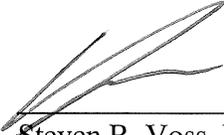
Economic Development Authority General Levy    \$136,200

Economic Development Authority Expense Budget \$133,800

**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 12<sup>th</sup> day of December 2022 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. 2022-79**

**RESOLUTION APPROVING THE FINAL HOUSING AND REDEVELOPMENT  
AUTHORITY PROPERTY TAX LEVY AND BUDGET FOR 2023**

**WHEREAS**, Minnesota Statutes Chapter 275.065 requires that the City Council adopt a property tax levy and budget on or before December 31, 2022; and

**WHEREAS**, the City Council has considered the operating needs of the Housing and Redevelopment Authority for fiscal year 2023.

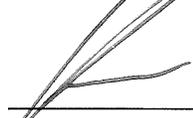
**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the property tax levy and budgets for the Housing and Development Authority for 2023 are as follows:

Housing and Redevelopment Authority General Levy	\$77,000
Housing and Redevelopment Authority Budget	\$30,500

**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 12<sup>th</sup> day of December 2022 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  
2023 Levy Summary**

Account Description	2020 Actual	2021 Actual	2022 Budget	<b>2023 Final Budget</b>	<b>% Change</b>
<b>Tax Levies - City</b>					
General Fund Tax Levy	4,607,300.00	4,836,000.00	5,104,200.00	<b>5,144,600.00</b>	1%
2013 A	128,500.00	128,500.00	-	-	N/A
2008 A	180,000.00	65,000.00	-	-	N/A
2015 A	563,000.00	580,000.00	597,000.00	<b>614,500.00</b>	3%
2014 A	331,000.00	331,000.00	331,000.00	<b>331,000.00</b>	0%
<b>Total Levy - City</b>	<b>5,809,800.00</b>	<b>5,940,500.00</b>	<b>6,032,200.00</b>	<b>6,090,100.00</b>	1.0%
<b>Tax Levies - Special Levies</b>					
City EDA	113,500.00	121,200.00	136,200.00	<b>136,200.00</b>	0%
City HRA	62,600.00	69,500.00	77,000.00	<b>77,000.00</b>	0%
<b>Total Levy - Special Levies</b>	<b>176,100.00</b>	<b>190,700.00</b>	<b>213,200.00</b>	<b>213,200.00</b>	0%
<b>Total All Levies</b>	<b>5,985,900.00</b>	<b>6,131,200.00</b>	<b>6,245,400.00</b>	<b>6,303,300.00</b>	0.9%

## CITY COUNCIL

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Steve Voss	Mayor	01/01/23
Tim Harrington	Council Member	01/01/23
Kevin Lewis	Council Member	01/01/25
Suzanne Erkel	Council Member	01/01/23
Brian Mundle	Council Member	01/01/25

## CITY OFFICIALS

Jack Davis	City Administrator
Mike Jeziorski	Finance Director
Aaron Berg	City Planner
Nick Schmitz	Building Official
Nate Ayshford	Public Works Manager
Rod Sanow	Fire Chief   Emergency Management Director
Ben Uden	Fire Inspector

<b>Organizational Staff Summary</b>					
		<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
City Council	<b>Part Time</b>	5.00	5.00	5.00	5.00
City Administration	<b>Full Time</b>	3.00	3.00	3.00	3.00
	<b>Part Time</b>	0.06	0.06	0.06	0.06
Elections	<b>Part Time</b>	Contract		Contract	Contract
Finance	<b>Full Time</b>	2.00	2.00	3.00	3.00
Assessing	<b>Full Time</b>	Contract	Contract	Contract	Contract
Legal	<b>Full Time</b>	Contract	Contract	Contract	Contract
Planning and Zoning	<b>Full Time</b>	2.00	2.00	2.00	2.00
	<b>Part Time</b>	0.06	0.06	0.06	0.06
Bldg Inspection	<b>Full Time</b>	3.00	3.00	3.00	3.00
	<b>Part Time</b>	-	-	-	-
Police	<b>Full Time</b>	Contract	Contract	Contract	Contract
Fire	<b>Full Time</b>	1.00	2.00	2.00	2.00
	<b>Part Time</b>	Paid On-Call	Paid On-Call	Paid On-Call	Paid On-Call
Engineering	<b>Full Time</b>	Contract	Contract	Contract	Contract
Street Maintenance	<b>Full Time</b>	5.00	5.00	5.00	5.00
	<b>Part Time</b>	0.30	0.30	0.30	0.30
Park Maintenance	<b>Full Time</b>	4.00	4.00	4.00	4.00
	<b>Part Time</b>	0.30	0.30	0.30	0.30
<b>Total</b>	<b>Full Time</b>	<b>20.00</b>	<b>21.00</b>	<b>22.00</b>	<b>22.00</b>
	<b>Part Time</b>	<b>5.66</b>	<b>5.66</b>	<b>5.66</b>	<b>5.66</b>

<b>2023 Pay Plan (Hourly)</b>							
<b>Grade</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>
1	17.17	17.80	18.43	19.05	19.68	20.31	20.94
2	18.49	19.17	19.84	20.52	21.20	21.87	22.55
3	20.34	21.08	21.83	22.57	23.31	24.06	24.80
4	22.37	23.19	24.01	24.83	25.64	26.46	27.28
5	24.61	25.51	26.41	27.31	28.21	29.11	30.01
6	27.09	28.08	29.07	30.06	31.05	32.04	33.03
7	29.79	30.88	31.97	33.06	34.15	35.24	36.33
8	32.75	33.95	35.15	36.34	37.54	38.74	39.94
9	35.62	36.92	38.23	39.53	40.83	42.13	43.44
10	40.65	42.14	43.63	45.12	46.60	48.09	49.58
11	43.17	44.75	46.33	47.91	49.49	51.07	52.65
12	45.76	47.44	49.11	50.78	52.46	54.13	55.81
13	49.63	51.45	53.26	55.08	56.89	58.71	60.53
14	52.61	54.54	56.46	58.39	60.31	62.24	64.16
15	55.78	57.82	59.86	61.90	63.94	65.98	68.03
16	59.41	61.59	63.76	65.93	68.11	70.28	72.45
<b>2023 Pay Plan (Annually)</b>							
<b>Grade</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>
1	35,712.86	37,019.43	38,325.99	39,632.56	40,939.13	42,245.70	43,552.27
2	38,460.00	39,867.07	41,274.15	42,681.22	44,088.29	45,495.37	46,902.44
3	42,301.71	43,849.33	45,396.96	46,944.58	48,492.20	50,039.83	51,587.45
4	46,529.73	48,232.04	49,934.35	51,636.66	53,338.96	55,041.27	56,743.58
5	51,187.00	53,059.70	54,932.39	56,805.09	58,677.78	60,550.48	62,423.17
6	56,337.89	58,399.04	60,460.18	62,521.32	64,582.46	66,643.61	68,704.75
7	61,960.95	64,227.82	66,494.68	68,761.54	71,028.41	73,295.27	75,562.14
8	68,120.56	70,612.78	73,104.99	75,597.21	78,089.42	80,581.64	83,073.85
9	74,087.01	76,797.51	79,508.01	82,218.51	84,929.01	87,639.51	90,350.01
10	84,560.49	87,654.17	90,747.85	93,841.52	96,935.20	100,028.88	103,122.55
11	89,797.24	93,082.50	96,367.77	99,653.03	102,938.30	106,223.56	109,508.82
12	95,184.21	98,666.56	102,148.91	105,631.26	109,113.61	112,595.96	116,078.31
13	103,232.48	107,009.28	110,786.08	114,562.88	118,339.67	122,116.47	125,893.27
14	109,435.02	113,438.74	117,442.46	121,446.18	125,449.90	129,453.62	133,457.34
15	116,023.87	120,268.64	124,513.42	128,758.19	133,002.97	137,247.74	141,492.52
16	123,578.51	128,099.67	132,620.84	137,142.00	141,663.17	146,184.33	150,705.50
<b>2023 Cafeteria Contribution</b>							
Full Time Employees					\$1,425 per month		
<b>Seasonal/Part Time</b>							
Mayor					\$525 per month		
Council Member					\$475 per month		
Seasonal and Part Time					\$10.00-\$16.00 per hour		
<b>2023 Fire Fighter and Officer Pay Plan</b>							
<b>Position</b>				<b># of Positions</b>	<b>Monthly Salary Rate</b>		
Deputy Fire Chief				1	\$	806.88	
District Fire Chief				2	\$	665.68	
Captain				2	\$	282.33	
Lieutenant				5	\$	196.80	
Training Officer				1	\$	196.80	
<b>Training/Drill/Fire Call/Duty Officer/Fire Inspector</b>							
Probationary Firefighter						\$15.10 per hour	
Firefighter I						\$16.26 per hour	
Firefighter II/Officer						\$16.76 per hour	
Firefighter III/Officer						\$18.45 per hour	

**City of East Bethel  
2023 General Fund Final Budget (Summary)**

<u>General Fund</u>	Account Description	2020 Actual	2021 Actual	2022 Actual 1/1/22 through 10/31/22	2022 Budget	2023 Final Budget	% Change
<b>Revenues</b>							
	Property Tax	4,629,208.99	4,894,070.82	2,721,904.80	5,104,200.00	5,144,600.00	1%
	Use of Fund Balance					145,000.00	
	Franchise Tax	66,238.10	65,463.50	48,173.03	66,500.00	65,500.00	-2%
	Gambling 3% Tax / 10% Contribution	40,476.63	24,900.00	31,201.73	40,000.00	15,000.00	-63%
	Special Assessments	-	-	6,750.00	13,500.00	13,500.00	0%
	Licenses and Fees	31,026.70	36,261.00	35,041.69	39,000.00	39,000.00	0%
	Building Inspection Permits	359,625.72	480,676.90	269,905.84	314,000.00	308,000.00	-2%
	Building Inspection Permits (Bethel)	2,207.81	8,843.78	4,967.92	2,000.00	2,000.00	0%
	State Aid	299,890.58	293,640.02	305,073.94	268,000.00	276,000.00	3%
	Federal Aid	911,396.27	-	-	-	-	0%
	Fines and Forfeits	23,272.18	29,341.78	17,080.70	29,000.00	29,000.00	0%
	Intergovernmental Charges	264,030.94	279,528.94	284,383.41	284,000.00	288,000.00	1%
	Other Fees	7,199.51	7,103.57	2,877.43	3,700.00	3,700.00	0%
	Cemetery Revenue	5,050.00	10,200.00	8,950.00	5,000.00	5,000.00	0%
	Site Lease Revenue	67,440.46	70,091.73	71,124.59	71,000.00	73,000.00	3%
	Refunds and Reimbursements	35,923.35	51,545.78	43,265.10	26,000.00	27,000.00	4%
	Interest Earnings	14,522.36	2,457.67	16,845.05	15,000.00	15,000.00	0%
<b>Total Revenues - General Fund</b>		<b>6,757,509.60</b>	<b>6,254,125.49</b>	<b>3,867,545.23</b>	<b>6,280,900.00</b>	<b>6,449,300.00</b>	<b>3%</b>
<b>Expenditures</b>							
<b>General Government</b>							
	Council	75,919.67	74,136.01	79,090.64	77,900.00	77,900.00	0%
	City Administration	412,432.34	425,807.10	337,784.75	445,000.00	441,900.00	-1%
	Elections	14,925.45	2,419.13	7,929.50	21,500.00	4,000.00	-81%
	Finance	306,679.42	310,904.99	309,630.19	415,200.00	409,200.00	-1%
	Assessing	58,900.00	59,635.00	44,235.00	62,500.00	62,500.00	0%
	Legal	184,492.95	153,309.20	122,390.70	165,000.00	170,000.00	3%
	Government Buildings	43,122.85	62,026.83	40,844.18	43,000.00	43,000.00	0%
	Risk Management	84,992.00	92,126.00	88,677.00	92,500.00	92,500.00	0%
<b>Total General Government</b>		<b>1,181,464.68</b>	<b>1,180,364.26</b>	<b>1,030,581.96</b>	<b>1,322,600.00</b>	<b>1,301,000.00</b>	<b>-2%</b>
<b>Community Development</b>							
	Planning and Zoning	260,567.92	234,320.03	210,197.77	284,200.00	298,300.00	5%
	Building Inspection	342,941.00	339,144.86	275,566.42	352,100.00	374,100.00	6%
<b>Total Community Development</b>		<b>603,508.92</b>	<b>573,464.89</b>	<b>485,764.19</b>	<b>636,300.00</b>	<b>672,400.00</b>	<b>6%</b>
<b>Public Safety</b>							
	Police Protection	1,143,564.30	1,156,820.00	1,170,206.00	1,179,000.00	1,226,000.00	4%
	Fire Protection	1,198,803.58	826,633.07	829,174.08	933,800.00	987,500.00	6%
<b>Total Public Safety</b>		<b>2,342,367.88</b>	<b>1,983,453.07</b>	<b>1,999,380.08</b>	<b>2,112,800.00</b>	<b>2,213,500.00</b>	<b>5%</b>
<b>Engineering</b>							
	Engineering	9,368.11	13,557.41	8,769.82	40,000.00	40,000.00	0%
<b>Total Engineering</b>		<b>9,368.11</b>	<b>13,557.41</b>	<b>8,769.82</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>0%</b>
<b>Public Works</b>							
	Public Works - Parks Maintenance	414,347.90	464,218.44	395,713.66	496,700.00	519,600.00	5%
	Public Works - Streets	879,206.77	900,630.19	762,741.86	1,022,500.00	1,046,300.00	2%
<b>Total Public Works</b>		<b>1,293,554.67</b>	<b>1,364,848.63</b>	<b>1,158,455.52</b>	<b>1,519,200.00</b>	<b>1,565,900.00</b>	<b>3%</b>
<b>Civic Events</b>							
	Civic Events	-	5,000.00	6,500.00	5,000.00	6,500.00	30%
<b>Total Culture and Recreation</b>		<b>-</b>	<b>5,000.00</b>	<b>6,500.00</b>	<b>5,000.00</b>	<b>6,500.00</b>	<b>30%</b>
<b>Transfers / Other</b>							
	Transfer to Building Capital	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0%
	Transfer to Street Capital	475,000.00	475,000.00	500,000.00	500,000.00	500,000.00	0%
	Transfer to Parks Capital	85,000.00	90,000.00	95,000.00	95,000.00	100,000.00	5%
	Debt Service Fund Transfer		531,754.03	-	-	-	N/A
	Land Purchase	258,744.86	-	-	-	-	N/A
	CARES Business Grants	195,306.00	-	-	-	-	N/A
<b>Total Other</b>		<b>1,064,050.86</b>	<b>1,146,754.03</b>	<b>645,000.00</b>	<b>645,000.00</b>	<b>650,000.00</b>	<b>1%</b>
<b>Total Expenditures - General Fund</b>		<b>6,494,315.12</b>	<b>6,267,442.29</b>	<b>5,334,451.57</b>	<b>6,280,900.00</b>	<b>6,449,300.00</b>	<b>3%</b>
<b>Excess of Revenues over Expenditures - General Fund</b>		<b>263,194.48</b>	<b>(13,316.80)</b>	<b>(1,466,906.34)</b>	<b>-</b>	<b>-</b>	



## *2023 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  
\$22,000  
Upper Rum River Watershed Management Organization -\$9,738  
Sunrise Watershed Management Organization - \$12,647

307-Professional Services  
\$3,000  
Quarterly updates of ordinances. Professional service requirements throughout the year including assistance with grant and direct appropriation identification and pursuit.

433-Dues and Subscriptions

\$18,500

League of Minnesota Cities-\$12,000

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

\$1,000

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

**City of East Bethel  
2023 Final Budget**

	<b>Account Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual 1/1/22 through 10/31/22</b>	<b>2022 Budget</b>	<b>2023 Final Budget</b>
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	25,642.80	21,465.10	21,829.67	22,000.00	22,000.00
	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	149.12	132.35	73.01	200.00	200.00
	E 101-41110-201 Office Supplies	-	-	32.14	200.00	200.00
	E 101-41110-231 Small Tools and Minor Equip	-	800.00	800.00	1,000.00	1,000.00
	E 101-41110-307 Professional Services Fees	1,179.65	3,660.32	12,170.68	3,000.00	3,000.00
	E 101-41110-331 Travel Expenses	-	-	-	500.00	500.00
	E 101-41110-343 Other Advertising	-	-	-	200.00	200.00
	E 101-41110-433 Dues and Subscriptions	17,621.86	16,383.00	18,059.18	18,500.00	18,500.00
	E 101-41110-434 Conferences/Meetings	-	369.00	20.76	1,000.00	1,000.00
		75,919.67	74,136.01	79,090.64	77,900.00	77,900.00



## *2023 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. The Department also provides assistance to all stakeholders, accurate information and courteous service to City residents/visitors.

### **EXPENDITURE DETAILS**

#### **STAFFING**

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

101-Full-Time Employees Regular  
\$277,700

Provides for a 3% COLA salary increase for three employees and a STEP increase for one eligible employee.

103 – Part-Time Employees  
\$1,600  
Cable Technician for recording evening meetings

131-Cafeteria Contribution  
\$51,300  
City allotment for benefits for full-time employees

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

231-Minor Equipment  
\$300

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

309 - Information Systems  
\$16,000  
Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support, voice over internet phone and data center network  
Anoka County Fiber Internet

321 - Phone  
\$1,800  
Cell phone for City Administrator and land lines for City Hall.

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

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

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

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

413-Office Equipment  
\$7,000  
Pitney Bowes postage machine lease - \$700  
Ricoh copier/printer lease - \$6,300

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

434-Conferences/Meetings  
\$500  
MCFOA membership

**City of East Bethel  
2023 Final Budget**

	<b>Account Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual 1/1/22 through 10/31/22</b>	<b>2022 Budget</b>	<b>2023 Final Budget</b>
Administration						
	E 101-41320-101 Full-Time Employees Regular	267,873.34	275,015.31	207,835.85	280,400.00	277,700.00
	E 101-41320-102 Full-Time Employees Overtime	6,085.67	341.15	842.10	-	-
	E 101-41320-103 Part-Time Employees	1,188.00	1,563.00	1,134.00	1,600.00	1,600.00
	E 101-41320-122 PERA-Coordinated Plan	19,116.28	19,397.82	15,548.18	21,000.00	20,800.00
	E 101-41320-125 FICA/Medicare	21,053.71	20,842.17	17,508.27	25,900.00	25,700.00
	E 101-41320-126 Deferred Compensation	3,943.19	3,959.20	3,154.13	6,000.00	6,000.00
	E 101-41320-131 Cafeteria Contribution	43,192.88	46,795.91	41,300.00	50,400.00	51,300.00
	E 101-41320-151 Worker s Comp Insurance Prem	3,148.17	2,936.33	1,286.75	3,200.00	3,200.00
	E 101-41320-201 Office Supplies	1,568.60	1,725.72	877.17	1,000.00	1,000.00
	E 101-41320-231 Small Tools and Minor Equip	139.98	369.99	3,976.06	4,500.00	300.00
	E 101-41320-307 Professional Services Fees	12,521.00	12,873.55	9,547.50	8,000.00	10,000.00
	E 101-41320-309 Information Systems	9,603.42	11,041.20	13,364.30	15,500.00	16,000.00
	E 101-41320-321 Telephone	3,234.89	3,321.57	1,460.96	1,600.00	1,800.00
	E 101-41320-322 Postage/Delivery	5,864.89	10,036.57	5,460.92	9,000.00	10,000.00
	E 101-41320-331 Travel Expenses	1,559.30	1,382.64	1,010.08	2,400.00	1,500.00
	E 101-41320-341 Personnel Advertising			425.60	-	-
	E 101-41320-342 Legal Notices	602.02	166.63	631.13	500.00	500.00
	E 101-41320-351 Printing and Duplicating	2,119.20	4,410.13	3,738.38	3,500.00	3,500.00
	E 101-41320-413 Office Equipment Rental	6,629.32	6,833.21	5,544.83	7,000.00	7,000.00
	E 101-41320-421 Software Licensing	2,988.48	2,795.00	2,968.54	3,500.00	3,500.00
	E 101-41320-433 Dues and Subscriptions			170.00		-
	E 101-41320-434 Conferences/Meetings	-	-	-	-	500.00
		412,432.34	425,807.10	337,784.75	445,000.00	441,900.00



## *2023 Budget*

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

### **DEPARTMENTAL PROFILE**

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

### **EXPENDITURE DETAILS**

219 General Operating Supplies  
\$0

307 Professional Services Fees  
\$0

342 Legal Notices  
\$0

402 Equipment Maintenance  
\$4,000

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

**City of East Bethel  
2023 Final Budget**

	<b>Account Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual 1/1/22 through 10/31/22</b>	<b>2022 Budget</b>	<b>2023 Final Budget</b>
Elections						
	E 101-41410-201 Office Supplies	44.26	-	-	-	-
	E 101-41410-219 General Operating Supplies	1,294.28	-	-	1,500.00	-
	E 101-41410-231 Small Tools and Minor Equip	303.21	-	225.69	500.00	-
	E 101-41410-307 Professional Services Fees	10,325.04	-	5,117.63	15,000.00	-
	E 101-41410-342 Legal Notices	274.14	-	149.00	500.00	-
	E 101-41410-402 Repairs/Maint Machinery/Equip	2,684.52	2,419.13	2,437.18	4,000.00	4,000.00
		14,925.45	2,419.13	7,929.50	21,500.00	4,000.00



## *2023 Budget*

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

### **DEPARTMENTAL PROFILE**

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

### **DEPARTMENTAL GOALS**

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

### **EXPENDITURE DETAILS**

#### **STAFFING**

1 Finance Director  
1 Finance Coordinator  
1 Accounting Coordinator

101-Full-Time Employees Regular Salary  
\$265,400  
Provides for a 3% COLA salary increase for three employees and a step increase for one employee

131-Cafeteria Contribution  
\$51,300  
City allotment for benefits for full-time employees

301-Auditing and Accounting Services  
\$23,500  
Annual audit of the City's financial statements

307 – Professional Service Fees  
\$1,700  
Anoka County - \$1,700  
Cost associated with tax levy and special assessment administration

309 - Information Systems  
\$10,000  
Metro-INET support services – IT support, exchange email/calendar, wireless/wired network support, Voice over internet phone system and data center network

321 - Phone  
\$1,000  
Cell phone reimbursement for Finance Director and Finance Coordinator

331-Travel Expense  
\$200  
Mileage reimbursement for: trainings, bank and post office travel

342-Legal Notices  
\$1,000  
Publishing of the City's annual audit

421-Software License  
\$1,700  
Financial software license and support necessary if problems arise with Banyon financial and payroll software.

433-Dues and Subscriptions  
\$300  
American Payroll Association membership which provides education & training, compliance updates and access to a library of resource texts and newsletters.

434-Conferences/Meetings  
\$400  
Training for the Finance Coordinator, Finance Director and Accounting Coordinator

**City of East Bethel  
2023 Final Budget**

	<b>Account Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual 1/1/22 through 10/31/22</b>	<b>2022 Budget</b>	<b>2023 Final Budget</b>
Finance						
	E 101-41520-101 Full-Time Employees Regular	208,043.60	205,168.64	194,448.11	273,000.00	265,400.00
	E 101-41520-102 Full-Time Employees Overtime			261.76		-
	E 101-41520-122 PERA-Coordinated Plan	14,827.42	15,089.49	14,603.22	20,500.00	19,900.00
	E 101-41520-125 FICA/Medicare	16,310.13	17,111.55	17,266.35	25,200.00	24,700.00
	E 101-41520-126 Deferred Compensation	4,071.34	3,930.35	4,461.94	6,000.00	6,000.00
	E 101-41520-131 Cafeteria Contribution	28,800.00	31,200.00	37,800.00	50,400.00	51,300.00
	E 101-41520-151 Worker s Comp Insurance Prem	2,422.37	2,205.81	1,585.86	2,500.00	2,000.00
	E 101-41520-201 Office Supplies	162.69	-	25.55	100.00	100.00
	E 101-41520-231 Small Tools and Minor Equip	-	-	2,814.12	3,000.00	-
	E 101-41520-301 Auditing and Acct g Services	22,450.00	26,200.00	27,600.00	23,500.00	23,500.00
	E 101-41520-307 Professional Services Fees	1,631.32	1,599.81	1,702.47	1,500.00	1,700.00
	E 101-41520-309 Information Systems	4,405.30	5,070.48	4,531.30	5,500.00	10,000.00
	E 101-41520-321 Telephone	812.00	900.36	-	500.00	1,000.00
	E 101-41520-331 Travel Expenses	-	-	17.88	200.00	200.00
	E 101-41520-342 Legal Notices	849.25	838.50	811.63	1,000.00	1,000.00
	E 101-41520-421 Software Licensing	1,590.00	1,590.00	1,680.00	1,600.00	1,700.00
	E 101-41520-433 Dues and Subscriptions	304.00	-	-	300.00	300.00
	E 101-41520-434 Conferences/Meetings	-	-	20.00	400.00	400.00
		306,679.42	310,904.99	309,630.19	415,200.00	409,200.00



## *2023 Budget*

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

### **DEPARTMENTAL PROFILE**

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

### **DEPARTMENTAL GOALS**

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

### **EXPENDITURE DETAILS**

307-Professional Services  
\$62,500

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

**City of East Bethel  
2023 Final Budget**

	<b>Account Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual 1/1/22 through 10/31/22</b>	<b>2022 Budget</b>	<b>2023 Final Budget</b>
Assessing						
	E 101-41550-307 Professional Services Fees	58,900.00	59,635.00	44,235.00	62,500.00	62,500.00
		58,900.00	59,635.00	44,235.00	62,500.00	62,500.00



## *2023 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  
\$170,000

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

Civil Services:  
1/1/23 to 05/31/23 - \$240.00 per hour  
6/1/23 to 12/31/23 – \$245.00 per hour

Prosecution Services:  
1/1/23 to 5/31/23 - \$49,760  
6/1/23 to 12/31/23 – \$71,407

**City of East Bethel  
2023 Final Budget**

	<b>Account Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual 1/1/22 through 10/31/22</b>	<b>2022 Budget</b>	<b>2023 Final Budget</b>
Law and Legal						
	E 101-41610-303 Legal Fees	184,492.95	153,309.20	122,390.70	165,000.00	170,000.00
		184,492.95	153,309.20	122,390.70	165,000.00	170,000.00



## *2023 Budget*

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

### **DEPARTMENTAL PROFILE**

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

### **DEPARTMENTAL GOALS**

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

### **EXPENDITURE DETAILS**

211-Cleaning Supplies

\$500

Cleaning supplies for government facilities

219-General Operating Supplies / Safety Supplies

\$1,000

Safety supplies/First Aid for City Hall

223-Bldg/Facility Repair Supplies

\$1,500

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

381-Electric Utilities

\$13,500

Electrical utility services for City Hall and the City billboard

382-Gas Utilities

\$5,000

Gas utilities for City Hall

403-Buildings & Facilities Repair/Maintenance

\$19,500

City Hall janitorial service - \$4,600

Septic system pumping - \$1,500

Annual carpet cleaning \$500

Water Softener Rental - \$300

Senior Center janitorial service - \$3,400

Miscellaneous building repairs - \$9,200

**City of East Bethel  
2023 Final Budget**

	<b>Account Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual 1/1/22 through 10/31/22</b>	<b>2022 Budget</b>	<b>2023 Final Budget</b>
Government Buildings						
	E 101-41940-211 Cleaning Supplies	1,244.45	577.93	746.19	500.00	500.00
	E 101-41940-219 General Operating Supplies	989.08	978.84	360.69	1,000.00	1,000.00
	E 101-41940-223 Bldg/Facility Repair Supplies	2,576.61	2,066.71	1,222.96	1,500.00	1,500.00
	E 101-41940-231 Small Tools and Minor Equip	-	-	-	500.00	500.00
	E 101-41940-307 Professional Services Fees	995.00	-	-	-	-
	E 101-41940-381 Electric Utilities	12,570.29	13,587.56	9,482.25	13,500.00	13,500.00
	E 101-41940-382 Gas Utilities	3,550.52	4,724.14	4,814.36	5,000.00	5,000.00
	E 101-41940-385 Refuse Removal	1,092.37	26,056.93	653.22	1,000.00	1,000.00
	E 101-41940-402 Repairs/Maint Machinery/Equip	4,490.35	866.00	325.00	500.00	500.00
	E 101-41940-403 Bldgs/Facilities Repair/Maint	15,614.18	13,168.72	23,239.51	19,500.00	19,500.00
		43,122.85	62,026.83	40,844.18	43,000.00	43,000.00



## *2023 Budget*

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

### **DEPARTMENTAL PROFILE**

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

### **DEPARTMENTAL GOALS**

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

### **EXPENDITURE DETAILS**

#### **STAFFING**

1 Community Development Director  
1 City Planner

101-Full-Time Employees Regular  
\$179,200

Provides for a 3% COLA salary increase for two eligible employees and a Step increase for one eligible employee

103 – Part-Time Employees  
\$600

Cable Technician for recording evening meetings

107 – Commission Member compensation  
\$1,700

131-Cafeteria Contribution  
\$34,200  
City allotment for benefits for full-time employees

201 – General Office Supplies  
\$100

307 – Professional Service Fees  
\$26,000  
PZ minute taking and preparation-\$2,000  
Anoka Conservation District Professional Services (map production, data collection, land use reviews) - \$500  
WSB GIS services to update/expand GIS system - \$3,500  
Land Mentor Consulting Services - \$3,000  
Scanning Services - \$9,000  
Code Enforcement Services - \$7,000  
Anoka County – Pictometry - \$1,000

309 - Information Systems  
\$10,500  
Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support, voice over internet phone and data center network  
Laserfiche

331 – Travel Expenses  
\$100

342 – Legal Notices  
\$1,300  
Publications of notices for land use proposals, Comprehensive Plan Amendments, and Zoning Ordinance Amendments

421 – Software Licensing  
\$5,900 –Datalink (GIS) licensing  
Laserfiche license \$400

423 – Filing Fees  
\$400  
Filing fees at Anoka County (plats, agreements, resolutions, etc)

433 – Dues and Subscriptions  
\$1,200  
Minnesota Chapter American Planning Association - \$800  
Economic Development Association - \$300

434 – Conferences/Meetings  
\$1,000  
MNAPA conference; League of MN Cities workshops and continuing education

**City of East Bethel  
2023 Final Budget**

	<b>Account Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual 1/1/22 through 10/31/22</b>	<b>2022 Budget</b>	<b>2023 Final Budget</b>
Planning and Zoning						
	E 101-41910-101 Full-Time Employees Regular	165,583.40	154,143.83	131,582.81	168,000.00	179,200.00
	E 101-41910-102 Full-Time Employees Overtime	484.74	449.52	452.10	-	-
	E 101-41910-103 Part-Time Employees	324.00	390.00	3,936.00	500.00	600.00
	E 101-41910-107 Commissions and Boards	1,360.00	1,100.00	-	1,700.00	1,700.00
	E 101-41910-122 PERA-Coordinated Plan	11,724.59	11,648.76	9,676.90	12,600.00	13,400.00
	E 101-41910-125 FICA/Medicare	12,731.53	12,558.60	10,753.76	15,800.00	16,700.00
	E 101-41910-126 Deferred Compensation	4,051.16	3,756.24	3,077.20	4,000.00	4,000.00
	E 101-41910-131 Cafeteria Contribution	28,200.00	31,200.00	26,600.00	33,600.00	34,200.00
	E 101-41910-151 Worker s Comp Insurance Prem	1,870.04	1,695.88	914.62	2,000.00	2,000.00
	E 101-41910-201 Office Supplies	87.87	402.25	33.81	100.00	100.00
	E 101-41910-231 Small Tools and Minor Equip	6,963.33	124.54	5,697.54	3,000.00	-
	E 101-41910-307 Professional Services Fees	13,902.05	-	3,533.05	28,000.00	26,000.00
	E 101-41910-309 Information Systems	4,405.30	5,070.48	5,732.83	5,500.00	10,500.00
	E 101-41910-321 Telephone	632.00	420.36	-	-	-
	E 101-41910-331 Travel Expenses	-	-	-	100.00	100.00
	E 101-41910-341 Personnel Advertising	461.00	-	-	-	-
	E 101-41910-342 Legal Notices	1,112.66	1,870.57	1,363.15	1,300.00	1,300.00
	E 101-41910-351 Printing and Duplicating	41.25	-	-	-	-
	E 101-41910-421 Software Licensing	5,100.00	5,250.00	5,400.00	5,500.00	5,900.00
	E 101-41910-423 Filing Fees	966.00	3,349.00	828.00	400.00	400.00
	E 101-41910-433 Dues and Subscriptions	517.00	791.00	616.00	1,100.00	1,200.00
	E 101-41910-434 Conferences/Meetings	50.00	99.00	-	1,000.00	1,000.00
		260,567.92	234,320.03	210,197.77	284,200.00	298,300.00



## *2023 Budget*

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

### **DEPARTMENTAL PROFILE**

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

### **DEPARTMENTAL GOALS**

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

### **EXPENDITURE DETAILS**

#### **STAFFING**

1 Building Official  
1 Building Inspector  
1 Building Permit Technician

101-Full-Time Employees Regular  
\$242,600

Provides for a 3% COLA salary increase for three employees and a STEP increase for one eligible employee

131-Cafeteria Contribution  
\$51,300  
City allotment for benefits for full-time employees

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

212- Motor Fuels

\$5,000

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

219-General Operating Supplies

\$1,200

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

221 – Motor Vehicle Parts

\$500

Replacement of tires on one Building Department vehicle

309 - Information Systems

\$11,500

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

321 – Telephone

\$600

Cell Phone charges for Building Official and Building Inspector

351-Printing and Duplicating

\$300

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

421-Software Licensing

\$4,000

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

431-Vehicle Replacement Charges

\$3,000

Future truck replacement

433- Dues and Subscriptions

\$400

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

434-Conferences/Meetings

\$2,900

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

**City of East Bethel  
2023 Final Budget**

	<b>Account Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual 1/1/22 through 10/31/22</b>	<b>2022 Budget</b>	<b>2023 Final Budget</b>
Building Inspection						
	E 101-42410-101 Full-Time Employees Regular	219,315.23	221,817.04	176,606.70	225,100.00	242,600.00
	E 101-42410-102 Full-Time Employees Overtime	1,211.41	2,403.52	290.98	-	-
	E 101-42410-122 PERA-Coordinated Plan	15,312.87	16,284.92	13,267.34	16,900.00	18,200.00
	E 101-42410-125 FICA/Medicare	18,068.29	18,864.28	14,985.63	21,500.00	22,900.00
	E 101-42410-126 Deferred Compensation	5,427.49	6,014.32	4,615.80	6,000.00	6,000.00
	E 101-42410-131 Cafeteria Contribution	39,721.02	46,800.00	40,600.00	50,400.00	51,300.00
	E 101-42410-151 Worker s Comp Insurance Prem	2,241.30	2,094.22	1,702.06	2,300.00	2,300.00
	E 101-42410-201 Office Supplies	215.20	803.44	475.63	1,300.00	1,300.00
	E 101-42410-212 Motor Fuels	3,566.91	4,577.27	5,246.01	5,000.00	5,000.00
	E 101-42410-219 General Operating Supplies	552.59	33.90	164.95	700.00	1,200.00
	E 101-42410-221 Motor Vehicles Parts	20.51	9.64	16.94	500.00	500.00
	E 101-42410-222 Tires	385.72	790.16	-	-	-
	E 101-42410-231 Small Tools and Minor Equip	-	288.32	4,280.65	4,500.00	-
	E 101-42410-307 Professional Services Fees	22,746.83	966.10	-	-	-
	E 101-42410-309 Information Systems	5,591.59	7,605.72	6,914.84	8,500.00	11,500.00
	E 101-42410-321 Telephone	986.29	900.01	26.64	400.00	600.00
	E 101-42410-331 Travel Expenses			43.75	-	-
	E 101-42410-351 Printing and Duplicating	329.00	-	-	300.00	300.00
	E 101-42410-421 Software Licensing	2,990.00	2,990.00	2,990.00	3,000.00	4,000.00
	E 101-42410-422 Auto/Misc Licensing Fees/Taxes	78.75	-	38.50	100.00	100.00
	E 101-42410-431 Equipment Replacement Chgs	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
	E 101-42410-433 Dues and Subscriptions	-	348.00	100.00	100.00	400.00
	E 101-42410-434 Conferences/Meetings	1,180.00	2,554.00	200.00	2,500.00	2,900.00
		342,941.00	339,144.86	275,566.42	352,100.00	374,100.00



## *2023 Budget*

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

### **DEPARTMENTAL PROFILE**

This department accounts for police protection and animal control services within the City of East Bethel. The level of Anoka County Sheriff provides patrol service for 36 hours daily coverage and 0 hours of weekly coverage by Anoka County Community Service Officers (CSO'S).

### **DEPARTMENTAL GOALS**

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

### **EXPENDITURE DETAILS**

307-Professional Services

\$1,226,000

Anoka County – Law Enforcement Contract \$1,217,878

Animal Humane Society—Animal Control \$8,000

**City of East Bethel  
2023 Final Budget**

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Police Protection						
	E 101-42110-307 Professional Services Fees	1,143,564.30	1,156,820.00	1,170,206.00	1,179,000.00	1,226,000.00
		1,143,564.30	1,156,820.00	1,170,206.00	1,179,000.00	1,226,000.00



## ***2023 Budget***

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

### **DEPARTMENTAL PROFILE**

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

### **DEPARTMENTAL GOALS**

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

### **EXPENDITURE DETAILS**

#### **STAFFING**

1 Full-time Fire Chief  
1 Full-time Fire Inspector  
1 Deputy Fire Chief  
2 District Fire Chiefs  
3 Captains  
5 Lieutenants  
1 Training Officer  
35 Paid On-call Firefighters

101-Full-Time Employees Regular

\$181,500

Full-time Fire Chief Position

Full-time Fire Inspector

103-PT Wages and Salaries

\$195,700

Deputy Fire Chief \$806.88 per month

District Fire Chief \$665.68 per month

Captain \$282.33 per month

Lieutenant \$196.80 per month

Training Officer \$196.80 per month

Probationary Firefighter \$15.10 per hour

Firefighter I \$16.26 per hour  
Firefighter II/Officer \$16.76 per hour  
Firefighter III/Officer \$18.45 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  
\$75,000

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 2023 amount is estimated from the actual amount received in 2022. The actual amount is not known until October of the year it is payable to the City.

131-Cafeteria Contribution  
\$36,200  
City share of benefits for full-time employees

135-Disability Insurance  
\$1,400

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

151-Workers Comp Insurance Premium  
\$60,000

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

201-Offices Supplies  
\$1,000

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

203-Books/Reference Materials  
\$1,000

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

211-Cleaning Supplies  
\$600

Paper towels, toilet paper, cleaning products

212-Motors Fuels  
\$20,000

The Department's share of fuel costs for 2023

213- Lubricants and Additives  
\$800

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

214-Clothing & Personal Equipment

\$17,000

Personal Protective Equipment for eight Fighters; turnout gear, helmets, boots, Hood and Gloves. This is replacement of very old and worn turn out gear. Most gear needing replacement is dated to 2011 (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

\$13,000

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

219-General Operating Supplies

\$3,500

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

221-Motor Vehicles/Equipment Parts

\$4,000

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

222-Tires

\$1,500

This is for replacement of tires on large trucks.

223-Bldg/Facility Repair Supplies

\$3,500

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

229-Equipment Parts

\$800

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

231-Small Tools and Minor Equipment

\$24,500

Provides for purchase of minor equipment such as axes, hose, couplings and fittings for fire hoses and the purchase of 7 pagers, three 1 3/4" nozzles, Annual update of older AED (Automatic Electronic Defibrillator) to meet new CPR protocols, replacement of 3 hand held radios. Replacement of 40 Chairs in Training Room.

306-Personnel/Labor Relations

\$1,800

Drug testing services

307-Professional Services Fees

\$9,500

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

309-Information Systems

\$22,500

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

321-Telephones

\$10,000

Provides for telephone service for three stations, an analog line at each station plus one fax line, five cellular phone services, 11 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

\$10,000

Gas utility service for three stations

385-Refuse Removal

\$2,000

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.; warning sirens maintenance and contract,, repair of poles.

403-Bldgs/Facilities Repair/Maint.

\$18,200

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

413-Office Equipment Rental

\$2,000

Copier Lease

421-Software Licensing

\$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 2021: \$11,500)

422-Auto/Misc Licensing Fees/Taxes

\$500

Radio user fees.

431-Vehicle Replacement Charges

\$125,000

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

433-Dues and Subscriptions

\$1,700

Professional firefighter associations for officers and fire inspectors

434-Training (Conferences/Meetings)

\$20,000

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

**City of East Bethel  
2023 Final Budget**

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Fire Protection						
	E 101-42210-101 Full-Time Employees Regular	112,070.35	127,539.98	172,253.63	188,400.00	181,500.00
	E 101-42210-102 Full-Time Employees Overtime		1,138.14	4,954.43	-	11,600.00
	E 101-42210-103 Part-Time Employees	172,975.20	190,878.13	148,186.30	176,900.00	195,700.00
	E 101-42210-122 PERA-Coordinated Plan	-	2,714.71	11,261.61	5,500.00	14,700.00
	E 101-42210-125 FICA/Medicare	22,408.68	24,515.14	20,587.32	25,200.00	27,200.00
	E 101-42210-126 Deferred Compensation	2,025.59	2,510.10	3,231.06	4,000.00	4,000.00
	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	72,631.98	75,326.42	80,697.36	65,000.00	75,000.00
	E 101-42210-131 Cafeteria Contribution	16,399.92	21,499.92	30,364.38	35,600.00	36,200.00
	E 101-42210-135 Disability Insurance	1,070.94	1,231.59	1,354.75	1,000.00	1,400.00
	E 101-42210-151 Worker s Comp Insurance Prem	59,937.02	61,339.73	37,369.86	60,000.00	60,000.00
	E 101-42210-201 Office Supplies	339.36	314.91	614.51	4,800.00	1,000.00
	E 101-42210-203 Books/Ref. Materials/Software	522.86	358.00	-	1,600.00	1,000.00
	E 101-42210-211 Cleaning Supplies	814.67	560.32	1,490.17	500.00	600.00
	E 101-42210-212 Motor Fuels	9,724.42	13,023.29	14,739.83	15,000.00	20,000.00
	E 101-42210-213 Lubricants and Additives	821.29	718.78	188.31	300.00	800.00
	E 101-42210-214 Clothing & Personal Equipment	124,207.49	2,792.29	1,251.97	17,000.00	17,000.00
	E 101-42210-215 Shop Supplies	-	23.98	-	300.00	300.00
	E 101-42210-217 Safety Supplies	17,663.75	12,482.32	6,322.80	9,000.00	13,000.00
	E 101-42210-219 General Operating Supplies	3,121.28	3,487.24	943.67	2,500.00	3,500.00
	E 101-42210-221 Motor Vehicles Parts	2,358.96	3,089.06	5,605.48	2,000.00	4,000.00
	E 101-42210-222 Tires	330.50	1,176.57	564.24	2,500.00	1,500.00
	E 101-42210-223 Bldg/Facility Repair Supplies	2,919.27	3,156.80	435.99	2,000.00	3,500.00
	E 101-42210-229 Equipment Parts	649.79	193.95	1,575.51	800.00	800.00
	E 101-42210-231 Small Tools and Minor Equip	240,450.78	23,295.77	27,879.98	24,500.00	24,500.00
	E 101-42210-306 Personnel/Labor Relations	328.13	100.00	-	1,800.00	1,800.00
	E 101-42210-307 Professional Services Fees	8,401.88	4,576.50	5,355.00	9,500.00	9,500.00
	E 101-42210-309 Information Systems	51,545.79	11,600.08	14,690.90	20,000.00	22,500.00
	E 101-42210-321 Telephone	5,303.38	8,066.01	7,460.85	12,000.00	10,000.00
	E 101-42210-341 Personnel Advertising		314.00	-	-	-
	E 101-42210-351 Printing and Duplicating	351.00	-	476.30	1,000.00	1,000.00
	E 101-42210-381 Electric Utilities	10,070.75	10,142.14	9,367.58	9,500.00	9,500.00
	E 101-42210-382 Gas Utilities	6,660.37	9,776.92	9,979.76	10,000.00	10,000.00
	E 101-42210-385 Refuse Removal	2,141.31	1,992.39	1,833.02	1,500.00	2,000.00
	E 101-42210-401 Motor Vehicle Services (Lic d)	3,298.85	-	1,237.97	3,000.00	3,000.00
	E 101-42210-402 Repairs/Maint Machinery/Equip	11,790.14	18,138.15	21,188.43	25,500.00	25,500.00
	E 101-42210-403 Bldgs/Facilities Repair/Maint	14,693.34	8,688.72	4,047.92	18,200.00	18,200.00
	E 101-42210-413 Office Equipment Rental	2,341.87	1,945.05	1,273.52	2,000.00	2,000.00
	E 101-42210-421 Software Licensing	12,730.08	12,000.88	10,413.56	12,500.00	12,500.00
	E 101-42210-422 Auto/Misc Licensing Fees/Taxes	545.16	-	-	2,200.00	500.00
	E 101-42210-431 Equipment Replacement Chgs	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00
	E 101-42210-433 Dues and Subscriptions	1,910.00	1,035.00	860.00	1,700.00	1,700.00
	E 101-42210-434 Conferences/Meetings	64,247.43	25,890.09	30,116.11	20,000.00	20,000.00
		1,198,803.58	826,633.07	829,174.08	933,800.00	987,500.00



## *2023 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

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Engineering						
	E 101-43110-302 Architect/Engineering Fees	9,368.11	13,557.41	8,769.82	40,000.00	40,000.00
		9,368.11	13,557.41	8,769.82	40,000.00	40,000.00



## *2023 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**

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

101-Full-Time Employees Regular Salaries  
\$256,300

Provides for a 3% COLA salary increase and a STEP salary increase for two eligible employees

102-FT- Overtime  
\$1,200

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

103-PT-Wages and Salaries

\$6,800

1 seasonal employee for part time help during the summer months

131-Cafeteria Contribution

\$68,400

City allotment for benefits for full-time employees

211-Cleaning Supplies

\$600

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

212-Motor Fuels

\$20,000

Diesel and gasoline for mowers, trucks and other maintenance equipment

213-Lubricants and Additives

\$500

Oil, grease and hydraulic fluid for park maintenance equipment

214-Clothing and Personal Equipment

\$2,000

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

215-Shop Materials

\$400

Materials necessary to fabricate and/or repair park equipment

216 Chemicals/Chemical products

\$5,000

Includes fertilizer, weed control, etc.; 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

\$5,000

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

231-Small tools and minor equipment

\$1,500

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

306-Personnel/Labor Relations

\$300

Drug compliance testing for all CDL license holders

307-Professional Services Fees

\$600

Fee for taking Park Commission meeting minutes

309 - Information Systems

\$500

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

321-Telephone

\$1,900

Cell phones for Park Maintenance workers

341-Advertising-Personnel

\$200

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

342-Advertising-Legal Notices

\$100

Notices for public hearings for park grants or designations

381-Electric

\$5,000

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

384-Sewer

\$300

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

385-Refuse Removal

\$1,000

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

387-Heating Fuels/Propane

\$300

Propane for thawing graves for winter opening

401-Motor Vehicles (Licensed)

\$1,000

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

402-Equipment Services (Non-licensed)

\$2,500

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

403-Buldings and Facilities

\$3,500

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

405-Park and Landscape Services

\$1,500

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

415-Other Equipment Rentals

\$10,500

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

422-Auto/Misc Licensing Fees/Taxes

\$1,000

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

431-Vehicle Replacement Charges

\$17,000

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

434-Conferneces/Meetings/Training

\$500

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

**City of East Bethel  
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<b>Public Works - Park Maintenance</b>						
	E 101-43201-101 Full-Time Employees Regular	207,633.25	229,641.26	191,622.08	245,300.00	256,300.00
	E 101-43201-102 Full-Time Employees Overtime	780.70	1,580.19	1,010.40	1,100.00	1,200.00
	E 101-43201-103 Part-Time Employees	5,099.50	5,019.00	2,648.00	6,700.00	6,800.00
	E 101-43201-105 Employee On Call/Standby Pay	9,393.69	5,581.56	2,972.82	7,700.00	9,200.00
	E 101-43201-107 Commissions and Boards	420.00	620.00	-	1,700.00	1,700.00
	E 101-43201-122 PERA-Coordinated Plan	16,344.52	17,649.93	14,645.98	18,400.00	19,400.00
	E 101-43201-125 FICA/Medicare	20,813.23	22,273.35	18,598.82	25,700.00	26,800.00
	E 101-43201-126 Deferred Compensation	7,139.40	7,620.55	6,240.96	8,000.00	8,000.00
	E 101-43201-131 Cafeteria Contribution	54,769.12	62,400.00	56,000.00	67,200.00	68,400.00
	E 101-43201-151 Worker s Comp Insurance Prem	22,808.66	20,795.61	15,726.74	23,000.00	23,000.00
	E 101-43201-211 Cleaning Supplies	333.57	949.17	574.18	600.00	600.00
	E 101-43201-212 Motor Fuels	12,832.40	17,290.42	19,453.13	17,000.00	20,000.00
	E 101-43201-213 Lubricants and Additives	493.77	233.01	420.57	500.00	500.00
	E 101-43201-214 Clothing & Personal Equipment	1,349.26	1,834.21	2,278.05	2,000.00	2,000.00
	E 101-43201-215 Shop Supplies	170.46	46.85	16.31	400.00	400.00
	E 101-43201-216 Chemicals and Chem Products	1,785.60	3,458.40	4,125.06	2,500.00	5,000.00
	E 101-43201-217 Safety Supplies	770.33	938.60	343.69	700.00	700.00
	E 101-43201-218 Welding Supplies	-	-	112.11	100.00	100.00
	E 101-43201-219 General Operating Supplies	140.50	363.88	409.11	1,200.00	1,200.00
	E 101-43201-221 Motor Vehicles Parts	729.22	226.02	1,011.53	2,100.00	2,100.00
	E 101-43201-222 Tires	4,359.68	470.20	966.59	1,000.00	1,000.00
	E 101-43201-223 Bldg/Facility Repair Supplies	1,507.57	10,401.62	3,831.70	2,500.00	2,500.00
	E 101-43201-225 Park/Landscaping Materials	4,074.15	6,982.33	8,222.05	7,000.00	7,000.00
	E 101-43201-226 Sign/Striping Repair Materials	-	1,299.33	-	1,500.00	1,500.00
	E 101-43201-229 Equipment Parts	7,109.79	8,480.41	8,578.42	4,500.00	5,000.00
	E 101-43201-231 Small Tools and Minor Equip	1,304.81	4,394.98	3,073.40	1,500.00	1,500.00
	E 101-43201-306 Personnel/Labor Relations	438.12	370.00	67.50	300.00	300.00
	E 101-43201-307 Professional Services Fees	360.00	400.00	200.00	600.00	600.00
	E 101-43201-309 Information Systems	-	-	287.20	500.00	500.00
	E 101-43201-321 Telephone	1,074.00	1,035.24	-	1,000.00	1,900.00
	E 101-43201-341 Personnel Advertising	-	-	30.00	200.00	200.00
	E 101-43201-342 Legal Notices	-	-	-	100.00	100.00
	E 101-43201-381 Electric Utilities	4,589.43	4,569.98	4,006.29	5,000.00	5,000.00
	E 101-43201-384 Sewer Utilities	-	-	-	300.00	300.00
	E 101-43201-385 Refuse Removal	-	-	-	1,000.00	1,000.00
	E 101-43201-387 Heating Fuels/Propane	84.99	-	-	300.00	300.00
	E 101-43201-401 Motor Vehicle Services (Lic d)	-	-	-	1,000.00	1,000.00
	E 101-43201-402 Repairs/Maint Machinery/Equip	700.73	-	58.00	2,500.00	2,500.00
	E 101-43201-403 Bldgs/Facilities Repair/Maint	1,307.75	355.50	3,169.63	3,500.00	3,500.00
	E 101-43201-405 Park & Landscape Services	-	663.75	-	1,500.00	1,500.00
	E 101-43201-415 Other Equipment Rentals	5,350.89	8,587.10	7,181.47	10,500.00	10,500.00
	E 101-43201-422 Auto/Misc Licensing Fees/Taxes	1,053.81	685.99	281.00	1,000.00	1,000.00
	E 101-43201-431 Equipment Replacement Chgs	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00
	E 101-43201-434 Conferences/Meetings	225.00	-	550.87	500.00	500.00
		414,347.90	464,218.44	395,713.66	496,700.00	519,600.00



## ***2023 Budget***

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

### **DEPARTMENTAL PROFILE**

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

### **DEPARTMENTAL GOALS**

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

### **EXPENDITURE DETAILS**

#### **STAFFING**

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

101-Full-Time Employees Regular Salaries  
\$364,900

Provides for a 3% COLA salary increase for each employee and STEP increases for one eligible employees

102 FT-Overtime  
\$11,600  
Thirty five hours per person for snow plowing

103-PT-Wages and Salaries  
\$6,800  
1 seasonal employee for part time help during the summer months

131-Cafeteria Contribution

\$85,500

City allotment for benefits for full-time employees

201 Office Supplies

\$100

Paper, pens, ink for copier and printer

211-Cleaning Supplies

\$800

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

212-Motor Fuels

\$40,000

Gasoline and diesel fuel for maintenance equipment

213-Lubricants

\$5,000

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

214-Clothing and Personal Equipment

\$3,000

Uniforms for maintenance employees, safety boot allowance per employee

215-Shop Supplies

\$1,500

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

216-Chemicals and Chemical Products

\$200

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

217-Safety Supplies

\$1,800

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

218-Welding Supplies

\$1,000

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

219-General Operating Supplies

\$500

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

#### 221-Motor Vehicle Parts

\$10,000

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

#### 222-Tires

\$6,000

Replacement tires for maintenance equipment; on average, an F-550 requires 6 tires replaced on a three year basis with an average cost of \$225 per tire and total cost of \$1,350. A single axle dump truck requires 6 truck tires @ \$300 each to be replaced on each truck every 4 years or an annual cost of \$1,800. Replace two tractor tires @ \$1,200 ea. and 4 tires on a F-150 for a total cost of \$600. Motor grader is \$8,000. Front end loader is \$5,000.

#### 223-Bldg/Facility Repair Supplies

\$1,000

Materials for repair to shop building and property

#### 224-Street Maintenance Supplies

\$83,500

650 tons of salt -- \$55,000; 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. Salt prices have been up 20% over the past two years.

#### 226-Signs and Striping Supplies

\$11,000

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

#### 229- Equipment Parts

\$14,000

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

#### 230-Snowplow Cutting Edges

\$10,000

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

#### 231-Small Tools and Minor Equipment

\$5,000

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

306-Personnel and Labor Relations  
\$400  
Drug testing for CDL enforcement

307- Professional Service Fees  
\$5,000  
Animal control trappers and GIS development - \$1,800  
SafeAssure Safety Consultant - \$3,200  
SafeAssure provides annual OSHA required training

309 - Information Systems  
\$6,500  
Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support and data center network

321- Telephone  
\$1,700  
Cellular phones for Street Maintenance Staff

331 – Travel Expenses  
\$1,000  
Mileage reimbursement for On Call

341-Personnel Advertising  
\$100  
General advertising for positions that may open due to attrition or resignation

342- Legal Notices  
\$100  
Publishing overlay and Class-5 bid requests

381-Utility Services-Electric  
\$20,000  
Electric service for maintenance facilities, street lights and signals; projected budgeted amount is in line with historical electrical utility bills

382-Utility Service-Gas  
\$7,000  
Gas service for maintenance facilities

385-Utility Services-Refuse Removal  
\$3,200  
Refuse removal at maintenance facility and tree removal in R.O.W.

388-Utility Services-Hazardous Waste Disposal  
\$500  
Cleanup and disposal of hazardous waste such as meth lab debris, tires and batteries

401-Motor Vehicle Services (Licensed)

\$8,200

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

402-Equipment Services (Non-licensed)

\$6,400

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

403-Buldings and Facilities

\$4,000

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

404-Street Maintenance Services

\$55,000

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

422-Auto License Fees

\$100

Tax exempt licensure required for City owned maintenance vehicles

431- Vehicle Replacement Charges

\$135,000

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

433-Dues and Subscriptions

\$100

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

434-Conferences/Meetings/Training

\$400

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

**City of East Bethel  
2023 Final Budget**

	<b>Account Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual 1/1/22 through 10/31/22</b>	<b>2022 Budget</b>	<b>2023 Final Budget</b>
Public Works - Streets						
	E 101-43220-101 Full-Time Employees Regular	301,964.93	312,045.89	268,647.05	358,800.00	364,900.00
	E 101-43220-102 Full-Time Employees Overtime	8,673.95	11,950.32	5,059.60	11,500.00	11,600.00
	E 101-43220-103 Part-Time Employees	5,261.50	5,275.50	2,648.00	6,700.00	6,800.00
	E 101-43220-105 Employee On Call/Standby Pay	5,305.18	9,755.86	9,079.32	9,900.00	11,500.00
	E 101-43220-107 Commissions and Boards	240.00	-	-	-	-
	E 101-43220-122 PERA-Coordinated Plan	23,328.10	24,599.54	21,090.18	26,900.00	29,400.00
	E 101-43220-125 FICA/Medicare	28,912.76	31,035.16	26,947.40	36,800.00	37,500.00
	E 101-43220-126 Deferred Compensation	8,609.32	9,530.16	8,196.54	10,000.00	10,000.00
	E 101-43220-131 Cafeteria Contribution	69,000.00	71,225.90	70,000.00	84,000.00	85,500.00
	E 101-43220-151 Worker s Comp Insurance Prem	41,107.32	37,622.07	20,865.10	40,000.00	40,000.00
	E 101-43220-201 Office Supplies	242.90	63.45	43.95	100.00	100.00
	E 101-43220-211 Cleaning Supplies	1,231.69	521.47	685.98	800.00	800.00
	E 101-43220-212 Motor Fuels	22,144.79	29,969.22	33,499.54	33,000.00	40,000.00
	E 101-43220-213 Lubricants and Additives	2,900.94	3,715.02	3,366.45	5,000.00	5,000.00
	E 101-43220-214 Clothing & Personal Equipment	1,690.89	3,691.89	2,343.97	3,000.00	3,000.00
	E 101-43220-215 Shop Supplies	1,993.07	1,719.36	956.79	1,200.00	1,500.00
	E 101-43220-216 Chemicals and Chem Products	1,031.99	589.07	34.74	200.00	200.00
	E 101-43220-217 Safety Supplies	1,060.37	1,062.94	174.95	1,800.00	1,800.00
	E 101-43220-218 Welding Supplies	-	300.93	179.90	1,000.00	1,000.00
	E 101-43220-219 General Operating Supplies	153.24	304.48	132.21	500.00	500.00
	E 101-43220-221 Motor Vehicles Parts	9,231.15	14,245.69	10,553.96	10,000.00	10,000.00
	E 101-43220-222 Tires	10,761.00	6,274.49	1,424.00	5,500.00	6,000.00
	E 101-43220-223 Bldg/Facility Repair Supplies	1,920.02	3,182.40	3,113.61	500.00	1,000.00
	E 101-43220-224 Street Maint Materials	60,743.65	45,642.01	47,402.98	83,500.00	83,500.00
	E 101-43220-226 Sign/Striping Repair Materials	5,313.62	10,606.28	4,480.85	11,000.00	11,000.00
	E 101-43220-229 Equipment Parts	10,866.85	13,305.11	12,648.29	14,000.00	14,000.00
	E 101-43220-230 Snowplow Cutting Edges	8,015.24	2,763.67	7,755.10	10,000.00	10,000.00
	E 101-43220-231 Small Tools and Minor Equip	11,488.78	10,255.06	3,797.68	5,000.00	5,000.00
	E 101-43220-306 Personnel/Labor Relations	683.50	550.00	742.50	400.00	400.00
	E 101-43220-307 Professional Services Fees	4,465.76	4,212.24	4,009.86	5,000.00	5,000.00
	E 101-43220-309 Information Systems	4,380.30	5,070.48	7,544.03	5,300.00	6,500.00
	E 101-43220-321 Telephone	1,208.54	1,232.40	253.28	1,000.00	1,700.00
	E 101-43220-331 Travel Expenses	772.30	960.38	884.43	-	1,000.00
	E 101-43220-341 Personnel Advertising	1,523.00	-	178.10	100.00	100.00
	E 101-43220-342 Legal Notices	279.50	-	-	100.00	100.00
	E 101-43220-381 Electric Utilities	18,655.02	21,040.86	16,964.58	20,000.00	20,000.00
	E 101-43220-382 Gas Utilities	4,059.93	5,776.05	6,011.02	7,000.00	7,000.00
	E 101-43220-385 Refuse Removal	14,699.75	9,101.69	6,438.84	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)	4,346.64	4,666.89	1,407.68	8,200.00	8,200.00
	E 101-43220-402 Repairs/Maint Machinery/Equip	2,801.27	557.80	538.20	6,400.00	6,400.00
	E 101-43220-403 Bldgs/Facilities Repair/Maint	1,410.42	5,353.95	5,580.95	4,000.00	4,000.00
	E 101-43220-404 Street Maint Services	39,377.60	39,018.34	9,475.00	55,000.00	55,000.00
	E 101-43220-422 Auto/Misc Licensing Fees/Taxes	2,349.99	4,961.17	205.25	100.00	100.00
	E 101-43220-431 Equipment Replacement Chgs	135,000.00	135,000.00	135,000.00	135,000.00	135,000.00
	E 101-43220-433 Dues and Subscriptions	-	-	2,110.00	100.00	100.00
	E 101-43220-434 Conferences/Meetings	-	1,875.00	270.00	400.00	400.00
		879,206.77	900,630.19	762,741.86	1,022,500.00	1,046,300.00



## *2023 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  
\$6,500 Booster Days Fireworks Display

**City of East Bethel  
2023 Final Budget**

	<b>Account Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual 1/1/22 through 10/31/22</b>	<b>2022 Budget</b>	<b>2023 Final Budget</b>
Civic Events						
	E 101-45311-307 Professional Services Fees	-	5,000.00	6,500.00	5,000.00	<b>6,500.00</b>
		-	5,000.00	6,500.00	5,000.00	<b>6,500.00</b>



## *2023 Budget*

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

### **DEPARTMENTAL PROFILE**

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

### **DEPARTMENTAL GOALS**

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

### **EXPENDITURE DETAILS**

307-Professional Services  
\$5,000

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

\$5,000 Agent Fees

361-General Liability Insurance  
\$33,500

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

362-Property Insurance  
\$40,500

Insurance covering all property owned by the City

363-Automotive Insurance  
\$13,500

Insurance for City vehicles

**City of East Bethel  
2023 Final Budget**

	<b>Account Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual 1/1/22 through 10/31/22</b>	<b>2022 Budget</b>	<b>2023 Final Budget</b>
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	28,942.00	33,558.00	32,288.00	33,500.00	33,500.00
	E 101-48140-362 Property Ins	39,098.00	43,253.00	38,314.00	43,500.00	40,500.00
	E 101-48140-363 Automotive Ins	11,952.00	10,315.00	13,075.00	10,500.00	13,500.00
		84,992.00	92,126.00	88,677.00	92,500.00	92,500.00



## *2023 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  
\$500,000  
Allocate funding for roads projects to include mill and overlay and construction

936-Transfer to Parks Capital Fund  
\$100,000  
Funding for park projects such as playground equipment replacement

**City of East Bethel  
2023 Final Budget**

	<b>Account Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual 1/1/22 through 10/31/22</b>	<b>2022 Budget</b>	<b>2023 Final Budget</b>
Transfers / Other						
	E 101-49360-932 Bldg Capital Transfers	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
	E 101-49360-935 Street Capital Transfers	475,000.00	475,000.00	500,000.00	500,000.00	500,000.00
	E 101-49360-936 Parks Capital Transfers	85,000.00	90,000.00	95,000.00	95,000.00	100,000.00
	E 101-49360-934 Debt Fund Transfer		531,754.03	-		-
	E 101-42000-510 Land	258,744.86	-	-		-
	E 101-22700-942 CARES Business Grant Award	195,306.00	-	-		-
		1,064,050.86	1,146,754.03	645,000.00	645,000.00	650,000.00

**City of East Bethel**  
**2023 Special Revenue Fund Budget (Summary)**

Fund Description	Recycling	HRA	EDA	Total
Fund Number	226	230	232	
<b>Revenue</b>				
Levy		77,000	136,200	<b>213,200</b>
County Grants	66,100			<b>66,100</b>
Fees	2,000			<b>2,000</b>
Interest Earnings	100	1,000	1,000	<b>2,100</b>
<b>Total Revenue</b>	<b>68,200</b>	<b>78,000</b>	<b>137,200</b>	<b>283,400</b>
<b>Expenditures</b>				
Salaries and Wages	-	-	-	-
Supplies	2,300	-	-	<b>2,300</b>
Fees for Service	65,900	500	13,800	<b>80,200</b>
Transfer to General for Salaries	-	30,000	120,000	<b>150,000</b>
<b>Total Expenditures</b>	<b>68,200</b>	<b>30,500</b>	<b>133,800</b>	<b>232,500</b>
<b>Revenue over Expenditures</b>	<b>-</b>	<b>47,500</b>	<b>3,400</b>	<b>50,900</b>



## 2023 Budget

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

### DEPARTMENTAL PROFILE

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

### DEPARTMENTAL GOALS

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

### REVENUE DETAILS

33600-County Grants

\$66,100

Anoka County reimbursement grant for recycling activities

34403-Recyclables Redeemed

\$2,000

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

### EXPENDITURE DETAILS

223 – Building Facility Repair Supplies

\$2,000

Recycle building and equipment repair costs

307-Professional Services

\$46,500

Management fees for operating the recycling center.

Cedar East Bethel Lions: \$1,200 monthly to manage the Recycling Center and \$418.04 per month for drop off Saturday recycling: \$20,000

Electronics Recycling: \$2,000

First State Tire Recycling: \$2,000

Evergreen Recycling: \$22,500

322-Postage/Delivery

\$2,000

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

381-Electric Utilities

\$1,600

Electrical service for the recycle building

382-Gas Utilities

\$1,500

Gas service for the recycle building

385-Refuse Removal

\$5,500

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

402-Repairs/Maint Machinery/Equip

\$1,500

Repair/maintenance/replacement of equipment

403-Bldgs/Facilities Repair/Maint

\$4,400

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

415-Other Equipment Rentals

\$1,000

Rental of porta-potties at the recycling center

422-Auto/Misc Licensing Fees/Taxes

\$1,500

**City of East Bethel  
2023 Final Budget**

	<b>Account Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual 1/1/22 through 10/31/22</b>	<b>2022 Budget</b>	<b>2023 Final Budget</b>
Recycling						
	E 226-43235-101 Full-Time Employees Regular	-	-	-	-	-
	E 226-43235-102 Full-Time Employees Overtime	-	-	-	-	-
	E 226-43235-122 PERA-Coordinated Plan	-	-	-	-	-
	E 226-43235-125 FICA/Medicare	-	-	-	-	-
	E 226-43235-131 Cafeteria Contribution	-	-	-	-	-
	E 226-43235-126 Deferred Compensation	-	-	-	-	-
	E 226-43235-201 Office Supplies	-	-	-	100.00	-
	E 226-43235-219 General Operating Supplies	69.51	529.41	87.79	200.00	300.00
	E 226-43235-223 Bldg/Facility Repair Supplies	86.08	3,144.77	503.81	900.00	2,000.00
	E 226-43235-231 Small Tools and Minor Equip	-	44.98	-	-	-
	E 226-43235-307 Professional Services Fees	50,529.21	36,657.82	26,338.66	46,500.00	46,500.00
	E 226-43235-322 Postage/Delivery	1,786.90	2,455.78	1,423.72	1,500.00	2,000.00
	E 226-43235-331 Travel Expenses	8.80	-	5.50	100.00	100.00
	E 226-43235-343 Other Advertising	-	-	-	1,000.00	-
	E 226-43235-351 Printing and Duplicating	123.48	443.05	250.83	300.00	300.00
	E 226-43235-381 Electric Utilities	1,294.81	1,567.88	726.08	1,600.00	1,600.00
	E 226-43235-382 Gas Utilities	1,074.51	1,299.37	1,135.02	2,000.00	1,500.00
	E 226-43235-385 Refuse Removal	5,421.07	5,573.41	4,788.47	4,500.00	5,500.00
	E 226-43235-402 Repairs/Maint Machinery/Equip	-	-	1,465.00	500.00	1,500.00
	E 226-43235-403 Bldgs/Facilities Repair/Maint	2,430.66	11.00	171.00	6,900.00	4,400.00
	E 226-43235-415 Other Equipment Rentals	960.00	1,050.00	658.93	900.00	1,000.00
	E 226-43235-422 Auto/Misc Licensing Fees/Taxes	21.30	1,373.64	1,373.64	100.00	1,500.00
		63,806.33	54,151.11	38,928.45	67,100.00	68,200.00



## 2023 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**

434-Conferences/Training

\$500

Staff and Board members continued education

933-Transfer to City General Fund

\$30,000

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

**City of East Bethel  
2023 Final Budget**

	<b>Account Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual 1/1/22 through 10/31/22</b>	<b>2022 Budget</b>	<b>2023 Final Budget</b>
HRA						
	E 230-23000-434 Conferences/Meetings	295.00	-	-	500.00	500.00
	E 230-23000-933 Gen 1 Fund Reimb Transfers	28,000.00	30,000.00	30,000.00	30,000.00	30,000.00
		28,295.00	30,000.00	30,000.00	30,500.00	30,500.00



## 2023 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  
\$1,000

307-Professional Services Fees  
\$12,200  
\$7,000 for Civic Plus Webhosting  
\$4,500 for Civic Engage (Online Payments)  
\$700 Anoka County Economic Development Cost Share

433-Dues and Subscriptions  
\$600  
Economic Development Association of Minnesota (EDAM) membership, EDAM annual conference, Ehler’s conference

933-Transfer to City General Fund  
\$120,000  
Support Executive Director, Community Development Director, and Support Staff

**City of East Bethel  
2023 Final Budget**

	<b>Account Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual 1/1/22 through 10/31/22</b>	<b>2022 Budget</b>	<b>2023 Final Budget</b>
EDA						
	E 232-23200-107 Commissions and Boards	340.00	780.00	-	1,500.00	1,000.00
	E 232-23200-201 Office Supplies			32.14		
	E 232-23200-307 Professional Services Fees	7,032.61	13,372.73	68,773.04	7,000.00	12,200.00
	E 232-23200-331 Travel Expenses	-	-	-	100.00	-
	E 232-23200-433 Dues and Subscriptions	295.00	125.00	125.00	1,600.00	600.00
	E 232-23200-933 Gen 1 Fund Reimb Transfers	111,000.00	117,000.00	120,000.00	120,000.00	120,000.00
		118,667.61	131,277.73	188,930.18	130,200.00	133,800.00

## City of East Bethel 2023 Debt Service Budget

Fund Description	2015A	2014A	Total
Fund Number	310	311	
<b>Revenue</b>			
Levy	614,500	331,000	945,500
Special Assessments	11,500		11,500
Interest Earned	1,500	6,000	7,500
<b>Total Revenue</b>	<b>627,500</b>	<b>337,000</b>	<b>964,500</b>
<b>Expenditures</b>			
Principal	150,000	200,000	350,000
Interest	362,000	160,000	522,000
Fiscal Agent Fees	1,500	1,500	3,000
<b>Total Expenditures</b>	<b>513,500</b>	<b>361,500</b>	<b>875,000</b>
<b>Revenue over Expenditures</b>	<b>114,000</b>	<b>(24,500)</b>	<b>89,500</b>

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

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

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

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

City of East Bethel  
Debt Service Schedule

Paying Agent  
Callable

Bond Trust  
2/1/2023

Bond Trust  
2/1/2023

Original Principal	2015A	2014A	Total
	Feb/Aug	Feb/Aug	
	\$ 11,850,000	\$ 5,485,000	
	310	311	
Principal	150,000.00	200,000.00	350,000.00
Interest	361,700.00	159,925.00	521,625.00
<b>Total 2023</b>	<b>511,700.00</b>	<b>359,925.00</b>	<b>871,625.00</b>
Principal	205,000.00	200,000.00	405,000.00
Interest	354,600.00	154,575.00	509,175.00
<b>Total 2024</b>	<b>559,600.00</b>	<b>354,575.00</b>	<b>914,175.00</b>
Principal	235,000.00	210,000.00	445,000.00
Interest	345,800.00	149,337.50	495,137.50
<b>Total 2025</b>	<b>580,800.00</b>	<b>359,337.50</b>	<b>940,137.50</b>
Principal	290,000.00	220,000.00	510,000.00
Interest	335,300.00	143,425.00	478,725.00
<b>Total 2026</b>	<b>625,300.00</b>	<b>363,425.00</b>	<b>988,725.00</b>
Principal	350,000.00	225,000.00	575,000.00
Interest	324,250.00	137,025.00	461,275.00
<b>Total 2027</b>	<b>674,250.00</b>	<b>362,025.00</b>	<b>1,036,275.00</b>
Principal	420,000.00	230,000.00	650,000.00
Interest	312,700.00	130,200.00	442,900.00
<b>Total 2028</b>	<b>732,700.00</b>	<b>360,200.00</b>	<b>1,092,900.00</b>
Principal	480,000.00	245,000.00	725,000.00
Interest	299,200.00	122,462.50	421,662.50
<b>Total 2029</b>	<b>779,200.00</b>	<b>367,462.50</b>	<b>1,146,662.50</b>
Principal	555,000.00	255,000.00	810,000.00
Interest	283,675.00	113,712.50	397,387.50
<b>Total 2030</b>	<b>838,675.00</b>	<b>368,712.50</b>	<b>1,207,387.50</b>
Principal	665,000.00	265,000.00	930,000.00
Interest	264,959.38	104,612.50	369,571.88
<b>Total 2031</b>	<b>929,959.38</b>	<b>369,612.50</b>	<b>1,299,571.88</b>
Principal	750,000.00	280,000.00	1,030,000.00
Interest	242,850.01	95,075.00	337,925.01
<b>Total 2032</b>	<b>992,850.01</b>	<b>375,075.00</b>	<b>1,367,925.01</b>
Principal	770,000.00	295,000.00	1,065,000.00
Interest	218,618.76	85,012.50	303,631.26
<b>Total 2033</b>	<b>988,618.76</b>	<b>380,012.50</b>	<b>1,368,631.26</b>
Principal	790,000.00	310,000.00	1,100,000.00
Interest	193,268.76	74,425.00	267,693.76
<b>Total 2034</b>	<b>983,268.76</b>	<b>384,425.00</b>	<b>1,367,693.76</b>
Principal	815,000.00	320,000.00	1,135,000.00
Interest	166,678.13	62,600.00	229,278.13
<b>Total 2035</b>	<b>981,678.13</b>	<b>382,600.00</b>	<b>1,364,278.13</b>
Principal	840,000.00	255,000.00	1,095,000.00
Interest	138,750.00	51,100.00	189,850.00
<b>Total 2036</b>	<b>978,750.00</b>	<b>306,100.00</b>	<b>1,284,850.00</b>
Principal	860,000.00	265,000.00	1,125,000.00
Interest	110,062.50	40,700.00	150,762.50
<b>Total 2037</b>	<b>970,062.50</b>	<b>305,700.00</b>	<b>1,275,762.50</b>
Principal	885,000.00	280,000.00	1,165,000.00
Interest	80,062.50	29,800.00	109,862.50
<b>Total 2038</b>	<b>965,062.50</b>	<b>309,800.00</b>	<b>1,274,862.50</b>
Principal	910,000.00	295,000.00	1,205,000.00
Interest	48,650.00	18,300.00	66,950.00
<b>Total 2039</b>	<b>958,650.00</b>	<b>313,300.00</b>	<b>1,271,950.00</b>
Principal	935,000.00	310,000.00	1,245,000.00
Interest	16,362.50	6,200.00	22,562.50
<b>Total 2040</b>	<b>951,362.50</b>	<b>316,200.00</b>	<b>1,267,562.50</b>
<b>Principal due 2023 to 2040</b>	<b>10,905,000.00</b>	<b>4,660,000.00</b>	<b>15,565,000.00</b>
<b>Interest due 2023 to 2040</b>	<b>4,097,487.54</b>	<b>1,678,487.50</b>	<b>5,775,975.04</b>
<b>Rates</b>	<b>3.0 - 4.0%</b>	<b>3.0 - 4.0%</b>	

**City of East Bethel**  
**2023 Enterprise Fund Budget (Summary)**

Fund Description	Water	Sewer	Arena	Total
Fund Number	601	602	615	
<b>Revenue</b>				
Sales	231,000	250,300	215,800	<b>697,100</b>
Penalties	2,000	1,000	-	<b>3,000</b>
Interest	2,000	2,000	800	<b>4,800</b>
<b>Total Revenue</b>	<b>235,000</b>	<b>253,300</b>	<b>216,600</b>	<b>704,900</b>
<b>Expenditures</b>				
Transfer to General Fund for Salaries	68,000	68,000	-	<b>136,000</b>
Supplies	23,200	3,500	6,500	<b>33,200</b>
Fees for Service	49,300	142,000	156,100	<b>347,400</b>
<b>Total Current Expenditures</b>	<b>140,500</b>	<b>213,500</b>	<b>162,600</b>	<b>516,600</b>
<b>Net Cash (Inflow / Outflow)</b>	<b>94,500</b>	<b>39,800</b>	<b>54,000</b>	<b>188,300</b>
<b>Depreciation / Other Non Operating Expenses</b>				
Depreciation	258,000	280,000	54,000	<b>592,000</b>
RCL Principal Balance Adjustment	-	500,000	-	<b>500,000</b>
<b>Total Non-Current Expenditures</b>	<b>258,000</b>	<b>780,000</b>	<b>54,000</b>	<b>1,092,000</b>
<b>Total Expenditures</b>	<b>398,500</b>	<b>993,500</b>	<b>216,600</b>	<b>1,608,600</b>
<b>Net Income</b>	<b>(163,500)</b>	<b>(740,200)</b>	<b>-</b>	<b>(903,700)</b>



## 2023 Budget

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

### DEPARTMENTAL PROFILE

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

### DEPARTMENTAL GOALS

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

### USER FEE SUMMARY

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

The typical water customer can be classified into three different categories—residential (whispering aspen), residential (viking preserve) and non-residential each with a fixed and variable component to the cost structure. There are currently 146 residential parcels and 30 (308 ERU's) non-residential parcels serviced by the City's water system. All rates are chronicled below:

	2022	2023
<b>RESIDENTIAL Whispering Aspen</b>		
<b>BASE CHARGE</b>	\$18.77 PER MONTH	\$18.77 PER MONTH
<b>USAGE CHARGES</b>		
0 - 5,000 GALLONS PER MONTH	\$10.60 PER 1,000 Gallons	\$10.60 PER 1,000 Gallons
5,001 - 10,000 GALLONS PER MONTH	\$12.72 PER 1,000 Gallons	\$12.72 PER 1,000 Gallons
Over 10,000 GALLONS PER MONTH	\$15.26 PER 1,000 Gallons	\$15.26 PER 1,000 Gallons
<b>COMMERCIAL / Non Residential / PHASE I / Viking Preserve</b>		
<b>BASE CHARGE</b>	\$17.50 PER ERU/MONTH	\$17.50 PER ERU/MONTH
<b>USAGE CHARGES</b>		
0 – 5,000 GALLONS PER MONTH	\$3.50 PER 1,000 Gallons	\$3.50 PER 1,000 Gallons
5,001 to 10,000 GALLONS PER MONTH	\$3.80 PER 1,000 Gallons	\$3.80 PER 1,000 Gallons
Over 10,000 GALLONS PER MONTH	\$4.10 PER 1,000 Gallons	\$4.10 PER 1,000 Gallons

## **EXPENDITURE DETAILS**

### 211-Cleaning Supplies

\$100

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

### 216-Chemicals and Chemical Products

\$5,000

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

\$2,000

Miscellaneous materials for repair and maintenance of the water building

### 227-Utility System Supplies

\$15,000

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

### 231-Small Tools & Minor Equip

\$1,000

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

### 307-Professional Services

\$7,000

Required periodic water testing and software upgrades for treatment plant.

### 309-Information Systems

\$3,000

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

### 321-Telephone

\$5,000

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

### 381-Electric Utilities

\$19,000

Utilities for the Water Plant/Whispering Aspen Community Center

### 382-Gas Utilities

\$3,000

Utilities for the Water Plant/Whispering Aspen Community Center

402-Repairs/Maintenance on Machinery/Equipment

\$1,000

Repair/maintenance/replacement of fire hydrants and other equipment

403-Buildings/Facilities Repair and Maintenance

\$9,000

General building repair items

421-Software Licensing

\$1,000

Banyon Utility Billing Software

434-Conferences and Meetings

\$1,000

Costs associated with annual re-certification of water licenses

481-Depreciation Expense

\$258,000

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

933-Transfer to City General Fund

\$68,000

Support Public Works Manager, Public Works Maintenance and Administration Staff

**City of East Bethel  
2023 Final Budget**

	<b>Account Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual 1/1/22 through 10/31/22</b>	<b>2022 Budget</b>	<b>2023 Final Budget</b>
<b>Expenditures</b>						
	E 601-49401-211 Cleaning Supplies	-	92.81	-	100.00	100.00
	E 601-49401-216 Chemicals and Chem Products	3,651.58	5,850.33	6,429.47	4,000.00	5,000.00
	E 601-49401-217 Safety Supplies	140.40	-	-	100.00	100.00
	E 601-49401-223 Bldg/Facility Repair Supplies	1,791.88	1,209.36	677.99	2,000.00	2,000.00
	E 601-49401-227 Utility Maint Supplies	17,913.81	13,223.45	7,848.64	5,000.00	15,000.00
	E 601-49401-231 Small Tools and Minor Equip	1,171.08	650.00	-	500.00	1,000.00
	E 601-49401-307 Professional Services Fees	5,236.00	8,957.92	1,654.97	1,200.00	7,000.00
	E 601-49401-309 Information Systems	4,797.34	5,070.48	2,097.64	5,600.00	3,000.00
	E 601-49401-321 Telephone	4,666.98	4,704.52	4,275.88	4,800.00	5,000.00
	E 601-49401-342 Legal Notices	-	-	-	200.00	-
	E 601-49401-381 Electric Utilities	19,023.88	18,356.88	16,559.00	19,000.00	19,000.00
	E 601-49401-382 Gas Utilities	2,159.28	3,313.24	2,627.91	3,000.00	3,000.00
	E 601-49401-402 Repairs/Maint Machinery/Equip	70.97	800.00	420.00	2,000.00	1,000.00
	E 601-49401-403 Bldgs/Facilities Repair/Maint	4,852.23	12,780.50	9,148.50	1,000.00	9,000.00
	E 601-49401-421 Software Licensing	790.00	1,315.85	8,894.50	1,000.00	1,000.00
	E 601-49401-422 Auto/Misc Licensing Fees/Taxes	202.26	849.39	-	300.00	300.00
	E 601-49401-434 Conferences/Meetings	900.00	900.00	940.00	1,000.00	1,000.00
	E 601-49401-481 Depreciation Expense	257,948.04	257,948.04	-	258,000.00	258,000.00
	E 601-49401-933 Gen 1 Fund Reimb Transfers	61,000.00	64,000.00	66,000.00	66,000.00	68,000.00
	<b>Total Expenditures - Water Fund</b>	<b>386,315.73</b>	<b>400,022.77</b>	<b>127,574.50</b>	<b>374,800.00</b>	<b>398,500.00</b>



## 2023 Budget

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

### DEPARTMENTAL PROFILE

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

### DEPARTMENTAL GOALS

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

### USER FEE SUMMARY

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

The typical sewer customer can be classified into three different categories—residential, mobile and non-residential each with a fixed and variable component to the cost structure. There are currently 146 residential parcels, 30 (308 ERU’s) commercial parcels and 1 mobile customer (roughly 189 mobile units) serviced by the Metropolitan Council’s sewer system that is located in East Bethel. The 2023 proposed sales revenue is based on no additions to the current customer base. All rates are chronicled below:

<b>Residential / Non-Residential</b>	<b>2022</b>	<b>2023</b>
BASE CHARGE PER ERU	\$6.30 PER MONTH	\$6.30 PER MONTH
USAGE CHARGE	\$6.70 PER 1,000 GALLONS	\$6.70 PER 1,000 GALLONS
<i>(Residential based on water use during January)</i>		
<b>Mobile Park</b>	<b>2022</b>	<b>2023</b>
BASE CHARGE	\$1,190 PER MONTH	\$1,190 PER MONTH
USAGE CHARGE	\$6.70 PER 1,000 GALLONS	\$6.70 PER 1,000 GALLONS

## **EXPENDITURE DETAILS**

### 217-Safety Supplies

\$500

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

\$63,000

MCES waste water treatment charges

2023 - \$63,188 \*estimate per MCES

2022 - \$48,254

2021 - \$34,948

2020 - \$38,069

2019 - \$33,108

2018 - \$26,152

2017 - \$24,772

2016 - \$20,735

### 381-Electric Utilities

\$4,000

Utilities for the lift stations

### 403-Buildings/Facilities Repair and Maintenance

\$10,000

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

### 421-Software Licensing

\$1,000

Banyon Utility Billing Software

### 434-Conferences and Meetings

\$1,000

Costs associated with annual re-certification of sewer license

481-Depreciation Expense  
\$280,000

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

626-Reserve Capacity Loan Payment  
\$563,000

The reserve capacity loan payment is equal to the MCES waste water treatment charges of \$63,000

The adjustment amount to the principal balance on the loan if the quota for SAC units is not reached is roughly \$500,000

933-Transfer to City General Fund  
\$68,000

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

**City of East Bethel  
2023 Final Budget**

	<b>Account Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual 1/1/22 through 10/31/22</b>	<b>2022 Budget</b>	<b>2023 Final Budget</b>
<b>Expenditures</b>						
	E 602-49451-217 Safety Supplies	-	-	-	500.00	500.00
	E 602-49451-223 Bldg/Facility Repair Supplies	8.99	-	239.44	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	-	-	-	500.00	500.00
	E 602-49451-307 Professional Services Fees	38,068.80	34,948.20	44,232.98	48,500.00	63,000.00
	E 602-49451-381 Electric Utilities	3,181.13	3,212.30	2,739.74	4,000.00	4,000.00
	E 602-49451-403 Bldgs/Facilities Repair/Maint	12,830.26	5,284.00	-	1,000.00	10,000.00
	E 602-49451-421 Software Licensing	790.00	692.50	715.00	1,000.00	1,000.00
	E 602-49451-434 Conferences/Meetings	-	-	-	500.00	1,000.00
	E 602-49451-481 Depreciation Expense	279,416.29	279,416.29	-	280,000.00	280,000.00
	E 602-49451-626 Loan Payment	305,639.79	146,468.18	48,254.18	615,000.00	563,000.00
	E 602-49451-933 Gen 1 Fund Reimb Transfers	61,000.00	64,000.00	66,000.00	66,000.00	68,000.00
			-			
<b>Total Expenditures - Sewer Fund</b>		<b>700,935.26</b>	<b>534,021.47</b>	<b>162,181.34</b>	<b>1,019,500.00</b>	<b>993,500.00</b>



## 2023 Budget

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

### DEPARTMENTAL PROFILE

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

### DEPARTMENTAL GOALS

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

### USER FEE SUMMARY

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

The two primary users of the arena are the St. Francis Youth Hockey Association and St. Francis High School. The 2023 user rates are proposed to remain the same as 2022. All rates are chronicled below:

<b>ICE ARENA</b>	2022	2023
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

\$1,000

Cleaning supplies for Arena

223-Buildings & Facilities Repair and Maintenance Supplies

\$3,000

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

307-Professional Services

\$85,000

Reimburse management labor expenses for contracted Arena personnel

309-Information Systems

\$1,000

Internet Service

381-Electric Utilities

\$32,000

Electricity needs of the Arena

382-Gas Utilities

\$15,000

Natural gas heating needs of the Arena

402-Repairs to Machinery

\$2,500

Potential repairs to the Zamboni and other equipment

403-Building & Facilities Repair and Maintenance Services

\$16,500

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

481-Depreciation

\$54,000

Depreciation on Arena and equipment

**City of East Bethel  
2023 Final Budget**

	<b>Account Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual 1/1/22 through 10/31/22</b>	<b>2022 Budget</b>	<b>2023 Final Budget</b>
<b>Expenditures</b>						
	E 615-49851-211 Cleaning Supplies	2,091.43	1,727.65	1,560.93	1,000.00	1,000.00
	E 615-49851-219 General Operating Supplies	1,449.12	1,370.89	546.56	2,000.00	2,000.00
	E 615-49851-223 Bldg/Facility Repair Supplies	395.69	2,368.05	10,066.19	3,000.00	3,000.00
	E 615-49851-231 Small Tools and Minor Equip	950.85	-	-	500.00	500.00
	E 615-49851-307 Professional Services Fees	80,395.00	91,500.00	63,185.00	85,000.00	85,000.00
	E 615-49851-309 Information Systems	900.00	900.00	750.00	1,000.00	1,000.00
	E 615-49851-321 Telephone	158.30	29.41	26.64	300.00	100.00
	E 615-49851-381 Electric Utilities	29,941.78	36,111.83	25,736.71	32,000.00	32,000.00
	E 615-49851-382 Gas Utilities	9,186.67	16,142.93	15,264.71	15,000.00	15,000.00
	E 615-49851-385 Refuse Removal	1,820.67	2,584.85	2,328.76	2,000.00	2,000.00
	E 615-49851-402 Repairs/Maint Machinery/Equip	-	1,924.80	4,039.56	2,500.00	2,500.00
	E 615-49851-403 Bldgs/Facilities Repair/Maint	11,171.15	7,974.51	52,035.21	16,500.00	16,500.00
	E 615-49851-422 Auto/Misc Licensing Fees/Taxes	195.54	800.00	40.00	500.00	500.00
	E 615-49851-433 Dues and Subscriptions	-	1,417.26	-	1,500.00	1,500.00
	E 615-49851-481 Depreciation Expense	53,614.08	51,034.68	-	54,000.00	54,000.00
	<b>Total Expenditures - Arena</b>	<b>192,270.28</b>	<b>215,886.86</b>	<b>175,580.27</b>	<b>216,800.00</b>	<b>216,600.00</b>



## *2022 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



## *2023 Budget*

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

### **DEPARTMENTAL PROFILE**

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

### **DEPARTMENTAL GOALS**

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

**Parks Capital Improvement Plan  
2023-2027  
Funding Analysis**

<b>PARK ACQUISITION AND DEVELOPMENT FUND</b>	<b>Beginning Balance</b>	<b>Sources (Revenues)</b>	<b>Uses (Project Costs)</b>	<b>Ending Balance</b>
<b>2023 Beginning Balance</b>	\$38,656			
Park Dedication Fees		\$60,000		\$98,656
Booster West Ballfield Lights			\$130,000	-\$31,344
<b>2023 Ending Balance</b>				-\$31,344
<b>2024 Beginning Balance</b>	-\$31,344			
Park Dedication Fees		\$60,000		\$28,656
Shade Structures for Booster West			\$50,000	-\$21,344
<b>2024 Ending Balance</b>				-\$21,344
<b>2025 Beginning Balance</b>	-\$21,344			
Park Dedication Fees		\$60,000		\$38,656
Playground Equipment			\$40,000	-\$1,344
<b>2025 Ending Balance</b>				-\$1,344
<b>2026 Beginning Balance</b>	-\$1,344			
Park Dedication Fees		\$60,000		\$58,656
Park Pavillion			\$50,000	\$8,656
<b>2026 Ending Balance</b>				\$8,656
<b>2027 Beginning Balance</b>	\$8,656			
Park Dedication Fees		\$60,000		\$68,656
New Park Development			\$65,000	\$3,656
<b>2027 Ending Balance</b>				\$3,656
<b>TOTAL PARK ACQUISITION AND DEVELOPMENT</b>				
<b>FUND SOURCES AND USES</b>		\$300,000	\$335,000	
<b>Park Dedication Fees- Residential</b> = 10% of land or cash not to exceed \$2,000 per lot. <b>Commercial</b> = 5% of land or cash not to exceed \$2,000 per acre.				



## ***2023 Budget***

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

### **DEPARTMENTAL PROFILE**

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

### **DEPARTMENTAL GOALS**

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

### **REVENUE DETAILS**

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

**Parks Capital Improvement Plan  
2023-2027  
Funding Analysis**

<b>PARK CAPITAL FUND</b>	<b>Beginning Balance</b>	<b>Sources (Revenues)</b>	<b>Uses (Project Costs)</b>	<b>Ending Balance</b>
<b>2023 Beginning Balance</b>	\$94,686			
Transfer From General Fund		\$100,000		\$194,686
Playground Replacement/Tennis Court Resurfacing Whispering Oaks Park			\$35,000	\$159,686
Skateboard Equipment Booster West			\$80,000	\$79,686
Bataan St Trail Segment			\$20,000	\$59,686
Misc Park Projects and Tree Planting			\$5,000	\$54,686
<b>2023 Ending Balance</b>				\$54,686
<b>2024 Beginning Balance</b>	\$54,686			
Transfer From General Fund		\$100,000		\$154,686
Coon Lake Beach Playground Equipment & Skate Park			\$100,000	\$54,686
Misc Park Projects and Tree Planting			\$5,000	\$49,686
<b>2024 Ending Balance</b>				\$49,686
<b>2025 Beginning Balance</b>	\$49,686			
Transfer From General Fund		\$100,000		\$149,686
Bataan St Trail Segment			\$120,000	\$29,686
Misc Park Projects and Tree Planting			\$5,000	\$24,686
<b>2025 Ending Balance</b>				\$24,686
<b>2026 Beginning Balance</b>	\$24,686			
Transfer From General Fund		\$100,000		\$124,686
New Park Development			\$100,000	\$24,686
Misc Park Projects and Tree Planting			\$5,000	\$19,686
<b>2026 Ending Balance</b>				\$19,686
<b>2027 Beginning Balance</b>	\$19,686			\$19,686
Transfer From General Fund		\$100,000		\$119,686
Playground Equipment			\$35,000	\$84,686
Misc Park Projects and Tree Planting			\$5,000	\$79,686
<b>2027 Ending Balance</b>				\$79,686
<b>TOTAL PARK CAPITAL FUND SOURCES AND USES</b>		\$500,000	\$515,000	



## *2023 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  
\$500,000  
Budgeted transfer amount

**Street Capital Projects  
2023-2027  
Funding Analysis**

<b>STREET CAPITAL FUND - FUND 406</b>	<b>Beginning Balance</b>	<b>Sources (Revenues)</b>	<b>Uses (Project Costs)</b>	<b>Ending Balance</b>
<b>2023 Beginning Balance</b>	\$817,498			
Transfer from General Fund		\$500,000		\$1,317,498
Central Avenue Assessments		\$28,976		\$1,346,474
189th Avenue Assessments		\$34,345		\$1,380,819
Fillmore Street Assessments		\$3,050		\$1,383,869
North Metro JPA Maintenance Projects			\$200,000	\$1,183,869
Northern Oaks/Cooper Lake Estates - Overlay			\$180,000	\$1,003,869
Pine Oak Crossing - Overlay			\$140,000	\$863,869
183rd Ave-Reclaim and Pave			\$450,000	\$413,869
<b>2023 Ending Balance</b>				\$413,869
<b>2024 Beginning Balance</b>	\$413,869			
Transfer from General Fund		\$500,000		\$913,869
Central Avenue Assessments		\$28,976		\$942,845
189th Avenue Assessments		\$34,345		\$977,190
Fillmore Street Assessments		\$3,050		\$980,240
North Metro JPA Maintenance Projects			\$200,000	\$780,240
Edmar, Vickers, Breezy Point, Yalta, 189th- Overlay			\$300,000	\$480,240
<b>2024 Ending Balance</b>				\$480,240
<b>2025 Beginning Balance</b>	\$480,240			
Transfer from General Fund		\$500,000		\$980,240
Central Avenue Assessments		\$28,976		\$1,009,216
189th Avenue Assessments		\$34,345		\$1,043,561
Fillmore Street Assessments		\$3,050		\$1,046,611
North Metro JPA Maintenance Projects			\$200,000	\$846,611
London, 225th, 226th - Overlay			\$200,000	\$646,611
Pine Crest Estates - Overlay			\$90,000	\$556,611
<b>2025 Ending Balance</b>				\$556,611
<b>2026 Beginning Balance</b>	\$556,611			
Transfer from General Fund		\$500,000		\$1,056,611
Central Avenue Assessments		\$28,976		\$1,085,587
189th Avenue Assessments		\$34,345		\$1,119,932
Fillmore Street Assessments		\$3,050		\$1,122,982
North Metro JPA Maintenance Projects			\$200,000	\$922,982
Sunset Drive- Reclaim and Pave (Linwood)			\$250,000	\$672,982
<b>2026 Ending Balance</b>				\$672,982
<b>2027 Beginning Balance</b>	\$672,982			
Transfer from General Fund		\$500,000		\$1,172,982
Central Avenue Assessments		\$28,976		\$1,201,958
189th Avenue Assessments		\$34,345		\$1,236,303
Fillmore Street Assessments		\$3,050		\$1,239,353
North Metro JPA Maintenance Projects			\$200,000	\$1,039,353
Hidden Haven East - Overlay			\$210,000	\$829,353
Hidden Haven West - Overlay			\$515,000	\$314,353
<b>2027 Ending Balance</b>				\$314,353
<b>Total Street Capital Fund Sources and Uses</b>		\$2,831,855	\$3,335,000	



## *2023 Budget*

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

### **DEPARTMENTAL PROFILE**

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

### **DEPARTMENTAL GOALS**

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

**Street Capital Projects  
2023-2027  
Funding Analysis**

MUNICIPAL STATE AID FUND - FUND 402	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
<b>2023 Beginning Balance</b>	-\$339,530			
Municipal State Aid Funding		\$0		-\$339,530
University Ave Reconstruction (Oak Grove 50% Match -JPA)			\$500,000	-\$839,530
<b>2023 Ending Balance</b>				-\$839,530
<b>2024 Beginning Balance</b>	-\$839,530			
Municipal State Aid Funding		\$462,452		-\$377,078
Davenport St Reconstruction			\$650,000	-\$1,027,078
<b>2024 Ending Balance</b>				-\$1,027,078
<b>2025 Beginning Balance</b>	-\$1,027,078			
Municipal State Aid Funding		\$663,231		-\$363,847
MSA Project			\$0	-\$363,847
<b>2025 Ending Balance</b>				-\$363,847
<b>2026 Beginning Balance</b>	-\$363,847			
Municipal State Aid Funding		\$663,231		\$299,384
MSA Project			\$0	\$299,384
<b>2026 Ending Balance</b>				\$299,384
<b>2027 Beginning Balance</b>	\$299,384			
Municipal State Aid Funding		\$663,231		\$962,615
MSA Project			\$0	\$962,615
<b>2027 Ending Balance</b>				\$962,615
<b>TOTAL MUNICIPAL STATE AID FUND SOURCES &amp; USES</b>		\$2,452,145	\$1,150,000	

Note: MSA Funding can be "Advanced Funded" to met certain requirements. The City can advance fund up to 4 times the construction allotment or \$3,000,000 whichever is less  
A negative balance is not an indication of too many projects. It simply means the City has anticipated numerous projects and can fund this within the regulations identified by MN DOT.

# 2023 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

<b>Equipment Replacement</b>					
<b>Equipment Purchase Schedule</b>					
	<b>Inspection</b>	<b>Parks</b>	<b>Streets</b>	<b>Fire</b>	<b>Total</b>
<b>2023 Purchases</b>					
SINGLE AXLE PLOW TRUCK, BOX, PLOW, WING, SANDER			225,000.00		
FELLING 18FT TRAILER			12,000.00		
TRUCK BROOM SWEEPER			15,000.00		
VEMEER WOOD CHIPPER (Scheduled for 2012)		30,000.00			
<b>Total</b>					282,000.00
<b>2024 Purchases</b>					
JOHN DEERE 1600 MOWER (scheduled for 2022)		50,000.00			
SKIDSTEER (recycling center-used)		25,000.00			
TI90 BOBCAT			55,000.00		
VAC/JETTER TRUCK - REFURBISHED			100,000.00		
<b>Total</b>					230,000.00
<b>2025 Purchases</b>					
SINGLE AXLE PLOW TRUCK, BOX, PLOW, WING, SANDER			235,000.00		
SWEEPER/VAC TRUCK			200,000.00		
FORD F-350 4X4		40,000.00			
LANDPRIDE 3 POINT MOWER		17,000.00			
<b>Total</b>					492,000.00
<b>2026 Purchases</b>					
Ford F-450 with dump box/plow			60,000.00		
<b>Total</b>					60,000.00
<b>2027 Purchases</b>					
FRONT END LOADER			225,000.00		
FORD F-450			60,000.00		
<b>Total</b>					285,000.00
<b>2028 - 2031 Purchases</b>					
SKIDSTEER W/ BUCKET			55,000.00		
LOADER/BUCKET SNOW PLOW/WING			225,000.00		
EXCAVATOR			80,000.00		
CHEVROLET 3500 4WD			40,000.00		
FORD F-550 1.5 TON CHASSIS TRUCK, BOX AND PLOW			60,000.00		
JOHN DEERE TRACTOR		88,000.00			
FORD F-350 4WD			40,000.00		
FORD F-150 4X4			35,000.00		
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	
<b>Total</b>					738,000.00
<b>2032 - 2036 Purchases</b>					
FINISHING MOWER		17,000.00			
FELLING 18 FT TRAILER			12,000.00		
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			235,000.00		
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			240,000.00		
FORD F-450 1.5 TON CHASSIS TRUCK, BOX AND PLOW			70,000.00		
PICK UP			35,000.00		
FORD 4X4 1T PU - GRASS RIG				75,000.00	
<b>Total</b>					684,000.00
<b>2037 &amp; Beyond Purchases</b>					
VACTOR TRUCK			300,000.00		
TANDEM AXLE DUMP TRUCK, PLOW, HOIST, SANDER			275,000.00		
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				
FORD ESCAPE 4X4	25,000.00				
CHIEF'S AUTO				35,000.00	
<b>Total</b>					2,690,000.00
<b>Total Scheduled Purchases</b>	50,000.00	267,000.00	2,889,000.00	2,255,000.00	5,461,000.00



## *2023 Budget*

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

### **DEPARTMENTAL PROFILE**

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

### **DEPARTMENTAL GOALS**

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

### **REVENUE DETAILS**

39201-Transfer from General Fund

\$N/A

To be determined when liability is calculated at year end.

### **EXPENDITURE DETAILS**

Determined when employee separates from City service.