

2020 ANNUAL BUDGET

Adopted December 9, 2019



Officials

		<u>Term Expires</u>
Mayor:	Jeff Reinert	12/31/2019
Council Members:	Dale Stoesz	12/31/2021
	Rob Rafferty	12/31/2021
	Melissa Maher	12/31/2019
	Michael Manthey	12/31/2019
City Administrator:	Jeff Karlson	Appointed
Directors:		
Community Development	Michael Grochala	Appointed
Finance	Sarah Cotton	Appointed
Public Safety	John Swenson	Appointed
Public Services	Richard DeGardner	Appointed

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**CITY OF LINO LAKES
RESOLUTION NO. 19-167**

RESOLUTION ADOPTING THE FINAL 2019 TAX LEVY, COLLECTIBLE IN 2020

WHEREAS, the City of Lino Lakes has budgeted to pay expenditures for General Fund operating costs anticipated in the year 2020, and

WHEREAS, the City of Lino Lakes has budgeted to pay the annual debt service on outstanding indebtedness, and

WHEREAS, the City Council adopted its preliminary 2019 tax levy, collectible in 2020, in anticipation of the above expenses, and

WHEREAS, the City Council has published in the official newspaper all notices required by Minnesota State Statutes and the City Charter, and

WHEREAS, the City Council held its public hearing on December 9, 2019.

NOW, THEREFORE BE IT RESOLVED that The City Council of The City of Lino Lakes, approves its final 2019 tax levy, collectible in 2020, upon taxable property within the City of Lino Lakes as follows:

1. Total amount levied in the year 2019 to be spread for taxes due and payable in the year 2020 is \$10,491,518.
2. The total amount levied above is for the following purposes:

<u>General Operating Levy</u>	\$8,368,756
<u>Bonded Indebtedness</u>	
G.O. Bond 2012A	178,080
G.O. Bond 2015A	271,228
EDA Lease/Revenue Bond 2015	317,297
G.O. Tax Abatement Refunding Bonds 2016C	301,570
G.O. Bond 2018A	481,799
Equipment Certificates 2015B	214,216
Equipment Certificates 2017	111,353
Equipment Certificates 2018	107,100
Equipment Certificates 2019	140,119
 Total Bonded Indebtedness:	 <u>\$2,122,762</u>
 TOTAL LEVIES	 <u>\$10,491,518</u>

Adopted by the Council of the City of Lino Lakes this 9th day of December, 2019.

**CITY OF LINO LAKES
RESOLUTION NO. 19-168**

**RESOLUTION ADOPTING THE FINAL 2020 GENERAL FUND OPERATING
BUDGET**

WHEREAS, pursuant to Minnesota State Statute, the Lino Lakes City Council is required to adopt a resolution setting out final General Fund revenues and expenditures for the upcoming fiscal year.

NOW, THEREFORE BE IT RESOLVED by The City Council of The City of Lino Lakes, that the following final General Fund operating budget be adopted for 2020:

2020 FINAL GENERAL FUND BUDGET

REVENUES:

Property Taxes	\$8,407,756
Intergovernmental Revenue	616,459
Licenses & Permits	932,346
Charges for Services	297,337
Fines & Forfeitures	116,100
Interest on Investments	30,000
Miscellaneous	795,172
TOTAL FINAL GENERAL FUND REVENUES	\$11,195,170

EXPENDITURES:

Administration	\$1,501,289
Community Development	816,922
Public Safety	5,135,173
Public Services	2,738,786
Other	1,003,000
TOTAL FINAL GENERAL FUND EXPENDITURES	\$11,195,170

Adopted by the Council of the City of Lino Lakes this 9th day of December, 2019.

**CITY OF LINO LAKES
RESOLUTION NO. 19-169**

RESOLUTION ADOPTING THE 2020 WATER AND SEWER OPERATING BUDGETS

WHEREAS, the City Council has reviewed the proposed 2020 Water and Sewer Operating Budgets during their budget work sessions, and

WHEREAS, the City Council each year adopts the Water and Sewer Operating Budget by resolution.

NOW, THEREFORE BE IT RESOLVED by The City Council of The City of Lino Lakes, that the following Water and Sewer Operating Budgets for the year 2020 are hereby adopted:

	<u>2020 Water Operating Budget</u>	<u>2020 Sewer Operating Budget</u>
Operating Revenues	\$1,206,000	\$1,790,000
Transfers	<u>-0-</u>	<u>-0-</u>
Total Revenues & Transfers	\$1,206,000	\$1,790,000
Operating Expenses	\$2,100,074	\$2,339,425
Debt Service	<u>-0-</u>	<u>-0-</u>
Total Expenses	\$2,100,074	\$2,339,425
Revenues/Transfers over/ Under Expenses	<u>\$ (894,074)</u>	<u>\$ (549,425)</u>
Use of Fund Surplus	<u>\$ 894,074</u>	<u>\$ 549,425</u>

Adopted by the Council of the City of Lino Lakes this 9th day of December, 2019.

**CITY OF LINO LAKES
RESOLUTION NO. 19-170**

RESOLUTION ADOPTING THE 2020 RECREATION FUND BUDGET

WHEREAS, the Recreation Fund is a Special Revenue Fund, funded through fees generated by recreation programming, and

WHEREAS, Special Revenue Funds are required to adopt a budget for the forthcoming year.

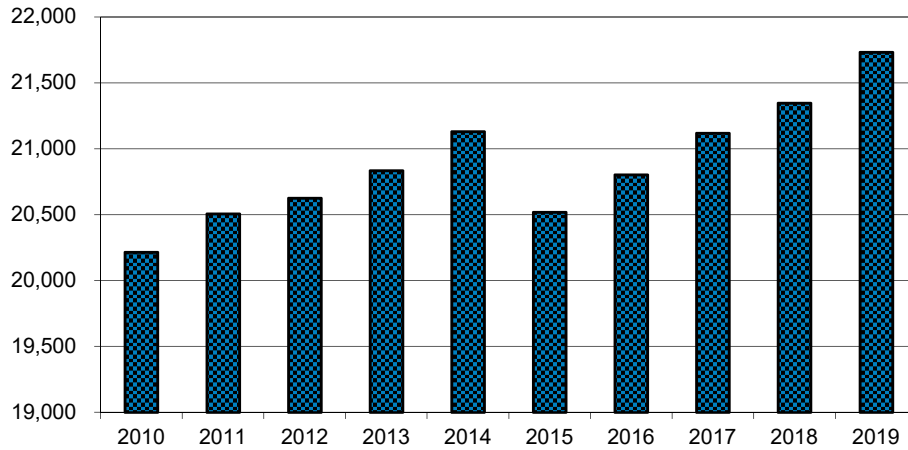
NOW, THEREFORE BE IT RESOLVED by The City Council of The City of Lino Lakes, that the following Recreation Fund Operating Budget for the year 2020 is hereby adopted:

2020 RECREATION FUND BUDGET

	<u>REVENUES</u>	<u>EXPENDITURES</u>
Fund 201-203	\$ 5,750	\$ 6,850
Fund 201-204	1,320	350
Fund 201-205	42,420	55,635
Fund 201-207	13,150	9,998
Fund 201-208	<u>15,050</u>	<u>9,646</u>
 Program Totals	 <u>\$ 77,690</u>	 \$ 82,479
 Operating Surplus (Deficit)		 <u>(4,789)</u>
 Transfer from General Fund		 <u>11,500</u>
 Recreation Fund Surplus		 <u><u>6,711</u></u>

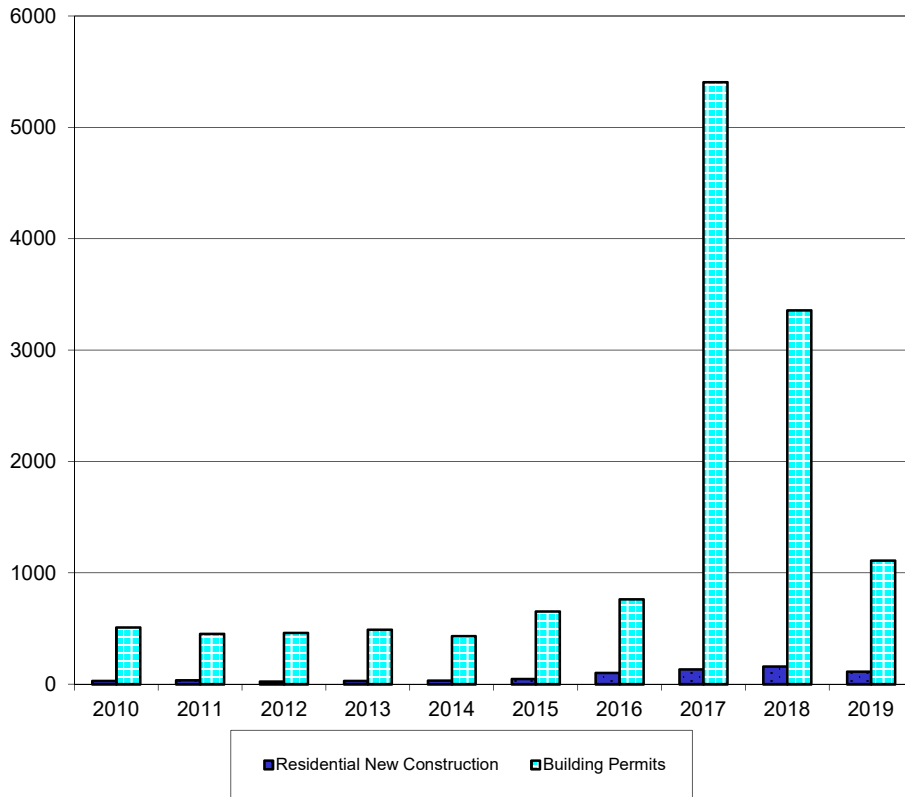
Adopted by the Council of the City of Lino Lakes this 9th day of December, 2019.

City of Lino Lakes Population 2010 - 2019



<u>Year</u>	<u>Population</u>	<u>Source</u>
1990	8,807	US Census
2000	16,791	US Census
2010	20,216	US Census
2011	20,505	Metropolitan Council Estimate
2012	20,625	Metropolitan Council Estimate
2013	20,833	Metropolitan Council Estimate
2014	21,129	Metropolitan Council Estimate
2015	20,519	Metropolitan Council Estimate
2016	20,803	Metropolitan Council Estimate
2017	21,117	Metropolitan Council Estimate
2018	21,347	Metropolitan Council Estimate
2019	21,733	City Estimate

City of Lino Lakes Building Permits 2010 - 2019



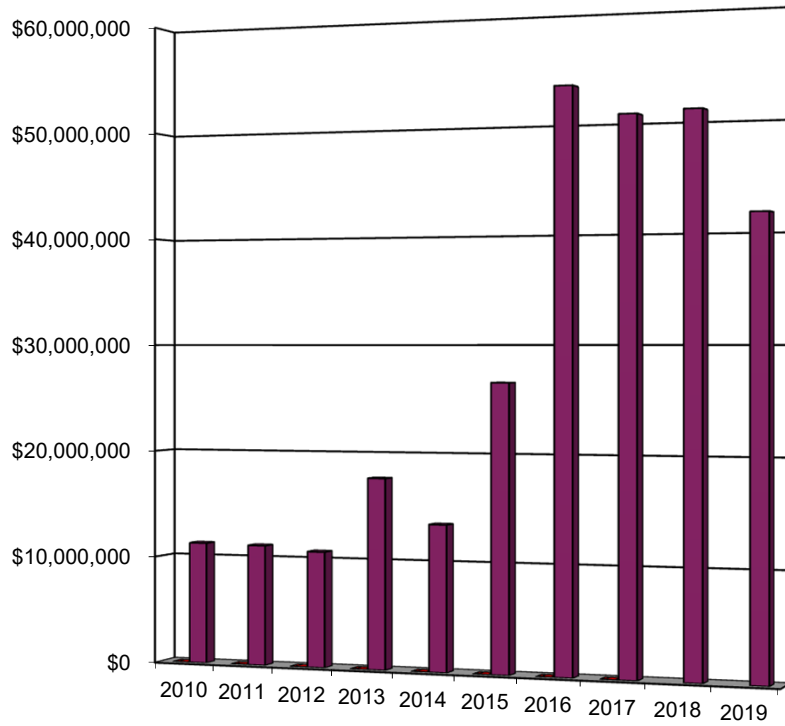
<u>Year</u>	<u>Residential</u>		
	<u>New</u>	<u>Building Permits</u>	
	<u>Construction</u>		
2010	28	509	
2011	34	452	
2012	25	459	
2013	30	490	
2014	33	431	
2015	47	654	
2016	100	762	
2017	132	5,405	****
2018	160	3,356	*****
2019	114	1,111	*****

**** 4,612 Roofing & Siding Permits due to storm damage

*****2,453 Roofing & Siding Permits due to storm damage

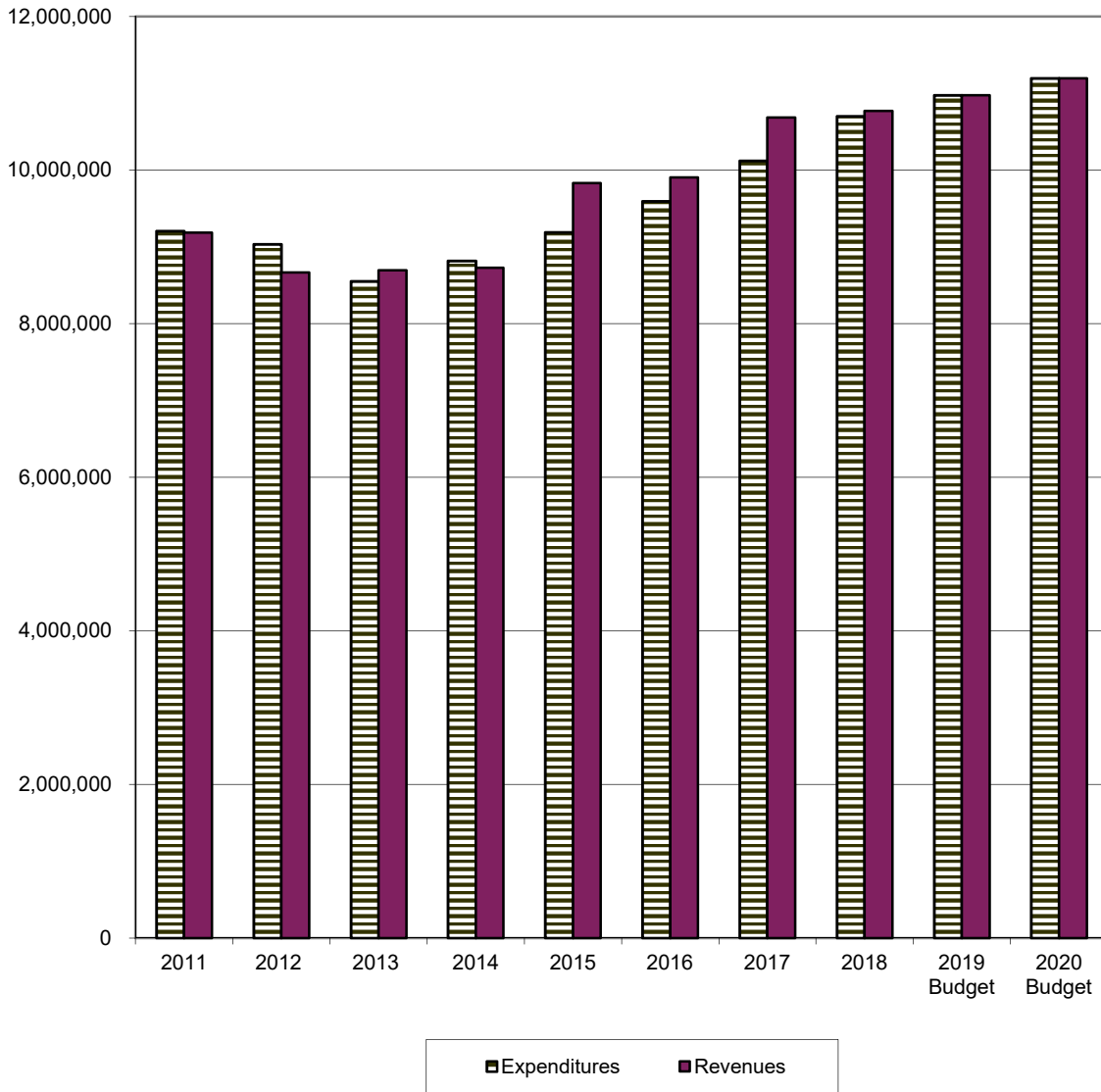
*****394 Roofing & Siding Permits due to storm damage

City of Lino Lakes Building Permit Valuation 2010 - 2019



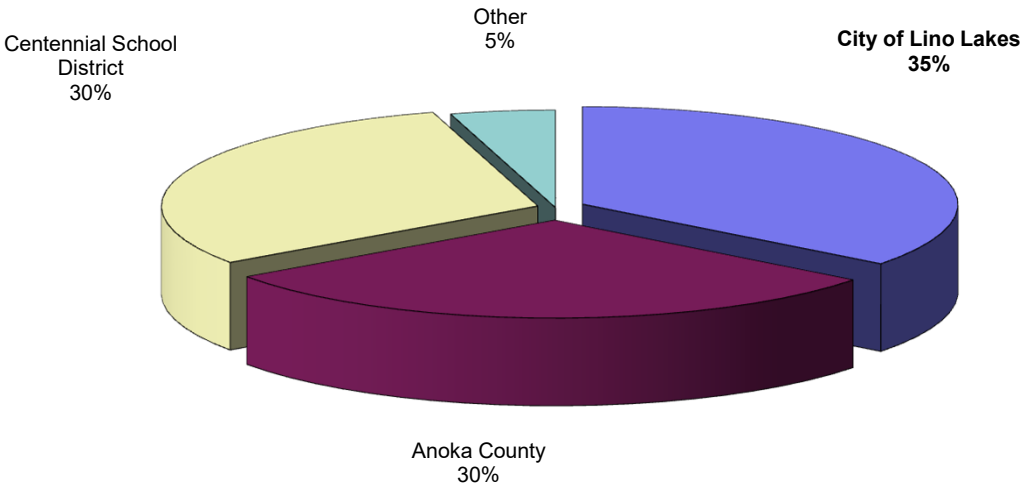
<u>Year</u>	<u>Bldg Permit Valuation</u>
2010	11,295,493
2011	11,192,264
2012	10,751,626
2013	17,683,665
2014	13,535,514
2015	26,570,593
2016	53,394,030
2017	50,690,269
2018	50,990,945
2019	41,770,981

City of Lino Lakes Expenditure and Revenue Comparison 2011 - 2020



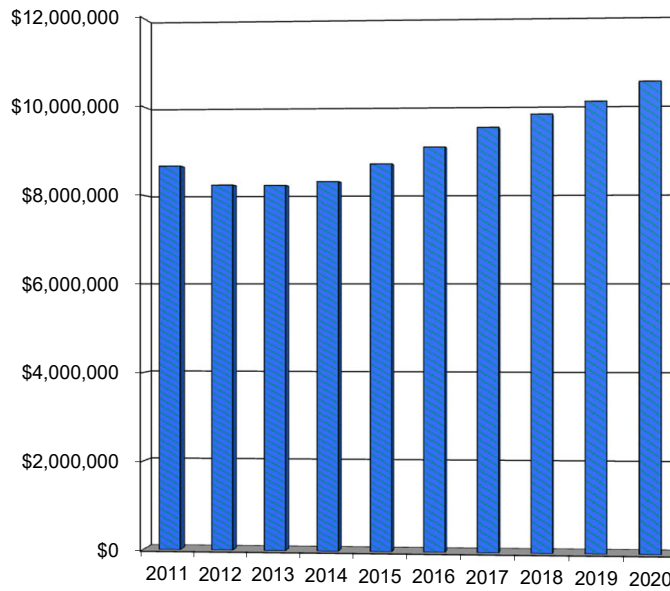
	<u>Expenditures</u>	<u>Revenues</u>
2011	9,208,035	9,186,410
2012	9,036,931	8,665,568
2013	8,554,264	8,696,530
2014	8,818,141	8,728,593
2015	9,191,170	9,831,048
2016	9,595,617	9,905,395
2017	10,123,266	10,684,000
2018	10,700,854	10,770,072
2019 Budget	10,974,316	10,974,316
2020 Budget	11,195,170	11,195,170

City of Lino Lakes 2020 Tax Dollar Distribution



	2020 <u>Tax Rate</u>
City of Lino Lakes	39.766
Anoka County	33.361
Centennial School District	33.989
Other	5.047
	<u><u>112.163</u></u>

City of Lino Lakes Total Tax Levy 2011 - 2020



<u>Year</u>	<u>Total Tax Levy</u>
2011	8,660,000
2012	8,227,259
2013	8,215,628
2014	8,296,044
2015	8,686,072
2016	9,058,428
2017	9,491,855
2018	9,776,732
2019	10,055,416
2020	10,491,518

**City of Lino Lakes
2020 Adopted Tax Levy**

			Adopted 2018	Adopted 2019	Adopted 2020	Difference 2019-2020	% Change
Operating Levy							
General Fund Levy			8,165,859	8,193,124	8,368,756	175,632	2.14%
Total Operating Levy			8,165,859	8,193,124	8,368,756	175,632	2.14%
Debt Levies	Final Levy Year	Purpose					
Certificate of Indebtedness 2015A	2018	Police/Fleet Capital Equipment	70,258	-	-	-	***
Certificate of Indebtedness 2015B	2020	Fire Capital Equipment	214,090	213,119	214,216	1,097	0.51%
Certificate of Indebtedness 2016	2019	Police/Fleet Capital Equipment	167,097	167,559	-	(167,559)	(100.00%)
Certificate of Indebtedness 2017	2020	Police/Fleet Capital Equipment	113,087	111,395	111,353	(43)	(0.04%)
Certificate of Indebtedness 2018	2021	Police/Fleet Capital Equipment	-	115,211	107,100	(8,111)	(7.04%)
Certificate of Indebtedness 2019	2022	Police/Fleet Capital Equipment	-	-	140,119	140,119	***
		Main St/Lake Dr & Birch St/Ware Rd Traffic Signals/Refund 2003A Series Bonds (Elm Street, Twilight Acres Water Main, Century Farm Lift Station)					
G.O. Bond 2012A (1)	2023		176,390	180,012	178,080	(1,932)	(1.07%)
G.O. Bond 2015A (1)	2030	Shenandoah Area Street Reconstruction Improv	219,227	215,972	222,692	6,720	3.11%
G.O. Bond 2015A - Abatement Portion	2026	Birch Street Sanitary Sewer Ext & Turn Lanes	55,151	54,206	48,536	(5,670)	(10.46%)
EDA Lease/Revenue Bond 2015	2035	Fire Station #2	319,397	315,722	317,297	1,575	0.50%
G.O. Tax Abatement Refunding Bond 2016C	2022	City's Participation in YMCA Project	276,176	289,097	301,571	12,474	4.31%
		West Shadow Lake Dr & LaMotte Area Street Reconstruction Improv/Lake Dr Watermain/Trl Improv					
G.O Bond 2018A	2033		-	200,000	481,799	281,799	140.90%
Total Debt Levy			1,610,873	1,862,292	2,122,762	260,470	13.99%
Total Levy			9,776,732	10,055,416	10,491,518	436,102	4.34%

(1) Levy Result of Voter-Approved Referendum

CITY OF LINO LAKES
2020 Adopted General Fund
Net Tax Capacity Calculation

	Actual 2018	Actual 2019	Adopted 2020
Taxable Market Value	1,959,826,108	2,082,803,803	2,299,471,394
Annual % Change	8.37%	6.27%	10.40%
Total Net Tax Capacity Value	21,289,294	22,687,236	24,949,162
Less FD Contribution in Value	1,215,584	1,322,808	1,486,922
Less Captured Value for Tax Increment	421,495	606,568	719,368
Total Net Tax Capacity Value	19,652,215	20,757,860	22,742,872
Annual % Change	8.09%	5.63%	9.56%

Net Tax Capacity Rate Calculation

	Actual 2018	Actual 2019	Adopted 2020
Total Levy	9,776,732	10,055,416	10,491,518
Less FD Distribution	1,360,639	1,375,292	1,447,780
Total Net Levy for Tax Rate	8,416,093	8,680,124	9,043,738
Annual % Change	2.55%	3.14%	4.19%
Projected City Tax Capacity Rate	42.826%	41.817%	39.766%

City of Lino Lakes

2020 Budget Preparation Calendar

- Jan-May – City Council provides direction on budget parameters.
- May 8 – Budget worksheets and calendars distributed to Directors.
- May 24 – Departmental budget requests are submitted.
- June-July – City Administrator and Finance Director review requests with Directors and develop proposed 2020 Budget.
- July 19 – Proposed budget distributed to the City Council.
- July 29 - City Council holds initial work session on 2020 Budget.
- July 29 – September 23 – City Council scheduled work sessions on 2020 Budget.
- September 23 – City Council approves proposed 2020 Budget and Tax Levy and sets Truth in Taxation hearing dates.
- **By September 30 - Preliminary Tax Levy and public hearing dates are certified to Anoka County Auditor.**
- October – December - Follow-up City Council budget work sessions.
- **Mid-November– County mails Truth in Taxation notices to taxpayers.**
- December 9 – City Council holds Public Hearing. City Council adopts final 2020 Budget and Tax Levy.
- **By December 30 – City certifies final 2020 Budget and Tax Levy to Anoka County Auditor.**

CITY OF LINO LAKES

PERSONNEL - TOTAL

	Adopted <u>2018</u>	Adopted <u>2019</u>	Adopted <u>2020</u>
ADMINISTRATION	4.000	4.000	4.000
FINANCE	3.250	3.250	3.100
ECONOMIC DEVELOPMENT	-	-	-
PLANNING & ZONING	1.000	1.000	1.000
COMMUNITY DEVELOPMENT	2.000	2.000	2.000
ENVIRONMENTAL	0.350	0.350	0.375
SOLID WASTE	0.300	0.300	0.250
FORESTRY	0.350	0.350	0.375
POLICE	30.550	30.550	30.550
FIRE	1.950	1.950	1.950
BUILDING INSPECTIONS	2.500	3.500	3.500
STREETS	6.650	6.650	6.650
FLEET	1.500	1.500	1.500
GOVERNMENT BUILDINGS	-	-	-
PARKS	5.200	5.200	5.200
RECREATION	2.350	1.350	1.350
TOTAL GENERAL	61.950	61.950	61.800
WATER	3.325	3.325	3.400
SEWER	3.325	3.325	3.400
GRAND TOTAL	68.600	68.600	68.600

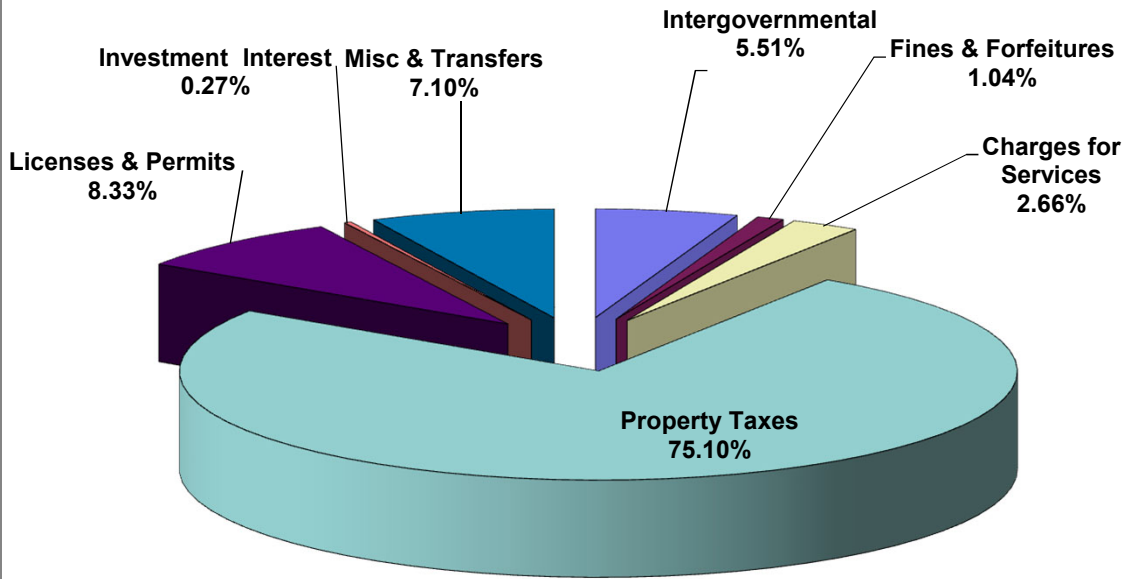
Personnel are shown as Full Time Equivalentents (FTE)

CITY OF LINO LAKES

2020 ADOPTED GENERAL FUND REVENUE

	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Increase/ Decrease
Total Property Taxes	7,343,169	8,147,756	8,232,124	8,407,756	2.13%
Total Special Assessments	0	329	0	0	***
Total Intergovernmental Revenue	667,520	651,993	577,105	616,459	6.82%
Business Licenses and Permits	146,708	163,235	137,600	144,233	4.82%
Non-Business Licenses and Permits	1,300,862	1,096,812	764,859	788,113	3.04%
Charges for Services	34,693	26,437	25,477	27,538	8.09%
Public Safety	187,988	193,672	200,800	190,800	(4.98%)
Municipal Fines	147,978	114,991	119,132	116,100	(2.55%)
Investments	40,913	75,880	30,000	30,000	0.00%
Administrative Charges	75,459	92,065	76,982	78,999	2.62%
Miscellaneous	738,710	206,903	810,236	795,172	(1.86%)
Total Revenues	10,683,999	10,770,072	10,974,316	11,195,170	2.01%

City of Lino Lakes 2020 Adopted General Fund Revenues



<u>Type</u>	<u>Amount</u>	<u>Percent</u>
Intergovernmental	\$616,459	5.51%
Fines & Forfeitures	116,100	1.04%
Charges for Services	297,337	2.66%
Property Taxes	8,407,756	75.10%
Licenses & Permits	932,346	8.33%
Investment Interest	30,000	0.27%
Misc & Transfers	795,172	7.10%
Total	\$11,195,170	100.00%

CITY OF LINO LAKES

2020 ADOPTED GENERAL FUND REVENUE

	Account Number	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
Property Taxes						
General Property Tax	101-3010-000	6,332,438	6,996,180	8,193,124	8,368,756	Levy for General Operations
Delinquent taxes	101-3020-000	26,031	21,374	35,000	35,000	Prior Year(s) Delinquencies
Delinquent taxes - Tax Abatements	101-3025-000	18	1	0	0	
Manufactured Home Tax	101-3030-000	0	0	0	0	
Fiscal Disparities	101-3040-000	975,939	1,126,142	0	0	
Fiscal Disparities - Tax Abatements	101-3045-000	0	0	0	0	
Excess Tax Increments	101-3050-000	3,354	1,253	0	0	
Tax Abatements	101-3055-000	0	0	0	0	
Tax Forfeits	101-3060-000	1,096	1,357	0	0	
Penalties & Interest	101-3150-000	4,293	1,448	4,000	4,000	
		7,343,169	8,147,756	8,232,124	8,407,756	
Special Assessments						
Current Assessments	101-3110-000	0	329	0	0	
		0	329	0	0	
Intergovernmental Revenue						
Police Grant	101-3315-000	84,385	14,395	0	0	Traffic Safety Grant Funded Officer - Grant Funding Ends 9-30-18
Other Federal Revenue	101-3319-000	0	0	0	0	
Local Government Aid	101-3340-000	0	0	0	0	
Market Value Homestead Credit	101-3341-000	5,278	4,783	4,000	4,000	
Municipal State Aid	101-3345-000	241,138	261,197	250,000	255,000	For Maintenance of City-Designated State-Aid Roads
Police State Aid	101-3346-000	229,395	256,885	224,660	255,000	Aid for Police Retirement Plan and POST Training
Other State Revenue	101-3348-000	9,481	9,481	10,000	10,000	PERA Aid, Other State Grants & Aids
Fire State Aid	101-3349-000	14,349	14,409	0	14,000	Fire Training/Ed
Anoka County Solid Waste	101-3360-000	83,494	90,843	88,445	78,459	SCORE Grant for Recycling Efforts
Anoka County Special Detail	101-3364-000	0	0	0	0	
Liveable Communities Grant	101-3370-000	0	0	0	0	
Coop Agreement - Met Council	101-3371-000	0	0	0	0	
		667,520	651,993	577,105	616,459	

CITY OF LINO LAKES

2020 ADOPTED GENERAL FUND REVENUE

	Account Number	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
Business Licenses and Permits						
Liquor License - Bar	101-3201-000	28,050	35,100	32,000	32,000	License to Sell Liquor for On-Premises Consumption
Liquor License - Beer	101-3202-000	1,100	1,000	800	1,000	License to Sell Beer for On-Premises Consumption
Off-Sale Liquor	101-3203-000	2,150	1,667	2,000	2,000	License to Sell Packaged Liquor for Off-Premises Consumption
Sunday Liquor License	101-3204-000	2,000	1,938	1,800	1,900	License to Sell Liquor for On-Premises Consumption on Sunday
Club Liquor License	101-3205-000	300	300	300	300	
Beer Permit	101-3206-000	0	0	0	0	
Investigation Fee	101-3208-000	263	2,327	1,000	1,000	Fee to Perform Background Investigation for Liquor License Apps
Garbage Removal License	101-3209-000	1,695	1,830	1,700	1,700	Annual License to Collect Refuse in the City
Temporary Consumption Permit	101-3210-000	150	300	300	300	
Cigarette License	101-3211-000	650	750	600	600	Annual License to Sell Cigarettes in the City
Contractor's License	101-3213-000	26,685	22,905	12,500	18,052	
Rental Housing License	101-3215-000	5,378	6,457	5,500	5,781	
Kennel License	101-3218-000	0	0	0	0	
Dance	101-3219-000	35	35	35	35	
Fireworks License	101-3220-000	200	200	150	150	
Massage License	101-3222-000	0	1,783	1,100	1,100	
Peddlers License	101-3223-000	2,500	2,500	1,500	2,000	License for Door-to-Door Sales
Gambling Tax	101-3224-000	(989)	0	0	0	
Lodging Tax	101-3225-000	76,542	84,143	76,315	76,315	
		146,708	163,235	137,600	144,233	
Non-Business Licenses and Permits						
Building Permits	101-3250-000	896,362	695,633	449,543	459,364	Value-Based Fee-Covers the Cost of Inspec. & Code Compl.
Plan Inspection Fees	101-3251-000	206,299	223,917	177,100	181,682	65% of Bldg Permit Fee to Cover Cost of Plan Review
Erosion Control Permits	101-3252-000	20,435	25,730	26,000	27,200	
Plumbing Permits	101-3253-000	34,565	43,555	22,197	26,469	
Mechanical Permits	101-3254-000	101,154	63,454	54,222	56,069	
Septic Plumbing Permit	101-3255-000	5,920	5,530	5,938	5,856	
Septic System Permit	101-3256-000	5,600	7,200	6,213	6,410	
Fence Permit	101-3259-000	4,623	4,690	3,666	3,871	
Dog License	101-3260-000	1,468	1,142	1,500	1,500	
Sign Permit	101-3262-000	1,220	325	1,389	1,176	
Road Overweight Permit	101-3263-000	0	0	0	0	
Underground Utility Permit	101-3264-000	18,342	18,291	12,591	14,016	
Miscellaneous Permits	101-3266-000	4,874	7,344	4,500	4,500	
		1,300,862	1,096,812	764,859	788,113	

CITY OF LINO LAKES

2020 ADOPTED GENERAL FUND REVENUE

	Account Number	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
Charges for Services						
Land Use Fee	101-3265-000	8,422	10,131	4,577	5,688	
Sale of Supplies	101-3404-000	186	39	100	100	
Assessment Searches	101-3405-000	3,837	3,780	1,800	3,000	
Election Filing Fees	101-3409-000	35	0	0	0	
Return Check Fee	101-3413-000	60	30	0	0	
Materials for Resale	101-3416-000	0	0	0	0	
Aerial Map Fee	101-3417-000	14,490	2,880	12,000	12,000	
Public Works Fees	101-3433-000	6,563	9,210	6,000	6,000	
Other Park Revenues	101-3470-000	1,101	368	1,000	750	
Other Recreation Fees	101-3472-000	0	0	0	0	
		34,693	26,437	25,477	27,538	
Public Safety						
Police Reports	101-3420-000	1,025	780	800	800	
Police Training Fees	101-3421-000	0	0	0	0	
Police Other Revenues	101-3422-000	186,963	192,892	200,000	190,000	
Common Space Revenues	101-3423-000	0	0	0	0	
		187,988	193,672	200,800	190,800	
Municipal Fines						
Fines & Forfeits	101-3510-000	110,034	114,691	118,532	115,500	
ACE Fees	101-3511-000	37,343	0	0	0	
Driving Diversion Program (DDP)	101-3512-000	600	300	600	600	
		147,978	114,991	119,132	116,100	
Investments						
Interest on Investments	101-3620-000	31,948	98,356	30,000	30,000	
Change in Fair Value of Investments	101-3621-000	8,965	(22,476)	0	0	
		40,913	75,880	30,000	30,000	
Administrative Charges						
Administrative Charge - Bonds	101-3490-000	0	5,000	0	0	
Investment Management Charge	101-3494-000	50,000	50,000	50,000	50,000	
Administrative Charge - Escrows	101-3493-000	0	0	0	0	
Administrative Charge - TIF	101-3491-000	0	0	0	0	
Engineering/Planning Charges	101-3492-000	25,459	37,065	26,982	28,999	
		75,459	92,065	76,982	78,999	

CITY OF LINO LAKES

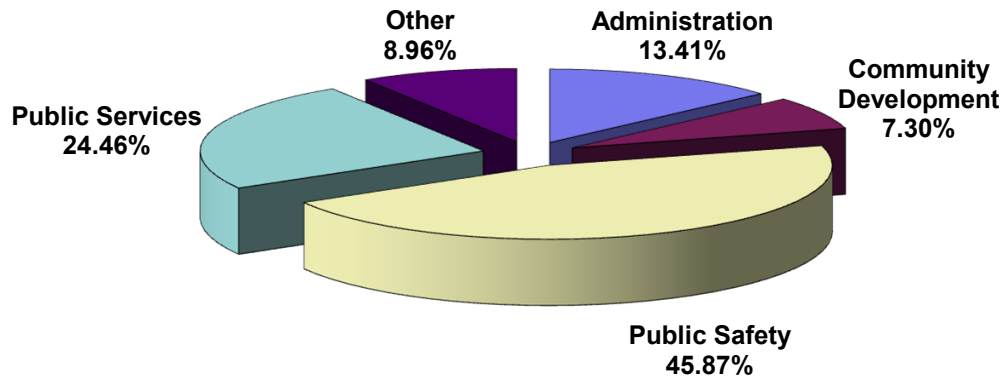
2020 ADOPTED GENERAL FUND REVENUE

	Account Number	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
Miscellaneous						
Use of Fund Reserves		0	0	594,773	200,000	
Transfer From Other Funds	101-3920-000	439,373	0	0	380,000	
Circle Pines Gas Franchise	101-3350-000	54,689	56,422	50,000	55,000	
Other Solid Waste	101-3361-000	1,618	3,389	1,500	1,500	
SAC/Surcharge Fee	101-3414-000	3,897	4,947	4,000	4,000	
Building Rentals	101-3640-000	0	0	0	0	
Gambling Ordinance Funding	101-3710-000	0	0	0	0	
Donations	101-3720-000	500	500	500	500	
Other Grants (Non-govt)	101-3725-000	0	0	0	0	
Refunds & Reimbursements	101-3730-000	27,132	32,148	50,000	42,082	
Bldg Lease Revenue	101-3740-000	102,848	105,133	107,463	110,090	
Tree Refunds - Escrows	101-3631-000	1,920	(995)	0	0	
Cable TV	101-3630-000	0	0	0	0	
Miscellaneous Revenue	101-3810-000	106,412	5,159	2,000	2,000	
Sale of Fixed Assets	101-3910-000	320	200	0	0	
		738,710	206,903	810,236	795,172	
Total Revenues		10,683,999	10,770,072	10,974,316	11,195,170	

**CITY OF LINO LAKES
2020 GENERAL FUND BUDGET
ADOPTED EXPENDITURES**

DEPT#	DESCRIPTION	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Increase/ Decrease
ADMINISTRATION						
401	MAYOR AND COUNCIL	75,772	75,106	82,541	90,798	10.00%
402	ADMINISTRATION	475,665	484,222	524,522	546,293	4.15%
403	ELECTIONS	15,932	31,309	18,182	50,450	177.47%
404	CABLE TV	2,476	2,727	2,643	2,658	0.57%
405	CHARTER ADMINISTRATION	624	499	2,500	2,500	0.00%
407	FINANCE	602,897	622,904	658,472	678,590	3.06%
414	LEGAL CONSULTANTS	111,902	141,407	125,000	130,000	4.00%
TOTAL ADMINISTRATION		1,285,269	1,358,175	1,413,860	1,501,289	6.18%
COMMUNITY DEVELOPMENT						
415	ECONOMIC DEVELOPMENT	103,804	104,271	110,977	108,484	(2.25%)
416	PLANNING AND ZONING	127,669	136,816	162,420	164,555	1.31%
417	ENGINEERING	111,441	101,677	112,760	111,160	(1.42%)
418	COMMUNITY DEVELOPMENT	195,177	210,832	221,889	229,873	3.60%
461	ENVIRONMENTAL	53,596	53,508	64,035	63,259	(1.21%)
462	SOLID WASTE ABATEMENT	78,924	84,840	88,445	78,459	(11.29%)
463	FORESTRY	59,119	60,677	61,897	61,132	(1.24%)
TOTAL COMMUNITY DEVELOPMENT		729,729	752,620	822,423	816,922	(0.67%)
PUBLIC SAFETY						
420	POLICE PROTECTION	3,647,178	3,729,755	3,976,112	4,142,497	4.18%
421	FIRE PROTECTION	536,560	564,944	674,272	640,117	(5.07%)
422	BUILDING INSPECTIONS	229,958	286,936	347,748	352,560	1.38%
TOTAL PUBLIC SAFETY		4,413,695	4,581,635	4,998,132	5,135,174	2.74%
PUBLIC SERVICES						
430	STREETS	909,937	888,559	963,849	968,090	0.44%
431	FLEET MANAGEMENT	356,018	464,915	447,957	470,500	5.03%
432	GOVERNMENT BUILDINGS	636,088	521,535	493,333	477,721	(3.16%)
450	PARKS DEPARTMENT	664,741	619,420	664,454	646,937	(2.64%)
451	RECREATION	248,030	220,482	200,309	175,538	(12.37%)
TOTAL PUBLIC SERVICES		2,814,815	2,714,912	2,769,902	2,738,786	(1.12%)
OTHERS						
499	CONTINGENCY/TRANSFERS/OTHERS	879,759	1,293,512	970,000	1,003,000	3.40%
TOTAL OTHERS		879,759	1,293,512	970,000	1,003,000	3.40%
TOTAL GENERAL FUND EXPENDITURES		10,123,266	10,700,854	10,974,316	11,195,170	2.01%

City of Lino Lakes 2020 Adopted General Fund Expenditures



<u>Type</u>	<u>Amount</u>	<u>Percent</u>
Administration	\$1,501,289	13.41%
Community Development	816,922	7.30%
Public Safety	5,135,174	45.87%
Public Services	2,738,786	24.46%
Other	1,003,000	8.96%
Total	\$11,195,170	100.00%

General Fund Overview

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Personal Services	6,687,524	6,949,976	7,398,006	7,605,738
Supplies	386,090	424,451	472,775	477,825
Other Services/Charges	1,311,263	1,247,067	1,295,289	1,344,407
Contracted Services	696,692	690,365	743,794	722,084
Capital Outlay	161,939	95,483	94,452	42,117
Other	879,759	1,293,512	970,000	1,003,000
Total	10,123,266	10,700,854	10,974,316	11,195,170

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Personnel Schedule</u>				
Mayor & Council	5.00	5.00	5.00	5.00
Administration	7.25	7.25	7.25	7.10
Community Development	6.50	6.50	7.50	7.50
Public Safety	33.00	32.50	32.50	32.50
Public Services	15.70	14.70	14.70	14.70
Total	67.45	65.95	66.95	66.80

Mayor and Council

The City Council is comprised of five elected officials. Twice monthly, this legislative body meets to consider the adoption of policy measures to improve services to the citizens. Meetings are telecast on local government access channel 16 to all residents that have cable available to them. The Council sets overall policy for community services and reviews administrative acts to ensure delivery of these services. The term of the Mayor is two years, with each council term being four years.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Personal Services	38,967	39,045	41,841	49,098
Supplies	0	0	0	0
Other Services/Charges	16,219	14,839	18,700	18,700
Contractual Services	20,587	21,222	22,000	23,000
Total	75,772	75,106	82,541	90,798

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Personnel Schedule</u>				
Mayor	1.00	1.00	1.00	1.00
Council Member	4.00	4.00	4.00	4.00
Total	5.00	5.00	5.00	5.00

CITY OF LINO LAKES

MAYOR AND COUNCIL (101-401)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
SALARIES	4101-000	36,066	36,146	38,736	45,400	100% Mayor 4 - 100% Councilmembers 2 EDA Meetings @ \$40/mtg - \$400
PERA	4121-000	1,810	1,799	1,937	2,270	
SOCIAL SECURITY	4122-000	1,042	1,043	1,030	1,246	
LIFE INSURANCE	4133-000	0	0	0	0	
WORKER'S COMPENSATION	4151-000	48	56	138	182	
		38,967	39,045	41,841	49,098	
SUPPLIES						
OFFICE SUPPLIES	4200-000	0	0	0	0	Signature stamps, name plates, special meeting expenses
		0	0	0	0	
OTHER SERVICES AND CHARGES						
PROFESSIONAL SERVICES	4300-000	3,000	120	4,000	4,000	Strategic Planning/Goal Setting Facilitator
TRAVEL & TUITION	4330-000	411	462	1,500	1,500	LMC Conference, Elected Officials Conference
PRINTING & PUBLISHING	4340-000	89	0	200	200	Meeting Notices
NEWSLETTER	4343-000	12,719	14,258	13,000	13,000	Spring/Summer, Fall & Winter Newsletters
		16,219	14,839	18,700	18,700	
CONTRACTUAL SERVICES						
SUBSCRIPTIONS & DUES	4452-000	17,265	17,433	17,500	18,000	League of MN Cities
CITY MARKETING	4900-000	3,322	3,789	4,500	5,000	Community Celebration; Flowers, Plaques & Awards; Employee Appreciation; Lino Lakes Ambassadors
		20,587	21,222	22,000	23,000	
TOTAL MAYOR AND COUNCIL		75,772	75,106	82,541	90,798	

Administration

The Administration Department is responsible for the direction of enforcing the guidelines and policies set by the city council. This department includes human resource matters, city clerk responsibilities, administrative services, and supplying the flow of information and requests to the city council. The city administrator is appointed by the city council.

	2017	2018	2019	2020
	Actual	Actual	Adopted	Adopted
<u>Expenditures</u>				
Personal Services	447,735	455,994	493,703	509,894
Other Services/Charges	18,450	23,609	22,860	25,860
Contractual Services	9,481	4,619	7,959	10,539
Total	475,665	484,222	524,522	546,293

	2017	2018	2019	2020
	Actual	Actual	Adopted	Adopted
<u>Personnel Schedule</u>				
City Administrator	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
Total	4.00	4.00	4.00	4.00

CITY OF LINO LAKES

ADMINISTRATION (101-402)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
SALARIES	4101-000	348,710	363,533	375,033	388,442	100% City Administrator
OVERTIME	4102-000	0	298	0	0	100% City Clerk
TEMPORARIES	4106-000	9,097	8,576	16,500	16,500	100% Deputy City Clerk
WELLNESS PROGRAM	4108-000	1,134	1,146	1,440	1,440	100% Human Resource Manager
PERA	4121-000	26,305	27,289	29,365	30,371	Temporaries: Scanner Operator
SOCIAL SECURITY	4122-000	25,978	27,449	29,952	30,978	
ICMA EMPLOYER	4123-000	0	0	261	1,711	
HEALTH INSURANCE	4131-000	27,898	18,601	31,768	30,871	
LIFE & DISABILITY INSURANCE	4133-000	1,198	1,053	1,233	1,436	
DENTAL INSURANCE	4134-000	2,117	2,117	2,117	2,117	
VEHICLE ALLOWANCE	4135-000	3,600	3,600	3,600	3,600	
REEMPLOYMENT INSURANCE	4141-000	0	304	0	0	
WORKER'S COMPENSATION	4151-000	1,698	2,028	2,434	2,428	
		447,735	455,994	493,703	509,894	
OTHER SERVICES AND CHARGES						
PROFESSIONAL SERVICES	4300-000	9,698	15,231	9,000	12,000	Drug/alcohol testing, pre-employment assessments, training, web consulting
LABOR CONSULTANTS	4310-000	3,150	1,436	3,000	3,000	Labor relations, employment law, contract negotiations, arbitration
TELEPHONE	4321-000	360	360	360	360	Cellular Telephone Reimbursement
TRAVEL & TUITION	4330-000	4,383	5,689	8,500	8,500	LMC Conference, ICMA Conference, MAMA Meetings, MCMA Conference, MPELRA Conferences, TCHRA Conference, NPELRA Webinars, City Clerk Certification, MCFOA Conference, Tuition Reimbursement
PRINTING & PUBLISHING	4340-000	859	893	2,000	2,000	Legal publications, employment ads, etc.
		18,450	23,609	22,860	25,860	
CONTRACTUAL SERVICES						
CONTRACTED SERVICES	4410-000	8,538	3,436	6,459	9,039	Website Development & Maintenance, Code Online, Document Destruction, TASC, NeoGov
SUBSCRIPTIONS & DUES	4452-000	943	1,183	1,500	1,500	MAMA, ICMA, MCMA, MCFOA, MPELRA, IPMA-HR, TCHRA
		9,481	4,619	7,959	10,539	
TOTAL ADMINISTRATION		475,665	484,222	524,522	546,293	

Elections

The Elections Department is responsible for conducting elections in accordance with Federal, State, and local laws under the guidance of the City Clerk. These responsibilities include establishment of polling places, hiring of election judges, tabulating ballots, and providing accurate and timely information to the voters.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Personal Services	8,685	23,855	10,082	43,250
Supplies	257	1,440	800	1,600
Other Services/Charges	1,923	281	2,000	800
Contractual Services	382	1,004	500	0
Capital Outlay	4,685	4,730	4,800	4,800
Total	15,932	31,309	18,182	50,450

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Personnel Schedule</u>				
Election Judges	54.00	68.00	N/A	N/A
Total	54.00	68.00	-	-

The City currently has seven voting precincts. The City is working with Anoka County to provide new voting equipment for each precinct.

CITY OF LINO LAKES

ELECTIONS AND VOTERS REGISTRATION (101-403)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
SALARIES	4101-000	8,635	23,712	10,000	43,000	Primary and General Election Judges (Even Years) General Election Judges (Odd Years)
PERA	4121-000	0	12	0	0	
SOCIAL SECURITY	4122-000	18	50	32	100	
WORKER'S COMPENSATION	4151-000	32	81	50	150	
		8,685	23,855	10,082	43,250	
SUPPLIES						
OFFICE SUPPLIES	4200-000	257	1,440	800	1,600	Supplies for Elections
		257	1,440	800	1,600	
OTHER SERVICES AND CHARGES						
POSTAGE	4322-000	124	47	200	0	Mail Election Judge Material
TRAVEL & TUITION	4330-000	96	58	0	0	
PRINTING & PUBLISHING	4340-000	1,703	177	1,800	800	Election Ballots (Odd years - City pays cost of municipal election ballots)
		1,923	281	2,000	800	
CONTRACTUAL SERVICES						
CONTRACTED SERVICES	4410-000	382	1,004	500	0	
		382	1,004	500	0	
CAPITAL OUTLAY						
EQUIPMENT	5000-000	4,685	4,730	4,800	4,800	Voting Equipment System per Anoka County Agreement
		4,685	4,730	4,800	4,800	
TOTAL ELECTIONS		15,932	31,309	18,182	50,450	

Cable TV

This budget records costs associated with the use of the city's government access channel 16. Channel 16 provides the community vital information through daily broadcasts to all residents that are cable accessible. Live broadcasts of city council, park board, and planning and zoning board meetings are also provided.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Personal Services	2,476	2,727	2,643	2,658
Capital Outlay	0	0	0	0
Total	2,476	2,727	2,643	2,658

CITY OF LINO LAKES

CABLE TV (101-404)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
TEMPORARIES	4106-000	2,297	2,425	2,448	2,462	Temporaries: Cable TV Tech (Videotape Council, Park Board, and P&Z Meetings) \$17.10/hr x 3 hrs/mtg x 48 mtgs
PERA	4121-000	0	112	0	0	
SOCIAL SECURITY	4122-000	176	186	187	188	
WORKER'S COMPENSATION	4151-000	4	5	8	7	
		2,476	2,727	2,643	2,658	
CAPITAL OUTLAY						
EQUIPMENT	5000-000	0	0	0	0	
		0	0	0	0	
TOTAL CABLE TV		2,476	2,727	2,643	2,658	

Charter Administration

The City of Lino Lakes is governed by home rule charter, city code, and state statutes. The Charter Commission is comprised of 15 resident members appointed by an Anoka County District Judge. The budget provides for the associated efforts of the commission and charter administration.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Other Services/Charges	624	499	2,500	2,500
Total	624	499	2,500	2,500

CITY OF LINO LAKES

CHARTER ADMINISTRATION (101-405)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
OTHER SERVICES AND SUPPLIES						
PROFESSIONAL SERVICES	4300-000	624	426	1,000	1,000	Time Savers - Minutes
PROF SERVICES - CHARTER COMM	4300-999	0	0	1,500	1,500	Charter Commission Directed Expenses
PRINTING & PUBLISHING	4340-000	0	73	0	0	
		624	499	2,500	2,500	
TOTAL CHARTER ADMINISTRATION		624	499	2,500	2,500	

Finance

Finance is responsible for the integrity of financial information and transactions generated by city operations, regulated by federal, state, and local laws. The Finance division prepares the annual budget, annual audit and financial report, manages the city's investments and cash flow, administers insurance coverage, coordinates the preparation of the five-year capital improvement plan, manages municipal debt service, administers payroll, accounts payable and receivable, utility billing and MIS functions.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Personal Services	319,495	336,133	348,805	330,468
Supplies	252	776	1,000	1,000
Other Services/Charges	181,218	182,542	202,500	240,955
Contractual Services	101,932	103,453	106,167	106,167
Total	602,897	622,904	658,472	678,590

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Personnel Schedule</u>				
Finance Director	1.00	1.00	1.00	0.85
Accountant	1.00	1.00	1.00	1.00
Accounts Payable/Payroll Tech	0.75	0.75	0.75	0.75
Office Specialist	0.50	0.50	0.50	0.50
Total	3.25	3.25	3.25	3.10

CITY OF LINO LAKES

FINANCE (101-407)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
SALARIES	4101-000	249,832	262,503	271,272	248,510	85% Finance Director (100% in 2019) 100% Accountant
OVERTIME	4102-000	0	0	0	0	75% Accounts Payable/Payroll Tech
TEMPORARIES	4106-000	0	0	0	0	50% Office Specialist
WELLNESS PROGRAM	4108-000	257	0	720	720	
PERA	4121-000	18,738	19,227	20,345	18,638	
SOCIAL SECURITY	4122-000	18,048	19,281	20,752	19,011	
ICMA EMPLOYER CONTRIBUTION	4123-000	0	0	0	0	
HEALTH INSURANCE	4131-000	29,267	31,710	31,400	39,533	
LIFE & DISABILITY INSURANCE	4133-000	942	822	902	934	
DENTAL INSURANCE	4134-000	1,213	1,191	1,720	1,641	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	
WORKER'S COMPENSATION	4151-000	1,198	1,399	1,694	1,481	
		319,495	336,133	348,805	330,468	
SUPPLIES						
OFFICE SUPPLIES	4200-000	252	776	1,000	1,000	Payroll & Accounts Payable Checks, W-2 Forms, 1099 Forms, Other Financial Forms
		252	776	1,000	1,000	
OTHER SERVICES AND CHARGES						
PROFESSIONAL SERVICES	4300-000	0	146	0	0	
AUDITOR	4308-000	12,160	14,250	13,600	14,000	General Fund portion of Independent Annual Audit
OTHER CONSULTANTS	4310-000	162,657	160,750	180,000	218,055	Metro-iNet Services, Programs & Support (Includes Cisco Telephony), Springbrook License Subscription, EZ Office Inventory, OPG-3 CCP
TRAVEL & TUITION	4330-000	3,865	4,701	6,000	6,000	MNGFOA Conference, Continuing Professional Education, Other Training, Tuition Reimbursement
PRINTING & PUBLISHING	4340-000	843	920	1,000	1,000	Publish Budget and Financial Reports
TRUTH IN TAXATION	4342-000	1,694	1,774	1,900	1,900	City Share of Property Specific Notices
		181,218	182,542	202,500	240,955	
CONTRACTUAL SERVICES						
CONTRACTED SERVICES	4410-000	100,855	102,376	105,000	105,000	Assessing Services - Anoka County - Based on Number of Parcels, Classification, and (Un)/Improved
SUBSCRIPTIONS & DUES	4452-000	1,077	1,077	1,167	1,167	MNGFOA Membership, GFOA Membership, Certificate of Achievement Program, MN Board of Accountancy, MNCPA Membership, MCFOA Membership
		101,932	103,453	106,167	106,167	
TOTAL FINANCE		602,897	622,904	658,472	678,590	

Legal Consultants

This area of the budget provides legal services for the city council and staff. Criminal prosecution costs are also included. Civil legal services are generally provided by contract with the law firm of Rupp, Anderson, Squires & Waldspurger, P.A. Criminal prosecution services are provided by contract with the law firm of GDO Law.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Other Services/Charges	111,902	141,407	125,000	130,000
Total	111,902	141,407	125,000	130,000

CITY OF LINO LAKES

LEGAL CONSULTANTS (101-414)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
OTHER SERVICES AND CHARGES						
MUNICIPAL ATTORNEY	4301-000	7,502	46,164	20,000	25,000	Consulting Attorney to City Council & Staff
CRIMINAL ATTORNEY	4303-000	104,400	95,243	105,000	105,000	Consulting Services for Criminal Prosecutions
		111,902	141,407	125,000	130,000	
TOTAL LEGAL CONSULTANTS		111,902	141,407	125,000	130,000	

Economic Development

The Economic Development Department is responsible for the encouragement of growth of new business and industry and offers support to existing businesses. The goal is to provide a balance of residential and business properties to enhance the tax base within the city. Long range planning is conducted through the updating of the Comprehensive Plan. This department provides information and processes applications for tax increment financing to encourage new businesses to locate in the community.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Personal Services	17,782	13,277	21,652	21,219
Other Services/Charges	12,611	10,363	16,100	14,040
Contractual Services	73,411	80,630	73,225	73,225
Total	103,804	104,271	110,977	108,484

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Personnel Schedule</u>				
Economic Dev Assistant	-	-	-	-
Total	-	-	-	-

The Economic Development Assistant retired in 2013. The position will remain vacant and the duties are being performed through the utilization of interns and consultants.

CITY OF LINO LAKES

ECONOMIC DEVELOPMENT (101-415)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
SALARIES	4101-000	0	0	0	0	Temporaries: Economic Development Intern (29 hrs/wk @ \$13/hr)
TEMPORARIES	4106-000	15,955	12,267	20,000	19,604	
WELLNESS PROGRAM	4108-000	0	0	0	0	
PERA	4121-000	522	0	0	0	
SOCIAL SECURITY	4122-000	1,221	938	1,530	1,500	
HEALTH INSURANCE	4131-000	0	0	0	0	
LIFE INSURANCE	4133-000	0	0	0	0	
DENTAL INSURANCE	4134-000	0	0	0	0	
WORKER'S COMPENSATION	4151-000	85	72	122	115	
		17,782	13,277	21,652	21,219	
OTHER SERVICES AND CHARGES						
PROFESSIONAL SERVICES	4300-000	12,611	10,363	15,500	13,440	Marketing Materials /Proposal Assistance \$2,500 BRE Program Assistance 18 hrs @ \$175/hr Pre Application Assistance 41 hrs @ \$190/hr
TRAVEL & TUITION	4330-000	0	0	300	300	Econ Workshops/EDAM Annual Conference
PRINTING & PUBLISHING	4340-000	0	0	300	300	Marketing Brochure
		12,611	10,363	16,100	14,040	
CONTRACTUAL SERVICES						
SUBSCRIPTIONS & DUES	4452-000	695	695	725	725	EDAM, Sensible Land Use Coalition, Chamber of Commerce, Memberships
CITY MARKETING	4900-000	72,716	79,935	72,500	72,500	Lodging Tax Remittals - Pass through to Twin Cities Gateway Convention and Tourism Bureau
		73,411	80,630	73,225	73,225	
TOTAL ECONOMIC DEVELOPMENT		103,804	104,271	110,977	108,484	

Planning and Zoning

This board is comprised of seven members appointed by the city council. The term is three years. The board acts as an advisory body on land use issues to the city council. These issues may include: subdivisions, site plan reviews, conditional use permits, variances, and ordinance revisions.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Personal Services	101,578	105,516	107,970	110,105
Supplies	34	30	200	200
Other Services/Charges	10,791	11,991	16,250	16,250
Contractual Services	15,265	19,279	38,000	38,000
Total	127,669	136,816	162,420	164,555

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Personnel Schedule</u>				
City Planner	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

An update to the City's comprehensive plan was adopted in 2011. Due to a reduction in development activity and the completion of an Organizational Assessment, the Senior Planner position was eliminated. A City Planner position was implemented in 2013 to replace the Associate Planner.

CITY OF LINO LAKES

PLANNING AND ZONING (101-416)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
SALARIES	4101-000	81,217	84,030	85,800	87,945	100% Planner
OVERTIME	4102-000	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	
PERA	4121-000	6,091	6,157	6,435	6,596	
SOCIAL SECURITY	4122-000	6,159	6,280	6,564	6,728	
HEALTH INSURANCE	4131-000	6,906	7,801	7,834	7,461	
LIFE INSURANCE	4133-000	315	278	284	328	
DENTAL INSURANCE	4134-000	529	529	529	529	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	
WORKER'S COMPENSATION	4151-000	362	441	524	518	
		101,578	105,516	107,970	110,105	
SUPPLIES						
OFFICE SUPPLIES	4200-000	34	30	200	200	Public/Advisory Meeting Supplies
		34	30	200	200	
OTHER SERVICES AND CHARGES						
PROFESSIONAL SERVICES	4300-000	4,013	5,980	7,950	7,950	Legal Assistance - Ordinance Updates; GIS Mapping Updates - FEMA/Zoning/Other
						Sensible Land Use Coalition Membership and Other Programs/Wkshops - \$250 MnAPA Conference - \$500 P&Z Workshops (7 Members) - \$400 Misc Mileage - \$150 Computer Training - \$150
TRAVEL & TUITION	4330-000	758	361	1,450	1,450	Commissioners - 6 @ \$75 x 12 mtgs; Chair \$100 x 12 mtgs
STIPEND	4331-000	5,975	5,250	6,600	6,600	Maps
PRINTING & PUBLISHING	4340-000	46	400	250	250	
		10,791	11,991	16,250	16,250	
CONTRACTUAL SERVICES						
						Comprehensive Plan Update/Zoning Ord Updates - \$25,000 Permit Works Annual Maintenance - \$2,400 ArcView Annual Maintenance - \$500 Misc Deliveries/Other - \$400 Consultant Services - Small Area Plans - 60 hrs @ \$150/hr
CONTRACTED SERVICES	4410-000	14,680	18,645	37,300	37,300	
SUBSCRIPTIONS & DUES	4452-000	585	634	700	700	APA Membership, Misc Reference Materials
		15,265	19,279	38,000	38,000	
TOTAL PLANNING AND ZONING		127,669	136,816	162,420	164,555	

Engineering

The main function of the Engineering Department is the overseeing of City public and private improvement projects. This department ensures quality infrastructure by maintaining local construction standards. Outside engineering consultants are utilized for assistance.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Other Services/Charges	49,062	40,194	49,500	44,500
Contractual Services	62,379	61,483	63,260	66,660
Total	111,441	101,677	112,760	111,160

CITY OF LINO LAKES

ENGINEERING (101-417)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
OTHER SERVICES AND CHARGES						
PROFESSIONAL SERVICES	4300-000	49,062	40,194	49,500	44,500	Traffic Counts - \$2,500 Engineering Consultant (Hourly) - \$42,000
		49,062	40,194	49,500	44,500	
CONTRACTUAL SERVICES						
ENGINEERING CONSULTANT	4410-000	62,379	61,483	62,160	62,160	Engineering Consultant (Retainer) - \$88,800 CD (70%) - \$62,160 Sewer Utility (15%) - \$13,320 Water Utility (15%) - \$13,320
CONTRACTED SERVICES	4410-000	0	0	1,100	4,500	Trimble GPS Software Maint Agreement - \$600 Aerial Photography - \$3,400 ArcView Annual Maintenance - \$500
		62,379	61,483	63,260	66,660	
TOTAL ENGINEERING		111,441	101,677	112,760	111,160	

Community Development

The Community Development Department is responsible for overseeing all community and economic development within the City of Lino Lakes. The goal is to provide a balance of residential and business properties to enhance the tax base within the city.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Personal Services	182,500	204,532	212,964	220,948
Supplies	41	49	100	100
Other Services/Charges	11,732	5,626	7,900	7,900
Contractual Services	905	625	925	925
Total	195,177	210,832	221,889	229,873

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Personnel Schedule</u>				
Community Dev Director	1.00	1.00	1.00	1.00
Community Dev Assistant	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

CITY OF LINO LAKES

COMMUNITY DEVELOPMENT (101-418)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
SALARIES	4101-000	149,198	167,747	173,538	180,190	100% Community Development Director 100% Administrative Assistant
OVERTIME	4102-000	0	0	0	0	
WELLNESS PROGRAM	4108-000	720	720	720	720	
PERA	4121-000	11,190	12,291	13,015	13,514	
SOCIAL SECURITY	4122-000	11,799	13,261	13,276	13,784	
ICMA EMPLOYER CONTRIBUTION	4123-000	1,901	2,061	2,660	2,814	
HEALTH INSURANCE	4131-000	6,600	7,200	7,200	7,200	
LIFE INSURANCE	4133-000	534	498	575	670	
DENTAL INSURANCE	4134-000	0	0	1,058	1,058	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	
WORKER'S COMPENSATION	4151-000	558	754	922	998	
		182,500	204,532	212,964	220,948	
SUPPLIES						
OFFICE SUPPLIES	4200-000	41	49	100	100	
		41	49	100	100	
OTHER SERVICES AND CHARGES						
PROFESSIONAL SERVICES	4300-000	10,732	5,076	7,000	7,000	DataLink (GIS) Annual Service and Maintenance - \$5,000 Mapping and Database Design - \$2,000
TRAVEL & TUITION	4330-000	885	551	900	900	Seminars, Conference, Training & Mileage
PRINTING & PUBLISHING	4340-000	115	0	0	0	
		11,732	5,626	7,900	7,900	
CONTRACTUAL SERVICES						
CONTRACTED SERVICES	4410-000	300	0	300	300	Anoka County GIS
SUBSCRIPTIONS & DUES	4452-000	605	625	625	625	APA/AICP Membership
		905	625	925	925	
TOTAL COMMUNITY DEVELOPMENT		195,177	210,832	221,889	229,873	

Environmental

The Environmental Department is responsible for efforts aimed at development of a sustainable natural resource base. Protection and enhancement are issues that are addressed.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Personal Services	44,784	47,181	52,505	51,729
Supplies	802	221	1,000	1,000
Other Services/Charges	6,877	5,176	9,430	9,430
Contractual Services	1,133	931	1,100	1,100
Total	53,596	53,508	64,035	63,259

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Personnel Schedule</u>				
Environmental Coordinator	0.35	0.35	0.35	0.38
Total	0.35	0.35	0.35	0.38

CITY OF LINO LAKES

ENVIRONMENTAL (101-461)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail	
PERSONAL SERVICES							
SALARIES	4101-000	28,706	29,567	30,233	28,886	37.5% Environmental Coordinator (35% in 2019) Temporaries: Summer Staff (2 staff @ 13 wks @ 40 hrs/wk @ \$13/hr)	
OVERTIME	4102-000	0	0	500	500		
TEMPORARIES	4106-000	8,356	10,272	13,520	13,520		
WELLNESS PROGRAM	4108-000	223	113	252	0		
PERA	4121-000	2,153	2,211	2,305	2,204		
SOCIAL SECURITY	4122-000	2,839	3,168	3,385	3,282		
ICMA EMPLOYER CONTRIBUTION	4123-000	50	144	553	0		
HEALTH INSURANCE	4131-000	2,035	1,260	1,260	2,798		
LIFE INSURANCE	4133-000	110	95	100	109		
DENTAL INSURANCE	4134-000	185	185	185	198		
WORKER'S COMPENSATION	4151-000	128	166	212	232		
		44,784	47,181	52,505	51,729		
SUPPLIES							
MAINTENANCE SUPPLIES	4211-000	663	221	700	700		Chemicals, Seed, etc.
SMALL TOOLS	4240-000	139	0	300	300		Sprayers, Soil Probes, etc.
		802	221	1,000	1,000		
OTHER SERVICES AND CHARGES							
PROFESSIONAL SERVICES	4300-000	460	119	1,000	1,000	Ecologist, Hydrologist - Environmental Reviews/Research & Development Resource Management Planning	
TELEPHONE	4321-000	729	730	730	730	Staff Cellular Telephone	
TRAVEL & TUITION	4330-000	812	627	1,100	1,100	Various Training Seminars, Conferences, Mileage - 1 Staff & Environmental Board, Erosion Control Cert State Conference	
STIPEND	4331-000	4,875	3,700	6,600	6,600	Commissioners - 6 @ \$75 x 12 mtgs; Chair \$100 x 12 mtgs	
UNIFORMS	4370-000	0	0	0	0		
		6,877	5,176	9,430	9,430		
CONTRACTUAL SERVICES							
CONTRACTED SERVICES	4410-000	1,133	900	1,000	1,000	ArcGIS Annual Maintenance	
SUBSCRIPTIONS & DUES	4452-000	0	31	100	100	Professional Memberships - MECA & MSA	
		1,133	931	1,100	1,100		
TOTAL ENVIRONMENTAL		53,596	53,508	64,035	63,259		

Solid Waste Abatement

The City receives a grant from Anoka County to fund solid waste abatement programs. In accordance with the County's goals, this department establishes, promotes, and monitors waste programs, including curbside recycling and drop-off events for bulky items. The City holds monthly recycling days, a Spring clean-up event and an Earth Day celebration. It also utilizes waste reduction strategies at City events and assists the County in promoting correct disposal of yard waste and hazardous materials.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Personal Services	47,074	52,255	55,525	47,439
Supplies	0	1,620	3,000	1,100
Other Services/Charges	11,298	8,659	7,220	7,220
Contractual Services	20,552	21,687	22,700	22,700
Capital Outlay	0	619	0	0
Total	78,924	84,840	88,445	78,459

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Personnel Schedule</u>				
Environmental Coordinator	0.30	0.30	0.30	0.25
Total	0.30	0.30	0.30	0.25

CITY OF LINO LAKES

SOLID WASTE ABATEMENT (101-462)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
SALARIES	4101-000	24,605	25,380	25,914	19,257	25% Environmental Coordinator (30% in 2019)
OVERTIME	4102-000	1,236	1,413	1,600	1,600	Overtime: Recycle Days Equipment Operators & Staff Assistance
TEMPORARIES	4106-000	14,490	17,543	20,000	19,604	
WELLNESS PROGRAM	4108-000	191	97	216	0	Temporaries: Solid Waste Intern (29hrs/wk @ \$13/hr)
PERA	4121-000	1,938	2,659	2,064	1,564	
SOCIAL SECURITY	4122-000	2,461	3,484	3,635	3,095	
ICMA EMPLOYER	4123-000	43	123	474	0	
HEALTH INSURANCE	4131-000	1,673	1,080	1,080	1,865	
LIFE & DISABILITY INSURANCE	4133-000	94	81	86	73	
DENTAL INSURANCE	4134-000	159	159	159	132	
WORKER'S COMPENSATION	4151-000	184	236	297	249	
		47,074	52,255	55,525	47,439	
SUPPLIES						
OFFICE SUPPLIES	4200-000	0	1,620	1,100	1,100	Recycling Day Supplies, Corn Roast Trash Bags
MAINTENANCE SUPPLIES	4211-000	0	0	1,900	0	
		0	1,620	3,000	1,100	
OTHER SERVICES AND CHARGES						
TRAVEL & TUITION	4330-000	0	592	220	220	Association of Recycling Managers Workshops
PRINTING & PUBLISHING	4340-000	11,298	8,067	7,000	7,000	Notices for Recycling Days, Earth Day, Etc.
UNIFORMS	4370-000	0	0	0	0	
		11,298	8,659	7,220	7,220	
CONTRACTUAL SERVICES						
CONTRACTED SERVICES	4410-000	20,552	21,687	22,700	22,700	Recycling & Earth Day Vendors & Organics Service
		20,552	21,687	22,700	22,700	
CAPITAL OUTLAY						
EQUIPMENT	5000-000	0	619	0	0	
		0	619	0	0	
TOTAL SOLID WASTE ABATEMENT		78,924	84,840	88,445	78,459	

Note: Solid Waste Expenditures are reimbursed from Anoka County through the Solid Waste Management Coordinating Board (SCORE)

Forestry

The Forestry Department is responsible for providing for the health, vigor and planning of the urban forest in the City. The planting of boulevard trees in new subdivisions is budgeted here. The costs for these trees are reimbursed from developers. Balled and burlaped trees are now City standard. Oak Wilt and Emerald Ash Borer suppression and tree preservation programs will continue, as well as response to many plant health and care calls.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Personal Services	36,539	37,177	38,567	37,802
Supplies	5,276	2,859	2,950	2,950
Other Services/Charges	352	354	380	380
Contractual Services	8,704	20,287	20,000	20,000
Capital Outlay	8,247	0	0	0
Total	59,119	60,677	61,897	61,132

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Personnel Schedule</u>				
Environmental Coordinator	0.35	0.35	0.35	0.38
Total	0.35	0.35	0.35	0.38

CITY OF LINO LAKES

FORESTRY (101-463)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
SALARIES	4101-000	28,706	29,610	30,233	28,886	37.5% Environmental Coordinator (35% in 2019)
OVERTIME	4102-000	0	0	0	0	
TEMPORARIES	4106-000	0	0	0	0	
WELLNESS PROGRAM	4108-000	223	113	252	0	
PERA	4121-000	2,153	2,170	2,267	2,166	
SOCIAL SECURITY	4122-000	2,210	2,408	2,313	2,210	
ICMA EMPLOYER	4123-000	50	144	553	0	
HEALTH INSURANCE	4131-000	1,952	1,260	1,260	2,798	
LIFE INSURANCE	4133-000	110	95	100	109	
DENTAL INSURANCE	4134-000	185	185	185	198	
WORKER'S COMPENSATION	4151-000	951	1,192	1,404	1,435	
		36,539	37,177	38,567	37,802	
SUPPLIES						
OFFICE SUPPLIES	4200-000	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	4,969	2,859	2,700	2,700	Fertilizers, Staking Material, EAB Chemicals - Treat 300 Ash Annually - 3 Yr Cycle
SMALL TOOLS	4240-000	307	0	250	250	
		5,276	2,859	2,950	2,950	
OTHER SERVICES AND CHARGES						
UNIFORMS	4370-000	352	354	380	380	
		352	354	380	380	
CONTRACTUAL SERVICES						
CONTRACTED SERVICES	4410-000	8,704	20,287	20,000	20,000	Damaged/Diseased Tree Removal/Oakwilt Control \$5,000 Emerald Ash Borer Tree Replacement Program \$10,000 Blvd Tree Replacement \$5,000
		8,704	20,287	20,000	20,000	
CAPITAL OUTLAY						
EQUIPMENT	5000-000	8,247	0	0	0	
		8,247	0	0	0	
TOTAL FORESTRY		59,119	60,677	61,897	61,132	

Police

The Police Department is a division of the Lino Lakes Public Safety Department. The main objective of this department is to develop and promote a safe and secure community. The police serve the community by protecting life and property, preserving peace and order, preventing crime and enforcing all laws and ordinances. The Department is actively pursuing the Community Oriented Policing Philosophy that emphasizes partnerships and community involvement to ensure the successful implementation of the City's vision for public safety services.

	2017	2018	2019	2020
	Actual	Actual	Adopted	Adopted
<u>Expenditures</u>				
Personal Services	3,436,882	3,522,834	3,747,049	3,882,523
Supplies	27,185	26,195	36,025	39,125
Other Services/Charges	107,373	121,019	126,786	142,819
Contractual Services	41,702	42,110	41,450	45,713
Capital Outlay	34,036	17,596	24,802	32,317
Total	3,647,178	3,729,755	3,976,112	4,142,497

	2017	2018	2019	2020
	Actual	Actual	Adopted	Adopted
<u>Personnel Schedule</u>				
Director of Public Safety	0.85	0.85	0.85	0.85
Deputy Director - Police	1.00	1.00	1.00	1.00
Captain	0.85	0.85	0.85	0.85
Sergeant	5.00	5.00	5.00	5.00
Patrol	19.00	19.00	19.00	19.00
Police Records Clerk	2.00	2.00	2.00	2.00
Community Service Officer	1.50	1.00	1.00	1.00
Administrative Assistant	0.85	0.85	0.85	0.85
Total	31.05	30.55	30.55	30.55

CITY OF LINO LAKES

POLICE (101-420)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
SALARIES	4101-000	2,475,844	2,533,419	2,653,084	2,735,974	85% Public Safety Director
OVERTIME	4102-000	88,850	101,991	90,000	90,000	100% Deputy Director Police
TEMPORARIES	4106-000	0	0	0	0	85% Public Safety Captain
TRAFFIC PROJECTS SALARIES	4107-000	0	0	0	0	85% Administrative Assistant
WELLNESS PROGRAM	4108-000	2,370	2,671	4,824	2,772	5 - 100% Sergeants
PERA	4121-000	395,795	390,091	446,401	479,506	19 - 100% Patrol Officers
SOCIAL SECURITY	4122-000	47,810	48,356	51,946	53,553	2 - 100% Records Techs
ICMA EMPLOYER	4123-000	7,148	8,034	11,424	12,513	2 - .5 FTE Community Service Officers
HEALTH INSURANCE	4131-000	326,112	337,120	364,519	365,702	
LIFE & DISABILITY INSURANCE	4133-000	9,125	7,609	8,555	10,121	Overtime: Patrol, Court, Training, Special Events, DWI Enforcement
DENTAL INSURANCE	4134-000	13,919	12,249	16,167	16,167	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	
WORKER'S COMPENSATION	4151-000	69,909	81,294	100,129	116,215	
		3,436,882	3,522,834	3,747,049	3,882,523	
SUPPLIES						
OFFICE SUPPLIES	4200-000	5,711	5,759	8,100	8,100	Business Cards, Letterhead and Envelopes, Toner/Printer Cartridges, Paper, DVD Discs, Misc Supplies, Ticketwriter Paper Rolls
MAINTENANCE SUPPLIES	4211-000	10,161	7,287	13,100	13,100	Ammo, Taser Supplies, Range Supplies, Simunition, DMT Gas, Property Evidence Supplies
YOUTH PROGRAMS	4213-000	1,642	1,604	3,100	3,100	Supplies, Youth Safety Camp, Firearms Safety Camp, Snowmobile Safety, Explorers, Junior Citizen's Academy
CRIME PREVENTION/SAFETY	4214-000	6,238	6,414	7,400	7,400	Night to Unite, Volunteer Appreciation, Open House, Promotional Materials, Volunteer Clothing, Citizens Academy
SMALL TOOLS	4240-000	3,431	5,131	4,325	7,425	Supplies and Shirts, CERT
		27,185	26,195	36,025	39,125	Batteries, Tasers, Tint Meters, PBT, Computer Peripherals
OTHER SERVICES AND CHARGES						
PROFESSIONAL SERVICES	4300-000	2,436	2,968	2,340	3,840	Critical Incident Debriefing, POST License Renewal, Psych Assessments
TELEPHONE	4321-000	18,313	18,286	18,320	21,878	Cell Phones, Mobile Hot Spot, Cell Stipend
POSTAGE	4322-000	769	804	1,000	1,000	
TRAVEL & TUITION	4330-000	21,842	27,215	30,165	32,500	Anoka Chief, Century Slot Program, Tuition Reimbursement, POST Mandate, Range Fees, Conference, IACP, Instructor Training, K-9, Conference, EMR Training
INSURANCE	4360-000	34,878	38,457	41,581	46,581	
UNIFORMS	4370-000	26,793	31,641	30,960	34,600	Officers, Sergeants, Admin., Unused Uniform Allowance, Ballistic Vests, Replacement Uniforms, CSO
ELECTRICITY	4381-000	411	410	420	420	Emergency Siren Electricity
RESERVES	4386-000	1,931	1,239	2,000	2,000	Uniforms, Equipment, Training, Supplies
EXPLORERS	4387-000	0	0	0	0	
		107,373	121,019	126,786	142,819	
CONTRACTUAL SERVICES						
CONTRACTED SERVICES	4410-000	40,163	40,782	39,900	44,163	RMS - JLEC, 800 MHz Contract, State of MN CJDN, Emergency Sirens, LEXIPOL, Target Solutions, Shredding, Otter Lake Animal Hospital, Car Washer, DETOX Dakota County, Metro Sales, Schedule Anywhere, Emergency Sirens, 3SI Security, Midwest Radar
SUBSCRIPTIONS & DUES	4452-000	1,539	1,328	1,550	1,550	Professional Memberships & Subscriptions: IACP, MCPA, AMEM, Col Rotary, Press Publications, MACIA, PLEAA, Tri-County, FBI NA, PERF
		41,702	42,110	41,450	45,713	
CAPITAL OUTLAY						
EQUIPMENT	5000-000	34,036	17,596	24,802	32,317	Patrol Mobile Computers (5), Admin/Investigation Computers (2), Front Office Staff Computers (2), Copier/Scanner
		34,036	17,596	24,802	32,317	
TOTAL POLICE DEPARTMENT		3,647,178	3,729,755	3,976,112	4,142,497	

Fire

The Fire Department is a division of the Lino Lakes Public Safety Department. In January 2014, the City Council voted to withdraw from the Centennial Fire District and to operate a Lino Lakes Fire Department. The Department was operational in January 2016.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Personal Services	425,695	439,336	529,734	516,907
Supplies	8,135	23,212	25,650	26,200
Other Services/Charges	47,647	47,050	46,355	52,980
Contracted Services	22,532	30,332	42,783	44,030
Capital Outlay	32,551	25,014	29,750	0
Total	536,560	564,944	674,272	640,117

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Personnel Schedule</u>				
Director of Public Safety	0.15	0.15	0.15	0.15
Deputy Director - Fire	1.00	1.00	1.00	1.00
Captain	0.15	0.15	0.15	0.15
Administrative Assistant	0.15	0.15	0.15	0.15
Bldg/Fire Inspector I	0.50	0.50	0.50	0.50
Total	1.95	1.95	1.95	1.95
Paid On Call Firefighters	20.00	24.00	24.00	24.00

CITY OF LINO LAKES

FIRE (101-421)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
SALARIES	4101-000	261,137	265,212	323,622	308,109	15% Public Safety Director
OVERTIME	4102-000	2,846	3,254	0	0	100% Deputy Director Fire
FIRE STIPEND	4109-000	61,254	64,265	68,890	70,956	15% Public Safety Captain
WELLNESS PROGRAM	4108-000	108	108	216	108	15% Administrative Assistant
PERA	4121-000	35,839	36,698	50,470	53,927	50% Building/Fire Inspector
SOCIAL SECURITY	4122-000	12,257	11,801	14,863	13,424	Paid-On-Call Firefighters - Calls/Training Drills/Command Stipends
ICMA EMPLOYER	4123-000	230	241	0	0	Stipend: Cross-trained Fire/Rescue
HEALTH INSURANCE	4131-000	19,945	21,188	22,124	21,522	
LIFE & DISABILITY INSURANCE	4133-000	666	572	470	740	
DENTAL INSURANCE	4134-000	767	760	1,032	1,032	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	
WORKER'S COMPENSATION	4151-000	30,646	35,236	48,047	47,089	
		425,695	439,336	529,734	516,907	
SUPPLIES						
OFFICE SUPPLIES	4200-000	482	1,503	1,500	1,500	Paper, Toner/Printer Cartridges, Business Cards, Pens
MAINTENANCE SUPPLIES	4211-000	2,740	4,907	6,700	6,700	Foam, Saw Blades, Floor Dry, Batteries
YOUTH PROGRAM	4213-000	0	1,131	1,950	2,500	Safety Camp
FIRE PREVENTION	4214-000	2,818	2,472	3,000	3,000	Citizen Academy, Marketing Materials
SMALL TOOLS	4240-000	2,095	13,199	12,500	12,500	Rescue Tool Replacement, Ropes, 4 Gas Monitor, Wildland Tools
		8,135	23,212	25,650	26,200	
OTHER SERVICES AND CHARGES						
PROFESSIONAL SERVICES	4300-000	4,632	3,101	1,725	5,500	FF Certification, FF Licensure, Hepatitis Vaccination Series, Medical/Drug Exam
OTHER CONSULTANTS	4310-000	0	0	0	0	
TELEPHONE	4321-000	2,374	1,941	2,880	2,880	Cell Phones, Mobile Hot Spot, Cell Stipend
POSTAGE	4322-000	238	1,017	500	500	
TRAVEL & TUITION	4330-000	14,784	22,727	20,750	23,000	Century CEU, Training Supplies, Medical Training, AWAIR/OSHA Training Staff Development, Conference, FF1, FF2, HazMat Initial Trng
PRINTING & PUBLISHING	4340-000	0	500	500	500	Marketing Materials
UNIFORMS	4370-000	25,620	17,764	20,000	20,600	Turn-out & Wildland Fire Gear, Misc Uniform Items
		47,647	47,050	46,355	52,980	
CONTRACTUAL SERVICES						
CONTRACTED SERVICES	4410-000	21,213	29,187	41,403	42,650	Ladder Testing, SCBA Flow Testing, PSDS, Dispatch Application, Foam System Service, Pump Testing, Pump Service, Aerial Service, LEXIPOL, Target Solutions, Accessory Svc for Fans, Generators, Extraction, and Saws, Alex Air Compressor Annual Maintenance & Test, AED Recert, Transunion Backgrounds, Motorola 800 MHz Contract
SUBSCRIPTIONS & DUES	4452-000	1,319	1,145	1,380	1,380	MN IAAI, Metro Fire Chiefs, Anoka Co. Fire Protection Assn, MSFCA, International Assn
		22,532	30,332	42,783	44,030	
CAPITAL OUTLAY						
EQUIPMENT	5000-000	32,551	25,014	29,750	0	
		32,551	25,014	29,750	0	
TOTAL FIRE DEPARTMENT		536,560	564,944	674,272	640,117	

Building Inspections

This department provides minimum standards to safeguard the public by regulating and controlling the design, construction, use and occupancy, and maintenance of buildings constructed within the City. City Code and Ordinance compliance is enforced and controlled. The department reviews building plans and permits for compliance with state and local building codes. Electrical permits are issued and administered by the State of Minnesota.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Personal Services	221,714	277,136	331,033	334,345
Supplies	591	1,449	2,150	3,650
Other Services/Charges	6,502	7,271	11,240	11,240
Contractual Services	1,151	65	3,325	3,325
Capital Outlay	0	1,014	0	0
Total	229,958	286,936	347,748	352,560

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Personnel Schedule</u>				
Building Official	1.00	1.00	1.00	1.00
Building Inspector I	-	-	1.00	1.00
Building Permit Tech	1.00	1.00	1.00	1.00
Bldg/Fire Inspector I	0.50	0.50	0.50	0.50
Total	2.50	2.50	3.50	3.50

CITY OF LINO LAKES

BUILDING INSPECTIONS (101-422)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
SALARIES	4101-000	158,775	174,793	240,470	244,135	100% Building Official
OVERTIME SALARIES	4102-000	528	9,029	500	500	100% Building Inspector
TEMPORARIES	4106-000	14,381	36,983	9,360	9,360	50% Building/Fire Inspector 100% Building Permit Technician
WELLNESS PROGRAM	4108-000	396	408	720	720	
PERA	4121-000	11,948	14,642	18,072	18,348	Temporaries: Inspector (13 wks @ 24 hr/wks @ \$30/hr)
SOCIAL SECURITY	4122-000	12,869	16,606	19,151	19,431	
ICMA EMPLOYER	4123-000	0	0	0	0	
HEALTH INSURANCE	4131-000	20,498	22,087	38,868	37,821	
LIFE & DISABILITY INSURANCE	4133-000	642	561	762	864	
DENTAL INSURANCE	4134-000	1,058	1,058	1,852	1,852	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	
WORKER'S COMPENSATION	4151-000	620	969	1,278	1,314	
		221,714	277,136	331,033	334,345	
SUPPLIES						
OFFICE SUPPLIES	4200-000	580	945	2,000	2,000	Card Stock for Building Permits, Correction Notice Forms, Septic System Pumping Forms, Code Books
SMALL TOOLS	4240-000	11	504	150	1,650	Inspection Vehicle Computer Mount and Cradle (2)
		591	1,449	2,150	3,650	
OTHER SERVICES AND CHARGES						
PROFESSIONAL SERVICES	4300-000	4,175	4,175	5,000	5,000	Permit Works Annual Maintenance & Assistance
TELEPHONE	4321-000	671	1,761	1,800	1,800	Inspections Phone & Wi-Fi
TRAVEL & TUITION	4330-000	940	575	3,300	3,300	Staff Training & Mileage, SSTS Cert
UNIFORMS	4370-000	716	760	1,140	1,140	Building Inspections Staff
		6,502	7,271	11,240	11,240	
CONTRACTUAL SERVICES						
CONTRACTED SERVICES	4410-000	1,116	0	3,000	3,000	Large Format Scanning \$500 Back-Up Inspection Services \$2,500 (33hrs @ \$75/hr)
SUBSCRIPTIONS & DUES	4452-000	35	65	325	325	AMBO \$200, 10K Lakes Chapter \$125
		1,151	65	3,325	3,325	
CAPITAL OUTLAY						
EQUIPMENT	5000-000	0	1,014	0	0	
		0	1,014	0	0	
TOTAL BUILDING INSPECTIONS		229,958	286,936	347,748	352,560	

Streets

The Streets Department maintains and improves all City streets for safety and mobility especially in the winter months. The City has approximately 107 miles of roads. Annual maintenance programs for sealcoating and crackfilling designated streets increases their expected lifespan, and are the most costly projects performed by this department.

	2017	2018	2019	2020
	Actual	Actual	Adopted	Adopted
<u>Expenditures</u>				
Personal Services	539,861	606,652	611,149	632,990
Supplies	124,256	115,211	144,000	140,000
Other Services/Charges	149,998	85,328	110,600	110,600
Contractual Services	95,822	81,368	88,000	84,500
Capital Outlay	0	0	10,100	0
Total	909,937	888,559	963,849	968,090

	2017	2018	2019	2020
	Actual	Actual	Adopted	Adopted
<u>Personnel Schedule</u>				
Supervisor	1.00	1.00	1.00	1.00
General Maintenance	5.50	5.50	5.50	5.50
PT Office Specialist	0.15	0.15	0.15	0.15
Total	6.65	6.65	6.65	6.65

CITY OF LINO LAKES

STREETS (101-430)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
SALARIES	4101-000	365,422	408,253	415,378	425,969	100% Streets Supervisor
OVERTIME	4102-000	5,974	15,224	8,000	14,000	5 - 100% General Maintenance Workers
ON CALL/PAGER	4105-000	2,825	3,615	2,000	4,801	50% General Maintenance Worker/Mechanic
TEMPORARIES	4106-000	30,247	25,734	23,000	26,000	.15 FTE PT Office Specialist
WELLNESS PROGRAM	4108-000	0	0	0	0	Overtime: Snowplowing, Street Repairs, Unforeseen Emergencies
PERA	4121-000	28,049	31,334	31,901	33,358	
SOCIAL SECURITY	4122-000	29,425	32,875	34,301	36,014	Temporaries: Seasonal Summer Maintenance Workers
ICMA EMPLOYER CONTRIBUTION	4123-000	1,769	1,746	1,794	1,838	Streets - 2 staff @ 500 hrs @ \$13/hr
HEALTH INSURANCE	4131-000	46,795	53,585	53,646	51,442	Streets - 1 staff @ 200 hrs @ \$13/hr
LIFE & DISABILITY INSURANCE	4133-000	1,568	1,396	1,423	1,633	Stormwater - 2 staff @ 400 hrs @ \$13/hr
DENTAL INSURANCE	4134-000	2,977	3,005	3,519	3,519	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	
WORKER'S COMPENSATION	4151-000	24,811	29,884	36,187	34,416	
		539,861	606,652	611,149	632,990	
SUPPLIES						
						Boulevard & Median Maintenance Materials: Geo-fabric, Fertilizers, Pesticides, Irrigation Components, Erosion Prevention and Sediment Control Products, Grass Seed/Sod. Construction Materials: Lumber, Plywood, Screws, Nails, Nuts/Bolts/Washers, Bagged Concrete, Grout, Bentonite, Stakes/Lathe. Equipment Wear Items: Street Sweeper Center Brooms and Gutter Brooms, Plow Blades/Cutting Edges, Ditch Mower Blades, Saw Blades. Safety Items: High Visibility Vests, Shirts, Eye Protection, Ear Protection, Insect Repellent, Sunscreen, Hardhats, Chainsaw PPE. Any Products or Parts Intended for Streets Maintenance and Equipment Electrical Cords, Batteries, Rope, Tape, Cable, Glue, Paints & Solvents, Plumbing Supplies, Fittings.
MAINTENANCE SUPPLIES	4211-000	11,537	9,534	8,000	12,000	
SHOP PARTS	4221-000	401	0	0	0	
						Traffic Regulatory Signs, Parking Signs, Warning Signs, Construction Signs, Work Zone Signs, Public Awareness Signs, School Signs, Trail Signs, Reflective Tape/Sheeting, Barricades, Traffic Cones, Sign Posts, Hardware, Any Materials and Supplies Purchased Specifically for the Construction or Maintenance of Signs & Barricades.
STREET SIGNS	4223-000	17,010	13,094	12,000	12,000	
						Hot Asphalt, Cold Asphalt (i.e. UPM Bagged and Bulk), Asphalt Emulsion (tack), Crackfill Material, Detackifier (for Crackfill Operations).
PATCHING MATERIALS	4224-000	32,298	32,712	50,000	50,000	
						Regular Road Salt, Treated Road Salt, Bagged Sidewalk Salt, Sand used for Snow and Ice Management, Any Materials and Supplies Purchased Specifically to Facilitate the use of Salt (Brine or Solid) for Snow and Ice Management.
SALT/SAND	4228-000	55,871	52,669	55,000	55,000	
						Class V, Sand (not for Winter Operations), Rock, Chip Rock, Rip-rap, Topsoil, Compost, Mulch, and Woodchips. Plastic, Metal, or Concrete Pipes and Culverts.
GRAVEL AND MISCELLANEOUS	4229-000	3,908	3,857	15,000	7,000	
						Rakes, Snow Shovels, Flat Shovels, Spades, Loots, Sprayers, Pitch Forks, Push Brooms, Hand Tools, Power Tools, Tool Boxes & Containers, Jacks, Trailer Jacks, Winches, Chains/Binders, Ratchet Straps, Ladders, Chainsaws, Chainsaw Sharpeners, Weed Whips, manual/electric/gas engine pumps, locks.
SMALL TOOLS	4240-000	3,231	3,345	4,000	4,000	
		124,256	115,211	144,000	140,000	
OTHER SERVICES AND CHARGES						
PROFESSIONAL SERVICES	4300-000	0	2,864	12,000	12,000	Consulting, Engineering, Hazardous Waste Recycling, Cartegraph
TELEPHONE	4321-000	675	610	1,000	1,000	
TRAVEL & TUITION	4330-000	1,527	1,465	2,000	2,000	Staff Training & Mileage
UNIFORMS	4370-000	2,460	2,583	2,600	2,600	
STREET LIGHTS	4385-000	145,335	77,806	93,000	93,000	Electricity & Repair of City-Owned Street Lights
		149,998	85,328	110,600	110,600	
CONTRACTUAL SERVICES						
CONTRACTED SERVICES	4410-000	81,086	77,807	80,000	80,000	Patching/Spray Patching, Catch Basin Repairs, Curb Repairs & Replacements, Dead Deer Removal, Signal Maintenance, etc.
RENTED EQUIPMENT	4415-000	5,210	0	1,000	1,000	Traffic Control Sign Rental, Crack Fill Kettle, Rented Skidsteer/Toolcat Attachments, Tools, Vehicles, Equipment.
CONTRACTED STORM SYSTEM MAINT	4421-000	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	9,526	3,561	7,000	3,500	Professional Memberships & Journals (incl State/County Contract) Purchasing Membership
		95,822	81,368	88,000	84,500	
CAPITAL OUTLAY						
EQUIPMENT	5000-000	0	0	10,100	0	
		0	0	10,100	0	
TOTAL STREETS		909,937	888,559	963,849	968,090	

Fleet Management

This department provides the maintenance for all City vehicles and equipment. Routine service and major repairs are performed in house by the City's mechanic. All stock and inventory parts are budgeted in this department. The mechanic's salary and benefits are paid from this budget.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Personal Services	121,627	129,040	127,684	131,227
Supplies	139,794	189,425	168,000	183,000
Other Services/Charges	59,779	74,663	82,273	84,273
Contractual Services	34,817	68,288	70,000	67,000
Capital Outlay	0	3,500	0	5,000
Total	356,018	464,915	447,957	470,500

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Personnel Schedule</u>				
Mechanic	1.00	1.00	1.00	1.00
General Maintenance	0.50	0.50	0.50	0.50
Total	1.50	1.50	1.50	1.50

CITY OF LINO LAKES

FLEET MANAGEMENT (101-431)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
SALARIES	4101-000	88,318	91,192	92,198	94,512	100% Mechanic
OVERTIME	4102-000	2,394	4,430	1,000	2,000	50% General Maintenance Worker/Mechanic
TEMPORARIES	4106-000	0	0	0	0	Overtime: Emergency Repairs, Snowplowing
WELLNESS PROGRAM	4108-000	0	0	0	0	
PERA	4121-000	6,803	6,976	6,990	7,238	
SOCIAL SECURITY	4122-000	6,385	6,721	7,130	7,383	
HEALTH INSURANCE	4131-000	14,408	15,792	16,201	15,566	
LIFE & DISABILITY INSURANCE	4133-000	355	312	317	364	
DENTAL INSURANCE	4134-000	794	794	794	794	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	
WORKER'S COMPENSATION	4151-000	2,170	2,822	3,054	3,370	
		121,627	129,040	127,684	131,227	
SUPPLIES						
MAINTENANCE SUPPLIES	4211-000	530	582	1,000	1,000	Shop Supplies (Brake Clean, Windex, Paper Towels, Spray Bottles, Penetrating Oils, WD40)
FUELS	4212-000	85,951	116,889	85,000	110,000	Gasoline & Diesel for all City Vehicles (Includes Police/Fire & Equipment)
SHOP PARTS	4221-000	47,580	63,969	75,000	65,000	All Replacement Parts to Repair Vehicles, All Maintenance Parts (Including Filters, Bulk Lubricants, Engine Oils, ATF's, Gear Lubes, Coolants, etc.)
SMALL TOOLS	4240-000	5,733	7,985	7,000	7,000	New and/or Replacement Tools for the Shop (Hand tools, Battery Powered Tools, Specialty Tools, etc)
		139,794	189,425	168,000	183,000	
OTHER SERVICES AND CHARGES						
PROFESSIONAL SERVICES	4300-000	30,790	38,088	44,000	44,000	Annual DOT Inspections, Annual Boom/Hoist Inspections, Alignments, Repairs, Cartegraph
TRAVEL & TUITION	4330-000	153	0	500	500	Training & Testing to Maintain Required Licenses and Certificates (ASE Certification & Testing, Automotive Training Classes or Seminars)
PRINTING & PUBLISHING	4340-000	0	0	0	0	
INSURANCE	4360-000	0	0	0	0	
AUTO INSURANCE	4363-000	28,266	36,007	37,203	39,203	Insurance for Entire Fleet, Including Police & Fire
UNIFORMS	4370-000	570	568	570	570	
		59,779	74,663	82,273	84,273	
CONTRACTUAL SERVICES						
CONTRACTED SERVICES	4410-000	27,917	57,688	64,000	61,000	Maintain, Repair, and Certify Fire Equipment
SUBSCRIPTIONS AND DUES	4452-000	6,900	10,600	6,000	6,000	Fleet Mgmt Update, ALLData Online Repair Manual Subscription
		34,817	68,288	70,000	67,000	
CAPITAL OUTLAY						
EQUIPMENT	5000-000	0	3,500	0	5,000	Skid Steer Buyback Program
		0	3,500	0	5,000	
TOTAL FLEET MANAGEMENT		356,018	464,915	447,957	470,500	

Government Buildings

This department is responsible for the costs associated with the repair and maintenance of the Civic Complex and other public buildings. All electrical, heating, telephone, office supply and postage costs are included in this budget.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Personal Services	2,452	1,165	2,487	2,511
Supplies	47,138	40,088	42,400	42,400
Other Services/Charges	426,294	370,052	380,246	361,610
Contractual Services	77,786	67,221	68,200	71,200
Capital Outlay	82,419	43,010	0	0
Total	636,088	521,535	493,333	477,721

As a cost saving measure, the custodian and temporary positions were eliminated in 2011. The City has entered into a contract for janitorial services for all municipal buildings.

CITY OF LINO LAKES

GOVERNMENT BUILDINGS (101-432)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
SALARIES	4101-000	2,080	960	2,080	2,080	Boiler Tech Endorsement
OVERTIME SALARIES	4102-000	0	0	0	0	
TEMPORARIES	4106-000	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	
PERA	4121-000	156	72	156	156	
SOCIAL SECURITY	4122-000	149	71	159	159	
HEALTH INSURANCE	4131-000	0	0	0	0	
LIFE AND DISABILITY INSURANCE	4133-000	0	0	0	0	
DENTAL INSURANCE	4134-000	0	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	
WORKER'S COMPENSATION	4151-000	67	62	92	116	
		2,452	1,165	2,487	2,511	
SUPPLIES						
OFFICE SUPPLIES	4200-000	9,037	11,040	10,000	10,000	Supplies for Office Operations
MAINTENANCE SUPPLIES	4211-000	35,671	28,920	30,000	30,000	Replacement Parts, Janitorial Supplies, etc.
SMALL TOOLS	4240-000	2,430	128	2,400	2,400	
		47,138	40,088	42,400	42,400	
OTHER SERVICES AND CHARGES						
PROFESSIONAL SERVICES	4300-000	111,055	50,350	59,000	59,000	Repair/Calibration of HVAC System, Repairs in City Buildings, Safety Systems Monitoring, Internet Access
TELEPHONE	4321-000	22,817	24,190	25,500	6,864	Telephone Service Charges (excludes Metro I-net)
POSTAGE	4322-000	5,591	4,961	3,500	5,000	
TRAVEL & TUITION	4330-000	10	0	0	0	
PRINTING & PUBLISHING	4340-000	0	0	0	0	
INSURANCE	4361-000	111,799	127,946	117,745	117,745	General Liability, Property, Excess Liability
ELECTRICITY	4381-000	96,071	91,525	96,500	96,500	For all City Facilities
UTILITIES	4382-000	15,145	13,980	21,000	17,000	Water & Sewer Service
HEAT	4383-000	52,263	45,536	48,000	48,000	Civic Complex & Other City Facilities
SANITATION	4384-000	11,543	11,564	9,000	11,500	Refuse Collection for City Complex & Other City Facilities
		426,294	370,052	380,246	361,610	
CONTRACTUAL SERVICES						
CONTRACTED SERVICES	4410-000	77,727	66,860	68,000	71,000	Pest Control, Copier Maintenance, Fire Extinguisher Maintenance, Postage Machine Rental, Shredder, Roof Inspections, Read/Calibrate Scales, Garage Door Maintenance, Cleaning Services, 2020-Carpet Cleaning Civic Complex (\$3,000)
RENTED EQUIPMENT	4415-000	0	202	0	0	
SUBSCRIPTIONS & DUES	4452-000	59	159	200	200	Newspaper
		77,786	67,221	68,200	71,200	
CAPITAL OUTLAY						
EQUIPMENT	5000-000	82,419	43,010	0	0	
		82,419	43,010	0	0	
TOTAL GOVERNMENT BUILDINGS		636,088	521,535	493,333	477,721	

Parks

The Parks Department is responsible for the acquisition and planning of land areas, maintenance and inspection of current parks, and development of future park land. The goal is to provide high quality recreation experiences within a limited budget. Currently, the City maintains 19 parks and approximately 30 miles of trails.

	2017	2018	2019	2020
	Actual	Actual	Adopted	Adopted
<u>Expenditures</u>				
Personal Services	464,842	452,144	493,104	524,687
Supplies	29,575	21,422	43,000	33,000
Other Services/Charges	62,612	80,371	39,650	45,550
Contractual Services	107,714	65,483	73,700	43,700
Capital Outlay	0	0	15,000	0
Total	664,741	619,420	664,454	646,937

	2017	2018	2019	2020
	Actual	Actual	Adopted	Adopted
<u>Personnel Schedule</u>				
Public Services Director	0.50	0.50	0.50	0.50
Parks Supervisor	1.00	1.00	1.00	1.00
General Maintenance	3.00	3.00	3.00	3.00
Administrative Assistant	0.70	0.70	0.70	0.70
Total	5.20	5.20	5.20	5.20

CITY OF LINO LAKES

PARKS (101-450)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
SALARIES	4101-000	337,180	319,239	346,375	362,697	50% Public Services Director
OVERTIME	4102-000	55	874	2,000	2,000	100% Parks Supervisor
TEMPORARIES	4106-000	27,157	34,808	34,600	39,200	70% Administrative Assistant
WELLNESS PROGRAM	4108-000	0	0	0	0	3 - 100% General Maintenance Workers
PERA	4121-000	23,988	23,490	26,128	27,352	Temporaries: Seasonal Summer Park Staff
SOCIAL SECURITY	4122-000	27,063	26,177	29,298	30,898	5 Staff @ 560 hrs @ \$14/hr
ICMA EMPLOYER	4123-000	645	0	434	2,154	
HEALTH INSURANCE	4131-000	35,978	34,191	36,718	41,575	
LIFE & DISABILITY INSURANCE	4133-000	1,228	1,065	1,180	1,381	
DENTAL INSURANCE	4134-000	2,090	1,998	2,752	2,752	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	
WORKER'S COMPENSATION	4151-000	9,457	10,302	13,619	14,678	
		464,842	452,144	493,104	524,687	
SUPPLIES						
						Fencing & Netting, Plantings, Rock, Ag-Lime, Pea Rock, Class V, Fertilizer, Seed, Herbicides, Line Chalk, Field Marking Paint, Clay, Sod, Irrigation System
MAINTENANCE SUPPLIES	4211-000	26,239	18,666	40,000	30,000	Maint/Repair/Upgrade, Paint, Lumber
SMALL TOOLS	4240-000	3,335	2,756	3,000	3,000	Hand Tools, Small Power Tools, Mowers, Chain Saws, Weed Whips
		29,575	21,422	43,000	33,000	
OTHER SERVICES AND CHARGES						
PROFESSIONAL SERVICES	4300-000	22,294	37,315	2,000	2,000	Cartograph
TELEPHONE	4321-000	3,190	964	2,000	2,000	Cell Phones, Ipads
TRAVEL & TUITION	4330-000	876	3,069	2,000	2,000	Certification Training, Seminars, Computer Training, Mileage
STIPEND - PARK COMM	4331-000	3,375	4,125	2,750	2,750	Board members - 6 @ \$75 x 5 mtgs; Chair \$100 x 5 mtgs
UNIFORMS	4370-000	1,293	1,131	1,500	1,500	
ELECTRICITY	4381-000	2,882	2,926	3,500	3,500	Park Buildings and Shelters, Security Lighting, Hockey Rink Lights
UTILITIES (WATER/SEWER)	4382-000	24,863	25,179	20,000	25,000	Sewer, Water, Irrigation
HEAT	4383-000	3,839	3,819	5,000	5,000	
SANITATION	4384-000	0	1,843	900	1,800	Trash/Recycling - Sunrise Park
		62,612	80,371	39,650	45,550	
CONTRACTUAL SERVICES						
CONTRACTED SERVICES	4410-000	105,787	58,967	73,000	43,000	Portable Restrooms, Weed Control, Tree/Stump Removal, Trail Construction/Repair/Maint
RENTED EQUIPMENT	4415-000	0	435	500	500	
SUBSCRIPTIONS & DUES	4452-000	1,926	6,081	200	200	Professional Memberships & Subscriptions
		107,714	65,483	73,700	43,700	
CAPITAL OUTLAY						
EQUIPMENT	5000-000	0	0	15,000	0	
		0	0	15,000	0	
TOTAL PARKS		664,741	619,420	664,454	646,937	

Recreation

The Recreation Department provides for the community both fee-based and non-fee based programs. This budget includes dollars for the general operation of the department and provides funding to supervise warming house shelters.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Personal Services	226,836	203,978	169,509	155,938
Supplies	2,756	452	2,500	2,500
Other Services/Charges	18,001	15,772	17,800	16,800
Contractal Services	438	280	500	300
Capital Outlay	0	0	10,000	0
Total	248,030	220,482	200,309	175,538

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Personnel Schedule</u>				
Public Services Director	0.20	0.20	0.20	0.20
Recreation Supervisor I	2.00	1.00	1.00	1.00
PT Office Specialist	0.15	0.15	0.15	0.15
Total	2.35	1.35	1.35	1.35

CITY OF LINO LAKES

RECREATION (101-451)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
SALARIES	4101-000	148,732	106,760	99,978	102,810	20% Public Services Director 1 - 100% Recreation Supervisors .15 FTE PT Office Specialist Temporaries: Warming House Attendants, (Summer Playground Program-Transfer to Spec Rev Fund in 2020)
OVERTIME	4102-000	36	34	0	0	
TEMPORARIES	4106-000	37,355	46,398	34,000	12,500	
WELLNESS PROGRAM	4108-000	0	0	0	0	
PERA	4121-000	11,155	7,352	8,548	7,711	
SOCIAL SECURITY	4122-000	14,347	11,308	10,249	8,821	
HEALTH INSURANCE	4131-000	11,840	14,220	13,691	21,884	
LIFE & DISABILITY INSURANCE	4133-000	605	337	336	388	
DENTAL INSURANCE	4134-000	1,230	818	714	714	
REEMPLOYMENT INSURANCE	4141-000	0	14,359	0	0	
WORKER'S COMPENSATION	4151-000	1,536	2,392	1,993	1,110	
		226,836	203,978	169,509	155,938	
SUPPLIES						
OFFICE SUPPLIES	4200-000	55	83	0	0	
MAINTENANCE SUPPLIES	4211-000	2,701	369	2,500	2,500	Supplies for Warming Houses
		2,756	452	2,500	2,500	
OTHER SERVICES AND CHARGES						
PROFESSIONAL SERVICES	4300-000	0	0	0	0	
TELEPHONE	4321-000	415	89	450	450	
TRAVEL & TUITION	4330-000	739	686	1,000	1,000	MRPA Conference, Seminars, Classes, Mileage
PRINTING & PUBLISHING	4340-000	0	0	350	350	Quad Bulletin, Job Notices
NEWSLETTER - PROGRAM SCHEDULE	4343-000	16,847	14,997	16,000	15,000	Printing & Mailing Cost - 3x/yr
		18,001	15,772	17,800	16,800	
CONTRACTUAL SERVICES						
CONTRACTED SERVICES	4410-000	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	438	280	500	300	MRPA Membership
		438	280	500	300	
CAPITAL OUTLAY						
EQUIPMENT	5000-000	0	0	10,000	0	
		0	0	10,000	0	
TOTAL RECREATION		248,030	220,482	200,309	175,538	

CITY OF LINO LAKES

OTHERS (101-499)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
CONTINGENCY	4905-000	0	0	75,000	75,000	Operating Contingency
						Street Maintenance - Sealcoating & Overlay (per PMP) - \$661,500
						Office Equipment Replacement - \$25,000
						Surface Water Maintenance - \$130,000
						Park & Trail Improv - \$90,000
						Summer Playground Program - \$11,500
						BHD - \$10,000
OPERATING TRANSFERS	4910-000	879,759	1,293,512	895,000	928,000	
TOTAL OTHERS		879,759	1,293,512	970,000	1,003,000	

SUMMARY BY CATEGORY

PERSONAL SERVICES	6,687,524	6,949,976	7,398,006	7,605,738
SUPPLIES	386,090	424,451	472,775	477,825
OTHER SERVICES AND CHARGES	1,311,263	1,247,067	1,295,289	1,344,407
CONTRACTUAL SERVICES	696,692	690,365	743,794	722,084
CAPITAL OUTLAY	161,939	95,483	94,452	42,117
OTHERS	879,759	1,293,512	970,000	1,003,000
TOTAL EXPENDITURES	10,123,266	10,700,854	10,974,316	11,195,170

**City of Lino Lakes
Recreation Special Revenue Fund (201)
2020 Adopted Budget**

<u>Program</u>	<u>Revenue</u> 201-000-3810 <u>Account</u>	<u>Expenditures</u>					<u>Total</u>	<u>Net +/-</u>
		<u>Personal Services</u> 4106	<u>Supplies</u> 4211	<u>Facility Rental</u> 4412	<u>Contract Services</u> 4410	<u>Capital Outlay</u> 5000		
818 Winter Festival	250		300		400		700	(450)
822 Family Corn Roast	5,500	1,600	3,000		1,550		6,150	(650)

Fund 201 - Dept 204

817 Spring Fling	600		350				350	250
819 Community Gardens	720						-	720

Fund 201 - Dept 205

810 Youth Playground	32,300	42,100	700		500		43,300	(11,000)
812 Art Classes	720	360	150				510	210
814 Senior Programs	600		600				600	-
827 Gobbler Games		75	150	350			575	(575)
860 Secret Shop	1,600		1,200				1,200	400
868 Little Goblins Party			300				300	(300)
875 Snow Day		50	250				300	(300)
876 Kite Day		50	100				150	(150)
877 Rockin' In The Park	1,200	600	1,100		1,000		2,700	(1,500)
890 Senior Trips	6,000				6,000		6,000	-

Fund 201 - Dept 207

802 Dodgeball Camp	600	288	75				363	237
806 Youth T-Ball	6,750	1,200	1,800				3,000	3,750
808 Baseball Camp							-	-
811 Youth Safety Camp							-	-
835 Youth Skating Class	800	324	125				449	351
857 Soccer Fundamentals	3,400	2,400	200				2,600	800
864 Preschool Playtime	1,000	2,886	400				3,286	(2,286)
871 Flag Football	600		300				300	300

Fund 201 - Dept 208

856 Youth Soccer	15,050	720	6,070		2,856		9,646	5,404
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GRAND TOTALS	77,690	52,653	17,170	350	12,306	-	82,479	(4,789)
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Transfer from General Fund	11,500
2020 Program Surplus (Deficit)	6,711



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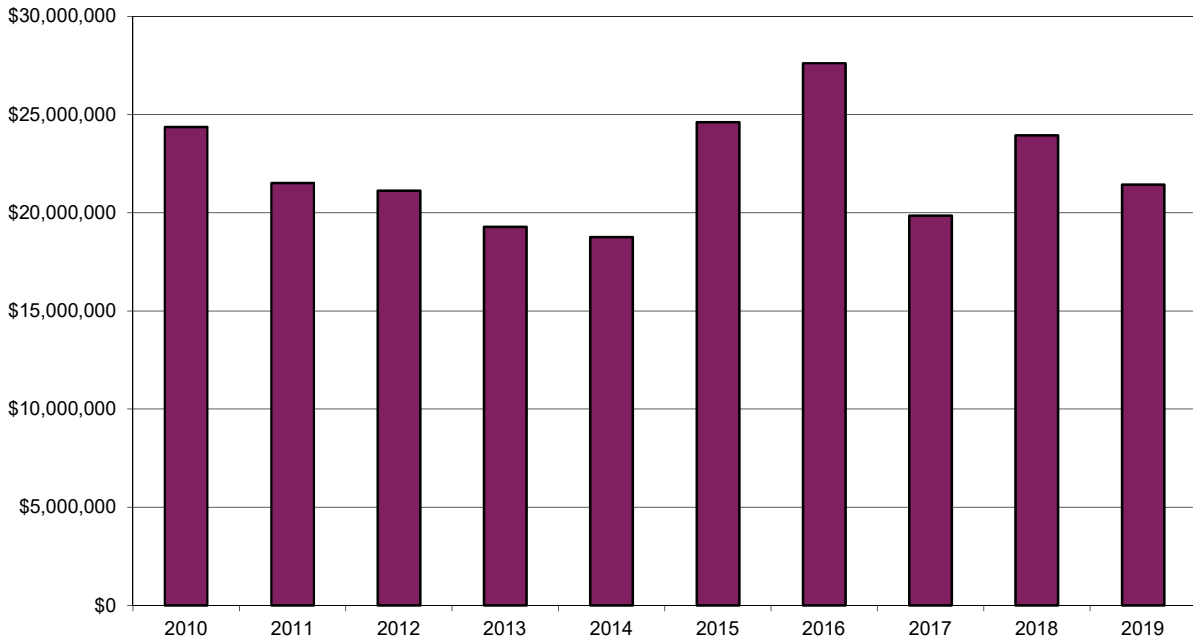
**City of Lino Lakes
Schedule of
Bonded Indebtedness**

	Interest Rates	Dated	Maturity Date	Issue Amount	Principal Outstanding 12/31/19	Principal Due 2020	Interest Due 2020
General Obligation Bonds:							
2015B Equipment Certificates	1.50%	8/25/215	12/31/20	963,000	201,000	201,000	3,015
2017 Equipment Certificates	1.00%	3/1/17	12/31/20	311,000	105,000	105,000	1,050
2018 Equipment Certificates	1.00%	2/1/18	12/31/21	303,900	200,000	100,000	2,000
2019 Equipment Certificates	1.00%	2/1/19	12/31/22	388,535	388,535	126,000	7,447
G.O. Tax Increment Bonds 2007A	4.12%	7/15/07	2/1/24	4,215,000	1,235,000	215,000	46,026
G.O. Bonds 2012A	1.26%	11/15/12	2/1/24	2,015,000	810,000	160,000	10,520
G.O. Bonds 2015A	2.09%	5/28/15	2/1/31	3,095,000	2,510,000	200,000	57,313
2015 Lease Revenue Bonds	3.24%	6/18/15	4/1/36	4,350,000	3,840,000	175,000	123,938
G.O. Capital Note 2016A	2.00%	4/14/16	2/1/26	294,525	169,950	33,000	3,399
G.O. Tax Abatement Refunding Bonds 2016C	1.46%	11/23/16	2/1/23	1,600,000	1,130,000	260,000	13,770
G.O. Bonds 2018A	3.15%	12/19/18	2/1/34	4,950,000	4,950,000	0	198,856
Total General Obligation Bonds				<u>22,485,960</u>	<u>15,539,485</u>	<u>1,575,000</u>	<u>467,334</u>
Special Assessment Bonds:							
G.O. Imp & Utility Revenue Refunding Bonds 2010A	2.61%	6/1/10	2/1/20	1,000,000	115,000	115,000	1,725
Taxable G.O. Improvement Bonds 2013A	3.55%	7/15/13	2/1/24	615,000	315,000	60,000	11,100
G.O. Improvement Bonds 2014A	1.63%	11/20/14	2/1/26	2,645,000	1,420,000	380,000	21,788
Taxable G.O. Improvement Refunding Bonds 2016B	1.41%	11/23/16	2/1/21	1,975,000	1,005,000	495,000	10,868
Total Special Assessment Bonds				<u>6,235,000</u>	<u>2,855,000</u>	<u>1,050,000</u>	<u>45,480</u>
Revenue Bonds:							
G.O. Utility Revenue Bonds 2016A	1.52%	11/23/16	2/1/27	1,420,000	1,155,000	140,000	21,700
G.O. Bonds 2018A	3.15%	12/19/18	2/1/34	1,965,000	1,875,000	90,000	78,931
Total Revenue Bonds				<u>3,385,000</u>	<u>3,030,000</u>	<u>230,000</u>	<u>100,631</u>
Total Bonded Indebtedness				<u>32,105,960</u>	<u>21,424,485</u>	<u>2,855,000</u>	<u>613,445</u>

Tax Support Information

	2019 Pay 2020 Tax Levy
General Obligation Bonds:	
2015B Equipment Certificates	214,216
2017 Equipment Certificates	111,353
2018 Equipment Certificates	107,100
2019 Equipment Certificates	140,119
G.O. Bond 2012A	178,080
G.O. Bond 2015A	222,692
G.O. Bond 2015A - Abatement Portion	48,536
2015 EDA Lease Revenue Bond	317,297
G.O. Tax Abatement Refunding Bond 2016C	301,570
G.O. Bond 2018A	481,799
Total General Obligation Bonds	<u>2,122,762</u>

City of Lino Lakes Bonded Indebtedness 2010 - 2019



<u>Year</u>	<u>Amount</u>
2010	24,371,000
2011	21,506,000
2012	21,121,000
2013	19,280,000
2014	18,756,000
2015	24,611,250
2016	27,600,250
2017	19,852,725
2018	23,941,025
2019	21,424,485



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**City of Lino Lakes
2020 Capital Equipment Replacement**

<u>Department</u>	<u>Description</u>	<u>Amount</u>
Police	Marked Patrol Vehicle (Replaces Vehicle #383)	40,725
	Marked Patrol Vehicle (Replaces Vehicle #388)	38,325
	Total Police	<u>\$ 79,050</u>
Fleet	GMC 1500 (Replaces Vehicle #219)	38,340
	Ford F-550 Roll-Off (Replaces Vehicle #402)	101,175
	Ford F-350 w/ Dumpbox (Replaces Vehicle #231)	67,095
	GMC 2500 (Replaces Vehicle #232)	58,575
	Total Fleet	<u>\$ 265,185</u>
	Grand Total	\$ 344,235
	Equipment Levy	\$ -
	Capital Equipment Fund	\$ 50,000
	Certificates to be Issued	<u><u>\$ 294,235</u></u>

**City of Lino Lakes
2020 Capital Equipment Replacement**

Future Levy Impact: 2020 Certificates

	Principal	1% Interest	Total	Total w/ 5% Overlevy	Balance
2020	Certificates Issued				294,235
2021	95,000	5,885	100,885	105,929	199,235
2022	99,000	1,992	100,992	106,042	100,235
2023	100,235	1,002	101,237	106,299	0
Totals	294,235	8,879	303,114	318,270	

City of Lino Lakes Enterprise Fund Summary

Account Description	Actual 2017	Actual 2018	Adopted 2019	Adopted 2020	Increase/ Decrease
<u>Revenue</u>					
Water Fund Revenue	1,295,414	1,300,373	1,115,500	1,206,000	8.11%
Sewer Fund Revenue	1,870,809	1,884,363	1,757,000	1,790,000	1.88%
Total	3,166,223	3,184,736	2,872,500	2,996,000	4.30%
<u>Expenditures</u>					
<u>Personal Services</u>					
Water Fund	264,673	270,609	305,070	322,273	5.64%
Sewer Fund	268,133	275,907	309,770	328,884	6.17%
	532,806	546,516	614,840	651,158	5.91%
<u>Supplies</u>					
Water Fund	172,864	205,025	189,500	219,500	15.83%
Sewer Fund	51,044	35,922	44,500	59,500	33.71%
	223,908	240,946	234,000	279,000	19.23%
<u>Other Services and Charges</u>					
Water Fund	214,885	243,405	232,400	272,512	17.26%
Sewer Fund	151,493	192,139	193,700	217,312	12.19%
	366,378	435,544	426,100	489,824	14.96%
<u>Contractual Services</u>					
Water Fund	11,535	16,145	9,600	10,500	9.38%
Sewer Fund	953,569	964,749	984,112	1,044,891	6.18%
	965,104	980,894	993,712	1,055,391	6.21%
<u>Depreciation</u>					
Water Fund	580,804	597,571	580,000	600,000	3.45%
Sewer Fund	477,094	495,856	475,000	500,000	5.26%
	1,057,898	1,093,426	1,055,000	1,100,000	4.27%
<u>Other</u>					
Water Fund	35,727	0	0	0	***
Sewer Fund	35,727	242,145	0	0	***
	71,454	242,145	0	0	***
<u>Capital Outlay</u>					
Water Fund	491	0	225,000	675,288	***
Sewer Fund	491	0	0	188,838	***
	982	0	225,000	864,126	***
<u>Debt Service</u>					
Water Fund	0	0	0	0	***
Sewer Fund	0	0	0	0	***
	0	0	0	0	***
Total Water Expenditures	1,280,979	1,332,755	1,541,570	2,100,074	36.23%
Total Sewer Expenditures	1,937,551	2,206,717	2,007,082	2,339,425	16.56%
Total Expenditures	3,218,530	3,539,472	3,548,652	4,439,499	25.10%
Revenues over/(under) Expenditures	(52,307)	(354,735)	(676,152)	(1,443,499)	

Water Operating

Water Operating is responsible for providing a low cost, safe, efficient supply of municipal water. The City operates six wells and two water towers. There are approximately 4,919 connections. All costs are paid for with user fees. The City has joint powers agreements with the cities of Shoreview, Blaine, and Circle Pines for water availability to areas in the city that are not watered.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Personal Services	264,673	270,609	305,070	322,273
Supplies	172,864	205,025	189,500	219,500
Other Services/Charges	214,885	243,405	232,400	272,512
Contractual Services	11,535	16,145	9,600	10,500
Depreciation	580,804	597,571	580,000	600,000
Operating Transfers	35,727	0	0	0
Capital Outlay	491	0	225,000	675,288
Total	1,280,979	1,332,755	1,541,570	2,100,074

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Personnel Schedule</u>				
Public Services Director	0.15	0.15	0.15	0.15
Utility Supervisor	0.50	0.50	0.50	0.50
General Maintenance	1.00	1.50	1.50	1.50
Administrative Assistant	0.15	0.15	0.15	0.15
Finance Director	-	-	-	0.08
Utility Billing Clerk	0.50	0.50	0.50	0.50
Accounts Payable/Payroll Tech	0.13	0.13	0.13	0.13
Office Specialist	0.25	0.25	0.25	0.25
PT Office Specialist	0.15	0.15	0.15	0.15
Total	2.83	3.33	3.33	3.40

Depreciation expense for system infrastructure has been budgeted. The non-cash expense has a major impact on water system operations and must be considered in adequately funding these operations.

**CITY OF LINO LAKES
WATER OPERATING FUND (601)
2020 ADOPTED REVENUE BUDGET**

	Account Number	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
Operating Revenue						
Current Assessments	3110-000	0	0	0	0	
Delinquent Assessments	3120-000	382	579	0	0	
Penalties & Interest	3150-000	119	205	0	0	
Water Hook-Up Charge	3248-000	33,010	40,030	28,000	36,500	
Other State Revenue	3348-000	0	3,298	0	0	
Water Meter Sales	3406-000	37,606	50,518	30,000	50,000	
Interest on Investments	3620-000	30,827	108,262	35,000	40,000	
Change in Fair Value of Investments	3621-000	8,785	(25,479)	0	0	
Miscellaneous Revenue	3714-000	12,579	1,607	7,500	7,500	
Refunds and Reimbursements	3730-000	2,260	0	0	0	
Water Sales	3855-000	1,041,301	1,099,016	995,000	1,050,000	
Water Penalties	3858-000	23,577	22,336	20,000	22,000	
Sale of Capital Assets	3910-000	0	0	0	0	
Operating Transfers	3920-000	104,969	0	0	0	
		1,295,414	1,300,373	1,115,500	1,206,000	
Other Sources						
Use of Reserves		0	0	426,070	894,074	
		0	0	426,070	894,074	
Total Operating Revenue & Other Sources		1,295,414	1,300,373	1,541,570	2,100,074	

CITY OF LINO LAKES

WATER (601-494)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
SALARIES	4101-000	175,070	188,479	207,295	222,110	15% Public Service Director
OVERTIME	4102-000	3,553	7,447	4,000	7,000	15% Administrative Assistant
ON CALL	4105-000	2,825	2,986	2,600	4,801	50% Utility Supervisor
TEMPORARIES	4106-000	7,653	11,295	6,000	9,240	25% Office Specialist
WELLNESS PROGRAM	4108-000	0	0	0	0	3 - 50% General Maintenance Workers
PERA	4121-000	25,605	14,505	16,042	17,543	7.5% Finance Director (0% in 2019)
FICA/MEDICARE	4122-000	13,572	14,197	16,822	18,601	50% Utility Billing Clerk
ICMA EMPLOYER	4123-000	885	755	850	250	12.5% Accts Pay/Payroll Tech
PENSION EXPENSE	4125-000	0	(2,128)	12,500	0	.15 FTE PT Office Specialist
HEALTH INSURANCE	4131-000	30,078	26,055	30,629	34,740	Temporaries: Seasonal Utilities Staff
LIFE & DISABILITY INSURANCE	4133-000	687	603	712	851	1.5 Staff @ 11 wks @ 40 hrs/wk @ \$14/hr
DENTAL INSURANCE	4134-000	1,482	1,557	1,760	1,799	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	
WORKER'S COMPENSATION	4151-000	3,263	4,858	5,860	5,338	
		264,673	270,609	305,070	322,273	
SUPPLIES						
OFFICE SUPPLIES	4200-000	1,818	2,430	2,000	2,000	Utility Billing Forms, Computer and General Supplies
MAINTENANCE SUPPLIES	4211-000	32,523	32,998	40,000	45,000	Fire Hydrants, Gate Valves, Hardware for Repairs, Replacement Plumbing Supplies, Heaters, Dehumidifiers, Gravel, Rock, Sand, Property Maintenance Supplies
FUELS	4212-000	10,000	10,000	10,000	10,000	
METERS	4215-000	68,640	77,372	60,000	80,000	New/Replacement Meters, New/Replacement MXU'S, Irrigation Meters, Commercial Meters
SHOP PARTS	4221-000	0	0	0	0	
CHEMICALS	4222-000	57,976	78,886	75,000	80,000	Polyphosphate, Fluoride, Chlorine, Chemical Pumps, Chemical Containment
SMALL TOOLS	4240-000	1,907	3,339	2,500	2,500	Wrenches, Drills, Saws
		172,864	205,025	189,500	219,500	
OTHER SERVICES AND CHARGES						
PROFESSIONAL SERVICES	4300-000	69,057	99,173	80,000	100,000	Water Main Breaks, Well/Tower Maintenance, Scada Maintenance/Upgrades, Fire Hydrant Painting, RPZ Testing, Cartegraph, DNR Appropriations
MUNICIPAL ENGINEER	4304-000	16,254	20,382	25,000	25,000	
OTHER CONSULTANT	4310-000	5,319	2,466	2,600	11,052	Springbrook License Subscription - UB Module, Metro-iNet Services, Programs & Support (Includes Cisco Telephony)
TELEPHONE	4321-000	4,331	4,655	4,000	5,000	Cellular Phones, Well House Land Line Back-up
POSTAGE	4322-000	4,934	5,163	5,000	5,500	Utility Billing Postage, Postage Meter Charge, Certified Mail, General Shipping
TRAVEL & TUITION	4330-000	436	1,349	3,000	3,000	
PRINTING & PUBLISHING	4340-000	0	2,020	3,500	3,500	Consumer Confidence Reports
INSURANCE	4360-000	9,506	1,694	8,000	8,000	
AUTO INSURANCE	4363-000	1,601	581	700	700	
UNIFORMS	4370-000	569	469	600	760	Clothing Allowance
ELECTRICITY	4381-000	82,112	86,824	80,000	90,000	Well House Lighting and Pump Usage
UTILITIES (WATER/SEWER)	4382-000	16,959	14,591	15,000	15,000	Blaine, Shoreview, and Centennial Utilities - Utility Connection
HEAT	4383-000	3,806	4,038	5,000	5,000	Well House Heating
		214,885	243,405	232,400	272,512	
CONTRACTUAL SERVICES						
CONTRACTED SERVICES	4410-000	7,097	9,712	9,100	10,000	Gopher One-Call, SCADA, Monthly Lab Testing, Accela Web Payments/Payment System Fees \$6,500
SUBSCRIPTIONS & DUES	4452-000	4,438	6,434	500	500	AWWA, Water Operators Licenses
		11,535	16,145	9,600	10,500	
DEPRECIATION						
ASSET DEPRECIATION	4510-000	580,804	597,571	580,000	600,000	Annual Depreciation Expense - Water Infrastructure & Equip
		580,804	597,571	580,000	600,000	
OTHER						
OPERATING TRANSFERS	4910-000	35,727	0	0	0	
		35,727	0	0	0	
CAPITAL OUTLAY						
EQUIPMENT	5000-000	491	0	225,000	675,288	50% Utilities Vehicle - Replacement; Well House #1 Improvements, Smart Irrigation Meters (City Property)
		491	0	225,000	675,288	
TOTAL WATER FUND		1,280,979	1,332,755	1,541,570	2,100,074	



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Sewer Operating

Sewer Operating is responsible for providing the City's residents with safe and efficient disposal of waste. Collection is accomplished through a series of trunk lines that empty into one of fourteen lift stations operated by the City. There are approximately 5,102 connections. All costs are paid for with user fees. The major expenditure for this department is the charge paid to Metropolitan Council Environmental Services for sewage treatment.

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Expenditures</u>				
Personal Services	268,133	275,907	309,770	328,884
Supplies	51,044	35,922	44,500	59,500
Other Services/Charges	151,493	192,139	193,700	217,312
Contractual Services	953,569	964,749	984,112	1,044,891
Depreciation	477,094	495,856	475,000	500,000
Operating Transfers	35,727	242,145	0	0
Capital Outlay	491	0	0	188,838
Total	1,937,551	2,206,717	2,007,082	2,339,425

	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted
<u>Personnel Schedule</u>				
Public Services Director	0.15	0.15	0.15	0.15
Utility Supervisor	0.50	0.50	0.50	0.50
General Maintenance	1.00	1.50	1.50	1.50
Administrative Assistant	0.15	0.15	0.15	0.15
Finance Director	-	-	-	0.08
Utility Billing Clerk	0.50	0.50	0.50	0.50
Accounts Payable/Payroll Tech	0.13	0.13	0.13	0.13
Office Specialist	0.25	0.25	0.25	0.25
PT Office Specialist	0.15	0.15	0.15	0.15
Total	2.83	3.33	3.33	3.40

Depreciation expense for system infrastructure has been budgeted. The non-cash expense has a major impact on sewer system operations and must be considered in adequately funding these operations.

**CITY OF LINO LAKES
SEWER OPERATING FUND (602)
2020 ADOPTED REVENUE BUDGET**

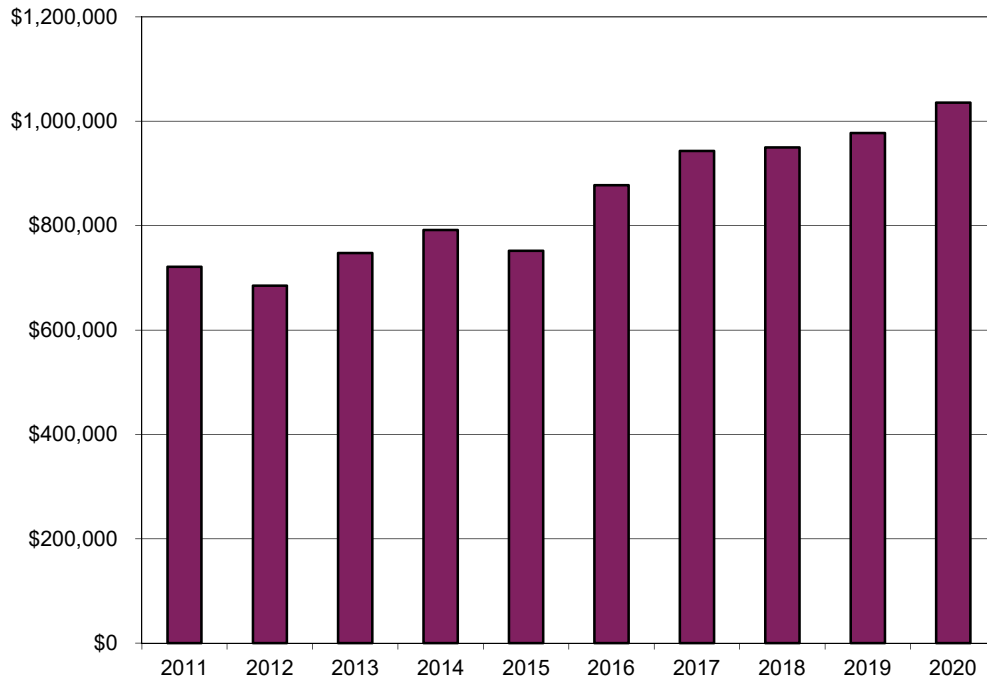
	Account Number	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
Operating Revenue						
Current Assessments	3110-000	772	708	0	0	
Delinquent Assessments	3120-000	382	579	0	0	
Penalties & Interest	3150-000	119	205	0	0	
Sewer Hook-Up Charge	3249-000	26,497	31,754	23,000	29,000	
Interest on Investments	3620-000	52,085	170,759	60,000	70,000	
Change in Fair Value of Investments	3621-000	14,791	(40,108)	0	0	
Refunds and Reimbursements	3730-000	10	0	0	0	
Sewer Sales	3856-000	1,641,396	1,693,995	1,650,000	1,665,000	
Sewer Penalties	3858-000	29,787	26,471	24,000	26,000	
Sale of Capital Assets	3910-000	0	0	0	0	
Operating Transfers	3920-000	104,969	0	0	0	
		1,870,809	1,884,363	1,757,000	1,790,000	
Other Sources						
Use of Reserves		0	0	250,082	549,425	
		0	0	250,082	549,425	
Total Operating Revenue & Other Sources		1,870,809	1,884,363	2,007,082	2,339,425	

CITY OF LINO LAKES

SEWER (602-495)

Description	Object Code	Actual 2017	Actual 2018	Budget 2019	Adopted 2020	Budget Detail
PERSONAL SERVICES						
SALARIES	4101-000	175,070	188,478	207,295	222,110	15% Public Service Director
OVERTIME	4102-000	3,553	7,448	4,000	7,000	15% Administrative Assistant
ON CALL	4105-000	2,825	2,986	2,600	4,801	50% Utility Supervisor
TEMPORARIES	4106-000	7,653	11,295	6,000	9,240	25% Office Specialist
WELLNESS PROGRAM	4108-000	0	0	0	0	3 - 50% General Maintenance Workers
PERA	4121-000	25,605	14,503	16,042	17,543	7.5% Finance Director (0% in 2019)
FICA/MEDICARE	4122-000	13,572	14,196	16,822	18,601	50% Utility Billing Clerk
ICMA EMPLOYER	4123-000	885	755	850	250	12.5% Accts Pay/Payroll Tech
PENSION EXPENSE	4125-000	0	(2,128)	12,500	0	.15 FTE PT Office Specialist
HEALTH INSURANCE	4131-000	30,078	26,012	30,629	34,740	Temporaries: Seasonal Utilities Staff
LIFE & DISABILITY INSURANCE	4133-000	687	603	712	851	1.5 Staff @ 11 wks @ 40 hrs/wk @ \$14/hr
DENTAL INSURANCE	4134-000	1,482	1,557	1,760	1,799	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	
WORKER'S COMPENSATION	4151-000	6,724	10,203	10,560	11,949	
		268,133	275,907	309,770	328,884	
SUPPLIES						
OFFICE SUPPLIES	4200-000	1,764	2,308	2,000	2,000	Utility Billing Forms, Computer and General Supplies
MAINTENANCE SUPPLIES	4211-000	37,768	20,278	30,000	45,000	Impellers, Screens, UPS, Heaters, Batteries, Manhole Repair Supplies, Check Valves, Gate Valves, Road Repair Materials
FUELS	4212-000	10,000	10,000	10,000	10,000	
SMALL TOOLS	4240-000	1,512	3,336	2,500	2,500	Valve Keys, Locators, Wrenches, Plumbing Tools
		51,044	35,922	44,500	59,500	
OTHER SERVICES AND CHARGES						
PROFESSIONAL SERVICES	4300-000	63,631	103,738	90,000	105,000	Lift Station Cleaning, Lift Station Repairs/Upgrades, Sewer Line Cleaning/Camera, Sycom, Generator Maintenance/Inspection, Pump Repair/Service, Sewer Line Breaks, Cartograph
MUNICIPAL ENGINEER	4304-000	18,045	17,174	25,000	25,000	
OTHER CONSULTANTS	4310-000	5,319	2,466	2,600	11,052	Springbrook License Subscription - UB Module, Metro-iNet Services, Programs & Support (Includes Cisco Telephony)
TELEPHONE	4321-000	865	800	1,500	1,500	Cellular Phones, Lift Stations
POSTAGE	4322-000	4,837	5,108	5,000	5,000	Utility Billing Postage
TRAVEL & TUITION	4330-000	156	160	3,000	3,000	OSHA Compliance Safety Training
PRINTING & PUBLISHING	4340-000	0	0	500	500	
INSURANCE	4360-000	16,175	15,868	18,000	18,000	
AUTO INSURANCE	4363-000	601	580	700	700	
UNIFORMS	4370-000	569	469	600	760	Clothing Allowance
ELECTRICITY	4381-000	28,192	31,869	30,000	30,000	Power to Run Lift Station Pumps and Controls
UTILITIES (WATER/SEWER)	4382-000	11,933	12,536	15,000	15,000	Blaine, Shoreview, and Centennial Utilities - Utility Connectio
HEAT	4383-000	1,172	1,370	1,800	1,800	Natural Gas for On-site Generators
		151,493	192,139	193,700	217,312	
CONTRACTUAL SERVICES						
MCES TREATMENT CHARGES	4405-000	942,972	949,776	977,612	1,035,391	MCES Sewer Treatment Costs
CONTRACTED SERVICES	4410-000	6,997	8,872	6,000	9,000	Gopher One-Call, Accela Web Payments, Payment System Fees
RENTED EQUIPMENT	4415-000	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	3,600	6,101	500	500	Sewer Operators Licenses, APWA Membership
		953,569	964,749	984,112	1,044,891	
DEPRECIATION						
ASSET DEPRECIATION	4510-000	477,094	495,856	475,000	500,000	Annual Depreciation Expense - Sewer Infrastructure & Equip
		477,094	495,856	475,000	500,000	
OTHER						
OPERATING TRANSFERS	4910-000	35,727	242,145	0	0	
		35,727	242,145	0	0	
CAPITAL OUTLAY						
EQUIPMENT	5000-000	491	0	0	188,838	50% Utilities Vehicle - Replacement; Trailer Mounted Jetter; Sanity Sewer Lining
		491	0	0	188,838	
TOTAL SEWER FUND		1,937,551	2,206,717	2,007,082	2,339,425	

City of Lino Lakes Metropolitan Council Wastewater Service Charges



<u>Year</u>	<u>Amount</u>
2011	720,986
2012	684,933
2013	747,200
2014	791,580
2015	751,648
2016	877,565
2017	942,972
2018	949,776
2019	977,612
2020	1,035,391