

SPECIAL WORK SESSION AGENDA

CITY OF LINO LAKES

Monday, August 23, 2021

CITY COUNCIL WORK SESSION

Community Room

Following the Regular City Council Meeting

1. 2022 Draft Budget and Tax Levy, Hannah Lynch
 - a. 2022 Annual Budget – August 23
 - b. Computer Replacement Memo
 - c. Car Wash Detail and Large Fleet Washes Memo
 - d. Vehicle #617 Memo
2. Set Meeting Date for Next Budget Work Session
3. Adjourn

WORK SESSION STAFF REPORT
Work Session Item No. 1

Date: August 23, 2021
To: City Council
From: Hannah Lynch, Finance Director
Re: 2022 Draft Budget and Tax Levy

Background

A high-level overview of the 2022 Budget and Tax Levy was provided at the July 26th Budget Work Session. Following that discussion, the first draft of the 2022 Budget and Tax Levy was reviewed at the August 9th Budget Work Session.

The August 23rd Proposed 2022 Budget and Tax Levy is still consistent with what was presented on August 9th, as shown on page 2 of the 2022 Annual Budget document. The only update was to the estimated tax rate, which is currently 42.388%, down from 42.620%. This decrease is a result of preliminary estimates from Anoka County of the TIF captured value and fiscal disparities distribution, which were previously city estimates.

Additional information requested on August 9th was compiled by Staff and is attached for your review.

Requested Council Direction

Staff is prepared to discuss the draft budget and tax levy with the City Council during the budget work session on Monday, August 23rd.

Budget work sessions may be scheduled at the discretion of the Council to achieve the desired budget level for 2022. Council action is requested by the September 27th meeting in order to set the preliminary tax levy and to schedule a public hearing date in December on the budget and tax levy. The preliminary levy set at the September meeting may not be increased thereafter, but may be lowered before approving the final budget and levy in December.

Attachments

2022 Annual Budget – August 23rd
Computer Replacement Memo
Car Wash Detail and Large Fleet Washes Memo
Vehicle #617 Memo

2022 ANNUAL BUDGET

Budget Work Session – August 23, 2021



**CITY OF LINO LAKES
2021-2022 BUDGET SUMMARY**

	Adopted 2021	8/23/2021 Proposed 2022	\$ Change	% Change
<u>Tax Levy</u>				
Operating Levy	9,232,367	10,191,063	958,696	10.38%
Debt Levy	1,909,448	2,028,444	118,996	6.23%
Total Tax Levy	<u>11,141,815</u>	<u>12,219,507</u>	<u>1,077,692</u>	<u>9.67%</u>

General Fund Budget

Revenues				
Property Taxes	9,271,367	9,184,339	(87,028)	-0.94%
Special Assessments	-	-	-	***
Business Licenses and Permits	143,959	143,175	(784)	-0.54%
Non-Business Licenses and Perr	799,060	888,627	89,567	11.21%
Intergovernmental	631,523	652,864	21,341	3.38%
Charges for Services	305,059	287,672	(17,387)	-5.70%
Fines and Forfeits	106,100	100,600	(5,500)	-5.18%
Investment Earnings	30,000	30,000	-	0.00%
Miscellaneous	210,500	211,057	557	0.26%
Use of Reserves	21,832	100,000	78,168	358.04%
Transfer From Other Funds	-	40,000	40,000	***
Total Revenues	<u>11,519,400</u>	<u>11,638,334</u>	<u>118,934</u>	<u>1.03%</u>

Expenditures				
Administration	1,487,143	1,610,678	123,535	8.31%
Community Development	834,741	779,198	(55,543)	-6.65%
Public Safety	5,443,612	6,147,801	704,189	12.94%
Public Services	2,752,791	2,925,657	172,866	6.28%
Other	1,001,113	175,000	(826,113)	-82.52%
Total Expenditures	<u>11,519,400</u>	<u>11,638,334</u>	<u>118,934</u>	<u>1.03%</u>

<u>Tax Rate</u>	<u>40.109%</u>	<u>42.388%</u>
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**CITY OF LINO LAKES
2022 PROPOSED BUDGET SUMMARY**

	7/26/2021 Proposed 2022	8/9/2021 Proposed 2022	8/23/2021 Proposed 2022	\$ Change	% Change
<u>Tax Levy</u>					
Operating Levy	10,670,130	10,191,063	10,191,063	-	0.00%
Debt Levy	2,028,444	2,028,444	2,028,444	-	0.00%
Total Tax Levy	<u>12,698,574</u>	<u>12,219,507</u>	<u>12,219,507</u>	-	0.00%

General Fund Budget

Revenues

Property Taxes	9,438,406	9,184,339	9,184,339	-	0.00%
Special Assessments	-	-	-	-	***
Business Licenses and Permits	143,175	143,175	143,175	-	0.00%
Non-Business Licenses and Perm	888,627	888,627	888,627	-	0.00%
Intergovernmental	657,981	652,864	652,864	-	0.00%
Charges for Services	287,672	287,672	287,672	-	0.00%
Fines and Forfeits	100,600	100,600	100,600	-	0.00%
Investment Earnings	30,000	30,000	30,000	-	0.00%
Miscellaneous	211,057	211,057	211,057	-	0.00%
Use of Reserves	-	100,000	100,000	-	0.00%
Transfer From Other Funds	40,000	40,000	40,000	-	0.00%
Total Revenues	<u>11,797,518</u>	<u>11,638,334</u>	<u>11,638,334</u>	-	0.00%

Expenditures

Administration	1,644,608	1,610,678	1,610,678	-	0.00%
Community Development	866,845	779,198	779,198	-	0.00%
Public Safety	6,185,154	6,147,801	6,147,801	-	0.00%
Public Services	3,025,911	2,925,657	2,925,657	-	0.00%
Other	75,000	175,000	175,000	-	0.00%
Total Expenditures	<u>11,797,518</u>	<u>11,638,334</u>	<u>11,638,334</u>	-	0.00%

Tax Rate

<u>44.533%</u>	<u>42.620%</u>	<u>42.388%</u>
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**CITY OF LINO LAKES
2022 PROPOSED TAX LEVY**

			Adopted 2019	Adopted 2020	Adopted 2021	Proposed 2022	2021-2022	
							\$ Change	% Change
Operating Levy	Fund							
General Fund	101		7,298,124	7,440,756	8,306,254	9,143,839	837,585	10.08%
Summer Playground Program (1)	201		-	11,500	-	-	-	0.00%
Blue Heron Days (1)	205		10,000	10,000	-	-	-	0.00%
Capital Equipment Replacement (2)	402		-	-	-	150,000	150,000	0.00%
Office Equipment Replacement (1)	403		25,000	25,000	25,000	25,000	-	0.00%
Street Maintenance (1)	421		630,000	661,500	711,113	782,224	71,111	10.00%
Storm Water Maintenance (1)	424		140,000	130,000	130,000	-	(130,000)	(100.00%)
Park and Trail Improvements (1)	425		90,000	90,000	60,000	90,000	30,000	50.00%
Total Operating Levy			8,193,124	8,368,756	9,232,367	10,191,063	958,696	10.38%
Debt Levy	Final Levy Year	Purpose						
Certificate of Indebtedness 2015B	2020	Fire Capital Equipment	213,119	214,216	-	-	-	***
Certificate of Indebtedness 2016	2020	Police/Fleet Capital Equipment	167,559	-	-	-	-	***
Certificate of Indebtedness 2017	2020	Police/Fleet Capital Equipment	111,395	111,353	-	-	-	***
Certificate of Indebtedness 2018	2021	Police/Fleet Capital Equipment	115,211	107,100	106,050	-	(106,050)	(100.00%)
Certificate of Indebtedness 2019	2022	Police/Fleet Capital Equipment	-	140,119	140,307	139,493	(814)	(0.58%)
Certificate of Indebtedness 2020	2023	Police/Fleet Capital Equipment	-	-	105,929	106,042	113	***
G.O. Bond 2012A (3)	2023	Main St/Lake Dr & Birch St/Ware Rd Traffic Signals/Refund 2003A Series Bonds (Elm Street, Twilight Acres Water Main, Century Farm Lift Station)	180,012	178,080	175,896	178,794	2,898	1.65%
G.O. Bond 2015A (3)	2030	Shenandoah Area Street Reconstruction Improv	215,972	222,692	219,227	216,497	(2,730)	(1.25%)
G.O. Bond 2015A - Abatement Portion	2026	Birch Street Sanitary Sewer Ext & Turn Lanes	54,206	48,536	47,696	51,372	3,676	7.71%
EDA Lease/Revenue Bond 2015	2035	Fire Station #2	315,722	317,297	316,877	316,300	(577)	(0.18%)
G.O. Tax Abatement Refunding Bond 2016C	2022	City's Participation in YMCA Project	289,097	301,571	313,567	325,054	11,487	3.66%
G.O Bond 2018A	2033	West Shadow Lake Dr & LaMotte Area Street Reconstruction Improv/Lake Dr Watermain/Tri	200,000	481,799	483,899	485,212	1,313	0.27%
G.O Bond 2021A	2031	4th Ave, Joyer Ln, Karth Rd, Talle Ln, Canfield Rd, and Gaage Ln Street Reconstruction Improv	-	-	-	209,680	209,680	***
Total Debt Levy			1,862,292	2,122,762	1,909,448	2,028,444	118,996	6.23%
Total Levy			10,055,416	10,491,518	11,141,815	12,219,507	1,077,692	9.67%

(1) Levied in General Fund and transferred to respective funds prior to 2022. Shown separately for comparison purposes.

(2) Pay-As-You-Go capital equipment funding (Certificates of Indebtedness issued in prior years).

(3) Levy result of Voter-Approved Referendum.

**CITY OF LINO LAKES
2022 PROPOSED TAX CAPACITY RATE**

	Actual 2019	Actual 2020	Adopted 2021	Actual 2021	Proposed 2022
Taxable Market Value	2,082,803,803	2,299,471,394	2,456,365,382	2,435,156,410	2,572,048,993 *
<i>Annual % Change</i>	6.27%	10.40%	6.82%	5.90%	5.62%
Total Tax Capacity Value	22,687,236	24,887,837	26,835,151	26,491,445	27,575,727 *
Less FD Contribution in Value	1,322,808	1,486,924	1,537,086	1,537,086	1,643,524
Less Captured Value for Tax Increment	606,568	717,399	777,720	845,716	850,000 *
Total Net Tax Capacity Value	20,757,860	22,683,514	24,520,345	24,108,643	25,082,203
<i>Annual % Change</i>	5.63%	9.28%	8.10%	6.28%	4.04%
	Actual 2019	Actual 2020	Adopted 2021	Actual 2021	Proposed 2022
Total Levy	10,055,416	10,491,518	11,141,815	11,141,815	12,219,507
Less FD Distribution	1,375,292	1,447,780	1,472,118	1,472,118	1,587,612 *
Total Net Levy for Tax Rate	8,680,124	9,043,738	9,669,697	9,669,697	10,631,895
<i>Annual % Change</i>	3.14%	4.19%	6.92%	6.92%	9.95%
City Tax Capacity Rate	41.817%	39.870%	39.437%	40.109%	42.388%

*Preliminary Estimate from Anoka County

**CITY OF LINO LAKES
2022 PROPOSED GENERAL FUND REVENUE**

	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	\$ Increase/ Decrease	% Increase/ Decrease
Property Taxes	8,161,217	8,342,664	9,271,367	0	9,271,367	(87,028)	9,184,339	(87,028)	(0.94%)
Special Assessments	106	0	0	0	0	0	0	0	***
Business Licenses and Permits	145,822	94,758	143,959	29,496	143,959	(784)	143,175	(784)	(0.54%)
Non-Business Licenses and Permits	795,747	877,693	799,060	754,678	799,060	89,567	888,627	89,567	11.21%
Intergovernmental	623,256	617,816	631,523	147,619	656,523	(3,659)	652,864	21,341	3.38%
Charges for Services	344,685	273,285	305,059	136,448	280,059	7,613	287,672	(17,387)	(5.70%)
Fines and Forfeits	98,390	76,811	106,100	35,226	106,100	(5,500)	100,600	(5,500)	(5.18%)
Investment Earnings	159,482	122,482	30,000	(5,112)	30,000	0	30,000	0	0.00%
Miscellaneous	902,133	191,069	210,500	95,923	210,500	557	211,057	557	0.26%
Other Financing Sources	256,480	380,560	21,832	0	0	140,000	140,000	118,168	541.26%
TOTAL REVENUES	11,487,319	10,977,138	11,519,400	1,194,276	11,497,568	140,766	11,638,334	118,934	1.03%

**CITY OF LINO LAKES
2022 PROPOSED GENERAL FUND REVENUE**

Account Number	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail	
Property Taxes									
General Property Tax	101-000-3010-000	7,026,344	8,292,860	9,232,367	0	9,232,367	(88,528)	9,143,839	Levy for General Operations
Delinquent taxes	101-000-3020-000	30,708	49,225	35,000	0	35,000	5,000	40,000	Prior Year(s) Delinquencies
Fiscal Disparities	101-000-3040-000	1,102,010	0	0	0	0	0	0	
Excess Tax Increments	101-000-3050-000	1	0	0	0	0	0	0	
Tax Forfeits	101-000-3060-000	1,509	0	0	0	0	0	0	
Penalties & Interest	101-000-3150-000	645	578	4,000	0	4,000	(3,500)	500	
		8,161,217	8,342,664	9,271,367	0	9,271,367	(87,028)	9,184,339	
Special Assessments									
Current Assessments	101-000-3110-000	106	0	0	0	0	0	0	
		106	0	0	0	0	0	0	
Business Licenses and Permits									
Liquor License - Bar	101-000-3201-000	27,750	25,133	32,000	(783)	32,000	0	32,000	License to Sell Liquor for On-Premises Consumption
Liquor License - Beer	101-000-3202-000	950	750	1,000	(117)	1,000	0	1,000	License to Sell Beer for On-Premises Consumption
Off-Sale Liquor	101-000-3203-000	2,000	2,483	2,000	1,400	2,000	0	2,000	License to Sell Packaged Liquor for Off-Premises Consumption
Sunday Liquor License	101-000-3204-000	1,600	3,883	1,900	0	1,900	0	1,900	License to Sell Liquor for On-Premises Consumption on Sunday
Club Liquor License	101-000-3205-000	300	250	300	0	300	0	300	
Investigation Fee	101-000-3208-000	838	810	1,000	155	1,000	0	1,000	Fee to Perform Background Investigation for Liquor License Apps
Garbage Removal License	101-000-3209-000	1,830	1,740	1,700	1,930	1,700	0	1,700	Annual License to Collect Refuse in the City
Temporary Consumption Permit	101-000-3210-000	350	0	300	50	300	0	300	
Cigarette License	101-000-3211-000	700	700	600	650	600	0	600	Annual License to Sell Cigarettes in the City
Contractor's License	101-000-3213-000	13,310	12,230	17,103	5,960	17,103	(812)	16,291	
Rental Housing License	101-000-3215-000	6,532	5,422	5,906	2,716	5,906	28	5,934	
Dance License	101-000-3219-000	35	0	35	35	35	0	35	
Fireworks License	101-000-3220-000	200	100	200	100	200	0	200	
Massage License	101-000-3222-000	1,300	916	1,100	800	1,100	0	1,100	
Peddlers License	101-000-3223-000	2,875	2,900	2,500	1,665	2,500	0	2,500	License for Door-to-Door Sales
Gambling Tax	101-000-3224-000	0	0	0	0	0	0	0	
Lodging Tax	101-000-3225-000	85,252	37,441	76,315	14,935	76,315	0	76,315	
		145,822	94,758	143,959	29,496	143,959	(784)	143,175	
Non-Business Licenses and Permits									
Building Permits	101-000-3250-000	412,691	453,039	445,221	403,875	445,221	70,510	515,731	Value-Based Fee-Covers the Cost of Inspec. & Code Compl.
Plan Inspection Fees	101-000-3251-000	198,309	240,977	200,873	229,582	200,873	1,898	202,771	65% of Bldg Permit Fee to Cover Cost of Plan Review
Erosion Control Permits	101-000-3252-000	19,040	26,400	24,800	26,560	24,800	4,800	29,600	
Plumbing Permits	101-000-3253-000	31,017	38,884	27,227	28,585	27,227	4,483	31,710	
Mechanical Permits	101-000-3254-000	70,300	73,547	58,441	47,317	58,441	7,652	66,093	
Septic Plumbing Permit	101-000-3255-000	5,030	5,750	5,718	1,820	5,718	(141)	5,577	
Septic System Permit	101-000-3256-000	6,000	9,750	6,342	4,500	6,342	525	6,867	
Fence Permit	101-000-3259-000	5,025	5,360	4,063	3,586	4,063	415	4,478	
Dog License	101-000-3260-000	1,375	1,190	1,250	760	1,250	0	1,250	
Sign Permit	101-000-3262-000	1,070	125	1,158	25	1,158	(232)	926	
Road Overweight Permit	101-000-3263-000	0	0	0	0	0	0	0	
Underground Utility Permit	101-000-3264-000	36,738	18,939	15,467	5,327	15,467	3,157	18,624	
Miscellaneous Permits	101-000-3266-000	9,152	3,731	8,500	2,741	8,500	(3,500)	5,000	
		795,747	877,693	799,060	754,678	799,060	89,567	888,627	
Intergovernmental									
TZD Safe Roads Grant	101-000-3314-000	0	0	0	3,756	25,000	0	25,000	Office of Traffic Safety (OTS) Grant Funding
Other Federal Revenue	101-000-3319-000	0	0	0	0	0	0	0	
Local Government Aid	101-000-3340-000	0	0	0	0	0	0	0	
Market Value Homestead Credit	101-000-3341-000	5,412	5,377	4,000	0	4,000	1,000	5,000	
Municipal State Aid	101-000-3345-000	255,335	272,021	270,000	123,268	270,000	(25,000)	245,000	For Maintenance of City-Designated State-Aid Roads
Police State Aid	101-000-3346-000	251,553	263,430	255,000	0	255,000	15,000	270,000	Aid for Police Retirement Plan and POST Training
Other State Revenue	101-000-3348-000	15,666	10,707	10,000	0	10,000	0	10,000	PERA Aid, Other State Grants & Aids
Fire State Aid	101-000-3349-000	24,272	3,780	14,000	20,595	14,000	6,000	20,000	Fire Training/Ed
Anoka County Solid Waste	101-000-3360-000	71,018	62,502	78,523	0	78,523	(659)	77,864	SCORE Grant for Recycling Efforts
Other Anoka County Revenue	101-000-3364-000	0	0	0	0	0	0	0	
		623,256	617,816	631,523	147,619	656,523	(3,659)	652,864	

**CITY OF LINO LAKES
2022 PROPOSED GENERAL FUND REVENUE**

	Account Number	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
Charges for Services									
Land Use Fee	101-000-3265-000	12,562	18,164	7,333	7,889	7,333	2,690	10,023	
Sale of Supplies	101-000-3404-000	51	63	100	17	100	0	100	
Assessment Searches	101-000-3405-000	3,460	9,640	3,500	5,680	3,500	4,500	8,000	
Election Filing Fees	101-000-3409-000	50	20	0	0	0	0	0	
Return Check Fee	101-000-3413-000	0	30	0	30	0	0	0	
SAC/Surcharge Fee	101-000-3414-000	3,741	5,225	4,000	3,739	4,000	1,000	5,000	
Materials for Resale	101-000-3416-000	0	0	0	1	0	0	0	
GIS Map Fee	101-000-3417-000	27,090	9,540	12,000	10,170	12,000	0	12,000	
Police Reports	101-000-3420-000	866	526	800	338	800	0	800	
Police Other Revenues	101-000-3422-000	203,025	138,315	190,000	75,362	165,000	0	165,000	\$25,000 of base budget moved to TZD Safe Roads Grant
Public Works Fees	101-000-3433-000	13,674	8,265	7,500	1,255	7,500	0	7,500	
Other Park Revenues	101-000-3470-000	705	143	750	158	750	(500)	250	
Other Recreation Fees	101-000-3472-000	0	0	0	0	0	0	0	
Administrative Charge - Bonds	101-000-3490-000	0	0	0	0	0	0	0	
Engineering/Planning Charges	101-000-3492-000	29,461	33,354	29,076	10,976	29,076	(77)	28,999	
Investment Management Charge	101-000-3494-000	50,000	50,000	50,000	20,833	50,000	0	50,000	
		344,685	273,285	305,059	136,448	280,059	7,613	287,672	
Fines and Forfeits									
Fines & Forfeits	101-000-3510-000	97,290	76,111	105,500	34,826	105,500	(5,500)	100,000	
Driving Diversion Program (DDP)	101-000-3512-000	1,100	700	600	400	600	0	600	
		98,390	76,811	106,100	35,226	106,100	(5,500)	100,600	
Investment Earnings									
Interest on Investments	101-000-3620-000	94,230	83,333	30,000	(5,112)	30,000	0	30,000	
Change in Fair Value of Investments	101-000-3621-000	65,252	39,149	0	0	0	0	0	
		159,482	122,482	30,000	(5,112)	30,000	0	30,000	
Miscellaneous									
Circle Pines Gas Franchise	101-000-3350-000	58,706	50,142	55,000	25,859	55,000	0	55,000	
Other Solid Waste	101-000-3361-000	3,837	14	3,000	0	3,000	(3,000)	0	
Tree Refunds - Escrows	101-000-3631-000	(951)	0	0	0	0	0	0	
Donations	101-000-3720-000	550	0	500	0	500	0	500	
Refunds & Reimbursements	101-000-3730-000	731,908	29,501	35,000	7,222	35,000	0	35,000	
Bldg Lease Revenue	101-000-3740-000	107,963	110,384	115,000	62,755	115,000	3,557	118,557	
Miscellaneous Revenue	101-000-3810-000	120	1,027	2,000	86	2,000	0	2,000	
		902,133	191,069	210,500	95,923	210,500	557	211,057	
Other Financing Sources									
Use of Fund Reserves	101-000-3900-000	0	0	21,832	0	0	100,000	100,000	Covers Transfer to Capital Equipment Replacement Fund
Sale of Fixed Assets	101-000-3910-000	0	560	0	0	0	0	0	
Transfer From Other Funds	101-000-3920-000	256,480	380,000	0	0	0	40,000	40,000	\$40K from Cable TV/Communications Fund
		256,480	380,560	21,832	0	0	140,000	140,000	
Total Revenues		11,487,319	10,977,138	11,519,400	1,194,276	11,497,568	140,766	11,638,334	

**CITY OF LINO LAKES
PERSONNEL TOTALS**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Adopted 2021</u>	<u>Proposed 2022</u>
ADMINISTRATION	4.000	4.000	4.000	5.000 (1)
FINANCE	3.250	3.100	3.100	3.100
ECONOMIC DEVELOPMENT	-	-	-	-
PLANNING & ZONING	1.000	1.000	1.000	1.000
COMMUNITY DEVELOPMENT	2.000	2.000	2.000	1.700 (2)
ENVIRONMENTAL	0.350	0.375	0.375	0.300 (3)
SOLID WASTE	0.300	0.250	0.250	0.200 (3)
FORESTRY	0.350	0.375	0.375	0.250 (3)
POLICE	30.550	30.550	32.550	32.550
FIRE	1.950	1.950	1.950	6.950 (4)
BUILDING INSPECTIONS	3.500	3.500	3.500	4.000 (5)
STREETS	6.650	6.500	6.250	5.900 (6)
FLEET	1.500	1.500	2.200	2.200
GOVERNMENT BUILDINGS	-	-	-	-
PARKS	5.200	5.200	4.950	5.900 (7)
RECREATION	1.350	0.200	-	-
TOTAL GENERAL FUND	61.950	60.500	62.500	69.050
WATER FUND	3.325	3.250	3.250	3.850 (8)
SEWER FUND	3.325	3.250	3.250	3.850 (8)
STORM WATER FUND	-	-	-	1.750 (9)
GRAND TOTAL	68.600	67.000	69.000	78.500

Personnel are shown as Full Time Equivalentents (FTE)

- (1) Communications Specialist
- (2) Community Development Director allocated to Water, Sewer and Storm Water
- (3) Environmental Coordinator allocated to Storm Water
- (4) PT Firefighter Duty Crew (4.5 FTE) and Fire Lieutenant/Fire Inspector (0.5 FTE)
- (5) Building Inspector
- (6) Public Services Director and Streets Supervisor allocated to Storm Water
- (7) General Maintenance Worker and allocation of Public Services Director to Storm Water
- (8) General Maintenance Worker and allocation of Community Development Director
- (9) General Maintenance Worker and allocation of Public Services Director, Community Development Director, Streets Supervisor and Environmental Coordinator

**CITY OF LINO LAKES
2022 PROPOSED GENERAL FUND EXPENDITURES**

DEPT#	DESCRIPTION	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	\$ Increase/ Decrease	% Increase/ Decrease
ADMINISTRATION										
401	MAYOR AND COUNCIL	78,646	82,571	89,763	31,211	92,283	1,090	93,373	3,610	4.02%
402	ADMINISTRATION	513,626	625,479	551,835	245,790	678,098	3,261	681,359	129,524	23.47%
403	ELECTIONS	15,599	54,003	19,160	4,379	19,060	15,490	34,550	15,390	80.32%
404	CABLE TV	2,471	1,269	2,658	3	2,658	(2,658)	0	(2,658)	(100.00%)
405	CHARTER ADMINISTRATION	325	148	2,500	302	2,500	4,963	7,463	4,963	198.52%
407	FINANCE	674,407	630,191	686,227	296,734	700,102	(44,169)	655,933	(30,294)	(4.41%)
414	LEGAL CONSULTANTS	132,226	119,360	135,000	56,503	135,000	3,000	138,000	3,000	2.22%
TOTAL ADMINISTRATION		1,417,300	1,513,022	1,487,143	634,922	1,629,701	(19,023)	1,610,678	123,535	8.31%
COMMUNITY DEVELOPMENT										
415	ECONOMIC DEVELOPMENT	112,912	67,244	108,484	43,676	111,759	1,910	113,669	5,185	4.78%
416	PLANNING AND ZONING	124,094	131,074	168,048	64,438	173,357	0	173,357	5,309	3.16%
417	ENGINEERING	103,307	110,152	109,760	37,867	107,160	(9,795)	97,365	(12,395)	(11.29%)
418	COMMUNITY DEVELOPMENT	216,050	203,204	235,180	110,866	197,143	0	197,143	(38,037)	(16.17%)
461	ENVIRONMENTAL	60,147	47,140	63,341	20,448	59,696	0	59,696	(3,645)	(5.75%)
462	SOLID WASTE ABATEMENT	76,493	55,093	78,523	23,056	77,864	0	77,864	(659)	(0.84%)
463	FORESTRY	71,279	58,653	71,405	19,766	60,104	0	60,104	(11,301)	(15.83%)
TOTAL COMMUNITY DEVELOPMENT		764,282	672,560	834,741	320,117	787,083	(7,885)	779,198	(55,543)	(6.65%)
PUBLIC SAFETY										
420	POLICE PROTECTION	3,845,003	3,874,098	4,368,047	1,796,429	4,646,344	27,663	4,674,007	305,960	7.00%
421	FIRE PROTECTION	564,939	514,564	698,885	265,337	624,980	378,742	1,003,722	304,837	43.62%
422	BUILDING INSPECTIONS	321,206	348,427	376,680	171,253	381,748	88,324	470,072	93,392	24.79%
TOTAL PUBLIC SAFETY		4,731,147	4,737,089	5,443,612	2,233,019	5,653,072	494,729	6,147,801	704,189	12.94%
PUBLIC SERVICES										
430	STREETS	943,756	847,628	1,008,752	412,131	945,351	8,700	954,051	(54,701)	(5.42%)
431	FLEET MANAGEMENT	432,828	380,468	559,159	251,310	568,428	34,455	602,883	43,724	7.82%
432	GOVERNMENT BUILDINGS	1,436,942	477,011	494,586	252,870	494,595	27,732	522,327	27,741	5.61%
450	PARKS DEPARTMENT	743,143	582,178	690,294	291,553	687,725	158,671	846,396	156,102	22.61%
451	RECREATION	167,314	101,154	0	713	0	0	0	0	***
TOTAL PUBLIC SERVICES		3,723,983	2,388,439	2,752,791	1,208,577	2,696,099	229,558	2,925,657	172,866	6.28%
OTHERS										
499	CONTINGENCY/TRANSFERS/OTHERS	943,554	931,500	1,001,113	926,113	75,000	100,000	175,000	(826,113)	(82.52%)
TOTAL OTHERS		943,554	931,500	1,001,113	926,113	75,000	100,000	175,000	(826,113)	(82.52%)
TOTAL GENERAL FUND EXPENDITURES		11,580,266	10,242,609	11,519,400	5,322,748	10,840,955	797,379	11,638,334	118,934	1.03%

**CITY OF LINO LAKES
2022 BASE BUDGET ADJUSTMENTS**

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Mayor and Council	4452	Subscriptions & Dues	LMC membership dues	\$ 590
Mayor and Council	4900	City Marketing	Employee recognition and appreciation	\$ 500
Administration	4340	Printing & Publishing	Recruiting and social media advertisements	\$ 500
Administration	4410	Contracted Services	Reflect true cost of web hosting, NeoGov, doc destruction, and TASC	\$ 1,261
Administration	4452	Subscriptions & Dues	Admin staff membership dues	\$ 1,500
Elections	41xx	Personal Services	Increase in election judges for Primary and General Election	\$ 16,090
Elections	4200	Supplies	Supplies for elections	\$ (600)
Cable TV	4410	Contracted Services	NMTV services at meetings	\$ (2,658)
Charter Administration	4300	Professional Services	Increase in statutory limit on charter directed expenses	\$ 4,963
Finance	4300	Professional Services	Credit card processing fees	\$ 2,000
Finance	4310	Other Consultants	Allocation of Metro iNet and Springbrook subscriptions	\$ (30,029)
Finance	4340	Printing & Publishing	Publishing financial reports in newspaper	\$ 100
Finance	4342	Truth in Taxation	County mailing of TNT notices	\$ 160
Finance	4410	Contracted Services	County Assessment Contract	\$ (16,500)
Finance	4452	Subscriptions & Dues	Finance staff membership dues	\$ 100
Legal	4303	Criminal Attorney	2021-2025 legal services contract	\$ 3,000
Economic Development	4300	Professional Services	Consultant assistance and membership contribution to ACRED	\$ 1,910
Engineering	4410	Contracted Services	Allocation of WSB retainer	\$ (12,795)
Engineering	4410	Contracted Services	Anoka County aerial photography	\$ 3,000
Police	4211	Maintenance Supplies	Ammunition	\$ (1,000)
Police	4240	Small Tools	Computer replacements and purchase of tasers	\$ 7,575
Police	4300	Professional Services	POST license renewals, bi-annual video systems audit	\$ 1,770
Police	4321	Telephone	Cell phone and wifi increased cost	\$ 696
Police	4330	Travel & Tuition	Tuition reimbursement program	\$ 2,000
Police	4360	Insurance	LMCIT police liability insurance	\$ 6,338
Police	4370	Uniforms	Uniform allowance COLA	\$ 368
Police	4410	Contracted Services	Zoom (\$2,400), Alexandra House (\$5,000)	\$ 9,666
Police	4452	Subscriptions & Dues	Police staff membership dues	\$ 250
Fire	41xx	Personal Services	0.5 FTE Fire Lieutenant/Fire Inspector and Duty Crew	\$ 312,621
Fire	4211	Maintenance Supplies	N95 masks, fire suppress foam, floor dry & blades	\$ 975
Fire	4321	Telephone	Two new Verizon air cards for E11 & E12	\$ 840
Fire	4330	Travel & Tuition	Additional training	\$ 5,000
Fire	4370	Uniforms	Duty Crew turn-out gear (\$48,000), other turn-out gear (\$700)	\$ 48,700
Fire	4410	Contracted Services	A21 5 year detailed inspection	\$ 1,696
Fire	4452	Subscriptions & Dues	Fire staff membership dues	\$ 310
Fire	5000	Equipment	2 Toughbooks for E11 & E12	\$ 8,600

2022 BASE BUDGET ADJUSTMENTS

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Building Inspection	41xx	Personal Services	0.5 FTE Building Inspector	\$ 56,874
Building Inspection	4321	Telephone	Increased cell phone and wifi costs	\$ 200
Building Inspection	4410	Contracted Services	MNSPECT inspection services	\$ 31,250
Streets	4300	Personal Services	Cartegraph	\$ 450
Streets	4410	Contracted Services	Contract median and round-a-bout maintenance	\$ 15,000
Streets	4410	Contracted Services	Storm water utility costs moved to utility fund	\$ (48,000)
Streets	5000	Equipment	Replace Woodridge Estates Street Lights and Wiring (\$125,000 spread over 2022-2025; \$31,250 in 2022), Purchase Salt Spreader (\$10,000)	\$ 41,250
Fleet	4211	Maintenance Supplies	Vehicle washes (\$7,300), increase in other supplies (\$1,000)	\$ 8,300
Fleet	4300	Professional Services	Cartegraph	\$ 300
Fleet	4363	Auto Insurance	LMCIT auto insurance	\$ 2,855
Fleet	5000	Equipment	Replace Hydraulic Hoist	\$ 23,000
Government Buildings	41xx	Personal Services	New seasonal to maintain civic complex grounds	\$ 9,721
Government Buildings	4211	Maintenance Supplies	Civic Complex landscape plants and supplies	\$ 5,000
Government Buildings	4361	Insurance	LMCIT general liability, property, and excess liability insurance	\$ 13,011
Parks	41xx	Personal Services	1 FTE Parks Maintenance Staff	\$ 93,271
Parks	4211	Maintenance Supplies	Install Base Lois Lane Trail (\$10,000), Replace Sunrise Park Hockey Rink (\$21,000)	\$ 31,000
Parks	4300	Professional Services	Cartegraph	\$ 150
Parks	4410	Contracted Services	Resurface Six 1/2 Court Basketball Courts (\$25,250), Replace Birch Park Rink Lighting (\$9,000)	\$ 34,250
Others	4910	Operating Transfers	Transfer of General Fund reserves to Capital Equipment Replacement Fund	\$ 100,000
			Total 2022 Adjustments Requested	\$ 797,379
			General Fund Expenditure Base Budget Increase	\$ 247,668
			General Fund Non-General Property Tax Revenue Increase	\$ (89,294)
			General Fund Use of Reserves and Transfers From Other Funds Increase	\$ (118,168)
			Increase in Capital Equipment Levy	\$ 150,000
			Increase in Pavement Management Levy	\$ 71,111
			Decrease in Storm Water Maintenance Levy	\$ (130,000)
			Increase in Parks and Trails Improvement Levy	\$ 30,000
			Decrease in Existing Debt	\$ (90,684)
			Increase in New Debt	\$ 209,680
			Total 2022 Tax Levy Increase	\$ 1,077,692

CITY OF LINO LAKES

MAYOR AND COUNCIL (101-401)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	38,106	42,695	44,512	22,056	46,858	0	46,858	100% Mayor 4 - 100% Councilmembers 2 EDA Meetings @ \$40/mtg - \$400
PERA	4121-000	1,876	2,175	2,226	1,103	2,343	0	2,343	
SOCIAL SECURITY	4122-000	1,084	629	645	320	679	0	679	
LIFE INSURANCE	4133-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	67	70	180	47	203	0	203	
		41,133	45,569	47,563	23,526	50,083	0	50,083	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	0	0	0	0	0	0	Signature stamps, name plates, special meeting expenses
		0	0	0	0	0	0	0	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	0	200	4,000	0	4,000	0	4,000	Strategic Planning/Goal Setting Facilitator
TRAVEL & TUITION	4330-000	1,435	550	1,500	0	1,500	0	1,500	LMC Conference, Elected Officials Conference
PRINTING & PUBLISHING	4340-000	28	0	200	0	200	0	200	Meeting Notices
NEWSLETTER	4343-000	14,172	15,953	13,000	6,645	13,000	0	13,000	Spring/Summer, Fall & Winter Newsletters
		15,635	16,703	18,700	6,645	18,700	0	18,700	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	0	103	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	18,061	18,356	18,500	0	18,500	590	19,090	League of MN Cities, MN Mayors Association
CITY MARKETING	4900-000	3,818	1,840	5,000	1,041	5,000	500	5,500	Flowers, Plaques & Awards, Employee Appreciation, Lino Lakes Ambassadors
		21,879	20,299	23,500	1,041	23,500	1,090	24,590	
TOTAL MAYOR AND COUNCIL		78,646	82,571	89,763	31,211	92,283	1,090	93,373	

FORM B-1	2022 ADJUSTMENTS TO BASE BUDGET		
DEPARTMENT #:	401	FUND:	101
NAME:	MAYOR AND COUNCIL		

B-1 & B-2 TOTAL	\$1,090	TOTAL B1 CHANGES	\$1,090
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1

Account #:	4452	Amount (neg if decrease)	\$590
	SUBSCRIPTIONS/DUES		
Description of Adjustment	Increase in League of Minnesota Cities (LMC) membership dues.		
Benefits if done:	Continued access to LMC services including advocacy, education, training, policy development, risk management, legal, and other services.		
Implications if not done:	Loss of membership benefits provided by the LMC.		

2

Account #:	4900	Amount (neg if decrease)	\$500
	CITY MARKETING & EDUCATION		
Description of Adjustment	Additional funds for employee appreciation and recognition.		
Benefits if done:	Recognition of employees throughout the year to show appreciation		
Implications if not done:	Less employee engagement throughout the City		

CITY OF LINO LAKES

ADMINISTRATION (101-402)

Description	Object Code	Actual 2019	Actual 2020	Adopted 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	376,559	437,027	389,218	179,487	480,883	0	480,883	100% City Administrator
OVERTIME	4102-000	0	377	0	0	0	0	0	100% Human Resource Manager
TEMPORARIES	4106-000	13,016	13,226	16,500	8,517	16,500	0	16,500	100% Communications Specialist*
WELLNESS PROGRAM	4108-000	1,165	476	720	0	720	0	720	100% City Clerk
PERA	4121-000	28,509	28,661	30,429	15,104	37,304	0	37,304	100% Deputy City Clerk
SOCIAL SECURITY	4122-000	28,807	29,228	31,037	14,353	38,050	0	38,050	Temporaries: Scanner Operator
ICMA EMPLOYER	4123-000	0	0	1,694	1,739	1,970	0	1,970	*\$40,000 Transfer from the Cable TV/Communication Fund
HEALTH INSURANCE	4131-000	18,634	17,511	30,871	9,131	49,623	0	49,623	
LIFE & DISABILITY INSURANCE	4133-000	1,085	1,187	1,439	634	1,656	0	1,656	
DENTAL INSURANCE	4134-000	2,117	1,764	2,157	539	2,831	0	2,831	
VEHICLE ALLOWANCE	4135-000	3,600	1,650	0	0	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	2,285	2,466	2,371	1,589	3,162	0	3,162	
		475,776	533,573	506,436	231,092	632,699	0	632,699	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	24	0	0	0	0	0	
		0	24	0	0	0	0	0	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	23,610	19,029	15,000	3,458	15,000	0	15,000	Drug/alcohol testing, pre-employment assessments, training, web consulting
LABOR CONSULTANTS	4310-000	1,070	55,651	9,000	2,064	9,000	0	9,000	Labor relations, employment law, contract negotiations, arbitration
TELEPHONE	4321-000	360	360	360	180	360	0	360	Cell Phone Reimbursement
TRAVEL & TUITION	4330-000	5,444	2,572	8,500	1,488	8,500	0	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	852	380	2,000	157	2,000	500	2,500	Legal publications, employment ads, etc.
		31,336	77,991	34,860	7,347	34,860	500	35,360	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	5,284	11,654	9,039	5,897	9,039	1,261	10,300	Gov Office Website, American Legal Online City Code, Document Destruction, TASC, NeoGov
SUBSCRIPTIONS & DUES	4452-000	1,230	2,237	1,500	1,454	1,500	1,500	3,000	MAMA, ICMA, MCMA, MCFOA, MPELRA, IPMA-HR, TCHRA, Chain of Lakes Rotary
		6,513	13,891	10,539	7,351	10,539	2,761	13,300	
TOTAL ADMINISTRATION		513,626	625,479	551,835	245,790	678,098	3,261	681,359	

FORM B-1	2022 ADJUSTMENTS TO BASE BUDGET		
DEPARTMENT #:	402	FUND:	101
NAME:	ADMINISTRATION		

B-1 & B-2 TOTAL	\$3,261	TOTAL B1 CHANGES	\$3,261
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1

Account #:	4340	Amount (neg if decrease)	\$500
ADVERTISING (PRINTING/PUBLISHING)			
Description of Adjustment Additional funds for recruiting and social media advertisements.			
Benefits if done: Community awareness and engagement. High quality applicants for open positions.			
Implications if not done: Less applicants and community engagement.			

2

Account #:	4410	Amount (neg if decrease)	\$1,261
CONTRACTED SERVICES			
Description of Adjustment Increase to adequately reflect the cost of contracted services including web hosting, NeoGov, City Code online, document destruction, and TASC benefits administration.			
Benefits if done: Budget will reflect the cost of services.			
Implications if not done:			

3

Account #:	4452	Amount (neg if decrease)	\$1,500
SUBSCRIPTIONS/DUES			
Description of Adjustment Increase in Administrative Staff professional organization membership dues.			
Benefits if done: The City and Administrative Department will continue to receive the benefits of membership in various professional organizations.			
Implications if not done: Memberships would lapse.			

CITY OF LINO LAKES

ELECTIONS AND VOTERS REGISTRATION (101-403)

Description	Object Code	Actual 2019	Actual 2020	Adopted 2021	June	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
PERSONAL SERVICES									
SALARIES	4101-000	8,716	45,490	10,000	0	10,000	16,000	26,000	Primary and General Election Judges (Even Years) General Election Judges (Odd Years)
PERA	4121-000	23	243	0	0	0	0	0	
SOCIAL SECURITY	4122-000	25	795	30	0	30	70	100	
WORKER'S COMPENSATION	4151-000	115	163	130	164	130	20	150	
		8,879	46,691	10,160	164	10,160	16,090	26,250	
SUPPLIES									
OFFICE SUPPLIES	4200-000	461	1,104	500	0	1,600	(600)	1,000	Supplies for Elections
		461	1,104	500	0	1,600	(600)	1,000	
OTHER SERVICES AND CHARGES									
POSTAGE	4322-000	34	0	0	0	0	0	0	
TRAVEL & TUITION	4330-000	0	138	0	0	0	0	0	
PRINTING & PUBLISHING	4340-000	1,484	345	2,000	0	800	0	800	Election Ballots (Odd years - City pays cost of municipal election ballots)
		1,518	483	2,000	0	800	0	800	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	4,741	1,048	6,500	4,215	6,500	0	6,500	Voting Equipment System per Anoka County Agreement, Election Polling Site Supervisor (Centennial)
		4,741	1,048	6,500	4,215	6,500	0	6,500	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	4,677	0	0	0	0	0	
		0	4,677	0	0	0	0	0	
TOTAL ELECTIONS		15,599	54,003	19,160	4,379	19,060	15,490	34,550	

FORM B-1	2022 ADJUSTMENTS TO BASE BUDGET		
DEPARTMENT #:	403	FUND:	101
NAME:	ELECTIONS		

B-1 & B-2 TOTAL	(\$600)	TOTAL B1 CHANGES	(\$600)
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Account #:	4200	Amount (neg if decrease)	(\$600)
	OFFICE SUPPLIES		
Description of Adjustment	Reduction in supplies required for elections in 2022. The 2020 base budget included supplies for 4 elections.		
Benefits if done:	Budget will be adequate to cover cost of 2 elections (State Primary and State General) in 2022.		
Implications if not done:			

REQUEST FOR PERSONAL SERVICE CHANGES

Department: Elections	Supervisor: Sarah Cotton
Position Title: Election Judges	Budget Impact: \$16,090

Justification for change:

Increased training and election judge hours in 2022 for State Primary and State General Elections. State General Election only in 2021.

CITY OF LINO LAKES

CABLE TV (101-404)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
TEMPORARIES	4106-000	2,219	561	0	0	0	0	0	
PERA	4121-000	77	42	0	0	0	0	0	
SOCIAL SECURITY	4122-000	170	43	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	5	3	0	3	0	0	0	
		2,471	649	0	3	0	0	0	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	0	620	2,658	0	2,658	(2,658)	0	
		0	620	2,658	0	2,658	(2,658)	0	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
TOTAL CABLE TV		2,471	1,269	2,658	3	2,658	(2,658)	0	

FORM B-1

2022 ADJUSTMENTS TO BASE BUDGET

DEPARTMENT #: 404 FUND: 101
NAME: CABLE TV

B-1 & B-2 TOTAL (\$2,658)

TOTAL B1 CHANGES (\$2,658)

Account #: 4410 Amount (neg if decrease) (\$2,658)
CONTRACTED SERVICES

Description of Adjustment NMTV has assumed the responsibility of recording city meetings. A NMTV Tech will be in attendance at all City Council, Planning & Zoning, Park Board, and Environmental Board meetings to assist with the recording.

Benefits if done: There is a reduced cost to the City associated with NMTV assuming responsibility.

Implications if not done: City will need to staff a tech at all meetings.

CITY OF LINO LAKES

CHARTER ADMINISTRATION (101-405)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
OTHER SERVICES AND SUPPLIES									
PROFESSIONAL SERVICES	4300-000	325	148	1,000	302	1,000	0	1,000	Time Savers - Minutes
PROF SERVICES - CHARTER COMM	4300-999	0	0	1,500	0	1,500	4,963	6,463	Charter Commission Directed Expenses
PRINTING & PUBLISHING	4340-000	0	0	0	0	0	0	0	
		325	148	2,500	302	2,500	4,963	7,463	
TOTAL CHARTER ADMINISTRATION		325	148	2,500	302	2,500	4,963	7,463	

FORM B-1	2022 ADJUSTMENTS TO BASE BUDGET		
DEPARTMENT #:	405	FUND:	101
NAME:	CHARTER ADMINISTRATION		

B-1 & B-2 TOTAL	\$4,963	TOTAL B1 CHANGES	\$4,963
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Account #:	4300	Amount (neg if decrease)	\$4,963
	PROFESSIONAL SERVICES		
Description of Adjustment	<p>Effective August 1, 2020, MN Statutes § 410.06 was amended to increase the limit on annual charter commission expenses required to be reimbursed by the city. Under the new law, the charter commission reimbursable expense limit is a sliding schedule calculated as .07% of the city's current certified general property tax levy with a minimum of \$1,500 and a maximum of \$20,000. The Council authorized an amendment to allocate \$4,962.22 of 2021 Contingency funds towards charter commission direct expenditures. Staff is recommending the 2021 Amended Budget amount be used in 2022 for budgetary purposes.</p>		
Benefits if done:	Budget will accurately reflect the statutory limit.		
Implications if not done:			

CITY OF LINO LAKES

FINANCE (101-407)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	273,623	203,175	244,406	112,320	254,490	0	254,490	85% Finance Director 100% Accountant 75% Accounting Clerk II 50% Office Specialist
OVERTIME	4102-000	0	0	0	0	0	0	0	
TEMPORARIES	4106-000	0	0	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	720	0	720	0	720	0	720	
PERA	4121-000	19,511	15,003	18,330	9,065	19,087	0	19,087	
SOCIAL SECURITY	4122-000	18,912	14,589	18,697	8,172	19,469	0	19,469	
ICMA EMPLOYER CONTRIBUTION	4123-000	0	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	33,826	33,725	32,971	16,178	34,877	0	34,877	
LIFE & DISABILITY INSURANCE	4133-000	777	741	944	439	1,027	0	1,027	
DENTAL INSURANCE	4134-000	1,114	1,124	1,672	607	1,755	0	1,755	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	1,712	1,317	1,428	1,036	1,618	0	1,618	
		350,195	269,675	319,168	147,816	333,043	0	333,043	
SUPPLIES									
OFFICE SUPPLIES	4200-000	202	467	1,000	280	1,000	0	1,000	Payroll & Accounts Payable Checks, W-2 Forms, 1099 Forms, Other Financial Forms
		202	467	1,000	280	1,000	0	1,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	0	3,750	0	0	0	2,000	2,000	Credit Card Processing Fees and Other Finance Charges
AUDITOR	4308-000	13,609	14,621	15,000	17,668	15,000	0	15,000	General Fund portion of Independent Annual Audit
OTHER CONSULTANTS	4310-000	196,005	227,451	231,859	127,468	231,859	(30,029)	201,830	Metro-iNet Services, Programs & Support (Includes Cisco Telephone), Springbrook License Subscription, OPG-3 CCP
TRAVEL & TUITION	4330-000	6,415	1,428	6,000	915	6,000	0	6,000	MNGFOA Conference, Continuing Professional Education, Other Training, Tuition Reimbursement
PRINTING & PUBLISHING	4340-000	981	1,074	1,000	0	1,000	100	1,100	Publish Budget and Financial Reports
TRUTH IN TAXATION	4342-000	0	1,874	1,900	2,010	1,900	160	2,060	City Share of Property Specific Notices
		217,010	250,199	255,759	148,061	255,759	(27,769)	227,990	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	105,692	108,516	109,000	0	109,000	(16,500)	92,500	Assessing Services - Anoka County - Based on Number of Parcels, Classification, and (Un)/Improved
SUBSCRIPTIONS & DUES	4452-000	1,307	1,335	1,300	577	1,300	100	1,400	MNGFOA Membership, GFOA Membership, Certificate of Achievement Program, MN Board of Accountancy, MNCPA Membership, MCFOA Membership
		106,999	109,851	110,300	577	110,300	(16,400)	93,900	
TOTAL FINANCE		674,407	630,191	686,227	296,734	700,102	(44,169)	655,933	

DEPARTMENT #: 407 FUND: 101
 NAME: FINANCE

B-1 & B-2 TOTAL (\$44,169) TOTAL B1 CHANGES (\$44,169)

1

Account #: 4300 **Amount (neg if decrease)** \$2,000
 PROFESSIONAL SERVICES

Description of Adjustment:
 City Council approved accepting credit cards for municipal payments and absorbing the processing fees. The service will begin in 2021 so the current volume is not yet known.

Benefits if done:

Implications if not done:

2

Account #: 4310 **Amount (neg if decrease)** (\$30,029)
 OTHER CONSULTANTS

Description of Adjustment:
 Increased allocation in Metro-iNet JPA Services, Programs, & Support to Water, Sewer, and Storm Water. Previously 5% to Water and 5% to Sewer. Now proposing 12.5% to Water, 12.5% to Sewer, and 5% to Storm Water.

Benefits if done:
 Accurate allocation of services based on FTEs in each fund.

Implications if not done:

3

Account #: 4340 **Amount (neg if decrease)** \$100
 ADVERTISING (PRINTING/PUBLISHING)

Description of Adjustment:
 Increased costs associated with publishing ads in the local paper.

Benefits if done:

Implications if not done:
 State statutes require budget and financial reports to be published annually.

DEPARTMENT #: 407 FUND: 101
 NAME: FINANCE

4

Account #:	4342	Amount (neg if decrease)	\$160
	TRUTH IN TAXATION		
Description of Adjustment:			
Increased number of parcels in which a Truth in Taxation notice must be mailed. Anoka County administers the Truth in Taxation Statutes and the cost was \$0.75 per parcel for 2020 notices. With the presumed addition of 160 parcels per year, the City's cost will total \$2,060 for 2021 notices to be paid in 2022.			
Benefits if done:			
Implications if not done:			
M.S. 275.065, Subd. 4, states that the cost for administering TNT is to be apportioned to the taxing jurisdictions on the basis of one-third allocation to the county, one-third to the cities and towns and one-third allocated to school districts.			

5

Account #:	4410	Amount (neg if decrease)	(\$16,500)
	CONTRACTED SERVICES		
Description of Adjustment:			
Assessment services contract with Anoka County. Service charges are based on the number of parcels, property classification, and improvement status. The decreased rates are made possible through Anoka County's new innovative business process improvements, efficiencies gained via new mass appraisal software, and staffing changes.			
Benefits if done:			
Budget will accurately reflect the cost of assessing services. Joint Powers Agreement was approved in December 2017 which covered 2019 through 2023 assessment services.			
Implications if not done:			

6

Account #:	4452	Amount (neg if decrease)	\$100
	SUBSCRIPTIONS/DUES		
Description of Adjustment:			
Increase for Finance Staff professional membership dues.			
Benefits if done:			
The City and Finance Department Staff will continue to receive the benefits of membership in professional finance organizations.			
Implications if not done:			

CITY OF LINO LAKES

LEGAL CONSULTANTS (101-414)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
OTHER SERVICES AND CHARGES									
MUNICIPAL ATTORNEY	4301-000	18,923	24,474	30,000	4,967	30,000	0	30,000	Consulting Attorney to City Council & Staff
CRIMINAL ATTORNEY	4303-000	113,304	94,886	105,000	51,536	105,000	3,000	108,000	Consulting Services for Criminal Prosecutions
		132,226	119,360	135,000	56,503	135,000	3,000	138,000	
TOTAL LEGAL CONSULTANTS		132,226	119,360	135,000	56,503	135,000	3,000	138,000	

FORM B-1	2022 ADJUSTMENTS TO BASE BUDGET		
DEPARTMENT #:	414	FUND:	101
NAME:	LEGAL CONSULTANTS		

B-1 & B-2 TOTAL	\$3,000	TOTAL B1 CHANGES	\$3,000
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Account #:	4303	Amount (neg if decrease)	\$3,000
	CRIMINAL ATTORNEY		
Description of Adjustment	The law firm of Geck, Duea & Olson has provided prosecution services to the City of Lino Lakes since January 1, 2012. The previous contract expired on December 31, 2020. In January 2021, the Council approved a contract renewal for 2021-2025. The contract establishes a flat monthly fee of \$8,500 for 2021 and an increase to \$8,750 for 2022-2025.		
Benefits if done:	Budget will accurately reflect the cost of prosecution services.		
Implications if not done:			

CITY OF LINO LAKES

ECONOMIC DEVELOPMENT (101-415)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	0	0	0	0	0	0	0	Temporaries: Economic Development Intern (29 hrs/wk @ \$15/hr)
TEMPORARIES	4106-000	14,532	9,098	19,604	10,159	22,620	0	22,620	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	0	0	0	804	0	0	0	
SOCIAL SECURITY	4122-000	1,112	696	1,500	777	1,730	0	1,730	
HEALTH INSURANCE	4131-000	0	0	0	0	0	0	0	
LIFE INSURANCE	4133-000	0	0	0	0	0	0	0	
DENTAL INSURANCE	4134-000	0	0	0	0	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	0	97	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	83	57	115	75	144	0	144	
		15,727	9,948	21,219	11,814	24,494	0	24,494	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	15,342	20,519	13,440	21,154	13,440	1,910	15,350	Marketing Materials /Proposal Assistance \$4,000 BRE Program Assistance 10 hrs @ \$175/hr Pre Application Assistance 40 hrs @ \$190/hr ACRED Contribution \$2,000
TRAVEL & TUITION	4330-000	160	0	300	10	300	0	300	Econ Workshops/EDAM Annual Conference
PRINTING & PUBLISHING	4340-000	0	0	300	0	300	0	300	Marketing Brochure
		15,502	20,519	14,040	21,164	14,040	1,910	15,950	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	0	762	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	695	445	725	695	725	0	725	EDAM, Sensible Land Use Coalition, Chamber of Commerce, Memberships
CITY MARKETING	4900-000	80,988	35,570	72,500	10,003	72,500	0	72,500	Lodging Tax Remittals - Pass through to Twin Cities Gateway Convention and Tourism Bureau
		81,683	36,777	73,225	10,698	73,225	0	73,225	
TOTAL ECONOMIC DEVELOPMENT		112,912	67,244	108,484	43,676	111,759	1,910	113,669	

FORM B-1

2022 ADJUSTMENTS TO BASE BUDGET

DEPARTMENT #:
NAME:

415
ECONOMIC DEVELOPMENT

FUND:

101

B-1 & B-2 TOTAL

\$1,910

TOTAL B1 CHANGES

\$1,910

Account #:

4300

PROFESSIONAL SERVICES

Amount (neg if decrease)

\$1,910

Description of Adjustment

Increase to account for ongoing ED consultant assistance and membership contribution to Anoka County Regional Economic Development.

Benefits if done:

Proactive response to developer inquiries and business outreach.

Implications if not done:

Scale back on economic development and business recruitment activities.

CITY OF LINO LAKES

PLANNING AND ZONING (101-416)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	86,130	89,054	91,014	42,195	95,025	0	95,025	100% Planner
OVERTIME	4102-000	0	0	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	6,431	6,623	6,826	3,394	7,127	0	7,127	
SOCIAL SECURITY	4122-000	6,340	6,563	6,963	3,103	7,269	0	7,269	
HEALTH INSURANCE	4131-000	7,834	7,461	7,461	3,731	7,946	0	7,946	
LIFE INSURANCE	4133-000	284	328	338	169	370	0	370	
DENTAL INSURANCE	4134-000	529	529	539	270	566	0	566	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	511	500	457	337	604	0	604	
		108,060	111,058	113,598	53,198	118,907	0	118,907	
SUPPLIES									
OFFICE SUPPLIES	4200-000	186	0	200	0	200	0	200	Public/Advisory Meeting Supplies
		186	0	200	0	200	0	200	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	3,598	5,731	7,950	4,494	7,950	0	7,950	Legal Assistance - Ordinance Updates, GIS Mapping Updates - FEMA/Zoning/Other
									Workshops - \$250 MnAPA Conference - \$500 P&Z Workshops (7 Members) - \$400 Misc Mileage - \$150 Computer Training - \$150
TRAVEL & TUITION	4330-000	664	130	1,450	15	1,450	0	1,450	Computer Training - \$150
STIPEND	4331-000	5,800	4,500	6,600	3,000	6,600	0	6,600	Commissioners - 6 @ \$75 x 12 mtgs; Chair \$100 x 12 mtgs
PRINTING & PUBLISHING	4340-000	489	0	250	0	250	0	250	Maps, Non-Chargeable Hearing Notices
		10,551	10,361	16,250	7,509	16,250	0	16,250	
CONTRACTUAL SERVICES									
									Zoning Ord Updates - \$25,000 Permit Works Annual Maintenance - \$2,400 ArcGIS Annual Maintenance - \$500 Misc Deliveries/Other - \$400 Consultant Services - Small Area Plans - 60 hrs @ \$150/hr
CONTRACTED SERVICES	4410-000	4,663	9,003	37,300	3,078	37,300	0	37,300	
SUBSCRIPTIONS & DUES	4452-000	634	653	700	653	700	0	700	APA Membership, Misc Reference Materials
		5,297	9,656	38,000	3,731	38,000	0	38,000	
TOTAL PLANNING AND ZONING		124,094	131,074	168,048	64,438	173,357	0	173,357	

CITY OF LINO LAKES

ENGINEERING (101-417)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	45,112	44,133	44,500	13,637	44,500	0	44,500	Traffic Counts - \$2,500 Engineering Consultant (Hourly) - \$42,000
		45,112	44,133	44,500	13,637	44,500	0	44,500	
CONTRACTUAL SERVICES									
ENGINEERING CONSULTANT	4410-000	58,195	66,019	62,160	21,220	62,160	(12,795)	49,365	Engineering Consultant (Retainer) - \$89,760 CD (55%) - \$49,365 Sewer Utility (15%) - \$13,465 Water Utility (15%) - \$13,465 Storm Utility (15%) - \$13,465
CONTRACTED SERVICES	4410-000	0	0	500	0	500	3,000	3,500	ArcGIS Annual Maintenance - \$500 Aerial Photos/LIDAR - \$3,000
		58,195	66,019	62,660	21,220	62,660	(9,795)	52,865	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	2,600	3,010	0	0	0	
		0	0	2,600	3,010	0	0	0	
TOTAL ENGINEERING		103,307	110,152	109,760	37,867	107,160	(9,795)	97,365	

FORM B-1	2022 ADJUSTMENTS TO BASE BUDGET		
DEPARTMENT #:	417	FUND:	101
NAME:	ENGINEERING		

B-1 & B-2 TOTAL	(\$9,795)	TOTAL B1 CHANGES	(\$9,795)
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1

Account #:	4410	Amount (neg if decrease)	(\$12,795)
	CONTRACTED SERVICES		
Description of Adjustment	2% increase in WSB & Associates retainer fee (\$670). 15% of retainer allocated to Storm Water utility fund.		
Benefits if done:	Maintain current level of City Engineering Services to meet increasing demands and resident/business requests for assistance.		
Implications if not done:	Scale back on engineering hours, reduce resident/business services.		

2

Account #:	4410	Amount (neg if decrease)	\$3,000
	CONTRACTED SERVICES		
Description of Adjustment	Every two years Anoka County partners with municipalities to capture new aerial photography. This project includes use of LIDAR (Light Detection and Ranging) to capture elevation contours which are used daily by city staff. The City collects \$90/lot in all new developments for GIS fees in part to cover these costs.		
Benefits if done:	City will have up to date aerial photography and contour information available for daily use and project development.		
Implications if not done:	City would have limited access to County GIS aerials and would need to purchase information for City Use.		

CITY OF LINO LAKES

COMMUNITY DEVELOPMENT (101-418)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	172,423	160,764	183,798	85,075	151,496	0	151,496	70% Community Development Director (100% in 2021) 100% Administrative Assistant
OVERTIME	4102-000	0	101	0	127	0	0	0	
WELLNESS PROGRAM	4108-000	720	312	720	0	720	0	720	
PERA	4121-000	12,860	11,852	13,785	6,849	11,362	0	11,362	
SOCIAL SECURITY	4122-000	13,761	12,388	14,061	6,408	11,589	0	11,589	
ICMA EMPLOYER CONTRIBUTION	4123-000	2,129	2,397	0	0	46	0	46	
HEALTH INSURANCE	4131-000	7,050	9,196	11,061	5,531	10,466	0	10,466	
LIFE INSURANCE	4133-000	508	521	683	289	601	0	601	
DENTAL INSURANCE	4134-000	0	397	1,079	270	963	0	963	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	958	880	968	647	875	0	875	
		210,409	198,808	226,155	105,195	188,118	0	188,118	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	48	100	0	100	0	100	
		0	48	100	0	100	0	100	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	4,038	3,383	7,000	4,923	7,000	0	7,000	DataLink (GIS) Annual Service and Maintenance - \$5,000 Mapping and Database Design - \$2,000
TRAVEL & TUITION	4330-000	979	130	900	0	900	0	900	Seminars, Conference, Training & Mileage
PRINTING & PUBLISHING	4340-000	0	133	0	46	0	0	0	
		5,016	3,646	7,900	4,969	7,900	0	7,900	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	0	0	300	0	300	0	300	Anoka County GIS
SUBSCRIPTIONS & DUES	4452-000	625	702	725	702	725	0	725	APA/AICP Membership
		625	702	1,025	702	1,025	0	1,025	
TOTAL COMMUNITY DEVELOPMENT		216,050	203,204	235,180	110,866	197,143	0	197,143	

CITY OF LINO LAKES

ENVIRONMENTAL (101-461)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	38,536	26,629	28,953	13,373	24,237	0	24,237	30% Environmental Coordinator (37.5% in 2021) Temporaries: Summer Staff (2 staff @ 13 wks @ 40 hrs/wk @ \$15/hr)
OVERTIME	4102-000	0	0	500	0	500	0	500	
TEMPORARIES	4106-000	7,361	6,753	13,520	504	15,600	0	15,600	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	970	1,975	2,209	1,075	1,855	0	1,855	
SOCIAL SECURITY	4122-000	3,086	2,551	3,287	1,058	3,086	0	3,086	
ICMA EMPLOYER CONTRIBUTION	4123-000	411	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	1,216	2,798	2,798	1,399	2,384	0	2,384	
LIFE INSURANCE	4133-000	96	97	126	54	115	0	115	
DENTAL INSURANCE	4134-000	186	198	202	101	170	0	170	
WORKER'S COMPENSATION	4151-000	167	166	216	141	219	0	219	
		52,029	41,168	51,811	17,705	48,166	0	48,166	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	84	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	1,384	775	700	442	700	0	700	Chemicals, Seed, etc. Includes rookery supplies
SMALL TOOLS	4240-000	0	187	300	0	300	0	300	Sprayers, Soil Probes, etc.
		1,384	1,046	1,000	442	1,000	0	1,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	145	128	1,000	820	1,000	0	1,000	Ecologist, Hydrologist - Environmental Reviews/Research & Development, Resource Management Planning
TELEPHONE	4321-000	714	556	730	177	730	0	730	Staff Cell Phone
TRAVEL & TUITION	4330-000	1,406	248	1,100	279	1,100	0	1,100	Various Training Seminars, Conferences, Mileage - 1 Staff & Environmental Board, Erosion Control Cert State Conference
STIPEND	4331-000	3,300	2,950	6,600	1,025	6,600	0	6,600	Commissioners - 6 @ \$75 x 12 mtgs, Chair \$100 x 12 mtgs
UNIFORMS	4370-000	0	0	0	0	0	0	0	
		5,565	3,882	9,430	2,301	9,430	0	9,430	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	1,169	919	1,000	0	1,000	0	1,000	ArcGIS Annual Maintenance
SUBSCRIPTIONS & DUES	4452-000	0	125	100	0	100	0	100	Professional Memberships - MECA & MSA
		1,169	1,044	1,100	0	1,100	0	1,100	
TOTAL ENVIRONMENTAL		60,147	47,140	63,341	20,448	59,696	0	59,696	

CITY OF LINO LAKES

SOLID WASTE ABATEMENT (101-462)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	32,432	17,753	19,302	8,915	16,158	0	16,158	20% Environmental Coordinator (25% in 2021)
OVERTIME	4102-000	1,629	0	1,600	0	1,600	0	1,600	Overtime: Recycle Days Equipment Operators & Staff Assistance
TEMPORARIES	4106-000	12,236	10,423	19,604	2,639	22,620	0	22,620	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	Temporaries: Solid Waste Intern (29hrs/wk @ \$15/hr)
PERA	4121-000	1,152	2,023	1,568	717	1,332	0	1,332	
SOCIAL SECURITY	4122-000	3,172	2,153	3,099	881	3,089	0	3,089	
ICMA EMPLOYER	4123-000	352	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	996	1,865	1,865	933	1,589	0	1,589	
LIFE & DISABILITY INSURANCE	4133-000	81	65	93	36	86	0	86	
DENTAL INSURANCE	4134-000	157	132	135	67	113	0	113	
WORKER'S COMPENSATION	4151-000	217	192	237	153	257	0	257	
		52,423	34,606	47,503	14,341	46,844	0	46,844	
SUPPLIES									
OFFICE SUPPLIES	4200-000	872	437	1,100	216	1,100	0	1,100	Recycling Day Supplies, Corn Roast Trash Bags
MAINTENANCE SUPPLIES	4211-000	588	191	0	0	0	0	0	
		1,460	628	1,100	216	1,100	0	1,100	
OTHER SERVICES AND CHARGES									
TRAVEL & TUITION	4330-000	0	0	220	150	220	0	220	Association of Recycling Managers Workshops
PRINTING & PUBLISHING	4340-000	766	5,298	7,000	2,202	7,000	0	7,000	Notices for Recycling Days, Earth Day, Etc.
UNIFORMS	4370-000	0	0	0	0	0	0	0	
		766	5,298	7,220	2,352	7,220	0	7,220	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	21,844	14,560	22,700	6,146	22,700	0	22,700	Recycling & Earth Day Vendors, Organics Service
		21,844	14,560	22,700	6,146	22,700	0	22,700	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
TOTAL SOLID WASTE ABATEMENT		76,493	55,093	78,523	23,056	77,864	0	77,864	

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

CITY OF LINO LAKES

FORESTRY (101-463)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	38,536	26,629	28,953	13,373	20,197	0	20,197	25% Environmental Coordinator (37.5% in 2021)
OVERTIME	4102-000	0	0	0	0	0	0	0	
TEMPORARIES	4106-000	0	0	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	970	1,975	2,171	1,075	1,515	0	1,515	
SOCIAL SECURITY	4122-000	2,534	2,041	2,215	1,048	1,545	0	1,545	
ICMA EMPLOYER	4123-000	411	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	1,216	2,798	2,798	1,399	1,986	0	1,986	
LIFE INSURANCE	4133-000	96	97	126	54	101	0	101	
DENTAL INSURANCE	4134-000	186	198	202	101	142	0	142	
WORKER'S COMPENSATION	4151-000	1,281	1,149	1,310	855	988	0	988	
		45,230	34,887	37,775	17,905	26,474	0	26,474	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	0	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	1,943	3,230	3,000	513	3,000	0	3,000	Fertilizers, Staking Material, EAB Chemicals - Treat 100 Ash Annually - 3 Yr Cycle
SMALL TOOLS	4240-000	0	0	250	0	250	0	250	
		1,943	3,230	3,250	513	3,250	0	3,250	
OTHER SERVICES AND CHARGES									
UNIFORMS	4370-000	271	229	380	373	380	0	380	
		271	229	380	373	380	0	380	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	23,836	20,307	30,000	975	30,000	0	30,000	Damaged/Diseased Tree Removal/Oakwilt Control \$7,500 Emerald Ash Borer Tree Replacement Program \$15,000 Blvd Tree Replacement \$7,500
		23,836	20,307	30,000	975	30,000	0	30,000	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
TOTAL FORESTRY		71,279	58,653	71,405	19,766	60,104	0	60,104	

CITY OF LINO LAKES

POLICE (101-420)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	2,585,958	2,495,757	2,905,790	1,120,305	3,097,723	0	3,097,723	85% Public Safety Director
OVERTIME	4102-000	115,647	90,731	90,000	52,933	90,000	0	90,000	100% Deputy Director Police
TEMPORARIES	4106-000	0	0	0	0	0	0	0	85% Public Safety Captain
TRAFFIC PROJECTS SALARIES	4107-000	0	0	0	0	0	0	0	5 - 100% Sergeants
WELLNESS PROGRAM	4108-000	1,672	287	2,052	240	2,027	0	2,027	20 - 100% Patrol Officers
PERA	4121-000	428,156	426,532	504,303	228,880	536,300	0	536,300	2 - 100% Records Techs
SOCIAL SECURITY	4122-000	49,692	47,787	59,214	22,478	63,197	0	63,197	2 - 0.5 FTE Community Service Officers
ICMA EMPLOYER	4123-000	10,610	9,854	1,286	4,174	3,226	0	3,226	85% Administrative Assistant
HEALTH INSURANCE	4131-000	323,377	454,566	394,586	145,662	390,447	0	390,447	100% Investigative Assistant
LIFE & DISABILITY INSURANCE	4133-000	8,003	8,427	10,795	4,403	11,546	0	11,546	Overtime: Patrol, Court, Training, Special Events, DWI Enforcement
DENTAL INSURANCE	4134-000	12,640	12,286	17,058	6,395	18,431	0	18,431	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	103,447	102,129	114,870	73,126	172,609	0	172,609	
		3,639,201	3,648,358	4,099,954	1,658,596	4,385,506	0	4,385,506	
SUPPLIES									
OFFICE SUPPLIES	4200-000	6,733	6,572	8,100	2,792	8,100	0	8,100	Business Cards, Letterhead and Envelopes, Toner/Printer Cartridges, Paper, DVD Discs, Misc Supplies, Ticketwriter Paper Rolls
MAINTENANCE SUPPLIES	4211-000	9,169	9,980	16,450	7,132	16,450	(1,000)	15,450	Ammo, Taser Supplies, Range Supplies, Simunition, DMT Gas, Property Evidence Supplies, N95 Masks
YOUTH PROGRAMS	4213-000	1,729	865	3,100	0	3,100	0	3,100	Supplies, Youth Safety Camp, Firearms Safety Camp, Snowmobile Safety, Explorers, Junior Citizen's Academy
CRIME PREVENTION/SAFETY	4214-000	3,971	2,711	7,400	0	7,400	0	7,400	Night to Unite, Volunteer Appreciation, Open House, Promotional Materials, Volunteer Clothing, Citizens Academy Supplies and Shirts, CERT
SMALL TOOLS	4240-000	9,108	13,121	11,580	2,765	7,425	7,575	15,000	Tasers, Computers & Peripherals, Equipment Replacement
		30,709	33,249	46,630	12,688	42,475	6,575	49,050	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	1,273	3,781	6,970	2,562	6,970	1,770	8,740	Critical Incident Debriefing, POST License Renewal, Employee Mental Health Program
TELEPHONE	4321-000	17,718	21,513	22,664	9,187	22,664	696	23,360	Cell Phones, Mobile Hot Spot, Cell Stipend
POSTAGE	4322-000	828	869	1,000	199	1,000	0	1,000	
TRAVEL & TUITION	4330-000	26,283	25,978	43,250	18,265	43,250	2,000	45,250	Anoka Chief, Century Slot Program, POST Mandate, Range Fees, Conference, IACP, Instructor Training, K-9, Conference, EMR Training, Tuition Reimbursement
INSURANCE	4360-000	40,574	46,450	52,818	35,214	52,818	6,338	59,156	Police Liability Insurance
UNIFORMS	4370-000	29,410	33,709	37,402	12,682	37,402	368	37,770	Officers, Sergeants, Admin., Unused Uniform Allowance, Ballistic Vests, Replacement Uniforms, CSO
ELECTRICITY	4381-000	398	408	420	170	420	0	420	Emergency Siren Electricity
RESERVES	4386-000	1,434	834	2,000	599	2,000	0	2,000	Uniforms, Equipment, Training, Supplies

CITY OF LINO LAKES

POLICE (101-420)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
EXPLORERS	4387-000	0	0	0	0	0	0	0	
		117,918	133,541	166,524	78,878	166,524	11,172	177,696	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	38,001	43,685	50,639	40,055	50,639	9,666	60,305	RMS - JLEC, 800 MHz Contract, State of MN CJDN, Emergency Sirens, LEXIPOL, Target Solutions, Shredding, Otter Lake Animal Hospital, Video Redaction Subscription, DETOX Dakota County, Metro Sales, Schedule Anywhere, Emergency Sirens, 3SI Security, Midwest Radar, ZOOM Video Conferencing, Alexandra House
SUBSCRIPTIONS & DUES	4452-000	1,086	1,066	1,200	921	1,200	250	1,450	Professional Memberships & Subscriptions: IACP, MCPA, AMEM, Col Rotary, Press Publications, MACIA, PLEAA, Tri-County, FBI NA, PERF
		39,087	44,751	51,839	40,976	51,839	9,916	61,755	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	18,087	14,199	3,100	5,290	0	0	0	
		18,087	14,199	3,100	5,290	0	0	0	
TOTAL POLICE DEPARTMENT		3,845,003	3,874,098	4,368,047	1,796,429	4,646,344	27,663	4,674,007	

FORM B-1	2022 ADJUSTMENTS TO BASE BUDGET	
DEPARTMENT #:	420	FUND: 101
NAME:	POLICE PROTECTION	

B-1 & B-2 TOTAL	\$27,663	TOTAL B1 CHANGES	\$27,663
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1

Account #:	4211	Amount (neg if decrease)	(\$1,000)
	MAINTENANCE SUPPLIES		
Description of Adjustment:			
Actual cost of ammunition lower than anticipated.			
Benefits if done:			
Budget will reflect true cost of supplies.			
Implications if not done:			

2

Account #:	4240	Amount (neg if decrease)	\$7,575
	SMALL TOOLS		
Description of Adjustment:			
Computer replacement for LLPD701 & LLPD702 & LLPDM701 all of which are 5 years old and experiencing slower operations; purchase of 5 Tasers.			
Benefits if done:			
All tasers in operations would be within Taser guidelines.			
Implications if not done:			
Reduced efficiency related to computer use; Tasers would be out of warranty and not supported by Taser increasing liability exposure for the City.			

3

Account #:	4300	Amount (neg if decrease)	\$1,770
	PROFESSIONAL SERVICES		
Description of Adjustment:			
This budget line will change every year based on the number of Police Officer Standard and Training (POST) license renewals which are on a 3 year cycle (2022 - 6, 2023 - 8, 2024 - 7). The state mandated bi-annual audit of the police video systems will be conducted in 2022.			
Benefits if done:			
The City would continue to operate within the legal requirements of MN law.			
Implications if not done:			
The City would not be in compliance with MN law.			

DEPARTMENT #: 420 FUND: 101
 NAME: POLICE PROTECTION

4

Account #: 4321 Amount (neg if decrease) \$696
 TELEPHONE

Description of Adjustment:

The increase is a result of increased cost for cellular and Wi-Fi connectivity for police staff.

Benefits if done:

Continue continuity of operations and data sharing.

Implications if not done:

Lost ability to communicate and reduction in efficiency of staff.

5

Account #: 4330 Amount (neg if decrease) \$2,000
 TRAVEL/TUITION

Description of Adjustment:

This increase is a result of one police officer participating in the City's tuition reimbursement program.

Benefits if done:

Employee would pursue a college degree and further develop professionally.

Implications if not done:

Employee would not be allowed to participate in the tuition reimbursement program.

6

Account #: 4360 Amount (neg if decrease) \$6,338
 INSURANCE

Description of Adjustment:

LMCIT police liability insurance coverage. LMCIT suggests cities allow for possible rate increases in the range of 8 to 12% for members with police liability or excess liability limits as the reinsurance market for excess limits is in flux, which causes some uncertainty.

Benefits if done:

Implications if not done:

DEPARTMENT #: 420 FUND: 101
 NAME: POLICE PROTECTION

7

Account #: 4370 Amount (neg if decrease) \$368
 UNIFORMS

Description of Adjustment:

The uniform allowance contract language increases annually based on cost of living increases.

Benefits if done:

City will remain in compliance of current labor agreements.

Implications if not done:

City would be out of compliance of current labor agreements.

8

Account #: 4410 Amount (neg if decrease) \$9,666
 CONTRACTED SERVICES

Description of Adjustment:

This increase stems from the inclusion of ZOOM subscription (\$2,400) and services provided by Alexandra House (\$5,000). Remaining increase stems from inflationary increases from several vendors.

Benefits if done:

The ZOOM subscription would allow for continued efficiencies for conducting online meetings and roll calls. Video redaction subscription is required to meet data practices laws/requirements. Alexandra House provides a variety of services to Lino Lake residents that are victims of crimes and funding would pay a portion of those services; see attached letter.

Implications if not done:

We would no longer have access to an online meeting platform and residents who are victims of crimes could experience a reduction in services.

9

Account #: 4452 Amount (neg if decrease) \$250
 SUBSCRIPTIONS/DUES

Description of Adjustment:

Staff members annual dues increase for membership in professional associations.

Benefits if done:

Staff would continue to have professional development resources available that is specific to job tasks and continue savings for some training programs.

Implications if not done:

It would eliminate an important source of professional development for staff.

CITY OF LINO LAKES

FIRE (101-421)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
PERSONAL SERVICES									
SALARIES	4101-000	264,671	269,859	318,945	139,130	301,396	244,667	546,063	15% Public Safety Director
OVERTIME	4102-000	3,472	2,073	0	613	3,000	0	3,000	100% Deputy Director Fire
FIRE STIPEND	4109-000	58,882	36,060	72,675	8,558	19,269	0	19,269	15% Public Safety Captain
WELLNESS PROGRAM	4108-000	54	0	108	0	133	0	133	15% Administrative Assistant
PERA	4121-000	39,360	37,160	49,870	18,076	37,435	28,192	65,627	100% Fire Lieutenant/Fire Inspector (50% Building/Fire Inspector in 2021)
SOCIAL SECURITY	4122-000	11,741	11,533	13,796	6,080	12,977	12,735	25,712	Part-time Daytime Duty Crew Fire Response Personnel - 12 hr shifts, 5 days/week (covered by Cross-trained Fire/Rescue in 2021)
ICMA EMPLOYER	4123-000	276	84	0	0	0	0	0	
HEALTH INSURANCE	4131-000	21,454	21,522	27,827	11,286	29,524	8,619	38,143	
LIFE & DISABILITY INSURANCE	4133-000	582	657	855	333	812	212	1,024	Paid-On-Call Firefighters - Calls/Training Drills/Command Stipends
DENTAL INSURANCE	4134-000	767	768	1,052	413	1,104	283	1,387	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	Stipend: Cross-trained Fire/Rescue
WORKER'S COMPENSATION	4151-000	41,039	39,280	50,732	27,966	58,305	17,913	76,218	
		442,298	418,995	535,860	212,456	463,955	312,621	776,576	
SUPPLIES									
OFFICE SUPPLIES	4200-000	1,073	680	1,000	655	1,000	0	1,000	Paper, Toner/Printer Cartridges, Business Cards, Pens
MAINTENANCE SUPPLIES	4211-000	2,508	2,177	6,700	461	6,700	975	7,675	Foam, Saw Blades, Floor Dry, Batteries, N95 Masks
YOUTH PROGRAM	4213-000	0	0	1,700	0	1,700	0	1,700	Safety Camp
FIRE PREVENTION	4214-000	2,890	2,210	3,000	0	3,000	0	3,000	Citizen Academy, Marketing Materials
SMALL TOOLS	4240-000	9,031	12,643	14,500	2,061	12,500	0	12,500	Rescue Tool Replacement, Ropes, 4 Gas Monitor, Wildland Tools, Patient Rescue, A11 Nozzles
		15,503	17,710	26,900	3,178	24,900	975	25,875	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	1,179	2,852	5,500	1,387	5,500	0	5,500	FF Certification, FF Licensure, Hepatitis Vaccination Series, Medical/Drug Exam, Employee Mental Health Program
OTHER CONSULTANTS	4310-000	0	0	0	0	0	0	0	
TELEPHONE	4321-000	1,971	2,180	3,010	940	3,010	840	3,850	Cell Phones, Mobile Hot Spot, Cell Stipend, Air Cards
POSTAGE	4322-000	110	115	500	13	500	0	500	
TRAVEL & TUITION	4330-000	23,813	18,964	33,050	22,964	33,050	5,000	38,050	Fire Inc., Training Supplies, Medical Training, AWAIR/OSHA Training Staff Development, Conference, FF1, FF2, HazMat Initial Training
PRINTING & PUBLISHING	4340-000	521	307	500	0	500	0	500	Marketing Materials
UNIFORMS	4370-000	18,216	16,953	49,000	556	49,000	48,700	97,700	New Hire Turn-out & Wildland Fire Gear, Misc Uniform Items, Turn-out Gear Replacement (\$48,000)
		45,810	41,371	91,560	25,860	91,560	54,540	146,100	
CONTRACTUAL SERVICES									

CITY OF LINO LAKES

FIRE (101-421)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
CONTRACTED SERVICES	4410-000	30,081	35,157	43,485	22,727	43,485	1,696	45,181	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, Transunion Backgrounds, Motorola 800 MHz Contract
SUBSCRIPTIONS & DUES	4452-000	1,483	1,331	1,080	1,116	1,080	310	1,390	MN IAAI, Metro Fire Chiefs, Anoka Co. Fire Protection Assn, MSFCA, International Assn
		31,564	36,488	44,565	23,843	44,565	2,006	46,571	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	29,764	0	0	0	0	8,600	8,600	Toughbooks
		29,764	0	0	0	0	8,600	8,600	
TOTAL FIRE DEPARTMENT		564,939	514,564	698,885	265,337	624,980	378,742	1,003,722	

FORM B-1	2022 ADJUSTMENTS TO BASE BUDGET		
DEPARTMENT #:	421	FUND:	101
NAME:	FIRE PROTECTION		

B-1 & B-2 TOTAL	\$66,121	TOTAL B1 CHANGES	\$57,521
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1	Account #:	4211	Amount (neg if decrease)	\$975
		MAINTENANCE SUPPLIES		
	Description of Adjustment:			
	N95 masks are included in the budget request for 2022 (\$575); price increase in fire suppress foam, floor dry, & blades (\$400).			
	Benefits if done:			
	Fire staff would be compliant with OSHA and industry standards for supplies.			
	Implications if not done:			
	Staff would not be properly protected and we could run out of vital supplies.			

2	Account #:	4321	Amount (neg if decrease)	\$840
		TELEPHONE		
	Description of Adjustment:			
	Add two Verizon air cards for E11 & E21; this cost is associated with the fire duty crew implementation.			
	Benefits if done:			
	Establish connectivity for vehicle mount laptop which provides vital information to fire crews in the field.			
	Implications if not done:			
	Vehicle mounted laptops would not have connectivity.			

3	Account #:	4330	Amount (neg if decrease)	\$5,000
		TRAVEL/TUITION		
	Description of Adjustment:			
	These training dollars would provide outside specialized training to individual firefighters.			
	Benefits if done:			
	Staff would further develop fire/rescue skills to provide a high level of public safety services.			
	Implications if not done:			
	Some fire staff would not be able to attend outside specialized training.			

DEPARTMENT #: 421 FUND: 101
 NAME: FIRE PROTECTION

4

Account #: 4370 Amount (neg if decrease) \$48,700
 UNIFORMS

Description of Adjustment:

Slight pricing increase in the cost of fire turn-out gear and uniforms account for \$700; \$48,000 would be needed to properly outfit 10 part-time firefighters that would staff the daytime fire duty crew. This cost is associated with the fire duty crew implementation.

Benefits if done:

Would ensure that we are complaint with all OSHA and NFPA standards for fire protective gear.

Implications if not done:

Fire staff would not be properly protected and City would not meet OSHA and NFPA standards.

5

Account #: 4410 Amount (neg if decrease) \$1,696
 CONTRACTED SERVICES

Description of Adjustment:

In 2022 A21 will have its 5 year detailed inspection at a cost of \$1,600.

Benefits if done:

Ensure that A21 is complained with NFPA standards and will identify any potential issues with A21.

Implications if not done:

A21 would not be compliant with NFPA standards.

6

Account #: 4452 Amount (neg if decrease) \$310
 SUBSCRIPTIONS/DUES

Description of Adjustment:

This increase is a result of staff mistake in 2021. The dues for the Anoka County Fire Protection Council were not included in the 2021 budget request.

Benefits if done:

Would remain a member of Anoka County Fire Protection Council.

Implications if not done:

Would no longer be a member of the Anoka County Fire Protection Council.

DEPARTMENT #: 421

BUSINESS UNIT:

101

NAME: FIRE PROTECTION

TOTAL REQUESTS = \$8,600

1

Account #:	5000	In Capital Improvement Plan (Y or N)	N
	CAPITAL OUTLAY	Replacement (R) or New (N):	N
		Est'd disposal proceeds (if "R")	

Description (include unit # if applicable):
 ToughBook FZ55 laptop with needed vehicle mounting equipment. This cost is associated with the fire duty crew implementation.

Justification and affect on productivity:
 These laptop computers would be mounted in E11 and E21 to be a resource to fire responders and provide vital information regarding fire calls for service. These laptops would also enable more efficient fire inspections.

Additional expenses if purchased:
 There would be additional annual costs for MetroINET (\$984), NetMotion (\$300), and Verizon wireless connectivity (\$840).

Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):

Cost (do not deduct disposal proceeds):

Unit Cost	Vehicle Tax*	Total Unit Cost	Quantity	Total Cost
\$4,300		\$4,300	2	\$8,600

**Enter 6.5% of the unit cost for equipment to be licensed (e.g., vehicles, trailers; does not include marked public safety vehicles).*

REQUEST FOR PERSONAL SERVICE CHANGES

Department: Public Safety Department – Fire Division	Supervisor: Deputy Director – Fire Division
Position Title: Firefighter Part-Time	Budget Impact: \$230,224

Justification for change:

Monday through Friday daytime (0600 hour to 1800 hours) fire response has been a discussion topic with Council over the last year. In an effort to ensure that we have staff to provide this vital public safety service, staff has researched options to provide fire service during the daytime hours and recommends that we move to a daytime fire duty crew model.

Staff recommends staffing the fire duty crew with one full time Fire Lieutenant / Fire Inspector and 3 part-time firefighters per day.

This Request for Personnel Service Change will provide detail on the part-time Firefighter requested position.

Staff recommends hiring 10 part-time firefighters to provide daytime fire services. This part-time position will be limited to no more than 29 hours per week at an hourly rate of \$20.24 per hour.

The estimated annual cost for these part-time firefighters is \$230,224.

The proposed position summary and essential duties and responsibilities are listed below.

POSITION SUMMARY

To protect life and property through fire suppression, medical aid, public education, inspections, and other fire prevention duties. Serves under the direction of the Deputy Public Safety Director-Fire Services, Deputy Fire Chief, and other public safety supervisors.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Responds to emergency and non-emergency incidents as a firefighter and emergency medical responder.

2. Performs firefighting activities, including driving fire apparatus, operating pumps and related equipment, laying hose, extrication, rescue and other related tasks.
3. Responds to calls for emergency medical services, and renders first aid.
4. Maintains fire equipment, apparatus, building facilities, in accordance with department standards.
5. Completes reports, forms, and data entry into the fire record management system and other related databases.
6. Works with local, state, and federal agencies.
7. Assists in conducting fire investigations as needed.
8. Assists with fire prevention and safety education efforts.
9. Participates in public safety training and meetings.
10. Assists with fire inspections and suppression system testing.
11. Performs other job related duties as apparent or assigned.

REQUEST FOR PERSONAL SERVICE CHANGES

Department: Public Safety Department – Fire Division	Supervisor: Deputy Director – Fire Division
Position Title: Fire Lieutenant / Fire Inspector	Budget Impact: \$82,397

Justification for change:

Monday through Friday daytime (0600 hour to 1800 hours) fire response has been a discussion topic with Council over the last year. In an effort to ensure that we have staff to provide this vital public safety service, staff has researched options to provide fire service during the daytime hours and recommends that we move to a daytime fire duty crew model.

Staff recommends staffing the fire duty crew with one full time Fire Lieutenant / Fire Inspector and 3 part-time firefighters per day.

This Request for Personnel Service Change will provide detail on the Fire Lieutenant / Fire Inspector requested position.

There is .5 FTE budgeted within the Fire Division budget for a Fire Inspector currently and dating back to 2016. Staff is recommending that we convert the current .5 FTE Fire Inspector position into a 1.0 FTE Fire Lieutenant / Fire Inspector position. Please note the above listed 2022 budget impact of \$82,397 is reflective of this conversion with a total compensation cost estimated to be \$139,270 for the full time Fire Lieutenant / Fire Inspector position.

This new Fire Lieutenant / Fire Inspector position normal hours would be Monday through Friday 8 hours per day. This position would serve as a first line supervisor for all daytime duty crew staff and would serve as a fire inspector. Structuring this position as a supervisor will enable the daytime fire duty crew members to conduct fire inspections under the direction of this position which will provide an increased level of service to the community.

The proposed position summary and essential duties and responsibilities are listed below.

POSITION SUMMARY

This is a first line supervisory position within the Fire Services Division. The general responsibilities are to direct a crew of firefighters and apparatus in firefighting, rescue, patient care, perform and manage the fire inspection program. Assists in managing the fire station,

personnel, and equipment within the fire station and at times may act as an Incident Commander or Division Officer.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Responds to emergency and non-emergency incidents as a Fire Officer.
2. Directs and supervises firefighters of a fire company.
3. Directs and supervises firefighters of a company at the scene of an emergency and in routine duties, on and off the scene.
4. Completes local and state fire reports, first reports of injury, and other documents as outlined in standing operating procedures.
5. Assists in maintaining fire department equipment and apparatus.
6. Assumes the role of incident commander in the absence of chief officers.
7. Performs a variety of routine and complex technical work in building, fire and zoning inspection work to ensure that the State Fire Code and other related codes and standards are effectively and equitably administered and enforced throughout the City.
8. Enforces State Fire Code and other codes as adopted by the City of Lino Lakes and issues citations for code violations.
9. Reviews building plans to assure compliance with fire codes; prepares fire response preplans of commercial and institutional buildings.
10. Performs on-site inspections of buildings and properties to ensure compliance with the fire, property maintenance and zoning codes adopted by the City of Lino Lakes.
11. Explains, interprets, and provides guidance regarding all applicable codes within the area of responsibility to architects, engineers, contractors, developers, city staff and other interested parties.
12. Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing.
13. Maintains and generates all necessary records of inspection activity, reports and related information; attends meetings and presents information as directed.
14. Assists with the administration of the permitting function, including application processing, plan review, fee assessment and collection, and permit issuance.
15. Builds team morale and provides first stage discipline and direction to firefighters as outlined in Public Safety Department policies.
16. Assists with fire prevention efforts, attends meetings and events.
17. Performs other duties as assigned or apparent.

CITY OF LINO LAKES

BUILDING INSPECTIONS (101-422)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June	2022	2022	Proposed 2022	Budget Detail
					YTD 2021	Base Budget	Adjustments Requested		
PERSONAL SERVICES									
SALARIES	4101-000	236,002	253,885	268,052	121,733	279,185	41,324	320,509	100% Building Official 100% Building Permit Technician 2 - 100% Building Inspectors (1.5 FTE in 2021) Temporaries: 2022 - Utilization of Contracted Services 2021 - Inspector (13 wks @ 24hrs/wk @ \$30/hr)
OVERTIME SALARIES	4102-000	0	0	500	1,779	500	0	500	
TEMPORARIES	4106-000	0	0	9,360	1,200	0	0	0	
WELLNESS PROGRAM	4108-000	420	450	720	0	720	0	720	
PERA	4121-000	17,544	18,855	20,141	9,923	20,977	3,099	24,076	
SOCIAL SECURITY	4122-000	17,452	18,875	21,260	9,160	21,396	3,161	24,557	
ICMA EMPLOYER	4123-000	0	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	33,173	29,072	35,377	15,311	37,404	8,619	46,023	
LIFE & DISABILITY INSURANCE	4133-000	775	949	1,025	501	1,096	163	1,259	
DENTAL INSURANCE	4134-000	1,103	1,058	1,887	562	1,982	283	2,265	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	1,278	1,283	1,443	879	1,573	225	1,798	
		307,747	324,427	359,765	161,049	364,833	56,874	421,707	
SUPPLIES									
OFFICE SUPPLIES	4200-000	914	2,149	2,000	801	2,000	0	2,000	Card Stock for Building Permits, Correction Notice Forms, Septic System Pumping Forms, Code Books
SMALL TOOLS	4240-000	307	1,552	150	36	150	0	150	
		1,221	3,701	2,150	837	2,150	0	2,150	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	4,175	4,175	5,000	4,545	5,000	0	5,000	Permit Works Annual Maintenance & Assistance
TELEPHONE	4321-000	1,996	2,243	2,000	965	2,000	200	2,200	Inspections Cell Phones & Wi-Fi
TRAVEL & TUITION	4330-000	2,730	2,064	3,300	2,558	3,300	0	3,300	Staff Training & Mileage, SSTS Cert
UNIFORMS	4370-000	1,096	811	1,140	380	1,140	0	1,140	Building Inspections Staff
		9,997	9,293	11,440	8,448	11,440	200	11,640	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	2,240	10,891	3,000	919	3,000	31,250	34,250	Large Format Scanning \$500 Back-Up Inspection Services \$33,750 (450hrs @ \$75/hr)
SUBSCRIPTIONS & DUES	4452-000	0	115	325	0	325	0	325	AMBO \$200, 10K Lakes Chapter \$125
		2,240	11,006	3,325	919	3,325	31,250	34,575	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
TOTAL BUILDING INSPECTIONS		321,206	348,427	376,680	171,253	381,748	88,324	470,072	

FORM B-1	2022 ADJUSTMENTS TO BASE BUDGET		
DEPARTMENT #:	422	FUND:	101
NAME:	BUILDING INSPECTIONS		

B-1 & B-2 TOTAL	\$31,450	TOTAL B1 CHANGES	\$31,450
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1

Account #:	4321	Amount (neg if decrease)	\$200
	TELEPHONE		
Description of Adjustment	Increase to cover inspector wi-fi and cell phone costs.		
Benefits if done:	Inspectors will have communication ability with administrative staff and contractors in field. Inspectors will continue to have access to building permit information, scheduling and permitting programs.		
Implications if not done:	Reduced communication and loss of productivity in field.		

2

Account #:	4410	Amount (neg if decrease)	\$31,250
	CONTRACTED SERVICES		
Description of Adjustment	Building inspection staff is supplemented by a seasonal temporary position. Increase permit issuance has resulted in the need for additional inspection service during peak construction season. Due to difficulties in retaining qualified staff the department is contracting out services to keep up with demand. Total department budget impact will be offset by reduction in temporary position of 9,360.		
Benefits if done:	Inspections department will be able to better serve customer demand for inspections.		
Implications if not done:	Staff will be unable to meet demand resulting in construction delays.		

REQUEST FOR PERSONAL SERVICE CHANGES

Department: Building Inspections	Supervisor: Patrick Moonen
Position Title: Building Inspector	Budget Impact: \$56,874

Justification for change:

The Building Department ensures that construction of new, expanded and remodeled residential, commercial, industrial, and public, semi-public and multiple family residential structures comply with applicable, Federal, State and City regulations. The department responds to city complaints involving building regulations as well as zoning and housing maintenance complaints. The department is also responsible for licensing and inspection of all multi-family (two or more) residential rental units in the city.

The City Building Department currently has 1 full time Building Official, 1 Building Inspector, and 1 Building/Fire Inspector and 1 temporary part time seasonal position. The BI/FI position is only available half time for building inspection purposes.

Construction activity has continued to increase over the past two years. Accordingly the department has realized increases in permits, plan review and inspection requests. Additionally, the proposed expansion of the Fire Inspector position from .5 FTE to 1.0 FTE will leave a .5 FTE Building Inspector that will be difficult to retain.

Department customer service goals include plan review and permit issuance for residential projects in 5 working days, Commercial projects within 10 days. Inspection requests are intended to be accommodated within 48 hours of request. Plan reviews have reached 15 days for residential permits with inspections requests reaching up to 12 working days.

Current staffing levels can accommodate 22 inspections slots per day. This number takes into account plan review, counter service, and reporting as well as annual training and vacation. Inspections are scheduled in ½ intervals and account for drive time. Increase in inspections, under current staffing levels, is typically at the expense of plan review, counter customer service and code enforcement. At the same time an increase in plan reviews, completed by the Building Official, requires further reduction in inspection availability.

The planned addition of a .5 FTE inspector will add an average of 6-10 inspection slots daily over the course of a full year. This position will also be able to assist with code enforcement activities.

Building inspections is funded through fees charged to permittees. The proposed position and associated budget increase is covered by building permit related fees.

Related Revenue	2018	2019	2020	2021 thru 6/30
Non-Business Permits (Building, plumbing, mechanical, & ISTS)	815,372	525,038	580,970	486,097
Plan Review	223,917	198,309	240,977	229,582
Totals	1,039,289	723,347	821,947	715,679

Selected Measures	2015	2016	2017	2018	2019	2020	Through 6/15/21
Number of Permits Issued:							
Building Permits							
New Construction	49	102	133	162	119	166	164
Roofing & Siding	183	141	4593	2378	393	128	35
Other	422	517	659	740	595	581	305
Subtotal	654	760	5385	3280	1107	875	504
Plumbing Permits	210	288	312	360	328	419	254
Mechanical Permits	326	388	458	526	537	592	260
Utility*	32	29	37	45	66	59	16
Zoning Permits	127	173	180	213	249	181	96
Total Permits	1349	1638	6372	4424	2287	2126	1130
Plan Reviews							
Building	305	361	429	437	417	493	315
Fence	31	55	46	57	70	72	37
Driveways	44	61	73	107	127	55	34
Total	380	477	548	601	614	620	386
Percentage Increase/Decrease							
Building Inspections							
Roofing/Siding	433	217	5028	10047	2456	472	72
All Other	3175	4977	5662	7350	7472	8597	4988
Total	3608	5194	10690	17397	9928	9069	5060
Rental Permits Issued:	113	88	69	87	91	72	23
Rental Inspections	164	147	111	140	141	38	0
Code Complaints Rec'd:	111	108	60	74	84	73	32
*Formerly Excavation/Water/Sewer Permits							

CITY OF LINO LAKES

STREETS (101-430)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Adopted 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	418,588	403,170	431,085	197,665	420,534	0	420,534	20% Public Services Director (25% in 2021) 70% Streets Supervisor (100% in 2021) 5 - 100% General Maintenance Workers Overtime: Snowplowing, Street Repairs, Unforeseen Emergencies Temporaries: Seasonal Summer Maintenance Workers Streets - 2 staff @ 500 hrs @ \$15/hr Streets - 1 staff @ 200 hrs @ \$15/hr Stormwater - 2 staff @ 400 hrs @ \$15/hr
OVERTIME	4102-000	18,099	11,172	14,000	4,933	14,000	0	14,000	
ON CALL/PAGER	4105-000	5,180	5,169	4,996	8,902	5,000	0	5,000	
TEMPORARIES	4106-000	26,548	544	26,000	6,257	30,000	0	30,000	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	33,547	31,914	33,756	17,283	32,965	0	32,965	
SOCIAL SECURITY	4122-000	34,579	31,244	36,420	15,783	35,919	0	35,919	
ICMA EMPLOYER CONTRIBUTION	4123-000	1,794	1,743	491	0	577	0	577	
HEALTH INSURANCE	4131-000	53,451	46,362	41,097	22,246	41,350	0	41,350	
LIFE & DISABILITY INSURANCE	4133-000	1,428	1,551	1,660	800	1,705	0	1,705	
DENTAL INSURANCE	4134-000	2,994	2,628	3,370	1,146	3,341	0	3,341	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	36,812	30,813	33,277	22,568	35,860	0	35,860	
		633,021	566,309	626,152	297,582	621,251	0	621,251	
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	6,462	8,560	23,000	7,701	12,000	0	12,000	
SHOP PARTS	4221-000	0	0	0	0	0	0	0	
STREET SIGNS	4223-000	8,346	14,361	12,000	1,871	12,000	0	12,000	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.
PATCHING MATERIALS	4224-000	45,484	32,718	50,000	6,683	50,000	0	50,000	Hot Asphalt, Cold Asphalt (i.e. UPM Bagged and Bulk), Asphalt Emulsion (tack), Crackfill Material, Detackifier (for Crackfill Operations).
SALT/SAND	4228-000	41,856	57,304	55,000	44,565	55,000	0	55,000	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.

CITY OF LINO LAKES

STREETS (101-430)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Adopted 2022	Budget Detail
GRAVEL AND MISCELLANEOUS	4229-000	11,842	1,166	7,000	253	7,000	0	7,000	Class V, Sand (not for Winter Operations), Rock, Chip Rock, Rip-rap, Topsoil, Compost, Mulch, and Woodchips
SMALL TOOLS	4240-000	236	4,150	4,000	421	4,000	0	4,000	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.
		114,226	118,259	151,000	61,493	140,000	0	140,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	357	10,500	12,000	9,000	12,000	450	12,450	Consulting, Engineering, Hazardous Waste Recycling, Cartegraph
TELEPHONE	4321-000	635	556	1,000	298	1,000	0	1,000	
TRAVEL & TUITION	4330-000	2,115	1,972	2,000	252	2,000	0	2,000	Staff Training & Mileage
UNIFORMS	4370-000	2,434	2,075	2,600	383	2,600	0	2,600	
STREET LIGHTS	4385-000	75,414	80,049	93,000	31,493	82,000	0	82,000	Electricity & Repair of City-Owned Street Lights
		80,955	95,151	110,600	41,426	99,600	450	100,050	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	93,715	67,143	99,000	11,072	80,000	(33,000)	47,000	Patching/Spray Patching, Dead Deer Removal, Signal Maintenance, Weed Control Medians, 2022 - Contract Median and Round-A-Bout Maintenance (\$15,000)
RENTED EQUIPMENT	4415-000	3,710	478	1,000	250	1,000	0	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	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	9,286	286	3,500	308	3,500	0	3,500	Professional Memberships & Journals (incl State/County Contract) Purchasing Membership
		106,711	67,908	103,500	11,630	84,500	(33,000)	51,500	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	8,843	0	17,500	0	0	41,250	41,250	Replace Woodridge Estates Street Lights and Wiring (\$125,000 spread over 2022-2025; \$31,250 in 2022), Purchase Salt Spreader (\$10,000)
		8,843	0	17,500	0	0	41,250	41,250	
TOTAL STREETS		943,756	847,628	1,008,752	412,131	945,351	8,700	954,051	

DEPARTMENT #: 430 FUND: 101
 NAME: STREETS

B-1 & B-2 TOTAL \$8,700 TOTAL B1 CHANGES (\$32,550)

1
 Account #: 4300 Amount (neg if decrease) \$450
 PROFESSIONAL SERVICES

Description of Adjustment:
 Cartegraph Licensing
 Cartegraph is the Public Services Department's fully integrated operations management system that enhances our ability to manage our assets and work flow. Annual licensing fees have remained steady since 2017. We are anticipating a 10% increase for 2022.

Benefits if done:

Implications if not done:

2
 Account #: 4410 Amount (neg if decrease) \$15,000
 CONTRACTED SERVICES

Description of Adjustment:
 Median and Round-A-bout Maintenance
 Weed control and irrigation maintenance is needed for the medians on Lake Drive and County Road 14 as well as the Birch Street round-a-bouts.

Benefits if done:

Will continue to have well maintained and attractive looking medians and roundabouts.

Implications if not done:

Medians and roundabouts will have over growth of weeds and any efforts put forth out there would be wasted if the plants do not have proper irrigation and wilt/die due to the heat and lack of water.

3
 Account #: 4410 Amount (neg if decrease) (\$48,000)
 CONTRACTED SERVICES

Description of Adjustment:
 60% of base budget related to Storm Water and moved to utility fund.

Benefits if done:

Implications if not done:

DEPARTMENT #: 430
 NAME: STREETS

BUSINESS UNIT: 101

TOTAL REQUESTS = \$41,250

1

Account #:	5000	In Capital Improvement Plan (Y or N):	N
	CAPITAL OUTLAY	Replacement (R) or New (N):	R
		Est'd disposal proceeds (if "R")	\$0

Description (include unit # if applicable):
 Fund the upgrade/replacement of City owned portion of the Woodridge Estates street lighting system including 15 poles/lamps, junction boxes, directional bore approximately 3,500 linear feet of electrical lines and conduit, and restoration of disturbed areas. **Total cost is \$125,000 but looking to spread that over 4 years (\$31,250/year 2022-2025).**

Justification and affect on productivity:
 Lighting system will be reliable and most importantly more energy efficient. Future electrical lines would be installed within conduit greatly reducing underground defaults/failures. Updated design is aesthetically appealing. Directional boring (vs open trench) is necessary to avoid driveway crossings and landscaping.

Additional expenses if purchased:

Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):

Cost (do not deduct disposal proceeds):

Unit Cost	Vehicle Tax*	Total Unit Cost	Quantity	Total Cost
\$31,250		\$31,250	1	\$31,250

**Enter 6.5% of the unit cost for equipment to be licensed (e.g., vehicles, trailers; does not include marked public safety vehicles).*

2

Account #:	5000	In Capital Improvement Plan (Y or N):	N
	CAPITAL OUTLAY	Replacement (R) or New (N):	N
		Est'd disposal proceeds (if "R")	

Description (include unit # if applicable):
 Salt Spreader
 Purchase additional poly salt spreader for mid-sized vehicle, such as mounting on frame for 550 hook truck. The amount requested is for the purchase of the unit and the mounting for hook truck.

Justification and affect on productivity:
 These units are valuable for spot salting on occasions when full scale salting operations are not necessary. Our existing unit is heavily used and a second unit is needed. Vehicles equipped with these units would also assist in the full scale salt events as well.

Additional expenses if purchased:

Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):

Cost (do not deduct disposal proceeds):

Unit Cost	Vehicle Tax*	Total Unit Cost	Quantity	Total Cost
\$10,000		\$10,000	1	\$10,000

**Enter 6.5% of the unit cost for equipment to be licensed (e.g., vehicles, trailers; does not include marked public safety vehicles).*

CITY OF LINO LAKES

FLEET MANAGEMENT (101-431)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Adopted 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	93,392	96,522	158,082	73,729	163,887	0	163,887	20% Public Services Director 100% Mechanic 100% General Maintenance Worker/Mechanic Overtime: Emergency Repairs, Snowplowing
OVERTIME	4102-000	4,549	2,645	2,000	517	2,000	0	2,000	
TEMPORARIES	4106-000	0	0	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	7,334	7,354	12,006	5,924	12,442	0	12,442	
SOCIAL SECURITY	4122-000	6,875	6,986	12,246	5,091	12,690	0	12,690	
ICMA EMPLOYER CONTRIBUTION	4123-000	0	0	393	0	570	0	570	
HEALTH INSURANCE	4131-000	15,866	15,259	26,913	8,614	28,632	0	28,632	
LIFE & DISABILITY INSURANCE	4133-000	319	366	622	287	674	0	674	
DENTAL INSURANCE	4134-000	794	794	1,186	593	1,246	0	1,246	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	3,241	3,317	4,846	2,203	5,422	0	5,422	
		132,371	133,243	218,294	96,958	227,563	0	227,563	
SUPPLIES									
MAINTENANCE SUPPLIES	4211-000	2,394	2,184	1,000	3,349	1,000	8,300	9,300	Shop Supplies (Brake Clean, Windex, Paper Towels, Spray Bottles, Penetrating Oils, WD40), 2022 - Vehicle Washes (\$7,300 - 2 Times/Month Apr-Oct, 4 Times/Month Nov-Mar)
FUELS	4212-000	109,556	71,854	110,000	52,988	110,000	0	110,000	Gasoline & Diesel for all City Vehicles (Includes Police/Fire & Equipment)
SHOP PARTS	4221-000	46,410	54,129	65,000	20,782	65,000	0	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	6,657	4,941	7,000	900	7,000	0	7,000	New and/or Replacement Tools for the Shop (Hand tools, Battery Powered Tools, Specialty Tools, etc.)
		165,017	133,108	183,000	78,020	183,000	8,300	191,300	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	55,064	15,168	44,000	23,062	44,000	300	44,300	Annual DOT Inspections, Annual Boom/Hoist Inspections, Alignments, Repairs, Cartograph
TELEPHONE	4321-000	0	0	0	36	0	0	0	
TRAVEL & TUITION	4330-000	30	0	500	0	500	0	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	0	0	0	
INSURANCE	4360-000	0	0	0	0	0	0	0	
AUTO INSURANCE	4363-000	39,340	42,342	40,795	30,429	40,795	2,855	43,650	Insurance for Entire Fleet, Including Police & Fire
UNIFORMS	4370-000	563	570	570	0	570	0	570	
		94,997	58,080	85,865	53,527	85,865	3,155	89,020	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	28,333	50,427	61,000	22,805	61,000	0	61,000	Maintain, Repair, and Certify Fire Equipment

CITY OF LINO LAKES

FLEET MANAGEMENT (101-431)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Adopted 2022	Budget Detail
SUBSCRIPTIONS AND DUES	4452-000	7,625	1,600	6,000	0	6,000	0	6,000	Fleet Mgmt Update, ALLData Online Repair Manual Subscription
		35,958	52,027	67,000	22,805	67,000	0	67,000	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	4,485	4,010	5,000	0	5,000	23,000	28,000	Skid Steer Buyback Program (\$5,000), 2022 - Replace Hydraulic Hoist (\$23,000)
		4,485	4,010	5,000	0	5,000	23,000	28,000	
TOTAL FLEET MANAGEMENT		432,828	380,468	559,159	251,310	568,428	34,455	602,883	

DEPARTMENT #: 431 FUND: 101
 NAME: FLEET MANAGEMENT

B-1 & B-2 TOTAL \$34,455 **TOTAL B1 CHANGES \$11,455**

1
Account #: 4211 **Amount (neg if decrease)** \$7,300
 MAINTENANCE SUPPLIES

Description of Adjustment:
 Vehicle Washes
 Continue to budget for vehicle washes for all fleet vehicles that are able to fit through the Holiday car wash. Vehicle Washes 2 times/month Apr-Oct, 4 times/month Nov-Mar.

Benefits if done:
 Hoping to extend the life of the body of the vehicle by washing off salt, debris, etc.

Implications if not done:
 Continued paint and body erosion on the vehicles.

2
Account #: 4211 **Amount (neg if decrease)** \$1,000
 MAINTENANCE SUPPLIES

Description of Adjustment:
 Increase based on historical data and projected needs

Benefits if done:

Implications if not done:

3
Account #: 4300 **Amount (neg if decrease)** \$300
 PROFESSIONAL SERVICES

Description of Adjustment:
 Cartegraph Licensing

Cartegraph is the Public Services Department's fully integrated operations management system that enhances our ability to manage our assets and work flow. Annual licensing fees have remained steady since 2017. We are anticipating a 10% increase for 2022.

Benefits if done:

Implications if not done:

DEPARTMENT #: 431 FUND: 101
NAME: FLEET MANAGEMENT

4
Account #: 4360 Amount (neg if decrease) \$2,855
INSURANCE

Description of Adjustment:

LMCIT Auto Insurance Coverage. LMCIT expects overall auto rates to remain relatively stable, but suggest allowing for 3 to 7% increases for auto rates to be safe.

Benefits if done:

Implications if not done:

DEPARTMENT #: 431 BUSINESS UNIT: 101
 NAME: FLEET MANAGEMENT

TOTAL REQUESTS = \$23,000

1

Account #:	5000	In Capital Improvement Plan (Y or N):	N
	CAPITAL OUTLAY	Replacement (R) or New (N):	N
		Est'd disposal proceeds (if "R")	

Description (include unit # if applicable):
 Replace Hydraulic Hoist

Justification and affect on productivity:
 The Fleet Department currently utilizes two hoists to perform a variety of maintenance and repairs on our vehicles. Both are rated at 12,000 lbs. maximum weight. Several of our vehicles (F-450 pickups, F-550 pickups, Hot Box, Boom Truck) exceed this weight, resulting in our mechanics using manual jack stands. Staff recommends replacing the older hoist that was installed in 2002 with a 16,000 lb. rated hydraulic lift. If needed, the new hydraulic lift could be relocated to a different location (ie. new public works facility!).

Additional expenses if purchased:

Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):

Cost (do not deduct disposal proceeds):

Unit Cost	Vehicle Tax*	Total Unit Cost	Quantity	Total Cost
\$23,000		\$23,000	1	\$23,000

**Enter 6.5% of the unit cost for equipment to be licensed (e.g., vehicles, trailers; does not include marked public safety vehicles).*

CITY OF LINO LAKES

GOVERNMENT BUILDINGS (101-432)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	2,120	2,120	2,080	960	2,080	0	2,080	Boiler Tech Endorsement
OVERTIME SALARIES	4102-000	0	232	0	0	0	0	0	Temporaries: 1 Staff @ 560 hrs @ \$15/hr
TEMPORARIES	4106-000	0	0	0	0	0	8,400	8,400	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	90	173	156	78	156	0	156	
SOCIAL SECURITY	4122-000	92	175	159	71	159	643	802	
HEALTH INSURANCE	4131-000	0	0	0	0	0	0	0	
LIFE AND DISABILITY INSURANCE	4133-000	0	0	0	0	0	0	0	
DENTAL INSURANCE	4134-000	0	0	0	0	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	72	113	116	75	125	678	803	
		2,374	2,813	2,511	1,184	2,520	9,721	12,241	
SUPPLIES									
OFFICE SUPPLIES	4200-000	7,861	8,614	10,000	5,638	10,000	0	10,000	Supplies for Office Operations
MAINTENANCE SUPPLIES	4211-000	27,311	33,463	30,000	10,860	30,000	5,000	35,000	Replacement Parts, Janitorial Supplies, Landscaping Materials
SMALL TOOLS	4240-000	111	3,123	2,400	1,888	2,400	0	2,400	
		35,284	45,200	42,400	18,386	42,400	5,000	47,400	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	64,893	64,483	59,000	17,720	59,000	0	59,000	Repair/Calibration of HVAC System, Repairs in City Buildings, Safety Systems Monitoring, Internet Access
TELEPHONE	4321-000	24,954	7,081	6,864	3,470	6,864	0	6,864	Telephone Service Charges (excludes Metro I-net)
POSTAGE	4322-000	4,293	3,837	5,000	2,543	5,000	0	5,000	
TRAVEL & TUITION	4330-000	20	0	0	0	0	0	0	
PRINTING & PUBLISHING	4340-000	0	0	0	0	0	0	0	
INSURANCE	4361-000	111,365	118,952	130,111	86,745	130,111	13,011	143,122	General Liability, Property, Excess Liability
ELECTRICITY	4381-000	78,601	89,136	96,500	35,584	96,500	0	96,500	For all City Facilities
UTILITIES	4382-000	17,508	13,833	21,000	5,505	21,000	0	21,000	Water & Sewer Service
HEAT	4383-000	39,627	35,144	48,000	21,817	48,000	0	48,000	Civic Complex & Other City Facilities
SANITATION	4384-000	13,422	16,159	12,000	6,914	12,000	0	12,000	Refuse Collection for City Complex & Other City Facilities
		354,684	348,626	378,475	180,298	378,475	13,011	391,486	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	72,668	80,281	71,000	47,115	71,000	0	71,000	Pest Control, Copier Maintenance, Fire Extinguisher Maintenance, Postage Machine Rental, Shredder, Roof Inspections, Read/Calibrate Scales, Garage Door Maintenance, Cleaning Services
RENTED EQUIPMENT	4415-000	0	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	2,619	91	200	25	200	0	200	Newspaper

CITY OF LINO LAKES

GOVERNMENT BUILDINGS (101-432)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
		75,287	80,371	71,200	47,140	71,200	0	71,200	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	969,314	0	0	5,863	0	0	0	
		969,314	0	0	5,863	0	0	0	
TOTAL GOVERNMENT BUILDINGS		1,436,942	477,011	494,586	252,870	494,595	27,732	522,327	

DEPARTMENT #: 432 FUND: 101
 NAME: GOVERNMENT BUILDINGS

B-1 & B-2 TOTAL \$18,011 **TOTAL B1 CHANGES \$18,011**

1

Account #:	4211	Amount (neg if decrease)	\$5,000
	MAINTENANCE SUPPLIES		
Description of Adjustment:			
Civic Complex Landscape Plants and Supplies. Increasing the Maintenance Supplies budget to account for a more heavily landscaped area at the Civic Complex.			
Benefits if done:			
To achieve a more bountiful looking landscape around the Civic Complex (more attractive look).			
Implications if not done:			
Not as much color or foliage in the flower beds at the Civic Complex (a more dull look).			

2

Account #:	4361	Amount (neg if decrease)	\$13,011
	BUILDING INSURANCE		
Description of Adjustment:			
LMCIT Insurance Coverage (General Liability, Property, and Excess Liability). Given the reinsurance uncertainty, for budgeting purposes cities may want to allow for a 5 to 10% increase for property coverage rates on average, 8 to 12% for members with excess liability limits, and 3 to 7% increases for auto rates.			
Benefits if done:			
Implications if not done:			

REQUEST FOR PERSONAL SERVICE CHANGES

Department: Public Services – Govt Bldgs	Supervisor: Rick DeGardner
Position Title: Seasonal Worker	Budget Impact: \$9,721

Justification for change:

Maintenance efforts at the Civic Complex has continued to increase the past several years. The landscape beds surrounding the three main entrances to city hall, planters, turf areas, windows, and parking area need a dedicated staff person during the summer months to ensure the Civic Complex grounds retain a well kept look.

Time permitting, additional duties include maintaining the landscape beds along Town Center Pkwy and the near the Community Green, as well as the former YMCA site could be addressed.

Budget for 2022 provides one staff person for 14 weeks @ \$15 per hour.

CITY OF LINO LAKES

PARKS (101-450)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	347,067	342,918	347,789	161,405	357,139	62,656	419,795	20% Public Services Director (25% in 2021) 100% Parks Supervisor 4 - 100% General Maintenance Workers (3 in 2021) 70% Administrative Assistant Temporaries: Seasonal Summer Park Staff 5 Staff @ 560 hrs @ \$15/hr
OVERTIME	4102-000	6,952	1,476	2,000	306	2,000	0	2,000	
TEMPORARIES	4106-000	32,929	16,322	39,200	7,602	42,000	0	42,000	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	26,350	25,581	26,234	13,016	26,936	4,699	31,635	
SOCIAL SECURITY	4122-000	28,716	26,653	29,758	12,615	30,687	4,793	35,480	
ICMA EMPLOYER	4123-000	0	1,082	1,922	1,618	1,719	0	1,719	
HEALTH INSURANCE	4131-000	34,894	35,143	31,397	14,122	32,101	17,239	49,340	
LIFE & DISABILITY INSURANCE	4133-000	1,132	1,332	1,351	645	1,453	253	1,706	
DENTAL INSURANCE	4134-000	2,192	2,199	2,669	1,065	2,775	566	3,341	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	13,190	12,927	14,724	9,563	16,665	3,065	19,730	
		493,421	465,633	497,044	221,958	513,475	93,271	606,746	
SUPPLIES									
MAINTENANCE SUPPLIES	4211-000	43,838	16,204	42,000	12,751	42,000	31,000	73,000	Engineered Wood Fiber, Fencing & Netting, Trees, Plantings, Rock, Ag-Lime, Pea Rock, Class V, Fertilizer, Seed, Herbicides, Line Chalk, Field Marking Paint, Clay, Sod, Irrigation System Maint/Repair/Upgrade, Paint, Lumber, Dog Waste Bags, 2022- Install Base Lois Lane Trail (\$10,000), Replace Sunrise Park Hockey Rink (\$21,000)
SMALL TOOLS	4240-000	12,381	0	3,000	803	3,000	0	3,000	Hand Tools, Small Power Tools, Mowers, Chain Saws, Weed Whips
		56,219	16,204	45,000	13,554	45,000	31,000	76,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	30,715	23,084	7,000	7,522	7,000	150	7,150	Cartegraph, Engineering
TELEPHONE	4321-000	1,346	907	2,000	368	2,000	0	2,000	Cell Phones, Ipads
TRAVEL & TUITION	4330-000	2,001	773	2,000	340	2,000	0	2,000	Certification Training, Seminars, Computer Training, Mileage
STIPEND - PARK COMM	4331-000	2,175	1,575	2,750	1,650	2,750	0	2,750	Board Members - 6 @ \$75 x 5 mtgs; Chair \$100 x 5 mtgs
UNIFORMS	4370-000	1,514	1,517	1,500	545	1,500	0	1,500	
ELECTRICITY	4381-000	2,758	2,961	3,500	1,460	3,500	0	3,500	Park Buildings and Shelters, Security Lighting, Hockey Rink Lights
UTILITIES (WATER/SEWER)	4382-000	28,057	23,665	25,000	96	25,000	0	25,000	Sewer, Water, Irrigation
HEAT	4383-000	3,973	3,463	5,000	2,380	5,000	0	5,000	
SANITATION	4384-000	2,017	936	1,800	208	1,800	0	1,800	Trash/Recycling - Sunrise Park
		74,555	58,882	50,550	14,568	50,550	150	50,700	
CONTRACTUAL SERVICES									

CONTRACTED SERVICES	4410-000	111,091	41,015	97,000	7,217	78,000	34,250	112,250	Portable Restrooms, Weed Control, Tree/Stump Removal, Trail Construction/Repair/Maint. Irrigation Systems, 2022 - Resurface Six 1/2 Court Basketball Courts (\$25,250), Replace Birch Park Rink Lighting (\$9,000)
RENTED EQUIPMENT	4415-000	920	380	500	170	500	0	500	
SUBSCRIPTIONS & DUES	4452-000	116	65	200	65	200	0	200	Professional Memberships & Subscriptions
		112,128	41,460	97,700	7,452	78,700	34,250	112,950	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	6,820	0	0	34,021	0	0	0	
		6,820	0	0	34,021	0	0	0	
TOTAL PARKS		743,143	582,178	690,294	291,553	687,725	158,671	846,396	

DEPARTMENT #: 450 FUND: 101
 NAME: PARKS

B-1 & B-2 TOTAL \$65,400 **TOTAL B1 CHANGES \$65,400**

1

Account #:	4211	Amount (neg if decrease)	\$10,000
	MAINTENANCE SUPPLIES		
Description of Adjustment:			
Install Base Material at Lois Lane Trail This trail segment continues to be a high priority to provide area residents direct pedestrian access to Lino Park.			
Benefits if done:			
Implications if not done:			

2

Account #:	4211	Amount (neg if decrease)	\$21,000
	MAINTENANCE SUPPLIES		
Description of Adjustment:			
Replace Hockey Rink - Sunrise Park The Hockey Rinks at Sunrise Park are 30yrs old. The 5X6 posts are rotting underground.			
Benefits if done:			
Will have a new rink that is not rotting.			
Implications if not done:			
Rinks will continue to rot and may have to replace multiple at one time instead of 1 at a time.			

3

Account #:	4300	Amount (neg if decrease)	\$150
	PROFESSIONAL SERVICES		
Description of Adjustment:			
Cartegraph Licensing Cartegraph is the Public Services Department's fully integrated operations management system that enhances our ability to manage our assets and work flow. Annual licensing fees have remained steady since 2017. We are anticipating a 10% increase for 2022.			
Benefits if done:			
Implications if not done:			

DEPARTMENT #: 450 FUND: 101
 NAME: PARKS

4
Account #: 4410 **Amount (neg if decrease)** \$25,250
 CONTRACTED SERVICES

Description of Adjustment:

Court Resurfacing - 6 Half-Court Basketball Courts (Arena Acres, Behms, Highland Meadows, Wenzel Farms, Pheasant Hills, and Clearwater Creek).

Resurfacing of the courts was last done in 2017. Recommendation is to resurface every 5 years.

Benefits if done:

May be able to extend the life of the court by resurfacing every 5 years.

Implications if not done:

Cracks will continue to form on the court.

5
Account #: 4410 **Amount (neg if decrease)** \$9,000
 CONTRACTED SERVICES

Description of Adjustment:

Rink Lights - Birch Park

Remove and replace 7 existing rink light fixtures with LED sport type FF Flood Lights at Birch Park.

Benefits if done:

All lights will work and be energy efficient.

Implications if not done:

We will continue to use the 25yrs + old non-energy efficient lighting that has a number of lamps burnt out and in need of replacement. Due to burnt out lamps, the area may not be as illuminated as it could and should be to insure safety.

REQUEST FOR PERSONAL SERVICE CHANGES

Department: Public Services - Parks	Supervisor: Mike Hoffman
Position Title: 1 FTE Parks Maintenance Worker	Budget Impact: \$93,271

Justification for change:

Maintenance staffing levels for the Parks Department are the same as 1997 - three full-time employees. The Parks Department has assumed additional maintenance responsibilities including:

Additional Parks - Since 1997, several additional neighborhood parks have been developed, requiring additional maintenance efforts including mowing/trimming, landscaping and irrigation systems maintenance, playground maintenance/inspections, and garbage pick-up.

- Behm’s Park
- Highland Meadows Park
- Clearwater Creek Park
- NorthPointe Park
- Woods Edge Park
- Community Green - Village Drive
- Tower Park (Fall, 2021)
- Watermark Park (Fall, 2022)

Landscape Street Medians - Maintaining the landscape medians along Lake Drive, County Road 14, and Town Center Parkway.

Civic Complex - Maintaining the exterior of the Civic Complex including the turf areas, landscaped areas, and irrigation systems.

EAB Infestation - Removals of Ash Trees on City-owned property including street right-of-ways, park areas, out lots, and open spaces.

Blvd Trees - Trim and remove trees as needed located within street right-of-ways during the winter months.

Trails - Maintain 25+ miles of trails including sweeping, removing obstructions, mowing shoulders, snow clearing. 23 dogi-pot stations have been placed throughout our trails system, necessitating weekly pick-up disposal.

Irrigation Systems - In order to maintain healthy turf, irrigations systems have been installed throughout our parks system, Civic Complex, Fire Stations, well houses, lift stations, landscaped medians, etc. Bringing a majority of the repairs in-house would save significant dollars vs. contracting out services.

Youth Sports Associations - Paint, chalk, and prepare softball, baseball, soccer, and football fields to support local youth sports associations.

Special Events - Provide support as needed for city-sponsored special events including Blue Heron Days, Family Corn Roast, Rockin' in the Park, Tree Sale, etc.

Winter Plowing - In addition to clearing trails and maintaining ice rinks, the Parks Department assists the Streets Department in plowing streets, cul-de-sacs, intersections, and parking lots.

CITY OF LINO LAKES

RECREATION (101-451)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	100,533	70,828	0	0	0	0	0	
OVERTIME	4102-000	0	0	0	0	0	0	0	
TEMPORARIES	4106-000	8,829	8,189	0	0	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	7,513	3,787	0	0	0	0	0	
SOCIAL SECURITY	4122-000	8,090	5,698	0	0	0	0	0	
ICMA EMPLOYER	4123-000	0	176	0	0	0	0	0	
HEALTH INSURANCE	4131-000	11,203	6,417	0	0	0	0	0	
LIFE & DISABILITY INSURANCE	4133-000	326	173	0	0	0	0	0	
DENTAL INSURANCE	4134-000	719	309	0	0	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	1,328	983	0	713	0	0	0	
		138,541	96,559	0	713	0	0	0	
SUPPLIES									
OFFICE SUPPLIES	4200-000	52	0	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	2,465	0	0	0	0	0	0	
		2,518	0	0	0	0	0	0	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	0	0	0	0	0	0	0	
TELEPHONE	4321-000	72	72	0	0	0	0	0	
TRAVEL & TUITION	4330-000	685	0	0	0	0	0	0	
PRINTING & PUBLISHING	4340-000	75	0	0	0	0	0	0	
NEWSLETTER - PROGRAM SCHEDULE	4343-000	15,228	4,223	0	0	0	0	0	
		16,060	4,295	0	0	0	0	0	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	0	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	300	300	0	0	0	0	0	
		300	300	0	0	0	0	0	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	9,895	0	0	0	0	0	0	
		9,895	0	0	0	0	0	0	
TOTAL RECREATION		167,314	101,154	0	713	0	0	0	

CITY OF LINO LAKES

OTHERS (101-499)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
CONTINGENCY	4905-000	0	0	75,000	0	75,000	0	75,000	Operating Contingency
OPERATING TRANSFERS	4910-000	943,554	931,500	926,113	926,113	0	100,000	100,000	Capital Equipment Replacement Fund
TOTAL OTHERS		943,554	931,500	1,001,113	926,113	75,000	100,000	175,000	

SUMMARY BY CATEGORY

PERSONAL SERVICES	7,151,305	6,982,969	7,720,968	3,273,257	8,058,091	488,577	8,546,668
SUPPLIES	426,334	373,979	504,230	189,607	488,175	51,250	539,425
OTHER SERVICES AND CHARGES	1,275,810	1,302,191	1,443,553	674,168	1,431,353	65,282	1,496,635
CONTRACTUAL SERVICES	736,057	629,084	821,336	211,420	783,336	19,420	802,756
CAPITAL OUTLAY	1,047,208	22,886	28,200	48,184	5,000	72,850	77,850
OTHERS	943,554	931,500	1,001,113	926,113	75,000	100,000	175,000
TOTAL EXPENDITURES	11,580,266	10,242,609	11,519,400	5,322,748	10,840,955	797,379	11,638,334

DEPARTMENT #: 499 FUND: 101
 NAME: CONTINGENCY/TRANSFERS/OTHERS

B-1 & B-2 TOTAL	\$100,000	TOTAL B1 CHANGES	\$100,000
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Account #:	4910	Amount (neg if decrease)	\$100,000
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OPERATING TRANSFERS

Description of Adjustment: Transfer \$100,000 (of \$500,000) available General Fund reserves to Capital Equipment Replacement Fund. The Use of Reserves is shown as the funding source of this transfer in the 2022 proposed revenue budget.

Benefits if done: Slower start up of the Capital Equipment Replacement Levy (\$150,000 instead of \$250,000) as Certificates of Indebtedness for previous capital equipment purchases mature.

Implications if not done: \$100,000 increase to the total tax levy or a decrease in capital equipment replacement.

**City of Lino Lakes
2022 Capital Equipment Replacement**

<u>Department</u>	<u>Description</u>	<u>Amount</u>
Police	Primary Response Vehicle (Replaces Vehicle #317 Rotated to Fire)	57,680
	Primary Response Vehicle (Replaces Vehicle #392)	57,680
	Primary Response Vehicle (Replaces Vehicle #399)	57,680
	Total Police	<u>\$ 173,040</u>
Fire	Primary Response Vehicle (Replaces Vehicle #617 with Vehicle #317)	2,000
	Total Fire	<u>\$ 2,000</u>
Fleet	Bobcat Toolcat 5600 (Replaces Vehicle #404)	32,000
	Ford F-350 w/ Dump Box (New to Fleet - New Hire)	65,000
	Single Axle Dump Truck (Replaces Vehicle #200) - Currently Unfunded	250,000
	Total Fleet	<u>\$ 347,000</u>
	Grand Total	<u>\$ 522,040</u>

CITY OF LINO LAKES

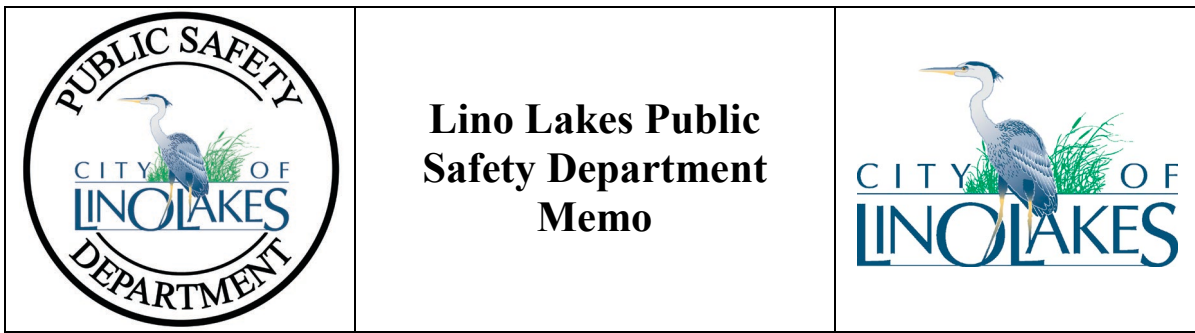
2022 PROPOSED CAPITAL EQUIPMENT REPLACEMENT REVENUE

	Account Number	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
Property Taxes									
General Property Tax	402-000-3010-000	0	0	0	0	0	150,000	150,000	
		0	0	0	0	0	150,000	150,000	
Investment Earnings									
Interest on Investments	402-000-3620-000	13,699	12,775	0	(875)	0	0	0	
		13,699	12,775	0	(875)	0	0	0	
Miscellaneous									
Refunds & Reimbursements	402-000-3730-000	973	0	0	0	0	0	0	
		973	0	0	0	0	0	0	
Other Financing Sources									
Use of Fund Reserves	402-000-3900-000	0	0	485,000	0	0	22,040	22,040	
Sale of Fixed Assets	402-000-3910-000	71,591	15,365	0	97,301	0	0	0	
Transfer From Other Funds	402-000-3920-000	0	0	0	0	0	100,000	100,000	Transfer from General Fund
Bond Proceeds	402-000-3930-000	388,535	294,235	0	0	0	0	0	Certificates of Indebtedness
		460,126	309,600	485,000	97,301	0	122,040	122,040	
Total Revenues		474,798	322,375	485,000	96,426	0	272,040	272,040	

CITY OF LINO LAKES

Capital Equipment Replacement

Description	Object Code	Actual 2019	Actual 2020	Adopted 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
CAPITAL OUTLAY									
POLICE EQUIPMENT	402-420-5000-000	71,079	104,902	168,000	0	0	173,040	173,040	
FIRE EQUIPMENT	402-421-5000-000	0	0	45,000	0	0	2,000	2,000	
FLEET EQUIPMENT	402-431-5000-000	298,024	261,688	272,000	263,850	0	347,000	347,000	
		369,103	366,590	485,000	263,850	0	522,040	522,040	
TOTAL CAPITAL EQUIPMENT REPLACEMENT		369,103	366,590	485,000	263,850	0	522,040	522,040	



DATE: July 9, 2021

TO: Sarah Cotton, City Administrator

FROM: John Swenson, Public Safety Director

RE: 2022 Public Safety Fleet Replacement

I requested that City Mechanic Brett Olander evaluate the following vehicles:

- 302
- 382
- 392
- 399
- 617

This request was based on the mileage and age of the vehicles and Council's desire to more consistently plan for future capital equipment bonding.

City Mechanic Brett Olander's report is attached to this memo.

I am recommending that we replace vehicle 382, 392, 399, and 617 in 2022.

The State of MN has not awarded the state contract yet and because of delays in vehicle and emergency equipment deliveries we have not completed any vehicle build-outs of the Chevrolet Tahoes authorized for purchase in 2021. This means that we are using estimates for the budgeting of 2022 vehicle replacement numbers.

The estimated cost to replace these police vehicles is \$57,680 each; this includes the vehicle and all associated emergency equipment purchases and installation. The estimated cost to replace the fire vehicles is \$51,000; this includes the vehicle and all associated emergency equipment purchases and installation.

The total estimated cost for all four vehicles is \$224,040.

During the 2021 fleet replacement discussion with Council, some Council members expressed a desire for staff to develop a plan to rotate vehicles from the Police Division

fleet into the Fire Division. This discussion stems from a previous practice within the Public Safety Department, recognizing the mechanical demands of an emergency vehicle within the fire division are less than the police division. If a vehicle is identified early enough, we can transition it from the police division to the fire division, in a condition that meets the mechanical demands needed for fire response. Staff is seeking Council direction on this matter.

CIP Request 2022 (Police)

#392



#392 is a 2014 Ford Police Interceptor Utility. It was put in to service in July 2014 and currently has just over 110,000 miles. In the last year, the Public Safety Department has put just over 20,000 miles on this vehicle. If replaced this time next year, it would be 8 years old and likely have just over 130,000 miles when taken out of service. Delaying the replacement of this vehicle an additional year would likely lead to the vehicle having close to 150,000 miles before being taken out of service. This is not a scenario that I would feel comfortable recommending. Based on the age and mileage of this vehicle, it would be my first priority for replacement in Public Safety for 2022.



#392 is starting to rust on the bottom of some of the doors.



Rust is also starting around the top portion of the doors and around the keyhole on the rear hatch.



The driver's door panel has separated at the seam.



Air conditioning hose is leaking and in need of replacement

#399



#399 is a 2015 Ford Police Interceptor Utility that was put in to service in April 2015. It currently has a little over 103,000 miles. The Public Safety Department has put just over 20,000 miles on #399 in the last year. If replaced this time next year, #399 will be 7 years old and likely have around 123,000 miles when taken out of service. Delaying the replacement of this vehicle an additional year would likely lead to the vehicle having close to 143,000 miles before being taken out of service. This is not a scenario that I would feel comfortable recommending. Based on the age and mileage of this vehicle, it would be my second priority for replacement in Public Safety for 2022.



#399 is missing paint around the keyhole on the rear hatch and is starting to rust. This rust will only get worse with age.



#399 has several rubber bushings on steering/suspension components that are cracked and in need of replacement. This wear is common among our older squad cars due to years of aggressive driving.



#399 has a leaking front right CV shaft that is in need of replacement.

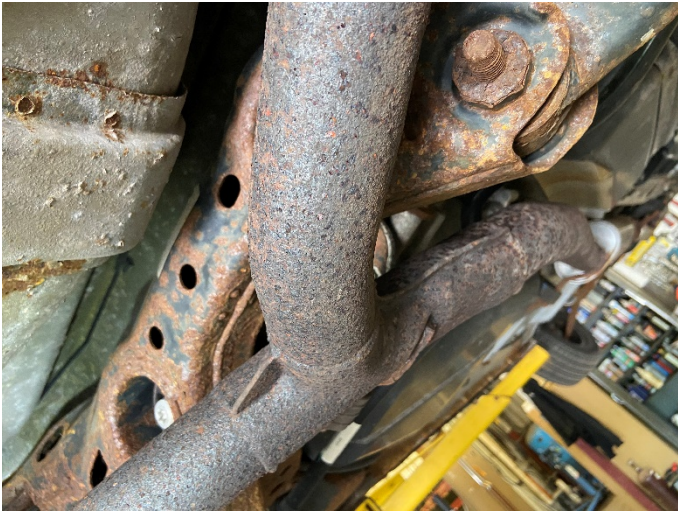
#382



#382 is a 2013 Ford Police Interceptor Sedan. It was put in to service in July 2012, making it the Police Department's oldest vehicle. This vehicle currently has just over 96,000 miles. The Public Safety Department has put roughly 13,000 miles on this vehicle in the last year. Although this vehicle is driven less aggressively and less miles annually than the majority of the police vehicles, its age is starting to catch up with it. If replaced this time next year, #382 would be 10 years old and likely have around 109,000 miles when taken out of service. This would be my third priority for replacement in 2022.



The rear bumper support is quite rusty due to 9 years of Minnesota winter driving and salt.



#382 has the most rust and corrosion issues out of all of the police vehicles, which isn't surprising due to its age. I would recommend replacing #382 in 2022. I don't think that it makes sense to replace #382 with a brand new vehicle due to its lighter workload as the "reserve car". I would recommend using the new replacement car in "patrol" and rotating a moderately used car from "patrol" in to the "reserve car" role.

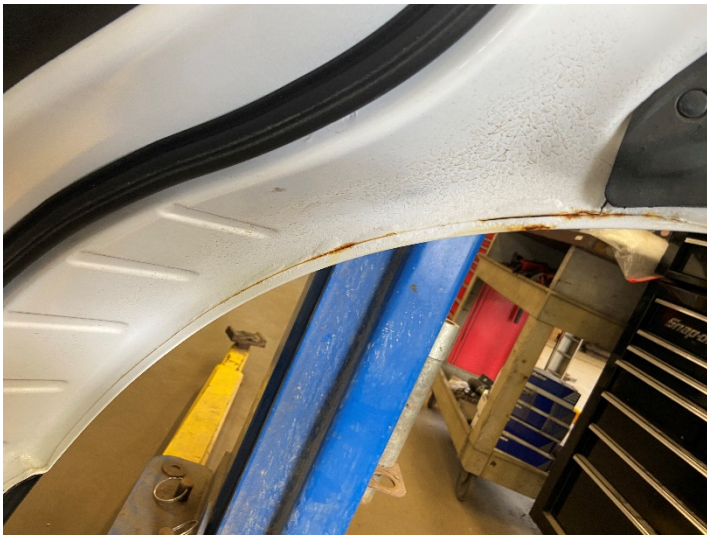
#617



#617 is a 2013 Ford Police Interceptor Utility. It was put in to service in August of 2012. It currently has around 92,000 miles. The Public Safety Department has put roughly 6,000 miles on this vehicle in the last year. If replaced this time next year, #617 would be 10 years old and likely have around 98,000 miles when taken out of service. This vehicle is almost as old as #382 and has a lot of the same rust and corrosion issues. I would also recommend replacement of this vehicle, it would be my fourth priority for replacement.



Front lower control arm bushings should be replaced



Rust starting on the inside of the rear doors and the bottom lip of the hatch



Aluminum corrosion on the front lip of the hood



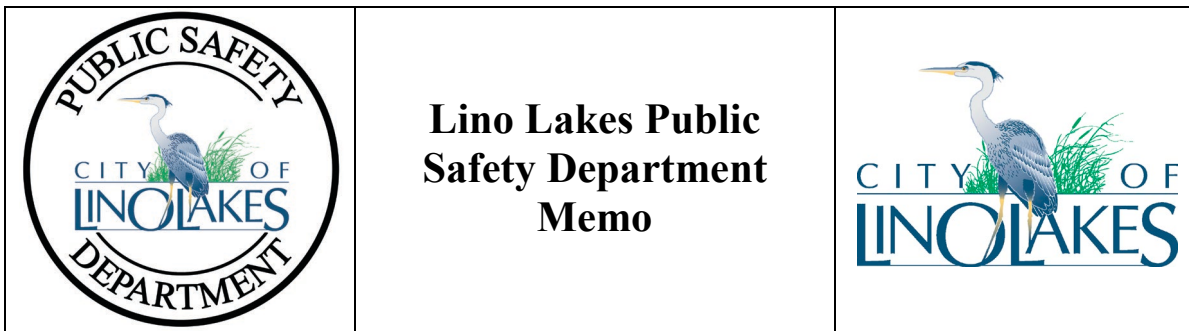
Rust around the keyhole on the rear hatch. Front Driver's door panel is separated and coming apart



The rear trailing arm bushings are worn and in need of replacement.



Both axle seals on the rear differential are leaking and should be replaced



DATE: July 30, 2021

TO: Sarah Cotton, City Administrator

FROM: John Swenson, Public Safety Director

RE: UPDATED - 2022 Public Safety Fleet Replacement

During the City Director's Budget Meeting on July 13, 2021 and City Council 2022 Budget Workshop on July 26, 2021, it was decided that the Public Safety Department would not purchase four new first responder vehicles as originally planned in the Capital Replacement Plan. This reduction was due to financial constraints in funding the Capital Replacement Plan in 2022. It was decided that only three first responder vehicles will be purchased in 2022 for the Public Safety Department.

As a result of this, we will be retaining a primary public safety response vehicle that currently has over 100,000 miles (Veh # 302 105,892 miles as of 6.30.2021) and a vehicle that is currently 8 years old (Veh # 382; 2013 Ford with 95,980 miles as of 6.30.2021).

During the City Council 2022 Budget Workshop, Council affirmed their decision to rotate public safety vehicles from the Police Division, which has higher usage rate, to the Fire Division, which has a lower usage rate. This will effectively extend the financial resources of the City by placing new vehicle purchases into the Police Division and then rotating some of the vehicles into the Fire Division to extend the City usage of the vehicle.

Given the financial constraints of the 2022 budget and the direction of the City Council regarding the rotating of public safety vehicles, I have updated my recommendation for public safety vehicle replacement. With the purchase of three new public safety vehicles, I recommend those vehicles be assigned for use in the Police Division. In order to ensure the fleet size in the Public Safety Department does not increase, staff recommends liquidating vehicles 392, 399, and 617 from the Public Safety Department fleet.

To purchase and outfit three new public safety response vehicles, staff estimates the total cost for this purchase would be \$173,040 (\$57,680 per vehicle). This pricing includes the purchase of 2022 Chevrolet Tahoe and emergency equipment outfitting.

In order to meet the needs of the Fire Division and maintain the fleet size in the Fire Division, I recommend rotating vehicle # 317 from the Police Division fleet to the Fire Division fleet. We anticipate that vehicle #317 will have between 30,000 and 40,000 miles at the time it is rotated into the Fire Division fleet. Staff anticipates that transitioning this vehicle will cost approximately \$2,000 for vehicle graphics and equipment modifications. It should be noted that as the rotation date approaches, staff will re-evaluate the public safety fleet to ensure that vehicle #317 is the best option for this rotation.

During the City Council 2022 Budget Workshop, staff was given direction to conduct a price comparison between the 2022 Chevrolet Tahoe and 2022 Ford Police SUV. Staff is gathering this information and will provide to Council once we have received all of the pricing estimates.



2022 BUDGET

REPLACEMENT FOR VEHICLE #404 BOBCAT TOOLCAT 5600 (TRADE-IN) -\$32,000



Vehicle #404 is a 2014 Bobcat Toolcat 5600 that is shared by all of the Public Services Departments. It is a versatile machine that is extremely operator friendly and can be used year-round to do a plethora of different tasks. It is used to load and unload trucks with mulch, dirt, rock, etc. It is used for loading equipment into or out of vehicles. It is used for snow blowing city trails with the snowblower attachment. Mowing along trails is accomplished with the front mower attachment. The broom attachment provides sweeping of trails, parking lots, or street patching areas.

Our two Bobcat Toolcats are our most heavily utilized pieces of equipment throughout the Parks, Streets, and Utilities Departments. The usability and versatility of these machines are critical for the continued success of all Public Services Department operations. Another benefit is ease of operation. Seasonal staff can safely operate the Toolcats after undergoing one-on-one training.

The 2014 Toolcat's biggest drawback is reliability. It is hard to conclude whether the reliability issues are due to design flaws or whether they are just from the repeated heavy use. The increased frequency that this Toolcat is out of commission for repairs affects our day-to-day operations. Our goal is to rotate the ToolCats out more aggressively than most of our other equipment in order to make sure that we keep the downtime of the Toolcats to a minimum.



2022 BUDGET

Ford F-350 Truck w/ Dump Box and Plow \$65,000



Each vehicle at Public Works is dedicated to a staff member or a specific job. An additional Public Works employee will result in the need of a dependable vehicle dedicated to them to use to get from one job site to the next. Without a dedicated vehicle, and having to use a different vehicle each day or hour, will cause interference to day to day operations and will waste valuable time. It is pivotal the vehicle being purchased have a dump box to assist with the transport of materials during the spring/summer/fall and plow which will be indispensable during snow and ice removal in the winter.

Example of disruptions due to not having dedicated employee vehicles in Public Works departments:

- If an employee is made to use a vehicle that has multiple uses across all Public Works departments the employee will have to stop what they are doing to deliver the vehicle to a certain jobs site for a task to be done. This will waste time, gas, money, etc.
- Each Public Works employee has a set of tools/equipment they keep in their employee vehicle that allows them to successfully complete day to day jobs they most incur when working. Switching vehicles to allow use of the 'on call' vehicles would cause disruption and waste time as employee would need to take time to transfer tools, meet-up on with employee requesting vehicles, etc.
- If an employee has to share a vehicle/ride share it causes two employee to go everywhere when only one person is needed. This may results in it taking longer for residents to see staff respond to requests as they will have to work together or drop each other off prior to getting to the next job, etc.

Having a designated vehicle helps employees take responsibility and pride in their vehicles, holds them accountable for any damage, and allows them to take the necessary tools and equipment from site to site.



2022 BUDGET REPLACEMENT FOR VEHICLE #200

Single Axle Dump Truck

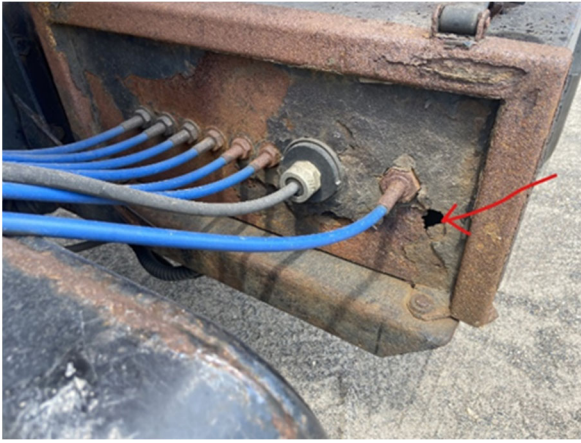
\$250,000



Vehicle #200 is a 2007 Sterling L8500 dump truck. This is our oldest and most often used plow truck. This truck will be 15 years old in 2022 which exceeds the anticipated useful life of a dump truck, which is currently set for 13 years. All of those years of spreading salt has taken a toll on the truck's components.



The safety support stand for the hydraulic dump box has completely rusted through. It is meant to support and keep the box from potentially crushing somebody that is working on the truck if the hydraulics for the dump box were to fail. This is used while the box is up in the air and the truck is being worked on.



The valve box that contains the expensive hydraulic valves for all of the snow plow hydraulics is extremely rusty and has holes in it. These holes allow dirt, debris and salt to get on to the expensive hydraulic components. The metal is too rusty to attempt to weld/repair and the entire valve box would need to be replaced.

This is an underside view of the hydraulic hoses going in to the valve box. All of the hose fittings that are crimped on to the hoses are very rusty and could fail at any time. Any one of these hoses rupturing would not be a costly repair but it would likely mean a decent amount of downtime in what could likely be a snow emergency. These plow trucks are relied on heavily during snow events and the city takes much longer to plow when even a single large plow truck goes down for repair.



The left rear brake shield has completely rusted off of the truck and the right side is not too far behind. This is not a serious failure but it is an example of the amount of rust and corrosion that this vehicle sees on an annual basis.



Here are a couple pictures of more extremely rusted components on Vehicle #200. The first picture is of a steel frame pocket that has completely rusted through. The second picture is a picture of the air tank that stores the compressed air that runs the air brakes.



The Diesel fuel tank was patched/ repaired a few years back but the rust has only gotten worse. It will likely need replaced in the near future.

The engine oil pan is quite rusty and is in need of replacement in the near future.





Vehicle #200 was ordered back in 2007 with a single direction highway plow. This plow works fine for plowing highways but it lacks the flexibility to push snow forward and clean cul-de-sacs effectively. It does not carry/push snow forward or allow the driver to put snow to their left hand side. The other four large plow trucks all have reversible plows that allow a lot more flexibility for the driver in neighborhoods, cul-de-sacs and streets lined with parked cars.



These are the reversible plows that the city owns for the other four plow trucks.

In addition to winter operations, this vehicle would also be used in street sweeping, asphalt repair, and general hauling operations throughout the year.

**CITY OF LINO LAKES
WATER OPERATING FUND (601)
2022 PROPOSED REVENUE BUDGET**

	Account Number	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
Operating Revenue									
Current Assessments	601-000-3110-000	0	0	0	0	0	0	0	
Delinquent Assessments	601-000-3120-000	137	0	0	0	0	0	0	
Penalties & Interest	601-000-3150-000	35	141	0	0	0	0	0	
Water Hook-Up Charge	601-000-3248-000	31,510	43,260	36,500	41,750	36,500	4,750	41,250	
Other State Revenue	601-000-3348-000	0	0	0	0	0	0	0	
Other Grants	601-000-3372-000	0	42,152	0	0	0	0	0	
Water Meter Sales	601-000-3406-000	37,442	72,825	50,000	77,917	50,000	28,260	78,260	
Irrigation Controller Sales	601-000-3407-000	0	0	0	4,750	0	5,000	5,000	
Interest on Investments	601-000-3620-000	122,121	100,912	50,000	(8,034)	50,000	0	50,000	
Change in Fair Value of Investments	601-000-3621-000	87,935	48,711	0	0	0	0	0	
Miscellaneous Revenue	601-000-3714-000	2,953	982	2,500	1,085	2,500	0	2,500	
Refunds and Reimbursements	601-000-3730-000	0	0	0	0	0	0	0	
Flat Water Charge	601-000-3850-000	0	0	0	0	0	287,680	287,680	Quarterly Base Fee
Water Sales	601-000-3855-000	1,079,470	1,210,916	1,080,000	342,169	1,080,000	188,772	1,268,772	Volume Charges
Water Penalties	601-000-3858-000	21,033	13,435	22,000	7,796	22,000	0	22,000	
Sale of Capital Assets	601-000-3910-000	(2,035)	0	0	13,750	0	0	0	
Operating Transfers	601-000-3920-000	0	0	0	0	0	0	0	
		1,380,602	1,533,333	1,241,000	481,184	1,241,000	514,462	1,755,462	
Other Sources									
Use of Reserves		0	0	282,918	0	0	1,392,142	1,392,142	
		0	0	282,918	0	0	1,392,142	1,392,142	
Total Operating Revenue & Other Sources		1,380,602	1,533,333	1,523,918	481,184	1,241,000	1,906,604	3,147,604	

CITY OF LINO LAKES

WATER (601-494)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	202,465	207,181	221,373	103,111	244,591	31,328	275,919	15% Public Service Director
OVERTIME	4102-000	9,326	8,659	7,000	3,542	7,000	0	7,000	10% Community Development Director
ON CALL	4105-000	5,176	5,163	4,996	(201)	5,000	0	5,000	50% Utility Supervisor
TEMPORARIES	4106-000	8,005	5,746	9,240	1,951	9,900	0	9,900	4 - 50% General Maintenance Workers (3 in 2021)
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	15% Administrative Assistant
PERA	4121-000	15,571	15,406	17,503	8,669	19,244	2,350	21,594	7.5% Finance Director
FICA/MEDICARE	4122-000	15,853	15,994	18,560	7,839	20,386	2,397	22,783	50% Accounting Clerk I
ICMA EMPLOYER	4123-000	0	132	294	0	428	0	428	12.5% Accounting Clerk II
PENSION EXPENSE	4125-000	3,179	16,489	0	0	0	0	0	25% Office Specialist
HEALTH INSURANCE	4131-000	29,655	25,742	25,528	11,818	27,402	8,619	36,021	Temporaries: Seasonal Utilities Staff
LIFE & DISABILITY INSURANCE	4133-000	690	762	1,027	412	1,190	141	1,331	1.5 Staff @ 11 wks @ 40 hrs/wk @ \$15/hr
DENTAL INSURANCE	4134-000	1,752	1,630	1,753	856	1,897	283	2,180	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	5,683	4,808	5,463	3,436	6,244	1,064	7,308	
		297,355	307,711	312,737	141,433	343,282	46,182	389,464	
SUPPLIES									
OFFICE SUPPLIES	4200-000	1,993	4,407	2,500	335	2,500	0	2,500	Utility Billing Forms, Computer and General Supplies
MAINTENANCE SUPPLIES	4211-000	36,807	26,602	45,000	11,624	45,000	0	45,000	Fire Hydrants, Hydrant Hoses, Flushing Equipment, Gate Valves, Hardware for Repairs, Replacement Plumbing Supplies, Heaters, Dehumidifiers, Locate Paint and Flags, Gravel, Rock, Sand, Property Maintenance Supplies
FUELS	4212-000	10,000	10,000	10,000	0	10,000	0	10,000	
METERS	4215-000	36,934	74,483	80,000	52,453	80,000	0	80,000	New/Replacement Meters, New/Replacement MXU'S, Irrigation Meters, Commercial Meters
IRRIGATION CONTROLLERS	4216-000	0	61,029	20,000	18,999	20,000	0	20,000	
SHOP PARTS	4221-000	0	0	0	0	0	0	0	
CHEMICALS	4222-000	87,329	111,420	80,000	23,675	80,000	0	80,000	Polyphosphate, Fluoride, Chlorine, Chemical Pumps, Chemical Containment, Reagents for Water Sampling
SMALL TOOLS	4240-000	1,807	2,336	2,500	920	2,500	0	2,500	Wrenches, Drills, Saws
		174,870	290,276	240,000	108,007	240,000	0	240,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	87,259	147,980	125,000	36,254	100,000	30,300	130,300	Water Main Breaks, Well/Tower Maintenance, Scada Maintenance/Upgrades, Fire Hydrant Painting, RPZ Testing, Cartograph, DNR Appropriations, 2022 - Unidirectional Flushing Plan (\$30,000)
MUNICIPAL ENGINEER	4304-000	22,091	27,309	25,000	9,243	25,000	0	25,000	
OTHER CONSULTANT	4310-000	2,589	10,999	11,347	6,246	11,347	12,858	24,205	Springbrook License Subscription - UB Module, Metro-iNet Services, Programs & Support (Includes Cisco Telephone)
TELEPHONE	4321-000	4,092	5,056	5,000	1,851	5,000	0	5,000	Cellular Phones, Well House Land Line Back-up
POSTAGE	4322-000	5,600	4,859	5,500	2,420	5,500	0	5,500	Utility Billing Postage, Postage Meter Charge, Certified Mail, General Shipping
TRAVEL & TUITION	4330-000	414	1,000	3,000	1,297	3,000	0	3,000	
PRINTING & PUBLISHING	4340-000	2,389	3,598	3,500	0	3,500	6,500	10,000	Consumer Confidence Reports, Mass Mailing
INSURANCE	4360-000	7,569	9,514	10,374	6,289	10,374	1,037	11,411	
AUTO INSURANCE	4363-000	644	783	700	627	700	49	749	
UNIFORMS	4370-000	649	833	760	321	760	0	760	Clothing Allowance
ELECTRICITY	4381-000	88,335	76,731	90,000	27,182	90,000	0	90,000	Well House Lighting and Pump Usage
UTILITIES (WATER/SEWER)	4382-000	5,557	6,021	15,000	1,862	15,000	0	15,000	Blaine, Shoreview, and Centennial Utilities - Utility Connections
HEAT	4383-000	3,332	2,496	5,000	1,368	5,000	0	5,000	Well House Heating
		230,519	297,177	300,181	94,960	275,181	50,744	325,925	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	13,802	19,463	10,000	5,404	10,000	8,520	18,520	Gopher One-Call, Monthly Lab Testing, Credit Card Processing Fees, Utility Statement Processing
SUBSCRIPTIONS & DUES	4452-000	671	760	1,000	823	1,000	0	1,000	AWWA, Water Operators Licenses
		14,473	20,223	11,000	6,227	11,000	8,520	19,520	
DEPRECIATION									
ASSET DEPRECIATION	4510-000	603,557	616,893	605,000	0	605,000	178,605	783,605	Annual Depreciation Expense - Water Infrastructure & Equip
		603,557	616,893	605,000	0	605,000	178,605	783,605	
OTHER									
OPERATING TRANSFERS	4910-000	226,722	127,357	0	0	0	407,680	407,680	Flat Water Charge Transferred to Area and Unit Fund (\$287,680), Water Fund Portion of 2022 Street Rehabilitation (\$120,000)
		226,722	127,357	0	0	0	407,680	407,680	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	55,000	67,273	0	1,765,015	1,765,015	50% Utilities Vehicle (\$33,015), Water Tower #2 Refurbish (\$1,700,000), Towable Generator (\$32,000)
		0	0	55,000	67,273	0	1,765,015	1,765,015	
TOTAL WATER FUND		1,547,496	1,659,638	1,523,918	417,899	1,474,463	2,456,746	3,931,209	

DEPARTMENT #: 494 FUND: 601
 NAME: WATER OPERATING

B-1 & B-2 TOTAL \$2,410,564 **TOTAL B1 CHANGES \$645,549**

Account #: 4300 **Amount (neg if decrease)** \$300
 PROFESSIONAL SERVICES

Description of Adjustment:

Cartegraph Licensing
 Cartegraph is the Public Services Department's fully integrated operations management system that enhances our ability to manage our assets and work flow. Annual licensing fees have remained steady since 2017. We are anticipating a 10% increase for 2022

Benefits if done:

Implications if not done:

Account #: 4300 **Amount (neg if decrease)** \$30,000
 PROFESSIONAL SERVICES

Description of Adjustment:

Unidirectional Flushing Plan

Benefits if done:

The water system will be properly flushed eliminating smelly and dirty water calls while properly creating the necessary velocity of water to clean the inside of the water main.

Implications if not done:

We will continue flushing as normal, less effective and wasting water.

Account #: 4310 **Amount (neg if decrease)** \$12,858
 OTHER CONSULTANTS

Description of Adjustment:

Increased allocation in Metro-iNet JPA Services, Programs, & Support to Water, Sewer, and Storm Water. Previously 5% to Water and 5% to Sewer. Now proposing 12.5% to Water, 12.5% to Sewer, and 5% to Storm Water.

Benefits if done:

Accurate allocation of services based on FTEs in each fund.

Implications if not done:

DEPARTMENT #: 494 FUND: 601
 NAME: WATER OPERATING

4

Account #:	4340	Amount (neg if decrease)	\$6,500
	ADVERTISING (PRINTING/PUBLISHING)		
Description of Adjustment:			
Mail CCR Report Increase Postage and Printing to accommodate a CCR mailed to all customers.			
Benefits if done:			
MDH requires we make the CCR available to all residents annually. This may also provide an opportunity to disseminate water treatment plant information to residents and businesses.			
Implications if not done:			
Wouldn't mail CCR nor have an opportunity to mail water treatment updates to residents and businesses.			

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Account #:	4360	Amount (neg if decrease)	\$1,037
	INSURANCE		
Description of Adjustment:			
LMCIT Insurance Coverage (Property & Liability). Given the reinsurance uncertainty, for budgeting purposes cities may want to allow for a 5 to 10% increase for property coverage rates on average and 8 to 12% for members with excess liability limits.			
Benefits if done:			
Implications if not done:			

6

Account #:	4363	Amount (neg if decrease)	\$49
	AUTO INSURANCE		
Description of Adjustment:			
LMCIT suggests cities may want to allow for 3 to 7% increases for auto rates.			
Benefits if done:			
Implications if not done:			

DEPARTMENT #: 494 FUND: 601
 NAME: WATER OPERATING

7

Account #: 4410 Amount (neg if decrease) \$8,520
 CONTRACTED SERVICES

Description of Adjustment:

Increase needed to cover actual cost of utility locates, monthly water testing, and credit card processing fees. Additional increase for utility statement processing (\$2,160).

Benefits if done:**Implications if not done:**

8

Account #: 4510 Amount (neg if decrease) \$178,605
 PURCHASED ASSETS DEPRECIATION

Description of Adjustment:

Non-cash expense which represents a reduction in the value of an asset with the passage of time due to wear and tear.

Benefits if done:**Implications if not done:**

Required under Generally Accepted Accounting Principles (GAAP).

9

Account #: 4910 Amount (neg if decrease) \$287,680
 OPERATING TRANSFERS

Description of Adjustment:

Currently the flat water charge is recorded as revenue in the Area and Unit Trunk Fund. Per the Rate Study recommendation, the quarterly base fee will be recorded as revenue in the Water Fund and transferred out to the Area and Unit Trunk Fund to help improve the Water Fund Operating Income.

Benefits if done:

Operating income or a decreased operating deficit (depending on fund performance) shown on the financials.

Implications if not done:

Operating loss shown on the financials.

DEPARTMENT #: 494 FUND: 601
 NAME: WATER OPERATING

10

Account #:	4910	Amount (neg if decrease)	\$120,000
	OPERATING TRANSFERS		

Description of Adjustment:

The 2022 Street Rehabilitation Project is a \$902,100 project with \$782,224 funded through an operating levy to the Pavement Management Fund and \$120,000 through the Water Fund. The water portion of the project is due to replacing current water system infrastructure.

Benefits if done:

The project will be fully funded and the Water Fund will pay for it's portion of new infrastructure.

Implications if not done:

The project will not be fully funded.

DEPARTMENT #: 494
 NAME: WATER OPERATING

BUSINESS UNIT: 601

TOTAL REQUESTS = \$1,765,015

1

Account #:	5000	In Capital Improvement Plan (Y or N)	Y
	CAPITAL OUTLAY	Replacement (R) or New (N):	N
		Est'd disposal proceeds (if "R")	

Description (include unit # if applicable):
 Additional Vehicle for FT Water/Sewer Employee

Justification and affect on productivity:
 New Employee will need a truck equipped to be productive and complete plowing assignments. There are no extra vehicles in fleet. Cost to be split between sewer and water (50/50 split).

Additional expenses if purchased:

Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):

Cost (do not deduct disposal proceeds):

Unit Cost	Vehicle Tax*	Total Unit Cost	Quantity	Total Cost
\$31,000	\$2,015	\$33,015	1	\$33,015

**Enter 6.5% of the unit cost for equipment to be licensed (e.g., vehicles, trailers; does not include marked public safety vehicles).*

2

Account #:	5000	In Capital Improvement Plan (Y or N)	Y
	CAPITAL OUTLAY	Replacement (R) or New (N):	
		Est'd disposal proceeds (if "R")	

Description (include unit # if applicable):
 Tower #2 Refurbish
 Water Storage Tank #2 was built is 1991 and holds 1 million gallons of water. The tower is in need of a repaint and some rehab.

Justification and affect on productivity:
 The Tower has original paint and safety equipment. There is visible rust on the bowl of the tank as well as rust on the interior of the tank.

Additional expenses if purchased:

Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):

Cost (do not deduct disposal proceeds):

Unit Cost	Vehicle Tax*	Total Unit Cost	Quantity	Total Cost
\$1,700,000		\$1,700,000	1	\$1,700,000

**Enter 6.5% of the unit cost for equipment to be licensed (e.g., vehicles, trailers; does not include marked public safety vehicles).*

DEPARTMENT #: 494 BUSINESS UNIT: 601
 NAME: WATER OPERATING

3

Account #:	5000	In Capital Improvement Plan (Y or N)	Y
	CAPITAL OUTLAY	Replacement (R) or New (N):	N
		Est'd disposal proceeds (if "R")	

Description (include unit # if applicable):
 Towable generator for emergency power to well houses and lift stations.

Justification and affect on productivity:
 Current generator was purchased in 1990 (31 years old) It is showing signs of age and lack of reliability. Generator is extremely loud. The hope is to keep this generator for a backup if emergency power is required in more than one location. New generator and multiple generators will be recommended in our Emergency Response Plan. Cost to be split between sewer and water (50/50 split). Could also be used for special events, etc.

Additional expenses if purchased:

Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):

Cost (do not deduct disposal proceeds):

Unit Cost	Vehicle Tax*	Total Unit Cost	Quantity	Total Cost
\$32,000	\$0	\$32,000	1	\$32,000

**Enter 6.5% of the unit cost for equipment to be licensed (e.g., vehicles, trailers; does not include marked public safety vehicles).*

REQUEST FOR PERSONAL SERVICE CHANGES

Department: Water/Sewer Operating Funds	Supervisor: Justin Williams
Position Title: Maintenance Worker	Budget Impact: \$46,182 (Water) \$47,646 (Sewer)

Justification for change:

Current staffing levels for the Water/Sewer Departments are one Utilities Supervisor and three Utilities General Maintenance Workers. The last authorized FTE position for the Utilities Department was added in 2017.

Primary responsibilities for the Utilities Department include inspecting, maintaining, and repairing utilities-related infrastructure including two water towers, six well houses, 14 lift stations, 1,300 gate valves, 1,100 fire hydrants, 90 miles of sewer line, and 90 miles of water main. In addition, 5,000+ water accounts need attention including meter readings, MXU installations, and repairs. Gopher One locates are also conducted by the Utilities Department.

In addition to taking care of typical water/sewer related duties, the Utilities Department also conducts a variety of functions throughout city-owned buildings including the Civic Complex, Public Works facility, both fire stations, and the old YMCA. This includes daily monitoring/adjustments of the HVAC systems, maintenance (drywall repair, painting, changing light bulbs, fixing bathroom fixtures, fixing door hardware, supply stocking), repairs (damage to walls, floor tiles and carpet), and improvement projects.

Upcoming projects that will increase the work load of the Utilities Department include Water Tower #3, a new lift station for the Lyngblomsten development, the Watermark development (800+ new homes), Nadeau Acres (60+ homes), and an additional lift station to service this development. These developments bring several miles of sewer and water main, along with several hydrants and hundreds of gate valves. Also, the new residential developments will necessitate substantial time commitment, since every new home requires water and sewer inspections.

An additional Utilities maintenance worker is essential to allow the Public Services Department to continue to provide sufficient services for the Water, Sewer, and Government Buildings Departments. Funding for this position will be split between the Water Operating Fund and Sewer Operating Fund.

**CITY OF LINO LAKES
SEWER OPERATING FUND (602)
2022 PROPOSED REVENUE BUDGET**

	Account Number	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
Operating Revenue									
Current Assessments	602-000-3110-000	708	708	0	0	0	0	0	
Delinquent Assessments	602-000-3120-000	137	0	0	0	0	0	0	
Penalties & Interest	602-000-3150-000	35	141	0	0	0	0	0	
Sewer Hook-Up Charge	602-000-3249-000	25,434	35,187	29,000	34,097	29,000	4,000	33,000	
Interest on Investments	602-000-3620-000	182,252	157,998	80,000	(13,039)	80,000	0	80,000	
Change in Fair Value of Investments	602-000-3621-000	131,246	76,343	0	0	0	0	0	
Refunds and Reimbursements	602-000-3730-000	0	0	0	15,276	0	0	0	
Sewer Sales	602-000-3856-000	1,718,649	1,750,010	1,700,000	888,819	1,700,000	62,586	1,762,586	
Sewer Penalties	602-000-3858-000	26,180	17,185	26,000	11,562	26,000	0	26,000	
Sale of Capital Assets	602-000-3910-000	0	0	0	13,750	0	0	0	
Operating Transfers	602-000-3920-000	0	83,821	0	0	0	0	0	
		2,084,639	2,121,392	1,835,000	950,465	1,835,000	66,586	1,901,586	
Other Sources									
Use of Reserves		0	0	392,698	0	0	58,756	58,756	
		0	0	392,698	0	0	58,756	58,756	
Total Operating Revenue & Other Sources		2,084,639	2,121,392	2,227,698	950,465	1,835,000	125,342	1,960,342	

CITY OF LINO LAKES

SEWER (602-495)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	202,464	207,180	221,373	103,110	244,591	31,328	275,919	15% Public Service Director
OVERTIME	4102-000	9,327	8,659	7,000	3,542	7,000	0	7,000	10% Community Development Director
ON CALL	4105-000	5,176	5,163	4,996	(201)	5,000	0	5,000	50% Utility Supervisor
TEMPORARIES	4106-000	8,005	5,746	9,240	1,951	9,900	0	9,900	4 - 50% General Maintenance Workers (3 in 2020)
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	15% Administrative Assistant
PERA	4121-000	15,571	15,407	17,503	8,669	19,244	2,350	21,594	7.5% Finance Director
FICA/MEDICARE	4122-000	15,853	15,993	18,560	7,840	20,386	2,397	22,783	50% Accounting Clerk I
ICMA EMPLOYER	4123-000	0	132	294	0	428	0	428	12.5% Accounting Clerk II
PENSION EXPENSE	4125-000	3,179	18,808	0	0	0	0	0	25% Office Specialist
HEALTH INSURANCE	4131-000	29,654	25,742	25,528	11,818	27,402	8,619	36,021	Temporaries: Seasonal Utilities Staff
LIFE & DISABILITY INSURANCE	4133-000	689	763	1,027	413	1,190	141	1,331	1.5 Staff @ 11 wks @ 40 hrs/wk @ \$15/hr
DENTAL INSURANCE	4134-000	1,752	1,630	1,753	856	1,897	283	2,180	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	13,975	10,865	12,334	7,757	14,005	2,528	16,533	
		305,645	316,087	319,608	145,755	351,043	47,646	398,689	
SUPPLIES									
OFFICE SUPPLIES	4200-000	1,451	4,231	5,809	335	2,500	0	2,500	Utility Billing Forms, Computer and General Supplies
MAINTENANCE SUPPLIES	4211-000	17,159	16,759	59,769	500	45,000	0	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	0	10,000	0	10,000	
SMALL TOOLS	4240-000	1,882	2,254	4,521	784	2,500	0	2,500	Valve Keys, Locators, Wrenches, Plumbing Tools
		30,492	33,244	80,099	1,619	60,000	0	60,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	91,955	184,009	105,000	39,526	105,000	60,300	165,300	Lift Station Cleaning, Lift Station Repairs/Upgrades, Sewer Line Cleaning/Camera, Sycom, Generator Maintenance/Inspection, Pump Repair/Service, Sewer Line Breaks, Cartograph, 2022- Sanitary Sewer/Manhole Lining (\$60,000)
MUNICIPAL ENGINEER	4304-000	17,713	23,749	25,000	10,440	25,000	0	25,000	
OTHER CONSULTANTS	4310-000	2,589	10,999	11,347	6,246	11,347	12,858	24,205	Springbrook License Subscription - UB Module, Metro-iNet Services, Programs & Support (Includes Cisco Telephone)
TELEPHONE	4321-000	2,166	1,603	1,500	512	1,500	0	1,500	Cellular Phones, Lift Stations
POSTAGE	4322-000	5,600	4,837	5,000	2,158	5,000	0	5,000	Utility Billing Postage
TRAVEL & TUITION	4330-000	1,304	1,000	3,000	682	3,000	0	3,000	OSHA Compliance Safety Training
PRINTING & PUBLISHING	4340-000	0	0	500	0	500	0	500	
INSURANCE	4360-000	14,736	15,500	18,896	11,971	18,896	1,890	20,786	
AUTO INSURANCE	4363-000	644	783	700	627	700	49	749	
UNIFORMS	4370-000	649	765	760	321	760	0	760	Clothing Allowance
ELECTRICITY	4381-000	30,207	31,682	30,000	13,598	30,000	2,000	32,000	Power to Run Lift Station Pumps and Controls
UTILITIES (WATER/SEWER)	4382-000	13,290	13,949	15,000	3,675	15,000	0	15,000	Blaine, Shoreview, and Centennial Utilities - Utility Connections
HEAT	4383-000	1,430	1,537	1,800	599	1,800	0	1,800	Natural Gas for On-site Generators
		182,283	290,413	218,503	90,354	218,503	77,097	295,600	
CONTRACTUAL SERVICES									
MCES TREATMENT CHARGES	4405-000	977,612	1,035,391	988,488	576,618	988,488	99,255	1,087,743	MCES Sewer Treatment Costs
CONTRACTED SERVICES	4410-000	10,282	11,333	9,000	4,684	9,000	6,020	15,020	Gopher One-Call, Credit Card Processing Fees, Utility Statement Processing
RENTED EQUIPMENT	4415-000	0	329	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	580	295	1,000	79	1,000	0	1,000	Sewer Operators Licenses, APWA Membership
		988,474	1,047,348	998,488	581,382	998,488	105,275	1,103,763	
DEPRECIATION									
ASSET DEPRECIATION	4510-000	495,816	512,771	500,000	0	500,000	74,323	574,323	Annual Depreciation Expense - Sewer Infrastructure & Equip
		495,816	512,771	500,000	0	500,000	74,323	574,323	
OTHER									
OPERATING TRANSFERS	4910-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	111,000	47,430	0	115,015	115,015	50% Utilities Vehicle (\$33,015), Push Camera/line tracer (\$15,000), Lift #7 Generator Replacement (\$35,000), Towable Generator (\$32,000)
		0	0	111,000	47,430	0	115,015	115,015	
TOTAL SEWER FUND		2,002,710	2,199,863	2,227,698	866,540	2,128,034	419,356	2,547,390	

DEPARTMENT #: 495 FUND: 602
 NAME: SEWER OPERATING

B-1 & B-2 TOTAL \$371,710

TOTAL B1 CHANGES \$256,695

1
 Account #: 4300 Amount (neg if decrease) \$60,000
 PROFESSIONAL SERVICES

Description of Adjustment:

Manhole Lining - Manhole structures are one of the primary contributors to infiltration into the city sewer system. The generally high water table in Lino Lakes makes it more imperative to have manholes properly lined. The additional infiltration of ground water into the sewer system causes increased rates paid to the Met Council as well as sinkholes around these structures where the water and sediments wash into the manhole structure. Normal costs for manhole lining are about \$6,000 per manhole. Additionally, every 2 or 3 years the city applies for grant money up to \$25K-\$30K to cover some of the costs.

Benefits if done:

Proper maintenance of sewer system.

Implications if not done:

Higher Met Council charges.

2
 Account #: 4300 Amount (neg if decrease) \$300
 PROFESSIONAL SERVICES

Description of Adjustment:

Cartegraph Licensing

Cartegraph is the Public Services Department's fully integrated operations management system that enhances our ability to manage our assets and work flow. Annual licensing fees have remained steady since 2017. We are anticipating a 10% increase for 2022.

Benefits if done:

Implications if not done:

3
 Account #: 4310 Amount (neg if decrease) \$12,858
 OTHER CONSULTANTS

Description of Adjustment:

Increased allocation in Metro-iNet JPA Services, Programs, & Support to Water, Sewer, and Storm Water. Previously 5% to Water and 5% to Sewer. Now proposing 12.5% to Water, 12.5% to Sewer, and 5% to Storm Water.

Benefits if done:

Accurate allocation of services based on FTEs in each fund.

Implications if not done:

DEPARTMENT #: 495 FUND: 602
 NAME: SEWER OPERATING

4
Account #: 4360 **Amount (neg if decrease)** \$1,890
 INSURANCE

Description of Adjustment:

LMCIT Insurance Coverage (Property & Liability). Given the reinsurance uncertainty, for budgeting purposes cities may want to allow for a 5 to 10% increase for property coverage rates on average and 8 to 12% for members with excess liability limits.

Benefits if done:

Implications if not done:

5
Account #: 4363 **Amount (neg if decrease)** \$49
 AUTO INSURANCE

Description of Adjustment:

LMCIT suggests cities may want to allow for 3 to 7% increases for auto rates.

Benefits if done:

Implications if not done:

6
Account #: 4381 **Amount (neg if decrease)** \$2,000
 ELECTRICITY

Description of Adjustment:

Increase electricity budget based on historical data and expected volume and rate increases.

Benefits if done:

Implications if not done:

DEPARTMENT #: 495 FUND: 602
 NAME: SEWER OPERATING

7

Account #: 4405 Amount (neg if decrease) \$99,255
 MWCC SEWER CHARGES

Description of Adjustment:

Met Council Municipal Wastewater Charge. The fee is based on the portion of wastewater flow discharged from the community to the regional system in the past year (2020) multiplied by the regional wastewater charge for the next year (2022). Year-to-year changes are affected by growth, water conservation, and inflow and infiltration.

Benefits if done:**Implications if not done:**

8

Account #: 4410 Amount (neg if decrease) \$6,020
 CONTRACTED SERVICES

Description of Adjustment:

Increase needed to cover actual cost of utility locates and credit card processing fees. Additional increase for utility statement processing (\$2,160).

Benefits if done:**Implications if not done:**

9

Account #: 4510 Amount (neg if decrease) \$74,323
 PURCHASED ASSETS DEPRECIATION

Description of Adjustment:

Non-cash expense which represents a reduction in the value of an asset with the passage of time due to wear and tear.

Benefits if done:**Implications if not done:**

Required under Generally Accepted Accounting Principles (GAAP).

DEPARTMENT #: 495

BUSINESS UNIT:

602

NAME: SEWER OPERATING

TOTAL REQUESTS = \$115,015

1

Account #:	5000	In Capital Improvement Plan (Y or N):	Y
	CAPITAL OUTLAY	Replacement (R) or New (N):	N
		Est'd disposal proceeds (if "R")	

Description (include unit # if applicable):
Additional Vehicle for FT Water/Sewer Employee.

Justification and affect on productivity:
New Employee will need a truck equipped to be productive and complete plowing assignments. There are no extra vehicles in fleet. Cost to be split between sewer and water (50/50 split).

Additional expenses if purchased:

Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):

Cost (do not deduct disposal proceeds):

Unit Cost	Vehicle Tax*	Total Unit Cost	Quantity	Total Cost
\$31,000	\$2,015	\$33,015	1	\$33,015

**Enter 6.5% of the unit cost for equipment to be licensed (e.g., vehicles, trailers; does not include marked public safety vehicles).*

2

Account #:	5000	In Capital Improvement Plan (Y or N):	N
	CAPITAL OUTLAY	Replacement (R) or New (N):	N
		Est'd disposal proceeds (if "R")	

Description (include unit # if applicable):
Push Camera/Line Tracer

A Push Camera is needed for doing visual inspection of sewer mains and residential lines, as well as locating plastic sewer lines.

Justification and affect on productivity:
The ability to do visual inspections of blockages, as well as aid in identifying the repair and recondition of existing pipes.

Additional expenses if purchased:

Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):

Cost (do not deduct disposal proceeds):

Unit Cost	Vehicle Tax*	Total Unit Cost	Quantity	Total Cost
\$15,000		\$15,000	1	\$15,000

**Enter 6.5% of the unit cost for equipment to be licensed (e.g., vehicles, trailers; does not include marked public safety vehicles).*

DEPARTMENT #: 495
 NAME: SEWER OPERATING

BUSINESS UNIT: 602

3

Account #:	5000	In Capital Improvement Plan (Y or N):	N
	CAPITAL OUTLAY	Replacement (R) or New (N):	R
		Est'd disposal proceeds (if "R")	\$1,000

Description (include unit # if applicable):
 Generator for Lift Station 7 (Cedar Street).

Justification and affect on productivity:
 Current unit is 24 years old. The unit is showing signs of wear and increased unreliability.

Additional expenses if purchased:

Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):

Cost (do not deduct disposal proceeds):

Unit Cost	Vehicle Tax*	Total Unit Cost	Quantity	Total Cost
\$35,000	\$0	\$35,000	1	\$35,000

**Enter 6.5% of the unit cost for equipment to be licensed (e.g., vehicles, trailers; does not include marked public safety vehicles).*

4

Account #:	5000	In Capital Improvement Plan (Y or N):	Y
	CAPITAL OUTLAY	Replacement (R) or New (N):	N
		Est'd disposal proceeds (if "R")	

Description (include unit # if applicable):
 Towable generator for emergency power to wells and lift stations.

Justification and affect on productivity:
 Current generator was purchased in 1990 (31 years old) It is showing signs of age and lack of reliability. Generator is extremely loud. The hope is to keep this generator for a backup if emergency power is required in more than 1 location. New generator and multiple generators will be recommended in our emergency response plan. Cost to be split between sewer and water (50/50 split). Could also be used for special events, etc.

Additional expenses if purchased:

Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):

Cost (do not deduct disposal proceeds):

Unit Cost	Vehicle Tax*	Total Unit Cost	Quantity	Total Cost
\$32,000	\$0	\$32,000	1	\$32,000

**Enter 6.5% of the unit cost for equipment to be licensed (e.g., vehicles, trailers; does not include marked public safety vehicles).*

REQUEST FOR PERSONAL SERVICE CHANGES

Department: Water/Sewer Operating Funds	Supervisor: Justin Williams
Position Title: Maintenance Worker	Budget Impact: \$46,182 (Water) \$47,646 (Sewer)

Justification for change:

Current staffing levels for the Water/Sewer Departments are one Utilities Supervisor and three Utilities General Maintenance Workers. The last authorized FTE position for the Utilities Department was added in 2017.

Primary responsibilities for the Utilities Department include inspecting, maintaining, and repairing utilities-related infrastructure including two water towers, six well houses, 14 lift stations, 1,300 gate valves, 1,100 fire hydrants, 90 miles of sewer line, and 90 miles of water main. In addition, 5,000+ water accounts need attention including meter readings, MXU installations, and repairs. Gopher One locates are also conducted by the Utilities Department.

In addition to taking care of typical water/sewer related duties, the Utilities Department also conducts a variety of functions throughout city-owned buildings including the Civic Complex, Public Works facility, both fire stations, and the old YMCA. This includes daily monitoring/adjustments of the HVAC systems, maintenance (drywall repair, painting, changing light bulbs, fixing bathroom fixtures, fixing door hardware, supply stocking), repairs (damage to walls, floor tiles and carpet), and improvement projects.

Upcoming projects that will increase the work load of the Utilities Department include Water Tower #3, a new lift station for the Lyngblomsten development, the Watermark development (800+ new homes), Nadeau Acres (60+ homes), and an additional lift station to service this development. These developments bring several miles of sewer and water main, along with several hydrants and hundreds of gate valves. Also, the new residential developments will necessitate substantial time commitment, since every new home requires water and sewer inspections.

An additional Utilities maintenance worker is essential to allow the Public Services Department to continue to provide sufficient services for the Water, Sewer, and Government Buildings Departments. Funding for this position will be split between the Water Operating Fund and Sewer Operating Fund.

**CITY OF LINO LAKES
STORM WATER OPERATING FUND (603)
2022 PROPOSED REVENUE BUDGET**

Account Number	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
Operating Revenue								
Current Assessments	603-000-3110-000	0	0	0	0	0	0	0
Delinquent Assessments	603-000-3120-000	0	0	0	0	0	0	0
Penalties & Interest	603-000-3150-000	0	0	0	0	0	0	0
Interest on Investments	603-000-3620-000	0	0	0	0	0	0	0
Change in Fair Value of Investments	603-000-3621-000	0	0	0	0	0	0	0
Refunds and Reimbursements	603-000-3730-000	0	0	0	0	0	0	0
Storm Water Fee	603-000-3859-000	0	0	0	0	583,000	583,000	
Sale of Capital Assets	603-000-3910-000	0	0	0	0	0	0	0
Operating Transfers	603-000-3920-000	0	0	0	0	0	0	0
		0	0	0	0	0	583,000	583,000
Other Sources								
Use of Reserves		0	0	0	0	0	0	0
		0	0	0	0	0	0	0
Total Operating Revenue & Other Sources		0	0	0	0	0	583,000	583,000

CITY OF LINO LAKES

STORM WATER (603-496)

Description	Object Code	Actual 2019	Actual 2020	Budget 2021	June YTD 2021	2022 Base Budget	2022 Adjustments Requested	Proposed 2022	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	0	0	0	0	74,137	62,656	136,793	10% Public Service Director
OVERTIME	4102-000	0	0	0	0	0	0	0	10% Community Development Director
ON CALL	4105-000	0	0	0	0	0	0	0	30% Streets Supervisor
TEMPORARIES	4106-000	0	0	0	0	0	0	0	25% Environmental Coordinator
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	1 - 100% General Maintenance Worker (New Hire)
PERA	4121-000	0	0	0	0	5,560	4,699	10,259	
FICA/MEDICARE	4122-000	0	0	0	0	5,672	4,793	10,465	
ICMA EMPLOYER	4123-000	0	0	0	0	285	0	285	
PENSION EXPENSE	4125-000	0	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	0	0	0	0	5,150	17,239	22,389	
LIFE & DISABILITY INSURANCE	4133-000	0	0	0	0	380	253	633	
DENTAL INSURANCE	4134-000	0	0	0	0	425	566	991	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	0	0	0	0	3,307	5,057	8,364	
		0	0	0	0	94,916	95,263	190,179	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	0	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	0	0	0	0	0	17,000	17,000	
FUELS	4212-000	0	0	0	0	0	4,000	4,000	
SMALL TOOLS	4240-000	0	0	0	0	0	3,000	3,000	
		0	0	0	0	0	24,000	24,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	0	0	0	0	0	7,000	7,000	Public Education, Consultant Services
MUNICIPAL ENGINEER	4304-000	0	0	0	0	0	35,000	35,000	Retainer (\$13,465), Project Development (\$21,535)
OTHER CONSULTANTS	4310-000	0	0	0	0	0	8,485	8,485	Metro-iNet Services, Programs & Support
TELEPHONE	4321-000	0	0	0	0	0	350	350	
POSTAGE	4322-000	0	0	0	0	0	955	955	Utility Billing Postage
TRAVEL & TUITION	4330-000	0	0	0	0	0	2,500	2,500	
PRINTING & PUBLISHING	4340-000	0	0	0	0	0	0	0	
INSURANCE	4360-000	0	0	0	0	0	0	0	
AUTO INSURANCE	4363-000	0	0	0	0	0	260	260	
UNIFORMS	4370-000	0	0	0	0	0	0	0	
ELECTRICITY	4381-000	0	0	0	0	0	0	0	
UTILITIES (WATER/SEWER)	4382-000	0	0	0	0	0	0	0	
HEAT	4383-000	0	0	0	0	0	0	0	
		0	0	0	0	0	54,550	54,550	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	0	0	0	0	0	247,255	247,255	Sweeping/Repairs, SWMP (Ditch, Pipe, Pond) Cleaning, Credit Card Processing Fees, Utility Statement Processing
RENTED EQUIPMENT	4415-000	0	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	0	0	0	0	0	500	500	
		0	0	0	0	0	247,755	247,755	
DEPRECIATION									
ASSET DEPRECIATION	4510-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
OTHER									
OPERATING TRANSFERS	4910-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	0	0	0	66,516	66,516	Capital Equipment Reserve, 2022 - Storm Utility Vehicle
		0	0	0	0	0	66,516	66,516	
TOTAL SEWER FUND		0	0	0	0	94,916	488,084	583,000	



Memorandum

To: Honorable Mayor and City Council

From: Hannah Lynch, Finance Director

Date: August 9, 2021

Re: Storm Water Utility

A Storm Water Utility Feasibility Report was prepared and presented by WSB and Associates at the July 6, 2021 Work Session.

The report recommends establishing a quarterly fee of \$12/parcel for residential parcels and \$175/acre of impervious for Commercial, Industrial, and Institutional uses.

Assuming the utility is adopted by Council, storm water management costs, currently included in the City's General Fund operating budget, would be shifted to the new utility.



Memorandum

To: Honorable Mayor and City Council

From: Hannah Lynch, Finance Director

Date: August 23, 2021

Re: Computer Replacement

At the August 9, 2021 Budget Work Session, the City's current computer replacement program was discussed. Currently, City Hall and Public Services computers are replaced every 4 years and Public Safety computers are replaced every 5 years.

In talking to Jason Swalley from Metro-Inet, 3-5 years is the industry standard for many reasons:

"In my 27 years as an IT professional, I have not worked in an enterprise that had greater than a 5-year replacement cycle for standard desktop hardware. In the private sector, a 3-year replacement cycle was VERY common to maintain optimal performance and efficiency in the workplace and because of depreciation of the asset for tax purposes. Incidentally, we do recommend a 6-year replacement cycle for ruggedized computers based on their elevated cost, durability and manufacturer support. That cycle is built-in to our replacement schedule recommendations. I can rationalize our 5-year replacement cycle in a number of ways:

- 1. Hardware failure. Over time, electronic components fail or degrade to the point where, while a computer may still function, will do so at a diminished capacity. Even the new solid-state hard drives (SSDs) lose storage capacity and reliability as they degrade over time. I can provide more technical detail about the aging of electrolytic components and their relationship to computer performance, if needed.*
- 2. Obsolescence. After 5 years, desktop computer components begin to lose driver support and other important capabilities as the operating system progresses. We are in the midst of such a change right now. Windows 11 is being released soon*

- and will only be allowed to run on computers using a newer hardware security module (called TPM 2.0). Support for Windows 10 will end on October 14, 2025. All computers without the proper hardware security component will need to be retired from use at that time.*
- 3. Warranty support. Warranty replacement of computer components. General warranty support for computers we order ends at 3 years post-purchase. Any repairs or replacement of equipment incurs “out-of-pocket” expense for the city and additional down time.*
 - 4. Productivity. Consider a city employee who does repetitive tasks on a 6-year-old computer all day to issue/manage permits, for example. I can easily show with very conservative estimates that the additional seconds needed to complete those tasks on an aging computer added up over a year, factored by the employee’s salary, add up to more than the replacement cost of that computer. If the motivation to extend the replacement cycle of the desktop computer is to save money. I will argue that allowing an old computer to remain in the environment is costlier than replacing it with better performing, new equipment. I recognize that lost productivity is a “soft cost” but as a manager, I am always looking for ways to add efficiency and serve my customers better.*

We will certainly support your desktop computer to the best of our ability hardware despite its age. If it is functioning adequately to meet your needs, supportable and secure, we cannot and will not strong-arm you into replacing it. Our replacement recommendations are based on best practice, industry standards, our own personal experience and common sense. I think it is important to note that Metro-Inet gains nothing from procurement of new hardware. In fact, we have worked very hard to negotiate excellent pricing from the manufacturers with whom we work so that we may offer the best possible value to our members. Furthermore, we do not chargeback our members, specifically, for procurement services and asset management assistance. It is a part of the service we provide to every entity we serve and goes above and beyond what most IT service providers do”.



DATE: August 23, 2021

TO: City Council

FROM: Rick DeGardner, Public Services Director

RE: Large Vehicle Washes

There are twenty-three vehicles utilized by the Public Services Department during snow plowing operations that do not have the capability of utilizing a commercial car wash. These are restricted to being washed by hand in our storage sheds due to the height and width of the vehicles. The vehicles are washed inside as to not create slippery conditions in the parking lots or walking spaces.

Snow removal consists of removing the snow from the road way and applying salt to melt ice and create a safe road conditions. When salt melts it creates a brine of salt water. This brine gets into all the crevices of the plowing equipment, accelerating the rusting process. Since moisture accelerates the rusting process, it is important for the longevity of the equipment to wash and dry the equipment as soon as possible after a snow event.

The current set-up provides limited opportunities to wash all large vehicles. If we continue the same operations, we need to acknowledge our equipment will show signs of rust quicker than expected. Additionally, we pay the cost of having the floor drain holding tanks pumped during the winter months (frequency dependent on total volume of water used to wash trucks and equipment).

Washing vehicles and equipment indoors presents yet another problem. With the radiant heat keeping our vehicles and equipment warm and ready to use, it also creates moisture in the air that sticks to all surfaces. This can leave the equipment wet for days, again, moisture creates and accelerates rust. The radiant heating system does very little to dry the air or the equipment stored in the building.

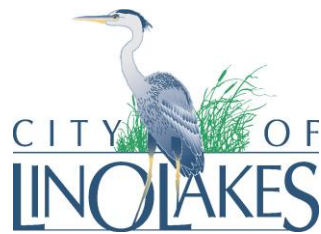
How to fix the moisture problem: Many facilities are moving to in-floor heating. In-floor heating is energy efficient and there is little heat loss from the large door openings because the heat is maintained in the concrete slab. The benefit of in-floor heat when washing equipment is it dries the air, keeping the humidity low and allowing the equipment to dry completely (slowing or stopping the rusting process).

We could construct a wash bay large enough to accommodate all equipment at the Public Works site with in-floor heat, pressure washer, soap at an estimated cost of \$250,000.

Staff has identified other options including:

Utilize carwashes that are large enough to accommodate our vehicles - There's only a couple of companies that have a semi-automatic vehicle wash that are big enough for a dump truck. One is in Lakeville and charges \$85 per wash. With the 45 mile one-way drive to get the equipment washed after a snow event, it is likely that the vehicle will be again covered in salt during the return trip. There's also a place in South St. Paul, but the reviews aren't great.

Hiring an outside company to wash equipment - Bioclean is the most popular mobile wash company in the area. They dispatch a truck with a pressure washer and soap so I'm not sure what they would be able to accomplish that we aren't currently doing. Hiring a service at a cost to wash many pieces of equipment on-site could prove to be a very large financial commitment depending on the snow event totals for the year. Staff doesn't feel this would be financially viable at this time.



DATE: August 23, 2021
TO: City Council
FROM: Rick DeGardner, Public Services Director
RE: Vehicle #617 – Needed Repairs

During the July 26, 2021 Budget Work Session, staff was directed to provide more information regarding the necessary repairs for Vehicle #617 (2013 Ford Police Interceptor with 93,226 miles). The following repairs are recommended in case the City Council determines that Vehicle #617 not be replaced in 2022.

Replace front lower control arms	\$800
Replace rear trailing arms	\$1,600
Replace both axle seals	\$700
Replace front drivers door panel	<u>\$660</u>
TOTAL	\$3,760

The body work component has not been sent out for estimates. Current issues include rust around the keyhole on the rear hatch, inside of the rear doors, and bottom lip of the hatch. Corrosion is visible of the front lip of the hood. The rust and corrosion is merely cosmetic at this time but it will continue to get worse.

Please note, a common repair on these type of SUV's is replacement of the Power Takeoff Unit (PTU), which is still original on this vehicle. Brett Olander does not recommend replacement until it fails, but it should be noted that it is a common issue and will likely cost around \$2,000.