

SPECIAL WORK SESSION AGENDA

CITY OF LINO LAKES

Monday, August 8, 2022

CITY COUNCIL WORK SESSION

Community Room

Following the Regular City Council Meeting

1. 2023 Draft General Fund Budget and Tax Levy, Hannah Lynch
2. Set Meeting Date for Next Budget Work Session
3. Adjourn

WORK SESSION STAFF REPORT
Work Session Item No. 1

Date: August 8, 2022
To: City Council
From: Hannah Lynch, Finance Director
Re: 2023 Budget & Tax Levy

Background

A high-level overview of the draft 2023 Budget & Tax Levy is provided for your review. The draft was prepared by department directors and reviewed by the City Administrator with the intention of providing the resources needed to continue city services at their current levels.

The draft includes a proposed tax rate of 33.873% and a \$847,770 or 7.17% increase in the total tax levy. Staff is looking for Council’s direction regarding where attention should be given to reduce the tax levy and rate, if desired.

Council adopted a 2022 budget and tax levy that resulted in an anticipated tax rate of 40.088% with a resulting final 40.154% tax rate after tax capacity figures were finalized by Anoka County.

Market values have increased significantly for taxes payable 2023 resulting in an arbitrary decrease in the tax rate. Over the last five years the average net tax capacity increase was 7.03%. If that increase was applied to the 2023 net tax capacity with the current levy proposed the tax rate would be 41.125%. Talking in the same context, to have a “flat” tax rate in this scenario would require a \$265,000 decrease in the current levy proposed.

Page one of the budget book highlights the 7.17% increase in the total tax levy and 3.96% increase in General Fund expenditures. In light of the proposed tax rate not being comparable to prior years, historical increases for the total tax levy and General Fund expenditures are provided below:

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Total Tax Levy	9,776,732	10,055,416	10,491,518	11,141,815	11,819,287
<i>Annual % Change</i>		2.85%	4.34%	6.20%	6.08%
Total General Fund Expenditures	10,946,031	10,974,316	11,195,170	11,519,400	11,664,762
<i>Annual % Change</i>		0.26%	2.01%	2.90%	1.26%

General Fund

The General Fund base budget increase of \$190,558 is primarily the result of existing personnel wages and benefits which include the following assumptions for 2023:

- COLA in anticipation of unsettled 2023 union contracts
- Continued implementation of the new Compensation Plan
- 7.50% estimated increase in health insurance premiums (employer's share)
- 1.00% estimated increase in dental insurance premiums (employer's share)
- 5.00% estimated increase in workers compensation insurance premiums
 - In addition to the 5.00% increase, premiums reflect increased experience modification/multiplier and a decrease in our premium discount received with the 8/26/2022 to 8/26/2023 quote
- Wage & benefit assumptions for vacant positions

The following positions were not budgeted (or not fully budgeted) in 2022. The incremental difference in total compensation for each position included in the base budget increase is as follows:

- Communications Specialist - \$24,930 (which includes a \$20,000 transfer in from the Cable TV/Communications Fund in 2023, down from a \$40,000 transfer in 2022)
- Fire Duty Crew - \$76,250
- Fire Lieutenant/Fire Inspector - \$20,305
- Public Services Staff reallocation to relieve burden on the Rookery - \$103,375

Other significant base budget changes include:

- \$48,000 decrease in Fire within the Uniforms line item due to one-time 2022 expenditures to outfit the duty crew with turn out gear
- \$65,250 decrease in Parks in the Maintenance Supplies and Contracted Services line items due to one-time 2022 expenditures for park maintenance and improvement projects

Total General Fund 2023 adjustments requested amount to \$528,050. Detail is provided on "2023 Base Budget Adjustments" on pages 8-9 of the attached draft budget.

Rookery Activity Center

The Rookery Activity Center budget is provided and includes a \$325,000 tax levy. In 2022, the City levied \$325,000 for the 2016C G.O. Tax Abatement Refunding Bonds which was the City's participation in the former YMCA. That 2016C debt levy expired in 2023 and the resources have been shifted to the Rookery.

Including the tax levy, the current Rookery budget projects a \$186,121 deficit. Staff will closely track the budget and adjust throughout the year, as necessary.

Blue Heron Days

The Blue Heron Days Fund currently has enough reserves to continue the event in 2023. If levy dollars are needed in the future a budget will be provided along with a request for funds.

Capital Equipment Replacement

In recent years the City has been moving away from issuing Certificates of Indebtedness for Public Safety/Fleet capital equipment and instead utilizes a Pay-As-You-Go approach. The Capital Equipment Replacement levy provides budget flexibility in that the amount can be adjusted in line with needs and budget circumstances in the current year. An increase in the levy of \$175,000 is requested, bringing the total capital equipment levy to \$325,000. The following items will be funded with the levy and Capital Equipment Replacement fund reserves:

- 4 Police Response Vehicles
- John Deere Tractor
- One Ton Truck w/ Dump Box and Plow
- Zero Turn Mower
- Dump Truck w/ Plow

When considering both Certificates of Indebtedness and the Capital Equipment Replacement levy, total capital funding has totaled:

- 2019: \$607,284
- 2020: \$572,788
- 2021: \$352,286
- 2022: \$395,535
- 2023: \$431,299

Street Maintenance

The Street Maintenance Levy has increased \$78,222 or 10%. The \$860,446 levy will be used in combination with \$125,000 from the Water Fund to complete a street preservation project in line with the City's Pavement Management Plan.

The 2018 Pavement Management Plan recommended increasing preservation funding from 5% to 10% annually. Increased funding will increase the annual project scope and is predicted to improve the overall condition rating of city streets. The City Council increased funding by 5% in 2020, 7.5% in 2021, and 10.0% in 2022. A slow decline in the overall condition rating is predicted in future years with an increase of less than 10%.

Park and Trail Improvements

A levy of \$90,000 is requested, an increase of \$15,000 from 2022, but in line with 2019 and 2020 funding. Prior year funding was obtained through a \$60,000 levy combined

with a \$15,000 transfer of General Fund Reserves. The Park and Trail Improvement Fund has completed the following projects since 2018:

- 12th Avenue Trail (\$146,000)
- 2020 Trail Maintenance Project (\$30,000)
- Arena Acres Park Improvements (\$115,000)
- Birch Park Playground Improvements (\$30,000)
- Clearwater Creek Playground Replacement (\$97,000)
- Lake Drive Trail Project (\$38,000)
- Lino Park Renovation (\$132,000)
- Sunrise Park Playground Project (\$95,000)

The Park Board will review potential 2023 projects and make a recommendation for City Council consideration.

Debt Levy

The significant changes to the debt levy include the maturity of the 2019 Certificates of Indebtedness and 2016C Tax Abatement Bonds. The 2016C bonds were issued at the City's participation in the YMCA Project. The \$325,000 levy has been moved up to the operating levy for Rookery Activity Center operations.

Water & Sewer Funds

A water & sewer rates study was conducted by Baker Tilly in April 2021. The study was undertaken to review and analyze the City's Water and Sewer Funds to determine the appropriate rate structure and rate levels needed to pay for anticipated operating expenses, anticipated capital improvements, principal and interest on current debt, and to provide adequate levels of cash reserves.

The City implemented the recommended increases in 2022. The recommended increases for 2023 are as follows:

- Water Fund
 - \$5/quarter increase in the base fee (from \$10/REU to \$15/REU). This increase is driven by the assumption of constructing a Water Treatment Plant.
 - 4.0% increase in the consumption fee. The fee for a residential user with consumption between 0-20,000 gallons would increase from \$1.94 to \$2.02. A portion of this increase is due to the assumption of construction a Water Treatment Plant. A 2.0% increase was recommended without a Water Treatment Plant.
- Sewer Fund
 - 2.5% increase in the quarterly base fee and consumption fee

Requested Council Direction

Staff is prepared to discuss the draft budget and tax levy with the City Council during the initial budget work session on Monday, August 8th.

Budget work sessions may be scheduled at the discretion of the Council to achieve the desired budget level for 2023. Council action is requested by the September 26th 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

2023 Draft Budget and Tax Levy

**CITY OF LINO LAKES
2022-2023 BUDGET SUMMARY**

	Adopted 2022	Proposed 2023	\$ Change	% Change
<u>Tax Levy</u>				
Operating Levy	9,790,843	11,092,673	1,301,830	13.30%
Debt Levy	2,028,444	1,574,384	(454,060)	-22.38%
Total Tax Levy	<u>11,819,287</u>	<u>12,667,057</u>	<u>847,770</u>	<u>7.17%</u>

General Fund Budget

Revenues				
Property Taxes	8,789,119	9,507,727	718,608	8.18%
Business Licenses and Permits	143,175	151,360	8,185	5.72%
Non-Business Licenses and Permits	889,627	952,041	62,414	7.02%
Intergovernmental	668,512	687,431	18,919	2.83%
Charges for Services	292,172	292,422	250	0.09%
Fines and Forfeits	101,100	101,100	-	0.00%
Investment Earnings	30,000	30,000	-	0.00%
Miscellaneous	211,057	208,491	(2,566)	-1.22%
Use of Reserves	500,000	176,000	(324,000)	-64.80%
Transfer From Other Funds	40,000	20,000	(20,000)	-50.00%
Total Revenues	<u>11,664,762</u>	<u>12,126,572</u>	<u>461,810</u>	<u>3.96%</u>

Expenditures				
Administration	1,580,437	1,635,218	54,781	3.47%
Community Development	773,124	832,240	59,116	7.65%
Public Safety	5,912,366	6,279,149	366,783	6.20%
Public Services	3,052,085	3,269,965	217,880	7.14%
Other	346,750	110,000	(236,750)	-68.28%
Total Expenditures	<u>11,664,762</u>	<u>12,126,572</u>	<u>461,810</u>	<u>3.96%</u>

<u>Tax Rate</u>	<u>40.154%</u>	<u>33.873%</u>
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**CITY OF LINO LAKES
2023 PROPOSED TAX LEVY**

			Adopted 2020	Adopted 2021	Adopted 2022	Proposed 2023	2022-2023	
							\$ Change	% Change
Operating Levy	Fund							
General Fund	101		7,440,756	8,306,254	8,748,619	9,467,227	718,608	8.21%
Summer Playground Program (1)	201		11,500	-	-	-	-	0.00%
Rookery Activity Center	202		-	-	-	325,000	325,000	0.00%
Blue Heron Days (1)	205		10,000	-	10,000	-	(10,000)	(100.00%)
Capital Equipment Replacement (2)	402		-	-	150,000	325,000	175,000	116.67%
Office Equipment Replacement (1)	403		25,000	25,000	25,000	25,000	-	0.00%
Street Maintenance (1)	421		661,500	711,113	782,224	860,446	78,222	10.00%
Storm Water Maintenance (1)	424		130,000	130,000	-	-	-	0.00%
Park and Trail Improvements (1)	425		90,000	60,000	75,000	90,000	15,000	20.00%
Total Operating Levy			8,368,756	9,232,367	9,790,843	11,092,673	1,301,830	13.30%
Debt Levy	Final Levy Year	Purpose						
Certificate of Indebtedness 2015B	2020	Fire Capital Equipment	214,216	-	-	-	-	***
Certificate of Indebtedness 2017	2020	Police/Fleet Capital Equipment	111,353	-	-	-	-	***
Certificate of Indebtedness 2018	2021	Police/Fleet Capital Equipment	107,100	106,050	-	-	-	***
Certificate of Indebtedness 2019	2022	Police/Fleet Capital Equipment	140,119	140,307	139,493	-	(139,493)	(100.00%)
Certificate of Indebtedness 2020	2023	Police/Fleet Capital Equipment	-	105,929	106,042	106,299	257	0.24%
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)	178,080	175,896	178,794	176,109	(2,685)	(1.50%)
G.O. Bond 2015A (3)	2030	Shenandoah Area Street Reconstruction Improv	222,692	219,227	216,497	223,532	7,035	3.25%
G.O. Bond 2015A - Abatement Portion	2026	Birch Street Sanitary Sewer Ext & Turn Lanes	48,536	47,696	51,372	50,427	(945)	(1.84%)
EDA Lease/Revenue Bond 2015	2035	Fire Station #2	317,297	316,877	316,300	320,815	4,515	1.43%
G.O. Tax Abatement Refunding Bond 2016C	2022	City's Participation in YMCA Project	301,571	313,567	325,054	-	(325,054)	(100.00%)
G.O Bond 2018A	2033	West Shadow Lake Dr & LaMotte Area Street Reconstruction Improv/Lake Dr Watermain/Tri	481,799	483,899	485,212	485,737	525	0.11%
G.O Bond 2021A	2031	4th Ave, Joyer Ln, Karth Rd, Talle Ln, Canfield Rd, and Gaage Ln Street Reconstruction Improv	-	-	209,680	211,465	1,785	0.85%
Total Debt Levy			2,122,762	1,909,448	2,028,444	1,574,384	(454,060)	(22.38%)
Total Levy			10,491,518	11,141,815	11,819,287	12,667,057	847,770	7.17%

(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
2023 PROPOSED TAX CAPACITY RATE**

	Actual 2020	Actual 2021	Adopted 2022	Actual 2022	Proposed 2023
Taxable Market Value	2,299,471,394	2,435,156,410	2,591,670,167	2,587,650,762	3,295,834,164 *
<i>Annual % Change</i>	10.40%	5.90%	6.43%	6.26%	27.37%
Total Tax Capacity Value	24,887,837	26,491,445	27,950,000	27,908,349	35,555,319 *
Less FD Contribution in Value	1,486,924	1,537,086	1,643,524	1,643,524	1,502,577
Less Captured Value for Tax Increment	717,399	845,716	783,368	783,140	941,019 *
Total Net Tax Capacity Value	22,683,514	24,108,643	25,523,108	25,481,685	33,111,723
<i>Annual % Change</i>	9.28%	6.28%	5.87%	5.70%	29.94%
	Actual 2020	Actual 2021	Adopted 2022	Actual 2022	Proposed 2023
Total Levy	10,491,518	11,141,815	11,819,287	11,819,287	12,667,057
Less FD Distribution	1,447,780	1,472,118	1,587,612	1,587,612	1,451,077 **
Total Net Levy for Tax Rate	9,043,738	9,669,697	10,231,675	10,231,675	11,215,980
<i>Annual % Change</i>	4.19%	6.92%	5.81%	5.81%	9.62%
City Tax Capacity Rate	39.870%	40.109%	40.088%	40.154%	33.873%

*Very Preliminary Estimate from Anoka County

**City's Preliminary Estimate of Anoka County Provided Values

**CITY OF LINO LAKES
2023 PROPOSED GENERAL FUND REVENUE**

	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	\$ Increase/ Decrease	% Increase/ Decrease
Property Taxes	8,342,664	9,280,146	8,789,119	81	8,789,119	718,608	9,507,727	718,608	8.18%
Special Assessments	0	185	0	0	0	0	0	0	***
Business Licenses and Permits	94,758	83,347	143,175	38,034	143,175	8,185	151,360	8,185	5.72%
Non-Business Licenses and Permits	877,693	1,317,407	889,627	617,860	889,627	62,414	952,041	62,414	7.02%
Intergovernmental	617,816	626,278	668,512	148,478	668,512	18,919	687,431	18,919	2.83%
Charges for Services	273,285	337,289	292,172	181,479	292,172	250	292,422	250	0.09%
Fines and Forfeits	76,811	73,206	101,100	30,467	101,100	0	101,100	0	0.00%
Investment Earnings	122,482	(50,817)	30,000	(171,000)	30,000	0	30,000	0	0.00%
Miscellaneous	191,069	244,328	211,057	108,435	211,057	(2,566)	208,491	(2,566)	(1.22%)
Other Financing Sources	380,560	0	540,000	40,000	0	196,000	196,000	(344,000)	(63.70%)
TOTAL REVENUES	10,977,138	11,911,370	11,664,762	993,834	11,124,762	1,001,810	12,126,572	461,810	3.96%

**CITY OF LINO LAKES
2023 PROPOSED GENERAL FUND REVENUE**

	Account Number	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
Property Taxes									
Current Taxes	101-000-3010-000	8,292,860	9,146,333	8,748,619	0	8,748,619	718,608	9,467,227	Levy for General Operations
Delinquent Taxes	101-000-3020-000	49,225	98,537	40,000	0	40,000	0	40,000	Prior Year(s) Delinquencies
Excess Tax Increments	101-000-3050-000	0	23,653	0	0	0	0	0	
Tax Forfeits	101-000-3060-000	0	0	0	81	0	0	0	
Penalties & Interest	101-000-3150-000	578	11,623	500	0	500	0	500	
		8,342,664	9,280,146	8,789,119	81	8,789,119	718,608	9,507,727	
Special Assessments									
Current Assessments	101-000-3110-000	0	185	0	0	0	0	0	
		0	185	0	0	0	0	0	
Business Licenses and Permits									
Liquor License - Bar	101-000-3201-000	25,133	(391)	32,000	70	32,000	0	32,000	License to Sell Liquor for On-Premises Consumption
Liquor License - Beer	101-000-3202-000	750	97	1,000	0	1,000	0	1,000	License to Sell Beer for On-Premises Consumption
Off-Sale Liquor	101-000-3203-000	2,483	1,600	2,000	1,600	2,000	0	2,000	License to Sell Packaged Liquor for Off-Premises Consumption
Sunday Liquor License	101-000-3204-000	3,883	142	1,900	28	1,900	0	1,900	License to Sell Liquor for On-Premises Consumption on Sunday
Club Liquor License	101-000-3205-000	250	0	300	0	300	0	300	
Beer Permit	101-000-3206-000	0	0	0	28	0	0	0	
Investigation Fee	101-000-3208-000	810	423	1,000	781	1,000	0	1,000	Fee to Perform Background Investigation for Liquor License Apps
Garbage Removal License	101-000-3209-000	1,740	1,930	1,700	2,200	1,700	300	2,000	Annual License to Collect Refuse in the City
Temporary Consumption Permit	101-000-3210-000	0	250	300	50	300	0	300	
Tobacco License	101-000-3211-000	700	650	600	550	600	0	600	Annual License to Sell Tobacco in the City
Contractor's License	101-000-3213-000	12,230	11,891	16,291	4,970	16,291	(600)	15,691	
Rental Housing License	101-000-3215-000	5,422	5,871	5,934	2,267	5,934	(100)	5,834	
Dance License	101-000-3219-000	0	70	35	35	35	0	35	
Fireworks License	101-000-3220-000	100	400	200	100	200	0	200	
Massage License	101-000-3222-000	916	800	1,100	902	1,100	(100)	1,000	
Peddlers License	101-000-3223-000	2,900	1,665	2,500	355	2,500	0	2,500	License for Door-to-Door Sales
Lodging Tax	101-000-3225-000	37,441	57,950	76,315	24,098	76,315	8,685	85,000	
		94,758	83,347	143,175	38,034	143,175	8,185	151,360	
Non-Business Licenses and Permits									
Building Permits	101-000-3250-000	453,039	699,892	515,731	327,668	515,731	36,404	552,135	Value-Based Fee-Covers the Cost of Inspec. & Code Compl.
Plan Inspection Fees	101-000-3251-000	240,977	387,910	202,771	192,154	202,771	25,555	228,326	65% of Bldg Permit Fee to Cover Cost of Plan Review
Erosion Control Permits	101-000-3252-000	26,400	42,400	29,600	8,960	29,600	1,600	31,200	
Plumbing Permits	101-000-3253-000	38,884	51,170	31,710	29,424	31,710	0	31,710	
Mechanical Permits	101-000-3254-000	73,547	92,612	66,093	30,689	66,093	(1,500)	64,593	
Septic Plumbing Permit	101-000-3255-000	5,750	5,580	5,577	2,020	5,577	0	5,577	
Septic System Permit	101-000-3256-000	9,750	8,300	6,867	2,250	6,867	133	7,000	
Fence Permit	101-000-3259-000	5,360	7,933	4,478	3,174	4,478	222	4,700	
Dog License	101-000-3260-000	1,190	1,145	1,250	534	1,250	0	1,250	
Sign Permit	101-000-3262-000	125	100	926	1,070	926	0	926	
Underground Utility Permit	101-000-3264-000	18,939	14,528	18,624	17,285	18,624	0	18,624	
Miscellaneous Permits	101-000-3266-000	3,731	5,837	6,000	2,632	6,000	0	6,000	
		877,693	1,317,407	889,627	617,860	889,627	62,414	952,041	
Intergovernmental									
TZD Safe Roads Grant	101-000-3314-000	0	29,163	25,000	3,888	25,000	0	25,000	Office of Traffic Safety (OTS) Grant Funding
Local Government Aid	101-000-3340-000	0	0	0	0	0	0	0	
Market Value Homestead Credit	101-000-3341-000	5,377	3,500	4,000	0	4,000	(500)	3,500	
Municipal State Aid	101-000-3345-000	272,021	246,536	250,000	138,037	250,000	25,000	275,000	For Maintenance of City-Designated State-Aid Roads
Police State Aid	101-000-3346-000	263,430	246,117	260,000	0	260,000	0	260,000	Aid for Police Retirement Plan and POST Training
Other State Revenue	101-000-3348-000	10,707	0	10,000	0	10,000	(10,000)	0	
Fire State Aid	101-000-3349-000	0	0	21,703	0	21,703	0	21,703	
Other Fire Aid	101-000-3351-000	3,780	32,242	20,000	6,553	20,000	0	20,000	Fire Training/Ed
Anoka County Solid Waste	101-000-3360-000	62,502	68,721	77,809	0	77,809	4,419	82,228	SCORE Grant for Recycling Efforts
Other Anoka County Revenue	101-000-3364-000	0	0	0	0	0	0	0	
		617,816	626,278	668,512	148,478	668,512	18,919	687,431	

**CITY OF LINO LAKES
2023 PROPOSED GENERAL FUND REVENUE**

Account Number	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail	
Charges for Services									
Land Use Fee	101-000-3265-000	18,164	15,989	10,023	13,880	10,023	0	10,023	
Sale of Supplies	101-000-3404-000	63	57	100	8	100	0	100	
Assessment Searches	101-000-3405-000	9,640	11,420	9,000	5,160	9,000	0	9,000	
Election Filing Fees	101-000-3409-000	20	20	0	0	0	0	0	
Return Check Fee	101-000-3413-000	30	30	0	0	0	0	0	
SAC/Surcharge Fee	101-000-3414-000	5,225	8,447	8,000	4,867	8,000	(3,000)	5,000	
Materials for Resale	101-000-3416-000	0	0	0	0	0	0	0	
Aerial Map Fee	101-000-3417-000	9,540	24,660	12,000	7,830	12,000	0	12,000	
Police Reports	101-000-3420-000	526	725	800	385	800	0	800	
Police Other Revenues	101-000-3422-000	138,315	173,767	165,000	103,857	165,000	0	165,000	Included TZD Safe Roads Grant prior to 2021
Public Works Fees	101-000-3433-000	8,265	3,749	7,500	4,869	7,500	0	7,500	
Other Park Revenues	101-000-3470-000	143	4,042	750	1,150	750	3,250	4,000	
Administrative Charge - Bonds	101-000-3490-000	0	0	0	0	0	0	0	
Engineering/Planning Charges	101-000-3492-000	33,354	44,385	28,999	18,640	28,999	0	28,999	
Investment Management Charge	101-000-3494-000	50,000	50,000	50,000	20,833	50,000	0	50,000	
		273,285	337,289	292,172	181,479	292,172	250	292,422	
Fines and Forfeits									
Fines & Forfeits	101-000-3510-000	76,111	72,206	100,000	30,367	100,000	0	100,000	
Driving Diversion Program (DDP)	101-000-3512-000	700	1,000	1,100	100	1,100	0	1,100	
		76,811	73,206	101,100	30,467	101,100	0	101,100	
Investment Earnings									
Interest on Investments	101-000-3620-000	83,333	(50,817)	30,000	(171,000)	30,000	0	30,000	Includes Unrealized Gain (Loss) on Investments
Change in Fair Value of Investments	101-000-3621-000	39,149	0	0	0	0	0	0	
		122,482	(50,817)	30,000	(171,000)	30,000	0	30,000	
Miscellaneous									
Circle Pines Gas Franchise	101-000-3350-000	50,142	67,620	55,000	32,814	55,000	0	55,000	
Other Solid Waste	101-000-3361-000	14	0	0	0	0	0	0	
Building Rents	101-000-3640-000	0	250	0	200	0	200	200	
Donations	101-000-3720-000	0	0	500	0	500	(500)	0	
Refunds & Reimbursements	101-000-3730-000	29,501	59,468	35,000	7,094	35,000	(5,000)	30,000	
Bldg Lease Revenue	101-000-3740-000	110,384	114,154	118,557	66,247	118,557	2,734	121,291	
Miscellaneous Revenue	101-000-3810-000	1,027	2,837	2,000	2,080	2,000	0	2,000	
		191,069	244,328	211,057	108,435	211,057	(2,566)	208,491	
Other Financing Sources									
Use of Fund Reserves	101-000-3900-000	0	0	500,000	0	0	176,000	176,000	Replace RLE Basketball Court (\$40,000), Chip Seal Sunrise Park Parking Lots (\$54,000), North Pointe Pickle Ball Court Painting (\$7,000), Country Lakes Lane Trail Repair (\$75,000)
Sale of Fixed Assets	101-000-3910-000	560	0	0	0	0	0	0	
Transfer From Other Funds	101-000-3920-000	380,000	0	40,000	40,000	0	20,000	20,000	\$20K from Cable TV/Communications Fund
		380,560	0	540,000	40,000	0	196,000	196,000	
Total Revenues		10,977,138	11,911,370	11,664,762	993,834	11,124,762	1,001,810	12,126,572	

**CITY OF LINO LAKES
2023 PROPOSED GENERAL FUND EXPENDITURES**

DEPT#	DESCRIPTION	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	\$ Increase/ Decrease	% Increase/ Decrease
ADMINISTRATION										
401	MAYOR AND COUNCIL	82,571	90,924	93,373	44,877	92,987	11,145	104,132	10,759	11.52%
402	ADMINISTRATION	625,479	545,472	653,362	296,052	658,527	19,120	677,647	24,285	3.72%
403	ELECTIONS	54,003	16,445	34,550	4,467	34,550	(13,800)	20,750	(13,800)	(39.94%)
404	CABLE TV	1,269	(2)	0	0	0	0	0	0	***
405	CHARTER ADMINISTRATION	148	302	7,463	0	7,463	0	7,463	0	0.00%
407	FINANCE	630,191	666,793	653,689	357,739	627,726	59,500	687,226	33,537	5.13%
414	LEGAL CONSULTANTS	119,360	119,890	138,000	55,536	138,000	0	138,000	0	0.00%
TOTAL ADMINISTRATION		1,513,022	1,439,824	1,580,437	758,671	1,559,253	75,965	1,635,218	54,781	3.47%
COMMUNITY DEVELOPMENT										
415	ECONOMIC DEVELOPMENT	67,244	115,285	113,669	21,963	116,966	8,300	125,266	11,597	10.20%
416	PLANNING AND ZONING	131,074	134,705	168,116	61,604	174,370	0	174,370	6,254	3.72%
417	ENGINEERING	110,152	114,139	97,365	27,707	97,365	(1,011)	96,354	(1,011)	(1.04%)
418	COMMUNITY DEVELOPMENT	203,204	231,344	196,508	93,183	211,537	0	211,537	15,029	7.65%
461	ENVIRONMENTAL	47,140	48,674	59,620	21,665	60,527	(130)	60,397	777	1.30%
462	SOLID WASTE ABATEMENT	55,093	58,096	77,809	25,678	82,228	0	82,228	4,419	5.68%
463	FORESTRY	58,653	75,478	60,037	74,418	62,088	20,000	82,088	22,051	36.73%
TOTAL COMMUNITY DEVELOPMENT		672,560	777,721	773,124	326,217	805,081	27,159	832,240	59,116	7.65%
PUBLIC SAFETY										
420	POLICE PROTECTION	3,874,098	4,013,620	4,562,016	2,084,768	4,730,147	61,648	4,791,795	229,779	5.04%
421	FIRE PROTECTION	514,564	558,785	886,099	356,545	933,847	39,028	972,875	86,776	9.79%
422	BUILDING INSPECTIONS	348,427	400,905	464,251	187,487	510,814	3,665	514,479	50,228	10.82%
TOTAL PUBLIC SAFETY		4,737,089	4,973,310	5,912,366	2,628,800	6,174,808	104,341	6,279,149	366,783	6.20%
PUBLIC SERVICES										
430	STREETS	847,628	971,377	1,033,976	442,637	985,762	13,000	998,762	(35,214)	(3.41%)
431	FLEET MANAGEMENT	380,468	530,373	588,940	347,791	616,244	55,355	671,599	82,659	14.04%
432	GOVERNMENT BUILDINGS	477,011	529,687	544,520	285,481	570,162	19,830	589,992	45,472	8.35%
450	PARKS	582,178	1,083,192	842,211	251,160	827,212	182,400	1,009,612	167,401	19.88%
451	RECREATION	101,154	34,745	42,438	28,432	0	0	0	(42,438)	(100.00%)
TOTAL PUBLIC SERVICES		2,388,439	3,149,374	3,052,085	1,355,502	2,999,380	270,585	3,269,965	217,880	7.14%
OTHERS										
499	CONTINGENCY/TRANSFERS/OTHERS	931,500	951,113	346,750	286,750	60,000	50,000	110,000	(236,750)	(68.28%)
TOTAL OTHERS		931,500	951,113	346,750	286,750	60,000	50,000	110,000	(236,750)	(68.28%)
TOTAL GENERAL FUND EXPENDITURES		10,242,609	11,291,342	11,664,762	5,355,940	11,598,522	528,050	12,126,572	461,810	3.96%

**CITY OF LINO LAKES
2023 BASE BUDGET ADJUSTMENTS**

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Mayor and Council	4343	Newsletter	Newsletter design and printing	\$ 10,475
Mayor and Council	4452	Subscriptions/Dues	League of MN Cities (LMC) Dues	\$ 670
Administration	4300	Professional Services	Transfer expense to Contracted Services	\$ (1,100)
Administration	4321	Telephone	Employee Cell Phone Stipends	\$ 720
Administration	4410	Contracted Services	Benefit Administration, Shredding, HR Software, Website Maintenance	\$ 19,500
Elections	4101	Salaries	Election Judges	\$ (15,000)
Elections	4340	Printing & Publishing	Election ballot printing	\$ 1,200
Finance	4308	Auditor	Single Audit due to ARPA Expenditures	\$ 5,500
Finance	4310	Other Consultants	Metro-iNet JPA Services, Programs & Support and Springbrook Maintenance	\$ 46,380
Finance	4342	Truth in Taxation	TnT notices mailed by Anoka County	\$ 120
Finance	4410	Contracted Services	Anoka County Assessing Services JPA	\$ 7,500
Economic Development	4330	Travel/Tuition	Annual Econ Dev Conference	\$ 50
Economic Development	4900	City Marketing	Pass Through Lodging Tax Remittance (offset - revenue increased \$8,685)	\$ 8,250
Engineering	4300	Professional Services	WSB hourly services & traffic counts	\$ 1,000
Engineering	4410	Contracted Services	WSB Retainer	\$ 989
Engineering	4410	Contracted Services	Biennial aerial photo cost share	\$ (3,000)
Environment	4321	Telephone	Mobile Hot Spots	\$ (330)
Environment	4452	Subscriptions/Dues	Tree Organization Memberships and MN Dept of Ag Annual Registry	\$ 200
Forestry	4410	Contracted Services	Tree Removal and Replacement - Emerald Ash Borer	\$ 20,000
Police	41xx	Personnel	Additional CSO	\$ 16,748
Police	41xx	Personnel	PT Temporary Background Investigators	\$ 16,793
Police	4211	Maintenance Supplies	Ammunition cost increase, 40 MM launchers supplies and training	\$ 3,750
Police	4213	Youth Program	Based on previous years actual expenses	\$ (1,400)
Police	4214	Crime Prevention/Safety	Based on previous years actual expenses	\$ (1,000)
Police	4240	Small Tools	Computers and 40 MM launchers	\$ 18,400
Police	4360	Insurance	LMCIT Police Liability Insurance Coverage	\$ 6,337
Police	4370	Uniforms	Uniform Allowance COLA	\$ 495
Police	4410	Contracted Services	Video Redaction Software, Annual FIT Tests	\$ 1,525
Fire	4200	Office Supplies	Office supply needs for additional staff	\$ 600
Fire	4213	Youth Program	Reducing previous allocation of funds	\$ (700)
Fire	4240	Small Tools	2 Computers, 2 Alerting and Radio Systems for Fire Stations , 2 Water Rescue Systems for Engines	\$ 25,000
Fire	4300	Professional Services	Licensure and employee wellness for additional staff	\$ 2,160
Fire	4322	Postage	POC Direct Mailing Recruitment	\$ 500
Fire	4330	Travel/Tuition	Fire Inc training, additional supervisor training for newly promoted employees	\$ 1,950
Fire	4340	Printing & Publishing	POC recruitment materials	\$ 500
Fire	4370	Uniforms	Turn out gear cost increase, Duty Crew turnover	\$ 11,800
Fire	4410	Contracted Services	Schedule of engine testing	\$ (2,912)
Fire	4452	Subscriptions/Dues	Anoka County Fire Protection Council & Metro Fire Chief's cost	\$ 130
Building Inspections	4200	Office Supplies	Reducing previous allocation of funds	\$ (500)
Building Inspections	4300	Professional Services	Technology subscriptions, maintenance, updates for permitting and plan review	\$ 1,000
Building Inspections	4410	Contracted Services	Contracted Building Inspections	\$ 2,970
Building Inspections	4452	Subscriptions/Dues	Professional organization costs and inspector licensing	\$ 195
Streets	4228	Salt/Sand	Price increases in salt/sand	\$ 10,000
Streets	4330	Travel/Tuition	Equipment/plow operation training	\$ 3,000
Fleet	4212	Vehicle Fuel	Price increases in fuel	\$ 50,000
Fleet	4330	Travel/Tuition	Automotive technology classes/training	\$ 1,000
Fleet	4360	Insurance	LMCIT Auto Insurance Coverage	\$ 2,855

2023 BASE BUDGET ADJUSTMENTS

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
Fleet	4410	Contracted Services	Maintenance and repair of fire vehicles and equipment	\$ 6,500
Fleet	5000	Capital Outlay	Annual Skid Steer trade-in	\$ (5,000)
Government Buildings	4383	Heat	Price increases in natural gas	\$ 6,000
Government Buildings	4361	Insurance	LMCIT General Liability, Property, and Excess Liability Insurance	\$ 13,830
Parks	4211	Maintenance Supplies	Foxborough Development Boardwalk Replacement	\$ 5,000
Parks	4370	Uniforms	Additional parks maintenance employee	\$ 400
Parks	4330	Travel/Tuition	Safety and maintenance training, certified playground inspector	\$ 1,000
Parks	4410	Contracted Services	Rice Lake Elementary Replace Full Basketball Court with reserves	\$ 40,000
Parks	4410	Contracted Services	Sunrise Parks Parking Lots Chip Seal with reserves	\$ 54,000
Parks	4410	Contracted Services	North Pointe Park Pickle Ball Courts Painting with reserves	\$ 7,000
Parks	4410	Contracted Services	Country Lakes Lane Trail Repair with reserves	\$ 75,000
Others	4905	Contingency	Unsettled labor contracts and insurance rates	\$ 50,000
			Total 2023 Adjustments Requested	\$ 528,050
			General Fund Base Budget Changes	\$ 190,558 *
			Increase in Rookery Activity Center Levy	\$ 325,000
			Decrease in Blue Heron Days Levy	\$ (10,000)
			Increase in Capital Equipment Levy	\$ 175,000
			Increase in Pavement Management Levy	\$ 78,222
			Increase in Parks and Trails Improvement Levy	\$ 15,000
			Decrease in Existing Debt	\$ (454,060)
			Total 2023 Tax Levy Increase	\$ 847,770
			<i>*General Fund Base Budget Change Detail:</i>	
			General Fund Expenditure Base Budget Increase	\$ 220,510
			General Fund Use of Reserves (net operating transfers out) Decrease	\$ 37,250
			General Fund Revenues (excluding property taxes) Increase	\$ (87,202)
			General Fund Transfers From Other Funds Decrease	\$ 20,000

**CITY OF LINO LAKES
PERSONNEL TOTALS**

	<u>Actual 2020</u>	<u>Actual 2021</u>	<u>Adopted 2022</u>	<u>Proposed 2023</u>
ADMINISTRATION	4.000	5.000	5.000	5.000
FINANCE	3.100	3.100	3.100	2.600 (1)
PLANNING & ZONING	1.000	1.000	1.000	1.000
COMMUNITY DEVELOPMENT	2.000	2.000	1.700	1.700
ENVIRONMENTAL	0.375	0.375	0.300	0.300
SOLID WASTE	0.250	0.250	0.200	0.200
FORESTRY	0.375	0.375	0.250	0.250
POLICE	30.550	32.550	32.550	33.050 (2)
FIRE	1.950	1.950	6.950	6.950
BUILDING INSPECTIONS	3.500	3.500	4.000	4.500 (1)
STREETS	6.500	6.250	5.900	6.250 (3)
FLEET	1.500	2.200	2.200	2.550 (3)
GOVERNMENT BUILDINGS	-	-	-	0.150 (3)
PARKS	5.200	4.950	5.900	5.600 (3)
RECREATION	0.200	-	0.500	- (3)
TOTAL GENERAL FUND	60.500	63.500	69.550	70.100
ROOKERY ACTIVITY CENTER FUND	-	-	8.650	7.000 (3)
WATER FUND	3.250	3.250	3.850	4.050 (3)
SEWER FUND	3.250	3.250	3.850	4.050 (3)
STORM WATER FUND	-	-	1.750	1.800 (3)
GRAND TOTAL	67.000	70.000	87.650	87.000

Personnel are shown as Full Time Equivalent (FTE)

(1) 50% of Office Specialist allocation moved from Finance to Building Inspections

(2) Addition of 0.5 FTE CSO

(3) Reallocation of Public Services Director, Superintendent, and Administrative Assistant

CITY OF LINO LAKES

MAYOR AND COUNCIL (101-401)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	42,695	44,112	46,858	23,229	46,458	0	46,458	100% Mayor 4 - 100% Councilmembers
PERA	4121-000	2,175	2,206	2,343	1,161	2,323	0	2,323	
SOCIAL SECURITY	4122-000	629	640	679	337	674	0	674	
LIFE & DISABILITY INSURANCE	4133-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	70	72	203	50	242	0	242	
		45,569	47,029	50,083	24,777	49,697	0	49,697	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	0	0	20	0	0	0	Signature stamps, name plates, special meeting expenses
		0	0	0	20	0	0	0	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	200	0	4,000	0	4,000	0	4,000	Strategic Planning/Goal Setting Facilitator
TRAVEL & TUITION	4330-000	550	0	1,500	399	1,500	0	1,500	LMC Conference, Elected Officials Conference
PRINTING & PUBLISHING	4340-000	0	31	200	0	200	0	200	Meeting Notices
NEWSLETTER	4343-000	15,953	20,443	13,000	15,871	13,000	10,475	23,475	Spring/Summer, Fall & Winter Newsletters
		16,703	20,474	18,700	16,270	18,700	10,475	29,175	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	103	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	18,356	18,627	19,090	0	19,090	670	19,760	League of MN Cities, MN Mayors Association
CITY MARKETING	4900-000	1,840	4,794	5,500	3,810	5,500	0	5,500	Flowers, Plaques & Awards, Employee Appreciation, Lino Lakes Ambassadors
		20,299	23,421	24,590	3,810	24,590	670	25,260	
TOTAL MAYOR AND COUNCIL		82,571	90,924	93,373	44,877	92,987	11,145	104,132	

DEPARTMENT #: 401
 NAME: MAYOR AND COUNCIL

FUND: 101

B-1 & B-2 TOTAL \$11,145

TOTAL B1 CHANGES \$11,145

1
Account #: 4343 **Amount (neg if decrease)** \$10,475
 NEWSLETTER

Description of Adjustment:

Budget increase to reflect the cost of design and printing three newsletters annually. The recreation department was eliminated in the 2020 budget and provided for a portion of the funding for the newsletter.

Benefits if done:

The City will be able to continue producing three newsletters annually. Design Cost = \$80/pg. x 16 pages = \$3,840 annually. Printing/Publishing Cost = Approx. 7,700 newsletters x \$0.85/newsletter \$19,635 annually.

Implications if not done:

The City would have to further limit the number of pages, therefore content, included in each publication, or produce less than three newsletters annually.

2
Account #: 4452 **Amount (neg if decrease)** \$670
 SUBSCRIPTIONS/DUES

Description of Adjustment:

Increase in League of Minnesota Cities (LMC) membership dues. Maximum dues schedule increase of 3.5%.

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.

CITY OF LINO LAKES

ADMINISTRATION (101-402)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	437,027	414,555	480,789	220,311	501,184	0	501,184	100% City Administrator
OVERTIME	4102-000	377	0	0	0	0	0	0	100% Human Resources and Communications Manager
TEMPORARIES	4106-000	13,226	11,131	16,500	600	0	0	0	100% Communications Specialist*
WELLNESS PROGRAM	4108-000	476	0	720	0	720	0	720	100% City Clerk
PERA	4121-000	28,661	31,590	37,297	17,863	37,589	0	37,589	100% Deputy City Clerk
SOCIAL SECURITY	4122-000	29,228	32,145	38,043	16,935	38,341	0	38,341	*\$20,000 Transfer from the Cable TV/Communication Fund (previously \$40,000 in 2022)
ICMA EMPLOYER	4123-000	0	1,739	1,970	1,725	1,604	0	1,604	
HEALTH INSURANCE	4131-000	17,511	19,161	22,249	11,124	22,762	0	22,762	
LIFE & DISABILITY INSURANCE	4133-000	1,187	1,338	1,277	565	1,153	0	1,153	
DENTAL INSURANCE	4134-000	1,764	1,079	2,696	539	2,723	0	2,723	
VEHICLE ALLOWANCE	4135-000	1,650	0	0	0	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	2,466	2,147	3,161	1,701	3,791	0	3,791	
		533,573	514,884	604,702	271,363	609,867	0	609,867	
SUPPLIES									
OFFICE SUPPLIES	4200-000	24	5	0	0	0	0	0	
		24	5	0	0	0	0	0	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	19,029	9,410	15,000	9,182	15,000	(1,100)	13,900	Drug/Alcohol Testing, Pre-employment Assessments, Training, Web Consulting
LABOR CONSULTANTS	4310-000	55,651	2,684	9,000	1,247	9,000	0	9,000	Labor Relations, Employment Law, Contract Negotiations, Arbitration
TELEPHONE	4321-000	360	540	360	540	360	720	1,080	Cell Phone Reimbursement
TRAVEL & TUITION	4330-000	2,572	4,302	8,500	6,811	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	380	1,101	2,500	797	2,500	0	2,500	Legal Publications, Employment Ads, etc.
		77,991	18,036	35,360	18,577	35,360	(380)	34,980	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	11,654	9,951	10,300	4,178	10,300	19,500	29,800	Gov Office Website, American Legal Online City Code, Document Destruction, TASC, NeoGov
SUBSCRIPTIONS & DUES	4452-000	2,237	2,596	3,000	1,934	3,000	0	3,000	MAMA, ICMA, MCMA, MCFOA, MPELRA, IPMA-HR, TCHRA, Chain of Lakes Rotary
		13,891	12,548	13,300	6,112	13,300	19,500	32,800	
TOTAL ADMINISTRATION		625,479	545,472	653,362	296,052	658,527	19,120	677,647	

FORM B-1

2023 ADJUSTMENTS TO BASE BUDGET

DEPARTMENT #: 402
NAME: ADMINISTRATION

FUND: 101

B-1 & B-2 TOTAL \$19,120

TOTAL B1 CHANGES \$19,120

1

Account #:	4300	Amount (neg if decrease)	(\$1,100)
	PROFESSIONAL SERVICES		
Description of Adjustment:			
Transferred Expense to Contracted Svcs (4410)			
Benefits if done:			
Implications if not done:			

2

Account #:	4321	Amount (neg if decrease)	\$720
	TELEPHONE		
Description of Adjustment:			
Monthly cell phone stipend (\$30 per month per the Personnel Policy) for HR and Communications Manager and Communications Specialist who use their personal mobile phones to conduct City business.			
Benefits if done:			
The HR Manager and Communications Specialist need to remotely access network information and respond to emails, texts, and phone calls while out of the office.			
Implications if not done:			

DEPARTMENT #: 402
 NAME: ADMINISTRATION

FUND: 101

3
Account #: 4410 **Amount (neg if decrease)** \$19,500

CONTRACTED SERVICES

Description of Adjustment:

Annual Increase in Contracted Service Fees

\$400 TASC - Plan Administration Fees - Increased Participation in FSA (Health and Dependent Care)

\$100 Shred-It - Document Destruction

\$1,100 Optum - Transferred Expense from Professional Svcs (4300)

\$400 NeoGov - 5% Annual Increase per Contract - Job Posting, Applicant Tracking, Interview Scheduling Software

\$17,500 CivicEngage - Increased Website Hosting, Maintenance and Support Cost - The City replaced and modernized its website in 2021 by moving from Gov Office to CivicPlus. Gov Office was not able to host the CivicRec Mgmt software.

Benefits if done:

Implications if not done:

CITY OF LINO LAKES

ELECTIONS (101-403)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	45,490	9,936	26,000	0	26,000	(15,000)	11,000	Primary and General Election Judges (Even Years) General Election Judges (Odd Years)
PERA	4121-000	243	60	0	0	0	0	0	
SOCIAL SECURITY	4122-000	795	56	100	0	100	0	100	
WORKER'S COMPENSATION	4151-000	163	23	150	0	150	0	150	
		46,691	10,076	26,250	0	26,250	(15,000)	11,250	
SUPPLIES									
OFFICE SUPPLIES	4200-000	1,104	373	1,000	42	1,000	0	1,000	Supplies for Elections
		1,104	373	1,000	42	1,000	0	1,000	
OTHER SERVICES AND CHARGES									
TRAVEL & TUITION	4330-000	138	0	0	0	0	0	0	
PRINTING & PUBLISHING	4340-000	345	1,781	800	0	800	1,200	2,000	Election Ballots (Odd years - City pays cost of municipal election ballots)
		483	1,781	800	0	800	1,200	2,000	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	1,048	4,215	6,500	4,425	6,500	0	6,500	Voting Equipment System per Anoka County Agreement, Election Polling Site Supervisor (Centennial)
		1,048	4,215	6,500	4,425	6,500	0	6,500	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	4,677	0	0	0	0	0	0	
		4,677	0	0	0	0	0	0	
TOTAL ELECTIONS		54,003	16,445	34,550	4,467	34,550	(13,800)	20,750	

FORM B-1

2023 ADJUSTMENTS TO BASE BUDGET

DEPARTMENT #: 403
NAME: ELECTIONS

FUND: 101

B-1 & B-2 TOTAL \$1,200

TOTAL B1 CHANGES \$1,200

1
Account #: 4340 Amount (neg if decrease) \$1,200
ADVERTISING (PRINTING/PUBLISHING)

Description of Adjustment:

Elections Ballots - The City pays for ballot printing for local election (odd years).

Benefits if done:

Implications if not done:

REQUEST FOR PERSONAL SERVICE CHANGES

Department: Administration	Supervisor: Sarah Cotton
Position Title: City Administrator	Budget Impact: \$ (15,000)

Justification for change:

Odd year – local election only. Election judges needed for one election only.

CITY OF LINO LAKES

CABLE TV (101-404)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES									
TEMPORARIES	4106-000	561	0	0	0	0	0	0	
PERA	4121-000	42	0	0	0	0	0	0	
SOCIAL SECURITY	4122-000	43	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	3	(2)	0	0	0	0	0	
		649	(2)	0	0	0	0	0	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	620	0	0	0	0	0	0	
		620	0	0	0	0	0	0	
TOTAL CABLE TV		1,269	(2)	0	0	0	0	0	

CITY OF LINO LAKES

CHARTER ADMINISTRATION (101-405)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
OTHER SERVICES AND SUPPLIES									
PROFESSIONAL SERVICES	4300-000	148	302	1,000	0	1,000	0	1,000	Time Savers - Minutes
PROF SERVICES - CHARTER COMM	4300-999	0	0	6,463	0	6,463	0	6,463	Charter Commission Directed Expenses
		148	302	7,463	0	7,463	0	7,463	
TOTAL CHARTER ADMINISTRATION		148	302	7,463	0	7,463	0	7,463	

CITY OF LINO LAKES

FINANCE (101-407)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail	
PERSONAL SERVICES										
SALARIES	4101-000	203,175	241,458	254,127	116,903	237,715	0	237,715	85% Finance Director 100% Accountant 75% Accounting Clerk II	
OVERTIME	4102-000	0	0	0	464	0	0	0		
TEMPORARIES	4106-000	0	0	0	0	0	0	0		
WELLNESS PROGRAM	4108-000	0	345	720	54	720	0	720		
PERA	4121-000	15,003	18,014	19,060	9,211	17,829	0	17,829		
SOCIAL SECURITY	4122-000	14,589	17,570	19,441	8,487	18,185	0	18,185		
ICMA EMPLOYER CONTRIBUTION	4123-000	0	0	0	0	0	0	0		
HEALTH INSURANCE	4131-000	33,725	33,882	34,078	16,812	27,155	0	27,155		
LIFE & DISABILITY INSURANCE	4133-000	741	881	695	307	628	0	628		
DENTAL INSURANCE	4134-000	1,124	1,213	1,672	562	1,416	0	1,416		
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0		
WORKER'S COMPENSATION	4151-000	1,317	1,262	1,616	1,027	1,798	0	1,798		
		269,675	314,624	331,409	153,827	305,446	0	305,446		
SUPPLIES										
OFFICE SUPPLIES	4200-000	467	280	1,000	987	1,000	0	1,000		Payroll & Accounts Payable Checks, W-2 Forms, 1099 Forms, Other Financial Forms
		467	280	1,000	987	1,000	0	1,000		
OTHER SERVICES AND CHARGES										
PROFESSIONAL SERVICES	4300-000	3,750	373	0	0	0	0	0		
AUDITOR	4308-000	14,621	17,668	15,000	1,936	15,000	5,500	20,500	General Fund portion of Independent Annual Audit	
OTHER CONSULTANTS	4310-000	227,451	236,251	201,220	102,687	201,220	46,380	247,600	Metro-iNet Services, Programs & Support (Includes Cisco Telephone), Springbrook License Subscription, OPG-3 CCP MNGFOA Conference, Continuing Professional Education, Other Training, Tuition Reimbursement	
TRAVEL & TUITION	4330-000	1,428	1,995	6,000	218	6,000	0	6,000	Publish Budget and Financial Reports	
PRINTING & PUBLISHING	4340-000	1,074	1,012	1,100	0	1,100	0	1,100	City Share of Property Specific Notices	
TRUTH IN TAXATION	4342-000	1,874	2,010	2,060	2,079	2,060	120	2,180	Credit Card Processing Fees and Other Finance Charges	
PAYMENT PROCESSING	4345-000	0	473	2,000	505	2,000	0	2,000		
		250,199	259,783	227,380	107,425	227,380	52,000	279,380		
CONTRACTUAL SERVICES										
CONTRACTED SERVICES	4410-000	108,516	90,810	92,500	94,937	92,500	7,500	100,000	Assessing Services - Anoka County - Based on Number of Parcels, Classification, and (Un)Improved	
SUBSCRIPTIONS & DUES	4452-000	1,335	1,297	1,400	562	1,400	0	1,400	MNGFOA Membership, GFOA Membership, Certificate of Achievement Program, MN Board of Accountancy, MNCPA Membership, MCFOA Membership	
		109,851	92,107	93,900	95,499	93,900	7,500	101,400		
TOTAL FINANCE		630,191	666,793	653,689	357,739	627,726	59,500	687,226		

FORM B-1	2023 ADJUSTMENTS TO BASE BUDGET	
DEPARTMENT #:	407	FUND: 101
NAME:	FINANCE	

B-1 & B-2 TOTAL \$59,500

TOTAL B1 CHANGES \$59,500

1

Account #:	4308	Amount (neg if decrease)	\$5,500
	AUDITOR		
Description of Adjustment:			
A single audit will be required in 2023 for 2022 ARPA expenditures. Redpath charges an additional \$5,500 for a single audit in addition to the fee for the annual financial audit.			
Benefits if done:			
A governmental organization with federal expenditures in excess of \$750,000 is required by law to have a single audit performed.			
Implications if not done:			

2

Account #:	4310	Amount (neg if decrease)	\$46,380
	OTHER CONSULTANTS		
Description of Adjustment:			
Metro-iNet JPA Services, Programs & Support increased 22% (\$45,035) and Springbrook Maintenance has increased 5% (\$1,345).			
Metro-iNet expense increased across the board for all members from 2022 to 2023. Cost drivers include:			
<ul style="list-style-type: none"> • Inflation from vendor increases • Updated compensation to attract new employees and retain current employees in the competitive IT job market • Increased Security through staffing and technology purchases • Staffing increases to meet service needs and organizational changes; prepare for new opportunities and innovations; support the new hybrid and remote workforce • Allow for more consistent off-hour support • Increased administrative costs as an independent organization 			
Benefits if done:			
Continued IT and financial software functionality and support.			
Implications if not done:			

DEPARTMENT #: 407
 NAME: FINANCE

FUND: 101

3
Account #: 4342 **Amount (neg if decrease)** \$120

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 and \$0.77 per parcel for 2021 notices. With the presumed addition of 160 parcels per year and increase to \$0.79 per parcel, the City's cost will total \$2,180 for 2022 notices to be paid in 2023.

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.

4
Account #: 4410 **Amount (neg if decrease)** \$7,500

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. Improved residential parcels are the driver behind the increase. The increase represents getting the budget to actuals as well as anticipating for more growth in improved residential parcels.

Benefits if done:

Implications if not done:

Joint Powers Agreement was approved in December 2017 which covered 2019 through 2023 assessment services.

CITY OF LINO LAKES

LEGAL CONSULTANTS (101-414)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
OTHER SERVICES AND CHARGES									
MUNICIPAL ATTORNEY	4301-000	24,474	15,286	30,000	3,118	30,000	0	30,000	Consulting Attorney to City Council & Staff
CRIMINAL ATTORNEY	4303-000	94,886	104,604	108,000	52,418	108,000	0	108,000	Consulting Services for Criminal Prosecutions
		119,360	119,890	138,000	55,536	138,000	0	138,000	
TOTAL LEGAL CONSULTANTS		119,360	119,890	138,000	55,536	138,000	0	138,000	

CITY OF LINO LAKES

ECONOMIC DEVELOPMENT (101-415)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	0	0	0	0	0	0	0	Temporaries: Intern (29 hrs/wk @ \$17/hr)
TEMPORARIES	4106-000	9,098	22,285	22,620	0	25,636	0	25,636	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	0	1,663	0	50	0	0	0	
SOCIAL SECURITY	4122-000	696	1,705	1,730	0	1,961	0	1,961	
HEALTH INSURANCE	4131-000	0	0	0	0	0	0	0	
LIFE & 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	97	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	57	122	144	85	194	0	194	
		9,948	25,775	24,494	135	27,791	0	27,791	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	20,519	33,403	15,350	3,497	15,350	0	15,350	Marketing Materials/Proposal Assistance - \$4,500 BRE Program Assistance - 10 hrs @ \$175/hr Pre Application Assistance - 40 hrs @ \$190/hr ACRED Contribution - \$1,500
TRAVEL & TUITION	4330-000	0	208	300	315	300	50	350	Econ Workshops/EDAM Annual Conference
PRINTING & PUBLISHING	4340-000	0	0	300	59	300	0	300	Marketing Brochure - Notices - Advertising
		20,519	33,611	15,950	3,871	15,950	50	16,000	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	762	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	445	845	725	545	725	0	725	EDAM, Sensible Land Use Coalition, Chamber of Commerce, Memberships
CITY MARKETING	4900-000	35,570	55,054	72,500	17,411	72,500	8,250	80,750	Lodging Tax Remittals - Pass through to Twin Cities Gateway Convention and Tourism Bureau
		36,777	55,899	73,225	17,956	73,225	8,250	81,475	
TOTAL ECONOMIC DEVELOPMENT		67,244	115,285	113,669	21,963	116,966	8,300	125,266	

DEPARTMENT #: 415
 NAME: ECONOMIC DEVELOPMENT

FUND: 101

B-1 & B-2 TOTAL \$8,300

TOTAL B1 CHANGES \$8,300

1	
Account #:	4330
	TRAVEL/TUITION
Amount (neg if decrease)	\$50
Description of Adjustment:	
Increase to cover costs of annual economic development conference	
Benefits if done:	
Provides networking and professional development opportunities for economic development	
Implications if not done:	
Staff would not be able to participate in regional and state economic development events	

2	
Account #:	4900
	CITY MARKETING
Amount (neg if decrease)	\$8,250
Description of Adjustment:	
The City receives lodging tax and remits 95% to the MN Metro Tourism Board. Revenue is expected to return to 2018 & 2019 levels so the corresponding pass through expense will increase. Net impact is \$435 in more General Fund revenue (101-000-3225-000).	
Benefits if done:	
Implications if not done:	

CITY OF LINO LAKES

PLANNING AND ZONING (101-416)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	89,054	91,016	95,025	43,862	99,863	0	99,863	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	6,623	6,794	7,127	3,551	7,490	0	7,490	
SOCIAL SECURITY	4122-000	6,563	6,698	7,269	3,200	7,640	0	7,640	
HEALTH INSURANCE	4131-000	7,461	7,461	7,849	3,924	8,362	0	8,362	
LIFE & DISABILITY INSURANCE	4133-000	328	337	253	126	265	0	265	
DENTAL INSURANCE	4134-000	529	540	539	270	545	0	545	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	500	524	604	383	755	0	755	
		111,058	113,369	118,666	55,317	124,920	0	124,920	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	159	200	0	200	0	200	Public/Advisory Meeting Supplies
		0	159	200	0	200	0	200	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	5,731	7,054	7,950	1,353	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	130	130	1,450	119	1,450	0	1,450	
STIPEND	4331-000	4,500	5,975	6,600	1,175	6,600	0	6,600	Commissioners - 6 @ \$75 x 12 mtgs, Chair \$100 x 12 mtgs
PRINTING & PUBLISHING	4340-000	0	287	250	0	250	0	250	Maps, Non-Chargeable Hearing Notices
		10,361	13,445	16,250	2,647	16,250	0	16,250	
CONTRACTUAL SERVICES									
									Ord Updates/Zoning Codification (exp incurred in Fund 484 Comp Plan Update) - \$20,000
									Permit Works Annual Maintenance - \$2,400
									ArcGIS & Blue Beam Annual Maintenance - \$600
									Misc Deliveries/Other - \$300
CONTRACTED SERVICES	4410-000	9,003	7,078	32,300	2,946	32,300	0	32,300	Consultant Services - Small Area Plans - 60 hrs @ \$150/hr
SUBSCRIPTIONS & DUES	4452-000	653	653	700	694	700	0	700	APA Membership, Misc Reference Materials
		9,656	7,731	33,000	3,640	33,000	0	33,000	
TOTAL PLANNING AND ZONING		131,074	134,705	168,116	61,604	174,370	0	174,370	

CITY OF LINO LAKES

ENGINEERING (101-417)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	44,133	48,469	44,500	7,908	44,500	1,000	45,500	Traffic Counts - \$3,500 Engineering Consultant (Hourly) - \$42,000
		44,133	48,469	44,500	7,908	44,500	1,000	45,500	
CONTRACTUAL SERVICES									
ENGINEERING CONSULTANT	4410-000	66,019	62,660	49,365	16,799	49,365	989	50,354	Engineering Consultant (Retainer) - \$91,556 CD (55%) - \$50,354 Sewer Utility (15%) - \$13,734 Water Utility (15%) - \$13,734 Storm Utility (15%) - \$13,734
CONTRACTED SERVICES	4410-000	0	0	3,500	3,000	3,500	(3,000)	500	ArcGIS Annual Maintenance - \$500
		66,019	62,660	52,865	19,799	52,865	(2,011)	50,854	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	3,010	0	0	0	0	0	
		0	3,010	0	0	0	0	0	
TOTAL ENGINEERING		110,152	114,139	97,365	27,707	97,365	(1,011)	96,354	

DEPARTMENT #: 417
 NAME: ENGINEERING

FUND: 101

B-1 & B-2 TOTAL (\$1,011)

TOTAL B1 CHANGES (\$1,011)

1

Account #:	4300	Amount (neg if decrease)	\$1,000
	PROFESSIONAL SERVICES		
Description of Adjustment:			
Increase in engineering (hourly) services and traffic counts.			
Benefits if done:			
Cover increasing number of resident requests and fee based services related to traffic reviews, private utility permits and engineering studies.			
Implications if not done:			

2

Account #:	4410	Amount (neg if decrease)	\$989
	CONTRACTED SERVICES		
Description of Adjustment:			
2% Increase in WSB & Associates Retainer Fee			
Benefits if done:			
Maintain current level of City Engineering Services to meet increasing demands, new home construction and resident/business requests for assistance			
Implications if not done:			
Scale back on engineering hours, reduce resident/business services.			

3

Account #:	4410	Amount (neg if decrease)	(\$3,000)
	CONTRACTED SERVICES		
Description of Adjustment:			
Reduction for biennial aerial photo cost share completed in 2022.			
Benefits if done:			
Reduction in proposed 2023 expenditures.			
Implications if not done:			

CITY OF LINO LAKES

COMMUNITY DEVELOPMENT (101-418)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail	
PERSONAL SERVICES										
SALARIES	4101-000	160,764	183,780	151,496	69,785	155,453	0	155,453	70% Community Development Director 100% Administrative Assistant	
OVERTIME	4102-000	101	127	0	0	0	0	0		
WELLNESS PROGRAM	4108-000	312	480	720	0	504	0	504		
PERA	4121-000	11,852	13,723	11,362	5,763	11,659	0	11,659		
SOCIAL SECURITY	4122-000	12,388	13,881	11,589	5,272	11,892	0	11,892		
ICMA EMPLOYER CONTRIBUTION	4123-000	2,397	0	46	0	257	0	257		
HEALTH INSURANCE	4131-000	9,196	11,061	10,369	5,724	20,343	0	20,343		
LIFE & DISABILITY INSURANCE	4133-000	521	579	409	170	419	0	419		
DENTAL INSURANCE	4134-000	397	539	917	270	926	0	926		
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0		
WORKER'S COMPENSATION	4151-000	880	928	875	695	1,359	0	1,359		
		198,808	225,099	187,783	87,678	202,812	0	202,812		
SUPPLIES										
OFFICE SUPPLIES	4200-000	48	30	100	108	100	0	100		
		48	30	100	108	100	0	100		
OTHER SERVICES AND CHARGES										
PROFESSIONAL SERVICES	4300-000	3,383	5,318	7,000	4,670	7,000	0	7,000	DataLink (GIS) Annual Service and Maintenance - \$5,000 Mapping and Database Design - \$2,000 Seminars, Conference, Training & Mileage	
TRAVEL & TUITION	4330-000	130	149	900	25	900	0	900		
PRINTING & PUBLISHING	4340-000	133	46	0	0	0	0	0		
		3,646	5,513	7,900	4,695	7,900	0	7,900		
CONTRACTUAL SERVICES										
SUBSCRIPTIONS & DUES	4452-000	702	702	725	702	725	0	725	APA/AICP Membership	
		702	702	725	702	725	0	725		
TOTAL COMMUNITY DEVELOPMENT		203,204	231,344	196,508	93,183	211,537	0	211,537		

CITY OF LINO LAKES

ENVIRONMENTAL (101-461)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	26,629	28,952	24,237	11,146	25,525	0	25,525	30% Environmental Coordinator
OVERTIME	4102-000	0	0	500	0	0	0	0	Temporaries: 900 hrs @ \$17/hr
TEMPORARIES	4106-000	6,753	5,264	15,600	3,406	15,300	0	15,300	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	1,975	2,159	1,855	921	1,914	0	1,914	
SOCIAL SECURITY	4122-000	2,551	2,608	3,086	1,104	3,123	0	3,123	
ICMA EMPLOYER CONTRIBUTION	4123-000	0	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	2,798	2,798	2,355	1,177	2,509	0	2,509	
LIFE & DISABILITY INSURANCE	4133-000	97	108	76	33	79	0	79	
DENTAL INSURANCE	4134-000	198	202	162	81	163	0	163	
WORKER'S COMPENSATION	4151-000	166	159	219	157	384	0	384	
		41,168	42,250	48,090	18,024	48,997	0	48,997	
SUPPLIES									
OFFICE SUPPLIES	4200-000	84	0	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	775	442	700	0	700	0	700	Chemicals, Seed, etc. (Includes Blue Heron Rookery Supplies)
SMALL TOOLS	4240-000	187	303	300	33	300	0	300	Sprayers, Soil Probes, etc.
		1,046	744	1,000	33	1,000	0	1,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	128	982	1,000	0	1,000	0	1,000	Ecologist, Hydrologist - Environmental Reviews/Research & Development, Resource Management Planning
TELEPHONE	4321-000	556	380	730	146	730	(330)	400	Staff Cell Phone
TRAVEL & TUITION	4330-000	248	717	1,100	1,243	1,100	0	1,100	Various Training Seminars, Conferences, Mileage - 1 Staff & Environmental Board, Erosion Control Cert State
STIPEND	4331-000	2,950	3,600	6,600	1,275	6,600	0	6,600	Commissioners - 6 @ \$75 x 12 mtgs, Chair \$100 x 12 mtgs
		3,882	5,679	9,430	2,663	9,430	(330)	9,100	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	919	0	1,000	919	1,000	0	1,000	ArcGIS Annual Maintenance
SUBSCRIPTIONS & DUES	4452-000	125	0	100	26	100	200	300	Professional Memberships - ISA, MWPA, Tree Care
		1,044	0	1,100	945	1,100	200	1,300	
TOTAL ENVIRONMENTAL		47,140	48,674	59,620	21,665	60,527	(130)	60,397	

DEPARTMENT #: 461
 NAME: ENVIRONMENTAL

FUND: 101

B-1 & B-2 TOTAL (\$130)

TOTAL B1 CHANGES (\$130)

1

Account #:	4321	Amount (neg if decrease)	(\$330)
	TELEPHONE		
Description of Adjustment:			
Eliminating mobile wi-fi costs. Wi-fi provided by smart phone hot spot.			
Benefits if done:			
Decreased expenditures			
Implications if not done:			
Budget exceeds proposed expenditures			

2

Account #:	4452	Amount (neg if decrease)	\$200
	SUBSCRIPTIONS/DUES		
Description of Adjustment:			
Allows for memberships to ISA and MSA tree organizations, Mn Wetland Professionals Association and Mn Dept of Ag annual registry (tree work).			
Benefits if done:			
Discounted trainings, study materials, and recertifications for tree and wetland organizatins. Dept of Ag registry is a state requirement.			
Implications if not done:			
Increased individual training and recertification course costs. Employee may miss opportunities for job specific growth.			

CITY OF LINO LAKES

SOLID WASTE ABATEMENT (101-462)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	17,753	19,301	16,158	7,430	17,017	0	17,017	20% Environmental Coordinator
OVERTIME	4102-000	0	0	1,600	0	1,600	0	1,600	Overtime: Recycle Days Equipment Operators & Staff Assistance
TEMPORARIES	4106-000	10,423	12,891	22,620	4,562	25,636	0	25,636	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	Temporaries: Intern (29 hrs/wk @ \$17/hr)
PERA	4121-000	2,023	1,602	1,332	914	1,396	0	1,396	
SOCIAL SECURITY	4122-000	2,153	2,456	3,089	911	3,385	0	3,385	
ICMA EMPLOYER	4123-000	0	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	1,865	1,865	1,570	785	1,672	0	1,672	
LIFE & DISABILITY INSURANCE	4133-000	65	72	55	22	58	0	58	
DENTAL INSURANCE	4134-000	132	135	108	54	109	0	109	
WORKER'S COMPENSATION	4151-000	192	154	257	173	335	0	335	
		34,606	38,476	46,789	14,852	51,208	0	51,208	
SUPPLIES									
OFFICE SUPPLIES	4200-000	437	713	1,100	909	1,100	0	1,100	Recycling Day Supplies, Corn Roast Trash Bags
MAINTENANCE SUPPLIES	4211-000	191	0	0	0	0	0	0	
		628	713	1,100	909	1,100	0	1,100	
OTHER SERVICES AND CHARGES									
TRAVEL & TUITION	4330-000	0	669	220	0	220	0	220	Association of Recycling Managers Workshops
PRINTING & PUBLISHING	4340-000	5,298	2,202	7,000	2,327	7,000	0	7,000	Notices for Recycling Days, Earth Day, Etc.
		5,298	2,870	7,220	2,327	7,220	0	7,220	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	14,560	16,036	22,700	7,590	22,700	0	22,700	Recycling & Earth Day Vendors, Organics Service
		14,560	16,036	22,700	7,590	22,700	0	22,700	
TOTAL SOLID WASTE ABATEMENT		55,093	58,096	77,809	25,678	82,228	0	82,228	

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 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail	
PERSONAL SERVICES										
SALARIES	4101-000	26,629	28,952	20,197	9,288	21,271	0	21,271	25% Environmental Coordinator	
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	1,975	2,158	1,515	782	1,595	0	1,595		
SOCIAL SECURITY	4122-000	2,041	2,234	1,545	703	1,627	0	1,627		
ICMA EMPLOYER	4123-000	0	0	0	0	0	0	0		
HEALTH INSURANCE	4131-000	2,798	2,798	1,962	981	2,091	0	2,091		
LIFE & DISABILITY INSURANCE	4133-000	97	108	65	27	68	0	68		
DENTAL INSURANCE	4134-000	198	202	135	67	136	0	136		
WORKER'S COMPENSATION	4151-000	1,149	1,251	988	941	1,670	0	1,670		
		34,887	37,704	26,407	12,789	28,458	0	28,458		
SUPPLIES										
MAINTENANCE SUPPLIES	4211-000	3,230	513	3,000	686	3,000	0	3,000	Fertilizers, Staking Material, EAB Chemicals - Treat 100 Ash Annually - 3 Yr Cycle	
SMALL TOOLS	4240-000	0	98	250	329	250	0	250		
		3,230	611	3,250	1,016	3,250	0	3,250		
OTHER SERVICES AND CHARGES										
UNIFORMS	4370-000	229	373	380	311	380	0	380		
		229	373	380	311	380	0	380		
CONTRACTUAL SERVICES										
CONTRACTED SERVICES	4410-000	20,307	36,790	30,000	60,113	30,000	20,000	50,000	Damaged/Diseased Tree Removal/Oakwilt Control - \$7,500 Emerald Ash Borer Tree Replacement Program - \$35,000 Blvd Tree Replacement - \$7,500	
RENTED EQUIPMENT	4415-000	0	0	0	188	0	0	0		
		20,307	36,790	30,000	60,301	30,000	20,000	50,000		
TOTAL FORESTRY		58,653	75,478	60,037	74,418	62,088	20,000	82,088		

FORM B-1

2023 ADJUSTMENTS TO BASE BUDGET

DEPARTMENT #: 463
NAME: FORESTRY

FUND: 101

B-1 & B-2 TOTAL \$20,000

TOTAL B1 CHANGES \$20,000

1
Account #: 4410 Amount (neg if decrease) \$20,000
CONTRACTED SERVICES

Description of Adjustment:

Increase in contracted services to address ongoing Emerald Ash Borer impact on ash trees including removal and replacement.

Benefits if done:

Increased kill rate as pest spreads through city is outpacing our current funding levels. Complexity of many removals are outside scope of what our in-house crews can safely remove increasing reliance of contracted services.

Implications if not done:

Potential property damage from dead or weakened trees that have not been removed.

CITY OF LINO LAKES

POLICE (101-420)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	2,495,757	2,654,929	3,058,939	1,286,468	3,109,833	25,334	3,135,167	85% Public Safety Director
OVERTIME	4102-000	90,731	148,513	90,000	62,770	90,000	(13,400)	76,600	100% Deputy Director Police
TEMPORARIES	4106-000	0	0	0	10,649	0	15,600	15,600	85% Public Safety Captain
WELLNESS PROGRAM	4108-000	287	720	2,027	240	1,440	0	1,440	5 - 100% Sergeants
PERA	4121-000	426,532	462,953	529,572	255,779	535,266	1,900	537,166	20 - 100% Patrol Officers
SOCIAL SECURITY	4122-000	47,787	53,429	62,552	27,537	63,669	3,131	66,800	2 - 100% Records Techs
ICMA EMPLOYER	4123-000	9,854	4,174	3,226	4,133	3,604	0	3,604	3 - 0.5 FTE Community Service Officers
HEALTH INSURANCE	4131-000	454,566	293,827	342,502	149,083	333,148	0	333,148	85% Administrative Assistant
LIFE & DISABILITY INSURANCE	4133-000	8,427	9,020	8,112	3,373	7,737	0	7,737	100% Investigative Assistant
DENTAL INSURANCE	4134-000	12,286	12,970	17,554	6,620	17,184	0	17,184	Overtime: Patrol, Court, Training, Special Events, DWI Enforcement
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	Temporaries: Background Investigators
WORKER'S COMPENSATION	4151-000	102,129	118,816	170,369	112,527	291,103	976	292,079	
		3,648,358	3,759,351	4,284,853	1,919,178	4,452,984	33,541	4,486,525	
SUPPLIES									
OFFICE SUPPLIES	4200-000	6,572	6,702	8,100	2,943	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	9,980	14,140	15,450	11,921	15,450	3,750	19,200	Ammo, Taser Supplies, Range Supplies, Simunition, DMT Gas, Property Evidence Supplies, N95 Masks
YOUTH PROGRAMS	4213-000	865	541	3,100	1,395	3,100	(1,400)	1,700	Supplies, Youth Safety Camp, Firearms Safety Camp, Snowmobile Safety, Explorers, Junior Citizen's Academy
CRIME PREVENTION/SAFETY	4214-000	2,711	4,212	7,400	2,086	7,400	(1,000)	6,400	Night to Unite, Volunteer Appreciation, Open House, Promotional Materials, Volunteer Clothing, Citizens Academy Supplies and Shirts, CERT
SMALL TOOLS	4240-000	13,121	13,569	15,000	5,468	15,000	18,400	33,400	Tasers, Computers & Peripherals, Equipment Replacement, 2023 - 40 MM Launchers
		33,249	39,164	49,050	23,814	49,050	19,750	68,800	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	3,781	6,913	8,740	6,468	8,740	0	8,740	Critical Incident Debriefing, POST License Renewal, Employee Mental Health Program
TELEPHONE	4321-000	21,513	22,116	23,360	7,795	23,360	0	23,360	Cell Phones, Mobile Hot Spot, Cell Stipend
POSTAGE	4322-000	869	908	1,000	486	1,000	0	1,000	
TRAVEL & TUITION	4330-000	25,978	43,697	45,250	28,292	45,250	0	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	46,450	51,868	52,818	33,313	52,818	6,337	59,155	Police Liability Insurance
UNIFORMS	4370-000	33,709	35,248	37,770	19,092	37,770	495	38,265	Officers, Sergeants, Admin., Unused Uniform Allowance, Ballistic Vests, Replacement Uniforms, CSO
ELECTRICITY	4381-000	408	409	420	174	420	0	420	Emergency Siren Electricity
RESERVES	4386-000	834	1,726	2,000	283	2,000	0	2,000	Uniforms, Equipment, Training, Supplies
		133,541	162,886	171,358	95,902	171,358	6,832	178,190	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	43,685	48,078	55,305	44,720	55,305	1,525	56,830	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, 3SI Security, Midwest Radar
SUBSCRIPTIONS & DUES	4452-000	1,066	1,041	1,450	1,153	1,450	0	1,450	Professional Memberships & Subscriptions: IACP, MCPA, AMEM, Col Rotary, Press Publications, MACIA, PLEAA, Tri-County, FBI NA, PERF
		44,751	49,119	56,755	45,873	56,755	1,525	58,280	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	14,199	3,100	0	0	0	0	0	
		14,199	3,100	0	0	0	0	0	
TOTAL POLICE DEPARTMENT		3,874,098	4,013,620	4,562,016	2,084,768	4,730,147	61,648	4,791,795	

DEPARTMENT #: 420
 NAME: POLICE PROTECTION

FUND: 101

B-1 & B-2 TOTAL \$28,107

TOTAL B1 CHANGES \$28,107

1

Account #:	4211	Amount (neg if decrease)	\$3,750
	MAINTENANCE SUPPLIES		
Description of Adjustment:			
Price of ammunition and simunition increased; less lethal munitions and training supplies for 40 MM launchers utilized as a less lethal tool and civil disturbance response			
Benefits if done:			
Firearms and scenario based training would continue at current level; police officer would have less lethal response option that is currently not available			
Implications if not done:			
Firearms and scenario based training would be reduced and police officer would not have 40MM less lethal tool available for use			

2

Account #:	4213	Amount (neg if decrease)	(\$1,400)
	YOUTH PROGRAM		
Description of Adjustment:			
Based on previous years actual expenses requested budget is being reduced.			
Benefits if done:			
Implications if not done:			

3

Account #:	4214	Amount (neg if decrease)	(\$1,000)
	PREVENTION/SAFETY		
Description of Adjustment:			
Based on previous years actual expenses requested budget is being reduced.			
Benefits if done:			
Implications if not done:			

DEPARTMENT #: 420
 NAME: POLICE PROTECTION

FUND: 101

4
Account #: 4240 **Amount (neg if decrease)** \$18,400
 SMALL TOOLS

Description of Adjustment:
 Utilizing a 5 year replacement schedule for Toughbook mobile computers 3 computers are needed (LLPDM 801 (2018), 802 (2018), 803 (2018)) at \$4,800 each for a total \$14,400. Purchase of two 40 MM launcher (2,000 each for a total of \$4,000) for improved less lethal options and civil disturbance response.

Benefits if done:
 Computers used by patrol would be updated and continue to enable department to utilize Toughbooks for mobile (in squad) and desktop computing. 40 MM launcher is a better less lethal option that enables officer to utilize the tool in more scenarios.

Implications if not done:
 Officer would not be able to operating in a efficient & effective manner because computers will be slow, unable to handle new version of software or out of service awaiting repair; less lethal options would be limited.

5
Account #: 4360 **Amount (neg if decrease)** \$6,337
 INSURANCE

Description of Adjustment:
 LMCIT police liability insurance coverage. LMCIT suggested increases for 2023 are not yet available, but in 2022 it was suggested to allow for possible rate increases in the range of 8 to 12%. Preliminary 12% increase has been assumed.

Benefits if done:

Implications if not done:

6
Account #: 4370 **Amount (neg if decrease)** \$495
 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.

DEPARTMENT #: 420
 NAME: POLICE PROTECTION

FUND: 101

7	Account #: 4410	Amount (neg if decrease) \$1,525
	CONTRACTED SERVICES	

Description of Adjustment:

Staff will no longer utilize Zoom which equates to \$2400 reduction. The increase stems from video redaction software that is used to ensure that protected data is not released when responding to data requests for squad camera and body worn camera systems(\$2580); the OSHA requirement to have all employee respirator questionnaires reviewed by a doctor prior to employee completing annual FIT test (\$500); Dakota County CJN (\$130); Allina medication direction fee (\$100); Vector (\$190); and Lexipol (\$425).

Benefits if done:

Staff would be more efficient in responding to data requests involving video and City would remain compliant with OSHA requirements on employee respirator safety.

Implications if not done:

Staff would not be able to respond to data requests involving video within state law mandates and we would not be in compliance with OSHA requirements.

REQUEST FOR PERSONAL SERVICE CHANGES

Department: Public Safety Department – Police Division	Supervisor: Public Safety Director John Swenson
Position Title: Community Service Officer	Budget Impact: \$ 16,748.00

Justification for change:

Staff discussed the addition of a 0.5 FTE Community Service Officer (CSO) with Council at the June 6, 2022 Council Work Session. Attached is the staff report from that Work Session with complete details on the personal change in the Police Division 2023 Budget.

The updated cost, EBC revenue and general fund obligation are listed below:

Total Estimated CSO compensation - \$30,148.00
Revenue from EBC for Traffic Management - \$13,400.00
Estimated General Fund Obligation - \$16,748.00

REQUEST FOR PERSONAL SERVICE CHANGES

Department: Police Safety Dept. – Police Division	Supervisor: Captain Owens
Position Title: Part-time Temporary Background Investigator	Budget Impact: \$16,793

Justification for change:

During the November 1, 2021 Council Work Session staff proposed hiring part-time temporary background investigators to conduct pre-employment background checks on police and fire candidates for employment. Council was supportive of the proposal and two part-time background investigators were hired in early 2022 and completed 20 pre-employment investigations.

There has been significant increase in the number of employment background investigations (Police and Fire) our full-time Police Investigators have been required to complete. These types of investigations are extremely detailed and time-consuming investigations to complete and impacts our Investigators ability to complete their criminal investigative workload. Prior to utilizing part-time background investigators we experienced delays in completing background investigations that led to loss of some candidates for employment.

Utilizing these part-time investigators during the first half of 2022 has resulted in completion of background investigations in timely manner with no negative impact on the service levels crimes victims received for our full-time police investigators.

Given the success in using the part-time investigators in early 2022, staff would like to continue this practice in 2023 and beyond.

WORK SESSION STAFF REPORT
Work Session Item 6

Date: June 6, 2022
To: City Council
From: John Swenson, Public Safety Director
Re: Community Service Officer Staffing

Background

During the preparation of 2022 Budget with Council, it was decided to fund a third .5 Community Service Officer (CSO) until we filled our vacant 28th police officer position. One of our current CSOs will complete all POST mandates by mid-summer and staff is planning to seek authorization to promote this CSO to Police Officer once this candidate meets all POST requirements. This promotion would bring our CSO staff back to two .5 CSO positions.

Since March 12, 2022 we have utilized the CSO position to assist with traffic management at Eagle Brook Church (EBC) during the Saturday and Sunday services. The Police Division has been providing traffic management assistance at EBC since it began conducting services in Lino Lakes and this is a requirement of the EBC Conditional Use Permit that was approved by the Council in 2004.

It should be noted that EBC reimburses the City for all expenses (personnel, infrastructure, administrative oversight) incurred by the City to provide this service.

The staffing demands of providing police officers to conduct traffic management at EBC have been significant over the years and has created challenges related to filling overtime slots for this detail. For the entire year of 2021 there were a total of 371 overtime shifts that were posted. Of those 371 overtime shifts we had to initiate the overtime forcing process 62 times or 16% of the time. Of those 62 initiated forcing processes 51 (82%) of those stemmed from EBC traffic management.

The overtime forcing process is initiated when posted overtime shifts are not filled by police staff.

Since utilizing the CSO position at EBC we have been able to reduce the number of police overtime shifts from 2 to 1 shift for traffic management per day on the weekends. This has resulted in a drop in the number of times we have had to initiate forcing of overtime for police personnel to fill EBC overtime shifts since March 12, 2022 (2 as of 5.31.2022).

In order to continue with utilizing a CSO to assist with traffic management at EBC on the weekends, staff is recommending that we continue with three .5 CSO positions in the Police Division personnel budget. This recommendation is a permanent addition of one .5 position over the approved 2021 adopted budget.

Based on the 2022 approved compensation plan, the total compensation cost of a .5 CSO position is \$29,291 for an entire year. As previously noted the third .5 CSO position funding for 2022 was funded in the Adopted 2022 City Budget through June, 2022. If Council is supportive of continuing with the third CSO position the estimated total compensation costs for the remainder of 2022 would be \$12,204.60.

Since utilizing CSOs for traffic management at EBC we have billed EBC for this service consistent with billing for police personnel. The CSO billable rate is \$43.00 per hour which covers the hourly personnel costs, vehicle, and administrative oversight. If we continue to utilize CSO for the remainder of 2022 for traffic management at EBC the total estimated revenue to the City will be \$11,904.

	7.1.2022 to 12.31.2022	2023 *
Estimated Total Compensation	\$ 12,204.60	\$ 30,170.00
EBC Revenue	\$ 6,966.00	\$ 13,818.00
General Fund Obligation	\$ 5,238.60	\$ 16,352.00
* This estimate is a calculated using worst case 3% increase for all lines		

The general fund financial obligation of \$5,238.60 for CSO coverage from July 1 through December 31, 2022 would be funded with funding available in the 2022 Police Division personnel budget. These available funds stem from position vacancies within the Police Division in 2022. If we continue with the third .5 CSO position, staff will include this position as a 2023 budget request.

Authorizing a third .5 CSO would:

- Provide CSO staff on weekends relieving some call load volume from police officers on weekends as is practice during the week.
- Continue to provide CSO traffic management coverage at EBC relieving some of the overtime demands on police officers.
- Further enhance the CSO position as a feeder system for future police officer positions.

Staff is seeking Council direction.

Attachments

CITY OF LINO LAKES

FIRE (101-421)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June	Base	Adjustments	Proposed 2023	Budget Detail
					YTD 2022	Budget 2023	Requested 2023		
PERSONAL SERVICES									
SALARIES	4101-000	269,859	293,581	250,574	121,541	276,111	0	276,111	15% Public Safety Director
OVERTIME	4102-000	2,073	1,387	3,000	147	2,000	0	2,000	100% Deputy Director Fire
PART-TIME WAGES	4103-000	0	0	127,547	19,588	184,013	0	184,013	15% Public Safety Captain
PAID ON CALL FIREFIGHTERS	4104-000	0	0	83,000	44,645	83,000	0	83,000	15% Administrative Assistant
WELLNESS PROGRAM	4108-000	0	0	133	0	0	0	0	100% Fire Lieutenant/Fire Inspector
FIRE STIPEND	4109-000	36,060	18,971	16,057	4,596	9,850	0	9,850	Part-time Daytime Duty Crew Firefighters - 12 hr shifts, 5 days/week
PERA	4121-000	37,160	35,893	56,343	23,173	63,862	0	63,862	
SOCIAL SECURITY	4122-000	11,533	12,666	20,593	7,691	25,154	0	25,154	Paid-On-Call Firefighters - Calls/Training Drills/Command Stipends
ICMA EMPLOYER	4123-000	84	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	21,522	22,047	34,309	11,917	26,605	0	26,605	Stipend: Cross-trained Fire/Rescue
LIFE & DISABILITY INSURANCE	4133-000	657	667	701	282	688	0	688	
DENTAL INSURANCE	4134-000	768	804	1,231	391	1,334	0	1,334	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	39,280	41,290	70,646	28,811	95,865	0	95,865	
		418,995	427,307	664,134	262,782	768,482	0	768,482	
SUPPLIES									
OFFICE SUPPLIES	4200-000	680	901	1,000	1,578	1,000	600	1,600	Paper, Toner/Printer Cartridges, Business Cards, Pens
MAINTENANCE SUPPLIES	4211-000	2,177	5,824	7,675	797	7,675	0	7,675	Foam, Saw Blades, Floor Dry, Batteries, N95 Masks
YOUTH PROGRAM	4213-000	0	0	1,700	0	1,700	(700)	1,000	Safety Camp
FIRE PREVENTION	4214-000	2,210	1,271	3,000	2,168	3,000	0	3,000	Citizen Academy, Marketing Materials
SMALL TOOLS	4240-000	12,643	15,601	12,500	3,156	12,500	25,000	37,500	Rescue Tool Replacement, Ropes, Wildland Tools, 2023 - Computers, Water Rescue Systems, Fire Station Alerting Systems
		17,710	23,597	25,875	7,700	25,875	24,900	50,775	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	2,852	5,082	5,500	3,444	5,500	2,160	7,660	FF Certification, FF Licensure, Hepatitis Vaccination Series, Medical/Drug Exam, Employee Mental Health Program
TELEPHONE	4321-000	2,180	2,172	3,850	897	3,850	0	3,850	Cell Phones, Mobile Hot Spot, Cell Stipend, Air Cards
POSTAGE	4322-000	115	13	500	1,333	500	500	1,000	
TRAVEL & TUITION	4330-000	18,964	39,604	38,050	23,002	38,050	1,950	40,000	Fire Inc., Training Supplies, Medical Training, AWAIR/OSHA Training Staff Development, Conference, FF1, FF2, HazMat Initial Training
PRINTING & PUBLISHING	4340-000	307	0	500	500	500	500	1,000	Marketing Materials
UNIFORMS	4370-000	16,953	28,624	97,700	26,446	49,700	11,800	61,500	New Hire Turn-out & Wildland Fire Gear, Misc Uniform Items, Turn-out Gear Replacement
		41,371	75,495	146,100	55,623	98,100	16,910	115,010	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	35,157	30,605	40,000	29,300	40,000	(2,912)	37,088	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	1,331	1,781	1,390	1,140	1,390	130	1,520	MN IAAI, Metro Fire Chiefs, Anoka Co. Fire Protection Assn, MSFCA, International Assn
		36,488	32,386	41,390	30,440	41,390	(2,782)	38,608	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	8,600	0	0	0	0	
		0	0	8,600	0	0	0	0	
TOTAL FIRE DEPARTMENT		514,564	558,785	886,099	356,545	933,847	39,028	972,875	

DEPARTMENT #: 421
 NAME: FIRE PROTECTION

FUND: 101

B-1 & B-2 TOTAL \$39,028

TOTAL B1 CHANGES \$39,028

1
Account #: 4200 **Amount (neg if decrease)** \$600
 OFFICE SUPPLIES

Description of Adjustment:

We have experienced an increase in the need for office supplies with implementation of the duty crew and more staff.

Benefits if done:

Would have proper resources to support Fire Division operations.

Implications if not done:

Would not have office supplies to support Fire Division operations.

2
Account #: 4213 **Amount (neg if decrease)** (\$700)
 YOUTH PROGRAM

Description of Adjustment:

Staff has not been able to utilize all of the funds budgeted for youth programming.

Benefits if done:

Funding level would reflect staffs ability to provide this service to community.

Implications if not done:

DEPARTMENT #: 421
 NAME: FIRE PROTECTION

FUND: 101

3

Account #:	4240	Amount (neg if decrease)	\$25,000
	SMALL TOOLS		

Description of Adjustment:

Replace two computers (LLFDM 502 (2015) & LLFDM 801 (2018)) \$3,000 (\$1,500 each); purchase two alerting and radio systems for Fire Station #1 & Fire Station #2 (\$5,500 ea. Station total \$11,000); purchase two water rescue system for station engines (\$5,000 ea. total of \$10,000). Funding increase of \$1,000 to cover the cost increases for tools repair/replacement.

Benefits if done:

Computers that are 8 and 5 years old would be replaced; ensure fire staff are continuously aware of public safety radio traffic; water rescue tool that is no longer manufactured would be replaced with new re-usable tool.

Implications if not done:

Staff would be utilizing inefficient old computers, staff would miss emergency calls for service while in the fire station; staffs ability to conduct safe and effective water rescue operations

4

Account #:	4300	Amount (neg if decrease)	\$2,160
	PROFESSIONAL SERVICES		

Description of Adjustment:

The additional costs stem from additional fire staff FF licensure and additional employee wellness cost for the mental health programing for Check Up from the Neck Up (CUFTNU).

Benefits if done:

All fire staff would be able to participate in the CUFTNU program and would meet State of MN FF license

Implications if not done:

CUFTNU would not be available to all fire staff and FF would not have FF license

5

Account #:	4322	Amount (neg if decrease)	\$500
	POSTAGE		

Description of Adjustment:

Additional postage is needed to conduct direct mail Paid On-Call FF recruitment effort.

Benefits if done:

Would be able to conduct a direct mailing POC FF recruitment effort

Implications if not done:

Would not be able to conduct a direct mailing POC FF recruitment effort.

DEPARTMENT #: 421
 NAME: FIRE PROTECTION

FUND: 101

6
Account #: 4330 **Amount (neg if decrease)** \$1,950

TRAVEL/TUITION

Description of Adjustment:

The will be price increase for Fire Inc for live fire training, auto extraction training, and auto fire suppression training. Additional supervisor training for new promoted supervisors.

Benefits if done:

Staff would continue to receive high quality fire training and fire supervisors would get quality training.

Implications if not done:

Reduction in the quantity and quality of the fire training.

7
Account #: 4340 **Amount (neg if decrease)** \$500

ADVERTISING (PRINTING/PUBLISHING)

Description of Adjustment:

As part of the POC FF recruitment effort staff will continue to produce and update recruiting material and develop part-time recruiting materials.

Benefits if done:

Staff would be able to enhance POC FF recruiting material and develop PT FF recruiting materials.

Implications if not done:

POC FF recruitment materials would be outdated and PT FF materials could not be developed.

8
Account #: 4370 **Amount (neg if decrease)** \$11,800

UNIFORMS

Description of Adjustment:

The cost of turn-out gear increased by \$500 per set and staff is planning for PT FF turnover which would require the purchase of turn-out annually for new PT staff turnover at cost of \$11,800

Benefits if done:

FF would have OSHA compliant turn-out gear.

Implications if not done:

FF would not have OSHA compliant turn-out gear

DEPARTMENT #: 421
 NAME: FIRE PROTECTION

FUND: 101

9
Account #: 4410 **Amount (neg if decrease)** (\$2,912)

CONTRACTED SERVICES

Description of Adjustment:

The non-destruct test on A21 does not occur in 2023 (reduction of \$1,600); only one annual aerial test is needed (reduction of \$2,000); ACFPC cost sharing reduction (\$1,000) which resulted in a total reduction of \$4,600. There is price increases totaling \$1,688 (ground ladder testing (\$185); SCBA flowing testing (\$340); Active 911 (\$96); Lexipol (\$162); air compressor annual testing (\$65); Nardini fire extinguisher testing (\$30); AED & Cardiac monitor testing (\$60); new OSHA required medical evaluation of FIT questionnaire (\$600); new Allina medical direction (\$150).

Benefits if done:

Implications if not done:

10
Account #: 4452 **Amount (neg if decrease)** \$130

SUBSCRIPTIONS/DUES

Description of Adjustment:

Anoka County Fire Protection Council & Metro Fire Chiefs cost increased.

Benefits if done:

Staff could continue to have access to various collaborative resources in Anoka County and through the Metro Fire Chiefs group.

Implications if not done:

Would lose access to fire record management system, fire arson investigation, fire academy, & technical rescue.

CITY OF LINO LAKES

BUILDING INSPECTIONS (101-422)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June	Base	Adjustments	Proposed 2023	Budget Detail	
					YTD 2022	Budget 2023	Requested 2023			
PERSONAL SERVICES										
SALARIES	4101-000	253,885	262,856	320,509	122,847	350,374	0	350,374	100% Building Official 2 - 100% Building Inspectors 100% Building Permit Technician 50% Office Specialist	
OVERTIME SALARIES	4102-000	0	4,230	500	201	0	0	0		
TEMPORARIES	4106-000	0	1,200	0	0	0	0	0		
WELLNESS PROGRAM	4108-000	450	399	720	0	720	0	720		
PERA	4121-000	18,855	19,920	24,076	9,999	26,278	0	26,278		
SOCIAL SECURITY	4122-000	18,875	19,701	24,557	8,756	26,804	0	26,804		
ICMA EMPLOYER	4123-000	0	0	0	0	0	0	0		
HEALTH INSURANCE	4131-000	29,072	35,430	40,708	19,137	51,758	0	51,758		
LIFE & DISABILITY INSURANCE	4133-000	949	1,005	861	334	935	0	935		
DENTAL INSURANCE	4134-000	1,058	1,101	2,157	539	2,451	0	2,451		
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0		
WORKER'S COMPENSATION	4151-000	1,283	1,401	1,798	1,107	3,129	0	3,129		
		324,427	347,244	415,886	162,921	462,449	0	462,449		
SUPPLIES										
OFFICE SUPPLIES	4200-000	2,149	801	2,000	556	2,000	(500)	1,500		Card Stock for Building Permits, Correction Notice Forms, Septic System Pumping Forms, Code Books
SMALL TOOLS	4240-000	1,552	169	150	0	150	0	150		
		3,701	971	2,150	556	2,150	(500)	1,650		
OTHER SERVICES AND CHARGES										
PROFESSIONAL SERVICES	4300-000	4,175	4,735	5,000	5,342	5,000	1,000	6,000	Permit Works Annual Maintenance & Assistance	
TELEPHONE	4321-000	2,243	2,328	2,200	826	2,200	0	2,200	Inspections Cell Phones & Wi-Fi	
TRAVEL & TUITION	4330-000	2,064	3,097	3,300	961	3,300	0	3,300	Staff Training & Mileage, SSTS Cert	
UNIFORMS	4370-000	811	982	1,140	214	1,140	0	1,140	Building Inspections Staff	
		9,293	11,142	11,640	7,343	11,640	1,000	12,640		
CONTRACTUAL SERVICES										
CONTRACTED SERVICES	4410-000	10,891	41,549	34,250	16,667	34,250	2,970	37,220	Large Format Scanning - \$500 Back-Up Inspection Services - \$36,720	
SUBSCRIPTIONS & DUES	4452-000	115	0	325	0	325	195	520	AMBO - \$200, 10K Lakes Chapter - \$125, Inspector Certs	
		11,006	41,549	34,575	16,667	34,575	3,165	37,740		
TOTAL BUILDING INSPECTIONS		348,427	400,905	464,251	187,487	510,814	3,665	514,479		

DEPARTMENT #: 422
 NAME: BUILDING INSPECTIONS

FUND: 101

B-1 & B-2 TOTAL \$3,665

TOTAL B1 CHANGES \$3,665

1

Account #:	4200	Amount (neg if decrease)	(\$500)
	OFFICE SUPPLIES		
Description of Adjustment:			
Reflects reduction in proposed expenditures for 2023.			
Benefits if done:			
Reduction in expenditures			
Implications if not done:			

2

Account #:	4300	Amount (neg if decrease)	\$1,000
	PROFESSIONAL SERVICES		
Description of Adjustment:			
Covers increase in technology subscriptions, maintenance, and updates/modifications for permitting and plan review.			
Benefits if done:			
Continue to provide online permitting, electronic plan review, and maintain permitting and plan review software.			
Implications if not done:			
Reduction in ability to provide electronic plan review and online permitting.			

3

Account #:	4410	Amount (neg if decrease)	\$2,970
	CONTRACTED SERVICES		
Description of Adjustment:			
Increase in contracted building inspection services to maintain customer service levels. Provides supplemental support during peak construction periods as needed.			
Benefits if done:			
Provide high quality and timely inspection services with 48 hour response times.			
Implications if not done:			
Extended inspection wait times during peak periods.			

DEPARTMENT #: 422
 NAME: BUILDING INSPECTIONS

FUND: 101

Account #:	4452	Amount (neg if decrease)	\$195
	SUBSCRIPTIONS/DUES		

Description of Adjustment:

Increase to cover professional organization costs and inspector licensing.

Benefits if done:

Maintain required professional certifications, and provide job specific member organization resources.

Implications if not done:

Employees would not obtain required professional certification and/or miss opportunities for job specific growth.

CITY OF LINO LAKES

STREETS (101-430)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	403,170	430,104	420,534	196,245	468,381	0	468,381	15% Public Services Director
OVERTIME	4102-000	11,172	9,875	14,000	7,285	14,000	0	14,000	20% Public Services Superintendent
ON CALL/PAGER	4105-000	5,169	6,222	5,000	10,684	5,000	0	5,000	70% Streets Supervisor
TEMPORARIES	4106-000	544	17,102	30,000	16,397	29,920	0	29,920	5 - 100% General Maintenance Workers
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	20% Administrative Assistant
PERA	4121-000	31,914	34,437	32,965	17,426	36,554	0	36,554	Overtime: Snowplowing, Street Repairs, Unforeseen Emergencies
SOCIAL SECURITY	4122-000	31,244	34,682	35,919	16,632	39,574	0	39,574	
ICMA EMPLOYER CONTRIBUTION	4123-000	1,743	0	577	101	326	0	326	Temporaries: 1,760 hrs @ \$17/hr
HEALTH INSURANCE	4131-000	46,362	37,944	38,235	20,911	49,157	0	49,157	
LIFE & DISABILITY INSURANCE	4133-000	1,551	1,608	1,154	569	1,302	0	1,302	
DENTAL INSURANCE	4134-000	2,628	2,292	3,182	1,133	3,404	0	3,404	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	845	0	0	0	
WORKER'S COMPENSATION	4151-000	30,813	32,866	35,860	24,171	46,594	0	46,594	
		566,309	607,132	617,426	312,399	694,212	0	694,212	
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
MAINTENANCE SUPPLIES	4211-000	8,560	9,772	12,000	5,860	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
STREET SIGNS	4223-000	14,361	9,028	12,000	1,595	12,000	0	12,000	
									Hot Asphalt, Cold Asphalt (i.e. UPM Bagged and Bulk), Asphalt Emulsion (tack), Crack Fill Material, Detackifier (for Crack Fill Operations)
PATCHING MATERIALS	4224-000	32,718	47,459	50,000	6,921	50,000	0	50,000	
									Regular Road Salt, Treated Road Salt, Bagged Sidewalk Salt, Sand used for Snow and Ice Management, Any Materials and Supplies Purchased Specifically to Facilitate the use of Salt (Brine or Solid) for Snow and Ice
SALT/SAND	4228-000	57,304	66,733	55,000	56,500	55,000	10,000	65,000	
									Class V, Sand (not for Winter Operations), Rock, Chip Rock, Rip-rap, Topsoil, Compost, Mulch, and Woodchips
GRAVEL AND MISCELLANEOUS	4229-000	1,166	253	7,000	5,138	7,000	0	7,000	
									Rakes, Snow Shovels, Flat Shovels, Spades, Loots, Sprayers, Pitch Forks, Push Brooms, Hand Tools, Power Tools, Tool Boxes & Containers, Jacks, Trailer Jacks, Winches, Chains/Binders, Ratchet Straps, Ladders, Chainsaws, Chainsaw Sharpeners, Weed Whips, Manual/Electric/Gas Engine Pumps, Locks
SMALL TOOLS	4240-000	4,150	1,442	4,000	772	4,000	0	4,000	
		118,259	134,686	140,000	76,786	140,000	10,000	150,000	
OTHER SERVICES AND CHARGES									
									Consulting, Engineering, Hazardous Waste Recycling, Cartograph
PROFESSIONAL SERVICES	4300-000	10,500	9,000	12,450	6,300	12,450	0	12,450	
TELEPHONE	4321-000	556	990	1,000	492	1,000	0	1,000	
TRAVEL & TUITION	4330-000	1,972	1,752	2,000	0	2,000	3,000	5,000	Staff Training & Mileage
UNIFORMS	4370-000	2,075	2,190	2,600	552	2,600	0	2,600	
STREET LIGHTS	4385-000	80,049	78,528	82,000	41,371	82,000	0	82,000	Electricity & Repair of City-Owned Street Lights
		95,151	92,461	100,050	48,715	100,050	3,000	103,050	
CONTRACTUAL SERVICES									
									Patching/Spray Patching, Dead Deer Removal, Signal Maintenance, Contract Median and Round-A-Bout Maintenance
CONTRACTED SERVICES	4410-000	67,143	117,398	47,000	4,437	47,000	0	47,000	
									Traffic Control Sign Rental, Crack Fill Kettle, Rented Skid Steer/Toolcat Attachments, Tools, Vehicles, Equipment
RENTED EQUIPMENT	4415-000	478	1,386	1,000	300	1,000	0	1,000	
									Professional Memberships & Journals (including State/County Contract) Purchasing Membership
SUBSCRIPTIONS & DUES	4452-000	286	308	3,500	0	3,500	0	3,500	
		67,908	119,092	51,500	4,737	51,500	0	51,500	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	18,007	125,000	0	0	0	0	
		0	18,007	125,000	0	0	0	0	
TOTAL STREETS		847,628	971,377	1,033,976	442,637	985,762	13,000	998,762	

DEPARTMENT #: 430 FUND: 101
 NAME: Streets

B-1 & B-2 TOTAL \$13,000

TOTAL B1 CHANGES \$13,000

1

Account #:	4228	Amount (neg if decrease)	\$10,000
	SALT/SAND		
Description of Adjustment:			
Increase salt budget to keep pace with vendor/market increases			
Benefits if done:			
helps to ensure adequate supply			
Implications if not done:			
increases risk of insufficient supply			

2

Account #:	4330	Amount (neg if decrease)	\$3,000
	TRAVEL/TUITION		
Description of Adjustment:			
increase budget for additional staff training in the areas of equipment/plow operation, freshers, etc.			
Benefits if done:			
increase in versatility, confidence and safety in operations			
Implications if not done:			

CITY OF LINO LAKES

FLEET MANAGEMENT (101-431)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	96,522	157,839	163,887	77,516	199,510	0	199,510	15% Public Services Director
OVERTIME	4102-000	2,645	1,989	2,000	1,665	2,000	0	2,000	20% Public Services Superintendent
TEMPORARIES	4106-000	0	0	0	0	0	0	0	100% Mechanic
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	100% General Maintenance Worker/Mechanic
PERA	4121-000	7,354	11,892	12,442	6,390	15,113	0	15,113	20% Administrative Assistant
SOCIAL SECURITY	4122-000	6,986	11,023	12,690	5,266	15,416	0	15,416	Overtime: Emergency Repairs, Snowplowing
ICMA EMPLOYER CONTRIBUTION	4123-000	0	0	570	101	326	0	326	
HEALTH INSURANCE	4131-000	15,259	23,777	25,323	13,889	31,010	0	31,010	
LIFE & DISABILITY INSURANCE	4133-000	366	573	455	222	574	0	574	
DENTAL INSURANCE	4134-000	794	1,187	1,186	593	1,389	0	1,389	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	3,317	4,683	5,422	3,443	8,941	0	8,941	
		133,243	212,962	223,975	109,085	274,279	0	274,279	
SUPPLIES									
MAINTENANCE SUPPLIES	4211-000	2,184	5,272	9,300	2,008	9,300	0	9,300	Shop Supplies (Brake Clean, Windex, Paper Towels, Spray Bottles, Penetrating Oils, WD40), Vehicle Washes (\$7,300 - 2 Times/Month Apr-Oct, 4 Times/Month Nov-Mar)
FUELS	4212-000	71,854	109,070	110,000	97,644	110,000	50,000	160,000	Gasoline & Diesel for all City Vehicles (Includes Police/Fire & Equipment)
SHOP PARTS	4221-000	54,129	61,583	65,000	20,695	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	4,941	4,568	7,000	4,004	7,000	0	7,000	New and/or Replacement Tools for the Shop (Hand tools, Battery Powered Tools, Specialty Tools, etc.)
		133,108	180,493	191,300	124,351	191,300	50,000	241,300	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	15,168	41,967	44,300	33,998	44,300	0	44,300	Annual DOT Inspections, Annual Boom/Hoist Inspections, Alignments, Repairs, Cartograph
TELEPHONE	4321-000	0	72	0	11	0	0	0	
TRAVEL & TUITION	4330-000	0	0	500	0	500	1,000	1,500	Training & Testing to Maintain Required Licenses and Certificates (ASE Certification & Testing, Automotive Training Classes or Seminars)
AUTO INSURANCE	4363-000	42,342	44,620	40,795	28,388	40,795	2,855	43,650	Insurance for Entire Fleet, Including Police & Fire
UNIFORMS	4370-000	570	760	570	0	570	0	570	
		58,080	87,419	86,165	62,397	86,165	3,855	90,020	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	50,427	43,320	53,500	51,957	53,500	6,500	60,000	Maintain and Repair Fire Equipment
SUBSCRIPTIONS AND DUES	4452-000	1,600	1,500	6,000	0	6,000	0	6,000	Fleet Mgmt Update, ALLData Online Repair Manual Subscription
		52,027	44,820	59,500	51,957	59,500	6,500	66,000	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	4,010	4,680	28,000	0	5,000	(5,000)	0	
		4,010	4,680	28,000	0	5,000	(5,000)	0	
TOTAL FLEET MANAGEMENT		380,468	530,373	588,940	347,791	616,244	55,355	671,599	

DEPARTMENT #: 431
 NAME: FLEET MANAGEMENT

FUND: 101

B-1 & B-2 TOTAL \$55,355

TOTAL B1 CHANGES \$55,355

1

Account #:	4212	Amount (neg if decrease)	\$50,000
	VEHICLE FUEL		
Description of Adjustment:			
Increase fuel budget to adjust for current fuel prices.			
Benefits if done:			
Implications if not done:			

2

Account #:	4330	Amount (neg if decrease)	\$1,000
	TRAVEL/TUITION		
Description of Adjustment:			
Sending fleet employees to more classes/training to stay up to date on current automotive technology.			
Benefits if done:			
Keeps the fleet employees up to date on the newest technologies and allows more work to be done "in house" instead of sending it out. It will also allow the fleet employees to be faster and more efficient at diagnosing and repairing complex repairs.			
Implications if not done:			
More repairs may need to be sent out for repair instead of taking care of them "in house".			

3

Account #:	4360	Amount (neg if decrease)	\$2,855
	INSURANCE		
Description of Adjustment:			
LMCIT Auto Insurance Coverage. LMCIT suggested increases for 2023 are not yet available, but in 2022 it was suggested to allow for a 3 to 7% increase for auto rates. Preliminary 7% increase has been assumed.			
Benefits if done:			
Implications if not done:			

DEPARTMENT #: 431
 NAME: FLEET MANAGEMENT

FUND: 101

4
Account #: 4410 **Amount (neg if decrease)** \$6,500

CONTRACTED SERVICES

Description of Adjustment:

Increase Contracted Services for the maintenance and repair of fire vehicles and equipment.

Benefits if done:

Reflects a realistic cost of the maintenance, repairs and certification of fire equipment of an older fleet of fire vehicles.

Implications if not done:

Trucks being placed out of service or inoperable.

5
Account #: 5000 **Amount (neg if decrease)** (\$5,000)

CAPITAL OUTLAY

Description of Adjustment:

Annual Skid Steer trade-in program is being re-evaluated. If the program is brought back in the future it will be accounted for in the Capital Equipment Replacement Fund.

Benefits if done:

Implications if not done:

CITY OF LINO LAKES

GOVERNMENT BUILDINGS (101-432)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	2,120	2,080	2,080	640	23,379	0	23,379	15% Public Services Director
OVERTIME SALARIES	4102-000	232	0	0	0	0	0	0	Boiler Tech Endorsement
TEMPORARIES	4106-000	0	0	8,400	2,502	8,330	0	8,330	Temporaries: 490 hrs @ \$17/hr
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	173	156	156	54	1,753	0	1,753	
SOCIAL SECURITY	4122-000	175	153	802	238	2,426	0	2,426	
ICMA EMPLOYER CONTRIBUTION	4123-000	0	0	0	0	326	0	326	
HEALTH INSURANCE	4131-000	0	0	0	0	540	0	540	
LIFE & DISABILITY INSURANCE	4133-000	0	0	0	0	68	0	68	
DENTAL INSURANCE	4134-000	0	0	0	0	82	0	82	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	113	121	803	79	979	0	979	
		2,813	2,510	12,241	3,513	37,883	0	37,883	
SUPPLIES									
OFFICE SUPPLIES	4200-000	8,614	9,830	10,000	4,536	10,000	0	10,000	Supplies for Office Operations
MAINTENANCE SUPPLIES	4211-000	33,463	26,281	35,000	22,216	35,000	0	35,000	Replacement Parts, Janitorial Supplies, Landscaping Materials
SMALL TOOLS	4240-000	3,123	1,888	2,400	6,545	2,400	0	2,400	
		45,200	37,999	47,400	33,297	47,400	0	47,400	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	64,483	57,259	59,000	16,917	59,000	0	59,000	Repair/Calibration of HVAC System, Repairs in City Buildings, Safety Systems Monitoring
TELEPHONE	4321-000	7,081	7,300	6,864	3,695	6,864	0	6,864	Telephone & Internet Service Charges
POSTAGE	4322-000	3,837	4,977	5,000	2,298	5,000	0	5,000	
TRAVEL & TUITION	4330-000	0	0	0	479	0	0	0	
INSURANCE	4361-000	118,952	131,357	138,315	82,255	138,315	13,830	152,145	General Liability, Property, Excess Liability
ELECTRICITY	4381-000	89,136	110,958	96,500	42,983	96,500	0	96,500	For all City Facilities
UTILITIES	4382-000	13,833	14,365	21,000	8,235	18,000	0	18,000	Water & Sewer Service
HEAT	4383-000	35,144	45,031	48,000	31,748	48,000	6,000	54,000	Civic Complex & Other City Facilities
SANITATION	4384-000	16,159	14,044	12,000	6,553	15,000	0	15,000	Refuse Collection for City Complex & Other City Facilities
		348,626	385,292	386,679	195,163	386,679	19,830	406,509	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	80,281	97,679	98,000	53,393	98,000	0	98,000	Pest Control, Copier Maintenance, Fire Extinguisher Maintenance, Postage Machine Rental, Shredder, Roof Inspections, Read/Calibrate Scales, Garage Door Maintenance, Cleaning Services
SUBSCRIPTIONS & DUES	4452-000	91	344	200	115	200	0	200	Newspaper
		80,371	98,023	98,200	53,508	98,200	0	98,200	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	5,863	0	0	0	0	0	
		0	5,863	0	0	0	0	0	
TOTAL GOVERNMENT BUILDINGS		477,011	529,687	544,520	285,481	570,162	19,830	589,992	

DEPARTMENT #: 432
 NAME: GOVERNMENT BUILDINGS

FUND: 101

B-1 & B-2 TOTAL \$19,830

TOTAL B1 CHANGES \$19,830

1

Account #:	4383	Amount (neg if decrease)	\$6,000
	HEAT		
Description of Adjustment:			
Increase heating budget to adjust for rise in natural gas prices			
Benefits if done:			
Implications if not done:			

2

Account #:	4361	Amount (neg if decrease)	\$13,830
	INSURANCE		
Description of Adjustment:			
LMCIT Insurance Coverage (General Liability, Property, and Excess Liability). LMCIT suggested increases for 2023 are not yet available, but in 2022 it was suggested to allow for a 5 to 10% increase for property coverage rates on average and 8 to 12% for members with excess liability limits. Preliminary 10% increase has been assumed.			
Benefits if done:			
Implications if not done:			

CITY OF LINO LAKES

PARKS (101-450)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	342,918	348,684	419,795	146,283	435,280	0	435,280	40% Public Services Director
OVERTIME	4102-000	1,476	781	2,000	305	2,000	0	2,000	100% Parks Supervisor
TEMPORARIES	4106-000	16,322	27,536	42,000	7,573	57,265	0	57,265	4 - 100% General Maintenance Workers
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	20% Administrative Assistant
PERA	4121-000	25,581	26,090	31,635	12,002	32,796	0	32,796	Temporaries:
SOCIAL SECURITY	4122-000	26,653	27,999	35,480	11,356	37,833	0	37,833	Summer Seasonal Staff (2,470 hrs @ \$17/hr)
ICMA EMPLOYER	4123-000	1,082	1,618	1,719	1,413	2,638	0	2,638	Winter Warming House Attendants (1,175 @ \$13/hr)
HEALTH INSURANCE	4131-000	35,143	28,245	45,866	12,779	46,753	0	46,753	
LIFE & DISABILITY INSURANCE	4133-000	1,332	1,292	1,154	420	1,193	0	1,193	
DENTAL INSURANCE	4134-000	2,199	2,130	3,182	883	3,050	0	3,050	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	12,927	13,423	19,730	10,605	34,004	0	34,004	
		465,633	477,797	602,561	203,620	652,812	0	652,812	
SUPPLIES									
MAINTENANCE SUPPLIES	4211-000	16,204	33,318	73,000	10,402	42,000	5,000	47,000	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, 2023 - Materials to Repair Foxborough Boardwalk 200' (\$15,000)
SMALL TOOLS	4240-000	0	1,333	3,000	5,139	3,000	0	3,000	Hand Tools, Small Power Tools, Mowers, Chain Saws, Weed Whips
		16,204	34,650	76,000	15,541	45,000	5,000	50,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	23,084	13,323	7,150	1,466	7,150	0	7,150	Cartagraph, Engineering
TELEPHONE	4321-000	907	802	2,000	296	2,000	0	2,000	Cell Phones, iPads
TRAVEL & TUITION	4330-000	773	1,167	2,000	780	2,000	1,000	3,000	Certification Training, Seminars, Computer Training, Mileage
STIPEND - PARK COMM	4331-000	1,575	3,206	2,750	950	2,750	0	2,750	Board Members - 6 @ \$75 x 5 mtgs; Chair \$100 x 5 mtgs
UNIFORMS	4370-000	1,517	1,520	1,500	242	1,500	400	1,900	
ELECTRICITY	4381-000	2,961	3,162	3,500	1,624	3,500	0	3,500	Park Buildings and Shelters, Security Lighting, Hockey Rink Lights
UTILITIES (WATER/SEWER)	4382-000	23,665	43,268	25,000	111	25,000	0	25,000	Sewer, Water, Irrigation
HEAT	4383-000	3,463	4,359	5,000	3,033	5,000	0	5,000	
SANITATION	4384-000	936	1,215	1,800	304	1,800	0	1,800	Trash/Recycling
		58,882	72,021	50,700	8,807	50,700	1,400	52,100	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	41,015	128,896	112,250	20,941	78,000	176,000	254,000	Portable Restrooms, Weed Control, Tree/Stump Removal, Trail Construction/Repair/Maint, Irrigation Systems, 2023 - Replace RLE Basketball Court (\$40,000), Chip Seal Sunrise Park Parking Lots (\$54,000), North Pointe Pickle Ball Court Painting (\$7,000), Country Lakes Lane Trail Repair (\$75,000)
RENTED EQUIPMENT	4415-000	380	281	500	110	500	0	500	
SUBSCRIPTIONS & DUES	4452-000	65	111	200	106	200	0	200	Professional Memberships & Subscriptions
		41,460	129,289	112,950	21,157	78,700	176,000	254,700	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	369,434	0	2,037	0	0	0	
		0	369,434	0	2,037	0	0	0	
TOTAL PARKS		582,178	1,083,192	842,211	251,160	827,212	182,400	1,009,612	

DEPARTMENT #: 450
 NAME: PARKS

FUND: 101

B-1 & B-2 TOTAL \$182,400

TOTAL B1 CHANGES \$182,400

1
Account #: 4211 **Amount (neg if decrease)** \$5,000
 MAINTENANCE SUPPLIES

Description of Adjustment:

Requesting additional \$5,000 for the replacement of materials for approximately 200 feet of boardwalk in the Foxborough development. Total cost is estimated to be \$15,000, but \$10,000 can be absorbed in the base budget. Labor to be supplied by parks maintenance staff.

Benefits if done:

Provide a safe boardwalk. Boardwalk was installed in 2008.

Implications if not done:

Boardwalk may potentially fail, currently leaning badly. Existing materials of the boardwalk are beginning to crack and rot.

2
Account #: 4370 **Amount (neg if decrease)** \$400
 UNIFORMS

Description of Adjustment:

Budget adjustment to accommodate the addition of a parks maintenance worker.

Benefits if done:

Accurate budget reflected in the budget line item

Implications if not done:

A line item adjustment may be required to balance the line item budget.

DEPARTMENT #: 450
 NAME: PARKS

FUND: 101

3
Account #: 4330 **Amount (neg if decrease)** \$1,000

TRAVEL/TUITION

Description of Adjustment:

Safety and maintenance training. Certified playground inspector.

Benefits if done:

Increased quality and safety in the playgrounds. Staff development, safety and skill development.

Implications if not done:

Maintain current level of service. Potential liability without certifications for playground inspections.

4
Account #: 4410 **Amount (neg if decrease)** \$176,000

CONTRACTED SERVICES

Description of Adjustment:

Remove and replace full court basketball at RLE. Removal of existing court, replacement with new bituminous, color surfacing and resetting south goal (\$40,000).
 Chip seal Sunrise Park Parking Lots (\$54,000)
 North Pointe Park Pickle Ball Court painting (\$7,000)
 Country Lakes Lane Trail repair (\$75,000)

Benefits if done:

Existing court was built in 2004 and is beyond repair with many large cracks making it unsafe for user. New court surface and goal will allow for a safe and level activity area.
 Chip sealing is generally practiced maintenance in roads, trails and parking lot. Chip sealing will extend the useful life of the parking lot extending time between bituminous replacement.
 Pickle Ball court at NorthPointe Park will remain in good, playable condition. Country Lakes Lane Trail was installed in 1995 and is in need of repair.

Implications if not done:

Potential injuries or lawsuits.
 Full bituminous replacement will be needed years ahead of time with a much larger cost.
 Pickle Ball court will require extensive surface repairs if not properly maintained.

CITY OF LINO LAKES

RECREATION (101-451)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	70,828	0	22,713	9,660	0	0	0	
OVERTIME	4102-000	0	0	0	0	0	0	0	
TEMPORARIES	4106-000	8,189	0	15,855	2,000	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	3,787	0	0	725	0	0	0	
SOCIAL SECURITY	4122-000	5,698	0	2,950	869	0	0	0	
ICMA EMPLOYER	4123-000	176	0	0	203	0	0	0	
HEALTH INSURANCE	4131-000	6,417	0	0	1,210	0	0	0	
LIFE & DISABILITY INSURANCE	4133-000	173	0	0	23	0	0	0	
DENTAL INSURANCE	4134-000	309	0	0	61	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	13,665	0	0	0	
WORKER'S COMPENSATION	4151-000	983	0	920	0	0	0	0	
		96,559	0	42,438	28,415	0	0	0	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	0	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	0	34,745	0	0	0	0	0	
TELEPHONE	4321-000	72	0	0	17	0	0	0	
TRAVEL & TUITION	4330-000	0	0	0	0	0	0	0	
PRINTING & PUBLISHING	4340-000	0	0	0	0	0	0	0	
NEWSLETTER - PROGRAM SCHEDULE	4343-000	4,223	0	0	0	0	0	0	
		4,295	34,745	0	17	0	0	0	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	0	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	300	0	0	0	0	0	0	
		300	0	0	0	0	0	0	
TOTAL RECREATION		101,154	34,745	42,438	28,432	0	0	0	

CITY OF LINO LAKES

OTHERS (101-499)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
CONTINGENCY	4905-000	0	0	60,000	0	60,000	50,000	110,000	Operating Contingency
OPERATING TRANSFERS	4910-000	931,500	951,113	286,750	286,750	0	0	0	
TOTAL OTHERS		931,500	951,113	346,750	286,750	60,000	50,000	110,000	

SUMMARY BY CATEGORY

PERSONAL SERVICES	6,982,969	7,203,586	8,328,187	3,640,678	8,818,547	18,541	8,837,088
SUPPLIES	373,979	454,475	539,425	285,159	508,425	109,150	617,575
OTHER SERVICES AND CHARGES	1,302,191	1,451,687	1,482,025	696,199	1,434,025	116,842	1,550,867
CONTRACTUAL SERVICES	629,084	826,386	806,775	445,117	772,525	238,517	1,011,042
CAPITAL OUTLAY	22,886	404,094	161,600	2,037	5,000	(5,000)	-
OTHERS	931,500	951,113	346,750	286,750	60,000	50,000	110,000
TOTAL EXPENDITURES	10,242,609	11,291,342	11,664,762	5,355,940	11,598,522	528,050	12,126,572

FORM B-1

2023 ADJUSTMENTS TO BASE BUDGET

DEPARTMENT #:

499

FUND: 101

NAME:

CONTINGENCY/TRANSFERS/OTHERS

B-1 & B-2 TOTAL

\$50,000

TOTAL B1 CHANGES

\$50,000

1

Account #:

4905

Amount (neg if decrease)

\$50,000

CONTINGENCY

Description of Adjustment:

Increase in contingency due to unsettled labor contracts and unknown insurance rates. Also covers unforeseen increases in supplies and services expenditures in the current inflationary environment.

Benefits if done:

Budget is better adaptable to unforeseen circumstances.

Implications if not done:

Actual expenditures may be in excess of revenues.

**CITY OF LINO LAKES
THE ROOKERY ACTIVITY CENTER FUND (202)
2023 PROPOSED BUDGET**

Description	Account Number	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
Property Taxes									
General Property Tax	202-000-3010-000	0	0	0	0	0	325,000	325,000	
		0	0	0	0	0	325,000	325,000	
Intergovernmental									
Other Federal Revenue	202-000-3319-000	0	0	500,000	0	0	0	0	American Rescue Plan Act (ARPA) Funds
Other Grants	202-000-3372-000	0	0	0	4,485	0	0	0	
		0	0	500,000	4,485	0	0	0	
Charges For Services									
Return Check Fee	202-000-3413-000	0	0	0	0	0	0	0	
Annual Membership Fees	202-000-3470-000	0	0	61,374	63,617	61,374	75,844	137,218	
Monthly Membership Fees	202-000-3471-000	0	0	260,653	59,234	260,653	475,460	736,113	
Daily Use Fees	202-000-3472-000	0	0	11,453	4,025	11,453	56,215	67,668	
EF Basic Classes/Programs	202-000-3473-000	0	0	1,000	0	1,000	(1,000)	0	
EF Personal & Specialty Train	202-000-3474-000	0	0	29,600	10,549	29,600	80,400	110,000	
EF Spinning Classes	202-000-3475-000	0	0	8,500	0	8,500	16,500	25,000	
Gym Rentals	202-000-3476-000	0	0	11,667	0	11,667	3,333	15,000	
Pool Rentals	202-000-3477-000	0	0	21,240	0	21,240	8,760	30,000	
Room Rentals	202-000-3478-000	0	0	500	555	500	6,000	6,500	
Birthday Party Rentals	202-000-3479-000	0	0	10,000	0	10,000	(10,000)	0	Accounted for in Program Revenue in 2023
Retail Sales	202-000-3480-000	0	0	3,500	0	3,500	3,000	6,500	
Enrollment Fees	202-000-3481-000	0	0	11,750	3,276	11,750	3,070	14,820	
Locker Rental	202-000-3482-000	0	0	0	0	0	9,000	9,000	\$15/locker - 25 in each locker room
Program Revenue	202-000-3485-000	0	0	41,096	4,318	41,096	99,136	140,232	Swim Lessons, Youth Programming, Gym Programs, Adult/Family Programs, Community Programs, Birthday Parties
Child Watch	202-000-3485-601	0	0	6,160	249	6,160	(5,160)	1,000	
Towel Service	202-000-3485-602	0	0	4,363	103	4,363	14,132	18,495	
		0	0	482,856	145,925	482,856	834,690	1,317,546	
Investment Earnings									
Interest On Investments	202-000-3620-000	0	0	0	0	0	0	0	Includes Unrealized Gain/Loss on Investments
		0	0	0	0	0	0	0	
Miscellaneous									
Refunds & Reimbursements	202-000-3730-000	0	0	0	0	0	0	0	
Silver Sneakers	202-000-3731-000	0	0	17,234	379	17,234	16,998	34,232	
Renew Active/One Pass	202-000-3732-000	0	0	16,684	1,164	16,684	32,062	48,746	
Cash Over (Short)	202-000-3800-000	0	0	0	(39)	0	0	0	
Miscellaneous Revenue	202-000-3810-000	0	0	0	0	0	0	0	
		0	0	33,918	1,504	33,918	49,060	82,978	
Other									
Operating Transfers	202-000-3920-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
Total Revenues		0	0	1,016,774	151,914	516,774	1,208,750	1,725,524	

CITY OF LINO LAKES

THE ROOKERY ACTIVITY CENTER (202-451)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	0	0	433,606	106,206	515,968	0	515,968	100% Activity Center Manager
OVERTIME	4102-000	0	0	0	0	0	0	0	100% Aquatic Supervisor
PART-TIME	4103-000	0	0	270,000	42,934	270,000	225,000	495,000	2 - 100% Activity Center Coordinator
TEMPORARIES	4106-000	0	0	0	3,803	0	0	0	100% HR Assistant
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	100% Bldg Custodial/Maintenance Supervisor
PERA	4121-000	0	0	42,645	9,040	48,822	8,438	57,260	100% Bldg Custodial/Maintenance Worker
SOCIAL SECURITY	4122-000	0	0	53,826	11,360	60,127	17,212	77,339	
ICMA EMPLOYER CONTRIBUTION	4123-000	0	0	0	1,015	0	0	0	Part-time: Aquatics Fitness Instructor, Aquatics Lead, Child
HEALTH INSURANCE	4131-000	0	0	67,176	9,570	96,316	0	96,316	Watch Attendant, Custodial Worker, Guest Services
LIFE & DISABILITY INSURANCE	4133-000	0	0	1,234	274	1,395	0	1,395	Representative, Lifeguard, Manager On Duty, Recreation
DENTAL INSURANCE	4134-000	0	0	3,028	445	3,813	0	3,813	Attendant
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	0	0	22,633	0	20,727	5,934	26,661	
		0	0	894,148	184,648	1,017,168	256,584	1,273,752	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	0	5,500	2,491	5,500	0	5,500	Supplies for Office Operations
MAINTENANCE SUPPLIES	4211-000	0	0	46,500	613	46,500	0	46,500	Janitorial Supplies
CHEMICALS	4222-000	0	0	5,250	260	5,250	1,950	7,200	Pool Chemicals
RESALE ITEMS	4235-000	0	0	0	0	0	5,000	5,000	Purchases for Retail Sales
SMALL TOOLS	4240-000	0	0	9,000	143	9,000	1,000	10,000	Tools, Cleaning Equipment, CPR Mannequins, Gym Equipment
		0	0	66,250	3,508	66,250	7,950	74,200	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	0	0	5,000	0	5,000	5,000	10,000	Repair/Calibration of HVAC System, Repairs in Building, Safety Systems Monitoring
MUNICIPAL ATTORNEY	4301-000	0	0	3,333	0	3,333	(3,333)	0	
MUNICIPAL ENGINEER	4304-000	0	0	0	0	0	0	0	
OTHER CONSULTANT	4310-000	0	0	2,750	332	2,750	55,029	57,779	Metro-iNet Services, Computer Programs & Support, CivicRec License Subscription, WheniWork Scheduling Software
TELEPHONE	4321-000	0	0	2,750	794	2,750	0	2,750	
POSTAGE	4322-000	0	0	0	0	0	2,500	2,500	
TRAVEL & TUITION	4330-000	0	0	3,000	1,218	3,000	0	3,000	
PRINTING & PUBLISHING	4340-000	0	0	667	139	667	0	667	
PAYMENT PROCESSING	4345-000	0	0	38,997	2,873	38,997	0	38,997	
INSURANCE	4361-000	0	0	10,000	5,575	10,000	0	10,000	General Liability & Property Insurance
UNIFORMS	4370-000	0	0	2,000	414	2,000	850	2,850	
ELECTRICITY	4381-000	0	0	88,000	20,207	88,000	0	88,000	
UTILITIES	4382-000	0	0	10,920	3,485	10,920	0	10,920	Water & Sewer Service
HEAT	4383-000	0	0	55,750	15,279	55,750	0	55,750	
SANITATION	4384-000	0	0	6,000	3,847	6,000	0	6,000	Refuse Collection
		0	0	229,167	54,163	229,167	60,046	289,213	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	0	0	12,500	11,625	12,500	0	12,500	Copier Maintenance, Rug Service, Cleaning Services, Pest Control, Healthy Contributions
CONT SRVS - FITNESS PROVIDER	4411-000	0	0	172,775	75,453	172,775	68,455	241,230	Endurance Fitness Monthly Fee and Share of Program Revenue
SPECIAL PROJECTS	4418-000	0	0	8,750	0	8,750	0	8,750	Scholarship/Financial Aid
SUBSCRIPTIONS & DUES	4452-000	0	0	500	447	500	500	1,000	
MARKETING	4900-000	0	0	11,000	3,168	11,000	0	11,000	
		0	0	205,525	90,694	205,525	68,955	274,480	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
TOTAL ROOKERY ACTIVITY CENTER		0	0	1,395,090	333,012	1,518,110	393,535	1,911,645	

DEPARTMENT #: 451
 NAME: ROOKERY ACTIVITY CENTER

FUND: 202

B-1 & B-2 TOTAL \$136,951

TOTAL B1 CHANGES \$136,951

1

Account #:	4222	Amount (neg if decrease)	\$1,950
	CHEMICALS		
Description of Adjustment:			
Based on projected full 12 months operating budget for the pools			
Benefits if done:			
Implications if not done:			

2

Account #:	4235	Amount (neg if decrease)	\$5,000
	RESALE ITEMS		
Description of Adjustment:			
Supplies that will be made available for purchase			
Benefits if done:			
Implications if not done:			

3

Account #:	4240	Amount (neg if decrease)	\$1,000
	SMALL TOOLS		
Description of Adjustment:			
Based on projected full 12 months operating budget, Portable Speaker system			
Benefits if done:			
Implications if not done:			

DEPARTMENT #: 451
 NAME: ROOKERY ACTIVITY CENTER

FUND: 202

4

Account #:	4300	Amount (neg if decrease)	\$5,000
	PROFESSIONAL SERVICES		
Description of Adjustment:			
Based on projected full 12 months operating budget - HVAC System repairs, electrician, building repairs			
Benefits if done:			
Implications if not done:			

5

Account #:	4301	Amount (neg if decrease)	(\$3,333)
	MUNICIPAL ATTORNEY		
Description of Adjustment:			
Delete base budgeted amount for attorney fees			
Benefits if done:			
Implications if not done:			

6

Account #:	4310	Amount (neg if decrease)	\$55,029
	OTHER CONSULTANTS		
Description of Adjustment:			
Metro-iNet JPA Services, Programs & Support (\$26,800) based on proportion of Rookery FTEs, Civic Rec, WheniWork, Digi Aquatics software, Ellis contract fees and certifications, AQ Fitness trainings and certifications, LGI Certification			
Benefits if done:			
Implications if not done:			

DEPARTMENT #: 451
 NAME: ROOKERY ACTIVITY CENTER

FUND: 202

7

Account #:	4322	Amount (neg if decrease)	\$2,500
	POSTAGE		
Description of Adjustment:			
Postage for mailers			
Benefits if done:			
Implications if not done:			

8

Account #:	4370	Amount (neg if decrease)	\$850
	UNIFORMS		
Description of Adjustment:			
Apparel for full time and part time Rookery staff			
Benefits if done:			
Implications if not done:			

9

Account #:	4411	Amount (neg if decrease)	\$68,455
	CONT SRVS - FITNESS PROVIDER		
Description of Adjustment:			
Endurance Fitness Agreement			
Benefits if done:			
Implications if not done:			

DEPARTMENT #: 451
NAME: ROOKERY ACTIVITY CENTER

FUND: 202

10

Account #:	4452	Amount (neg if decrease)	\$500
	SUBSCRIPTIONS/DUES		

Description of Adjustment:

Subscription and Dues for Rookery staff

Benefits if done:

Implications if not done:

REQUEST FOR PERSONAL SERVICE CHANGES

Department: Public Services	Supervisor: Rick DeGardner
Position Title: Rookery – Part Time staff	Budget Impact: \$256,584

The part time staff line item reflects the costs associated with staffing the Rookery Activity Center for a full 12-month period. Positions include front desk opener, guest services staff, child watch, aquatics, rec attendant, and custodial.

Staff will continue to be diligent in minimizing the level of part time staff needed to properly and safely provide the programs and services at the Rookery Activity Center.

CITY OF LINO LAKES

THE ROOKERY ACTIVITY CENTER NET PROGRAM REVENUE

<u>Program</u>	<u>Revenue</u>	<u>Expenditures</u>			<u>Total</u>	<u>Net +/-</u>
		<u>Personal Services</u>	<u>Supplies</u>	<u>Contract Services</u>		
	3485	41xx	4200	4410		
603 Swim Lessons						
Winter Group Swim Lessons	35,793	8,821	500		9,321	26,472
Winter Private Swim	3,000	1,800			1,800	1,200
Summer Group Swim	41,062	9,029			9,029	32,033
Summer Private Swim	3,400	2,500			2,500	900
Fall Group Swim Lessons	39,524	8,997	500		9,497	30,027
Fall Private Swim	3,200	2,300			2,300	900
	125,979	33,447	1,000	-	34,447	91,532
604 Youth Programming						
Out of School Time	10,000	5,000	300		5,300	4,700
Kid Create Paint	2,000	150			150	1,850
Kids Night Out	5,000	3,000	400		3,400	1,600
Letters to Santa	350	-	100		100	250
Summer Camp	40,000	25,000	6,500		31,500	8,500
Other Programs	5,000	1,000	750		1,750	3,250
	62,350	34,150	8,050	-	42,200	20,150
605 Gym Programs						
Adult Leagues	4,000	950	100		1,050	2,950
Kids Sports	3,000	750	250		1,000	2,000
Other Programs	1,500	250			250	1,250
	8,500	1,950	350	-	2,300	6,200
606 Adult/Family Programs						
Aquatic Special Events	2,450	800	2,000	800	3,600	(1,150)
Valentine's Dance	2,000	200			200	1,800
	4,450	1,000	2,000	800	3,800	650
607 Active Adult Programs						
AARP Classes	850				-	850
Card Games	-		500		500	(500)
	850	-	500	-	500	350
608 Community Programs						
CPR Training Classes	2,600	1,000	1,000		2,000	600
Adult Day Trips	4,800			4,000	4,000	800
Secret Holiday Shop	3,000	200		1,250	1,450	1,550
Misc. Programs	5,000	500	1,000	1,500	3,000	2,000
	15,400	1,700	2,000	6,750	10,450	4,950
609 Birthday Parties						
Birthday Parties	20,000	2,600	1,000		3,600	16,400
	20,000	2,600	1,000	-	3,600	16,400
GRAND TOTALS	237,529	74,847	14,900	7,550	97,297	140,232

**City of Lino Lakes
2023 Capital Equipment Replacement**

<u>Department</u>	<u>Description</u>	<u>Amount</u>
Police	Primary Response Vehicle (Replaces Vehicle # 302)	60,610
	Primary Response Vehicle (Replaces Vehicle # 303)	60,610
	Primary Response Vehicle (Replaces Vehicle # 382)	60,610
	Admin Response Vehicle (Replaces Vehicle #397)	51,000
	Total Police	<u>\$ 232,830</u>
Fleet	John Deere Tractor (Replaces #119)	20,000
	1 Ton Truck w/ Dump Box and Plow (Replaces #214)	87,000
	Zero Turn Mower (Replaces #405)	17,000
	Dump Truck w/ Plow (Replaces #200)	305,000
	Total Fleet	<u>\$ 429,000</u>
	Grand Total	<u>\$ 661,830</u>

**CITY OF LINO LAKES
CAPITAL EQUIPMENT REPLACEMENT FUND (402)
2022 PROPOSED BUDGET**

	Account Number	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
Property Taxes									
General Property Tax	402-000-3010-000	0	0	150,000	0	150,000	175,000	325,000	
		0	0	150,000	0	150,000	175,000	325,000	
Investment Earnings									
Interest on Investments	402-000-3620-000	12,775	(2,348)	0	(18,258)	0	0	0	Includes Unrealized Gain/Loss on Investments
		12,775	(2,348)	0	(18,258)	0	0	0	
Miscellaneous									
Contributions/Donations Police	402-000-3623-420	0	0	0	20,000	0	0	0	Donation Restricted for Police Equipment Use
Contributions/Donations Fire	402-000-3623-421	0	0	0	100,000	0	0	0	Donation Restricted for Fire Equipment Use
Refunds & Reimbursements	402-000-3730-000	0	2,371	0	22	0	0	0	
Miscellaneous Revenue	402-000-3810-000	0	0	0	2,439	0	0	0	
		0	2,371	0	122,461	0	0	0	
Other Financing Sources									
Use of Fund Reserves	402-000-3900-000	0	0	0	0	0	271,750	271,750	General Fund 2022 Reserves for 2023 Purchase of Plow Truck
Sale of Fixed Assets	402-000-3910-000	15,365	140,120	0	33,433	0	66,964	66,964	
Transfer From Other Funds	402-000-3920-000	0	0	271,750	271,750	0	0	0	Transfer from General Fund
Bond Proceeds	402-000-3930-000	294,235	0	0	0	0	0	0	Certificates of Indebtedness
		309,600	140,120	271,750	305,183	0	338,714	338,714	
Total Revenues		322,375	140,143	421,750	409,387	150,000	513,714	663,714	

CITY OF LINO LAKES

Capital Equipment Replacement

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
SUPPLIES									
SMALL TOOLS	402-420-4240-420	0	0	0	19,070	0	0	0	Spend of Police Donation
SMALL TOOLS	402-421-4240-421	0	0	0	10,589	0	0	0	Spend of Fire Donation
		0	0	0	29,659	0	0	0	
CAPITAL OUTLAY									
POLICE EQUIPMENT	402-420-5000-000	104,902	154,719	173,040	525	0	232,830	232,830	
FIRE EQUIPMENT	402-421-5000-000	0	50,713	2,000	0	0	0	0	
FLEET EQUIPMENT	402-431-5000-000	261,688	263,850	97,000	0	0	429,000	429,000	
		366,590	469,282	272,040	525	0	661,830	661,830	
TOTAL CAPITAL EQUIPMENT REPLACEMENT		366,590	469,282	272,040	30,183	0	661,830	661,830	

DEPARTMENT #: 420

FUND: 402

NAME: POLICE PROTECTION

TOTAL REQUESTS = \$232,830

1

Account #:	5000	Amount (not incl disposal proceeds)	\$60,610
CAPITAL OUTLAY			
Description (include unit # if applicable):			
Purchase 2023 Chevrolet Tahoe Police package for use as primary response vehicle.			
Justification and affect on productivity:			
See attached memos			
Additional expenses if purchased:			
Cost includes all emergency equipment, build out and graphics.			
Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):			
Vehicle #302 - 2016 Ford Explorer with 118,278 (6.13.2022)			
In Capital Improvement Plan (Y or N):			Y
Replacement (R) or New (N):			R
Est'd disposal proceeds (if "R")			\$6,164

2

Account #:	5000	Amount (not incl disposal proceeds)	\$60,610
CAPITAL OUTLAY			
Description (include unit # if applicable):			
Purchase 2023 Chevrolet Tahoe Police package for use as primary response vehicle.			
Justification and affect on productivity:			
See attached memos			
Additional expenses if purchased:			
Cost includes all emergency equipment, build out and graphics.			
Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):			
Vehicle #303 - 2016 Ford Explorer with 103,049 (6.13.2022)			
In Capital Improvement Plan (Y or N):			Y
Replacement (R) or New (N):			N
Est'd disposal proceeds (if "R")			\$6,800

DEPARTMENT #: 420

FUND: 402

NAME: POLICE PROTECTION

3

Account #:	5000	Amount (not incl disposal proceeds)	\$60,610
	CAPITAL OUTLAY		
Description (include unit # if applicable):			
Purchase 2023 Chevrolet Tahoe Police package for use as primary response vehicle.			
Justification and affect on productivity:			
See attached memos			
Additional expenses if purchased:			
Cost includes all emergency equipment, build out and graphics.			
Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):			
Vehicle #382 - 2013 Ford Explorer with 100,296 (6.13.2022)			
	In Capital Improvement Plan (Y or N):	Y	
	Replacement (R) or New (N):	N	
	Est'd disposal proceeds (if "R")	\$5,000	

4

Account #:	5000	Amount (not incl disposal proceeds)	\$51,000
	CAPITAL OUTLAY		
Description (include unit # if applicable):			
Purchase 2023 Chevrolet Tahoe Police package for use as admin response vehicle. Vehicle will be removed form the Police fleet and repurposed for general city use.			
Justification and affect on productivity:			
See attached memos			
Additional expenses if purchased:			
Cost includes vehicle, all emergency equipment, and build out.			
Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):			
Vehicle #397 - 2015 Ford Explorer with 103,310 (6.13.2022)			
	In Capital Improvement Plan (Y or N):	Y	
	Replacement (R) or New (N):	R	
	Est'd disposal proceeds (if "R")	\$0	

#302



#302 is a 2016 Ford Police Interceptor Utility that was built in March of 2016. It currently has a little over 118,000 miles. The Public Safety Department has put just over 14,000 miles on #302 in the last year. If replaced this time next year, it would be 7 years old and likely have just over 132,000 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. #302 has a total cost per mile of 30 cents per mile. Based on the age and mileage of this vehicle, it would be my second priority for replacement in Public Safety for 2023.

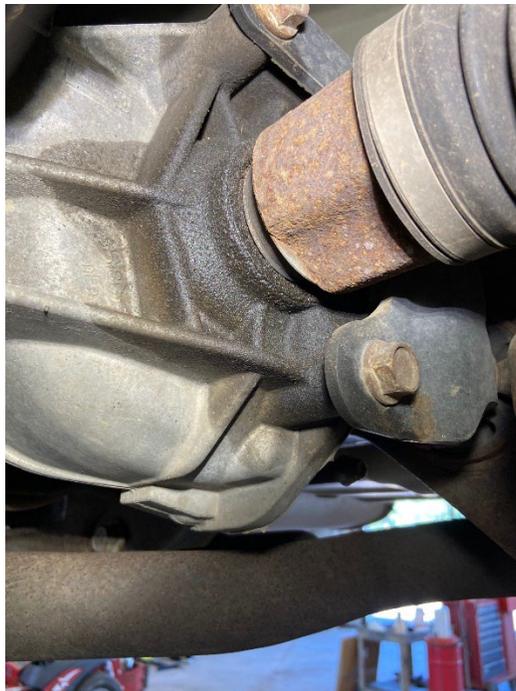


#302 has worn out bushings on various suspension components which is understandable considering the 118,000 miles that it has accumulated in patrol. This vehicle does not have any current major repairs needed but its high mileage and high total cost per mile make it likely to need more expensive repairs in the future.

#303



#303 is a 2016 Ford Police Interceptor Utility. It was built in March of 2016. This vehicle currently has just over 103,000 miles. The Public Safety Department has put roughly 12,000 miles on this vehicle in the last year. If replaced this time next year, #382 would likely have around 115,000 miles when taken out of service. If delayed a year it will likely be just under 130,000 miles before it is replaced. #303 has a total cost per mile of 27 cents. This would be my third priority for replacement in 2022.



One of the axle seals on the rear differential is leaking and in need of replacement.



It has a small leak from the PTU (Power Takeoff Unit). It is currently a fairly minor leak but if it needs to be replaced in the future it will be around \$2,500.



The front edge of the aluminum hood is starting to corrode and the paint will soon start flaking off. This is something that will continue to get worse. If the vehicle is going to be left in the fleet we should try to get a price on a new hood.

CIP Request 2023 (Police)

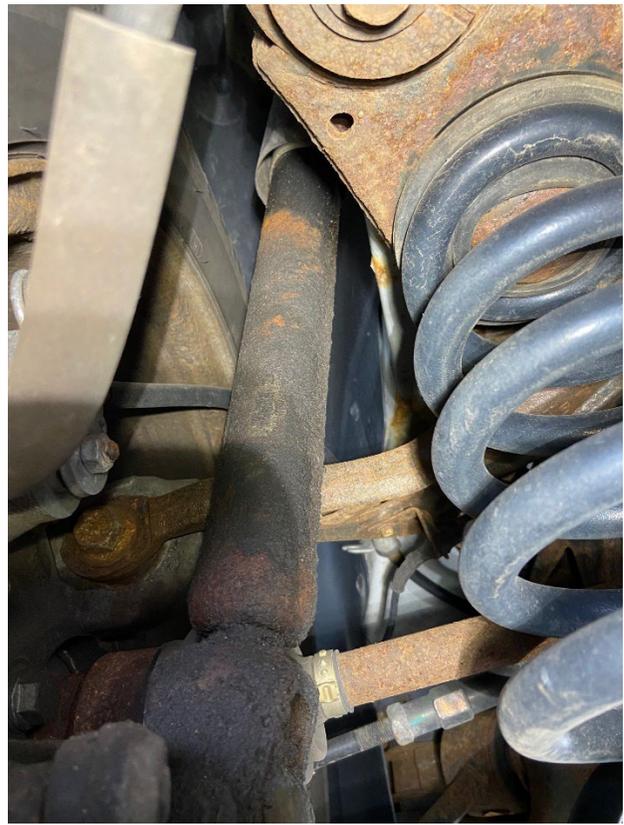
#382



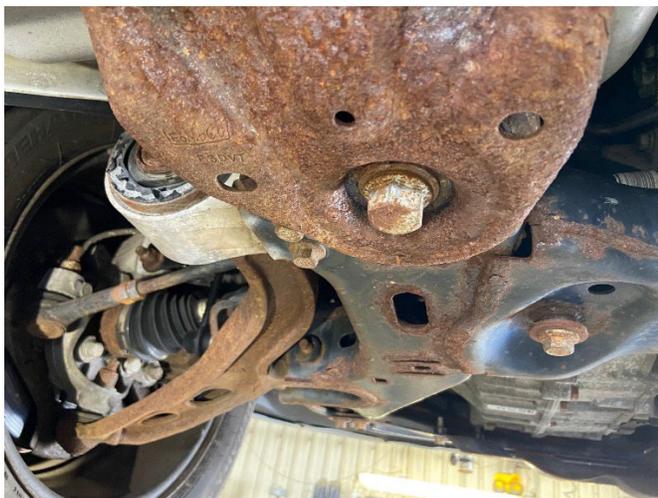
#382 is a 2013 Ford Police Interceptor Sedan. It was built in April of 2012 and currently has just over 100,000 miles. This vehicle was purchased in 2012 during our transition away from the Ford Crown Victoria. This is the last vehicle left from that purchase year and the only remaining Police Interceptor Sedan left in the fleet. In recent years this vehicle has been driven by mostly reserve officers which has kept the annual mileage relatively low. If approved for replacement next year, this vehicle will have been in service for over 11 years by the time its replacement is ready in late 2023. #382's total cost per mile (maintenance, repairs, fuel) is 33 cents, which is the highest of any of the police vehicles. #382 would be my first priority for replacement in the police fleet for 2023.



#382 has substantial rust on the rear bumper support.



Both rear struts are leaking and in need of replacement.



The underside of the vehicle body is showing considerable rust.



The bushings for the front lower control arms are in rough shape. Both front lower control arms should be replaced.



The engine has a small coolant leak, most likely from the water pump. Replacing the water pump is a costly and time consuming repair that requires removing the engine.

#397



#397 is a 2015 Ford Police Interceptor Utility. It was built in February of 2015. It currently has around 104,000 miles. This vehicle is Kyle Leibel's admin vehicle. He seems to be averaging around 14,000 miles per year. If replaced this time next year, #397 would likely have around 118,000 miles when taken out of service. If kept in service for an additional year it would likely be around 132,000 miles before being taken out of service. As an admin car it doesn't see nearly the abuse that the patrol vehicles receive. Its total cost per mile (maintenance, repairs & fuel) is 17 cents per mile, which is considerably less than the three patrol vehicles that were also inspected. This vehicle is my fourth priority for replacement in the police fleet for 2023.



#397 has an issue directly above the windshield where the paint has come off and rust is starting to form. We should try to get an estimate on getting this issue repaired in the near future. It also has an issue with rear tire wear that is scheduled to be repaired in the next couple of weeks. No other issues were found during the inspection.

DEPARTMENT #: 431

FUND: 402

NAME: FLEET MANAGEMENT

TOTAL REQUESTS = \$429,000

1

Account #:	5000	Amount (not incl disposal proceeds)	\$20,000
	CAPITAL OUTLAY		
Description (include unit # if applicable):			
#119 2001 John Deere Tractor LV 4100. Used in the maintenance and grooming of baseball fields.			
Justification and affect on productivity:			
Tractor #119 is 22 years old and is due for replacement as outlined in the CIP. #119 has 2,178 hours of use and is starting to show age. This is the primary tractor used in ball field maintenance.			
Additional expenses if purchased:			
Other than general service and maintenance to the tractor a new purchase would not contribute to any additional expenses.			
Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):			
		In Capital Improvement Plan (Y or N):	Y
		Replacement (R) or New (N):	R
		Est'd disposal proceeds (if "R")	\$10,000

2

Account #:	5000	Amount (not incl disposal proceeds)	\$87,000
	CAPITAL OUTLAY		
Description (include unit # if applicable):			
Requested purchase vehicle is a 1 ton regular cab dump box with a plow.			
Justification and affect on productivity:			
Truck #214 is 14 years old and has become due for replacement as outlined in the CIP. The truck has 41,000 miles on it and has been used in plowing operations for the last 13 winters.			
Additional expenses if purchased:			
No additional maintenance will be required.			
Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):			
Truck #214 is a 2008 1 Ton Chevy Regular Cab Dump box Truck used in the Parks division of public works. The truck has 41,000 miles.			
		In Capital Improvement Plan (Y or N):	Y
		Replacement (R) or New (N):	R
		Est'd disposal proceeds (if "R")	\$18,000

DEPARTMENT #: 431

FUND: 402

NAME: FLEET MANAGEMENT

3

Account #:	5000	Amount (not incl disposal proceeds)	\$17,000
	CAPITAL OUTLAY		
Description (include unit # if applicable):			
Requesting to purchase a replacement zero turn 60 inch riding mower for the maintenance of the parks and trail systems.			
Justification and affect on productivity:			
Current mower #405 is up for replacement on the CIP. Replacement will result in fewer breakdowns and added safety features. The unit up for replacement has had increased repairs due to usage and age.			
Additional expenses if purchased:			
No additional expenses.			
Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):			
New unit will replace unit #405. Unit 405 is a 2015 with 1,000 hours of use.			
	In Capital Improvement Plan (Y or N):	Y	
	Replacement (R) or New (N):	R	
	Est'd disposal proceeds (if "R")	\$5,000	

4

Account #:	5000	Amount (not incl disposal proceeds)	\$305,000
	CAPITAL OUTLAY		
Description (include unit # if applicable):			
Replacement vehicle is a Mack Dump Truck with a front plow, belly plow and rear mounted wing used for the clearing of snow on city streets and hauling material in the summer months.			
Justification and affect on productivity:			
Unit #200 has been up for replacement in previous budget cycles and is on the CIP for replacement in 2023. A new dump truck will provide greater reliability, safety and vision from the cab while driving. Parts and hoses on this unit have become rusted to the point of leaking and replacement costs are increasing as the plow truck is aging.			
Additional expenses if purchased:			
No additional maintenance required.			
Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):			
Unit to be replaced, unit #200 was purchased in 2007 and now has 79,000 miles.			
	In Capital Improvement Plan (Y or N):	Y	
	Replacement (R) or New (N):	R	
	Est'd disposal proceeds (if "R")	\$16,000	

2023 Budget

John Deere 4100 Compact Tractor W/ Attachments

\$20,000

This compact tractor has been used in the Parks Dept. for over 20 years and has been a workhorse in the maintenance and preparation of ball fields, grooming, seeding, fertilizing and aerating the turf and park grass areas. Thus far this machine has been reliable. With almost 2200 hours of use the tractor has served its purpose and is at the end of its life cycle in the current Capital Improvement Plan.



The Parks Department is seeking replacement for a comparable tractor with a groomer and tiller. The new purchase will require no additional maintenance or upkeep and will still carry the same work load of grooming ballfields and maintaining the turf and grass areas. With the addition of a tiller the city will be able to maintain weeded areas as well as prepare new sites for seed.

2023 Budget

1 Ton Regular Cab W/ Dump Box and Plow

\$87,000

Truck #214 is a 2008 Chevy 1 Ton dump box with a plow. This truck is used in park maintenance, hauling wood-chips, dirt, sand, garbage and plowing cul-de-sacs, parking lots and roads. This is an important vehicle because of the versatility in being able to haul, dump, plow and tow. Unit #214 is up for replacement in the capital equipment replacement schedule with it already passing a normal replacement schedule timeline.



The Parks Department is requesting Unit #214 be replaced with a comparable vehicle. A 1 ton dump box with plow is being requested for purchase to meet the growing needs of the parks department. The dump box will be made of aluminum and stainless steel to prevent rust and increasing durability. There would be no increase in maintenance or cost to purchasing a replacement 1 ton with dump box and plow.

2023 Budget

Ferris 60" Zero Turn Mower

\$17,000

Unit #405 is a 2015 Ferris 60" zero turn mower used for trim mowing in the grounds keeping operations. The mower has 1,050 hours of mowing time and is starting require more and more repairs beyond preventative maintenance. Unit #405 is an important piece of equipment in the upkeep of all of the parks in Lino Lakes and mowing is delayed when the mower is in for repairs.



The Parks Department is seeking replacement of unit #405 with a slightly upgraded but comparable model of a Ferris zero turn mower. The upgrade is due to this model is no longer made. The purchase of a new mower will provide a reliable piece of equipment for the maintenance of the many miles of city trails and the turf and lawn at city parks and facilities. There have been many additions to the mowing schedule, North Pointe Park, Tower Park, the Rookery and soon Watermark Park. These additions provide a need for a reliable mower to stay on the growing mowing schedule.



2023 BUDGET REPLACEMENT FOR VEHICLE #200

Single Axle Dump Truck

\$305,000



Vehicle #200 is a 2007 Sterling L8500 dump truck. This is our oldest and most often used plow truck. This truck will be 16 years old in 2023 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.

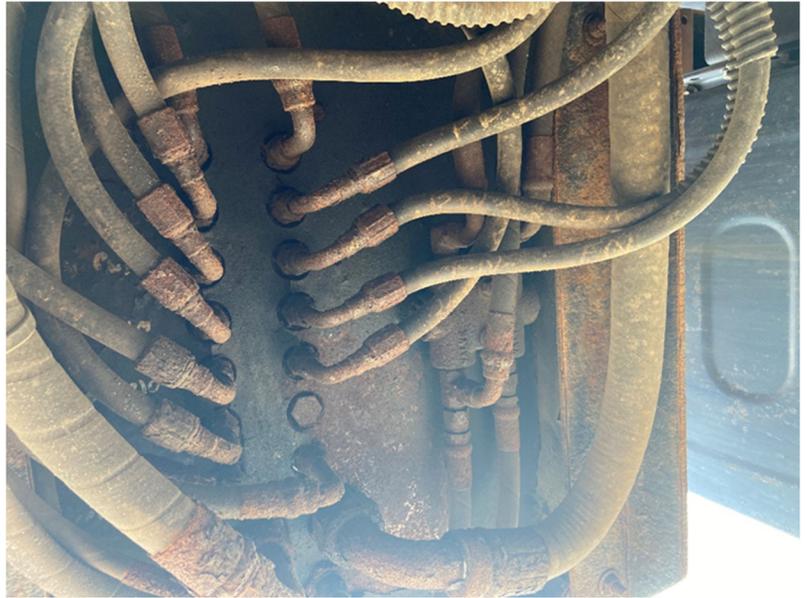


The safety support stand for the hydraulic dump box has completely rusted through. It is meant to support and keep the box from potentially crushing somebody that is working on the truck if the hydraulics for the dump box were to fail. This is used while the box is up in the air and the truck is being 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 several years ago but the rust continues to worsen. It will likely need replaced in the near future.

The engine oil pan was in poor condition and replaced in 2022 at a cost approaching \$3,000.





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 patching operations, and general hauling operations throughout the year.

**CITY OF LINO LAKES
WATER OPERATING FUND (601)
2023 PROPOSED BUDGET**

	Account Number	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
Operating Revenue									
Penalties & Interest	601-000-3150-000	141	762	0	0	0	0	0	
Water Hook-Up Charge	601-000-3248-000	43,260	68,770	41,250	14,760	41,250	0	41,250	
Other Grants	601-000-3372-000	42,152	0	0	0	0	0	0	
Water Meter Sales	601-000-3406-000	72,825	134,559	78,260	32,492	78,260	(28,260)	50,000	
Irrigation Controller Sales	601-000-3407-000	0	4,750	5,000	2,925	5,000	0	5,000	
Interest on Investments	601-000-3620-000	100,912	(34,068)	50,000	(212,191)	50,000	0	50,000	Includes Unrealized Gain/Loss on Investments
Change in Fair Value of Investments	601-000-3621-000	48,711	0	0	0	0	0	0	
Miscellaneous Revenue	601-000-3714-000	982	1,698	2,500	694	2,500	(700)	1,800	
Refunds and Reimbursements	601-000-3730-000	0	0	0	1,450	0	0	0	
Flat Water Charge	601-000-3850-000	0	0	287,680	143,397	287,680	153,740	441,420	Quarterly Base Fee - \$5/quarter YoY Increase
Water Sales	601-000-3855-000	1,210,916	1,450,985	1,268,772	346,786	1,268,772	40,069	1,308,841	Volume Charges - 4.0% YoY Increase
Water Penalties	601-000-3858-000	13,435	21,766	22,000	11,882	22,000	0	22,000	
Sale of Capital Assets	601-000-3910-000	0	14,506	0	0	0	0	0	
		1,533,333	1,663,729	1,755,462	342,194	1,755,462	164,849	1,920,311	
Other Sources									
Use of Reserves		0	0	1,409,645	0	0	186,410	186,410	
		0	0	1,409,645	0	0	186,410	186,410	
Total Operating Revenue & Other Sources		1,533,333	1,663,729	3,165,107	342,194	1,755,462	351,259	2,106,721	

CITY OF LINO LAKES

WATER (601-494)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	207,181	223,966	276,285	116,521	287,903	0	287,903	5% Public Services Director
OVERTIME	4102-000	8,659	7,267	7,000	3,400	7,000	0	7,000	10% Community Development Director
ON CALL	4105-000	5,163	6,222	5,000	(344)	5,000	0	5,000	25% Public Works Superintendent
TEMPORARIES	4106-000	5,746	6,291	9,900	1,343	9,860	0	9,860	5 - 50% General Maintenance Workers
WELLNESS PROGRAM	4108-000	0	0	0	27	72	0	72	20% Administrative Assistant
PERA	4121-000	15,406	17,128	21,621	9,266	22,493	0	22,493	7.5% Finance Director
FICA/MEDICARE	4122-000	15,994	17,206	22,811	8,840	23,697	0	23,697	12.5% Accounting Clerk II
ICMA EMPLOYER	4123-000	132	0	428	101	145	0	145	50% Accounting Clerk I
PENSION EXPENSE	4125-000	16,489	(20,087)	0	0	0	0	0	25% Office Specialist
HEALTH INSURANCE	4131-000	25,742	43,199	37,844	12,996	31,101	0	31,101	Temporaries: 580 hrs @ \$17/hr
LIFE & DISABILITY INSURANCE	4133-000	762	816	871	314	915	0	915	
DENTAL INSURANCE	4134-000	1,630	1,690	2,076	784	2,206	0	2,206	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	4,808	5,278	7,311	3,918	11,005	0	11,005	
		307,711	308,974	391,147	157,166	401,397	0	401,397	
SUPPLIES									
OFFICE SUPPLIES	4200-000	4,407	2,341	2,500	895	2,500	0	2,500	Utility Billing Forms, Computer and General Supplies
MAINTENANCE SUPPLIES	4211-000	26,602	36,658	45,000	31,972	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	2,000	12,000	
METERS	4215-000	74,483	95,479	80,000	51,793	80,000	70,000	150,000	New/Replacement Meters, New/Replacement MXU'S, Irrigation Meters, Commercial Meters, Meter Technology Upgrades
IRRIGATION CONTROLLERS	4216-000	61,029	18,999	20,000	19,799	20,000	0	20,000	
CHEMICALS	4222-000	111,420	139,837	125,000	45,397	125,000	0	125,000	Polyphosphate, Fluoride, Chlorine, Chemical Pumps, Chemical Containment, Reagents for Water Sampling
SMALL TOOLS	4240-000	2,336	5,958	2,500	2,670	2,500	0	2,500	Wrenches, Drills, Saws
		290,276	309,271	285,000	152,526	285,000	72,000	357,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	147,980	183,834	100,300	45,897	100,300	0	100,300	Water Main Breaks, Well/Tower Maintenance, Scada Maintenance/Upgrades, Fire Hydrant Painting, RPZ Testing, Cartograph, DNR Appropriations
MUNICIPAL ATTORNEY	4301-000	0	1,180	0	2,604	0	0	0	
MUNICIPAL ENGINEER	4304-000	27,309	24,325	25,000	8,310	25,000	0	25,000	
OTHER CONSULTANT	4310-000	10,999	11,602	24,375	12,654	24,375	(7,828)	16,547	Springbrook License Subscription - UB Module, Metro-iNet Services, Programs & Support (Includes Cisco Telephone)
TELEPHONE	4321-000	5,056	3,434	5,000	1,566	5,000	0	5,000	Cellular Phones, Well House Land Line Back-up
POSTAGE	4322-000	4,859	5,706	5,500	2,128	5,500	0	5,500	Utility Billing Postage, Postage Meter Charge, Certified Mail, General Shipping
TRAVEL & TUITION	4330-000	1,000	1,740	3,000	1,000	3,000	1,500	4,500	
PRINTING & PUBLISHING	4340-000	3,598	4,549	10,000	188	10,000	0	10,000	Consumer Confidence Reports, Mass Mailing
PAYMENT PROCESSING	4345-000	0	0	9,262	4,200	9,262	1,738	11,000	
INSURANCE	4360-000	9,514	10,111	11,850	7,646	11,850	1,185	13,035	
AUTO INSURANCE	4363-000	783	941	960	629	960	67	1,027	
UNIFORMS	4370-000	833	744	760	387	760	140	900	Clothing Allowance
ELECTRICITY	4381-000	76,731	100,877	90,000	40,472	90,000	0	90,000	Well House Lighting and Pump Usage
UTILITIES (WATER/SEWER)	4382-000	6,021	5,973	15,000	2,947	15,000	0	15,000	Blaine, Shoreview, and Centennial Utilities - Utility Connections
HEAT	4383-000	2,496	1,999	5,000	2,215	5,000	0	5,000	Well House Heating
		297,177	357,015	306,007	132,843	306,007	(3,198)	302,809	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	19,463	19,131	9,258	4,338	9,258	55,237	64,495	Gopher One-Call, Monthly Lab Testing, Utility Statement Processing, 2023 - Well House 3 Exterior Upgrades (\$40,000) and Well 5 New Roof (\$12,500)
SUBSCRIPTIONS & DUES	4452-000	760	1,556	1,000	638	1,000	0	1,000	AWWA, Water Operators Licenses
		20,223	20,687	10,258	4,976	10,258	55,237	65,495	
DEPRECIATION									
ASSET DEPRECIATION	4510-000	616,893	625,544	783,605	0	605,000	(605,000)	0	Annual Depreciation Expense - Water Infrastructure & Equip
		616,893	625,544	783,605	0	605,000	(605,000)	0	
OTHER									
OPERATING TRANSFERS	4910-000	127,357	322,933	407,680	0	441,420	538,600	980,020	Flat Water Charge Transferred to Area and Unit Fund (\$441,420) Water Fund Portion of 2023 Street Reconstruction (\$205,600), 2023 Street Rehab Program (\$125,000), WTP Trunk Water Upgrade (\$208,000)
		127,357	322,933	407,680	0	441,420	538,600	980,020	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	1,765,015	39,601	0	0	0	
		0	0	1,765,015	39,601	0	0	0	
TOTAL WATER FUND		1,659,638	1,944,424	3,948,712	487,111	2,049,082	57,639	2,106,721	

DEPARTMENT #: 494
 NAME: WATER OPERATING

FUND: 601

B-1 & B-2 TOTAL \$57,639

TOTAL B1 CHANGES \$57,639

1

Account #:	4212	Amount (neg if decrease)	\$2,000
	VEHICLE FUEL		
Description of Adjustment:			
Increase fuel budget to adjust for current fuel prices.			
Benefits if done:			
Implications if not done:			

2

Account #:	4215	Amount (neg if decrease)	\$70,000
	METERS		
Description of Adjustment:			
Increase in meter sales and stock of meters and radios for repairs and replacements (\$20,000). Matching grant funds for to update radio read technology (\$50,000).			
Benefits if done:			
Accommodate growth and meter and radio failure. With out meters the city can not bill for water sales. Updated radio read technology allows real time reading capabilities in the future.			
Implications if not done:			
Unable to bill for water sales, will not be an accurate budget figure, over spend in budget line item. Not updating radio read technology prohibits more frequent reads.			

3

Account #:	4310	Amount (neg if decrease)	(\$7,828)
	OTHER CONSULTANT		
Description of Adjustment:			
Decreased allocation in Metro-iNet JPA Services, Programs & Support (\$7,978) to Water, Sewer, and Storm Water based on proportion of FTEs in each department. Springbrook Maintenance has increased 5% (\$150).			
Benefits if done:			
Continued IT and financial software functionality and support.			
Implications if not done:			

DEPARTMENT #: 494
 NAME: WATER OPERATING

FUND: 601

4
Account #: 4330 **Amount (neg if decrease)** \$1,500
 TRAVEL/TUITION

Description of Adjustment:
 Increase opportunities for employee training and safety.

Benefits if done:
 Employees will be better prepared with skills, education and safety.

Implications if not done:
 Continue current level of operations and skill set.

5
Account #: 4345 **Amount (neg if decrease)** \$1,738
 PAYMENT PROCESSING

Description of Adjustment:
 Credit card and ACH processing fees due to new customers and existing customers utilizing electronic payment methods.

Benefits if done:
 Cost of accepting credit card and ACH utility billing payments.

Implications if not done:

6
Account #: 4360 **Amount (neg if decrease)** \$1,185
 INSURANCE

Description of Adjustment:
 LMCIT Insurance Coverage (Property & Liability). LMCIT suggested increases for 2023 are not yet available, but in 2022 it was suggested to allow for a 5 to 10% increase for property coverage rates on average and 8 to 12% for members with excess liability limits. Preliminary 10% increase has been assumed.

Benefits if done:

Implications if not done:

DEPARTMENT #: 494
 NAME: WATER OPERATING

FUND: 601

7
Account #: 4363 **Amount (neg if decrease)** \$67

AUTO INSURANCE

Description of Adjustment:

LMCIT Auto Insurance Coverage. LMCIT suggested increases for 2023 are not yet available, but in 2022 it was suggested to allow for a 3 to 7% for auto rates. Preliminary 7% increase has been assumed.

Benefits if done:

Implications if not done:

8
Account #: 4370 **Amount (neg if decrease)** \$140

UNIFORMS

Description of Adjustment:

Increase is an adjustment to accommodate 5 maintenance employees.

Benefits if done:

Reflects and accurate budget.

Implications if not done:

Fund will have a negative balance.

9
Account #: 4410 **Amount (neg if decrease)** \$55,237

CONTRACTED SERVICES

Description of Adjustment:

Increase needed to cover estimated costs of utility locates, monthly water testing, and utility statement processing (\$2,737). Well 3 siding, gutters, soffit and fascia replacement. Landscaping around the building (\$40,000). Well 5 Roof Replacement (\$12,500).

Benefits if done:

Well 3 was constructed in 1996. In the 26 years the well house has been in service it has not had any exterior work done on the building. The well house has hail damage, in need of new gutters and landscaping work to increase curb appeal as this is a high visibility city owned building.

Well 5 was installed in 2005. The roof is 17 years old.

Implications if not done:

DEPARTMENT #: 494
 NAME: WATER OPERATING

FUND: 601

10

Account #: 4510 Amount (neg if decrease) (\$605,000)
 DEPRECIATION

Description of Adjustment:

Removing depreciation from the budget since it is a non-cash expense. Capital expenditures are budgeted for when the expense occurs.

Benefits if done:

Cash impact of the requested budget is more transparent. When a rate study is performed depreciation is factored out to analyze the cash balance of the fund.

Implications if not done:

11

Account #: 4910 Amount (neg if decrease) \$538,600
 OPERATING TRANSFERS

Description of Adjustment:

Transfers to capital project funds to cover Water's portion of the following infrastructure projects: 2023 Street Reconstruction (\$205,600), 2023 Street Rehab Program (\$125,000), WTP Trunk Water Upgrade (\$208,000).

Benefits if done:

Implications if not done:

**CITY OF LINO LAKES
SEWER OPERATING FUND (602)
2023 PROPOSED BUDGET**

	Account Number	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
Operating Revenue									
Current Assessments	602-000-3110-000	708	708	0	0	0	0	0	
Delinquent Assessments	602-000-3120-000	0	0	0	0	0	0	0	
Penalties & Interest	602-000-3150-000	141	762	0	0	0	0	0	
Sewer Hook-Up Charge	602-000-3249-000	35,187	56,597	33,000	12,220	33,000	0	33,000	
Interest on Investments	602-000-3620-000	157,998	(52,696)	80,000	(329,115)	80,000	0	80,000	Includes Unrealized Gain/Loss on Investments
Change in Fair Value of Investments	602-000-3621-000	76,343	0	0	0	0	0	0	
Refunds and Reimbursements	602-000-3730-000	0	15,276	0	0	0	0	0	
Sewer Sales	602-000-3856-000	1,750,010	1,793,546	1,762,586	931,991	1,762,586	64,424	1,827,010	2.5% YoY Increase
Sewer Penalties	602-000-3858-000	17,185	25,151	26,000	11,568	26,000	0	26,000	
Sale of Capital Assets	602-000-3910-000	0	14,506	0	0	0	500	500	
Operating Transfers	602-000-3920-000	83,821	0	0	0	0	0	0	
		2,121,392	1,853,849	1,901,586	626,664	1,901,586	64,924	1,966,510	
Other Sources									
Use of Reserves		0	0	70,299	0	0	315,321	315,321	
		0	0	70,299	0	0	315,321	315,321	
Total Operating Revenue & Other Sources		2,121,392	1,853,849	1,971,885	626,664	1,901,586	380,245	2,281,831	

CITY OF LINO LAKES

SEWER (602-495)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	207,180	223,966	276,285	116,521	287,903	0	287,903	5% Public Services Director
OVERTIME	4102-000	8,659	7,266	7,000	3,400	7,000	0	7,000	10% Community Development Director
ON CALL	4105-000	5,163	6,222	5,000	(344)	5,000	0	5,000	25% Public Works Superintendent
TEMPORARIES	4106-000	5,746	6,290	9,900	1,343	9,860	0	9,860	5 - 50% General Maintenance Workers
WELLNESS PROGRAM	4108-000	0	0	0	27	72	0	72	20% Administrative Assistant
PERA	4121-000	15,407	17,128	21,621	9,266	22,493	0	22,493	7.5% Finance Director
FICA/MEDICARE	4122-000	15,993	17,206	22,811	8,840	23,697	0	23,697	12.5% Accounting Clerk II
ICMA EMPLOYER	4123-000	132	0	428	101	145	0	145	50% Accounting Clerk I
PENSION EXPENSE	4125-000	18,808	(20,087)	0	0	0	0	0	25% Office Specialist
HEALTH INSURANCE	4131-000	25,742	43,199	37,844	12,996	31,101	0	31,101	Temporaries: 580 hrs @ \$17/hr
LIFE & DISABILITY INSURANCE	4133-000	763	817	871	313	915	0	915	
DENTAL INSURANCE	4134-000	1,630	1,690	2,076	784	2,206	0	2,206	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	10,865	10,444	16,536	8,846	21,542	0	21,542	
		316,087	314,141	400,372	162,093	411,934	0	411,934	
SUPPLIES									
OFFICE SUPPLIES	4200-000	4,231	2,243	2,500	895	2,500	0	2,500	Utility Billing Forms, Computer and General Supplies
MAINTENANCE SUPPLIES	4211-000	16,759	26,513	45,000	16,492	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	2,000	12,000	
SMALL TOOLS	4240-000	2,254	5,835	2,500	2,456	2,500	0	2,500	Valve Keys, Locators, Wrenches, Plumbing Tools
		33,244	44,591	60,000	19,843	60,000	2,000	62,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	184,009	166,803	165,300	28,585	165,300	0	165,300	Lift Station Cleaning, Lift Station Repairs/Upgrades, Sewer Line Cleaning/Camera, Sycom, Generator Maintenance/Inspection, Pump Repair/Service, Sewer Line Breaks, Cartograph
MUNICIPAL ENGINEER	4304-000	23,749	23,541	25,000	5,250	25,000	0	25,000	
OTHER CONSULTANTS	4310-000	10,999	11,602	24,375	12,654	24,375	(7,828)	16,547	Springbrook License Subscription - UB Module, Metro-iNet Services, Programs & Support (Includes Cisco Telephone)
TELEPHONE	4321-000	1,603	1,122	1,500	608	1,500	0	1,500	Cellular Phones, Lift Stations
POSTAGE	4322-000	4,837	5,443	5,000	2,128	5,000	0	5,000	Utility Billing Postage
TRAVEL & TUITION	4330-000	1,000	1,000	3,000	1,000	3,000	1,500	4,500	OSHA Compliance Safety Training
PRINTING & PUBLISHING	4340-000	0	532	500	0	500	0	500	
PAYMENT PROCESSING	4345-000	0	0	9,262	4,200	9,262	1,738	11,000	
INSURANCE	4360-000	15,500	17,627	17,540	11,314	17,540	1,754	19,294	
AUTO INSURANCE	4363-000	783	941	960	629	960	67	1,027	
UNIFORMS	4370-000	765	744	760	387	760	140	900	Clothing Allowance
ELECTRICITY	4381-000	31,682	32,548	32,000	15,353	32,000	0	32,000	Power to Run Lift Station Pumps and Controls
UTILITIES (WATER/SEWER)	4382-000	13,949	12,069	15,000	5,390	15,000	0	15,000	Blaine, Shoreview, and Centennial Utilities - Utility Connections
HEAT	4383-000	1,537	1,536	1,800	739	1,800	0	1,800	Natural Gas for On-site Generators
		290,413	275,508	301,997	88,237	301,997	(2,629)	299,368	
CONTRACTUAL SERVICES									
MCES TREATMENT CHARGES	4405-000	1,035,391	988,488	1,087,743	634,514	1,087,743	77,806	1,165,549	MCES Sewer Treatment Costs
CONTRACTED SERVICES	4410-000	11,333	14,123	5,758	2,333	5,758	75,802	81,560	Gopher One-Call, Utility Statement Processing, 2023 - Sanitary Sewer Lining Project
RENTED EQUIPMENT	4415-000	329	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	295	124	1,000	243	1,000	0	1,000	Sewer Operators Licenses, APWA Membership
		1,047,348	1,002,735	1,094,501	637,090	1,094,501	153,608	1,248,109	
DEPRECIATION									
ASSET DEPRECIATION	4510-000	512,771	550,018	574,323	0	574,323	(574,323)	0	Annual Depreciation Expense - Sewer Infrastructure & Equip
		512,771	550,018	574,323	0	574,323	(574,323)	0	
OTHER									
OPERATING TRANSFERS	4910-000	0	0	0	0	0	225,420	225,420	Sewer Fund Portion of 2023 Street Reconstruction
		0	0	0	0	0	225,420	225,420	
CAPITAL OUTLAY									
EQUIPMENT	5000-000	0	0	115,015	33,169	0	35,000	35,000	Lift 2 Generator Replacement \$35,000
		0	0	115,015	33,169	0	35,000	35,000	
TOTAL SEWER FUND		2,199,863	2,186,993	2,546,208	940,433	2,442,755	(160,924)	2,281,831	

DEPARTMENT #: 465
 NAME: SEWER OPERATING

FUND: 602

B-1 & B-2 TOTAL (\$160,924)

TOTAL B1 CHANGES (\$195,924)

1

Account #:	4212	Amount (neg if decrease)	\$2,000
	VEHICLE FUEL		
Description of Adjustment:			
Increase fuel budget to adjust for current fuel prices.			
Benefits if done:			
Implications if not done:			

2

Account #:	4310	Amount (neg if decrease)	(\$7,828)
	OTHER CONSULTANT		
Description of Adjustment:			
Decreased allocation in Metro-iNet JPA Services, Programs & Support (\$7,978) to Water, Sewer, and Storm Water based on proportion of FTEs in each department. Springbrook Maintenance has increased 5% (\$150).			
Benefits if done:			
Continued IT and financial software functionality and support.			
Implications if not done:			

3

Account #:	4330	Amount (neg if decrease)	\$1,500
	TRAVEL/TUITION		
Description of Adjustment:			
Increase opportunities for employee training and safety.			
Benefits if done:			
Employees will be better prepared with skills, education and safety.			
Implications if not done:			
Continue current level of operations and skill set.			

DEPARTMENT #: 465
 NAME: SEWER OPERATING

FUND: 602

4

Account #:	4345	Amount (neg if decrease)	\$1,738
	PAYMENT PROCESSING		
Description of Adjustment:			
Credit card and ACH processing fees due to new customers and existing customers utilizing electronic payment methods.			
Benefits if done:			
Cost of accepting credit card and ACH utility billing payments.			
Implications if not done:			

5

Account #:	4360	Amount (neg if decrease)	\$1,754
	INSURANCE		
Description of Adjustment:			
LMCIT Insurance Coverage (Property & Liability). LMCIT suggested increases for 2023 are not yet available, but in 2022 it was suggested to allow for a 5 to 10% increase for property coverage rates on average and 8 to 12% for members with excess liability limits. Preliminary 10% increase has been assumed.			
Benefits if done:			
Implications if not done:			

6

Account #:	4363	Amount (neg if decrease)	\$67
	AUTO INSURANCE		
Description of Adjustment:			
LMCIT Auto Insurance Coverage. LMCIT suggested increases for 2023 are not yet available, but in 2022 it was suggested to allow for a 3 to 7% for auto rates. Preliminary 7% increase has been assumed.			
Benefits if done:			
Implications if not done:			

DEPARTMENT #: 465
 NAME: SEWER OPERATING

FUND: 602

7
Account #: 4370 **Amount (neg if decrease)** \$140

UNIFORMS

Description of Adjustment:

Increase is an adjustment to accommodate 5 maintenance employees.

Benefits if done:

Reflects and accurate budget.

Implications if not done:

Fund will have a negative balance.

8
Account #: 4405 **Amount (neg if decrease)** \$77,806

MCES TREATMENT 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 (2021) multiplied by the regional wastewater charge for the next year (2023). Year-to-year changes are affected by growth, water conservation, and inflow and infiltration.

Benefits if done:

Implications if not done:

9
Account #: 4410 **Amount (neg if decrease)** \$75,802

CONTRACTED SERVICES

Description of Adjustment:

Increase needed to cover estimated costs of utility locates and utility statement processing (\$802). Sanitary Sewer Lining Project (\$75,000).

Benefits if done:

Implications if not done:

DEPARTMENT #: 465
 NAME: SEWER OPERATING

FUND: 602

10

Account #: 4510 Amount (neg if decrease) (\$574,323)
 DEPRECIATION

Description of Adjustment:

Removing depreciation from the budget since it is a non-cash expense. Capital expenditures are budgeted for when the expense occurs.

Benefits if done:

Cash impact of the requested budget is more transparent. When a rate study is performed depreciation is factored out to analyze the cash balance of the fund.

Implications if not done:

11

Account #: 4910 Amount (neg if decrease) \$225,420
 OPERATING TRANSFERS

Description of Adjustment:

Transfers to capital project funds to cover Sewer's portion of the following infrastructure project: 2023 Street Reconstruction (\$225,420).

Benefits if done:

Implications if not done:

DEPARTMENT #: 495
 NAME: SEWER OPERATING

FUND: 602

TOTAL REQUESTS = \$35,000

1

Account #:	5000 CAPITAL OUTLAY	Amount (not incl disposal proceeds)	\$35,000
Description (include unit # if applicable):			
Lift station 2 generator. Services 2 lift station pumps and panel to maintain sewage flow during power interruptions.			
Justification and affect on productivity:			
Lift station 2 generator is over 20 years old and is showing signs of inconsistent operation and at times is unable to handle the loads of the pumps.			
Additional expenses if purchased:			
Continued ongoing maintenance will be needed for a new generator. The maintenance performed is a part of a service contract and would not contribute to any additional expenses.			
Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):			
Lift Station #2 Generator, Unknown year, approximately 600 hours of use and increasing daily.			
In Capital Improvement Plan (Y or N):			N
Replacement (R) or New (N):			R
Est'd disposal proceeds (if "R")			\$500

**CITY OF LINO LAKES
STORM WATER OPERATING FUND (603)
2023 PROPOSED BUDGET**

	Account Number	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
Operating Revenue									
Interest on Investments	603-000-3620-000	0	0	0	(689)	0	0	0	Includes Unrealized Gain/Loss on Investments
Storm Water Fee	603-000-3859-000	0	0	583,000	253,913	583,000	(46,530)	536,470	
		0	0	583,000	253,224	583,000	(46,530)	536,470	
Other Sources									
								0	
Use of Reserves		0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	
Total Operating Revenue & Other Sources		0	0	583,000	253,224	583,000	(46,530)	536,470	

CITY OF LINO LAKES

STORM WATER (603-496)

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	June YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
PERSONAL SERVICES									
SALARIES	4101-000	0	0	136,793	34,616	150,293	0	150,293	5% Public Services Director
OVERTIME	4102-000	0	0	0	1,260	0	0	0	10% Community Development Director
ON CALL	4105-000	0	0	0	0	0	0	0	10% Public Works Superintendent
TEMPORARIES	4106-000	0	0	0	0	0	0	0	30% Streets Supervisor
WELLNESS PROGRAM	4108-000	0	0	0	0	72	0	72	25% Environmental Coordinator
PERA	4121-000	0	0	10,259	2,691	11,272	0	11,272	1 - 100% General Maintenance Worker
FICA/MEDICARE	4122-000	0	0	10,465	2,686	11,497	0	11,497	
ICMA EMPLOYER	4123-000	0	0	285	101	145	0	145	
PENSION EXPENSE	4125-000	0	0	0	0	0	0	0	
HEALTH INSURANCE	4131-000	0	0	20,516	1,184	7,671	0	7,671	
LIFE & DISABILITY INSURANCE	4133-000	0	0	417	92	466	0	466	
DENTAL INSURANCE	4134-000	0	0	944	81	980	0	980	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	0	0	8,364	0	12,546	0	12,546	
		0	0	188,043	42,710	194,942	0	194,942	
SUPPLIES									
OFFICE SUPPLIES	4200-000	0	0	0	680	0	0	0	
MAINTENANCE SUPPLIES	4211-000	0	0	17,000	0	17,000	0	17,000	
FUELS	4212-000	0	0	4,000	0	4,000	0	4,000	
SMALL TOOLS	4240-000	0	0	3,000	0	3,000	0	3,000	
		0	0	24,000	680	24,000	0	24,000	
OTHER SERVICES AND CHARGES									
PROFESSIONAL SERVICES	4300-000	0	0	7,000	0	7,000	(2,000)	5,000	Public Education, Consultant Services
MUNICIPAL ENGINEER	4304-000	0	0	35,000	5,364	35,000	2,000	37,000	Retainer (\$13,734), Project Development (\$23,266)
OTHER CONSULTANTS	4310-000	0	0	8,550	4,276	8,550	(8,550)	0	Metro-iNet Services, Programs & Support
TELEPHONE	4321-000	0	0	350	8	350	0	350	
POSTAGE	4322-000	0	0	955	764	955	0	955	Annual Utility Billing Postage
TRAVEL & TUITION	4330-000	0	0	2,500	0	2,500	(800)	1,700	
PRINTING & PUBLISHING	4340-000	0	0	0	0	0	0	0	
PAYMENT PROCESSING	4345-000	0	0	9,262	0	9,262	(9,262)	0	
INSURANCE	4360-000	0	0	0	0	0	0	0	
AUTO INSURANCE	4363-000	0	0	260	0	260	0	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	348	0	0	0	
HEAT	4383-000	0	0	0	0	0	0	0	
		0	0	63,877	10,761	63,877	(18,612)	45,265	
CONTRACTUAL SERVICES									
CONTRACTED SERVICES	4410-000	0	0	237,993	276	237,993	(10,993)	227,000	Sweeping/Repairs, SWMP (Ditch, Pipe, Pond) Cleaning, Annual Utility Statement Processing (\$300)
RENTED EQUIPMENT	4415-000	0	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	0	0	500	340	500	0	500	
		0	0	238,493	615	238,493	(10,993)	227,500	
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	68,587	0	58,953	(14,190)	44,763	Capital Equipment Reserve
		0	0	68,587	0	58,953	(14,190)	44,763	
TOTAL SEWER FUND		0	0	583,000	54,767	580,265	(43,795)	536,470	

FORM B-1	2023 ADJUSTMENTS TO BASE BUDGET
DEPARTMENT #:	FUND: 603
NAME:	STORM WATER OPERATING

B-1 & B-2 TOTAL	(\$43,795)		TOTAL B1 CHANGES	(\$43,795)
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1

Account #:	4300	Amount (neg if decrease)	(\$2,000)
	PROFESSIONAL SERVICES		
Description of Adjustment:			
Adjustment to reflect planned expenditures			
Benefits if done:			
Budget reflects projected 2023 needs for community education and annual asset management software licensing.			
Implications if not done:			
Budget line item will overstate projected funding needs.			

2

Account #:	4304	Amount (neg if decrease)	\$2,000
	MUNICIPAL ENGINEER		
Description of Adjustment:			
Increase represents a reallocation of utility funding to reflect planned engineering services including pond assessments and annual surface water management plans and construction admin.			
Benefits if done:			
Adjustment more accurately reflects programmed engineering services.			
Implications if not done:			
Reduction in planned improvement projects and pond assessments.			

3

Account #:	4310	Amount (neg if decrease)	(\$8,550)
	OTHER CONSULTANTS		
Description of Adjustment:			
Decreased allocation in Metro-iNet JPA Services, Programs & Support to Water, Sewer, and Storm Water based on proportion of FTEs in each department.			
Benefits if done:			
Storm water is using the existing utility billing infrastructure for water and sewer. More funds available for storm water projects.			
Implications if not done:			

DEPARTMENT #: 496
 NAME: STORM WATER OPERATING

FUND: 603

4
Account #: 4330 **Amount (neg if decrease)** (\$800)
 TRAVEL/TUITION

Description of Adjustment:
 Reduction to reflect planned expenditures.

Benefits if done:
 Budget reflects projected 2023 needs for staff training

Implications if not done:
 Budget line item will overstate projected funding needs.

5
Account #: 4345 **Amount (neg if decrease)** (\$9,262)
 PAYMENT PROCESSING

Description of Adjustment:
 Credit card and ACH processing fees due to new customers and existing customers utilizing electronic payment methods is covered by water and sewer.

Benefits if done:
 Storm water is using the existing utility billing infrastructure for water and sewer. More funds available for storm water projects.

Implications if not done:

6
Account #: 4410 **Amount (neg if decrease)** (\$10,993)
 CONTRACTED SERVICES

Description of Adjustment:
 Budget adjustment to reflect available funding for annual maintenance projects and contracted services based on projected revenues.

Benefits if done:

Implications if not done:

DEPARTMENT #: 496
 NAME: STORM WATER OPERATING

FUND: 603

7
Account #: 5000 **Amount (neg if decrease)** (\$14,190)
 CAPITAL OUTLAY

Description of Adjustment:

Budget adjustment to reflect available funding for capital outlay based on projected revenues.

Benefits if done:

Allows for continued contribution to equipment replacement funding while prioritizing annual stormwater maintenance funding.

Implications if not done:

Would need to reduce scope of annual maintenance project or other higher priority storm water utility line items.