

**SPECIAL WORK SESSION AGENDA**

**CITY OF LINO LAKES**

**Monday, October 24, 2022**

**CITY COUNCIL WORK SESSION**

**Community Room**

***Following the Regular City Council Meeting***

1. 2023 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:** October 24, 2022  
**To:** City Council  
**From:** Hannah Lynch, Finance Director  
**Re:** 2023 Budget & Tax Levy

**Background**

The Preliminary 2023 Budget & Tax Levy was adopted by Council on September 26, 2022. Budget work sessions can continue to be scheduled until final adoption on December 12, 2022.

No changes have been made to the proposed budget since it was last reviewed at the Council Work Session on October 3, 2022.

**Requested Council Direction**

Staff is prepared to discuss the draft budget and tax levy with the City Council during the budget work session on Monday, October 24<sup>th</sup>.

**Attachments**

2023 Proposed Budget Summary  
2023 Draft Budget and Tax Levy

**CITY OF LINO LAKES  
2023 PROPOSED BUDGET SUMMARY**

	<b>8/8/2022 Proposed 2023</b>	<b>9/6/2022 Proposed 2023</b>	<b>9/26/2022 Preliminary 2023</b>	<b>10/3/2022 Proposed 2023</b>	<b>10/24/2022 Proposed 2023</b>	<b>\$ Change</b>	<b>% Change</b>
<b><u>Tax Levy</u></b>							
Operating Levy	11,092,673	11,092,673	11,392,673	11,353,392	11,353,392	-	0.00%
Debt Levy	1,574,384	1,574,384	1,574,384	1,574,384	1,574,384	-	0.00%
Total Tax Levy	<u>12,667,057</u>	<u>12,667,057</u>	<u>12,967,057</u>	<u>12,927,776</u>	<u>12,927,776</u>	-	0.00%
<b><u>General Fund Budget</u></b>							
Revenues							
Property Taxes	9,507,727	9,507,727	9,807,727	9,768,446	9,768,446	-	0.00%
Business Licenses and Permits	151,360	151,360	151,360	151,360	151,360	-	0.00%
Non-Business Licenses and Perr	952,041	952,041	952,041	952,041	952,041	-	0.00%
Intergovernmental	687,431	687,431	687,431	687,417	687,417	-	0.00%
Charges for Services	292,422	292,422	292,422	292,422	292,422	-	0.00%
Fines and Forfeits	101,100	101,100	101,100	101,100	101,100	-	0.00%
Investment Earnings	30,000	30,000	30,000	30,000	30,000	-	0.00%
Miscellaneous	208,491	208,491	208,491	208,491	208,491	-	0.00%
Use of Reserves	176,000	176,000	-	-	-	-	#DIV/0!
Transfer From Other Funds	20,000	20,000	20,000	20,000	20,000	-	0.00%
Total Revenues	<u>12,126,572</u>	<u>12,126,572</u>	<u>12,250,572</u>	<u>12,211,277</u>	<u>12,211,277</u>	-	0.00%
Expenditures							
Administration	1,635,218	1,635,218	1,635,218	1,634,999	1,634,999	-	0.00%
Community Development	832,240	832,240	832,240	822,638	822,638	-	0.00%
Public Safety	6,279,149	6,279,149	6,279,149	6,273,456	6,273,456	-	0.00%
Public Services	3,269,965	3,269,965	3,269,965	3,246,184	3,246,184	-	0.00%
Other	110,000	110,000	234,000	234,000	234,000	-	0.00%
Total Expenditures	<u>12,126,572</u>	<u>12,126,572</u>	<u>12,250,572</u>	<u>12,211,277</u>	<u>12,211,277</u>	-	0.00%
<b><u>Tax Rate</u></b>							
	<u>33.873%</u>	<u>34.073%</u>	<u>34.979%</u>	<u>34.861%</u>	<u>34.861%</u>		

# 2023 ANNUAL BUDGET

Budget Work Session – October 3, 2022



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

	Adopted 2022	Proposed 2023	\$ Change	% Change
<b><u>Tax Levy</u></b>				
Operating Levy	9,790,843	11,353,392	1,562,549	15.96%
Debt Levy	2,028,444	1,574,384	(454,060)	-22.38%
Total Tax Levy	<u>11,819,287</u>	<u>12,927,776</u>	<u>1,108,489</u>	<u>9.38%</u>

**General Fund Budget**

Revenues				
Property Taxes	8,789,119	9,768,446	979,327	11.14%
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	687,417	18,905	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	-	(500,000)	-100.00%
Transfer From Other Funds	40,000	20,000	(20,000)	-50.00%
Total Revenues	<u>11,664,762</u>	<u>12,211,277</u>	<u>546,515</u>	<u>4.69%</u>

Expenditures				
Administration	1,580,437	1,634,999	54,562	3.45%
Community Development	773,124	822,638	49,514	6.40%
Public Safety	5,912,366	6,273,456	361,090	6.11%
Public Services	3,052,085	3,246,184	194,099	6.36%
Other	346,750	234,000	(112,750)	-32.52%
Total Expenditures	<u>11,664,762</u>	<u>12,211,277</u>	<u>546,515</u>	<u>4.69%</u>

<b><u>Tax Rate</u></b>	<u>40.154%</u>	<u>34.861%</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
<b>Operating Levy</b>	<b>Fund</b>							
General Fund	101		7,440,756	8,306,254	8,748,619	9,727,946	979,327	11.19%
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%
<b>Total Operating Levy</b>			<b>8,368,756</b>	<b>9,232,367</b>	<b>9,790,843</b>	<b>11,353,392</b>	<b>1,562,549</b>	<b>15.96%</b>
<b>Debt Levy</b>	<b>Final Levy Year</b>	<b>Purpose</b>						
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%
<b>Total Debt Levy</b>			<b>2,122,762</b>	<b>1,909,448</b>	<b>2,028,444</b>	<b>1,574,384</b>	<b>(454,060)</b>	<b>(22.38%)</b>
<b>Total Levy</b>			<b>10,491,518</b>	<b>11,141,815</b>	<b>11,819,287</b>	<b>12,927,776</b>	<b>1,108,489</b>	<b>9.38%</b>

(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**

	<b>Actual 2020</b>	<b>Actual 2021</b>	<b>Adopted 2022</b>	<b>Actual 2022</b>	<b>Proposed 2023</b>
Taxable Market Value	2,299,471,394	2,435,156,410	2,591,670,167	2,587,650,762	<b>3,295,834,164</b> *
<i>Annual % Change</i>	<i>10.40%</i>	<i>5.90%</i>	<i>6.43%</i>	<i>6.26%</i>	<i>27.37%</i>
Total Tax Capacity Value	24,887,837	26,491,445	27,950,000	27,908,349	<b>35,555,319</b> *
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	<b>941,019</b> *
<b>Total Net Tax Capacity Value</b>	<b>22,683,514</b>	<b>24,108,643</b>	<b>25,523,108</b>	<b>25,481,685</b>	<b>33,111,723</b>
<i>Annual % Change</i>	<i>9.28%</i>	<i>6.28%</i>	<i>5.87%</i>	<i>5.70%</i>	<i>29.94%</i>
	<b>Actual 2020</b>	<b>Actual 2021</b>	<b>Adopted 2022</b>	<b>Actual 2022</b>	<b>Proposed 2023</b>
Total Levy	10,491,518	11,141,815	11,819,287	11,819,287	12,927,776
Less FD Distribution	1,447,780	1,472,118	1,587,612	1,587,612	1,384,776
<b>Total Net Levy for Tax Rate</b>	<b>9,043,738</b>	<b>9,669,697</b>	<b>10,231,675</b>	<b>10,231,675</b>	<b>11,543,000</b>
<i>Annual % Change</i>	<i>4.19%</i>	<i>6.92%</i>	<i>5.81%</i>	<i>5.81%</i>	<i>12.82%</i>
<b>City Tax Capacity Rate</b>	<b>39.870%</b>	<b>40.109%</b>	<b>40.088%</b>	<b>40.154%</b>	<b>34.861%</b>

\*Preliminary values from Anoka County

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

	Actual 2020	Actual 2021	Adopted 2022	September 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	4,678,865	8,789,119	979,327	9,768,446	979,327	11.14%
Special Assessments	0	185	0	0	0	0	0	0	***
Business Licenses and Permits	94,758	83,347	143,175	65,394	143,175	8,185	151,360	8,185	5.72%
Non-Business Licenses and Permits	877,693	1,317,407	889,627	874,992	889,627	62,414	952,041	62,414	7.02%
Intergovernmental	617,816	626,278	668,512	352,613	668,512	18,905	687,417	18,905	2.83%
Charges for Services	273,285	337,289	292,172	234,813	292,172	250	292,422	250	0.09%
Fines and Forfeits	76,811	73,206	101,100	40,724	101,100	0	101,100	0	0.00%
Investment Earnings	122,482	(50,817)	30,000	(172,610)	30,000	0	30,000	0	0.00%
Miscellaneous	191,069	244,328	211,057	157,264	211,057	(2,566)	208,491	(2,566)	(1.22%)
Other Financing Sources	380,560	0	540,000	40,000	0	20,000	20,000	(520,000)	(96.30%)
<b>TOTAL REVENUES</b>	<b>10,977,138</b>	<b>11,911,370</b>	<b>11,664,762</b>	<b>6,272,053</b>	<b>11,124,762</b>	<b>1,086,515</b>	<b>12,211,277</b>	<b>546,515</b>	<b>4.69%</b>



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

Account Number	Actual 2020	Actual 2021	Adopted 2022	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail	
<b>Property Taxes</b>									
Current Taxes	101-000-3010-000	8,292,860	9,146,333	8,748,619	4,660,678	8,748,619	9,727,946	Levy for General Operations	
Delinquent Taxes	101-000-3020-000	49,225	98,537	40,000	16,009	40,000	0	Prior Year(s) Delinquencies	
Excess Tax Increments	101-000-3050-000	0	23,653	0	0	0	0		
Tax Forfeits	101-000-3060-000	0	0	0	81	0	0		
Penalties & Interest	101-000-3150-000	578	11,623	500	2,097	500	500		
		<b>8,342,664</b>	<b>9,280,146</b>	<b>8,789,119</b>	<b>4,678,865</b>	<b>8,789,119</b>	<b>979,327</b>	<b>9,768,446</b>	
<b>Special Assessments</b>									
Current Assessments	101-000-3110-000	0	185	0	0	0	0		
		<b>0</b>	<b>185</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Business Licenses and Permits</b>									
Liquor License - Bar	101-000-3201-000	25,133	(391)	32,000	3,720	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	190	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	1,223	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	200	300	0	300	
Tobacco License	101-000-3211-000	700	650	600	650	600	0	600	Annual License to Sell Tobacco in the City
Contractor's License	101-000-3213-000	12,230	11,891	16,291	6,945	16,291	(600)	15,691	
Rental Housing License	101-000-3215-000	5,422	5,871	5,934	4,674	5,934	(100)	5,834	
Dance License	101-000-3219-000	0	70	35	105	35	0	35	
Fireworks License	101-000-3220-000	100	400	200	200	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	605	2,500	0	2,500	License for Door-to-Door Sales
Lodging Tax	101-000-3225-000	37,441	57,950	76,315	42,151	76,315	8,685	85,000	
		<b>94,758</b>	<b>83,347</b>	<b>143,175</b>	<b>65,394</b>	<b>143,175</b>	<b>8,185</b>	<b>151,360</b>	
<b>Non-Business Licenses and Permits</b>									
Building Permits	101-000-3250-000	453,039	699,892	515,731	441,762	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	251,224	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	15,840	29,600	1,600	31,200	
Plumbing Permits	101-000-3253-000	38,884	51,170	31,710	36,417	31,710	0	31,710	
Mechanical Permits	101-000-3254-000	73,547	92,612	66,093	82,821	66,093	(1,500)	64,593	
Septic Plumbing Permit	101-000-3255-000	5,750	5,580	5,577	3,230	5,577	0	5,577	
Septic System Permit	101-000-3256-000	9,750	8,300	6,867	5,500	6,867	133	7,000	
Fence Permit	101-000-3259-000	5,360	7,933	4,478	5,658	4,478	222	4,700	
Dog License	101-000-3260-000	1,190	1,145	1,250	732	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	26,871	18,624	0	18,624	
Miscellaneous Permits	101-000-3266-000	3,731	5,837	6,000	3,867	6,000	0	6,000	
		<b>877,693</b>	<b>1,317,407</b>	<b>889,627</b>	<b>874,992</b>	<b>889,627</b>	<b>62,414</b>	<b>952,041</b>	
<b>Intergovernmental</b>									
TZD Safe Roads Grant	101-000-3314-000	0	29,163	25,000	10,836	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	276,074	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	24,356	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	29,620	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	11,728	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	4,405	82,214	SCORE Grant for Recycling Efforts
Other Anoka County Revenue	101-000-3364-000	0	0	0	0	0	0	0	
		<b>617,816</b>	<b>626,278</b>	<b>668,512</b>	<b>352,613</b>	<b>668,512</b>	<b>18,905</b>	<b>687,417</b>	

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

	Account Number	Actual 2020	Actual 2021	Adopted 2022	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>Charges for Services</b>									
Land Use Fee	101-000-3265-000	18,164	15,989	10,023	16,900	10,023	0	10,023	
Sale of Supplies	101-000-3404-000	63	57	100	12	100	0	100	
Assessment Searches	101-000-3405-000	9,640	11,420	9,000	6,400	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	6,429	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	14,310	12,000	0	12,000	
Police Reports	101-000-3420-000	526	725	800	507	800	0	800	
Police Other Revenues	101-000-3422-000	138,315	173,767	165,000	117,419	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	5,750	7,500	0	7,500	
Other Park Revenues	101-000-3470-000	143	4,042	750	5,499	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	28,254	28,999	0	28,999	
Investment Management Charge	101-000-3494-000	50,000	50,000	50,000	33,333	50,000	0	50,000	
		<b>273,285</b>	<b>337,289</b>	<b>292,172</b>	<b>234,813</b>	<b>292,172</b>	<b>250</b>	<b>292,422</b>	
<b>Fines and Forfeits</b>									
Fines & Forfeits	101-000-3510-000	76,111	72,206	100,000	40,624	100,000	0	100,000	
Driving Diversion Program (DDP)	101-000-3512-000	700	1,000	1,100	100	1,100	0	1,100	
		<b>76,811</b>	<b>73,206</b>	<b>101,100</b>	<b>40,724</b>	<b>101,100</b>	<b>0</b>	<b>101,100</b>	
<b>Investment Earnings</b>									
Interest on Investments	101-000-3620-000	83,333	(50,817)	30,000	(172,610)	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	
		<b>122,482</b>	<b>(50,817)</b>	<b>30,000</b>	<b>(172,610)</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>	
<b>Miscellaneous</b>									
Circle Pines Gas Franchise	101-000-3350-000	50,142	67,620	55,000	46,718	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	200	500	(500)	0	
Refunds & Reimbursements	101-000-3730-000	29,501	59,468	35,000	11,837	35,000	(5,000)	30,000	
Bldg Lease Revenue	101-000-3740-000	110,384	114,154	118,557	96,228	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	
		<b>191,069</b>	<b>244,328</b>	<b>211,057</b>	<b>157,264</b>	<b>211,057</b>	<b>(2,566)</b>	<b>208,491</b>	
<b>Other Financing Sources</b>									
Use of Fund Reserves	101-000-3900-000	0	0	500,000	0	0	0	0	
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
		<b>380,560</b>	<b>0</b>	<b>540,000</b>	<b>40,000</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	
<b>Total Revenues</b>		<b>10,977,138</b>	<b>11,911,370</b>	<b>11,664,762</b>	<b>6,272,053</b>	<b>11,124,762</b>	<b>1,086,515</b>	<b>12,211,277</b>	

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

DEPT#	DESCRIPTION	Actual 2020	Actual 2021	Adopted 2022	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	\$ Increase/ Decrease	% Increase/ Decrease
<b>ADMINISTRATION</b>										
401	MAYOR AND COUNCIL	82,571	90,924	93,373	84,362	93,010	11,145	104,155	10,782	11.55%
402	ADMINISTRATION	625,479	545,472	653,362	440,009	658,929	19,120	678,049	24,687	3.78%
403	ELECTIONS	54,003	16,445	34,550	17,653	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	492,441	627,082	59,500	686,582	32,893	5.03%
414	LEGAL CONSULTANTS	119,360	119,890	138,000	83,915	138,000	0	138,000	0	0.00%
<b>TOTAL ADMINISTRATION</b>		<b>1,513,022</b>	<b>1,439,824</b>	<b>1,580,437</b>	<b>1,118,380</b>	<b>1,559,034</b>	<b>75,965</b>	<b>1,634,999</b>	<b>54,562</b>	<b>3.45%</b>
<b>COMMUNITY DEVELOPMENT</b>										
415	ECONOMIC DEVELOPMENT	67,244	115,285	113,669	51,530	116,984	8,300	125,284	11,615	10.22%
416	PLANNING AND ZONING	131,074	134,705	168,116	91,615	174,211	0	174,211	6,095	3.63%
417	ENGINEERING	110,152	114,139	97,365	48,891	97,365	(1,011)	96,354	(1,011)	(1.04%)
418	COMMUNITY DEVELOPMENT	203,204	231,344	196,508	131,906	202,022	0	202,022	5,514	2.81%
461	ENVIRONMENTAL	47,140	48,674	59,620	36,524	60,494	(130)	60,364	744	1.25%
462	SOLID WASTE ABATEMENT	55,093	58,096	77,809	39,053	82,214	0	82,214	4,405	5.66%
463	FORESTRY	58,653	75,478	60,037	100,123	62,189	20,000	82,189	22,152	36.90%
<b>TOTAL COMMUNITY DEVELOPMENT</b>		<b>672,560</b>	<b>777,721</b>	<b>773,124</b>	<b>499,642</b>	<b>795,479</b>	<b>27,159</b>	<b>822,638</b>	<b>49,514</b>	<b>6.40%</b>
<b>PUBLIC SAFETY</b>										
420	POLICE PROTECTION	3,874,098	4,013,620	4,562,016	3,151,935	4,718,320	63,213	4,781,533	219,517	4.81%
421	FIRE PROTECTION	514,564	558,785	886,099	600,201	939,914	39,028	978,942	92,843	10.48%
422	BUILDING INSPECTIONS	348,427	400,905	464,251	288,051	509,316	3,665	512,981	48,730	10.50%
<b>TOTAL PUBLIC SAFETY</b>		<b>4,737,089</b>	<b>4,973,310</b>	<b>5,912,366</b>	<b>4,040,187</b>	<b>6,167,550</b>	<b>105,906</b>	<b>6,273,456</b>	<b>361,090</b>	<b>6.11%</b>
<b>PUBLIC SERVICES</b>										
430	STREETS	847,628	971,377	1,033,976	681,970	985,296	13,000	998,296	(35,680)	(3.45%)
431	FLEET MANAGEMENT	380,468	530,373	588,940	518,295	612,369	51,625	663,994	75,054	12.74%
432	GOVERNMENT BUILDINGS	477,011	529,687	544,520	432,886	570,265	1,475	571,740	27,220	5.00%
450	PARKS	582,178	1,083,192	842,211	462,992	829,754	182,400	1,012,154	169,943	20.18%
451	RECREATION	101,154	34,745	42,438	37,866	0	0	0	(42,438)	(100.00%)
<b>TOTAL PUBLIC SERVICES</b>		<b>2,388,439</b>	<b>3,149,374</b>	<b>3,052,085</b>	<b>2,134,009</b>	<b>2,997,684</b>	<b>248,500</b>	<b>3,246,184</b>	<b>194,099</b>	<b>6.36%</b>
<b>OTHERS</b>										
499	CONTINGENCY/TRANSFERS/OTHERS	931,500	951,113	346,750	286,750	60,000	174,000	234,000	(112,750)	(32.52%)
<b>TOTAL OTHERS</b>		<b>931,500</b>	<b>951,113</b>	<b>346,750</b>	<b>286,750</b>	<b>60,000</b>	<b>174,000</b>	<b>234,000</b>	<b>(112,750)</b>	<b>(32.52%)</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>10,242,609</b>	<b>11,291,342</b>	<b>11,664,762</b>	<b>8,078,968</b>	<b>11,579,747</b>	<b>631,530</b>	<b>12,211,277</b>	<b>546,515</b>	<b>4.69%</b>

**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	\$ 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	\$ 7,902
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	\$ (875)
Fleet	4410	Contracted Services	Maintenance and repair of fire vehicles and equipment	\$ 6,500

**2023 BASE BUDGET ADJUSTMENTS**

DEPARTMENT	ACCT #	NAME	DESCRIPTION	AMOUNT
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	\$ (4,525)
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	\$ 40,000
Parks	4410	Contracted Services	Sunrise Parks Parking Lots Chip Seal	\$ 54,000
Parks	4410	Contracted Services	North Pointe Park Pickle Ball Courts Painting	\$ 7,000
Parks	4410	Contracted Services	Country Lakes Lane Trail Repair	\$ 75,000
Others	4905	Contingency	Unsettled labor contracts and other uncertainties	\$ 174,000
			<b>Total 2023 Adjustments Requested</b>	<b>\$ 631,530</b>
			General Fund Base Budget Changes	\$ 347,797 *
			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)
			<b>Total 2023 Tax Levy Increase</b>	<b>\$ 1,108,489</b>
			<i>*General Fund Base Budget Change Detail:</i>	
			General Fund Expenditure Base Budget Increase	\$ 201,735
			General Fund Use of Reserves (net operating transfers out) Decrease	\$ 213,250
			General Fund Revenues (excluding property taxes) Increase	\$ (87,188)
			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)
<b>TOTAL GENERAL FUND</b>	<b>60.500</b>	<b>63.500</b>	<b>69.550</b>	<b>70.100</b>
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)
<b>GRAND TOTAL</b>	<b>67.000</b>	<b>70.000</b>	<b>87.650</b>	<b>87.000</b>

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	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>									
SALARIES	4101-000	42,695	44,112	46,858	34,844	46,458	0	46,458	100% Mayor 4 - 100% Councilmembers
PERA	4121-000	2,175	2,206	2,343	1,742	2,323	0	2,323	
SOCIAL SECURITY	4122-000	629	640	679	505	674	0	674	
LIFE & DISABILITY INSURANCE	4133-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	70	72	203	80	265	0	265	
		<b>45,569</b>	<b>47,029</b>	<b>50,083</b>	<b>37,171</b>	<b>49,720</b>	<b>0</b>	<b>49,720</b>	
<b>SUPPLIES</b>									
OFFICE SUPPLIES	4200-000	0	0	0	20	0	0	0	Signature stamps, name plates, special meeting expenses
		<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OTHER SERVICES AND CHARGES</b>									
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	1,012	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	23,142	13,000	10,475	23,475	Spring/Summer, Fall & Winter Newsletters
		<b>16,703</b>	<b>20,474</b>	<b>18,700</b>	<b>24,154</b>	<b>18,700</b>	<b>10,475</b>	<b>29,175</b>	
<b>CONTRACTUAL SERVICES</b>									
CONTRACTED SERVICES	4410-000	103	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	18,356	18,627	19,090	19,107	19,090	670	19,760	League of MN Cities, MN Mayors Association
CITY MARKETING	4900-000	1,840	4,794	5,500	3,910	5,500	0	5,500	Flowers, Plaques & Awards, Employee Appreciation, Lino Lakes Ambassadors
		<b>20,299</b>	<b>23,421</b>	<b>24,590</b>	<b>23,017</b>	<b>24,590</b>	<b>670</b>	<b>25,260</b>	
<b>TOTAL MAYOR AND COUNCIL</b>		<b>82,571</b>	<b>90,924</b>	<b>93,373</b>	<b>84,362</b>	<b>93,010</b>	<b>11,145</b>	<b>104,155</b>	

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	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>									
SALARIES	4101-000	437,027	414,555	480,789	325,170	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	7,410	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	25,728	37,589	0	37,589	100% Deputy City Clerk
SOCIAL SECURITY	4122-000	29,228	32,145	38,043	25,470	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	16,387	22,464	0	22,464	
LIFE & DISABILITY INSURANCE	4133-000	1,187	1,338	1,277	848	1,153	0	1,153	
DENTAL INSURANCE	4134-000	1,764	1,079	2,696	899	3,062	0	3,062	
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	2,950	4,152	0	4,152	
		<b>533,573</b>	<b>514,884</b>	<b>604,702</b>	<b>406,585</b>	<b>610,269</b>	<b>0</b>	<b>610,269</b>	
<b>SUPPLIES</b>									
OFFICE SUPPLIES	4200-000	24	5	0	0	0	0	0	
		<b>24</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OTHER SERVICES AND CHARGES</b>									
PROFESSIONAL SERVICES	4300-000	19,029	9,410	15,000	11,787	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	765	360	720	1,080	Cell Phone Reimbursement
TRAVEL & TUITION	4330-000	2,572	4,302	8,500	7,093	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	1,543	2,500	0	2,500	Legal Publications, Employment Ads, etc.
		<b>77,991</b>	<b>18,036</b>	<b>35,360</b>	<b>22,435</b>	<b>35,360</b>	<b>(380)</b>	<b>34,980</b>	
<b>CONTRACTUAL SERVICES</b>									
CONTRACTED SERVICES	4410-000	11,654	9,951	10,300	8,831	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	2,159	3,000	0	3,000	MAMA, ICMA, MCMA, MCFOA, MPELRA, IPMA-HR, TCHRA, Chain of Lakes Rotary
		<b>13,891</b>	<b>12,548</b>	<b>13,300</b>	<b>10,989</b>	<b>13,300</b>	<b>19,500</b>	<b>32,800</b>	
<b>TOTAL ADMINISTRATION</b>		<b>625,479</b>	<b>545,472</b>	<b>653,362</b>	<b>440,009</b>	<b>658,929</b>	<b>19,120</b>	<b>678,049</b>	

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

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

**TOTAL B1 CHANGES**              \$19,120

1

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

2

<b>Account #:</b>	4321	<b>Amount (neg if decrease)</b>	\$720
	TELEPHONE		
<b>Description of Adjustment:</b>			
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.			
<b>Benefits if done:</b>			
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.			
<b>Implications if not done:</b>			

DEPARTMENT #: 402  
 NAME: ADMINISTRATION

FUND: 101

3

<b>Account #:</b>	4410	<b>Amount (neg if decrease)</b>	\$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	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>									
SALARIES	4101-000	45,490	9,936	26,000	12,175	26,000	(15,000)	11,000	Primary and General Election Judges (Even Years) General Election Judges (Odd Years)
PERA	4121-000	243	60	0	38	0	0	0	
SOCIAL SECURITY	4122-000	795	56	100	47	100	0	100	
WORKER'S COMPENSATION	4151-000	163	23	150	30	150	0	150	
		<b>46,691</b>	<b>10,076</b>	<b>26,250</b>	<b>12,290</b>	<b>26,250</b>	<b>(15,000)</b>	<b>11,250</b>	
<b>SUPPLIES</b>									
OFFICE SUPPLIES	4200-000	1,104	373	1,000	745	1,000	0	1,000	Supplies for Elections
		<b>1,104</b>	<b>373</b>	<b>1,000</b>	<b>745</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	
<b>OTHER SERVICES AND CHARGES</b>									
TRAVEL & TUITION	4330-000	138	0	0	139	0	0	0	
PRINTING & PUBLISHING	4340-000	345	1,781	800	54	800	1,200	2,000	Election Ballots (Odd years - City pays cost of municipal election ballots)
		<b>483</b>	<b>1,781</b>	<b>800</b>	<b>193</b>	<b>800</b>	<b>1,200</b>	<b>2,000</b>	
<b>CONTRACTUAL SERVICES</b>									
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)
		<b>1,048</b>	<b>4,215</b>	<b>6,500</b>	<b>4,425</b>	<b>6,500</b>	<b>0</b>	<b>6,500</b>	
<b>CAPITAL OUTLAY</b>									
EQUIPMENT	5000-000	4,677	0	0	0	0	0	0	
		<b>4,677</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL ELECTIONS</b>		<b>54,003</b>	<b>16,445</b>	<b>34,550</b>	<b>17,653</b>	<b>34,550</b>	<b>(13,800)</b>	<b>20,750</b>	

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)**

<b>Description</b>	<b>Object Code</b>	<b>Actual 2020</b>	<b>Actual 2021</b>	<b>Adopted 2022</b>	<b>September YTD 2022</b>	<b>Base Budget 2023</b>	<b>Adjustments Requested 2023</b>	<b>Proposed 2023</b>	<b>Budget Detail</b>
<b>PERSONAL SERVICES</b>									
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	
		<b>649</b>	<b>(2)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CONTRACTUAL SERVICES</b>									
CONTRACTED SERVICES	4410-000	620	0	0	0	0	0	0	
		<b>620</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL CABLE TV</b>		<b>1,269</b>	<b>(2)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**CITY OF LINO LAKES**

**CHARTER ADMINISTRATION (101-405)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>OTHER SERVICES AND SUPPLIES</b>									
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
		<b>148</b>	<b>302</b>	<b>7,463</b>	<b>0</b>	<b>7,463</b>	<b>0</b>	<b>7,463</b>	
<b>TOTAL CHARTER ADMINISTRATION</b>		<b>148</b>	<b>302</b>	<b>7,463</b>	<b>0</b>	<b>7,463</b>	<b>0</b>	<b>7,463</b>	



**CITY OF LINO LAKES**

**FINANCE (101-407)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail	
<b>PERSONAL SERVICES</b>										
SALARIES	4101-000	203,175	241,458	254,127	169,054	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	203	720	0	720		
PERA	4121-000	15,003	18,014	19,060	13,122	17,829	0	17,829		
SOCIAL SECURITY	4122-000	14,589	17,570	19,441	12,317	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	23,653	26,164	0	26,164		
LIFE & DISABILITY INSURANCE	4133-000	741	881	695	449	628	0	628		
DENTAL INSURANCE	4134-000	1,124	1,213	1,672	876	1,592	0	1,592		
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0		
WORKER'S COMPENSATION	4151-000	1,317	1,262	1,616	1,600	1,969	0	1,969		
		<b>269,675</b>	<b>314,624</b>	<b>331,409</b>	<b>221,740</b>	<b>304,802</b>	<b>0</b>	<b>304,802</b>		
<b>SUPPLIES</b>										
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
		<b>467</b>	<b>280</b>	<b>1,000</b>	<b>987</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>		
<b>OTHER SERVICES AND CHARGES</b>										
PROFESSIONAL SERVICES	4300-000	3,750	373	0	500	0	0	0		
AUDITOR	4308-000	14,621	17,668	15,000	14,666	15,000	5,500	20,500	General Fund portion of Independent Annual Audit	
OTHER CONSULTANTS	4310-000	227,451	236,251	201,220	154,133	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	747	6,000	0	6,000	Publish Budget and Financial Reports	
PRINTING & PUBLISHING	4340-000	1,074	1,012	1,100	887	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	673	2,000	0	2,000		
		<b>250,199</b>	<b>259,783</b>	<b>227,380</b>	<b>173,685</b>	<b>227,380</b>	<b>52,000</b>	<b>279,380</b>		
<b>CONTRACTUAL SERVICES</b>										
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	1,092	1,400	0	1,400	MNGFOA Membership, GFOA Membership, Certificate of Achievement Program, MN Board of Accountancy, MNCPA Membership, MCFOA Membership	
		<b>109,851</b>	<b>92,107</b>	<b>93,900</b>	<b>96,029</b>	<b>93,900</b>	<b>7,500</b>	<b>101,400</b>		
<b>TOTAL FINANCE</b>		<b>630,191</b>	<b>666,793</b>	<b>653,689</b>	<b>492,441</b>	<b>627,082</b>	<b>59,500</b>	<b>686,582</b>		

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

<b>Account #:</b>	4308	<b>Amount (neg if decrease)</b>	\$5,500
	AUDITOR		
<b>Description of Adjustment:</b>			
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.			
<b>Benefits if done:</b>			
A governmental organization with federal expenditures in excess of \$750,000 is required by law to have a single audit performed.			
<b>Implications if not done:</b>			

2

<b>Account #:</b>	4310	<b>Amount (neg if decrease)</b>	\$46,380
	OTHER CONSULTANTS		
<b>Description of Adjustment:</b>			
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"> <li>• Inflation from vendor increases</li> <li>• Updated compensation to attract new employees and retain current employees in the competitive IT job market</li> <li>• Increased Security through staffing and technology purchases</li> <li>• Staffing increases to meet service needs and organizational changes; prepare for new opportunities and innovations; support the new hybrid and remote workforce</li> <li>• Allow for more consistent off-hour support</li> <li>• Increased administrative costs as an independent organization</li> </ul>			
<b>Benefits if done:</b>			
Continued IT and financial software functionality and support.			
<b>Implications if not done:</b>			

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	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>OTHER SERVICES AND CHARGES</b>									
MUNICIPAL ATTORNEY	4301-000	24,474	15,286	30,000	5,226	30,000	0	30,000	Consulting Attorney to City Council & Staff
CRIMINAL ATTORNEY	4303-000	94,886	104,604	108,000	78,689	108,000	0	108,000	Consulting Services for Criminal Prosecutions
		<b>119,360</b>	<b>119,890</b>	<b>138,000</b>	<b>83,915</b>	<b>138,000</b>	<b>0</b>	<b>138,000</b>	
<b>TOTAL LEGAL CONSULTANTS</b>		<b>119,360</b>	<b>119,890</b>	<b>138,000</b>	<b>83,915</b>	<b>138,000</b>	<b>0</b>	<b>138,000</b>	

**CITY OF LINO LAKES**

**ECONOMIC DEVELOPMENT (101-415)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>									
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	5,393	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	413	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	139	212	0	212	
		<b>9,948</b>	<b>25,775</b>	<b>24,494</b>	<b>5,994</b>	<b>27,809</b>	<b>0</b>	<b>27,809</b>	
<b>OTHER SERVICES AND CHARGES</b>									
PROFESSIONAL SERVICES	4300-000	20,519	33,403	15,350	4,573	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
		<b>20,519</b>	<b>33,611</b>	<b>15,950</b>	<b>4,947</b>	<b>15,950</b>	<b>50</b>	<b>16,000</b>	
<b>CONTRACTUAL SERVICES</b>									
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	40,043	72,500	8,250	80,750	Lodging Tax Remittals - Pass through to Twin Cities Gateway Convention and Tourism Bureau
		<b>36,777</b>	<b>55,899</b>	<b>73,225</b>	<b>40,588</b>	<b>73,225</b>	<b>8,250</b>	<b>81,475</b>	
<b>TOTAL ECONOMIC DEVELOPMENT</b>		<b>67,244</b>	<b>115,285</b>	<b>113,669</b>	<b>51,530</b>	<b>116,984</b>	<b>8,300</b>	<b>125,284</b>	

DEPARTMENT #: 415  
NAME: ECONOMIC DEVELOPMENT

FUND: 101

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

TOTAL B1 CHANGES \$8,300

1

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

2

<b>Account #:</b>	4900	<b>Amount (neg if decrease)</b>	\$8,250
	CITY MARKETING		
<b>Description of Adjustment:</b>			
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).			
<b>Benefits if done:</b>			
<b>Implications if not done:</b>			

**CITY OF LINO LAKES**

**PLANNING AND ZONING (101-416)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>									
SALARIES	4101-000	89,054	91,016	95,025	65,794	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	5,196	7,490	0	7,490	
SOCIAL SECURITY	4122-000	6,563	6,698	7,269	4,799	7,640	0	7,640	
HEALTH INSURANCE	4131-000	7,461	7,461	7,849	6,457	8,064	0	8,064	
LIFE & DISABILITY INSURANCE	4133-000	328	337	253	189	265	0	265	
DENTAL INSURANCE	4134-000	529	540	539	449	612	0	612	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	500	524	604	624	827	0	827	
		<b>111,058</b>	<b>113,369</b>	<b>118,666</b>	<b>83,508</b>	<b>124,761</b>	<b>0</b>	<b>124,761</b>	
<b>SUPPLIES</b>									
OFFICE SUPPLIES	4200-000	0	159	200	0	200	0	200	Public/Advisory Meeting Supplies
		<b>0</b>	<b>159</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>200</b>	
<b>OTHER SERVICES AND CHARGES</b>									
PROFESSIONAL SERVICES	4300-000	5,731	7,054	7,950	1,574	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	2,675	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
		<b>10,361</b>	<b>13,445</b>	<b>16,250</b>	<b>4,368</b>	<b>16,250</b>	<b>0</b>	<b>16,250</b>	
<b>CONTRACTUAL SERVICES</b>									
									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	3,045	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
		<b>9,656</b>	<b>7,731</b>	<b>33,000</b>	<b>3,739</b>	<b>33,000</b>	<b>0</b>	<b>33,000</b>	
<b>TOTAL PLANNING AND ZONING</b>		<b>131,074</b>	<b>134,705</b>	<b>168,116</b>	<b>91,615</b>	<b>174,211</b>	<b>0</b>	<b>174,211</b>	

**CITY OF LINO LAKES**

**ENGINEERING (101-417)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>OTHER SERVICES AND CHARGES</b>									
PROFESSIONAL SERVICES	4300-000	44,133	48,469	44,500	16,751	44,500	1,000	45,500	Traffic Counts - \$3,500 Engineering Consultant (Hourly) - \$42,000
		<b>44,133</b>	<b>48,469</b>	<b>44,500</b>	<b>16,751</b>	<b>44,500</b>	<b>1,000</b>	<b>45,500</b>	
<b>CONTRACTUAL SERVICES</b>									
ENGINEERING CONSULTANT	4410-000	66,019	62,660	49,365	29,140	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
		<b>66,019</b>	<b>62,660</b>	<b>52,865</b>	<b>32,140</b>	<b>52,865</b>	<b>(2,011)</b>	<b>50,854</b>	
<b>CAPITAL OUTLAY</b>									
EQUIPMENT	5000-000	0	3,010	0	0	0	0	0	
		<b>0</b>	<b>3,010</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL ENGINEERING</b>		<b>110,152</b>	<b>114,139</b>	<b>97,365</b>	<b>48,891</b>	<b>97,365</b>	<b>(1,011)</b>	<b>96,354</b>	



DEPARTMENT #: 417  
 NAME: ENGINEERING

FUND: 101

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

TOTAL B1 CHANGES (\$1,011)

1

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

2

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

3

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

**CITY OF LINO LAKES**

**COMMUNITY DEVELOPMENT (101-418)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail	
<b>PERSONAL SERVICES</b>										
SALARIES	4101-000	160,764	183,780	151,496	100,408	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	7,960	11,659	0	11,659		
SOCIAL SECURITY	4122-000	12,388	13,881	11,589	7,612	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	8,503	10,584	0	10,584		
LIFE & DISABILITY INSURANCE	4133-000	521	579	409	241	419	0	419		
DENTAL INSURANCE	4134-000	397	539	917	404	1,041	0	1,041		
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0		
WORKER'S COMPENSATION	4151-000	880	928	875	1,136	1,488	0	1,488		
		<b>198,808</b>	<b>225,099</b>	<b>187,783</b>	<b>126,264</b>	<b>193,297</b>	<b>0</b>	<b>193,297</b>		
<b>SUPPLIES</b>										
OFFICE SUPPLIES	4200-000	48	30	100	125	100	0	100		
		<b>48</b>	<b>30</b>	<b>100</b>	<b>125</b>	<b>100</b>	<b>0</b>	<b>100</b>		
<b>OTHER SERVICES AND CHARGES</b>										
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	145	900	0	900		
PRINTING & PUBLISHING	4340-000	133	46	0	0	0	0	0		
		<b>3,646</b>	<b>5,513</b>	<b>7,900</b>	<b>4,815</b>	<b>7,900</b>	<b>0</b>	<b>7,900</b>		
<b>CONTRACTUAL SERVICES</b>										
SUBSCRIPTIONS & DUES	4452-000	702	702	725	702	725	0	725	APA/AICP Membership	
		<b>702</b>	<b>702</b>	<b>725</b>	<b>702</b>	<b>725</b>	<b>0</b>	<b>725</b>		
<b>TOTAL COMMUNITY DEVELOPMENT</b>		<b>203,204</b>	<b>231,344</b>	<b>196,508</b>	<b>131,906</b>	<b>202,022</b>	<b>0</b>	<b>202,022</b>		

**CITY OF LINO LAKES**

**ENVIRONMENTAL (101-461)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>									
SALARIES	4101-000	26,629	28,952	24,237	16,718	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	9,270	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	1,339	1,914	0	1,914	
SOCIAL SECURITY	4122-000	2,551	2,608	3,086	1,972	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	1,937	2,419	0	2,419	
LIFE & DISABILITY INSURANCE	4133-000	97	108	76	49	79	0	79	
DENTAL INSURANCE	4134-000	198	202	162	135	184	0	184	
WORKER'S COMPENSATION	4151-000	166	159	219	280	420	0	420	
		<b>41,168</b>	<b>42,250</b>	<b>48,090</b>	<b>31,701</b>	<b>48,964</b>	<b>0</b>	<b>48,964</b>	
<b>SUPPLIES</b>									
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	66	300	0	300	Sprayers, Soil Probes, etc.
		<b>1,046</b>	<b>744</b>	<b>1,000</b>	<b>66</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	
<b>OTHER SERVICES AND CHARGES</b>									
PROFESSIONAL SERVICES	4300-000	128	982	1,000	188	1,000	0	1,000	Ecologist, Hydrologist - Environmental Reviews/Research & Development, Resource Management Planning
TELEPHONE	4321-000	556	380	730	233	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	2,150	6,600	0	6,600	Commissioners - 6 @ \$75 x 12 mtgs, Chair \$100 x 12 mtgs
		<b>3,882</b>	<b>5,679</b>	<b>9,430</b>	<b>3,813</b>	<b>9,430</b>	<b>(330)</b>	<b>9,100</b>	
<b>CONTRACTUAL SERVICES</b>									
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
		<b>1,044</b>	<b>0</b>	<b>1,100</b>	<b>945</b>	<b>1,100</b>	<b>200</b>	<b>1,300</b>	
<b>TOTAL ENVIRONMENTAL</b>		<b>47,140</b>	<b>48,674</b>	<b>59,620</b>	<b>36,524</b>	<b>60,494</b>	<b>(130)</b>	<b>60,364</b>	

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	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>									
SALARIES	4101-000	17,753	19,301	16,158	11,146	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	9,782	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	1,193	1,396	0	1,396	
SOCIAL SECURITY	4122-000	2,153	2,456	3,089	1,590	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	1,292	1,613	0	1,613	
LIFE & DISABILITY INSURANCE	4133-000	65	72	55	33	58	0	58	
DENTAL INSURANCE	4134-000	132	135	108	90	122	0	122	
WORKER'S COMPENSATION	4151-000	192	154	257	272	367	0	367	
		<b>34,606</b>	<b>38,476</b>	<b>46,789</b>	<b>25,397</b>	<b>51,194</b>	<b>0</b>	<b>51,194</b>	
<b>SUPPLIES</b>									
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	
		<b>628</b>	<b>713</b>	<b>1,100</b>	<b>909</b>	<b>1,100</b>	<b>0</b>	<b>1,100</b>	
<b>OTHER SERVICES AND CHARGES</b>									
PROFESSIONAL SERVICES	4300-000	0	0	0	125	0	0	0	
TRAVEL & TUITION	4330-000	0	669	220	317	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.
		<b>5,298</b>	<b>2,870</b>	<b>7,220</b>	<b>2,769</b>	<b>7,220</b>	<b>0</b>	<b>7,220</b>	
<b>CONTRACTUAL SERVICES</b>									
CONTRACTED SERVICES	4410-000	14,560	16,036	22,700	9,978	22,700	0	22,700	Recycling & Earth Day Vendors, Organics Service
		<b>14,560</b>	<b>16,036</b>	<b>22,700</b>	<b>9,978</b>	<b>22,700</b>	<b>0</b>	<b>22,700</b>	
<b>TOTAL SOLID WASTE ABATEMENT</b>		<b>55,093</b>	<b>58,096</b>	<b>77,809</b>	<b>39,053</b>	<b>82,214</b>	<b>0</b>	<b>82,214</b>	

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	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail	
<b>PERSONAL SERVICES</b>										
SALARIES	4101-000	26,629	28,952	20,197	13,932	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	1,130	1,595	0	1,595		
SOCIAL SECURITY	4122-000	2,041	2,234	1,545	1,053	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	1,614	2,016	0	2,016		
LIFE & DISABILITY INSURANCE	4133-000	97	108	65	41	68	0	68		
DENTAL INSURANCE	4134-000	198	202	135	112	153	0	153		
WORKER'S COMPENSATION	4151-000	1,149	1,251	988	1,474	1,829	0	1,829		
		<b>34,887</b>	<b>37,704</b>	<b>26,407</b>	<b>19,356</b>	<b>28,559</b>	<b>0</b>	<b>28,559</b>		
<b>SUPPLIES</b>										
MAINTENANCE SUPPLIES	4211-000	3,230	513	3,000	1,664	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		
		<b>3,230</b>	<b>611</b>	<b>3,250</b>	<b>1,993</b>	<b>3,250</b>	<b>0</b>	<b>3,250</b>		
<b>OTHER SERVICES AND CHARGES</b>										
UNIFORMS	4370-000	229	373	380	373	380	0	380		
		<b>229</b>	<b>373</b>	<b>380</b>	<b>373</b>	<b>380</b>	<b>0</b>	<b>380</b>		
<b>CONTRACTUAL SERVICES</b>										
CONTRACTED SERVICES	4410-000	20,307	36,790	30,000	78,213	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		
		<b>20,307</b>	<b>36,790</b>	<b>30,000</b>	<b>78,401</b>	<b>30,000</b>	<b>20,000</b>	<b>50,000</b>		
<b>TOTAL FORESTRY</b>		<b>58,653</b>	<b>75,478</b>	<b>60,037</b>	<b>100,123</b>	<b>62,189</b>	<b>20,000</b>	<b>82,189</b>		

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	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>									
SALARIES	4101-000	2,495,757	2,654,929	3,058,939	1,951,035	3,081,129	25,334	3,106,463	85% Public Safety Director
OVERTIME	4102-000	90,731	148,513	90,000	87,575	90,000	(13,400)	76,600	100% Deputy Director Police
TEMPORARIES	4106-000	0	0	0	11,524	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	365,015	530,126	1,900	532,026	20 - 100% Patrol Officers
SOCIAL SECURITY	4122-000	47,787	53,429	62,552	41,236	63,289	3,131	66,420	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	237,153	328,792	0	328,792	85% Administrative Assistant
LIFE & DISABILITY INSURANCE	4133-000	8,427	9,020	8,112	5,015	7,703	0	7,703	100% Investigative Assistant
DENTAL INSURANCE	4134-000	12,286	12,970	17,554	11,130	19,324	0	19,324	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	208,498	315,750	976	316,726	
		<b>3,648,358</b>	<b>3,759,351</b>	<b>4,284,853</b>	<b>2,922,555</b>	<b>4,441,157</b>	<b>33,541</b>	<b>4,474,698</b>	
<b>SUPPLIES</b>									
OFFICE SUPPLIES	4200-000	6,572	6,702	8,100	4,364	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	14,487	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	2,295	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	2,178	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	5,989	15,000	18,400	33,400	Tasers, Computers & Peripherals, Equipment Replacement, 2023 - 40 MM Launchers
		<b>33,249</b>	<b>39,164</b>	<b>49,050</b>	<b>29,313</b>	<b>49,050</b>	<b>19,750</b>	<b>68,800</b>	
<b>OTHER SERVICES AND CHARGES</b>									
PROFESSIONAL SERVICES	4300-000	3,781	6,913	8,740	7,623	8,740	0	8,740	Critical Incident Debriefing, POST License Renewal, Employee Mental Health Program
TELEPHONE	4321-000	21,513	22,116	23,360	15,381	23,360	0	23,360	Cell Phones, Mobile Hot Spot, Cell Stipend
POSTAGE	4322-000	869	908	1,000	514	1,000	0	1,000	
TRAVEL & TUITION	4330-000	25,978	43,697	45,250	38,460	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	52,897	52,818	7,902	60,720	Police Liability Insurance
UNIFORMS	4370-000	33,709	35,248	37,770	30,092	37,770	495	38,265	Officers, Sergeants, Admin., Unused Uniform Allowance, Ballistic Vests, Replacement Uniforms, CSO
ELECTRICITY	4381-000	408	409	420	278	420	0	420	Emergency Siren Electricity
RESERVES	4386-000	834	1,726	2,000	283	2,000	0	2,000	Uniforms, Equipment, Training, Supplies
		<b>133,541</b>	<b>162,886</b>	<b>171,358</b>	<b>145,529</b>	<b>171,358</b>	<b>8,397</b>	<b>179,755</b>	
<b>CONTRACTUAL SERVICES</b>									
CONTRACTED SERVICES	4410-000	43,685	48,078	55,305	53,325	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	1,213	1,450	0	1,450	Professional Memberships & Subscriptions: IACP, MCPA, AMEM, Col Rotary, Press Publications, MACIA, PLEAA, Tri-County, FBI NA, PERF
		<b>44,751</b>	<b>49,119</b>	<b>56,755</b>	<b>54,538</b>	<b>56,755</b>	<b>1,525</b>	<b>58,280</b>	
<b>CAPITAL OUTLAY</b>									
EQUIPMENT	5000-000	14,199	3,100	0	0	0	0	0	
		<b>14,199</b>	<b>3,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL POLICE DEPARTMENT</b>		<b>3,874,098</b>	<b>4,013,620</b>	<b>4,562,016</b>	<b>3,151,935</b>	<b>4,718,320</b>	<b>63,213</b>	<b>4,781,533</b>	



FORM B-1	2023 ADJUSTMENTS TO BASE BUDGET	
DEPARTMENT #:	420	FUND: 101
NAME:	POLICE PROTECTION	

<b>B-1 &amp; B-2 TOTAL</b>	<b>\$29,672</b>
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<b>TOTAL B1 CHANGES</b>	<b>\$29,672</b>
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1

<b>Account #:</b>	4211 MAINTENANCE SUPPLIES	<b>Amount (neg if decrease)</b>	\$3,750
<b>Description of Adjustment:</b> 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			
<b>Benefits if done:</b> Firearms and scenario based training would continue at current level; police officer would have less lethal response option that is currently not available			
<b>Implications if not done:</b> Firearms and scenario based training would be reduced and police officer would not have 40MM less lethal tool available for use			

2

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

3

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

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)** \$7,902  
 INSURANCE

**Description of Adjustment:**

LMCIT police liability insurance coverage. LMCIT suggests cities allow for possible rate increases in the range of 5 to 10% in part to account for inflationary considerations, towards the higher end for members with police liability or excess liability limits as the reinsurance market for excess limits is a bit in flux.

Assumption is built from known premium through August 2023 and a 10% increase for renewal.

**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	<b>Account #:</b> 4410	<b>Amount (neg if decrease)</b> \$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

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**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 28<sup>th</sup> 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	September	Base	Adjustments	Proposed 2023	Budget Detail
					YTD 2022	Budget 2023	Requested 2023		
<b>PERSONAL SERVICES</b>									
SALARIES	4101-000	269,859	293,581	250,574	206,058	276,214	0	276,214	15% Public Safety Director
OVERTIME	4102-000	2,073	1,387	3,000	188	2,000	0	2,000	100% Deputy Director Fire
PART-TIME WAGES	4103-000	0	0	127,547	48,703	184,013	0	184,013	15% Public Safety Captain
PAID ON CALL FIREFIGHTERS	4104-000	0	0	83,000	45,601	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	7,453	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	36,436	63,870	0	63,870	
SOCIAL SECURITY	4122-000	11,533	12,666	20,593	12,740	25,162	0	25,162	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	19,662	25,633	0	25,633	Stipend: Cross-trained Fire/Rescue
LIFE & DISABILITY INSURANCE	4133-000	657	667	701	429	688	0	688	
DENTAL INSURANCE	4134-000	768	804	1,231	645	1,501	0	1,501	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	39,280	41,290	70,646	58,575	102,618	0	102,618	
		<b>418,995</b>	<b>427,307</b>	<b>664,134</b>	<b>436,489</b>	<b>774,549</b>	<b>0</b>	<b>774,549</b>	
<b>SUPPLIES</b>									
OFFICE SUPPLIES	4200-000	680	901	1,000	1,637	1,000	600	1,600	Paper, Toner/Printer Cartridges, Business Cards, Pens
MAINTENANCE SUPPLIES	4211-000	2,177	5,824	7,675	2,470	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	2,593	3,000	0	3,000	Citizen Academy, Marketing Materials
SMALL TOOLS	4240-000	12,643	15,601	12,500	9,169	12,500	25,000	37,500	Rescue Tool Replacement, Ropes, Wildland Tools, 2023 - Computers, Water Rescue Systems, Fire Station Alerting Systems
		<b>17,710</b>	<b>23,597</b>	<b>25,875</b>	<b>15,869</b>	<b>25,875</b>	<b>24,900</b>	<b>50,775</b>	
<b>OTHER SERVICES AND CHARGES</b>									
PROFESSIONAL SERVICES	4300-000	2,852	5,082	5,500	4,954	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	1,786	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	24,629	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	79,383	49,700	11,800	61,500	New Hire Turn-out & Wildland Fire Gear, Misc Uniform Items, Turn-out Gear Replacement
		<b>41,371</b>	<b>75,495</b>	<b>146,100</b>	<b>112,585</b>	<b>98,100</b>	<b>16,910</b>	<b>115,010</b>	
<b>CONTRACTUAL SERVICES</b>									
CONTRACTED SERVICES	4410-000	35,157	30,605	40,000	34,118	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
		<b>36,488</b>	<b>32,386</b>	<b>41,390</b>	<b>35,258</b>	<b>41,390</b>	<b>(2,782)</b>	<b>38,608</b>	
<b>CAPITAL OUTLAY</b>									
EQUIPMENT	5000-000	0	0	8,600	0	0	0	0	
		<b>0</b>	<b>0</b>	<b>8,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL FIRE DEPARTMENT</b>		<b>514,564</b>	<b>558,785</b>	<b>886,099</b>	<b>600,201</b>	<b>939,914</b>	<b>39,028</b>	<b>978,942</b>	



FORM B-1

2023 ADJUSTMENTS TO BASE BUDGET

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	September	Base Budget 2023	Adjustments		Budget Detail	
					YTD 2022		Requested 2023	Proposed 2023		
<b>PERSONAL SERVICES</b>										
SALARIES	4101-000	253,885	262,856	320,509	194,363	350,218	0	350,218	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	15,363	26,266	0	26,266		
SOCIAL SECURITY	4122-000	18,875	19,701	24,557	13,991	26,792	0	26,792		
ICMA EMPLOYER	4123-000	0	0	0	0	0	0	0		
HEALTH INSURANCE	4131-000	29,072	35,430	40,708	33,959	49,840	0	49,840		
LIFE & DISABILITY INSURANCE	4133-000	949	1,005	861	557	934	0	934		
DENTAL INSURANCE	4134-000	1,058	1,101	2,157	1,124	2,756	0	2,756		
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0		
WORKER'S COMPENSATION	4151-000	1,283	1,401	1,798	2,105	3,425	0	3,425		
		<b>324,427</b>	<b>347,244</b>	<b>415,886</b>	<b>261,662</b>	<b>460,951</b>	<b>0</b>	<b>460,951</b>		
<b>SUPPLIES</b>										
OFFICE SUPPLIES	4200-000	2,149	801	2,000	835	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	241	150	0	150		
		<b>3,701</b>	<b>971</b>	<b>2,150</b>	<b>1,076</b>	<b>2,150</b>	<b>(500)</b>	<b>1,650</b>		
<b>OTHER SERVICES AND CHARGES</b>										
PROFESSIONAL SERVICES	4300-000	4,175	4,735	5,000	5,738	5,000	1,000	6,000	Permit Works Annual Maintenance & Assistance	
TELEPHONE	4321-000	2,243	2,328	2,200	1,365	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	452	1,140	0	1,140	Building Inspections Staff	
		<b>9,293</b>	<b>11,142</b>	<b>11,640</b>	<b>8,516</b>	<b>11,640</b>	<b>1,000</b>	<b>12,640</b>		
<b>CONTRACTUAL SERVICES</b>										
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	130	325	195	520	AMBO - \$200, 10K Lakes Chapter - \$125, Inspector Certs	
		<b>11,006</b>	<b>41,549</b>	<b>34,575</b>	<b>16,797</b>	<b>34,575</b>	<b>3,165</b>	<b>37,740</b>		
<b>TOTAL BUILDING INSPECTIONS</b>		<b>348,427</b>	<b>400,905</b>	<b>464,251</b>	<b>288,051</b>	<b>509,316</b>	<b>3,665</b>	<b>512,981</b>		

DEPARTMENT #: 422  
 NAME: BUILDING INSPECTIONS

FUND: 101

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

TOTAL B1 CHANGES \$3,665

1

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

2

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

3

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

DEPARTMENT #: 422  
NAME: BUILDING INSPECTIONS

FUND: 101

4

<b>Account #:</b>	4452	<b>Amount (neg if decrease)</b>	\$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	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>									
SALARIES	4101-000	403,170	430,104	420,534	294,153	466,965	0	466,965	15% Public Services Director
OVERTIME	4102-000	11,172	9,875	14,000	7,522	14,000	0	14,000	20% Public Services Superintendent
ON CALL/PAGER	4105-000	5,169	6,222	5,000	14,333	5,000	0	5,000	70% Streets Supervisor
TEMPORARIES	4106-000	544	17,102	30,000	36,329	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	25,055	36,447	0	36,447	Overtime: Snowplowing, Street Repairs, Unforeseen Emergencies
SOCIAL SECURITY	4122-000	31,244	34,682	35,919	25,416	39,465	0	39,465	
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	34,346	47,510	0	47,510	
LIFE & DISABILITY INSURANCE	4133-000	1,551	1,608	1,154	854	1,299	0	1,299	
DENTAL INSURANCE	4134-000	2,628	2,292	3,182	1,870	3,828	0	3,828	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	845	0	0	0	
WORKER'S COMPENSATION	4151-000	30,813	32,866	35,860	38,975	48,986	0	48,986	
		<b>566,309</b>	<b>607,132</b>	<b>617,426</b>	<b>479,799</b>	<b>693,746</b>	<b>0</b>	<b>693,746</b>	
<b>SUPPLIES</b>									
MAINTENANCE SUPPLIES	4211-000	8,560	9,772	12,000	7,886	12,000	0	12,000	Boulevard & Median Maintenance Materials: Geo-fabric, Fertilizers, Pesticides, Irrigation Components, Erosion Prevention and Sediment Control Products, Grass Seed/Sod. Construction Materials: Lumber, Plywood, Screws, Nails, Nuts/Bolts/Washers, Bagged Concrete, Grout, Bentonite, Stakes/Lathe. Equipment Wear Items: Street Sweeper Center Brooms and Gutter Brooms, Plow Blades/Cutting Edges, Ditch Mower Blades, Saw Blades. Safety Items: High Visibility Vests, Shirts, Eye Protection, Ear Protection, Insect Repellent, Sunscreen, Hardhats, Chainsaw PPE. Any Products or Parts Intended for Streets Maintenance and Equipment Electrical Cords, Batteries, Rope, Tape, Cable, Glue, Paints & Solvents, Plumbing Supplies, Fittings
STREET SIGNS	4223-000	14,361	9,028	12,000	5,963	12,000	0	12,000	Traffic Regulatory Signs, Parking Signs, Warning Signs, Construction Signs, Work Zone Signs, Public Awareness Signs, School Signs, Trail Signs, Reflective Tape/Sheeting, Barricades, Traffic Cones, Sign Posts, Hardware, Any Materials and Supplies Purchased Specifically for the Construction or Maintenance of Signs & Barricades
PATCHING MATERIALS	4224-000	32,718	47,459	50,000	12,329	50,000	0	50,000	Hot Asphalt, Cold Asphalt (i.e. UPM Bagged and Bulk), Asphalt Emulsion (tack), Crack Fill Material, Detackifier (for Crack Fill Operations)
SALT/SAND	4228-000	57,304	66,733	55,000	56,499	55,000	10,000	65,000	Regular Road Salt, Treated Road Salt, Bagged Sidewalk Salt, Sand used for Snow and Ice Management, Any Materials and Supplies Purchased Specifically to Facilitate the use of Salt (Brine or Solid) for Snow and Ice Management
GRAVEL AND MISCELLANEOUS	4229-000	1,166	253	7,000	5,138	7,000	0	7,000	Class V, Sand (not for Winter Operations), Rock, Chip Rock, Rip-rap, Topsoil, Compost, Mulch, and Woodchips
SMALL TOOLS	4240-000	4,150	1,442	4,000	1,840	4,000	0	4,000	Rakes, Snow Shovels, Flat Shovels, Spades, Loots, Sprayers, Pitch Forks, Push Brooms, Hand Tools, Power Tools, Tool Boxes & Containers, Jacks, Trailer Jacks, Winches, Chains/Binders, Ratchet Straps, Ladders, Chainsaws, Chainsaw Sharpeners, Weed Whips, Manual/Electric/Gas Engine Pumps, Locks
		<b>118,259</b>	<b>134,686</b>	<b>140,000</b>	<b>89,655</b>	<b>140,000</b>	<b>10,000</b>	<b>150,000</b>	
<b>OTHER SERVICES AND CHARGES</b>									
PROFESSIONAL SERVICES	4300-000	10,500	9,000	12,450	12,300	12,450	0	12,450	Consulting, Engineering, Hazardous Waste Recycling, Cartograph
TELEPHONE	4321-000	556	990	1,000	774	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	562	2,600	0	2,600	
STREET LIGHTS	4385-000	80,049	78,528	82,000	66,185	82,000	0	82,000	Electricity & Repair of City-Owned Street Lights
		<b>95,151</b>	<b>92,461</b>	<b>100,050</b>	<b>79,820</b>	<b>100,050</b>	<b>3,000</b>	<b>103,050</b>	
<b>CONTRACTUAL SERVICES</b>									
CONTRACTED SERVICES	4410-000	67,143	117,398	47,000	31,957	47,000	0	47,000	Patching/Spray Patching, Dead Deer Removal, Signal Maintenance, Contract Median and Round-A-Bout Maintenance
RENTED EQUIPMENT	4415-000	478	1,386	1,000	739	1,000	0	1,000	Traffic Control Sign Rental, Crack Fill Kettle, Rented Skid Steer/Toolcat Attachments, Tools, Vehicles, Equipment
SUBSCRIPTIONS & DUES	4452-000	286	308	3,500	0	3,500	0	3,500	Professional Memberships & Journals (including State/County Contract) Purchasing Membership
		<b>67,908</b>	<b>119,092</b>	<b>51,500</b>	<b>32,696</b>	<b>51,500</b>	<b>0</b>	<b>51,500</b>	
<b>CAPITAL OUTLAY</b>									
EQUIPMENT	5000-000	0	18,007	125,000	0	0	0	0	
		<b>0</b>	<b>18,007</b>	<b>125,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL STREETS</b>		<b>847,628</b>	<b>971,377</b>	<b>1,033,976</b>	<b>681,970</b>	<b>985,296</b>	<b>13,000</b>	<b>998,296</b>	



DEPARTMENT #: 430 FUND: 101  
 NAME: STREETS

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

**TOTAL B1 CHANGES \$13,000**

1

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

2

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

**CITY OF LINO LAKES**

**FLEET MANAGEMENT (101-431)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>									
SALARIES	4101-000	96,522	157,839	163,887	116,403	198,094	0	198,094	15% Public Services Director
OVERTIME	4102-000	2,645	1,989	2,000	1,964	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	9,323	15,007	0	15,007	20% Administrative Assistant
SOCIAL SECURITY	4122-000	6,986	11,023	12,690	7,874	15,307	0	15,307	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	22,011	29,791	0	29,791	
LIFE & DISABILITY INSURANCE	4133-000	366	573	455	334	570	0	570	
DENTAL INSURANCE	4134-000	794	1,187	1,186	971	1,562	0	1,562	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	3,317	4,683	5,422	6,244	7,747	0	7,747	
		<b>133,243</b>	<b>212,962</b>	<b>223,975</b>	<b>165,225</b>	<b>270,404</b>	<b>0</b>	<b>270,404</b>	
<b>SUPPLIES</b>									
MAINTENANCE SUPPLIES	4211-000	2,184	5,272	9,300	6,990	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	154,831	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	38,313	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	4,059	7,000	0	7,000	New and/or Replacement Tools for the Shop (Hand tools, Battery Powered Tools, Specialty Tools, etc.)
		<b>133,108</b>	<b>180,493</b>	<b>191,300</b>	<b>204,192</b>	<b>191,300</b>	<b>50,000</b>	<b>241,300</b>	
<b>OTHER SERVICES AND CHARGES</b>									
PROFESSIONAL SERVICES	4300-000	15,168	41,967	44,300	40,292	44,300	0	44,300	Annual DOT Inspections, Annual Boom/Hoist Inspections, Alignments, Repairs, Cartograph
TELEPHONE	4321-000	0	72	0	16	0	0	0	
TRAVEL & TUITION	4330-000	0	0	500	48	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	41,266	40,795	(875)	39,920	Insurance for Entire Fleet, Including Police & Fire
UNIFORMS	4370-000	570	760	570	70	570	0	570	
		<b>58,080</b>	<b>87,419</b>	<b>86,165</b>	<b>81,691</b>	<b>86,165</b>	<b>125</b>	<b>86,290</b>	
<b>CONTRACTUAL SERVICES</b>									
CONTRACTED SERVICES	4410-000	50,427	43,320	53,500	67,186	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
		<b>52,027</b>	<b>44,820</b>	<b>59,500</b>	<b>67,186</b>	<b>59,500</b>	<b>6,500</b>	<b>66,000</b>	
<b>CAPITAL OUTLAY</b>									
EQUIPMENT	5000-000	4,010	4,680	28,000	0	5,000	(5,000)	0	
		<b>4,010</b>	<b>4,680</b>	<b>28,000</b>	<b>0</b>	<b>5,000</b>	<b>(5,000)</b>	<b>0</b>	
<b>TOTAL FLEET MANAGEMENT</b>		<b>380,468</b>	<b>530,373</b>	<b>588,940</b>	<b>518,295</b>	<b>612,369</b>	<b>51,625</b>	<b>663,994</b>	

DEPARTMENT #: 431  
 NAME: FLEET MANAGEMENT

FUND: 101

**B-1 & B-2 TOTAL \$51,625**

**TOTAL B1 CHANGES \$51,625**

1

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

2

<b>Account #:</b>	4330	<b>Amount (neg if decrease)</b>	\$1,000
	TRAVEL/TUITION		
<b>Description of Adjustment:</b>			
Sending fleet employees to more classes/training to stay up to date on current automotive technology.			
<b>Benefits if done:</b>			
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.			
<b>Implications if not done:</b>			
More repairs may need to be sent out for repair instead of taking care of them "in house".			

3

<b>Account #:</b>	4360	<b>Amount (neg if decrease)</b>	(\$875)
	INSURANCE		
<b>Description of Adjustment:</b>			
LMCIT Auto Insurance Coverage. LMCIT expects overall auto rates to remain relatively stable, but suggest allowing for 5 to 10% increases for auto rates to account for the potential for inflationary considerations.			
Assumption is built from known premium through August 2023 and a 10% increase for renewal.			
<b>Benefits if done:</b>			
<b>Implications if not done:</b>			

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	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>									
SALARIES	4101-000	2,120	2,080	2,080	1,120	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	6,930	8,330	0	8,330	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	Temporaries: 490 hrs @ \$17/hr
PERA	4121-000	173	156	156	90	1,753	0	1,753	
SOCIAL SECURITY	4122-000	175	153	802	611	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	92	0	92	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	113	121	803	328	1,072	0	1,072	
		<b>2,813</b>	<b>2,510</b>	<b>12,241</b>	<b>9,079</b>	<b>37,986</b>	<b>0</b>	<b>37,986</b>	
<b>SUPPLIES</b>									
OFFICE SUPPLIES	4200-000	8,614	9,830	10,000	7,560	10,000	0	10,000	Supplies for Office Operations
MAINTENANCE SUPPLIES	4211-000	33,463	26,281	35,000	23,725	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	
		<b>45,200</b>	<b>37,999</b>	<b>47,400</b>	<b>37,831</b>	<b>47,400</b>	<b>0</b>	<b>47,400</b>	
<b>OTHER SERVICES AND CHARGES</b>									
PROFESSIONAL SERVICES	4300-000	64,483	57,259	59,000	29,045	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	5,503	6,864	0	6,864	Telephone & Internet Service Charges
POSTAGE	4322-000	3,837	4,977	5,000	3,798	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	125,409	138,315	(4,525)	133,790	General Liability, Property, Excess Liability
ELECTRICITY	4381-000	89,136	110,958	96,500	78,991	96,500	0	96,500	For all City Facilities
UTILITIES	4382-000	13,833	14,365	21,000	14,219	18,000	0	18,000	Water & Sewer Service
HEAT	4383-000	35,144	45,031	48,000	38,221	48,000	6,000	54,000	Civic Complex & Other City Facilities
SANITATION	4384-000	16,159	14,044	12,000	9,183	15,000	0	15,000	Refuse Collection for City Complex & Other City Facilities
		<b>348,626</b>	<b>385,292</b>	<b>386,679</b>	<b>304,849</b>	<b>386,679</b>	<b>1,475</b>	<b>388,154</b>	
<b>CONTRACTUAL SERVICES</b>									
CONTRACTED SERVICES	4410-000	80,281	97,679	98,000	80,784	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	344	200	0	200	Newspaper
		<b>80,371</b>	<b>98,023</b>	<b>98,200</b>	<b>81,128</b>	<b>98,200</b>	<b>0</b>	<b>98,200</b>	
<b>CAPITAL OUTLAY</b>									
EQUIPMENT	5000-000	0	5,863	0	0	0	0	0	
		<b>0</b>	<b>5,863</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL GOVERNMENT BUILDINGS</b>		<b>477,011</b>	<b>529,687</b>	<b>544,520</b>	<b>432,886</b>	<b>570,265</b>	<b>1,475</b>	<b>571,740</b>	

DEPARTMENT #: 432  
 NAME: GOVERNMENT BUILDINGS

FUND: 101

B-1 & B-2 TOTAL \$1,475

TOTAL B1 CHANGES \$1,475

1

<b>Account #:</b>	4361	<b>Amount (neg if decrease)</b>	(\$4,525)
	INSURANCE		
<b>Description of Adjustment:</b>			
LMCIT Insurance Coverage (General Liability, Property, and Excess Liability).			
Liability - LMCIT suggests cities allow for possible rate increases in the range of 5 to 10% in part to account for inflationary considerations, towards the higher end for members with police liability or excess liability limits as the reinsurance market for excess limits is a bit in flux.			
Property - LMCIT suggests given the reinsurance uncertainty and increasing inflation, for budgeting purposes cities may want to allow for a 3 to 8% increase for property coverage rates on average.			
Assumption is built from known premium through August 2023 and a 10% increase for renewal.			
<b>Benefits if done:</b>			
<b>Implications if not done:</b>			

2

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

**CITY OF LINO LAKES**

**PARKS (101-450)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>									
SALARIES	4101-000	342,918	348,684	419,795	222,092	435,548	0	435,548	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	29,636	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	17,683	32,816	0	32,816	Temporaries:
SOCIAL SECURITY	4122-000	26,653	27,999	35,480	18,567	37,853	0	37,853	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	22,357	45,234	0	45,234	
LIFE & DISABILITY INSURANCE	4133-000	1,332	1,292	1,154	627	1,194	0	1,194	
DENTAL INSURANCE	4134-000	2,199	2,130	3,182	1,548	3,430	0	3,430	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	12,927	13,423	19,730	20,944	37,376	0	37,376	
		<b>465,633</b>	<b>477,797</b>	<b>602,561</b>	<b>335,172</b>	<b>655,354</b>	<b>0</b>	<b>655,354</b>	
<b>SUPPLIES</b>									
MAINTENANCE SUPPLIES	4211-000	16,204	33,318	73,000	44,231	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	5,589	3,000	0	3,000	Hand Tools, Small Power Tools, Mowers, Chain Saws, Weed Whips
		<b>16,204</b>	<b>34,650</b>	<b>76,000</b>	<b>49,820</b>	<b>45,000</b>	<b>5,000</b>	<b>50,000</b>	
<b>OTHER SERVICES AND CHARGES</b>									
PROFESSIONAL SERVICES	4300-000	23,084	13,323	7,150	4,531	7,150	0	7,150	Cartagraph, Engineering
TELEPHONE	4321-000	907	802	2,000	460	2,000	0	2,000	Cell Phones, iPads
TRAVEL & TUITION	4330-000	773	1,167	2,000	862	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	631	1,500	400	1,900	
ELECTRICITY	4381-000	2,961	3,162	3,500	2,405	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	13,015	25,000	0	25,000	Sewer, Water, Irrigation
HEAT	4383-000	3,463	4,359	5,000	3,394	5,000	0	5,000	
SANITATION	4384-000	936	1,215	1,800	789	1,800	0	1,800	Trash/Recycling
		<b>58,882</b>	<b>72,021</b>	<b>50,700</b>	<b>27,036</b>	<b>50,700</b>	<b>1,400</b>	<b>52,100</b>	
<b>CONTRACTUAL SERVICES</b>									
CONTRACTED SERVICES	4410-000	41,015	128,896	112,250	46,897	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	134	500	0	500	
SUBSCRIPTIONS & DUES	4452-000	65	111	200	106	200	0	200	Professional Memberships & Subscriptions
		<b>41,460</b>	<b>129,289</b>	<b>112,950</b>	<b>47,137</b>	<b>78,700</b>	<b>176,000</b>	<b>254,700</b>	
<b>CAPITAL OUTLAY</b>									
EQUIPMENT	5000-000	0	369,434	0	3,826	0	0	0	
		<b>0</b>	<b>369,434</b>	<b>0</b>	<b>3,826</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL PARKS</b>		<b>582,178</b>	<b>1,083,192</b>	<b>842,211</b>	<b>462,992</b>	<b>829,754</b>	<b>182,400</b>	<b>1,012,154</b>	

DEPARTMENT #: 450  
 NAME: PARKS

FUND: 101

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

**TOTAL B1 CHANGES \$182,400**

1

<b>Account #:</b>	4211	<b>Amount (neg if decrease)</b>	\$5,000
	MAINTENANCE SUPPLIES		
<b>Description of Adjustment:</b>			
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.			
<b>Benefits if done:</b>			
Provide a safe boardwalk. Boardwalk was installed in 2008.			
<b>Implications if not done:</b>			
Boardwalk may potentially fail, currently leaning badly. Existing materials of the boardwalk are beginning to crack and rot.			

2

<b>Account #:</b>	4370	<b>Amount (neg if decrease)</b>	\$400
	UNIFORMS		
<b>Description of Adjustment:</b>			
Budget adjustment to accommodate the addition of a parks maintenance worker.			
<b>Benefits if done:</b>			
Accurate budget reflected in the budget line item			
<b>Implications if not done:</b>			
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	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>									
SALARIES	4101-000	70,828	0	22,713	13,433	0	0	0	
OVERTIME	4102-000	0	0	0	0	0	0	0	
TEMPORARIES	4106-000	8,189	0	15,855	6,140	0	0	0	
WELLNESS PROGRAM	4108-000	0	0	0	0	0	0	0	
PERA	4121-000	3,787	0	0	1,003	0	0	0	
SOCIAL SECURITY	4122-000	5,698	0	2,950	1,474	0	0	0	
ICMA EMPLOYER	4123-000	176	0	0	203	0	0	0	
HEALTH INSURANCE	4131-000	6,417	0	0	1,300	0	0	0	
LIFE & DISABILITY INSURANCE	4133-000	173	0	0	32	0	0	0	
DENTAL INSURANCE	4134-000	309	0	0	79	0	0	0	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	13,665	0	0	0	
WORKER'S COMPENSATION	4151-000	983	0	920	513	0	0	0	
		<b>96,559</b>	<b>0</b>	<b>42,438</b>	<b>37,840</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>SUPPLIES</b>									
OFFICE SUPPLIES	4200-000	0	0	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	0	0	0	0	0	0	0	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OTHER SERVICES AND CHARGES</b>									
PROFESSIONAL SERVICES	4300-000	0	34,745	0	0	0	0	0	
TELEPHONE	4321-000	72	0	0	26	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	
		<b>4,295</b>	<b>34,745</b>	<b>0</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CONTRACTUAL SERVICES</b>									
CONTRACTED SERVICES	4410-000	0	0	0	0	0	0	0	
SUBSCRIPTIONS & DUES	4452-000	300	0	0	0	0	0	0	
		<b>300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL RECREATION</b>		<b>101,154</b>	<b>34,745</b>	<b>42,438</b>	<b>37,866</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**CITY OF LINO LAKES**

**OTHERS (101-499)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	September	Base	Adjustments	Proposed 2023	Budget Detail
					YTD 2022	Budget 2023	Requested 2023		
CONTINGENCY	4905-000	0	0	60,000	0	60,000	174,000	234,000	Operating Contingency
OPERATING TRANSFERS	4910-000	931,500	951,113	286,750	286,750	0	0	0	
<b>TOTAL OTHERS</b>		<b>931,500</b>	<b>951,113</b>	<b>346,750</b>	<b>286,750</b>	<b>60,000</b>	<b>174,000</b>	<b>234,000</b>	

**SUMMARY BY CATEGORY**

PERSONAL SERVICES	6,982,969	7,203,586	8,328,187	5,617,829	8,799,772	18,541	8,818,313
SUPPLIES	373,979	454,475	539,425	432,601	508,425	109,150	617,575
OTHER SERVICES AND CHARGES	1,302,191	1,451,687	1,482,025	1,102,269	1,434,025	96,322	1,530,347
CONTRACTUAL SERVICES	629,084	826,386	806,775	635,694	772,525	238,517	1,011,042
CAPITAL OUTLAY	22,886	404,094	161,600	3,826	5,000	(5,000)	-
OTHERS	931,500	951,113	346,750	286,750	60,000	174,000	234,000
<b>TOTAL EXPENDITURES</b>	<b>10,242,609</b>	<b>11,291,342</b>	<b>11,664,762</b>	<b>8,078,968</b>	<b>11,579,747</b>	<b>631,530</b>	<b>12,211,277</b>

FORM B-1

2023 ADJUSTMENTS TO BASE BUDGET

DEPARTMENT #:

499

FUND: 101

NAME:

CONTINGENCY/TRANSFERS/OTHERS

B-1 & B-2 TOTAL

\$174,000

TOTAL B1 CHANGES \$174,000

1

Account #:

4905

Amount (neg if decrease)

\$174,000

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	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>Property Taxes</b>									
General Property Tax	202-000-3010-000	0	0	0	0	0	325,000	325,000	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>325,000</b>	<b>325,000</b>	
<b>Intergovernmental</b>									
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	
		<b>0</b>	<b>0</b>	<b>500,000</b>	<b>4,485</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Charges For Services</b>									
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	73,891	61,374	75,844	137,218	
Monthly Membership Fees	202-000-3471-000	0	0	260,653	123,099	260,653	475,460	736,113	
Daily Use Fees	202-000-3472-000	0	0	11,453	11,698	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	15,029	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	825	500	6,000	6,500	
Birthday Party Rentals	202-000-3479-000	0	0	10,000	1,330	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	7,956	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	12,988	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	553	6,160	(5,160)	1,000	
Towel Service	202-000-3485-602	0	0	4,363	587	4,363	14,132	18,495	
		<b>0</b>	<b>0</b>	<b>482,856</b>	<b>247,957</b>	<b>482,856</b>	<b>834,690</b>	<b>1,317,546</b>	
<b>Investment Earnings</b>									
Interest On Investments	202-000-3620-000	0	0	0	0	0	0	0	Includes Unrealized Gain/Loss on Investments
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Miscellaneous</b>									
Refunds & Reimbursements	202-000-3730-000	0	0	0	0	0	0	0	
Silver Sneakers	202-000-3731-000	0	0	17,234	2,882	17,234	16,998	34,232	
Renew Active/One Pass	202-000-3732-000	0	0	16,684	3,744	16,684	32,062	48,746	
Cash Over (Short)	202-000-3800-000	0	0	0	(22)	0	0	0	
Miscellaneous Revenue	202-000-3810-000	0	0	0	0	0	0	0	
		<b>0</b>	<b>0</b>	<b>33,918</b>	<b>6,604</b>	<b>33,918</b>	<b>49,060</b>	<b>82,978</b>	
<b>Other</b>									
Operating Transfers	202-000-3920-000	0	0	0	0	0	0	0	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>1,016,774</b>	<b>259,046</b>	<b>516,774</b>	<b>1,208,750</b>	<b>1,725,524</b>	

**CITY OF LINO LAKES**

**THE ROOKERY ACTIVITY CENTER (202-451)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	September	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
					YTD 2022				
<b>PERSONAL SERVICES</b>									
SALARIES	4101-000	0	0	433,606	210,055	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	155,758	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	19,200	48,822	8,438	57,260	100% Bldg Custodial/Maintenance Worker
SOCIAL SECURITY	4122-000	0	0	53,826	26,290	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	28,225	79,024	0	79,024	Watch Attendant, Custodial Worker, Guest Services
LIFE & DISABILITY INSURANCE	4133-000	0	0	1,234	555	1,395	0	1,395	Representative, Lifeguard, Manager On Duty, Recreation
DENTAL INSURANCE	4134-000	0	0	3,028	1,164	4,287	0	4,287	Attendant
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	0	0	22,633	6,838	23,267	5,934	29,201	
		<b>0</b>	<b>0</b>	<b>894,148</b>	<b>452,903</b>	<b>1,002,890</b>	<b>256,584</b>	<b>1,259,474</b>	
<b>SUPPLIES</b>									
OFFICE SUPPLIES	4200-000	0	0	5,500	3,828	5,500	0	5,500	Supplies for Office Operations
MAINTENANCE SUPPLIES	4211-000	0	0	46,500	8,077	46,500	0	46,500	Janitorial Supplies
CHEMICALS	4222-000	0	0	5,250	1,184	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	9,147	9,000	1,000	10,000	Tools, Cleaning Equipment, CPR Mannequins, Gym Equipment
		<b>0</b>	<b>0</b>	<b>66,250</b>	<b>22,236</b>	<b>66,250</b>	<b>7,950</b>	<b>74,200</b>	
<b>OTHER SERVICES AND CHARGES</b>									
PROFESSIONAL SERVICES	4300-000	0	0	5,000	13,446	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	1,594	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	1,444	2,750	0	2,750	
POSTAGE	4322-000	0	0	0	154	0	2,500	2,500	
TRAVEL & TUITION	4330-000	0	0	3,000	4,336	3,000	0	3,000	
PRINTING & PUBLISHING	4340-000	0	0	667	139	667	0	667	
PAYMENT PROCESSING	4345-000	0	0	38,997	4,679	38,997	0	38,997	
INSURANCE	4361-000	0	0	10,000	14,372	10,000	16,290	26,290	General Liability & Property Insurance
UNIFORMS	4370-000	0	0	2,000	1,599	2,000	850	2,850	
ELECTRICITY	4381-000	0	0	88,000	44,428	88,000	0	88,000	
UTILITIES	4382-000	0	0	10,920	7,301	10,920	0	10,920	Water & Sewer Service
HEAT	4383-000	0	0	55,750	18,669	55,750	0	55,750	
SANITATION	4384-000	0	0	6,000	4,572	6,000	0	6,000	Refuse Collection
		<b>0</b>	<b>0</b>	<b>229,167</b>	<b>116,731</b>	<b>229,167</b>	<b>76,336</b>	<b>305,503</b>	
<b>CONTRACTUAL SERVICES</b>									
CONTRACTED SERVICES	4410-000	0	0	12,500	13,772	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	114,112	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	5,231	11,000	0	11,000	
		<b>0</b>	<b>0</b>	<b>205,525</b>	<b>133,561</b>	<b>205,525</b>	<b>68,955</b>	<b>274,480</b>	
<b>CAPITAL OUTLAY</b>									
EQUIPMENT	5000-000	0	0	0	0	0	0	0	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL ROOKERY ACTIVITY CENTER</b>		<b>0</b>	<b>0</b>	<b>1,395,090</b>	<b>725,431</b>	<b>1,503,832</b>	<b>409,825</b>	<b>1,913,657</b>	

DEPARTMENT #: 451  
 NAME: ROOKERY ACTIVITY CENTER

FUND: 202

B-1 & B-2 TOTAL \$153,241

TOTAL B1 CHANGES \$153,241

1

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

2

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

3

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

DEPARTMENT #: 451  
 NAME: ROOKERY ACTIVITY CENTER

FUND: 202

4

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

5

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

6

<b>Account #:</b>	4310	<b>Amount (neg if decrease)</b>	\$55,029
	OTHER CONSULTANTS		
<b>Description of Adjustment:</b>			
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			
<b>Benefits if done:</b>			
<b>Implications if not done:</b>			



DEPARTMENT #: 451  
 NAME: ROOKERY ACTIVITY CENTER

FUND: 202

7

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

8

<b>Account #:</b>	4361	<b>Amount (neg if decrease)</b>	\$16,290
	INSURANCE		
<b>Description of Adjustment:</b>			
LMCIT Insurance Coverage (General Liability, Property, and Excess Liability).			
<p>Liability - LMCIT suggests cities allow for possible rate increases in the range of 5 to 10% in part to account for inflationary considerations, towards the higher end for members with police liability or excess liability limits as the reinsurance market for excess limits is a bit in flux.</p> <p>Property - LMCIT suggests given the reinsurance uncertainty and increasing inflation, for budgeting purposes cities may want to allow for a 3 to 8% increase for property coverage rates on average.</p> <p>Assumption is built from known premium through August 2023 and a 10% increase for renewal. The biggest driver of the increase in the premium through August 2023 is due to property premiums more than doubling during the last renewal due to inflation in the replacement cost value.</p>			
<b>Benefits if done:</b>			
<b>Implications if not done:</b>			

DEPARTMENT #: 451  
 NAME: ROOKERY ACTIVITY CENTER

FUND: 202

9

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

10

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

11

<b>Account #:</b>	4452	<b>Amount (neg if decrease)</b>	\$500
	SUBSCRIPTIONS/DUES		
<b>Description of Adjustment:</b>			
Subscription and Dues for Rookery staff			
<b>Benefits if done:</b>			
<b>Implications if not done:</b>			

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		
<b>603 Swim Lessons</b>						
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
	<b>125,979</b>	<b>33,447</b>	<b>1,000</b>	-	<b>34,447</b>	<b>91,532</b>
<b>604 Youth Programming</b>						
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
	<b>62,350</b>	<b>34,150</b>	<b>8,050</b>	-	<b>42,200</b>	<b>20,150</b>
<b>605 Gym Programs</b>						
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
	<b>8,500</b>	<b>1,950</b>	<b>350</b>	-	<b>2,300</b>	<b>6,200</b>
<b>606 Adult/Family Programs</b>						
Aquatic Special Events	2,450	800	2,000	800	3,600	(1,150)
Valentine's Dance	2,000	200			200	1,800
	<b>4,450</b>	<b>1,000</b>	<b>2,000</b>	<b>800</b>	<b>3,800</b>	<b>650</b>
<b>607 Active Adult Programs</b>						
AARP Classes	850				-	850
Card Games	-		500		500	(500)
	<b>850</b>	-	<b>500</b>	-	<b>500</b>	<b>350</b>
<b>608 Community Programs</b>						
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
	<b>15,400</b>	<b>1,700</b>	<b>2,000</b>	<b>6,750</b>	<b>10,450</b>	<b>4,950</b>
<b>609 Birthday Parties</b>						-
Birthday Parties	20,000	2,600	1,000		3,600	16,400
	<b>20,000</b>	<b>2,600</b>	<b>1,000</b>	-	<b>3,600</b>	<b>16,400</b>
<b>GRAND TOTALS</b>	<b>237,529</b>	<b>74,847</b>	<b>14,900</b>	<b>7,550</b>	<b>97,297</b>	<b>140,232</b>

**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>
	<b>Grand Total</b>	<b><u>\$ 661,830</u></b>

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

	Account Number	Actual 2020	Actual 2021	Adopted 2022	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>Property Taxes</b>									
General Property Tax	402-000-3010-000	0	0	150,000	75,000	150,000	175,000	325,000	
		<b>0</b>	<b>0</b>	<b>150,000</b>	<b>75,000</b>	<b>150,000</b>	<b>175,000</b>	<b>325,000</b>	
<b>Investment Earnings</b>									
Interest on Investments	402-000-3620-000	12,775	(2,348)	0	(20,387)	0	0	0	Includes Unrealized Gain/Loss on Investments
		<b>12,775</b>	<b>(2,348)</b>	<b>0</b>	<b>(20,387)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Miscellaneous</b>									
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	
		<b>0</b>	<b>2,371</b>	<b>0</b>	<b>122,461</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other Financing Sources</b>									
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	43,433	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
		<b>309,600</b>	<b>140,120</b>	<b>271,750</b>	<b>315,183</b>	<b>0</b>	<b>338,714</b>	<b>338,714</b>	
<b>Total Revenues</b>		<b>322,375</b>	<b>140,143</b>	<b>421,750</b>	<b>492,257</b>	<b>150,000</b>	<b>513,714</b>	<b>663,714</b>	

**CITY OF LINO LAKES**

**Capital Equipment Replacement**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	September	Base Budget 2023	Adjustments		Budget Detail
					YTD 2022		Requested 2023	Proposed 2023	
<b>SUPPLIES</b>									
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
		<b>0</b>	<b>0</b>	<b>0</b>	<b>29,659</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CAPITAL OUTLAY</b>									
POLICE EQUIPMENT	402-420-5000-000	104,902	154,719	173,040	49,002	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	32,705	0	429,000	429,000	
		<b>366,590</b>	<b>469,282</b>	<b>272,040</b>	<b>81,707</b>	<b>0</b>	<b>661,830</b>	<b>661,830</b>	
<b>TOTAL CAPITAL EQUIPMENT REPLACEMENT</b>		<b>366,590</b>	<b>469,282</b>	<b>272,040</b>	<b>111,366</b>	<b>0</b>	<b>661,830</b>	<b>661,830</b>	

DEPARTMENT #: 420

FUND: 402

NAME: POLICE PROTECTION

**TOTAL REQUESTS = \$232,830**

1

<b>Account #:</b>	5000	<b>Amount (not incl disposal proceeds)</b>	\$60,610
CAPITAL OUTLAY			
<b>Description (include unit # if applicable):</b>			
Purchase 2023 Chevrolet Tahoe Police package for use as primary response vehicle.			
<b>Justification and affect on productivity:</b>			
See attached memos			
<b>Additional expenses if purchased:</b>			
Cost includes all emergency equipment, build out and graphics.			
<b>Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):</b>			
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

<b>Account #:</b>	5000	<b>Amount (not incl disposal proceeds)</b>	\$60,610
CAPITAL OUTLAY			
<b>Description (include unit # if applicable):</b>			
Purchase 2023 Chevrolet Tahoe Police package for use as primary response vehicle.			
<b>Justification and affect on productivity:</b>			
See attached memos			
<b>Additional expenses if purchased:</b>			
Cost includes all emergency equipment, build out and graphics.			
<b>Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):</b>			
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

<b>Account #:</b>	5000	<b>Amount (not incl disposal proceeds)</b>	\$60,610
CAPITAL OUTLAY			
<b>Description (include unit # if applicable):</b>			
Purchase 2023 Chevrolet Tahoe Police package for use as primary response vehicle.			
<b>Justification and affect on productivity:</b>			
See attached memos			
<b>Additional expenses if purchased:</b>			
Cost includes all emergency equipment, build out and graphics.			
<b>Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):</b>			
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

<b>Account #:</b>	5000	<b>Amount (not incl disposal proceeds)</b>	\$51,000
CAPITAL OUTLAY			
<b>Description (include unit # if applicable):</b>			
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.			
<b>Justification and affect on productivity:</b>			
See attached memos			
<b>Additional expenses if purchased:</b>			
Cost includes vehicle, all emergency equipment, and build out.			
<b>Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):</b>			
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)

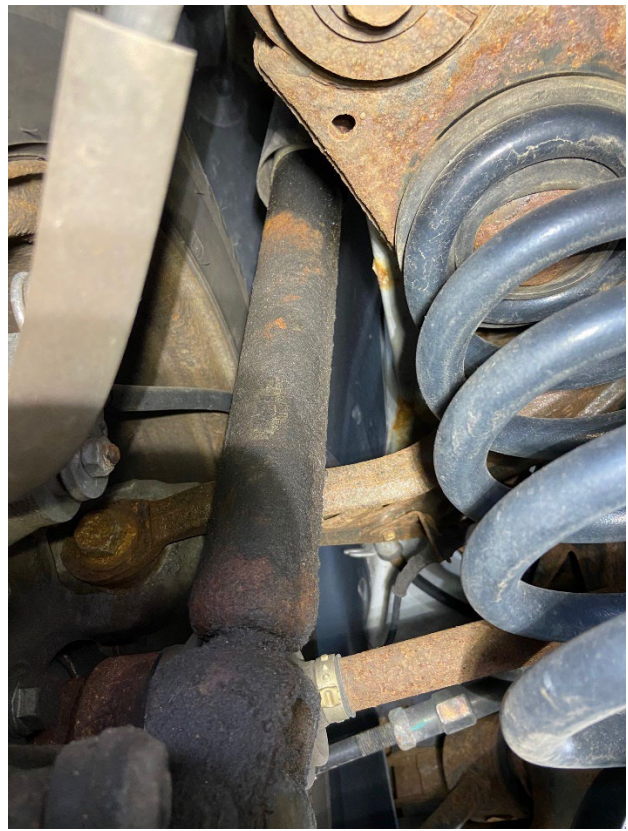
#382



#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

<b>Account #:</b>	5000	<b>Amount (not incl disposal proceeds)</b>	\$20,000
	CAPITAL OUTLAY		
<b>Description (include unit # if applicable):</b>			
#119 2001 John Deere Tractor LV 4100. Used in the maintenance and grooming of baseball fields.			
<b>Justification and affect on productivity:</b>			
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.			
<b>Additional expenses if purchased:</b>			
Other than general service and maintenance to the tractor a new purchase would not contribute to any additional expenses.			
<b>Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):</b>			
In Capital Improvement Plan (Y or N):			Y
Replacement (R) or New (N):			R
Est'd disposal proceeds (if "R")			\$10,000

2

<b>Account #:</b>	5000	<b>Amount (not incl disposal proceeds)</b>	\$87,000
	CAPITAL OUTLAY		
<b>Description (include unit # if applicable):</b>			
Requested purchase vehicle is a 1 ton regular cab dump box with a plow.			
<b>Justification and affect on productivity:</b>			
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.			
<b>Additional expenses if purchased:</b>			
No additional maintenance will be required.			
<b>Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):</b>			
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

<b>Account #:</b>	5000	<b>Amount (not incl disposal proceeds)</b>	\$17,000
CAPITAL OUTLAY			
<b>Description (include unit # if applicable):</b>			
Requesting to purchase a replacement zero turn 60 inch riding mower for the maintenance of the parks and trail systems.			
<b>Justification and affect on productivity:</b>			
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.			
<b>Additional expenses if purchased:</b>			
No additional expenses.			
<b>Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):</b>			
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

<b>Account #:</b>	5000	<b>Amount (not incl disposal proceeds)</b>	\$305,000
CAPITAL OUTLAY			
<b>Description (include unit # if applicable):</b>			
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.			
<b>Justification and affect on productivity:</b>			
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.			
<b>Additional expenses if purchased:</b>			
No additional maintenance required.			
<b>Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):</b>			
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

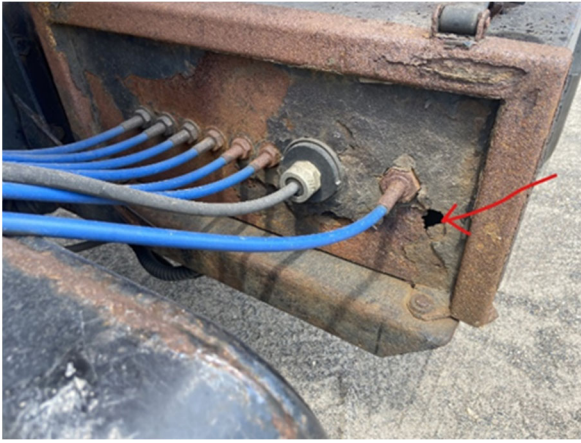
\$305,000



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	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>Operating Revenue</b>									
Penalties & Interest	601-000-3150-000	141	762	0	23	0	0	0	
Water Hook-Up Charge	601-000-3248-000	43,260	68,770	41,250	26,270	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	57,858	78,260	(28,260)	50,000	
Irrigation Controller Sales	601-000-3407-000	0	4,750	5,000	3,240	5,000	0	5,000	
Interest on Investments	601-000-3620-000	100,912	(34,068)	50,000	(210,399)	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	919	2,500	(700)	1,800	
Refunds and Reimbursements	601-000-3730-000	0	0	0	10,829	0	0	0	
Flat Water Charge	601-000-3850-000	0	0	287,680	201,149	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	775,955	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	20,809	22,000	0	22,000	
Sale of Capital Assets	601-000-3910-000	0	14,506	0	0	0	0	0	
		<b>1,533,333</b>	<b>1,663,729</b>	<b>1,755,462</b>	<b>886,653</b>	<b>1,755,462</b>	<b>164,849</b>	<b>1,920,311</b>	
<b>Other Sources</b>									
Use of Reserves		0	0	1,409,645	0	0	186,410	186,410	
		<b>0</b>	<b>0</b>	<b>1,409,645</b>	<b>0</b>	<b>0</b>	<b>186,410</b>	<b>186,410</b>	
<b>Total Operating Revenue &amp; Other Sources</b>		<b>1,533,333</b>	<b>1,663,729</b>	<b>3,165,107</b>	<b>886,653</b>	<b>1,755,462</b>	<b>351,259</b>	<b>2,106,721</b>	

**CITY OF LINO LAKES**

**WATER (601-494)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>									
SALARIES	4101-000	207,181	223,966	276,285	163,416	288,152	0	288,152	5% Public Services Director
OVERTIME	4102-000	8,659	7,267	7,000	4,945	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	3,611	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	12,893	22,511	0	22,511	7.5% Finance Director
FICA/MEDICARE	4122-000	15,994	17,206	22,811	12,544	23,716	0	23,716	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	18,272	43,576	0	43,576	Temporaries: 580 hrs @ \$17/hr
LIFE & DISABILITY INSURANCE	4133-000	762	816	871	446	911	0	911	
DENTAL INSURANCE	4134-000	1,630	1,690	2,076	1,274	2,481	0	2,481	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	4,808	5,278	7,311	7,404	10,480	0	10,480	
		<b>307,711</b>	<b>308,974</b>	<b>391,147</b>	<b>224,588</b>	<b>413,904</b>	<b>0</b>	<b>413,904</b>	
<b>SUPPLIES</b>									
OFFICE SUPPLIES	4200-000	4,407	2,341	2,500	1,235	2,500	0	2,500	Utility Billing Forms, Computer and General Supplies
MAINTENANCE SUPPLIES	4211-000	26,602	36,658	45,000	38,770	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	76,913	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	110,768	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	3,435	2,500	0	2,500	Wrenches, Drills, Saws
		<b>290,276</b>	<b>309,271</b>	<b>285,000</b>	<b>250,919</b>	<b>285,000</b>	<b>72,000</b>	<b>357,000</b>	
<b>OTHER SERVICES AND CHARGES</b>									
PROFESSIONAL SERVICES	4300-000	147,980	183,834	100,300	94,657	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	4,137	0	0	0	
MUNICIPAL ENGINEER	4304-000	27,309	24,325	25,000	14,171	25,000	0	25,000	
OTHER CONSULTANT	4310-000	10,999	11,602	24,375	19,031	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	2,564	5,000	0	5,000	Cellular Phones, Well House Land Line Back-up
POSTAGE	4322-000	4,859	5,706	5,500	2,935	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	3,238	10,000	0	10,000	Consumer Confidence Reports, Mass Mailing
PAYMENT PROCESSING	4345-000	0	0	9,262	6,238	9,262	1,738	11,000	
INSURANCE	4360-000	9,514	10,111	11,850	16,303	11,850	14,990	26,840	
AUTO INSURANCE	4363-000	783	941	960	951	960	40	1,000	
UNIFORMS	4370-000	833	744	760	411	760	140	900	Clothing Allowance
ELECTRICITY	4381-000	76,731	100,877	90,000	76,502	90,000	0	90,000	Well House Lighting and Pump Usage
UTILITIES (WATER/SEWER)	4382-000	6,021	5,973	15,000	4,727	15,000	0	15,000	Blaine, Shoreview, and Centennial Utilities - Utility Connections
HEAT	4383-000	2,496	1,999	5,000	2,469	5,000	0	5,000	Well House Heating
		<b>297,177</b>	<b>357,015</b>	<b>306,007</b>	<b>249,333</b>	<b>306,007</b>	<b>10,580</b>	<b>316,587</b>	
<b>CONTRACTUAL SERVICES</b>									
CONTRACTED SERVICES	4410-000	19,463	19,131	9,258	6,369	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
		<b>20,223</b>	<b>20,687</b>	<b>10,258</b>	<b>7,007</b>	<b>10,258</b>	<b>55,237</b>	<b>65,495</b>	
<b>DEPRECIATION</b>									
ASSET DEPRECIATION	4510-000	616,893	625,544	783,605	0	605,000	(605,000)	0	Annual Depreciation Expense - Water Infrastructure & Equip
		<b>616,893</b>	<b>625,544</b>	<b>783,605</b>	<b>0</b>	<b>605,000</b>	<b>(605,000)</b>	<b>0</b>	
<b>OTHER</b>									
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)
		<b>127,357</b>	<b>322,933</b>	<b>407,680</b>	<b>0</b>	<b>441,420</b>	<b>538,600</b>	<b>980,020</b>	
<b>CAPITAL OUTLAY</b>									
EQUIPMENT	5000-000	0	0	1,765,015	1,049,841	0	0	0	
		<b>0</b>	<b>0</b>	<b>1,765,015</b>	<b>1,049,841</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL WATER FUND</b>		<b>1,659,638</b>	<b>1,944,424</b>	<b>3,948,712</b>	<b>1,781,688</b>	<b>2,061,589</b>	<b>71,417</b>	<b>2,133,006</b>	

DEPARTMENT #: 494  
 NAME: WATER OPERATING

FUND: 601

**B-1 & B-2 TOTAL \$71,417**

**TOTAL B1 CHANGES \$71,417**

1

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

2

<b>Account #:</b>	4215	<b>Amount (neg if decrease)</b>	\$70,000
	METERS		
<b>Description of Adjustment:</b>			
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).			
<b>Benefits if done:</b>			
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.			
<b>Implications if not done:</b>			
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

<b>Account #:</b>	4310	<b>Amount (neg if decrease)</b>	(\$7,828)
	OTHER CONSULTANT		
<b>Description of Adjustment:</b>			
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).			
<b>Benefits if done:</b>			
Continued IT and financial software functionality and support.			
<b>Implications if not done:</b>			

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)** \$14,990  
 INSURANCE

**Description of Adjustment:**  
 LMCIT Insurance Coverage (General Liability, Property, and Excess Liability).

Liability - LMCIT suggests cities allow for possible rate increases in the range of 5 to 10% in part to account for inflationary considerations, towards the higher end for members with police liability or excess liability limits as the reinsurance market for excess limits is a bit in flux.

Property - LMCIT suggests given the reinsurance uncertainty and increasing inflation, for budgeting purposes cities may want to allow for a 3 to 8% increase for property coverage rates on average.

Assumption is built from known premium through August 2023 and a 10% increase for renewal. The biggest drivers of the increase in the premium through August 2023 is due to:

- Property premiums more than doubling during the last renewal due to inflation in the replacement cost value
- Total budgeted expenditures higher in the Water Fund in 2022 compared to 2021

**Benefits if done:**

**Implications if not done:**

DEPARTMENT #: 494  
 NAME: WATER OPERATING

FUND: 601

7  
**Account #:** 4363 **Amount (neg if decrease)** \$40

AUTO INSURANCE

**Description of Adjustment:**

LMCIT Auto Insurance Coverage. LMCIT expects overall auto rates to remain relatively stable, but suggest allowing for 5 to 10% increases for auto rates to account for the potential for inflationary considerations.

Assumption is built from known premium through August 2023 and a 10% increase for renewal.

**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	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>Operating Revenue</b>									
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	23	0	0	0	
Sewer Hook-Up Charge	602-000-3249-000	35,187	56,597	33,000	21,460	33,000	0	33,000	
Interest on Investments	602-000-3620-000	157,998	(52,696)	80,000	(326,032)	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	22	0	0	0	
Sewer Sales	602-000-3856-000	1,750,010	1,793,546	1,762,586	1,296,731	1,762,586	64,424	1,827,010	2.5% YoY Increase
Sewer Penalties	602-000-3858-000	17,185	25,151	26,000	21,383	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	
		<b>2,121,392</b>	<b>1,853,849</b>	<b>1,901,586</b>	<b>1,013,586</b>	<b>1,901,586</b>	<b>64,924</b>	<b>1,966,510</b>	
<b>Other Sources</b>									
Use of Reserves		0	0	70,299	0	0	315,321	315,321	
		<b>0</b>	<b>0</b>	<b>70,299</b>	<b>0</b>	<b>0</b>	<b>315,321</b>	<b>315,321</b>	
<b>Total Operating Revenue &amp; Other Sources</b>		<b>2,121,392</b>	<b>1,853,849</b>	<b>1,971,885</b>	<b>1,013,586</b>	<b>1,901,586</b>	<b>380,245</b>	<b>2,281,831</b>	



**CITY OF LINO LAKES**

**SEWER (602-495)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>									
SALARIES	4101-000	207,180	223,966	276,285	163,416	288,152	0	288,152	5% Public Services Director
OVERTIME	4102-000	8,659	7,266	7,000	4,945	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	3,611	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	12,893	22,511	0	22,511	7.5% Finance Director
FICA/MEDICARE	4122-000	15,993	17,206	22,811	12,545	23,716	0	23,716	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	18,272	43,576	0	43,576	Temporaries: 580 hrs @ \$17/hr
LIFE & DISABILITY INSURANCE	4133-000	763	817	871	445	911	0	911	
DENTAL INSURANCE	4134-000	1,630	1,690	2,076	1,274	2,481	0	2,481	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	10,865	10,444	16,536	15,676	23,765	0	23,765	
		<b>316,087</b>	<b>314,141</b>	<b>400,372</b>	<b>232,860</b>	<b>427,189</b>	<b>0</b>	<b>427,189</b>	
<b>SUPPLIES</b>									
OFFICE SUPPLIES	4200-000	4,231	2,243	2,500	1,235	2,500	0	2,500	Utility Billing Forms, Computer and General Supplies
MAINTENANCE SUPPLIES	4211-000	16,759	26,513	45,000	47,326	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	3,222	2,500	0	2,500	Valve Keys, Locators, Wrenches, Plumbing Tools
		<b>33,244</b>	<b>44,591</b>	<b>60,000</b>	<b>51,783</b>	<b>60,000</b>	<b>2,000</b>	<b>62,000</b>	
<b>OTHER SERVICES AND CHARGES</b>									
PROFESSIONAL SERVICES	4300-000	184,009	166,803	165,300	53,463	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	45,676	25,000	0	25,000	
OTHER CONSULTANTS	4310-000	10,999	11,602	24,375	19,031	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	1,255	1,500	0	1,500	Cellular Phones, Lift Stations
POSTAGE	4322-000	4,837	5,443	5,000	2,935	5,000	0	5,000	Utility Billing Postage
TRAVEL & TUITION	4330-000	1,000	1,000	3,000	1,680	3,000	1,500	4,500	OSHA Compliance Safety Training
PRINTING & PUBLISHING	4340-000	0	532	500	479	500	0	500	
PAYMENT PROCESSING	4345-000	0	0	9,262	6,238	9,262	1,738	11,000	
INSURANCE	4360-000	15,500	17,627	17,540	18,454	17,540	4,590	22,130	
AUTO INSURANCE	4363-000	783	941	960	951	960	40	1,000	
UNIFORMS	4370-000	765	744	760	411	760	140	900	Clothing Allowance
ELECTRICITY	4381-000	31,682	32,548	32,000	23,875	32,000	0	32,000	Power to Run Lift Station Pumps and Controls
UTILITIES (WATER/SEWER)	4382-000	13,949	12,069	15,000	8,687	15,000	0	15,000	Blaine, Shoreview, and Centennial Utilities - Utility Connections
HEAT	4383-000	1,537	1,536	1,800	1,256	1,800	0	1,800	Natural Gas for On-site Generators
		<b>290,413</b>	<b>275,508</b>	<b>301,997</b>	<b>184,390</b>	<b>301,997</b>	<b>180</b>	<b>302,177</b>	
<b>CONTRACTUAL SERVICES</b>									
MCES TREATMENT CHARGES	4405-000	1,035,391	988,488	1,087,743	906,449	1,087,743	77,806	1,165,549	MCES Sewer Treatment Costs
CONTRACTED SERVICES	4410-000	11,333	14,123	5,758	3,630	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
		<b>1,047,348</b>	<b>1,002,735</b>	<b>1,094,501</b>	<b>910,322</b>	<b>1,094,501</b>	<b>153,608</b>	<b>1,248,109</b>	
<b>DEPRECIATION</b>									
ASSET DEPRECIATION	4510-000	512,771	550,018	574,323	0	574,323	(574,323)	0	Annual Depreciation Expense - Sewer Infrastructure & Equip
		<b>512,771</b>	<b>550,018</b>	<b>574,323</b>	<b>0</b>	<b>574,323</b>	<b>(574,323)</b>	<b>0</b>	
<b>OTHER</b>									
OPERATING TRANSFERS	4910-000	0	0	0	0	0	225,420	225,420	Sewer Fund Portion of 2023 Street Reconstruction
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>225,420</b>	<b>225,420</b>	
<b>CAPITAL OUTLAY</b>									
EQUIPMENT	5000-000	0	0	115,015	202,875	0	35,000	35,000	Lift 2 Generator Replacement \$35,000
		<b>0</b>	<b>0</b>	<b>115,015</b>	<b>202,875</b>	<b>0</b>	<b>35,000</b>	<b>35,000</b>	
<b>TOTAL SEWER FUND</b>		<b>2,199,863</b>	<b>2,186,993</b>	<b>2,546,208</b>	<b>1,582,230</b>	<b>2,458,010</b>	<b>(158,115)</b>	<b>2,299,895</b>	

DEPARTMENT #: 465  
 NAME: SEWER OPERATING

FUND: 602

**B-1 & B-2 TOTAL (\$158,115)**

**TOTAL B1 CHANGES (\$193,115)**

1

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

2

<b>Account #:</b>	4310	<b>Amount (neg if decrease)</b>	(\$7,828)
	OTHER CONSULTANT		
<b>Description of Adjustment:</b>			
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).			
<b>Benefits if done:</b>			
Continued IT and financial software functionality and support.			
<b>Implications if not done:</b>			

3

<b>Account #:</b>	4330	<b>Amount (neg if decrease)</b>	\$1,500
	TRAVEL/TUITION		
<b>Description of Adjustment:</b>			
Increase opportunities for employee training and safety.			
<b>Benefits if done:</b>			
Employees will be better prepared with skills, education and safety.			
<b>Implications if not done:</b>			
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)** \$4,590

INSURANCE

**Description of Adjustment:**

LMCIT Insurance Coverage (General Liability, Property, and Excess Liability).

Liability - LMCIT suggests cities allow for possible rate increases in the range of 5 to 10% in part to account for inflationary considerations, towards the higher end for members with police liability or excess liability limits as the reinsurance market for excess limits is a bit in flux.

Property - LMCIT suggests given the reinsurance uncertainty and increasing inflation, for budgeting purposes cities may want to allow for a 3 to 8% increase for property coverage rates on average.

Assumption is built from known premium through August 2023 and a 10% increase for renewal. The biggest driver of the increase in the premium through August 2023 is due to property premiums more than doubling during the last renewal due to inflation in the replacement cost value.

**Benefits if done:**

**Implications if not done:**

DEPARTMENT #: 465  
 NAME: SEWER OPERATING

FUND: 602

<b>Account #:</b>	4363	<b>Amount (neg if decrease)</b>	\$40
	AUTO INSURANCE		

**Description of Adjustment:**  
 LMCIT Auto Insurance Coverage. LMCIT expects overall auto rates to remain relatively stable, but suggest allowing for 5 to 10% increases for auto rates to account for the potential for inflationary considerations.

Assumption is built from known premium through August 2023 and a 10% increase for renewal.

**Benefits if done:**

**Implications if not done:**

<b>Account #:</b>	4370	<b>Amount (neg if decrease)</b>	\$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.

<b>Account #:</b>	4405	<b>Amount (neg if decrease)</b>	\$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:**

DEPARTMENT #: 465  
 NAME: SEWER OPERATING

FUND: 602

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:**

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

<b>Account #:</b>	5000 CAPITAL OUTLAY	<b>Amount (not incl disposal proceeds)</b>	\$35,000
<b>Description (include unit # if applicable):</b>			
Lift station 2 generator. Services 2 lift station pumps and panel to maintain sewage flow during power interruptions.			
<b>Justification and affect on productivity:</b>			
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.			
<b>Additional expenses if purchased:</b>			
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.			
<b>Item(s), if any, replaced (if applicable, include unit #, year, mileage, and LTD maint costs):</b>			
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	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>Operating Revenue</b>									
Interest on Investments	603-000-3620-000	0	0	0	(733)	0	0	0	Includes Unrealized Gain/Loss on Investments
Storm Water Penalties	603-000-3858-000	0	0	0	3,564	0	0	0	
Storm Water Fee	603-000-3859-000	0	0	583,000	344,374	583,000	(46,530)	536,470	
		<b>0</b>	<b>0</b>	<b>583,000</b>	<b>347,205</b>	<b>583,000</b>	<b>(46,530)</b>	<b>536,470</b>	
<b>Other Sources</b>									
Use of Reserves		0	0	0	0	0	0	0	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Operating Revenue &amp; Other Sources</b>		<b>0</b>	<b>0</b>	<b>583,000</b>	<b>347,205</b>	<b>583,000</b>	<b>(46,530)</b>	<b>536,470</b>	

**CITY OF LINO LAKES**

**STORM WATER (603-496)**

Description	Object Code	Actual 2020	Actual 2021	Adopted 2022	September YTD 2022	Base Budget 2023	Adjustments Requested 2023	Proposed 2023	Budget Detail
<b>PERSONAL SERVICES</b>									
SALARIES	4101-000	0	0	136,793	61,403	150,293	0	150,293	5% Public Services Director
OVERTIME	4102-000	0	0	0	1,362	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	4,708	11,272	0	11,272	1 - 100% General Maintenance Worker
FICA/MEDICARE	4122-000	0	0	10,465	4,709	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	2,552	7,596	0	7,596	
LIFE & DISABILITY INSURANCE	4133-000	0	0	417	166	466	0	466	
DENTAL INSURANCE	4134-000	0	0	944	270	1,102	0	1,102	
REEMPLOYMENT INSURANCE	4141-000	0	0	0	0	0	0	0	
WORKER'S COMPENSATION	4151-000	0	0	8,364	3,869	12,719	0	12,719	
		<b>0</b>	<b>0</b>	<b>188,043</b>	<b>79,140</b>	<b>195,162</b>	<b>0</b>	<b>195,162</b>	
<b>SUPPLIES</b>									
OFFICE SUPPLIES	4200-000	0	0	0	0	0	0	0	
MAINTENANCE SUPPLIES	4211-000	0	0	17,000	11,467	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	
		<b>0</b>	<b>0</b>	<b>24,000</b>	<b>11,467</b>	<b>24,000</b>	<b>0</b>	<b>24,000</b>	
<b>OTHER SERVICES AND CHARGES</b>									
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	14,501	35,000	2,000	37,000	Retainer (\$13,734), Project Development (\$23,266)
OTHER CONSULTANTS	4310-000	0	0	8,550	6,413	8,550	(8,550)	0	Metro-iNet Services, Programs & Support
TELEPHONE	4321-000	0	0	350	13	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	637	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	14	0	40	40	Property Insurance
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	
		<b>0</b>	<b>0</b>	<b>63,877</b>	<b>22,691</b>	<b>63,877</b>	<b>(18,572)</b>	<b>45,305</b>	
<b>CONTRACTUAL SERVICES</b>									
CONTRACTED SERVICES	4410-000	0	0	237,993	11,454	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	
		<b>0</b>	<b>0</b>	<b>238,493</b>	<b>11,794</b>	<b>238,493</b>	<b>(10,993)</b>	<b>227,500</b>	
<b>DEPRECIATION</b>									
ASSET DEPRECIATION	4510-000	0	0	0	0	0	0	0	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OTHER</b>									
OPERATING TRANSFERS	4910-000	0	0	0	0	0	0	0	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CAPITAL OUTLAY</b>									
EQUIPMENT	5000-000	0	0	68,587	0	58,953	(14,450)	44,503	Capital Equipment Reserve
		<b>0</b>	<b>0</b>	<b>68,587</b>	<b>0</b>	<b>58,953</b>	<b>(14,450)</b>	<b>44,503</b>	
<b>TOTAL SEWER FUND</b>		<b>0</b>	<b>0</b>	<b>583,000</b>	<b>125,093</b>	<b>580,485</b>	<b>(44,015)</b>	<b>536,470</b>	



DEPARTMENT #: 496  
 NAME: STORM WATER OPERATING

FUND: 603

B-1 & B-2 TOTAL (\$44,015)

TOTAL B1 CHANGES (\$44,015)

1	
<b>Account #:</b>	4300 PROFESSIONAL SERVICES
<b>Amount (neg if decrease)</b>	(\$2,000)
<b>Description of Adjustment:</b> Adjustment to reflect planned expenditures	
<b>Benefits if done:</b> Budget reflects projected 2023 needs for community education and annual asset management software licensing.	
<b>Implications if not done:</b> Budget line item will overstate projected funding needs.	

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

3	
<b>Account #:</b>	4310 OTHER CONSULTANTS
<b>Amount (neg if decrease)</b>	(\$8,550)
<b>Description of Adjustment:</b> Decreased allocation in Metro-iNet JPA Services, Programs & Support to Water, Sewer, and Storm Water based on proportion of FTEs in each department.	
<b>Benefits if done:</b> Storm water is using the existing utility billing infrastructure for water and sewer. More funds available for storm water projects.	
<b>Implications if not done:</b>	

DEPARTMENT #: 496  
 NAME: STORM WATER OPERATING

FUND: 603

4

<b>Account #:</b>	4330	<b>Amount (neg if decrease)</b>	(\$800)
	TRAVEL/TUITION		
<b>Description of Adjustment:</b> Reduction to reflect planned expenditures.			
<b>Benefits if done:</b> Budget reflects projected 2023 needs for staff training			
<b>Implications if not done:</b> Budget line item will overstate projected funding needs.			

5

<b>Account #:</b>	4345	<b>Amount (neg if decrease)</b>	(\$9,262)
	PAYMENT PROCESSING		
<b>Description of Adjustment:</b> Credit card and ACH processing fees due to new customers and existing customers utilizing electronic payment methods is covered by water and sewer.			
<b>Benefits if done:</b> Storm water is using the existing utility billing infrastructure for water and sewer. More funds available for storm water projects.			
<b>Implications if not done:</b>			

6

<b>Account #:</b>	4360	<b>Amount (neg if decrease)</b>	\$40
	INSURANCE		
<b>Description of Adjustment:</b> LMCIT Street Sweeper Premium. Equipment less than \$250,000 is covered in aggregate by the policy, but since the Street Sweeper's value is slightly over that threshold a specific premium is paid.			
<b>Benefits if done:</b>			
<b>Implications if not done:</b>			

DEPARTMENT #: 496  
 NAME: STORM WATER OPERATING

FUND: 603

7  
**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:**

8  
**Account #:** 5000 **Amount (neg if decrease)** (\$14,450)  
 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.