

# 2020 ANNUAL BUDGET

Adopted December 9, 2019





## **Officials**

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



## **Table of Contents**

|                                   |                                                   |       |
|-----------------------------------|---------------------------------------------------|-------|
| <b>Resolutions:</b>               | Certifying the 2020 Tax Levy                      | 1     |
|                                   | Adopting the 2020 General Fund Budget             | 2     |
|                                   | Adopting the 2020 Water & Sewer Operating Budgets | 3     |
|                                   | Adopting the 2020 Recreation Fund Budgets         | 4     |
| <b>Summary Information:</b>       | City Population                                   | 5     |
|                                   | New Home and Building Permits Issued              | 6     |
|                                   | Building Permit Valuation                         | 7     |
|                                   | Expenditure and Revenue Comparison                | 8     |
|                                   | 2020 Tax Dollar Distribution                      | 9     |
|                                   | Total General Tax Levy                            | 10    |
|                                   | 2020 City Tax Levy                                | 11    |
|                                   | 2020 City Tax Rate Computation                    | 12    |
|                                   | Budget Preparation Calendar                       | 13    |
|                                   | Personnel Totals                                  | 14    |
| <b>General Fund Revenues:</b>     |                                                   |       |
|                                   | Summary                                           | 15    |
|                                   | Graph                                             | 16    |
|                                   | Detail                                            | 17-20 |
| <b>General Fund Expenditures:</b> |                                                   |       |
|                                   | Summary                                           | 21    |
|                                   | Graph                                             | 22    |
|                                   | Overview                                          | 23    |
| <b>Administration</b>             |                                                   |       |
|                                   | Mayor and Council                                 | 24-25 |
|                                   | Administration                                    | 26-27 |
|                                   | Elections                                         | 28-29 |
|                                   | Cable TV                                          | 30-31 |
|                                   | Charter Commission                                | 32-33 |
|                                   | Finance                                           | 34-35 |
|                                   | Legal Consultants                                 | 36-37 |
| <b>Community Development</b>      |                                                   |       |
|                                   | Economic Development                              | 38-39 |
|                                   | Planning and Zoning                               | 40-41 |
|                                   | Engineering                                       | 42-43 |
|                                   | Community Development                             | 44-45 |
|                                   | Environmental                                     | 46-47 |
|                                   | Solid Waste Abatement                             | 48-49 |
|                                   | Forestry                                          | 50-51 |

## **Table of Contents**

### **General Fund Expenditures:**

(continued)

#### **Public Safety**

|                      |       |
|----------------------|-------|
| Police               | 52-53 |
| Fire                 | 54-55 |
| Building Inspections | 56-57 |

#### **Public Services**

|                            |       |
|----------------------------|-------|
| Streets                    | 58-59 |
| Fleet Management           | 60-61 |
| Government Buildings       | 62-63 |
| Parks                      | 64-65 |
| Recreation                 | 66-67 |
| Others/Summary by Category | 68    |

### **Special Revenue Funds:**

|                    |       |
|--------------------|-------|
| Program Recreation | 69-70 |
|--------------------|-------|

### **Debt Service Funds:**

|                     |       |
|---------------------|-------|
| Bonded Indebtedness | 71-74 |
|---------------------|-------|

### **Capital Project Funds:**

|                                          |       |
|------------------------------------------|-------|
| Equipment Replacement Financing Schedule | 75-76 |
| 2020 Certificates of Indebtedness        | 77-78 |

### **Enterprise Funds:**

|                                                      |       |
|------------------------------------------------------|-------|
| Summary                                              | 79    |
| Water Operating                                      | 80-82 |
| Sewer Operating                                      | 83-86 |
| Metropolitan Council Wastewater Service Charge Graph | 87    |

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

**RESOLUTION ADOPTING THE FINAL 2019 TAX LEVY, COLLECTIBLE IN 2020**

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

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

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

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

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

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

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

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

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

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

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

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

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

**2020 FINAL GENERAL FUND BUDGET**

**REVENUES:**

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

**EXPENDITURES:**

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

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



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

**RESOLUTION ADOPTING THE 2020 WATER AND SEWER OPERATING BUDGETS**

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

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

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

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

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

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

**RESOLUTION ADOPTING THE 2020 RECREATION FUND BUDGET**

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

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

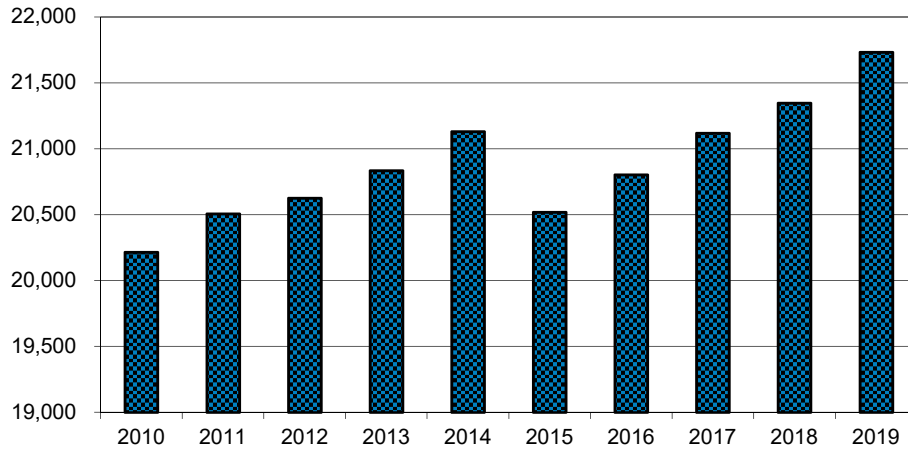
**NOW, THEREFORE BE IT RESOLVED** by The City Council of The City of Lino Lakes, that the following Recreation Fund Operating Budget for the year 2020 is hereby adopted:

**2020 RECREATION FUND BUDGET**

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

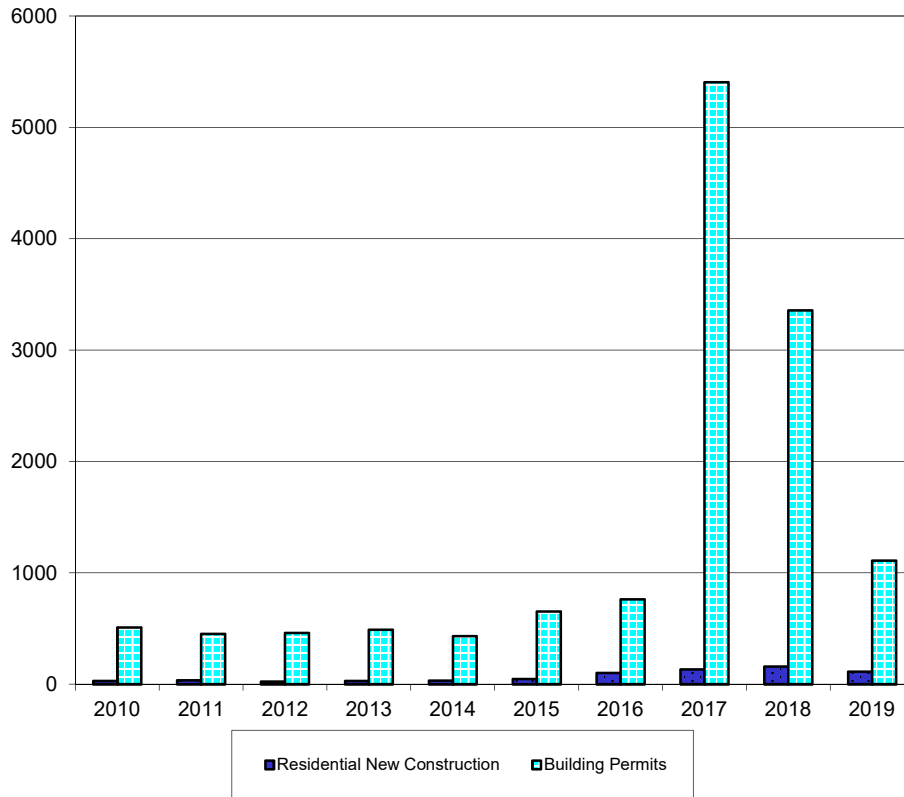
Adopted by the Council of the City of Lino Lakes this 9<sup>th</sup> day of December, 2019.

## City of Lino Lakes Population 2010 - 2019



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

## City of Lino Lakes Building Permits 2010 - 2019



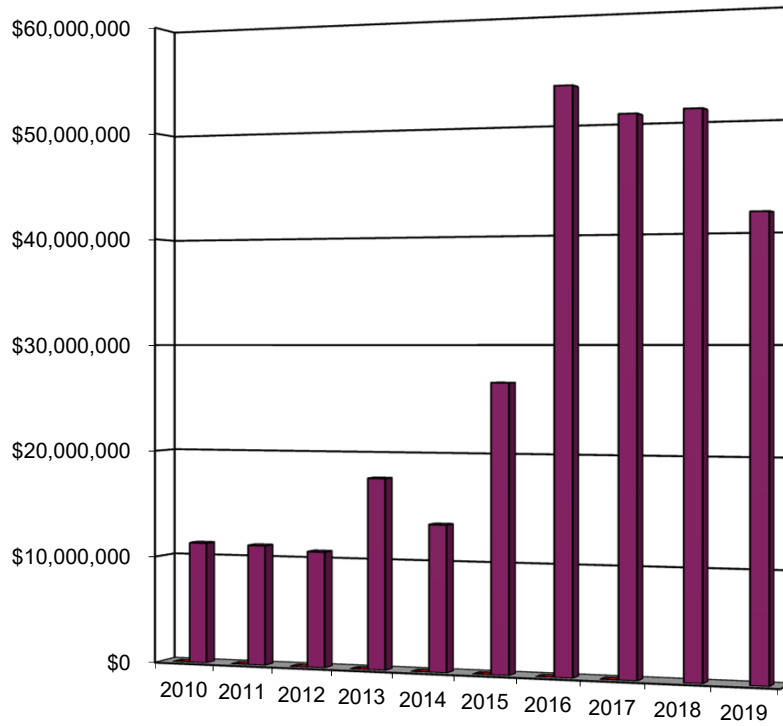
| Year | Residential      |                  |
|------|------------------|------------------|
|      | New Construction | Building Permits |
| 2010 | 28               | 509              |
| 2011 | 34               | 452              |
| 2012 | 25               | 459              |
| 2013 | 30       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

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

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

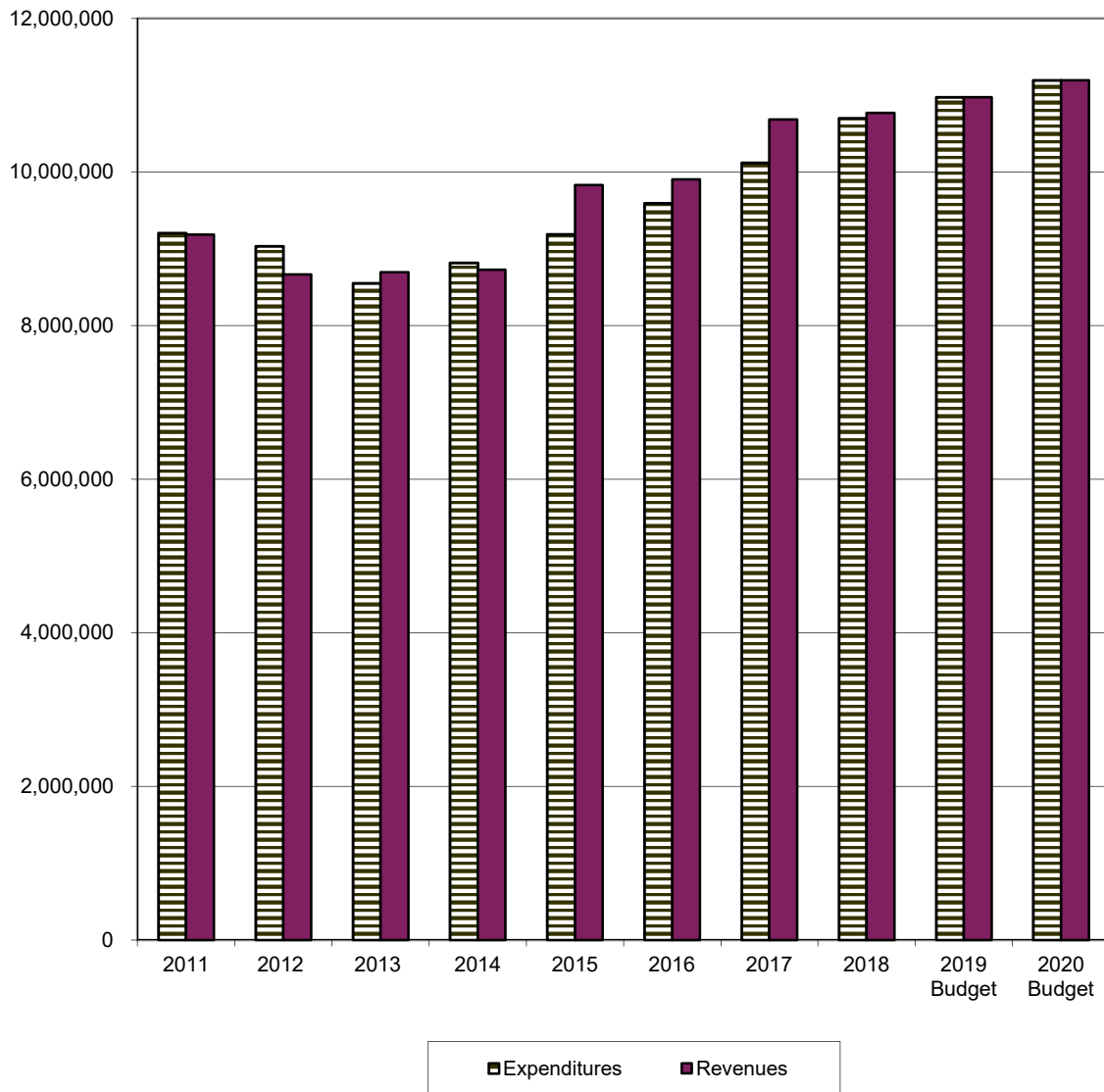
\*\*\*\*\*394 Roofing & Siding Permits due to storm damage

## City of Lino Lakes Building Permit Valuation 2010 - 2019



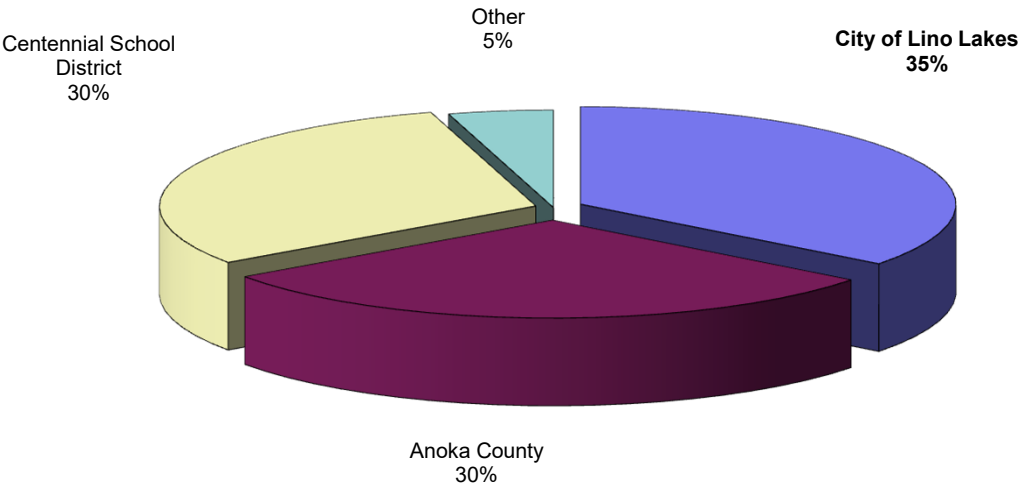
| <u>Year</u> | <u>Bldg Permit Valuation</u> |
|-------------|------------------------------|
| 2010        | 11,295,493                   |
| 2011        | 11,192,264                   |
| 2012        | 10,751,626                   |
| 2013        | 17,683,665                   |
| 2014        | 13,535,514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

# **City of Lino Lakes Expenditure and Revenue Comparison 2011 - 2020**



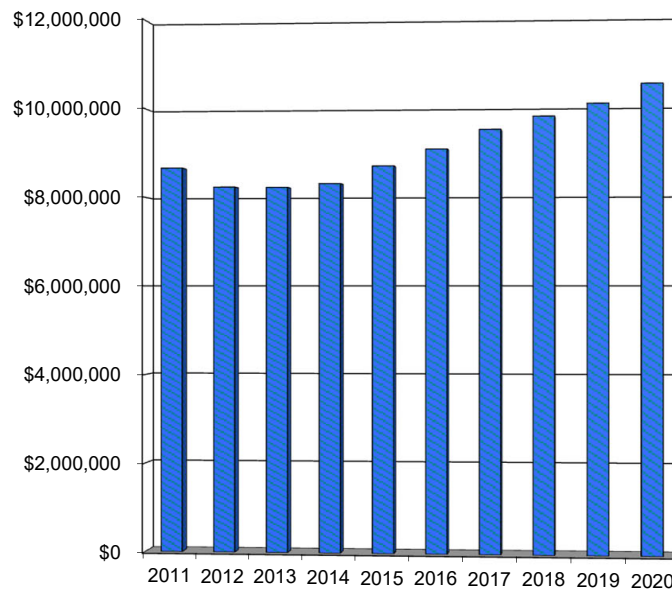
|             | <u>Expenditures</u> | <u>Revenues</u> |
|-------------|---------------------|-----------------|
| 2011        | 9,208,035           | 9,186,410       |
| 2012        | 9,036,931           | 8,665,568       |
| 2013        | 8,554,264           | 8,696,530       |
| 2014        | 8,818,141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

# City of Lino Lakes 2020 Tax Dollar Distribution



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

# **City of Lino Lakes** **Total Tax Levy 2011 - 2020**



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



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

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

(1) Levy Result of Voter-Approved Referendum

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

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

**Net Tax Capacity Rate Calculation**

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

# City of Lino Lakes

## 2020 Budget Preparation Calendar

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

# CITY OF LINO LAKES

## PERSONNEL - TOTAL

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

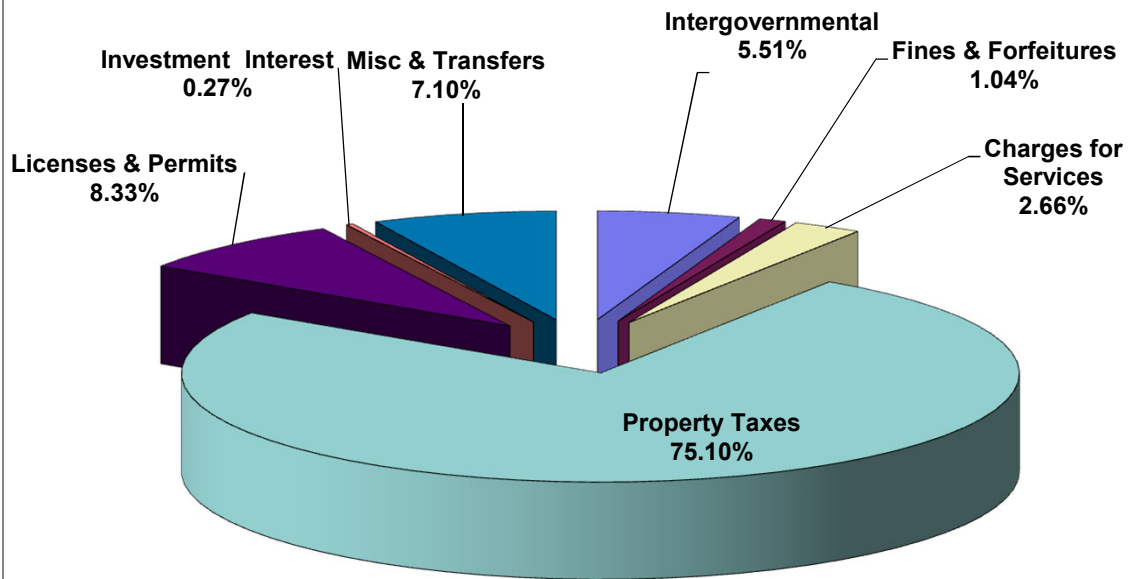
Personnel are shown as Full Time Equivalents (FTE)

# CITY OF LINO LAKES

## 2020 ADOPTED GENERAL FUND REVENUE

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

## City of Lino Lakes 2020 Adopted General Fund Revenues



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

**CITY OF LINO LAKES**

**2020 ADOPTED GENERAL FUND REVENUE**

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

**CITY OF LINO LAKES**

**2020 ADOPTED GENERAL FUND REVENUE**

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



**CITY OF LINO LAKES**

**2020 ADOPTED GENERAL FUND REVENUE**

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

**CITY OF LINO LAKES**

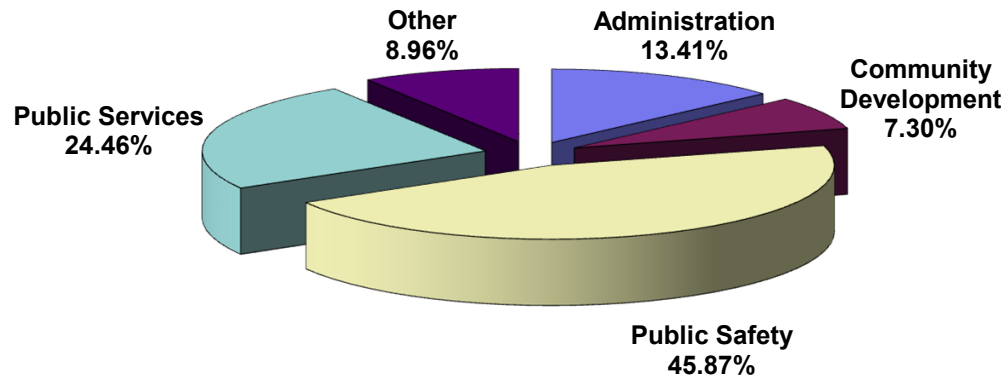
**2020 ADOPTED GENERAL FUND REVENUE**

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

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

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

## City of Lino Lakes 2020 Adopted General Fund Expenditures



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

## *General Fund Overview*

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

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

## ***Mayor and Council***

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

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

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

**CITY OF LINO LAKES**

**MAYOR AND COUNCIL (101-401)**

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

## *Administration*

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

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

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



**CITY OF LINO LAKES**

**ADMINISTRATION (101-402)**

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

## ***Elections***

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

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

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

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

# CITY OF LINO LAKES

## **ELECTIONS AND VOTERS REGISTRATION (101-403)**

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

## ***Cable TV***

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

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

**CITY OF LINO LAKES**

**CABLE TV (101-404)**

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

## ***Charter Administration***

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

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

**CITY OF LINO LAKES**

**CHARTER ADMINISTRATION (101-405)**

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

## ***Finance***

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

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

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



**CITY OF LINO LAKES**

**FINANCE (101-407)**

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

## ***Legal Consultants***

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

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

**CITY OF LINO LAKES**

**LEGAL CONSULTANTS (101-414)**

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

## ***Economic Development***

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

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

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

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

**CITY OF LINO LAKES**

**ECONOMIC DEVELOPMENT (101-415)**

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

## ***Planning and Zoning***

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

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

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

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

**CITY OF LINO LAKES**

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

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

## ***Engineering***

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

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



**CITY OF LINO LAKES**

**ENGINEERING (101-417)**

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

## ***Community Development***

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

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

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

**CITY OF LINO LAKES**

**COMMUNITY DEVELOPMENT (101-418)**

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

## ***Environmental***

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

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

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

**CITY OF LINO LAKES**

**ENVIRONMENTAL (101-461)**

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

## ***Solid Waste Abatement***

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

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

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

**CITY OF LINO LAKES**

**SOLID WASTE ABATEMENT (101-462)**

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

## ***Forestry***

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

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

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



**CITY OF LINO LAKES**

**FORESTRY (101-463)**

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

## ***Police***

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

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

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

**CITY OF LINO LAKES**

**POLICE (101-420)**

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

## ***Fire***

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

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

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

**CITY OF LINO LAKES**

**FIRE (101-421)**

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

## ***Building Inspections***

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

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

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

**CITY OF LINO LAKES**

**BUILDING INSPECTIONS (101-422)**

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

## ***Streets***

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

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

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



| CITY OF LINO LAKES                |             |                |                |                |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------|-------------|----------------|----------------|----------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>STREETS (101-430)</u></b>   |             |                |                |                |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Description                       | Object Code | Actual 2017    | Actual 2018    | Budget 2019    | Adopted 2020   | Budget Detail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>PERSONAL SERVICES</b>          |             |                |                |                |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| SALARIES                          | 4101-000    | 365,422        | 408,253        | 415,378        | 425,969        | 100% Streets Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| OVERTIME                          | 4102-000    | 5,974          | 15,224         | 8,000          | 14,000         | 5 - 100% General Maintenance Workers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| ON CALL/PAGER                     | 4105-000    | 2,825          | 3,615          | 2,000          | 4,801          | 50% General Maintenance Worker/Mechanic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| TEMPORARIES                       | 4106-000    | 30,247         | 25,734         | 23,000         | 26,000         | .15 FTE PT Office Specialist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| WELLNESS PROGRAM                  | 4108-000    | 0              | 0              | 0              | 0              | Overtime: Snowplowing, Street Repairs, Unforeseen Emergencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| PERA                              | 4121-000    | 28,049         | 31,334         | 31,901         | 33,358         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| SOCIAL SECURITY                   | 4122-000    | 29,425         | 32,875         | 34,301         | 36,014         | Temporaries: Seasonal Summer Maintenance Workers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| ICMA EMPLOYER CONTRIBUTION        | 4123-000    | 1,769          | 1,746          | 1,794          | 1,838          | Streets - 2 staff @ 500 hrs @ \$13/hr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| HEALTH INSURANCE                  | 4131-000    | 46,795         | 53,585         | 53,646         | 51,442         | Streets - 1 staff @ 200 hrs @ \$13/hr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| LIFE & DISABILITY INSURANCE       | 4133-000    | 1,568          | 1,396          | 1,423          | 1,633          | Stormwater - 2 staff @ 400 hrs @ \$13/hr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| DENTAL INSURANCE                  | 4134-000    | 2,977          | 3,005          | 3,519          | 3,519          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| REEMPLOYMENT INSURANCE            | 4141-000    | 0              | 0              | 0              | 0              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| WORKER'S COMPENSATION             | 4151-000    | 24,811         | 29,884         | 36,187         | 34,416         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                   |             | <b>539,861</b> | <b>606,652</b> | <b>611,149</b> | <b>632,990</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>SUPPLIES</b>                   |             |                |                |                |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                   |             |                |                |                |                | Boulevard & Median Maintenance Materials: Geo-fabric, Fertilizers, Pesticides, Irrigation Components, Erosion Prevention and Sediment Control Products, Grass Seed/Sod. Construction Materials: Lumber, Plywood, Screws, Nails, Nuts/Bolts/Washers, Bagged Concrete, Grout, Bentonite, Stakes/Lathe. Equipment Wear Items: Street Sweeper Center Brooms and Gutter Brooms, Plow Blades/Cutting Edges, Ditch Mower Blades, Saw Blades. Safety Items: High Visibility Vests, Shirts, Eye Protection, Ear Protection, Insect Repellent, Sunscreen, Hardhats, Chainsaw PPE. Any Products or Parts Intended for Streets Maintenance and Equipment Electrical Cords, Batteries, Rope, Tape, Cable, Glue, Paints & Solvents, Plumbing Supplies, Fittings. |
| MAINTENANCE SUPPLIES              | 4211-000    | 11,537         | 9,534          | 8,000          | 12,000         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| SHOP PARTS                        | 4221-000    | 401            | 0              | 0              | 0              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                   |             |                |                |                |                | Traffic Regulatory Signs, Parking Signs, Warning Signs, Construction Signs, Work Zone Signs, Public Awareness Signs, School Signs, Trail Signs, Reflective Tape/Sheeting, Barricades, Traffic Cones, Sign Posts, Hardware, Any Materials and Supplies Purchased Specifically for the Construction or Maintenance of Signs & Barricades.                                                                                                                                                                                                                                                                                                                                                                                                            |
| STREET SIGNS                      | 4223-000    | 17,010         | 13,094         | 12,000         | 12,000         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| PATCHING MATERIALS                | 4224-000    | 32,298         | 32,712         | 50,000         | 50,000         | Hot Asphalt, Cold Asphalt (i.e. UPM Bagged and Bulk), Asphalt Emulsion (tack), Crackfill Material, Detackifier (for Crackfill Operations).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| SALT/SAND                         | 4228-000    | 55,871         | 52,669         | 55,000         | 55,000         | Regular Road Salt, Treated Road Salt, Bagged Sidewalk Salt, Sand used for Snow and Ice Management, Any Materials and Supplies Purchased Specifically to Facilitate the use of Salt (Brine or Solid) for Snow and Ice Management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| GRAVEL AND MISCELLANEOUS          | 4229-000    | 3,908          | 3,857          | 15,000         | 7,000          | Class V, Sand (not for Winter Operations), Rock, Chip Rock, Rip-rap, Topsoil, Compost, Mulch, and Woodchips. Plastic, Metal, or Concrete Pipes and Culverts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| SMALL TOOLS                       | 4240-000    | 3,231          | 3,345          | 4,000          | 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>124,256</b> | <b>115,211</b> | <b>144,000</b> | <b>140,000</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>OTHER SERVICES AND CHARGES</b> |             |                |                |                |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| PROFESSIONAL SERVICES             | 4300-000    | 0              | 2,864          | 12,000         | 12,000         | Consulting, Engineering, Hazardous Waste Recycling, Cartegraph                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| TELEPHONE                         | 4321-000    | 675            | 610            | 1,000          | 1,000          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| TRAVEL & TUITION                  | 4330-000    | 1,527          | 1,465          | 2,000          | 2,000          | Staff Training & Mileage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| UNIFORMS                          | 4370-000    | 2,460          | 2,583          | 2,600          | 2,600          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| STREET LIGHTS                     | 4385-000    | 145,335        | 77,806         | 93,000         | 93,000         | Electricity & Repair of City-Owned Street Lights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                   |             | <b>149,998</b> | <b>85,328</b>  | <b>110,600</b> | <b>110,600</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>CONTRACTUAL SERVICES</b>       |             |                |                |                |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| CONTRACTED SERVICES               | 4410-000    | 81,086         | 77,807         | 80,000         | 80,000         | Patching/Spray Patching, Catch Basin Repairs, Curb Repairs & Replacements, Dead Deer Removal, Signal Maintenance, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| RENTED EQUIPMENT                  | 4415-000    | 5,210          | 0              | 1,000          | 1,000          | Traffic Control Sign Rental, Crack Fill Kettle, Rented Skidsteer/Toolcat Attachments, Tools, Vehicles, Equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| CONTRACTED STORM SYSTEM MAINT     | 4421-000    | 0              | 0              | 0              | 0              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| SUBSCRIPTIONS & DUES              | 4452-000    | 9,526          | 3,561          | 7,000          | 3,500          | Professional Memberships & Journals (incl State/County Contract) Purchasing Membership                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                   |             | <b>95,822</b>  | <b>81,368</b>  | <b>88,000</b>  | <b>84,500</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>CAPITAL OUTLAY</b>             |             |                |                |                |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| EQUIPMENT                         | 5000-000    | 0              | 0              | 10,100         | 0              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                   |             | <b>0</b>       | <b>0</b>       | <b>10,100</b>  | <b>0</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>TOTAL STREETS</b>              |             | <b>909,937</b> | <b>888,559</b> | <b>963,849</b> | <b>968,090</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## ***Fleet Management***

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

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

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

**CITY OF LINO LAKES**

**FLEET MANAGEMENT (101-431)**

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

## ***Government Buildings***

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

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

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

**CITY OF LINO LAKES**

**GOVERNMENT BUILDINGS (101-432)**

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

## ***Parks***

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

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

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

**CITY OF LINO LAKES**

**PARKS (101-450)**

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

## ***Recreation***

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

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

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



**CITY OF LINO LAKES**

**RECREATION (101-451)**

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

| CITY OF LINO LAKES             |             |                |                  |                |                  |                                                                  |
|--------------------------------|-------------|----------------|------------------|----------------|------------------|------------------------------------------------------------------|
| <b><u>OTHERS (101-499)</u></b> |             |                |                  |                |                  |                                                                  |
| Description                    | Object Code | Actual 2017    | Actual 2018      | Budget 2019    | Adopted 2020     | Budget Detail                                                    |
| CONTINGENCY                    | 4905-000    | 0              | 0                | 75,000         | 75,000           | Operating Contingency                                            |
|                                |             |                |                  |                |                  | Street Maintenance - Sealcoating & Overlay (per PMP) - \$661,500 |
|                                |             |                |                  |                |                  | Office Equipment Replacement - \$25,000                          |
|                                |             |                |                  |                |                  | Surface Water Maintenance - \$130,000                            |
|                                |             |                |                  |                |                  | Park & Trail Improv - \$90,000                                   |
|                                |             |                |                  |                |                  | Summer Playground Program - \$11,500                             |
|                                |             |                |                  |                |                  | BHD - \$10,000                                                   |
| OPERATING TRANSFERS            | 4910-000    | 879,759        | 1,293,512        | 895,000        | 928,000          |                                                                  |
| <b>TOTAL OTHERS</b>            |             | <b>879,759</b> | <b>1,293,512</b> | <b>970,000</b> | <b>1,003,000</b> |                                                                  |

**SUMMARY BY CATEGORY**

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

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

| <u>Program</u>             | <u>Revenue</u><br>201-000-3810<br><u>Account</u> | <u>Expenditures</u>              |                         |                                |                                  |                               | <u>Total</u> | <u>Net +/-</u> |
|----------------------------|--------------------------------------------------|----------------------------------|-------------------------|--------------------------------|----------------------------------|-------------------------------|--------------|----------------|
|                            |                                                  | <u>Personal Services</u><br>4106 | <u>Supplies</u><br>4211 | <u>Facility Rental</u><br>4412 | <u>Contract Services</u><br>4410 | <u>Capital Outlay</u><br>5000 |              |                |
| <b>Fund 201 - Dept 203</b> |                                                  |                                  |                         |                                |                                  |                               |              |                |
| 818 Winter Festival        | 250                                              |                                  | 300                     |                                | 400                              |                               | 700          | (450)          |
| 822 Family Corn Roast      | 5,500                                            | 1,600                            | 3,000                   |                                | 1,550                            |                               | 6,150        | (650)          |

**Fund 201 - Dept 204**

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

**Fund 201 - Dept 205**

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

**Fund 201 - Dept 207**

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

**Fund 201 - Dept 208**

|                  |        |     |       |  |       |  |       |       |
|------------------|--------|-----|-------|--|-------|--|-------|-------|
| 856 Youth Soccer | 15,050 | 720 | 6,070 |  | 2,856 |  | 9,646 | 5,404 |
|------------------|--------|-----|-------|--|-------|--|-------|-------|

|                     |               |               |               |            |               |          |               |                |
|---------------------|---------------|---------------|---------------|------------|---------------|----------|---------------|----------------|
| <b>GRAND TOTALS</b> | <b>77,690</b> | <b>52,653</b> | <b>17,170</b> | <b>350</b> | <b>12,306</b> | <b>-</b> | <b>82,479</b> | <b>(4,789)</b> |
|---------------------|---------------|---------------|---------------|------------|---------------|----------|---------------|----------------|

Transfer from General Fund

11,500

2020 Program Surplus (Deficit)

6,711





THIS PAGE LEFT INTENTIONALLY BLANK

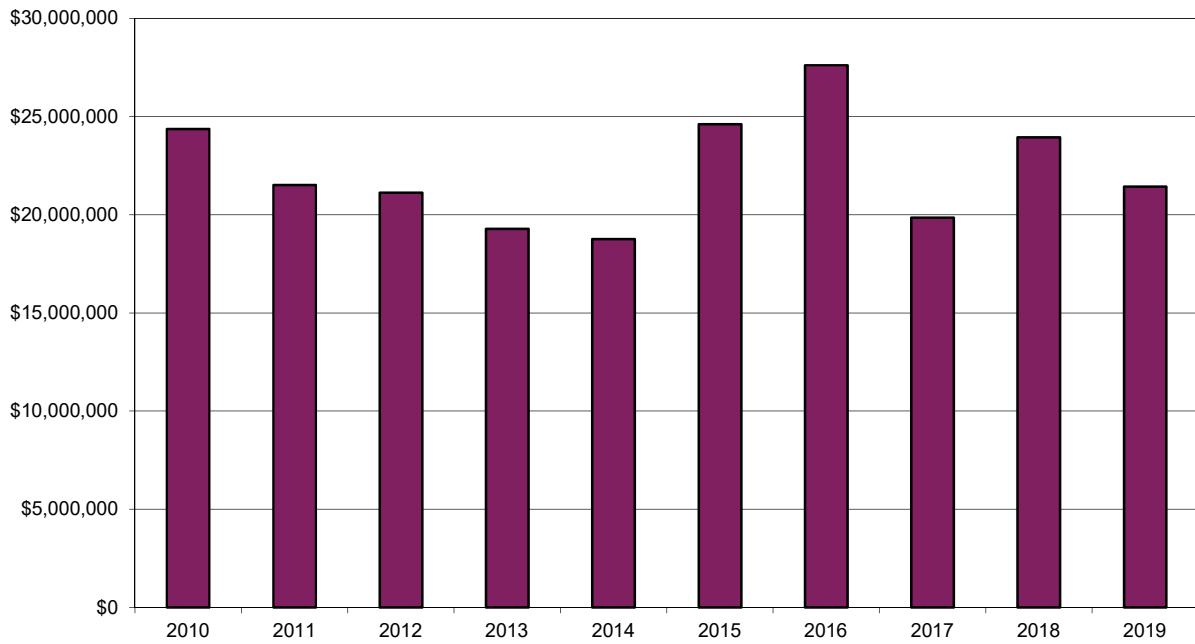
**City of Lino Lakes  
Schedule of  
Bonded Indebtedness**

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

**Tax Support Information**

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

## City of Lino Lakes Bonded Indebtedness 2010 - 2019



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







THIS PAGE LEFT INTENTIONALLY BLANK

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

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

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

Future Levy Impact: 2020 Certificates

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



# City of Lino Lakes

## Enterprise Fund Summary

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

## ***Water Operating***

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

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

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

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

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

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

| CITY OF LINO LAKES                |             |                  |                  |                  |                  |                                                                                                                                                            |
|-----------------------------------|-------------|------------------|------------------|------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>WATER (601-494)</b>            |             |                  |                  |                  |                  |                                                                                                                                                            |
| Description                       | Object Code | Actual 2017      | Actual 2018      | Budget 2019      | Adopted 2020     | Budget Detail                                                                                                                                              |
| <b>PERSONAL SERVICES</b>          |             |                  |                  |                  |                  |                                                                                                                                                            |
| SALARIES                          | 4101-000    | 175,070          | 188,479          | 207,295          | 222,110          | 15% Public Service Director                                                                                                                                |
| OVERTIME                          | 4102-000    | 3,553            | 7,447            | 4,000            | 7,000            | 15% Administrative Assistant                                                                                                                               |
| ON CALL                           | 4105-000    | 2,825            | 2,986            | 2,600            | 4,801            | 50% Utility Supervisor                                                                                                                                     |
| TEMPORARIES                       | 4106-000    | 7,653            | 11,295           | 6,000            | 9,240            | 25% Office Specialist                                                                                                                                      |
| WELLNESS PROGRAM                  | 4108-000    | 0                | 0                | 0                | 0                | 3 - 50% General Maintenance Workers                                                                                                                        |
| PERA                              | 4121-000    | 25,605           | 14,505           | 16,042           | 17,543           | 7.5% Finance Director (0% in 2019)                                                                                                                         |
| FICA/MEDICARE                     | 4122-000    | 13,572           | 14,197           | 16,822           | 18,601           | 50% Utility Billing Clerk                                                                                                                                  |
| ICMA EMPLOYER                     | 4123-000    | 885              | 755              | 850              | 250              | 12.5% Accts Pay/Payroll Tech                                                                                                                               |
| PENSION EXPENSE                   | 4125-000    | 0                | (2,128)          | 12,500           | 0                | .15 FTE PT Office Specialist                                                                                                                               |
| HEALTH INSURANCE                  | 4131-000    | 30,078           | 26,055           | 30,629           | 34,740           | Temporaries: Seasonal Utilities Staff                                                                                                                      |
| LIFE & DISABILITY INSURANCE       | 4133-000    | 687              | 603              | 712              | 851              | 1.5 Staff @ 11 wks @ 40 hrs/wk @ \$14/hr                                                                                                                   |
| DENTAL INSURANCE                  | 4134-000    | 1,482            | 1,557            | 1,760            | 1,799            |                                                                                                                                                            |
| REEMPLOYMENT INSURANCE            | 4141-000    | 0                | 0                | 0                | 0                |                                                                                                                                                            |
| WORKER'S COMPENSATION             | 4151-000    | 3,263            | 4,858            | 5,860            | 5,338            |                                                                                                                                                            |
|                                   |             | <b>264,673</b>   | <b>270,609</b>   | <b>305,070</b>   | <b>322,273</b>   |                                                                                                                                                            |
| <b>SUPPLIES</b>                   |             |                  |                  |                  |                  |                                                                                                                                                            |
| OFFICE SUPPLIES                   | 4200-000    | 1,818            | 2,430            | 2,000            | 2,000            | Utility Billing Forms, Computer and General Supplies                                                                                                       |
| MAINTENANCE SUPPLIES              | 4211-000    | 32,523           | 32,998           | 40,000           | 45,000           | Fire Hydrants, Gate Valves, Hardware for Repairs, Replacement Plumbing Supplies, Heaters, Dehumidifiers, Gravel, Rock, Sand, Property Maintenance Supplies |
| FUELS                             | 4212-000    | 10,000           | 10,000           | 10,000           | 10,000           |                                                                                                                                                            |
| METERS                            | 4215-000    | 68,640           | 77,372           | 60,000           | 80,000           | New/Replacement Meters, New/Replacement MXU'S, Irrigation Meters, Commercial Meters                                                                        |
| SHOP PARTS                        | 4221-000    | 0                | 0                | 0                | 0                |                                                                                                                                                            |
| CHEMICALS                         | 4222-000    | 57,976           | 78,886           | 75,000           | 80,000           | Polyphosphate, Fluoride, Chlorine, Chemical Pumps, Chemical Containment                                                                                    |
| SMALL TOOLS                       | 4240-000    | 1,907            | 3,339            | 2,500            | 2,500            | Wrenches, Drills, Saws                                                                                                                                     |
|                                   |             | <b>172,864</b>   | <b>205,025</b>   | <b>189,500</b>   | <b>219,500</b>   |                                                                                                                                                            |
| <b>OTHER SERVICES AND CHARGES</b> |             |                  |                  |                  |                  |                                                                                                                                                            |
| PROFESSIONAL SERVICES             | 4300-000    | 69,057           | 99,173           | 80,000           | 100,000          | Water Main Breaks, Well/Tower Maintenance, Scada Maintenance/Upgrades, Fire Hydrant Painting, RPZ Testing, Cartegraph, DNR Appropriations                  |
| MUNICIPAL ENGINEER                | 4304-000    | 16,254           | 20,382           | 25,000           | 25,000           |                                                                                                                                                            |
| OTHER CONSULTANT                  | 4310-000    | 5,319            | 2,466            | 2,600            | 11,052           | Springbrook License Subscription - UB Module, Metro-iNet Services, Programs & Support (Includes Cisco Telephony)                                           |
| TELEPHONE                         | 4321-000    | 4,331            | 4,655            | 4,000            | 5,000            | Cellular Phones, Well House Land Line Back-up                                                                                                              |
| POSTAGE                           | 4322-000    | 4,934            | 5,163            | 5,000            | 5,500            | Utility Billing Postage, Postage Meter Charge, Certified Mail, General Shipping                                                                            |
| TRAVEL & TUITION                  | 4330-000    | 436              | 1,349            | 3,000            | 3,000            |                                                                                                                                                            |
| PRINTING & PUBLISHING             | 4340-000    | 0                | 2,020            | 3,500            | 3,500            | Consumer Confidence Reports                                                                                                                                |
| INSURANCE                         | 4360-000    | 9,506            | 1,694            | 8,000            | 8,000            |                                                                                                                                                            |
| AUTO INSURANCE                    | 4363-000    | 1,601            | 581              | 700              | 700              |                                                                                                                                                            |
| UNIFORMS                          | 4370-000    | 569              | 469              | 600              | 760              | Clothing Allowance                                                                                                                                         |
| ELECTRICITY                       | 4381-000    | 82,112           | 86,824           | 80,000           | 90,000           | Well House Lighting and Pump Usage                                                                                                                         |
| UTILITIES (WATER/SEWER)           | 4382-000    | 16,959           | 14,591           | 15,000           | 15,000           | Blaine, Shoreview, and Centennial Utilities - Utility Connection                                                                                           |
| HEAT                              | 4383-000    | 3,806            | 4,038            | 5,000            | 5,000            | Well House Heating                                                                                                                                         |
|                                   |             | <b>214,885</b>   | <b>243,405</b>   | <b>232,400</b>   | <b>272,512</b>   |                                                                                                                                                            |
| <b>CONTRACTUAL SERVICES</b>       |             |                  |                  |                  |                  |                                                                                                                                                            |
| CONTRACTED SERVICES               | 4410-000    | 7,097            | 9,712            | 9,100            | 10,000           | Gopher One-Call, SCADA, Monthly Lab Testing, Accela Web Payments/Payment System Fees \$6,500                                                               |
| SUBSCRIPTIONS & DUES              | 4452-000    | 4,438            | 6,434            | 500              | 500              | AWWA, Water Operators Licenses                                                                                                                             |
|                                   |             | <b>11,535</b>    | <b>16,145</b>    | <b>9,600</b>     | <b>10,500</b>    |                                                                                                                                                            |
| <b>DEPRECIATION</b>               |             |                  |                  |                  |                  |                                                                                                                                                            |
| ASSET DEPRECIATION                | 4510-000    | 580,804          | 597,571          | 580,000          | 600,000          | Annual Depreciation Expense - Water Infrastructure & Equip                                                                                                 |
|                                   |             | <b>580,804</b>   | <b>597,571</b>   | <b>580,000</b>   | <b>600,000</b>   |                                                                                                                                                            |
| <b>OTHER</b>                      |             |                  |                  |                  |                  |                                                                                                                                                            |
| OPERATING TRANSFERS               | 4910-000    | 35,727           | 0                | 0                | 0                |                                                                                                                                                            |
|                                   |             | <b>35,727</b>    | <b>0</b>         | <b>0</b>         | <b>0</b>         |                                                                                                                                                            |
| <b>CAPITAL OUTLAY</b>             |             |                  |                  |                  |                  |                                                                                                                                                            |
| EQUIPMENT                         | 5000-000    | 491              | 0                | 225,000          | 675,288          | 50% Utilities Vehicle - Replacement; Well House #1 Improvements, Smart Irrigation Meters (City Property)                                                   |
|                                   |             | <b>491</b>       | <b>0</b>         | <b>225,000</b>   | <b>675,288</b>   |                                                                                                                                                            |
| <b>TOTAL WATER FUND</b>           |             | <b>1,280,979</b> | <b>1,332,755</b> | <b>1,541,570</b> | <b>2,100,074</b> |                                                                                                                                                            |





THIS PAGE LEFT INTENTIONALLY BLANK

## ***Sewer Operating***

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

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

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

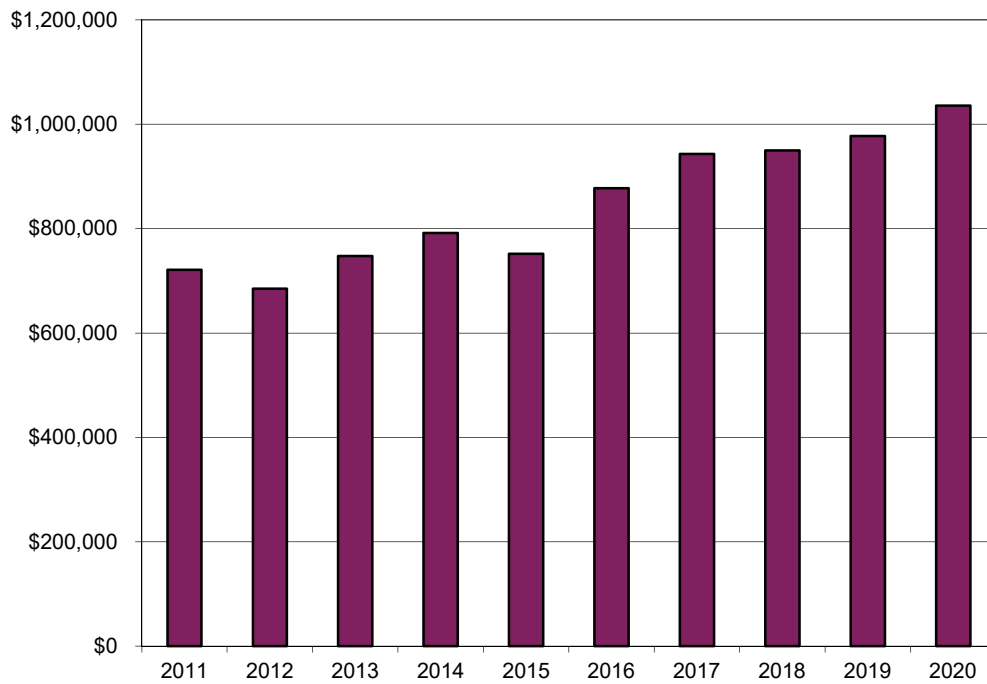
Depreciation expense for system infrastructure has been budgeted. The non-cash expense has a major impact on sewer system operations and must be considered in adequately funding these operations.

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

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

| CITY OF LINO LAKES                |             |                  |                  |                  |                  |                                                                                                                                                                               |
|-----------------------------------|-------------|------------------|------------------|------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>SEWER (602-495)</u>            |             |                  |                  |                  |                  |                                                                                                                                                                               |
| Description                       | Object Code | Actual 2017      | Actual 2018      | Budget 2019      | Adopted 2020     | Budget Detail                                                                                                                                                                 |
| <b>PERSONAL SERVICES</b>          |             |                  |                  |                  |                  |                                                                                                                                                                               |
| SALARIES                          | 4101-000    | 175,070          | 188,478          | 207,295          | 222,110          | 15% Public Service Director                                                                                                                                                   |
| OVERTIME                          | 4102-000    | 3,553            | 7,448            | 4,000            | 7,000            | 15% Administrative Assistant                                                                                                                                                  |
| ON CALL                           | 4105-000    | 2,825            | 2,986            | 2,600            | 4,801            | 50% Utility Supervisor                                                                                                                                                        |
| TEMPORARIES                       | 4106-000    | 7,653            | 11,295           | 6,000            | 9,240            | 25% Office Specialist                                                                                                                                                         |
| WELLNESS PROGRAM                  | 4108-000    | 0                | 0                | 0                | 0                | 3 - 50% General Maintenance Workers                                                                                                                                           |
| PERA                              | 4121-000    | 25,605           | 14,503           | 16,042           | 17,543           | 7.5% Finance Director (0% in 2019)                                                                                                                                            |
| FICA/MEDICARE                     | 4122-000    | 13,572           | 14,196           | 16,822           | 18,601           | 50% Utility Billing Clerk                                                                                                                                                     |
| ICMA EMPLOYER                     | 4123-000    | 885              | 755              | 850              | 250              | 12.5% Accts Pay/Payroll Tech                                                                                                                                                  |
| PENSION EXPENSE                   | 4125-000    | 0                | (2,128)          | 12,500           | 0                | .15 FTE PT Office Specialist                                                                                                                                                  |
| HEALTH INSURANCE                  | 4131-000    | 30,078           | 26,012           | 30,629           | 34,740           | Temporaries: Seasonal Utilities Staff                                                                                                                                         |
| LIFE & DISABILITY INSURANCE       | 4133-000    | 687              | 603              | 712              | 851              | 1.5 Staff @ 11 wks @ 40 hrs/wk @ \$14/hr                                                                                                                                      |
| DENTAL INSURANCE                  | 4134-000    | 1,482            | 1,557            | 1,760            | 1,799            |                                                                                                                                                                               |
| REEMPLOYMENT INSURANCE            | 4141-000    | 0                | 0                | 0                | 0                |                                                                                                                                                                               |
| WORKER'S COMPENSATION             | 4151-000    | 6,724            | 10,203           | 10,560           | 11,949           |                                                                                                                                                                               |
|                                   |             | <b>268,133</b>   | <b>275,907</b>   | <b>309,770</b>   | <b>328,884</b>   |                                                                                                                                                                               |
| <b>SUPPLIES</b>                   |             |                  |                  |                  |                  |                                                                                                                                                                               |
| OFFICE SUPPLIES                   | 4200-000    | 1,764            | 2,308            | 2,000            | 2,000            | Utility Billing Forms, Computer and General Supplies                                                                                                                          |
| MAINTENANCE SUPPLIES              | 4211-000    | 37,768           | 20,278           | 30,000           | 45,000           | Impellers, Screens, UPS, Heaters, Batteries, Manhole Repair Supplies, Check Valves, Gate Valves, Road Repair Materials                                                        |
| FUELS                             | 4212-000    | 10,000           | 10,000           | 10,000           | 10,000           |                                                                                                                                                                               |
| SMALL TOOLS                       | 4240-000    | 1,512            | 3,336            | 2,500            | 2,500            | Valve Keys, Locators, Wrenches, Plumbing Tools                                                                                                                                |
|                                   |             | <b>51,044</b>    | <b>35,922</b>    | <b>44,500</b>    | <b>59,500</b>    |                                                                                                                                                                               |
| <b>OTHER SERVICES AND CHARGES</b> |             |                  |                  |                  |                  |                                                                                                                                                                               |
| PROFESSIONAL SERVICES             | 4300-000    | 63,631           | 103,738          | 90,000           | 105,000          | Lift Station Cleaning, Lift Station Repairs/Upgrades, Sewer Line Cleaning/Camera, Sycom, Generator Maintenance/Inspection, Pump Repair/Service, Sewer Line Breaks, Cartograph |
| MUNICIPAL ENGINEER                | 4304-000    | 18,045           | 17,174           | 25,000           | 25,000           |                                                                                                                                                                               |
| OTHER CONSULTANTS                 | 4310-000    | 5,319            | 2,466            | 2,600            | 11,052           | Springbrook License Subscription - UB Module, Metro-iNet Services, Programs & Support (Includes Cisco Telephony)                                                              |
| TELEPHONE                         | 4321-000    | 865              | 800              | 1,500            | 1,500            | Cellular Phones, Lift Stations                                                                                                                                                |
| POSTAGE                           | 4322-000    | 4,837            | 5,108            | 5,000            | 5,000            | Utility Billing Postage                                                                                                                                                       |
| TRAVEL & TUITION                  | 4330-000    | 156              | 160              | 3,000            | 3,000            | OSHA Compliance Safety Training                                                                                                                                               |
| PRINTING & PUBLISHING             | 4340-000    | 0                | 0                | 500              | 500              |                                                                                                                                                                               |
| INSURANCE                         | 4360-000    | 16,175           | 15,868           | 18,000           | 18,000           |                                                                                                                                                                               |
| AUTO INSURANCE                    | 4363-000    | 601              | 580              | 700              | 700              |                                                                                                                                                                               |
| UNIFORMS                          | 4370-000    | 569              | 469              | 600              | 760              | Clothing Allowance                                                                                                                                                            |
| ELECTRICITY                       | 4381-000    | 28,192           | 31,869           | 30,000           | 30,000           | Power to Run Lift Station Pumps and Controls                                                                                                                                  |
| UTILITIES (WATER/SEWER)           | 4382-000    | 11,933           | 12,536           | 15,000           | 15,000           | Blaine, Shoreview, and Centennial Utilities - Utility Connectio                                                                                                               |
| HEAT                              | 4383-000    | 1,172            | 1,370            | 1,800            | 1,800            | Natural Gas for On-site Generators                                                                                                                                            |
|                                   |             | <b>151,493</b>   | <b>192,139</b>   | <b>193,700</b>   | <b>217,312</b>   |                                                                                                                                                                               |
| <b>CONTRACTUAL SERVICES</b>       |             |                  |                  |                  |                  |                                                                                                                                                                               |
| MCES TREATMENT CHARGES            | 4405-000    | 942,972          | 949,776          | 977,612          | 1,035,391        | MCES Sewer Treatment Costs                                                                                                                                                    |
| CONTRACTED SERVICES               | 4410-000    | 6,997            | 8,872            | 6,000            | 9,000            | Gopher One-Call, Accela Web Payments, Payment System Fees                                                                                                                     |
| RENTED EQUIPMENT                  | 4415-000    | 0                | 0                | 0                | 0                |                                                                                                                                                                               |
| SUBSCRIPTIONS & DUES              | 4452-000    | 3,600            | 6,101            | 500              | 500              | Sewer Operators Licenses, APWA Membership                                                                                                                                     |
|                                   |             | <b>953,569</b>   | <b>964,749</b>   | <b>984,112</b>   | <b>1,044,891</b> |                                                                                                                                                                               |
| <b>DEPRECIATION</b>               |             |                  |                  |                  |                  |                                                                                                                                                                               |
| ASSET DEPRECIATION                | 4510-000    | 477,094          | 495,856          | 475,000          | 500,000          | Annual Depreciation Expense - Sewer Infrastructure & Equip                                                                                                                    |
|                                   |             | <b>477,094</b>   | <b>495,856</b>   | <b>475,000</b>   | <b>500,000</b>   |                                                                                                                                                                               |
| <b>OTHER</b>                      |             |                  |                  |                  |                  |                                                                                                                                                                               |
| OPERATING TRANSFERS               | 4910-000    | 35,727           | 242,145          | 0                | 0                |                                                                                                                                                                               |
|                                   |             | <b>35,727</b>    | <b>242,145</b>   | <b>0</b>         | <b>0</b>         |                                                                                                                                                                               |
| <b>CAPITAL OUTLAY</b>             |             |                  |                  |                  |                  |                                                                                                                                                                               |
| EQUIPMENT                         | 5000-000    | 491              | 0                | 0                | 188,838          | 50% Utilities Vehicle - Replacement; Trailer Mounted Jetter; Sanity Sewer Lining                                                                                              |
|                                   |             | <b>491</b>       | <b>0</b>         | <b>0</b>         | <b>188,838</b>   |                                                                                                                                                                               |
| <b>TOTAL SEWER FUND</b>           |             | <b>1,937,551</b> | <b>2,206,717</b> | <b>2,007,082</b> | <b>2,339,425</b> |                                                                                                                                                                               |

# City of Lino Lakes Metropolitan Council Wastewater Service Charges



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