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Spring Lake Park

*History. Community. Home.*

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**2024**  
**General Fund**  
**Budget**



# Memorandum

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**To:** Mayor Nelson and Members of the City Council

**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

**Date:** July 25, 2023

**Subject:** 2024 Administrator's Budget Proposal

On behalf of the City's Department Heads, I am pleased to present the proposed 2024 General Fund Budget for City Council consideration.

## Summary

The 2024 General Fund budget shows an increase of 7.36%. The proposed General Fund levy for 2023, collectable in 2024, is proposed to increase by 3.39%, from \$3,685,047 to \$3,809,982.

The Capital Improvement Plan levy is proposed to increase by 5%, from \$176,500 to \$183,560. This proposed increase will maintain the purchasing power of our Equipment Fund. The proposed 2024 property tax levy for the 2022 Street Improvement project will remain the same as 2023 at \$24,078.

Debt service expenditures for 2024 will remain the same as 2023 at \$80,000.

The overall levy for 2023, collectable in 2024, is proposed to increase by 3.37%, from \$3,965,625 to \$4,099,385.

## Budget Process

Budget forms were distributed to the Department Heads in late May. After each department submitted their 2024 requests, Accountant Melissa Barker and I met individually with each Department Head to discuss all requests and receive further explanation as to their necessity. A number of adjustments were made via those discussions. Based on the budget requests made by the Department Heads, I projected revenues from a number of different categories to arrive at a proposed property tax levy.

The City Council will review the Administrator's Budget Proposal at a work session on August 14, 2023 at 5:30pm. If needed, a second work session will be scheduled for August 28, 2023 at 5:30pm. The preliminary tax levy is tentatively scheduled for the September 5, 2023 City Council meeting, but could be scheduled for the September 18 meeting if needed. The annual Truth in

Taxation hearing will occur on December 4, 2023. Final budget and tax levy adoption will occur on December 18, 2023.

### General Factors Affecting the Budget

- *Tax Base.* We have not yet received the estimated market value for the Ramsey County portion of the City. We should receive that data by the end of August. For the Anoka County portion of the City, the estimated market value increased by 7.37% to \$873,019,477. Preliminary net tax capacity for the Anoka County portion of the City is \$10,195,860. The City had \$6,121,600 in new construction added to the property tax rolls for pay 2024 taxes. The median home value for pay 2024 property taxes is \$285,800, which is a median increase of 0.63%.
- *State Budget and Legislative Impacts.* There were no levy limits established for the 2024 budget. Local Government Aid (LGA) is projected to increase by \$206,563 for the 2024 budget year. The Minnesota Department of Revenue has stated that revenues continue to exceed projections.
- *Economy.* Inflation continues to be a threat to economic growth, but it has cooled significantly with tightening of fiscal policy. The most recent inflation figures show the consumer price index rose 3% from a year earlier, the lowest rate since March 2021. Core CPI, which removes more volatile food and energy costs, dropped to 4.8%, the lowest since October 2021. The unemployment rate in Minnesota is at 2.8%, well below the long-term average unemployment rate of 4.77%. Nationwide, the unemployment rate stands at 3.6%, near a historic low. Employers have added 1.6 million new jobs in the first six months of 2023. Based on the unemployment rate and job growth, the Federal Reserve believes that a recession is not inevitable. However, the New York Fed recession probability indicator suggests there is a 68.2% chance of a recession sometime in the next 12 months.

Below is an economic forecast summary prepared by Wells Fargo.

Wells Fargo U.S. Economic Forecast				
	Actual		Forecast	
	2021	2022	2023	2024
Real GDP	5.9%	2.1%	1.7%	0.1%
Personal Consumption	8.3%	2.7%	2.1%	0.3%
Industrial Production	4.4%	3.4%	-0.6%	-2.8%
Corporate Profits Before Taxes	22.6%	6.6%	-5.2%	-0.3%
Unemployment Rate	5.4%	3.6%	3.6%	4.4%
Housing Starts (millions of units)	1.60	1.55	1.30	1.32
<i>Inflation Indicators (year over year % change)</i>				
Personal Consumption Expenditure Deflator	4.0%	6.3%	3.7%	2.2%
Consumer Price Index	4.7%	8.0%	4.0%	2.5%
<i>Interest Rates (annual average)</i>				
Federal Funds Target Rates	0.25%	2.02%	5.31%	4.13%
Conventional Mortgage Rate	3.03%	5.38%	6.60%	5.83%
10 Year Treasury Note	1.45%	2.95%	3.66%	3.16%
Forecast as of July 13, 2023.				
Full chart available at: <a href="https://wellsfargo.bluematrix.com/links2/html/31d98b4a-553d-4615-883b-23005b38f9d0">https://wellsfargo.bluematrix.com/links2/html/31d98b4a-553d-4615-883b-23005b38f9d0</a>				

Revenues

The proposed revenues for the 2024 General Fund budget total \$5,410,212. Property taxes are proposed to fund 70.4% of the General Fund budget. While property taxes are a major funding source for the City, there are several categories of revenues that contribute \$1.6 million that would otherwise fall on property taxpayers. The chart below compares these categories.

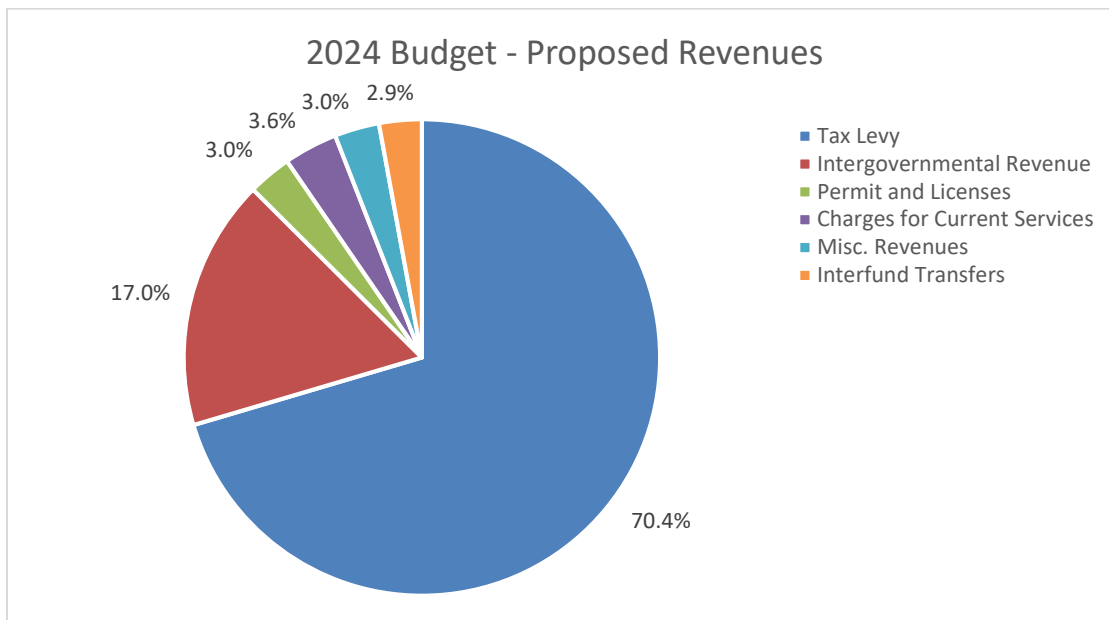
Revenue	2023 Budget	2024 Budget	% Change	\$ Change
Tax Levy	\$ 3,685,047	\$ 3,809,982	3.39%	\$ 124,935
Intergovernmental Revenue	725,157	921,720	27.11%	196,563
Permit and Licenses	154,422	160,289	3.80%	5,867
Charges for Current Services	193,924	197,462	1.82%	3,538
Miscellaneous Revenues	131,615	164,257	24.80%	32,642
Interfund Transfers	149,342	156,502	4.79%	7,160
<b>Total Revenues</b>	<b>\$ 5,039,507</b>	<b>\$ 5,410,212</b>	<b>7.36%</b>	<b>\$ 370,705</b>

Local Government Aid is expected to increase by \$206,563 to \$771,720.

The proposed budget eliminates the Liquor Fund transfer.

The City will be receiving one-time Public Safety Aid, which will be deposited into a separate fund (*see discussion on this later in the memorandum*). The proposed budget calls for a portion of these funds to be used for phasing in the difference in cost between the elimination of a Police Records Technician and the addition of a Patrol Officer position.

The pie chart below shows the breakdown of General Fund revenue by type.



### Expenditures

The proposed expenditures for the 2024 General Fund budget total \$5,417,724, an increase of 7.51% from 2023.

The following table is a summary of the 2024 expenditure budget by Department.

<b>Expenditure</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>% Change</b>	<b>\$ Change</b>
City Council	\$ 73,210	\$ 76,575	4.60%	\$ 3,365
Administration	490,435	500,863	2.13%	10,428
Assessor	38,000	39,140	3.00%	1,140
Audit	12,425	13,400	7.85%	975
I.T.	62,689	64,928	3.57%	2,239
Legal	122,500	122,500	0.00%	-
Engineering	6,500	6,500	0.00%	-
Planning and Zoning	2,000	2,500	25.00%	500
Government Buildings	129,224	130,965	1.35%	1,741
Police	2,132,741	2,206,474	3.46%	73,733
Fire	310,505	357,317	15.08%	46,812
Code Enforcement	296,962	301,937	1.68%	4,975
Streets	307,372	345,085	12.27%	37,713
Recreation	424,704	448,435	5.59%	23,731
Parks	382,940	388,110	1.35%	5,170
Miscellaneous	<u>247,300</u>	<u>405,483</u>	63.96%	<u>158,183</u>
<b>Total Expenditures</b>	<b>\$ 5,039,507</b>	<b>\$ 5,410,212</b>	<b>7.36%</b>	<b>\$ 370,705</b>

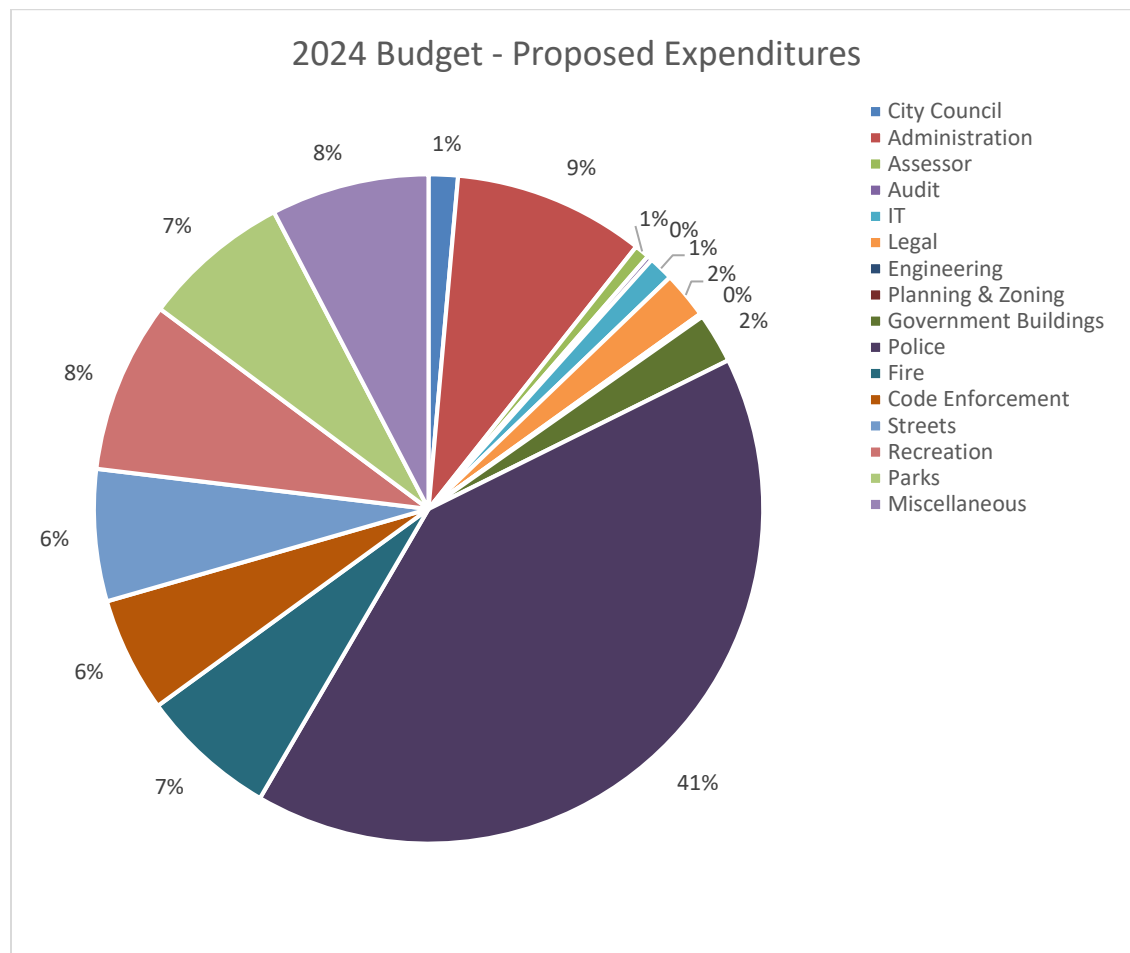
There are a number of factors driving expenditure growth for the upcoming year. I have summarized some of those factors below:

- *Wages and benefits.* The 2024 COLA has yet to be established. Funds have been included in the proposed budget (under Miscellaneous) to accommodate for that expense once union contracts are settled. The City has a negotiation session scheduled with the Patrol Officers on August 24.
- *Fire Department Budget.* The City's Fire Department Contract with SBM Fire Department is set to increase from \$264,095 to \$290,575, an increase of 10%. A major driver of this increase is due to the transition to the duty crew model for evening and weekend response. The capital outlay budget is increasing from \$46,410 to \$66,742, an increase of 43%. I have included the detail for the SBM Fire Department's budget for your review.
- *Police Department Staffing Study Implementation.* The proposed budget eliminates a vacant Records Management Technician position from the budget and includes a new Patrol Officer position. The difference in cost between the two positions will be funded for 2024 with a portion of the one-time Public Safety Aid.
- *Temporary Salaries.* Staff is proposing to increase salaries for temporary positions in an effort to recruit candidates for these positions. The salary range for temporary employees

in the Recreation Department will be increasing to \$19-25/hour and the salary range for temporary employees in the Parks Department temporary staff will be \$15-20/hour.

- *Worker’s Compensation.* Worker’s compensation rates for police employees have increased significantly due to law enforcement PTSD claims. Those increases have been reflected in the proposed budget. We are hopeful that the rate of increase for these PTSD claims will reduce with the implementation of the new duty disability reform legislation.
- *Recreation Part-time Position.* The proposed budget increases hours for the Part-Time Office Support position from 20 hours per week to 28 hours per week. A memo from Recreation Director Okey outlining the justification for this increase is included with this memorandum.
- *Squad Car Replacement.* The transition from the Dodge Charger to the Dodge Durango, and the associated equipment, has increased the budget by approximately \$7,500 over 2023.
- *Forestry.* The City is starting to see the effects of Emerald Ash Borer. The proposed budget increases the transfer from \$20,000 to \$50,000 to the Forestry Fund to continue the process of removing infected trees from the City’s parks and street right-of-ways.

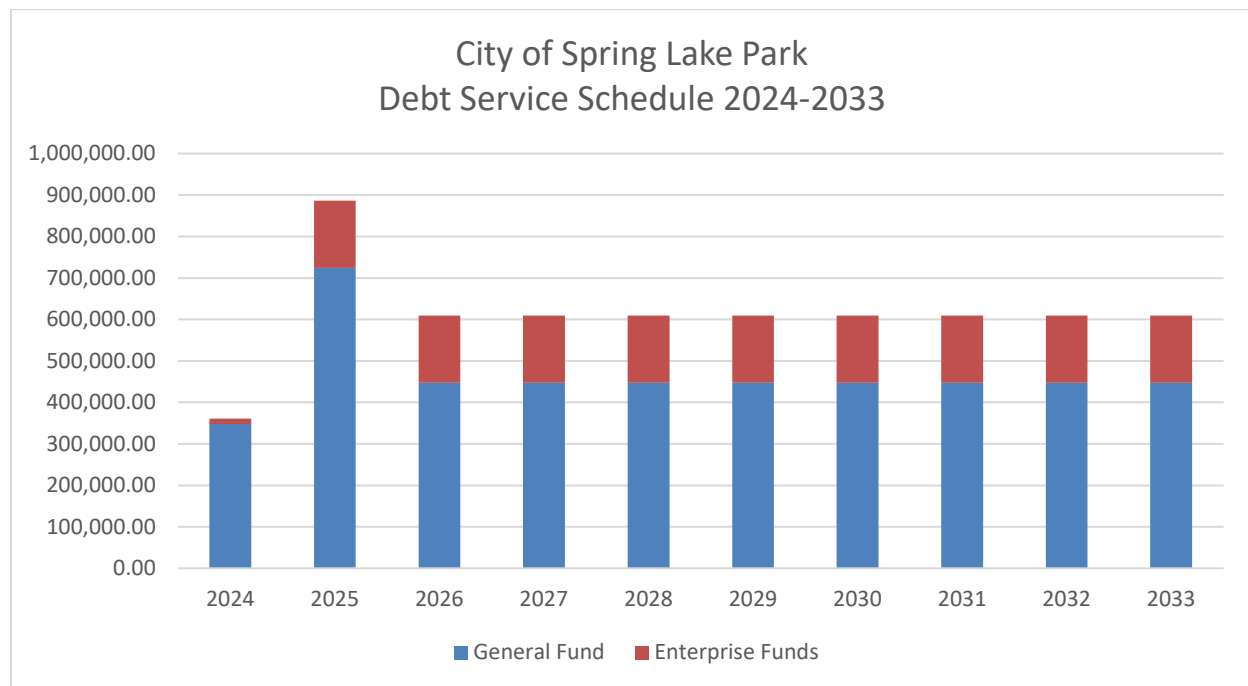
The following table is a summary of the 2024 expenditure budget by Department:



Debt Service

The City currently has one outstanding bond for which it levies debt service – the 2021A General Obligation Improvement Refunding Bond. The debt service levy for this bond is \$80,000.

The City Council is anticipating the issuance of a Capital Improvement Plan bond to finance the 2024 City Hall Renovation/Expansion project. The first bond payment would occur in 2025 and will continue through 2044. Staff has included this anticipated increase in debt service in the chart below.



The City’s debt is well under the statutory cap of 3% of estimated market value. For taxes payable in 2024, the City’s maximum debt limit is approximately \$26.8 million. The City’s current debt is approximately \$1.6 million. Even with the proposed debt from the City Hall renovation/expansion project included, the City will have over \$19 million available under the debt limit.

Capital Levies

There are two capital levies proposed for 2023 taxes collectable in 2024. The first is a continuation of the \$24,078 annual levy to reimburse Fund 400, Revolving Construction, for expenditures related to the 2022 Street Improvement Project. The second is the Capital Improvement Plan levy. Last year, the City Council decided to not issue an equipment certificate but instead finance equipment that would have been paid for with proceeds from an equipment certificate with cash. Due to the increasing cost of equipment, staff is proposing increasing the Capital Improvement Plan levy by 5%.

### Public Safety Aid

During the 2023 Session, the Legislature established a public safety aid for local governments. This new aid program will distribute one-time public safety aid to the city for public safety purposes. Public safety purposes can include community violence prevention and intervention programs; community engagement; mental health crisis response; victim services; training programs; first responder wellness; equipment related to fire, rescue and emergency services; or to pay other personnel or equipment costs. Ineligible expenses include employer contribution to the public employee police and fire fund, any expenses with alleged misconduct, purchase of tactical vehicles or tear gas, or the construction or improvements to a police station or related facilities.

Based on the approved aid formula, the City is expected to receive \$330,119. Staff is tentatively proposing to allocate 70% of the aid for Police Department expenditures and 30% of the aid toward capital obligations for SBM Fire Department. The aid proposed for the Fire Department would be in addition to the capital contribution outlined in the proposed budget.

Of the \$231,083 reserved for Police Department uses, staff is requesting to use \$45,000 over the next two years to phase in the cost of the new Patrol Officer. The remaining funds would be used for capital improvements or other eligible police public safety costs. Staff is requesting the remaining \$99,036 to be reserved for possible contribution to the SBM Capital Fund, should Mounds View and Blaine contribute a similar amount. This will help reduce future capital contributions for large-scale apparatus.

### Proposed Property Tax Levy

The proposed 2024 tax levy is as follows:

<b>Property Tax Levy</b>	<b>2023</b>	<b>2024</b>	<b>% Change</b>	<b>\$ Change</b>
General Revenue	\$ 3,685,047	\$ 3,809,982	3.39%	\$ 124,935
Capital Improvement Plan Levy	\$ 176,500	\$ 185,325	5.00%	\$ 8,825
2022 Street Improvement Project Levy	\$ 24,078	\$ 24,078	0.00%	\$ -
Debt Service Levy	\$ 80,000	\$ 80,000	0.00%	\$ -
<b>Total Tax Levy</b>	<b>\$ 3,965,625</b>	<b>\$ 4,099,385</b>	<b>3.37%</b>	<b>\$ 133,760</b>

Once the City Council sets the preliminary tax levy, the final tax levy must be the same or lower than the preliminary tax levy.



The following chart shows the City’s tax levy for the past 10 years.



Truth in Taxation

The City’s annual Truth in Taxation meeting will be held on December 4, 2023 at 7:00pm, or shortly thereafter.

Budget Workshop

The budget workshop is scheduled for Monday, August 14, 2023 at 5:30pm at Spring Lake Park City Hall.

If you have any questions regarding the proposed 2024 General Fund budget, please do not hesitate to contact me at 763-784-6491.

**HISTORICAL REVENUE RECAP 2019-2024**

<b>ACCT #</b>	<b>GENERAL FUND DESCRIPTION</b>	<b>2019 ACTUAL</b>	<b>2020 ACTUAL</b>	<b>2021 ACTUAL</b>	<b>2022 ACTUAL</b>	<b>2023 BUDGET</b>	<b>2024 BUDGET</b>
<b>TAX LEVY:</b>							
101-31010	CURRENT TAXES-LEVY	3,119,424.41	3,311,436.22	3,368,623.75	3,474,341.88	3,685,047	3,809,982
101-31020	DELINQUENT TAXES	41,800.49	18,816.52	20,362.60	17,662.64	0	0
101-31050	EXCESS TIF	0.00	0.00	0.00	0.00	0	0
101-31910	TAX PENALTIES & INTEREST	10,072.62	368.16	4,639.46	4,347.74	0	0
<b>INTERGOVERNMENTAL REVENUE:</b>							
101-33401	LOCAL GOVERNMENT AID	396,715.00	509,111.00	546,048.00	551,424.00	565,157	771,720
101-33404	PERA INCREASE AID	5,775.00	0.00	0.00	0.00	0	0
101-33407	STATE FIRE AID	0.00	0.00	0.00	0.00	0	0
101-33416	POLICE TRAINING REIM	10,935.95	10,350.02	9,856.00	8,118.54	25,000	10,000
101-33421	POLICE-PERA	100,754.90	97,660.72	98,820.12	98,494.92	95,000	95,000
101-35101	COURT FINES	39,868.61	29,309.56	32,748.59	26,868.25	40,000	45,000
<b>PERMIT AND LICENSES:</b>							
101-32110	LIQ,WINE,NON-INTOX,CLUB	32,659.69	21,911.35	35,260.00	41,126.63	25,960	31,827
101-32111	OFF-SALE LIQUOR	310.00	0.00	0.00	0.00	310	310
101-32178	PAWN INVESTIGATION FEE	100.00	0.00	100.00	100.00	0	0
101-32179	PAWN SHOP LICENSES	6,252.00	6,252.00	6,252.00	6,252.00	6,252	6,252
101-32180	CIG,DANCE,USED CAR,MISC	6,103.68	6,975.00	6,800.00	12,300.00	6,000	6,000
101-32181	SIGN PERMITS	13,117.50	3,934.70	6,027.50	8,498.25	5,500	5,500
101-32208	CONTRACTORS LICENSE	11,320.00	9,545.00	11,775.00	12,192.66	8,500	8,500
101-32210	BUILDING PERMITS	141,590.87	60,072.93	82,280.72	73,943.90	75,000	75,000
101-32211	BLDG PERMIT SURCHG	5,560.71	2,390.93	3,342.46	2,722.27	5,000	5,000
101-32215	DEMOLITION PERMIT	150.00	747.64	0.00	875.52	0	0
101-32230	PLUMBING PERMITS	10,196.92	7,094.62	7,941.70	9,418.30	5,000	5,000
101-32231	PLBG PERMIT SURCHG	150.14	107.80	82.95	146.60	500	500
101-32232	HEATING & A/C PERMITS	30,979.66	11,933.11	15,081.38	13,038.57	10,000	10,000
101-32233	HTG & A/C SURCHGS	936.06	192.38	298.69	237.06	1,000	1,000
101-32240	DOG & CAT REGISTRATION	670.00	492.00	640.00	1,041.00	400	400
101-32260	CERT OF OCCUPANCY	3,400.00	3,900.00	5,200.00	2,800.00	3,000	3,000
101-32261	VACANT PROPERTY REG**	2,400.00	400.00	800.00	0.00	2,000	2,000
101-32262	SOLICITORS LICENSE	100.00	0.00	0.00	0.00	0	0
<b>CHARGES FOR CURRENT SERVICES:</b>							
101-34102	ZONING LETTERS	100.00	200.00	200.00	500.00	200	200
101-34103	SUP,ZONING,VARIANCE	7,760.00	6,850.00	9,012.50	7,900.00	5,500	5,500
101-34104	PLAN REVIEW FEES	79,463.44	24,963.96	33,166.29	25,902.49	40,000	40,000
101-34105	SALE OF MAPS,COPIES	900.25	139.60	69.50	47.00	300	300
101-34107	ASSESSMENT SEARCHES	50.00	25.00	0.00	0.00	100	100
101-34108	ADMIN SAC CHARGES	975.00	2,425.00	720.00	595.00	100	100
101-34109	FILING FEES	0.00	90.00	0.00	105.00	0	60
101-34110	ADMIN FEES (TAX STMTS)	0.00	0.00	0.00	(125.00)	0	0
101-34111	ADM GAMBLING EXP	62,653.45	36,106.00	37,188.00	38,300.00	39,449	41,027
101.34115	GUN RANGE USE	390.00	180.00	285.00	0.00	375	375
101-34117	FACILITY ROOM RENTAL	450.00	0.00	0.00	100.00	500	500
101-34201	POLICE & FIRE ALARM CALLS	3,975.00	975.00	3,300.00	7,625.00	2,000	3,500
101-34203	POLICE REPORTS	0.00	380.00	860.70	1,245.00	500	500

**HISTORICAL REVENUE RECAP 2019-2024**

<b>ACCT #</b>	<b>GENERAL FUND DESCRIPTION</b>	<b>2019 ACTUAL</b>	<b>2020 ACTUAL</b>	<b>2021 ACTUAL</b>	<b>2022 ACTUAL</b>	<b>2023 BUDGET</b>	<b>2024 BUDGET</b>
101-34204	RENTAL HOUSING REG	65,120.00	63,835.00	89,567.50	101,802.50	102,900	103,300
101-34205	R-OF-WAY APPLICATIONS	2,888.30	830.10	1,554.30	0.00	2,000	2,000
<b>MISCELLANEOUS REVENUES:</b>							
101-34801	INSURANCE DIVIDENDS	3,332.00	6,931.00	18,579.00	12,819.00	10,000	12,500
101-34949	RESTITUTION	217.84	363.91	1,782.19	1,332.69	0	0
101-34950	REFUND & REIM	9,751.82	502.51	12,894.17	40,911.09	5,000	7,500
101-35102	ADMN OFFENSE FINES	10,701.27	5,310.00	23,295.28	52,255.58	25,000	35,000
101-35347	TRAFFIC EDUCATION PRGM	0.00	0.00	0.00	0.00	0	0
101-35348	PROPERTY ROOM REVENUE	0.00	332.94	6.24	219.19	500	500
101-35349	MN DRIVING DIVERSION PRRM	1,100.00	1,300.00	1,200.00	600.00	750	750
101-35350	DETOX TRANSPRT REIM	120.00	60.00	30.00	0.00	200	200
101-36200	MISC REVENUES	0.00	0.00	0.00	0.00	0	0
101-36210	INTEREST EARNINGS	78,833.89	6,795.01	346.20	(64,861.52)	10,000.00	10,000.00
101-36230	CONTRIBUTIONS - PRIVATE	0.00	0.00	500.00	22,200.00	0.00	0.00
101-36901	LIAISON OFFICER	79,728.00	78,419.50	75,563.17	149,956.35	80,165.00	97,807.00
101-39100	REIMB FOR ADMIN SERVICES	8,100.00	5,050.00	0.00	375.00	0.00	0.00
101-39101	RECYCLE PARK PROGRAM	2,166.76	0.00	0.00	0.00	0.00	0.00
<b>INTERFUND TRANSFERS:</b>							
101-39201	TRANSFER-OTHER FUNDS	0.00	205,628.05	0.00	0.00	0	0
101-39202	TRANSFER-P.U.	49,172.00	50,647.00	52,166.00	53,731.00	55,342	57,002
101-39203	TRANSFER-LIQUOR	75,000.00	50,000.00	25,000.00	25,000.00	25,000	0
101-39205	TRANSFER-TIF #6	0.00	3,000.00	3,000.00	3,000.00	3,000	3,000
101-39206	TRANSFER-RECYCLING	2,500.00	3,000.00	3,000.00	3,000.00	3,500	4,000
101-39207	TRANSFER-RECREATION	62,500.00	62,500.00	62,500.00	62,500.00	62,500	62,500
101-39XXX	TRANSFER FROM PUBLIC SAFET	0.00	0.00	0.00	0.00	0	30,000
<b>TOTAL GENERAL FUND</b>		<b>4,599,293.23</b>	<b>4,729,841.24</b>	<b>4,718,766.96</b>	<b>4,912,986.10</b>	<b>5,039,507</b>	<b>5,410,212</b>

# CITY OF SPRING LAKE PARK

## 2024 BUDGET BREAKDOWN OF REVENUES:

		2022 ACTUAL	2023 BUDGET	2024 BUDGET
<b><u>TAX LEVY:</u></b>				
31010	Current Taxes (Includes Fiscal Disparities) Anoka & Ramsey Counties	\$ 3,474,341.88	\$ 3,685,047	<b>\$ 3,809,982</b>
31020	Delinquent Taxes Received	\$ 17,662.64		
31910	Penalties & Interest	\$ 4,347.74		

## INTERGOVERNMENTAL REVENUE:

### STATE:

33401	Local Government Aid	\$ 551,424.00	\$ 565,157	<b>\$ 771,720</b>
33404	PERA Increase Aid (phased out 6/30/20)	\$ -	\$ -	<b>\$ -</b>
33416	Police Training Reimbursement	\$ 8,118.54	\$ 25,000	<b>\$ 10,000</b>
33421	Insurance Premium-Police (Based on the portion we pay into PERA benefits)	\$ 98,494.92	\$ 95,000	<b>\$ 95,000</b>
35101	Court Fines (Anoka Co-State disburses funds)	\$ 26,868.25	\$ 40,000	<b>\$ 45,000</b>

## PERMIT AND LICENSES:

32110	Liquor,Wine,Non-Intox & Club Lic	\$ 41,126.63	\$ 25,960	<b>\$ 31,827</b>
32111	Off-Sale Liquor	\$ -	\$ 310	<b>\$ 310</b>
32178	<i>Pawn Investigation Fee</i>	\$ 100.00		<b>\$ -</b>
32179	Pawn Shop Licenses & Investigation Fee	\$ 6,252.00	\$ 6,252	<b>\$ 6,252</b>
32180	Cigarette,Dance,Used Car & Misc	\$ 12,300.00	\$ 6,000	<b>\$ 6,000</b>
32181	Sign Permits	\$ 8,498.25	\$ 5,500	<b>\$ 5,500</b>
32208	Contractors Licenses	\$ 12,192.66	\$ 8,500	<b>\$ 8,500</b>
32210	Building Permits	\$ 73,943.90	\$ 75,000	<b>\$ 75,000</b>
32211	Building Permit Surcharges	\$ 2,722.27	\$ 5,000	<b>\$ 5,000</b>
32215	Demolition Permit	\$ 875.52	\$ -	<b>\$ -</b>
32230	Plumbing Permits	\$ 9,418.30	\$ 5,000	<b>\$ 5,000</b>
32231	Plumbing Permit Surcharges	\$ 146.60	\$ 500	<b>\$ 500</b>
32232	Heating & A/C Permits	\$ 13,038.57	\$ 10,000	<b>\$ 10,000</b>
32233	Heating & A/C Surcharges	\$ 237.06	\$ 1,000	<b>\$ 1,000</b>
32240	Dog and Cat Registrations	\$ 1,041.00	\$ 400	<b>\$ 400</b>
32260	Certificates of Occupancy	\$ 2,800.00	\$ 3,000	<b>\$ 3,000</b>
32261	Vacant Property Registration	\$ -	\$ 2,000	<b>\$ 2,000</b>
32262	Solicitors Licenses	\$ -	\$ -	<b>\$ -</b>

**2024 BUDGET BREAKDOWN OF REVENUES:**

		2022 ACTUAL	2023 BUDGET	2024 BUDGET
<b><u>CHARGES FOR CURRENT SERVICES:</u></b>				
34102	Zoning Letters	\$ 500.00	\$ 200	\$ 200
34103	SUP, Zoning, Var. & Subd.	\$ 7,900.00	\$ 5,500	\$ 5,500
34104	Plan Review Fees	\$ 25,902.49	\$ 40,000	\$ 40,000
34105	Sale of Maps, Documents, Copies	\$ 47.00	\$ 300	\$ 300
34107	Assessment Searches	\$ -	\$ 100	\$ 100
34108	Admin. SAC Charges	\$ 595.00	\$ 100	\$ 100
34109	Filing Fees	\$ 105.00	\$ -	\$ 60
34110	Admin Fees (Tax Stmt)	\$ (125.00)		\$ -
34111	Adm. Gambling Fees	\$ 38,300.00	\$ 39,449	\$ 41,027
34115	Gun Range Facility Use	\$ -	\$ 375	\$ 375
34117	Facility Room Rental	\$ 100.00	\$ 500	\$ 500
34201	Police & Fire Alarms	\$ 7,625.00	\$ 2,000	\$ 3,500
34202	Police Reports	\$ 1,245.00	\$ 500	\$ 500
34204	Rental Housing Registration	\$ 101,802.50	\$ 102,900	\$ 103,300
34205	Right Of Way Applications	\$ -	\$ 2,000	\$ 2,000

**MISCELLANEOUS REVENUES:**

34801	Insurance Dividends	\$ 12,819.00	\$ 10,000	\$ 12,500
34949	Restitution	\$ 1,332.69	\$ -	\$ -
34950	Refund and Reim	\$ 40,911.09	\$ 5,000	\$ 7,500
35102	Adm. Offense Fines	\$ 52,255.58	\$ 25,000	\$ 35,000
35347	Traffic Education Program-GF share	\$ -	\$ -	\$ -
35348	Property Room Revenue	\$ 219.19	\$ 500	\$ 500
35349	MN Driving Diversion Program	\$ 600.00	\$ 750	\$ 750
35350	Detox Transportation Reim	\$ -	\$ 200	\$ 200
36200	Misc Revenues	\$ -	\$ -	\$ -
36201	<i>Solar Energy Credits - Xcel</i>	\$ 23,078.77		
36210	Interest Earned	\$ (64,861.52)	\$ 10,000	\$ 10,000
36230	<i>Contributions Private</i>	\$ 22,200.00		
36901	ISD 16 - Liaison Officer	\$ 149,956.35	\$ 80,165	\$ 97,807
39100	Reimbursement for Admin Services	\$ 375.00	\$ -	\$ -
39101	Recycle Park Program	\$ -	\$ -	\$ -

**INTERFUND TRANSFERS:**

39200	Other Transfers	\$ -	\$ -	\$ -
39201	Transfer from Other Funds	\$ -	\$ -	\$ -
39202	Transfer from Public Utilities	\$ 53,731.00	\$ 55,342	\$ 57,002
39203	Transfer from Liquor Fund	\$ 25,000.00	\$ 25,000	\$ -
39205	Transfer from TIF #6-1 (begin taxes payable 2020)	\$ 3,000.00	\$ 3,000	\$ 3,000
39206	Transfer from Recycling Fund	\$ 3,000.00	\$ 3,500	\$ 4,000
39207	Transfer from Recreation	\$ 62,500.00	\$ 62,500	\$ 62,500
39XXX	Transfer from Public Safety Aid	\$ -	\$ -	\$ 30,000

**TOTAL 2024 REVENUES**

\$ 4,936,064.87	\$ 5,039,507	\$ 5,410,212
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GENERAL FUND-MAYOR & COUNCIL		2019	2020	2021	2022	2023	2024
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-41110-1030	ELECTED OFFICIALS	29,955.53	31,294.56	31,294.56	31,294.56	31,297	<b>31,297</b>
101-41110-1211	D.C.P./P.E.R.A.	1,198.53	1,266.84	1,266.84	1,266.84	1,565	<b>1,565</b>
101-41110-1220	FICA & MEDICARE	2,291.56	2,394.00	2,394.00	2,394.00	2,394	<b>2,394</b>
101-41110-1510	WORK COMP INSURANCE	0.00	0.00	6.84	0.00	70	<b>70</b>
101-41110-2100	OPERATING SUPPLIES	580.43	330.32	0.00	33.98	500	<b>500</b>
101-41110-3310	TRAVEL EXPENSE	278.28	142.02	51.74	65.13	500	<b>500</b>
101-41110-3500	PRINTING & PUBLISHING	532.15	698.77	2,042.55	1,339.71	1,950	<b>1,550</b>
101-41110-4300	CONFERENCE & SCHOOLS	425.00	1,036.00	95.00	1,050.00	3,000	<b>5,470</b>
101-41110-4330	DUES & SUBSCRIPTIONS	13,106.00	16,534.00	14,755.00	12,725.00	15,344	<b>16,139</b>
101-41110-4000	CONTRACTUAL SERVICES	0.00	2,200.00	2,700.00	2,905.00	5,040	<b>5,040</b>
101-41110-4955	DISCRETIONARY FUND	1,189.61	2,078.74	925.00	3,294.28	11,550	<b>12,050</b>
TOTAL MAYOR & COUNCIL		49,557.09	57,975	55,531.53	56,368.50	73,210	<b>76,575</b>

# CITY OF SPRING LAKE PARK

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>CITY COUNCIL-41110</u></b>		2022 ACTUAL	2023 BUDGET	2024 BUDGET
<b>1030</b>	<b>SALARIES</b>	\$ 31,294.56	\$ 31,297	<b>\$ 31,297</b>
	a) Mayor	\$ 7,453		
	b) Councilmembers	\$ 23,844		
<b>1211</b>	<b>PERA</b>	\$ 1,266.84	\$ 1,565	<b>\$ 1,565</b>
	a) Defined Contribution Plan			
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 2,394.00	\$ 2,394	<b>\$ 2,394</b>
	a) FICA (6.2% x \$31,297)	\$ 1,940		
	b) Medicare (1.45% x \$31,297)	\$ 454		
<b>1510</b>	<b>WORKER'S COMPENSATION</b>	\$ -	\$ 70	<b>\$ 70</b>
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ 33.98	\$ 500	<b>\$ 500</b>
	a) Logo Apparel	\$ 250		
	b) Business Cards & I.D. Badges	\$ 150		
	c) Miscellaneous	\$ 100		
<b>3310</b>	<b>TRAVEL EXPENSE</b>	\$ 65.13	\$ 500	<b>\$ 500</b>
<b>3500</b>	<b>PRINTING &amp; PUBLISHING</b>	\$ 1,339.71	\$ 1,950	<b>\$ 1,550</b>
	a) Ordinances & Resolutions	\$ 1,200		
	b) Special Meetings, etc.	\$ 100		
	c) Assessment Notices	\$ 100		
	d) Legal Notices	\$ 150		
<b>4300</b>	<b>CONFERENCES &amp; SCHOOLS</b>	\$ 1,050.00	\$ 3,000	<b>\$ 5,470</b>
	a) LMC Annual Conference	\$ 3,550		
	b) Conference for Newly Elected Officials	\$ -		
	c) Conference for Experienced Officials	\$ 1,050		
	d) LMC Legislative Conference	\$ 250		
	e) MN Mayor's Association Conference	\$ 250		
	f) Anoka County Local Officials Meeting	\$ 120		
	g) Miscellaneous	\$ 250		
<b>4330</b>	<b>DUES &amp; SUBSCRIPTIONS</b>	\$ 12,725.00	\$ 15,344	<b>\$ 16,139</b>
	a) LMC Dues	\$ 8,499		
	b) North Metro Mayors	\$ 2,746		
	c) MN Mayors Assn	\$ 30		
	d) Metro Cities	\$ 3,264		
	e) Anoka Co. Econ Dev. Initiative	\$ 410		
	f) Suburban Rate Authority	\$ 940		
	g) North Trunk Hwy 65 Coalition	\$ 250		

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

**CITY COUNCIL-41110 (CON'T)**

		2022 ACTUAL	2023 BUDGET	2024 BUDGET
<b>4000 CONTRACTUAL SERVICES</b>		\$ 2,905.00	\$ 5,040	<b>\$ 5,040</b>
a) Board/Commission Stipends (\$30/mtg)				
<b>4955 DISCRETIONARY FUNDS</b>		\$ 3,294.28	\$ 11,550	<b>\$ 12,050</b>
a) Memorials	\$ 250			
b) Retreat/Workshop Expenses	\$ 1,000			
c) Parade Candy/Parade Banner	\$ 800			
d) Council Discretionary	\$ 10,000			
<b><u>TOTAL CITY COUNCIL</u></b>		<b>\$ 56,368.50</b>	<b>\$ 73,210</b>	<b>76,575</b>



GENERAL FUND-ADMINISTRATION ACCT #	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
101-41400-1010	FULL TIME EMPLOYEES	317,153.41	287,608.42	255,093.29	309,529.60	330,493.00	<b>330,493.00</b>
101-41400-1050	VACATION BUY BACK	2,881.24	785.58	5,203.14	6,463.82	5,000.00	<b>6,000.00</b>
101-41400-1210	PERA CONTRIBUTION	24,062.96	21,633.58	19,151.09	22,339.81	24,787.00	<b>24,787.00</b>
101-41400-1220	FICA & MEDICARE	24,449.50	22,206.90	19,020.32	22,238.35	25,666.00	<b>25,743.00</b>
101-41400-1300	HEALTH-DENTAL INS	56,449.24	45,804.11	42,063.89	49,036.16	57,506.00	<b>61,625.00</b>
101-41400-1313	LIFE INSURANCE	228.24	196.18	163.28	187.60	200.00	<b>200.00</b>
101-41400-1510	WORK COMP INSURANCE	1,000.00	1,000.00	1,349.24	1,442.19	2,980.00	<b>3,088.00</b>
101-41400-2000	OFFICE SUPPLIES	4,398.60	2,338.03	2,414.33	3,174.52	2,800.00	<b>3,050.00</b>
101-41400-2030	PRINTED FORMS	926.07	2,042.19	1,293.92	1,639.28	2,025.00	<b>1,925.00</b>
101-41400-2100	OPERATING SUPPLIES	577.57	1,135.92	285.01	472.35	1,090.00	<b>615.00</b>
101-41400-2220	POSTAGE	2,002.82	5,146.24	6,476.88	2,287.66	3,057.00	<b>2,706.00</b>
101-41400-3210	CELL TELEPHONE	595.48	839.59	1,694.07	597.80	650.00	<b>625.00</b>
101-41400-3310	TRAVEL EXPENSE	3,403.21	2,745.99	3,195.76	3,273.00	3,500.00	<b>3,500.00</b>
101-41400-3410	EMPLOYMENT ADVERTISING	267.00	0.00	0.00	55.00	0.00	<b>0.00</b>
101-41400-3500	PRINTING & PUBLISHING	0.00	32.25	53.75	300.39	250.00	<b>300.00</b>
101-41400-3550	COUNTY SERVICE FEES	17.43	1,390.51	1,435.01	1,536.08	1,550.00	<b>1,550.00</b>
101-41400-4050	MAINT AGREEMENT	9,084.17	11,992.23	11,044.64	5,650.16	10,456.00	<b>18,850.00</b>
101-41400-4300	CONFERENCE & SCHOOLS	6,606.60	1,585.00	2,272.42	3,675.50	6,335.00	<b>6,335.00</b>
101-41400-4330	DUES & SUBSCRIPTIONS	1,448.10	1,408.17	1,708.58	1,590.48	1,600.00	<b>1,505.00</b>
101-41400-4350	BANK FEES	0.00	1,820.56	1,658.72	1,942.04	1,700.00	<b>2,000.00</b>
101-41400-4390	US BANK CC REBATE	(3,272.82)	(165.55)	(476.98)	(538.68)	0.00	<b>0.00</b>
101-41400-4500	CONTRACTUAL SERVICES	3,369.72	5,807.28	5,247.95	4,650.26	8,790.00	<b>5,966.00</b>
101-41400-5000	CAPITAL OUTLAY	0.00	108.60	0.00	0.00	0.00	<b>0.00</b>
<b>TOTAL ADMINISTRATION</b>		<b>455,648.54</b>	<b>417,461.78</b>	<b>380,348.31</b>	<b>441,543.37</b>	<b>490,435</b>	<b>500,863</b>

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>ADMINISTRATION-41400</u></b>		2022 ACTUAL	2023 BUDGET	2024 BUDGET
<b>1010</b>	<b>SALARIES *2023 Salaries</b>	\$ 309,529.60	330,493	<b>330,493</b>
	a) Full time Salaries	\$ 328,567		
	b) Administrator's Deferred Comp. Contrib.	\$ 1,200		
<b>1050</b>	<b>VACATION BUY BACK</b>	\$ 6,463.82	5,000	<b>6,000</b>
<b>1210</b>	<b>PERA EMPLOYER CONTRIBUTION</b>	\$ 22,339.81	24,787	<b>24,787</b>
	a) Coordinated 7.5%	\$ 330,493		
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 22,238.35	25,666	<b>25,743</b>
	a) FICA 6.2%	\$ 336,493	\$ 20,863	
	b) Medicare 1.45%	\$ 336,493	\$ 4,880	
<b>1300</b>	<b>HEALTH &amp; DENTAL INSURANCE/H.S.A</b>	\$ 49,036.16	57,506	<b>61,625</b>
<b>1313</b>	<b>PRUDENTIAL LIFE INSURANCE</b>	\$ 187.60	200	<b>200</b>
<b>1510</b>	<b>WORKER'S COMPENSATION</b>	\$ 1,442.19	2,980	<b>3,088</b>
	a) Premium	\$ 2,088		
	b) Deductible	\$ 1,000		
<b>2000</b>	<b>OFFICE SUPPLIES</b>	\$ 3,174.52	2,800	<b>3,050</b>
	a) Copy/Computer/FAX Paper	\$ 750		
	b) Office Supplies	\$ 900		
	c) Toner (B&W, Color)	\$ 1,250		
	d) Calendars	\$ 150		
<b>2030</b>	<b>PRINTED FORMS</b>	\$ 1,639.28	2,025	<b>1,925</b>
	a) Checks/Envelopes	\$ 400		
	b) Minute Books (2)	\$ 225		
	c) Stationery/Envelopes	\$ 700		
	d) Business Cards	\$ 400		
	e) Misc. Printing	\$ 400		
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ 472.35	1,090	<b>615</b>
	a) Dog/Cat Receipt Books & Tags	\$ 150		
	b) Batteries	\$ 250		
	b) LMC City Official Directory	\$ 65		
	c) Miscellaneous	\$ 150		

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>ADMINISTRATION-41400 (CON'T)</u></b>			2022	2023	2024
			ACTUAL	BUDGET	BUDGET
<b>2220</b>	<b>POSTAGE</b>		\$ 2,287.66	3,057	<b>2,706</b>
	a) Postage	\$ 1,800			
	b) Monthly Meter Rental (\$44.84 x 12)	\$ 538			
	c) Maintenance Agreement	\$ 368			
<b>3210</b>	<b>CELL PHONE</b>		\$ 597.80	650	<b>625</b>
<b>3310</b>	<b>TRAVEL EXPENSE</b>		\$ 3,273.00	3,500	<b>3,500</b>
	a) Staff Mileage	\$ 400			
	b) Administrator's Car Allowance \$250/mo	\$ 3,000			
<b>3410</b>	<b>EMPLOYMENT ADVERTISING</b>		\$ 55.00	0	<b>0</b>
<b>3500</b>	<b>PRINTING &amp; PUBLISHING</b>		\$ 300.39	250	<b>300</b>
<b>3550</b>	<b>COUNTY FEE FOR SERVICE</b>		\$ 1,536.08	1,550	<b>1,550</b>
	a) Special Assessment & TNT Charges				
	1) Anoka County	\$ 1,500			
	2) Ramsey County	\$ 50			
<b>4050</b>	<b>MAINTENANCE AGREEMENTS</b>		\$ 5,650.16	10,456	<b>18,850</b>
	a) Copy Machine Maintenance	\$ 3,100			
	b) BSA - Service Fees/Support	\$ 12,650			
	c) Document Imaging (Laser Fiche)	\$ 2,600			
	d) Copy-overage	\$ 500			
<b>4300</b>	<b>CONFERENCES &amp; SCHOOLS</b>		\$ 3,675.50	6,335	<b>6,335</b>
	a) MCMA Annual Conf.	\$ 750			
	b) MCFOA Annual Conf./Meetings	\$ 700			
	c) ICMA Training	\$ 1,600			
	d) LMC Annual Conference	\$ 885			
	e) MCFOA Advanced Institute	\$ 700			
	f) Municipals Banquets (1 per year)	\$ 250			
	g) LMC Loss Control Workshop	\$ 100			
	h) MN GFOA Conference	\$ 600			
	i) Miscellaneous	\$ 750			

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>ADMINISTRATION-41400 (CON'T)</u></b>		2022 ACTUAL	2023 BUDGET	2024 BUDGET
<b>4330</b>	<b>DUES &amp; SUBSCRIPTIONS</b>	\$ 1,590.48	1,600	<b>1,505</b>
	a) ICMA	\$ 800		
	b) Municipals	\$ 25		
	c) Sam's Club	\$ 50		
	d) MCFOA	\$ 100		
	e) MN GFOA	\$ 70		
	f) Zip 4 Directories	\$ 50		
	g) MCMA	\$ 170		
	h) Notary Renewal	\$ 140		
	i) IPMA-HR	\$ 100		
<b>4350</b>	<b>BANK FEES</b>	\$ 1,942.04	1,700	<b>2,000</b>
<b>4390</b>	<b>US BANK CREDIT CARD REBATE</b>	\$ (538.68)		
<b>4500</b>	<b>CONTRACTUAL SERVICES</b>	\$ 4,650.26	8,790	<b>5,966</b>
	a) Shredding Service	\$ 746		
	b) Northland Securities	\$ 645		
	Continuing Disclosure Reports			
	c) City Code Self-Publication License	\$ 2,200		
	d) Pre-employment Drug Testing	\$ 100		
	e) Strategic Insights (CIP Software)	\$ 775		
	e) Contingency	\$ 1,500		
<b>5000</b>	<b>CAPITAL OUTLAY</b>	\$ -		
<b><u>TOTAL ADMINISTRATION</u></b>		<b>\$ 441,543.37</b>	<b>\$490,435</b>	<b>500,863</b>

GENERAL FUND-ASSESSOR ACCT #	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	<b>2024 BUDGET</b>
101-41500-4000	CONTRACTUAL SERVICES	37,042.40	37,360.00	37,615.00	37,785.00	38,000	<b>39,140</b>
TOTAL ASSESSOR		37,042.40	37,360.00	37,615.00	37,785.00	38,000	<b>39,140</b>

**2024 BUDGET BREAKDOWN OF EXPENDITURES:****ASSESSOR-41500**

**4000 CONTRACTUAL SERVICES**  
a) Kenneth A. Tolzmann Contract

	2022 ACTUAL	2023 BUDGET	2024 BUDGET
	\$ 37,785.00	\$ 38,000	\$ 39,140

GENERAL FUND-AUDIT & ACCTG SERV ACCT #	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
101-41540-3010	AUDIT & ACCTG SERVICES	12,012.50	8,062.50	11,425.00	11,950.00	12,425	<b>13,400</b>
TOTAL AUDIT & ACCTG SERV		12,012.50	8,062.50	11,425.00	11,950.00	12,425	<b>13,400</b>

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

**AUDIT & FINANCIAL-41540**

	2022 ACTUAL	2023 BUDGET	2024 BUDGET
<b>3010 AUDIT EXPENSE</b>	<b>\$ 11,950.00</b>	<b>\$ 12,425</b>	<b>\$ 13,400</b>

a) Expense breakdown

General Fund - 50%

Public Utilities - 50%



GENERAL FUND-I.T. SERVICES ACCT #	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	<b>2024 BUDGET</b>
101-41600-4000	CONTRACTUAL SERVICES	49,079.16	62,387.73	65,225.63	57,052.44	62,689	<b>64,928</b>
TOTAL I.T. SERVICES		49,079.16	62,387.73	65,225.63	57,052.44	62,689	<b>64,928</b>

**2024 BUDGET BREAKDOWN OF EXPENDITURES:****IT DEPARTMENT-41600****4000 CONTRACTUAL SERVICES**

a) IT Services (Computer Integration Technologies)	\$30,120
b) High Speed Internet (\$346/month)	\$4,152
c) Constant Contact (\$45/month)	\$540
d) Domain Hosting/SSL	\$1,000
e) Exchange Subscription (\$8/mo/user @ 44 users)	\$4,752
f) Office 365 Subscription (\$12/mo/user @ 29 users)	\$4,176
f) Zix encrypted e-mail (\$75/yr/user @ 29 users)	\$2,175
g) Off-site backup (City)	\$600
h) Datto off-site backup (PD)	\$8,640
i) Agenda Management System	\$3,800
j) Website Update	\$2,573
k) Anoka County Connect (\$75/month)	\$900
k) Miscellaneous	\$1,500

2022 ACTUAL	2023 BUDGET	2024 BUDGET
\$ 57,052.44	\$ 62,689	\$ 64,928

GENERAL FUND-LEGAL FEES ACCT #	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
101-41610-3040	LEGAL SERVICES	99,962.43	113,796.42	103,123.34	103,305.97	122,500	<b>122,500</b>
TOTAL LEGAL FEES		99,962.43	113,796.42	103,123.34	103,305.97	122,500	<b>122,500</b>

**2024 BUDGET BREAKDOWN OF EXPENDITURES:****LEGAL FEES-41610****3040 ATTORNEY FEES**

- a) Civil 9%
- b) Criminal 85%
- c) Special Projects 6%

2022 ACTUAL	2023 BUDGET	2024 BUDGET
\$ 103,305.97	\$ 122,500	<b>\$ 122,500</b>

GENERAL FUND-ENGINEERING ACCT #	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
101-41710-3030	ENGINEERING SERVICES	2,500.81	8,366.00	2,716.50	2,980.64	6,500	<b>6,500</b>
TOTAL ENGINEERING FEES		2,500.81	8,366.00	2,716.50	2,980.64	6,500	<b>6,500</b>

2024 BUDGET BREAKDOWN OF EXPENDITURES:

ENGINEERING FEES-41710

3030 ENGINEERING FEES

	2022 ACTUAL	2023 BUDGET	2024 BUDGET
	\$ 2,980.64	\$ 6,500	\$ 6,500

GENERAL FUND-PLANNING & ZONING ACCT #	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
101-41720-2100	OPERATING SUPPLIES	18.29	19.27	0.00	10.89	100	<b>100</b>
101-41720-2220	POSTAGE	(8.92)	71.00	40.28	0.00	100	<b>100</b>
101-41720-3500	PRINTING & PUBLISHING	139.76	80.63	37.63	37.63	300	<b>300</b>
101-41720-4000	PLANNER FEES	469.65	517.25	3,511.75	1,516.31	1,500	<b>2,000</b>
TOTAL PLANNING & ZONING		618.78	688.15	3,589.66	1,564.83	2,000	<b>2,500</b>

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>PLANNING &amp; ZONING-41720</u></b>		2022 ACTUAL	2023 BUDGET	2024 BUDGET
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ 10.89	\$ 100	<b>\$ 100</b>
	a) Name Plates			
	b) Letterhead/Envelopes			
<b>2220</b>	<b>POSTAGE</b>	\$ -	\$ 100	<b>\$ 100</b>
<b>3500</b>	<b>PRINTING &amp; PUBLISHING</b>	\$ 37.63	\$ 300	<b>\$ 300</b>
	a) Public Notices (Property Owners)			
	b) Official Notices (Newspapers)			
<b>4000</b>	<b>PLANNER FEES</b>	\$ 1,516.31	\$ 1,500	<b>\$ 2,000</b>
<b><u>TOTAL PLANNING &amp; ZONING</u></b>		<b>\$ 1,564.83</b>	<b>\$ 2,000</b>	<b>\$ 2,500</b>



GENERAL FUND-GOVERNMENT BUILDING		2019	2020	2021	2022	2023	2024
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-41940-1010	FULL TIME EMPLOYEES	15,648.38	5,317.34	16,613.99	17,252.83	17,557	<b>17,557</b>
101-41940-1013	OVERTIME	1,052.83	510.31	370.47	689.57	0	<b>0</b>
101-41940-1020	ON CALL SALARIES	233.46	735.08	421.51	436.42	0	<b>500</b>
101-41940-1050	VACATION BUY BACK	150.64	310.34	319.64	329.38	400	<b>400</b>
101-41940-1210	PERA CONTRIBUTION	1,269.92	505.11	1,305.13	1,382.07	1,317	<b>1,317</b>
101-41940-1220	FICA & MEDICARE	1,280.46	513.57	1,328.81	1,408.97	1,375	<b>1,413</b>
101-41940-1300	HEALTH-DENTAL INS	2,598.16	(552.68)	2,101.86	2,172.34	2,947	<b>3,173</b>
101-41940-1313	LIFE INSURANCE	12.48	5.26	12.48	12.48	13	<b>13</b>
101-41940-1510	WORK COMP INSURANCE	0.00	0.00	113.13	0.00	1,052	<b>1,040</b>
101-41940-2100	OPERATING SUPPLIES	10,012.48	11,104.42	10,613.17	14,295.53	10,000	<b>11,000</b>
101-41940-2200	REPAIR & MAINTENANCE	14,129.89	20,861.26	10,662.77	20,046.89	12,000	<b>12,000</b>
101-41940-2225	LANDSCAPE MATERIALS	0.00	0.00	0.00	0.00	0	<b>0</b>
101-41940-2280	UNIFORM ALLOWANCE	125.00	143.74	143.74	156.24	750	<b>900</b>
101-41940-3210	TELEPHONE & SERVICE	6,372.22	6,987.69	7,101.38	9,840.31	9,300	<b>9,300</b>
101-41940-3810	ELECTRIC UTILITIES	29,979.51	22,709.98	33,039.47	31,431.28	23,000	<b>24,000</b>
101-41940-3830	GAS UTILITIES	16,277.57	13,291.64	14,445.94	26,546.94	24,000	<b>24,000</b>
101-41940-3841	RUBBISH REMOVAL	3,485.81	4,129.35	4,449.24	4,855.78	4,300	<b>4,800</b>
101-41940-4000	CONTRACTUAL SERVICES	4,987.71	5,026.51	18,873.88	5,054.80	9,465	<b>5,000</b>
101-41940-5000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0	<b>0</b>
101-41940-7000	GOV'T BLDG REPL FUND	9,264.00	9,428.00	11,688.00	12,667.00	11,748	<b>14,552</b>
TOTAL GOVERNMENT BUILDING		116,880.52	101,026.92	133,604.61	148,578.83	129,224	<b>130,965</b>

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>GOVERNMENT BUILDINGS-41940</u></b>		2022 ACTUAL	2023 BUDGET	2024 BUDGET
<b>1010</b>	<b>SALARIES *2023 Salaries</b>	\$ 17,252.83	17,557	<b>17,557</b>
	a) 1 - 25%			
<b>1013</b>	<b>OVERTIME</b>	\$ 689.57		<b>0</b>
<b>1020</b>	<b>ON CALL SALARIES</b>	\$ 436.42		<b>500</b>
<b>1050</b>	<b>VACATION BUY BACK</b>	\$ 329.38	400	<b>400</b>
<b>1210</b>	<b>PERA EMPLOYER CONTRIBUTION</b>	\$ 1,382.07	1,317	<b>1,317</b>
	a) Coordinated 7.5% \$ 17,557			
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 1,408.97	1,375	<b>1,413</b>
	a) FICA 6.2% \$ 18,457 \$ 1,145			
	b) Medicare 1.45% \$ 18,457 \$ 268			
<b>1300</b>	<b>HEALTH &amp; DENTAL INSURANCE/H.S.A</b>	\$ 2,172.34	2,947	<b>3,173</b>
<b>1313</b>	<b>PRUDENTIAL LIFE INSURANCE</b>	\$ 12.48	13	<b>13</b>
<b>1510</b>	<b>WORKER'S COMPENSATION</b>	\$ -	1,052	<b>1,040</b>
	a) Premium \$ 1,040			
	b) Deductible \$ -			
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ 14,295.53	10,000	<b>11,000</b>
	a) Paper Products			
	b) Cleaning Supplies			
	c) Biohazard Clean Up Kits			
	d) Mat Cleaning Service			
<b>2200</b>	<b>REPAIR &amp; MAINTENANCE</b>	\$ 20,046.89	12,000	<b>12,000</b>
	a) Irrigation System \$ 538			
	b) Plbg./Electrical \$ 2,322			
	c) General Bldg. Repair/Maint. \$ 6,890			
	d) Annual Fire Ext. Maint. \$ 750			
	e) Test Fire Sprinklers in North Garage \$ 500			
	f) Gun Range-Service Calls (furnace etc) \$ 1,000			
<b>2225</b>	<b>LANDSCAPE MATERIALS</b>	\$ -		
<b>2280</b>	<b>UNIFORMS</b>	\$ 156.24	750	<b>900</b>
	a) Uniforms Allowance per contract \$ 800			
	b) T-Shirts \$ 100			

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>GOVERNMENT BUILDING-41940 (CON'T)</u></b>		2022 ACTUAL	2023 BUDGET	2024 BUDGET
<b>3210</b>	<b>TELEPHONE SERVICE</b>	\$ 9,840.31	9,300	<b>9,300</b>
<b>3810</b>	<b>ELECTRIC SERVICE</b>	\$ 31,431.28	23,000	<b>24,000</b>
	a) Bulletin Board			
	b) Security Lighting			
	c) City Offices			
	d) Public Works Building			
<b>3830</b>	<b>GAS UTILITIES</b>	\$ 26,546.94	24,000	<b>24,000</b>
	a) Public Works Building			
	b) City Hall			
<b>3841</b>	<b>RUBBISH REMOVAL</b>	\$ 4,855.78	4,300	<b>4,800</b>
	a) Rubbish Removal	\$ 3,950		
	b) Anoka County Solid Waste Mgmt Fee	\$ 850		
<b>4000</b>	<b>CONTRACTUAL SERVICES</b>	\$ 5,054.80	9,465	<b>5,000</b>
	a) Pest Control	\$ 535		
	b) Safety Consultant	\$ 640		
	c) Security Camera Maintenance	\$ 3,825		
<b>5000</b>	<b>CAPITAL OUTLAY</b>	\$ -		
<b>7000</b>	<b>GOVERNMENT BUILDING REPLACEMENT FUND</b>	\$ 12,667.00	11,748	<b>14,552</b>
		\$ 116,413		
<b><u>TOTAL GOVERNMENT BUILDINGS</u></b>		<b>\$ 148,578.83</b>	<b>\$ 129,224</b>	<b>130,965</b>

GENERAL FUND-POLICE PROTECTION ACCT #	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
101-42100-1010	FULL TIME EMPLOYEES	1,119,092.69	1,038,647.10	1,172,745.00	1,134,803.52	1,198,674	<b>1,229,195</b>
101-42100-1013	OVERTIME	81,582.70	30,372.88	100,369.04	98,742.34	97,000	<b>97,000</b>
101-42100-1050	VACATION BUY BACK	14,183.96	6,933.16	5,509.13	5,912.57	10,000	<b>10,000</b>
101-42100-1210	PERA CONTRIBUTION	187,485.93	168,926.98	199,707.42	199,485.76	209,079	<b>220,931</b>
101-42100-1220	FICA & MEDICARE	28,324.18	27,160.08	28,124.67	27,784.35	31,866	<b>28,388</b>
101-42100-1300	HEALTH-DENTAL INS	178,793.65	161,903.03	184,560.79	171,772.29	202,459	<b>217,603</b>
101-42100-1313	LIFE INSURANCE	767.40	640.91	721.66	698.33	723	<b>723</b>
101-42100-1510	WORK COMP INSURANCE	45,195.29	42,363.99	57,483.40	61,189.13	84,476	<b>89,296</b>
101-42100-2000	OFFICE SUPPLIES	2,355.83	2,656.22	2,331.98	2,630.25	3,600	<b>3,600</b>
101-42100-2030	PRINTED FORMS	1,166.01	275.91	1,266.96	1,562.05	2,200	<b>2,200</b>
101-42100-2040	RANGE EQUIP & SUPPLIES	7,364.42	7,591.09	9,212.93	8,665.15	9,400	<b>9,400</b>
101-42100-2100	OPERATING SUPPLIES	627.25	1,819.47	3,259.46	6,273.35	6,330	<b>6,330</b>
101-42100-2120	FUEL-LUBRICANTS	17,738.99	13,141.03	19,573.15	25,038.17	30,000	<b>27,500</b>
101-42100-2220	POSTAGE	404.73	298.44	267.03	358.85	1,900	<b>1,500</b>
101-42100-3050	MEDICAL EXPENSE	1,020.57	1,425.60	10,263.00	5,531.00	2,000	<b>3,000</b>
101-42100-3210	CELL TELEPHONES	2,562.88	1,665.92	2,671.23	3,912.27	3,425	<b>3,425</b>
101-42100-3211	DATA SERVICES	29,060.21	28,222.74	28,308.31	36,562.36	37,665	<b>39,105</b>
101-42100-3300	UNIFORM ALLOWANCE	10,431.51	11,804.90	11,817.60	14,361.80	11,730	<b>12,400</b>
101-42100-3310	TRAVEL EXPENSE	1,045.15	520.25	943.26	1,105.19	1,200	<b>1,200</b>
101-42100-3421	800 MHZ RADIO	2,006.00	0.00	106.50	0.00	2,000	<b>0</b>
101-42100-4000	CONTRACTUAL SERVICES	14,810.53	16,819.35	24,141.42	34,708.58	50,083	<b>61,683</b>
101-42100-4050	MAINT AGREEMENT	4,926.82	5,925.71	6,327.41	4,939.24	8,169	<b>8,600</b>
101-42100-4060	AUTO EQUIP REPAIRS	18,923.04	21,085.77	13,946.91	17,496.00	20,000	<b>22,500</b>
101-42100-4070	OTHER EQUIP REPAIRS	685.97	2,066.57	1,968.40	2,474.05	2,500	<b>2,500</b>
101-42100-4300	CONFERENCE & SCHOOLS	10,539.31	10,806.60	9,928.49	14,646.19	30,000	<b>32,500</b>
101-42100-4330	DUES & SUBSCRIPTIONS	1,498.00	1,155.24	1,047.68	1,143.12	1,605	<b>1,895</b>
101-42100-5000	CAPITAL OUTLAY	28,937.14	6,442.50	64,604.13	45,352.07	49,500	<b>56,000</b>
101-42100-7000	TRANSFERS OUT	23,055.97	25,728.65	19,056.50	24,799.42	25,157	<b>18,000</b>
<b>TOTAL POLICE PROTECTION</b>		<b>1,834,586.13</b>	<b>1,636,400.09</b>	<b>1,980,263.46</b>	<b>1,951,947.40</b>	<b>2,132,741</b>	<b>2,206,474</b>

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
<b><u>POLICE PROTECTION-42100</u></b>				
<b>1010</b>	<b>SALARIES *2023 Salaries</b>	\$ 1,134,803.52	\$ 1,198,674	<b>\$ 1,229,195</b>
	a) Officers, Chief & Sergeants	\$ 1,099,832		
	b) Record Management Technicians	\$ 127,923		
	c) Terminal Agency Coord (TAC)	\$ 1,440		
	Special Pay - \$120/month			
<b>1013</b>	<b>OVERTIME</b>	\$ 98,742.34	\$ 97,000	<b>\$ 97,000</b>
	a) Officers	\$ 82,000		
	b) Record Management Technicians	\$ 6,000		
	c) City SITE	\$ 9,000		
	<i>(Holiday Pay, **Revenue Generating: Safe &amp; Sober Grant, SITE; Non Generating Revenue: Night to Unite)</i>			
<b>1050</b>	<b>VACATION BUY BACK</b>	\$ 5,912.57	\$ 10,000	<b>\$ 10,000</b>
<b>1210</b>	<b>PERA EMPLOYER CONTRIBUTION</b>	\$ 199,485.76	\$ 209,079	<b>\$ 220,931</b>
	a) PNF 17.70%	\$ 1,190,832	\$ 210,778	
	b) Coordinated 7.5%	\$ 135,363	\$ 10,153	
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 27,784.35	\$ 31,866	<b>\$ 28,388</b>
	a) FICA 6.2%	\$ 145,363	\$ 9,013	
	b) Medicare 1.45%	\$ 1,336,195	\$ 19,375	
<b>1300</b>	<b>HEALTH &amp; DENTAL INSURANCE/H.S.A</b>	\$ 171,772.29	\$ 202,459	<b>\$ 217,603</b>
<b>1313</b>	<b>PRUDENTIAL LIFE INSURANCE</b>	\$ 698.33	\$ 723	<b>\$ 723</b>
<b>1510</b>	<b>WORKER'S COMPENSATION</b>	\$ 61,189.13	\$ 84,476	<b>\$ 89,296</b>
	a) Premium	\$ 86,296		
	b) Deductible	\$ 3,000		
<b>2000</b>	<b>OFFICE SUPPLIES</b>	\$ 2,630.25	\$ 3,600	<b>\$ 3,600</b>
	a) Ticket Writer Paper			
	b) Ink Cartridges			
	c) Printer Paper			
<b>2030</b>	<b>PRINTED FORMS</b>	\$ 1,562.05	\$ 2,200	<b>\$ 2,200</b>
	a) Mandate Property Receipts			
	b) Notice of Seizure/Intent to Forfeit			
	c) Business Cards & Letterhead			

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
<b><u>POLICE PROTECTION-42100 ( CON'T)</u></b>				
<b>2040</b>	<b>RANGE EQUIPMENT &amp; SUPPLIES</b>	\$ 8,665.15	\$ 9,400	<b>\$ 9,400</b>
	a) Range Rental	\$ 500		
	b) Ammo (Mandated to use duty ammo)	\$ 5,000		
	c) Targets	\$ 300		
	d) Range Filter	\$ 700		
	e) Gun Cleaning Supplies	\$ 300		
	f) Range Cleaning-Contractor	\$ 1,800		
	g) Range Service Calls-routine maintenance	\$ 800		
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ 6,273.35	\$ 6,330	<b>\$ 6,330</b>
	a) First Aid Supplies	\$ 200		
	b) Tobacco compliance checks	\$ 100		
	c) Vehicle Registrations	\$ 200		
	d) Vehicle Title Transfers	\$ 60		
	e) Mouth Pieces	\$ 350		
	f) Defib Electrodes \$170x10	\$ 1,700		
	g) Biohazard Clean-Up Kits	\$ 250		
	h) Eyeglasses (Contractual)	\$ 600		
	i) Annual Fire Ext Inspections	\$ 420		
	j) Narcan	\$ 1,050		
	k) Crime Prevention	\$ 1,000		
	l) Miscellaneous	\$ 400		
<b>2120</b>	<b>MOTOR FUELS &amp; LUBRICANTS</b>	\$ 25,038.17	\$ 30,000	<b>\$ 27,500</b>
<b>2220</b>	<b>POSTAGE</b>	\$ 358.85	\$ 1,900	<b>\$ 1,500</b>
<b>3050</b>	<b>MEDICAL EXPENSES</b>	\$ 5,531.00	\$ 2,000	<b>\$ 3,000</b>
	a) Hiring Process-Employee Physical & Psych Evaluation			
<b>3210</b>	<b>CELL PHONES &amp; AIR CARDS</b>	\$ 3,912.27	\$ 3,425	<b>\$ 3,425</b>
	(Aircards-Laptops-Unlimited Data. No throttle down \$5 more x7x12)			
<b>3211</b>	<b>DATA SERVICES</b>	\$ 36,562.36	\$ 37,665	<b>\$ 39,105</b>
	a) Mobile Data Quarterly Fee \$450x4	\$ 1,800		
	b) Monthly Mobile Access \$268x12	\$ 3,211		
	c) CJDN Quarterly Fee \$390x4	\$ 1,560		
	d) Netmotion Mobility	\$ 2,500		
	e) Evidence.com/Officer Safety (BWL/Tasers)	\$ 22,264		
	f) Evidence.com/Squad Video Fleet System	\$ 7,770		

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>POLICE PROTECTION-42100 (CON'T)</u></b>		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
<b>3300</b>	<b>CLOTHING &amp; PERSONAL EQUIPMENT</b>	\$ 14,361.80	\$ 11,730	<b>\$ 12,400</b>
	a) \$950 x 12	\$ 11,400		
	b) Office Staff \$350 x 2	\$ 700		
	c) Service Awards	\$ 300		
	d) New Officer Setup	\$ 2,000		
<b>3310</b>	<b>TRAVEL EXPENSE</b>	\$ 1,105.19	\$ 1,200	<b>\$ 1,200</b>
<b>3421</b>	<b>800 MHZ RADIO</b>	\$ -	\$ 2,000	<b>\$ -</b>
<b>4000</b>	<b>CONTRACTUAL SERVICE</b>	\$ 34,708.58	\$ 50,083	<b>\$ 61,683</b>
	a) Shredding Service	\$ 600		
	b) Radar Calibration	\$ 400		
	c) Public Safety Data System (PSDS)	\$ 16,863		
	d) Detox transportation	\$ 335		
	e) MN IT	\$ 600		
	f) Certified Crime Fighter	\$ 1,000		
	g) VCS (P.D. Work Schedule Software-Annual)	\$ 1,802		
	h) Interpretative Services	\$ 1,500		
	i) SLP Power Program	\$ 17,500		
	j) LEXIPOL Policy and Training	\$ 9,483		
	k) Maintenance Agreements	\$ 1,200		
	l) Fencing Consortium JPA	\$ 5,400		
	m) Miscellaneous	\$ 5,000		
<b>4050</b>	<b>MAINTENANCE AGREEMENTS</b>	\$ 4,939.24	\$ 8,169	<b>\$ 8,600</b>
	a) Copier & Overages	\$ 2,500		
	b) Imaging, Scanner Service Plan & Support (Marco/OPG-3)	\$ 1,600		
	c) Speed Trailer-Annual Traffic Suite	\$ 4,500		
<b>4060</b>	<b>AUTO EQUIPMENT &amp; REPAIR</b>	\$ 17,496.00	\$ 20,000	<b>\$ 22,500</b>
<b>4070</b>	<b>OTHER EQUIPMENT REPAIR</b>	\$ 2,474.05	\$ 2,500	<b>\$ 2,500</b>
<b>4300</b>	<b>CONFERENCES &amp; SCHOOLS</b>	\$ 14,646.19	\$ 30,000	<b>\$ 32,500</b>
	a) Law Enforcement Training	\$ 18,000		
	b) IACP Conference	\$ 3,000		
	c) Training per Contract (\$500 x 10; \$1,000 x 2)	\$ 7,000		
	d) BCA PTT	\$ 1,000		
	e) Records Management Training	\$ 1,000		
	f) MN Chief of Police ETI (Sgt's/Chief)	\$ 2,500		

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
<b><u>POLICE PROTECTION-42100 (CON'T)</u></b>				
<b>4330</b>	<b>DUES &amp; SUBSCRIPTIONS</b>	\$ 1,143.12	\$ 1,605	<b>\$ 1,895</b>
	a) Anoka County Chiefs	\$ 290		
	b) MN Chiefs of Police	\$ 350		
	c) IACP	\$ 380		
	d) Post Board Renewals (\$90x3)	\$ 270		
	e) MN Crime Prevention	\$ 60		
	f) Assn. Of Training Officers	\$ 15		
	g) Sam's Club	\$ 35		
	h) Tri Co Investigation Assoc.	\$ 75		
	i) MOCIC	\$ 250		
	j) PLEAA - Police Tech Membership	\$ 105		
	k) IAPE (Evidence Room)	\$ 65		
<b>5000</b>	<b>CAPITAL OUTLAY</b>	\$ 45,352.07	\$ 49,500	<b>\$ 56,000</b>
	a) Dodge Durango Squad	\$ 40,660		
	b) Tear Down & Rebuild	\$ 14,340		
	c) Squad Graphic's Stripping	\$ 1,000		
<b>7000</b>	<b>TRANSFER OUT</b>	\$ 24,799.42	\$ 25,157	<b>\$ 18,000</b>
	a) Radio Replacement (Fund 243)	\$ 12,000		
	b) Emergency Management (Fund 249)	\$ 2,000		
	c) Animal Control (Fund 250)	\$ 1,000		
	d) Reserves (Fund 103)	\$ 2,500		
	e) Chaplain Program (Fund 103)	\$ 500		
<b><u>TOTAL POLICE PROTECTION</u></b>		<b>\$ 1,951,947.40</b>	<b>\$ 2,132,741</b>	<b>2,206,474</b>



# Spring Lake Park Police Department



## 2023 Staffing Study

### Spring Lake Park Police Department

1301 81<sup>st</sup> Ave Ne.

Spring Lake Park, MN 55432

Phone: (763)792-7220

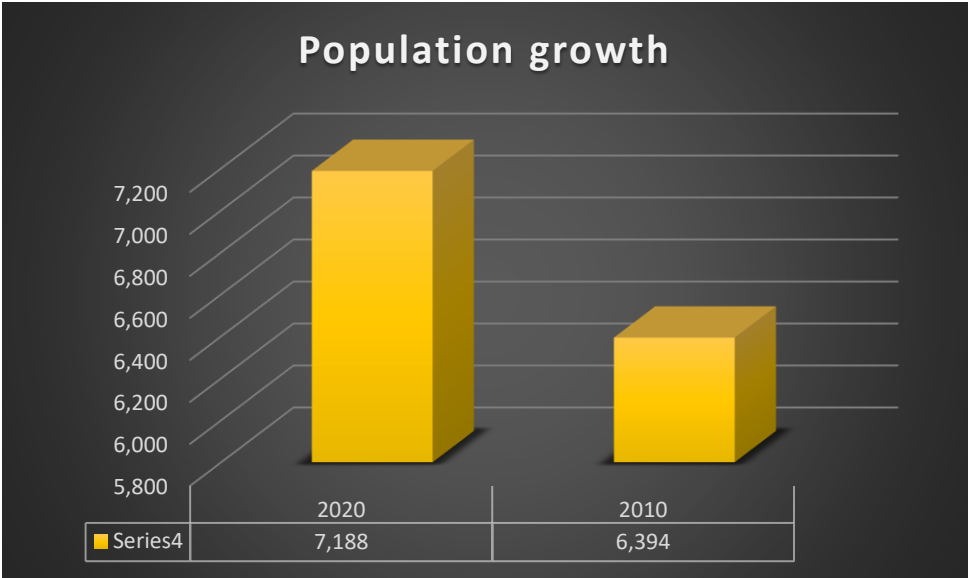
E-mail: [records@slpmn.org](mailto:records@slpmn.org)

# Background

Staffing a police department is a complex, challenge. Many variables must be considered when trying to determine a department’s needs. Some of those variables include the amount of time it takes to handle a given call for service the distribution of calls, the nature of the calls, officer-initiated activities, and the expectations of the community. As the Chief of Police, it is my responsibility to look at all of these variables and ensure the Spring Lake Park City Council and our residents are aware of the Department’s staffing needs.

The following study is intended to provide the Spring Lake Park City Council with an evaluation of the Department’s staffing needs, both current and future. Although there are many ways to conduct a staffing study, there is no industry standard. This is because the process can be somewhat complicated and can include a wide variety of factors. To my knowledge, the Spring Lake Park Police Department has never completed a full staffing analysis. Given my conversation with previous Chief Dave Toth and my knowledge of the police department since 2003, we found that there has not been an addition to the current staffing level since the mid to late 1990’s when the school and city added an SRO to the staffing at the police department. Since that time, the City has grown steadily. This has resulted in ever-increasing demands on the Police Department to provide critical services to our residents and those who work, visit or travel through our city.

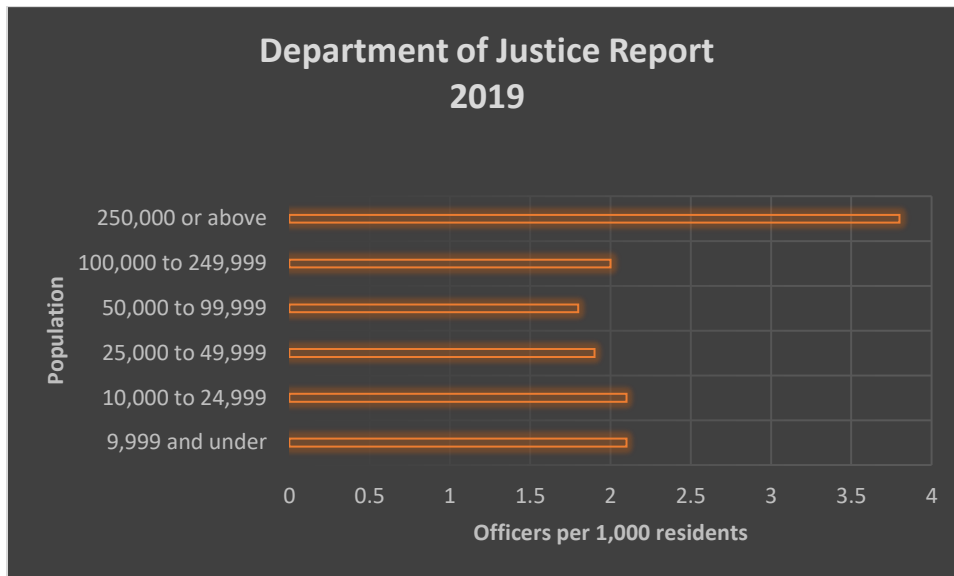
### U.S. Census Bureau data 2020:



The Met Council’s estimated 2040 population for Spring Lake Park is 7,400 residents, predicting steady and stable growth over several decades in the City.

This report includes details on the staffing study we conducted, which utilizes national averages. Before your review of the staffing study, it is important to address one of the most commonly discussed methods for determining staffing levels for law enforcement agencies. This method utilizes basic formula that compares a ratio of population to the number of officers a department needs.

On a periodic basis the Bureau of Justice Statistics (BJS) publishes a “Local Police Departments Report”. One aspect of this report is the average ratio of full-time officers per 1,000 residents. The latest BJS report from 2019 shows the following ratios for the Midwest region:



**Minnesota’s average officer per 1,000 has been steady at 1.8 since 2018.**

The analysis of officers per capita, as specified in the graph above, utilizes the average ratio as a way to determine how many officers are needed. According to the chart depicted above, jurisdictions that are comparable in size to Spring Lake Park have an average of about 2.1 officers per 1,000 residents. Utilizing this data only, and using 2020 US Census data population of 7,188 residents, the national per capita method indicates we should employ 15 full time sworn officers. If we utilize the Minnesota per capita average of 1.8 officers per 1,000 residents we should employ 13 full time sworn officers.

Although this is an accepted average ratio of officers recognized by BJS, I feel there are more accurate and complete comparisons for determining staffing needs. This is because there are many other factors that should be considered before determining what staffing level is required and appropriate to meet a specific community’s needs.

In respond to the BJS analysis, the International Association of Chiefs of Police (IACP) states: “Ratios, such as officers-per-thousand population, are totally inappropriate as a basis for staffing decisions. Accordingly, they have no place in the IACP methodology. Defining patrol staffing allocation and deployment requirements is a complex endeavor which requires consideration of an extensive series of factors and sizeable body of reliable, current data.”

Since a lot of people try to use the BJS model as justification for personnel, I thought it would be important to provide this information as an attempt to answer any questions that may arise about the ratio of officers-per-thousand to population.

The staffing study detailed in the remainder of this analysis is a formula that has been used and applied throughout the country and has been found to be very reliable. This formula is based on several averages. For example, the formula also considers the amount of time an officer is actually available for duty. It does this by averaging scheduled days off, holidays, vacation, sick time, etc. The formula also assumes that one third of a police officer's time should be utilized handling calls for service.

Finally, it is important to note that this formula calculates the staffing needs for officers on the street handling calls for service. It does not include administrators or specialists (such as the Investigator position). An important note on our School Resource Officer is that they do help cover the patrol schedule during the summer months from mid-June to the end of August. The majority of the year they are in the school and only assist on patrol when needed. I have included our Sergeants in this formula, but it is important to remember that our Sergeants have many administrative duties on top of assisting with calls for service. Due to their administrative duties, the study counts the two Sergeants as one full-time responding officer on patrol.

## Analysis

The following formula utilized to calculate staffing needs is recognized by the International Association of Chiefs of Police (IACP):

### **Step 1:**

Determine the number of complaints or incidents received and responded to in a year by the Spring Lake Park Police Department. Complaints include all forms of police activity when an officer responded and/or took an official action. Our formula will not include self-initiated traffic stops. Although these calls take up a portion of an officer's day as well as help to enhance the quality of life of our community, they can fluctuate throughout the year. The total calls for service generated by the Spring Lake Park Police Department during the 2022 calendar year were 8,595 calls which includes approximately 2,000 self-initiated traffic stops. These calls for service were taken from the Anoka County Dispatch CAD system.

Utilizing 2022 numbers obtained from an analysis of our Records Management System (RMS) the Spring Lake Park Police Department handled an estimated 7,952 complaints or incidents in 2022. As you can see there is a difference between CAD calls and the RMS system calls. The reason behind this is that the RMS system only records calls for service that an officer spent a specific amount of time on and CAD records all generated calls for service no matter how much time the officer spent on the call. At times, officers will generate a call and close it right away which will not record time spent on the call. The information from the RMS calls we don't see is the time the officer did spend on that dispatch generated CAD call. Examples of

these types of calls are follow ups, child and adult protection calls, officer complaints, etc. For this study I will be using the calls for service from CAD and will be subtracting approximately 2,000 self-initiated traffic stops, bringing our calls for service to 6,500 for the year 2022.

### **Step 2:**

Multiply the total complaints or incidents by .75 (45 minutes). It is generally accepted that 45 minutes is the average time necessary to handle a complaint or incident. This includes administrative duties related to that call.

$$6,500 \times .75 = 4,875$$

### **Step 3:**

Multiply by three to add a buffer and time preventative patrol. General experience has shown that about one-third of an officer's time should be spent handling requests for service. Other requirements for servicing police vehicles, personal relief, eating and supervision must be considered. Time for preventative patrol and community policing opportunities must also be taken into consideration. Multiplying by three makes up the unknowns.

$$4,875 \times 3 = 14,625$$

### **Step 4:**

Divide the product by 3,193.75- the number of hours necessary to staff one basic patrol unit for one year (8.75hoursX365=3,193.75).

$$14,625 / 3,193.75 = 4.58$$

According to the application of the IACP formula, it takes 4.58 patrol elements to handle the estimated 6,500 complaints or incidents.

Since officers do not work every day of the year without time off, it is necessary to determine the amount of time an officer is actually on duty. This will allow a determination of the number of officers that are required to staff the patrol elements. A review of the department's benefits, including regular days off, holidays, bereavement, vacation and training days shows an officer is unavailable for patrol duties approximately 48% of the time, we come up with an average of 1,500 hours (see chart below) in which an officer is off duty during this specific time frame.

Leave Time for SLPPD Patrol Shifts	
Category	Time Off (Hours)
Holiday	80
Sick Time	96
Vacation	104
Training	100
Regular Days Off	1,120
<b>Total</b>	<b>1,500</b>

Since there are 3,193.75 hours necessary to staff one basic officer, this gives an available duty time of 1,693.75 hours. Therefore, to determine how many officers are necessary to staff one patrol element, divide 3,193.75 hours needed for one year, by the number of hours available (3,193.75/1,693.75=1.9). This means that 1.9 officers are required to fill each patrol element. By multiplying the available factor (1.9) by the number of patrol elements, you have the number of patrol officers needed.

$$1.9 \times 4.58 = 9 \text{ (8.7)}$$

The calculations indicate that 9 (8.7) patrol officers are needed to respond to the number of incidents in the City of Spring Lake Park. As a reminder, this number indicates the number of patrol officers needed. It does not include the Chief or any other sworn personnel assigned to duties other than patrol. This would include myself, Investigator Bennek and School Resource Officer Imig. This does include Sergeant Kramer and Sergeant Fiske since they are assigned to patrol division. As stated above due to both of the Sergeants administrative duties I am only counting them as one patrol officer.

Since we are currently allotted a full-time compliment of 8 officers (7 if the Sergeants are not counted as 2 patrol officers) within the Patrol Division this study would indicate we need to hire approximately 2 officers to meet a staffing level of 9 officers within the Patrol Division.

## Financing

As you recall, long time Records Technician Lori Brahs retired in November 2022. Since Lori's retirement staff has been evaluating the work load of our full-time records staff. Although at times our records staff can be very busy with work, we have found that the two full-time records technician positions we have is meeting our administrative needs in the Police Department and will for the foreseeable future. We have been able to streamline many

processes in the police department making the transition easier and bringing their overall workload down.

During the 2023 budget process, staff kept the salary and benefits of the Records Technician in the budget, pending the outcome of the staffing study. Based on the outcome of the staffing study, Administrator Buchholtz and I agree that the salary for, a third full-time records technician in the police budget would be better utilized for an additional police officer. We are requesting that the city council authorize the use of the budgeted records tech salary for an additional full-time police officer. The current records tech salary is \$92,880.21 with benefits and a full-time police officer salary at 3 years is \$107,909.55 with benefits. As you can see the difference is \$15,029.34 or a 15% increase for the officer's salary.

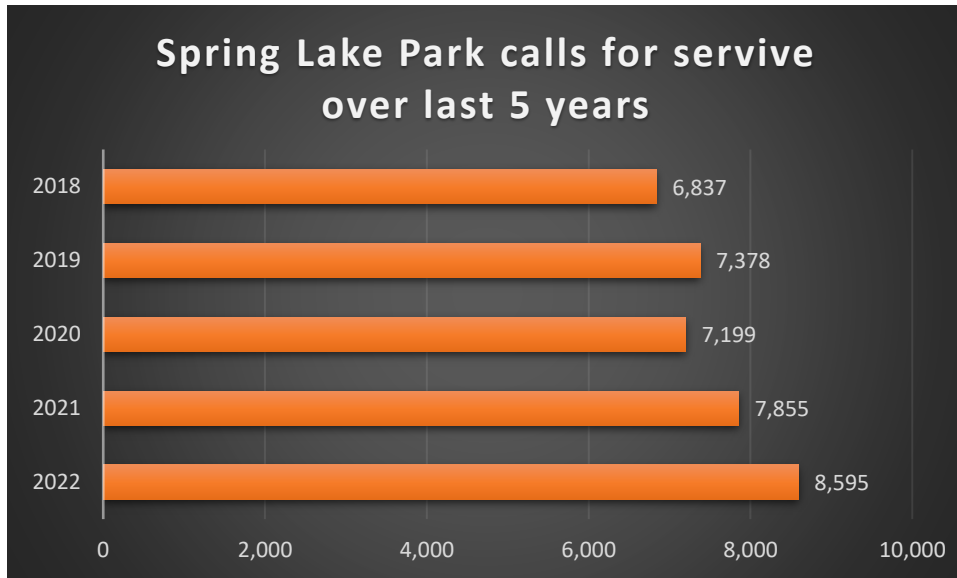
There is a possible funding option in the Governor's public safety spending bill, but as of this date that bill is still making its way through the Legislature. We will keep you informed if any funding from the bill is made available to the City of Spring Lake Park.

## Conclusion

Included in this analysis are two methods of determining the current staffing needs of the Spring Lake Park Police Department. As detailed in the first section of this report, the ratio provided by the BJS indicates that the Spring Lake Park Police Department needs a staffing compliment of 13 full-time patrol officers (using the 1.8 ratio); we are currently authorized for 11 full-time positions including the non-patrol sworn officers. It is, however, important to note that although this ratio is accepted by the BJS, we feel as though it is not the most accurate means of determining appropriate staffing levels.

As a result, included in this report is a detailed analysis of the formula utilized by the International Association of Chiefs of Police, which is a recognized professional body representing law enforcement professionals across the county. The results of this formulation indicate that the Spring Lake Park Police Department needs a staffing level of 9 (8.7) full time police officers within the Patrol Division in order to meet service demands.

The last increase in our compliment of full-time police officers was in the mid to late 1990's for an SRO position. To site a simple example of our growth and increase in service, the Spring Lake Park Police Department handled approximately 5,112 calls for service in 2003. In comparison, the Spring Lake Park Police Department handled 8,595 calls for service in 2022 (including traffic stops), which constitutes an approximate increase of 50% in calls for service in that twenty-year time period. Although calls for service will fluctuate from year-to-year, the chart below clearly shows an increase in calls over the last 5 years since 2018.



The benefits of adding an officer are much more significant than just responding to calls for service. An additional officer would help with proactive law enforcement and community outreach, and adds a critical office safety component. Currently, our morning, afternoon, and night officer work a period alone during their shift. With the addition of another officer, the Department will evaluate new schedules that minimize or eliminate officers working alone, keeping our officers and the City safer.

We are respectfully asking for authorization to add one full-time police officer position, thereby increasing our staffing level to 12 full-time police officers' positions including non-patrol divisions.

Thank you for taking the time to consider the proposal to add an additional patrol officer to the Spring Lake Park Police Department. It has and always will be our goal to provide the best public safety services to the City of Spring Lake Park and its residents.

With the compilation of this staffing study, I also recommend that a plan be implemented to conduct an updated staffing study every three years.

Sincerely,

*Joshua Antoine*

Chief of Police



## **Resources and Thanks:**

I want to thank the Hollis NH Police Department, Blaine Police Department, Coon Rapids Police Department, Wyoming Police Department and the Ramsey Police Department for sharing their studies and expertise during this process.

For our analysis we relied upon two main sources for direction and research:

- 1.) ***A Performance-Based Approach to Police Staffing and Allocation*** by Jeremy M. Wilson and Alexander Weiss of Michigan State University working with the US Department of Justice – Office of Community Oriented Policing Services, August, 2012
  
- 2.) ***Budgeting and Staffing*** by Hugo McPhee of the Minnesota Bureau of Criminal Apprehension, Management and Staffing, April, 2019.

GENERAL FUND-FIRE PROTECTION		2019	2020	2021	2022	2023	2024
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-42200-4000	CONTRACTUAL SERVICES	220,368.00	230,700	246,252.00	255,120.00	264,095	<b>290,575</b>
101-42200-4935	STATE FIRE AID	0.00	0	0.00	0.00	0	<b>0</b>
101-42200-5000	CAPITAL OUTLAY	29,178.00	63,145	4,080.00	46,410.00	46,410	<b>66,742</b>
101-42200-7000	PERMANENT TRANSFERS OUT	39,570.60		41,377.00			
TOTAL FIRE PROTECTION		289,116.60	293,845.10	291,709.00	301,530.00	310,505	<b>357,317</b>

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>FIRE PROTECTION-42200</u></b>		2022 ACTUAL	2023 BUDGET	2024 BUDGET
4000	FIRE DEPARTMENT CONTRACT	\$ 255,120.00	\$ 264,095	\$ 290,575
5000	CAPITAL OUTLAY	\$ 46,410.00	\$ 46,410	\$ 66,742
<b><u>TOTAL FIRE PROTECTION</u></b>		<b>\$ 301,530.00</b>	<b>\$ 310,505</b>	<b>\$ 357,317</b>

**Fire Department Formula Distribution**

Spring Lake Park	8.500%
Mounds View	15.500%
Blaine	76.000%

EXPENSES		2023	2024	Diff		2024
<b>Payroll</b>						<b>CFD</b>
4210	Chief*	146,841	151,246	4,405	3.00%	
4244	Deputy Chief*	114,702	122,539	7,837	6.83%	
4265	Asst Chief Ops*	108,709	111,970	3,261	3.00%	
4266	Asst Chief EM*	108,709	105,548	(3,161)	-2.91%	
4274	Asst Chief CO*	90,000	108,000	18,000	20.00%	
4271	IT*	88,570	91,227	2,657	3.00%	
4262	BC CO*	88,570	91,227	2,657	3.00%	
4264	Mechanic*	84,100	86,623	2,523	3.00%	
4268	Records Tech*	74,590	76,827	2,237	3.00%	
4260	Training Officer*	70,000	84,000	14,000	20.00%	
4272	MRR*	62,000	68,000	6,000	9.68%	
4270	Fire Tech*	60,000	72,000	12,000	20.00%	
	CO Specialist*	60,000	70,000	10,000	16.67%	
4221	Executive Assistant*	45,139	46,493	1,354	3.00%	
4109	Uniform Allowance*	4,300	4,300	-	0.00%	
4502	Fire Tech - CFD*			-		\$ 70,000
4503	Fire Inspector - CFD*					\$ 76,363
4109	CFD Uniform Allowance*					\$ 600
4279	Overtime	32,000	25,000	(7,000)	-21.88%	
4250	Board of Directors (7)**	13,236	13,633	397	3.00%	
	Unallocated Step	5,875	8,000	2,125	36.17%	
	<b>Total Administrative Payroll</b>	<b>1,257,341</b>	<b>1,336,633</b>	<b>77,167</b>	<b>6.31%</b>	<b>\$ 146,963</b>

<b>Volunteer Payroll</b>						
4280	Duty Crew**	28,119	507,238	479,119	1703.90%	
4281	Cleanup**	3,200	3,200	-	0.00%	
4282	Miscellaneous Duty**	741	800	59	7.96%	
4283	Training - Regular Drills**	4,200	5,000	800	19.05%	
4284	Special Training**	9,450	9,500	50	0.53%	
4285	Fire Calls**	10,500	5,000	(5,500)	-52.38%	
4286	Fire Prevention FF**	1,575	1,575	-	0.00%	
4287	Pub Ed. Pay**	15,000	10,000	(5,000)	-33.33%	
4288	Supplemental Pay - Vol FF Lump Sum	52,000	52,000	-	0.00%	
4290	Fire Prevention Officers**			-	#DIV/0!	
4293	Pre-Plan Assistance (3)**	3,000	2,000	(1,000)	-33.33%	
4295	Investigation Division**	1,000	2,500	1,500	150.00%	
4298	District and Volunteer Chief Monthly Pay	28,000	30,000	2,000	7.14%	
4303	Drive Sim training pay**	1,000	1,000	-	0.00%	
4310	Miscellaneous Pay**	25,000	20,000	(5,000)	-20.00%	
4390	Vol FF Retire Pension - Employ Contrib	193,435		(193,435)	-100.00%	
	<b>Total Volunteer Payroll</b>	<b>376,220</b>	<b>649,813</b>	<b>273,593</b>	<b>72.72%</b>	

<b>Payroll Taxes</b>						
4810	Fica Employer Tax*	19,738	43,224	23,486	118.99%	-
4811	Medicare Employer Tax*	21,454	28,077	6,624	30.88%	\$ 2,552
	<b>Total Payroll Taxes</b>	<b>41,192</b>	<b>71,302</b>	<b>30,110</b>	<b>73.10%</b>	<b>\$ 2,552</b>

Benefits						
4400	Employee Med/Fringe*	207,480	207,480	-	0.00%	\$ 29,640
4420	Employee Wellness/Life*	11,120	11,120	-	0.00%	\$ 1,200
4812	P&F Pera Employer*	205,532	230,000	24,468	11.90%	\$ 25,906
4813	CRD Pera Employer Share*	3,826	3,940	115	3.00%	
4890	Vol FF Retire Pension - City Contrib	208,861	-	(208,861)	-100.00%	
<b>Total Benefits</b>		<b>636,818</b>	<b>452,540</b>	<b>(184,278)</b>	<b>-28.94%</b>	<b>\$ 56,746</b>

Utilities						
5101	Light & Power Sta 1	9,000	9,000	-	0.00%	
5102	Light & Power Sta 2	6,500	6,500	-	0.00%	
5103	Light & Power Sta 3	32,000	32,000	-	0.00%	
5104	Light & Power Sta 4	2,900	2,900	-	0.00%	
5110	Sewer & Water	7,700	7,700	-	0.00%	
5121	Heat Sta 1	8,000	8,000	-	0.00%	
5122	Heat Sta 2	5,000	5,000	-	0.00%	
5123	Heat Sta 3	10,000	10,000	-	0.00%	
5124	Heat Sta 4	4,000	4,000	-	0.00%	
5130	Telephone-Stations	12,000	12,000	-	0.00%	
5131	Telephone - Cell Phones	19,000	19,000	-	0.00%	
5132	Telephone - Air Cards	5,000	5,000	-	0.00%	
5133	Cable / Internet Provider	6,500	6,500	-	0.00%	
<b>Total Utilities</b>		<b>127,600</b>	<b>127,600</b>	<b>-</b>	<b>0.00%</b>	

Supplies						
5206	General Supplies	42,000	42,000	-	0.00%	
5610	Office Supplies	18,000	15,000	(3,000)	-16.67%	
<b>Total Supplies</b>		<b>60,000</b>	<b>57,000</b>	<b>(3,000)</b>	<b>-5.00%</b>	

Communications						
5310	Pager/Radio Repairs	1,300	1,300	-	0.00%	
5320	Pager/Radio Batteries	500	500	-	0.00%	
5340	Pager/Radio - New	4,000	2,500	(1,500)	-37.50%	
5350	Radio Access Fee -- 800mhz			-		
<b>Total Communications</b>		<b>5,800</b>	<b>4,300</b>	<b>(1,500)</b>	<b>-25.86%</b>	

Apparatus Maint/Mortal Equipment						
5210	Mortal Equipment	50,000	58,000	8,000	16.00%	
5218	Investigation Expense	1,200	1,200	-	0.00%	
5220	Equipment Maintenance			-		
5410	Apparatus Maintenance	57,000	80,000	23,000	40.35%	
5411	Apparatus Preventive Maintenance	6,000	10,000	4,000	66.67%	
5420	Fuel	45,000	52,000	7,000	15.56%	
<b>Total App Maint/Mortal Equip</b>		<b>159,200</b>	<b>201,200</b>	<b>42,000</b>	<b>26.38%</b>	

Meetings/Conference/Travel						
5207	Mileage, Parking, Travel	2,000	1,500	(500)	-25.00%	
5208	Meetings, Meals, Lodging	3,500	3,500	-	0.00%	
5510	Dues/Subscriptions	6,000	6,000	-	0.00%	
5520	Conferences	5,000	6,000	1,000	20.00%	
<b>Total Meet/Conf/Travel</b>		<b>16,500</b>	<b>17,000</b>	<b>500</b>	<b>3.03%</b>	

Building Maintenance/Supplies						
5601	Building Maintenance Station 1	18,000	24,000	6,000	33.33%	
5602	Building Maintenance Station 2	8,000	4,000	(4,000)	-50.00%	
5603	Building Maintenance Station 3	43,000	55,000	12,000	27.91%	
5604	Building Maintenance Station 4	4,000	4,000	-	0.00%	
5607	Cleaning Contract	7,000	7,000	-	0.00%	
<b>Total Bldg Maint/Supplies</b>		<b>80,000</b>	<b>94,000</b>	<b>14,000</b>	<b>17.50%</b>	

**Training**

5710	Training - Misc	3,000	3,000	-	0.00%
5711	Training - CRR	2,000	2,000	-	0.00%
5713	Training - Professional Development	10,000	12,000	2,000	20.00%
5715	Training - Office			-	
5716	Training - Operations	40,000	40,000	-	0.00%
5718	Training - Certifications	2,500	2,500	-	0.00%
5723	Training - EMS Expense	14,000	14,000	-	0.00%
	<b>Total Training</b>	<b>71,500</b>	<b>73,500</b>	<b>2,000</b>	<b>2.80%</b>

**Insurance**

5910	Insurance - Misc	3,000	3,000	-	0.00%
5916	Insurance - Property/Commercial Pk	1,500	1,500	-	0.00%
5917	Insurance - Auto	27,542	30,000	2,458	8.92%
5918	Insurance - Umbrella Liab.	3,000	3,000	-	0.00%
5919	Insurance - Worker's Comp	175,000	200,000	25,000	14.29%
	<b>Total Insurance</b>	<b>210,042</b>	<b>237,500</b>	<b>27,458</b>	<b>13.07%</b>

**Legal/Accounting**

5930	Legal	3,750	3,750	-	0.00%
5935	Health Care Services	1,000	1,000	-	0.00%
5940	Accounting	15,000	19,000	4,000	26.67%
	<b>Total Legal/Accounting</b>	<b>19,750</b>	<b>23,750</b>	<b>4,000</b>	<b>20.25%</b>

**Medical**

5219	Medical Supplies	1,500	1,500	-	0.00%
6010	Medical Exams	12,000	15,000	3,000	25.00%
6012	Medical - Hepatitis B			-	
	<b>Total Medical</b>	<b>13,500</b>	<b>16,500</b>	<b>3,000</b>	<b>22.22%</b>

**Uniforms**

6110	Uniforms	18,000	30,000	12,000	66.67%
	<b>Total Uniforms</b>	<b>18,000</b>	<b>30,000</b>	<b>12,000</b>	<b>66.67%</b>

**Computer**

6210	Computer Maintenance	100	100	-	0.00%
6211	Web / Email Server	3,000	3,000	-	0.00%
6220	Computer Software/Equipment	35,500	35,000	(500)	-1.41%
6225	Computer Hardware	2,000	2,000	-	0.00%
6230	PSDS- ACJPA	59,000	74,000	15,000	25.42%
	<b>Total Computer</b>	<b>99,600</b>	<b>114,100</b>	<b>14,500</b>	<b>14.56%</b>

**Public Fire Ed**

6310	Public Fire Education	25,000	25,000	-	0.00%
	<b>Total Public Fire Ed</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>0.00%</b>

Other						
5690	Miscellaneous Expense			-		
5945	Property Taxes	1,800	2,000	200	11.11%	
6510	Chaplaincy Program	1,000	1,000		0.00%	
6520	Fire Corps Program	10,000	15,000	5,000	50.00%	
6610	Selection/Promotion/Psych Exams	8,000	15,000	7,000	87.50%	
6620	Volunteer Recruitment	5,000	12,000	7,000	140.00%	
6630	Explorers	3,000	3,000	-	0.00%	
	Safety Camp	1,000	2,000	1,000	100.00%	
	<b>Total Other</b>	<b>29,800</b>	<b>50,000</b>	<b>20,200</b>	<b>67.79%</b>	
	<b>Total Operating Expenses</b>	<b>3,247,863</b>	<b>3,581,738</b>	<b>333,875</b>	<b>10.28%</b>	<b>\$ 206,261</b>

**Reimbursable Expenses/Income**

MBFTE Reimbursement	(8,680)	(10,000)	(1,320)	15.21%	
ACFTA Rental	(6,000)	(6,000)		0.00%	
MAC Contract	(6,000)	(6,000)	-	0.00%	
Centennial Contract Admin Fee					\$ (145,725)
Centennial Contract FT Emp					\$ (201,741)
<b>Total Reimbursable Expense</b>	<b>(20,680)</b>	<b>(22,000)</b>	<b>-</b>	<b>6.38%</b>	<b>\$ (347,466)</b>

<b>Total Operating</b>	<b>3,227,183</b>	<b>3,559,738</b>			<b>\$ (141,205)</b>
<b>Operating Change w/CFD Revenue</b>			<b>191,350</b>	<b>5.93%</b>	<b>3,418,533</b>
<b>Total Net Operating COST</b>		<b>3,559,738</b>	<b>332,555</b>	<b>10.30%</b>	

GENERAL FUND-CODE ENFORCEMENT ACCT #	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
101-42300-1010	FULL TIME EMPLOYEES	69,555.63	87,554.72	125,138.46	188,891.73	199,936	<b>199,936</b>
101-42300-1030	PART TIME EMPLOYEES	6,324.00	25,266.00	18,096.00	0.00	0	<b>0</b>
101-42300-1050	VACATION BUY BACK	0.00	1,443.99	141.64	0.00	3,300	<b>3,300</b>
101-42300-1210	PERA CONTRIBUTION	4,118.45	3,801.11	5,888.93	13,883.12	22,255	<b>22,255</b>
101-42300-1220	FICA & MEDICARE	5,465.34	8,555.72	8,993.64	8,819.11	11,136	<b>11,136</b>
101-42300-1300	HEALTH-DENTAL INS	17,179.13	22,747.38	23,081.87	32,537.91	37,990	<b>41,077</b>
101-42300-1313	LIFE INSURANCE	59.72	76.56	97.90	127.92	130	<b>129</b>
101-42300-1510	WORK COMP INSURANCE	0.00	0.00	0.00	0.00	1,930	<b>2,519</b>
101-42300-2000	OFFICE SUPPLIES	523.24	203.79	213.01	316.76	600	<b>600</b>
101-42300-2100	OPERATING SUPPLIES	550.27	537.88	570.97	1,633.25	2,200	<b>3,500</b>
101-42300-2120	FUEL-LUBRICANTS	1,180.29	883.14	1,397.83	1,651.50	2,500	<b>2,500</b>
101-42300-2200	REPAIRS & MAINTENANCE	370.43	374.98	107.49	3,585.89	2,000	<b>2,000</b>
101-42300-3210	CELL TELEPHONE	706.10	516.04	588.07	1,126.61	2,000	<b>2,000</b>
101-42300-3310	TRAVEL EXPENSE	30.28	41.40	0.00	16.38	300	<b>300</b>
101-42300-4000	CONTRACTUAL SERVICES	122,834.26	11,437.84	0.00	0.00	3,000	<b>3,000</b>
101-42300-4300	CONFERENCE & SCHOOLS	2,236.36	1,038.83	1,550.00	305.00	2,600	<b>2,600</b>
101-42300-4330	DUES & SUBSCRIPTIONS	3,058.46	2,190.00	2,500.00	2,235.00	5,085	<b>5,085</b>
101-42300-5000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0	<b>0</b>
<b>TOTAL CODE ENFORCEMENT</b>		<b>234,191.96</b>	<b>166,669.38</b>	<b>188,365.81</b>	<b>255,130.18</b>	<b>296,962</b>	<b>301,937</b>



**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>CODE ENFORCEMENT-42300</u></b>		2022 ACTUAL	2023 BUDGET	2024 BUDGET
<b>1010</b>	<b>SALARIES *2023 Salaries</b>	\$ 188,891.73	\$ 199,936	<b>\$ 199,936</b>
	a) 100% Building Official & Code Enforcement Of	\$ 99,616		
	b) 100% Code Enforcement Inspector	\$ 71,162		
	b) 50% Receptionist	\$ 29,158		
<b>1040</b>	<b>TEMPORARY SALARY</b>	\$ -	\$ -	<b>\$ -</b>
	Seasonal - NA	\$ -		
<b>1050</b>	<b>VACATION BUY BACK</b>	\$ -	\$ 3,300	<b>\$ 3,300</b>
<b>1210</b>	<b>PERA EMPLOYER CONTRIBUTION</b>	\$ 13,883.12	\$ 22,255	<b>\$ 22,255</b>
	a) PNF 17.70%	\$ 71,162	\$ 12,596	
	b) Coordinated 7.5%	\$ 128,774	\$ 9,659	
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 8,819.11	\$ 11,136	<b>\$ 11,136</b>
	a) FICA 6.2%	\$ 132,074	\$ 8,189	
	b) Medicare 1.45%	\$ 203,236	\$ 2,947	
<b>1300</b>	<b>HEALTH &amp; DENTAL INSURANCE/H.S.A</b>	\$ 32,537.91	\$ 37,990	<b>\$ 41,077</b>
<b>1313</b>	<b>PRUDENTIAL LIFE INSURANCE</b>	\$ 127.92	\$ 130	<b>\$ 129</b>
<b>1510</b>	<b>WORKER'S COMPENSATION</b>	\$ -	\$ 1,930	<b>\$ 2,519</b>
	a) Premium	\$ 1,519		
	b) Deductible	\$ 1,000		
<b>2000</b>	<b>OFFICE SUPPLIES</b>	\$ 316.76	\$ 600	<b>\$ 600</b>
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ 1,633.25	\$ 2,200	<b>\$ 3,500</b>
	a) Printed Forms - Permits	\$ 600		
	b) Business Cards	\$ 500		
	c) Identification Attire	\$ 1,000		
	d) Code Books & Publications	\$ 900		
	e) Annual Charge for Color Copies	\$ 500		
<b>2120</b>	<b>MOTOR FUELS</b>	\$ 1,651.50	\$ 2,500	<b>\$ 2,500</b>
<b>2200</b>	<b>REPAIR &amp; MAINTENANCE</b>	\$ 3,585.89	\$ 2,000	<b>\$ 2,000</b>
	a) Vehicle Repair & Maint.			
<b>3210</b>	<b>CELL PHONE</b>	\$ 1,126.61	\$ 2,000	<b>\$ 2,000</b>
<b>3310</b>	<b>TRAVEL EXPENSES</b>	\$ 16.38	\$ 300	<b>\$ 300</b>
<b>4000</b>	<b>CONTRACTUAL SERVICES</b>	\$ -	\$ 3,000	<b>\$ 3,000</b>
	a) City of Mounds View			

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

**CODE ENFORCEMENT-42300 (CON'T)**

		2022 ACTUAL	2023 BUDGET	2024 BUDGET
<b>4300</b>	<b>CONFERENCES &amp; SCHOOLS</b>	\$ 305.00	\$ 2,600	\$ 2,600
	a) Annual Bldg. Offical State Conference	\$ 2,200		
	b) Fire Marshall Training	\$ 100		
	c) M.A.H.C.O.	\$ 100		
	d) M.B.P.T.A.	\$ 200		
<b>4330</b>	<b>DUES &amp; SUBSCRIPTIONS</b>	\$ 2,235.00	\$ 5,085	\$ 5,085
	a) ICC Membership	\$ 160		
	b) 10,000 Lakes Membership	\$ 150		
	c) Fire Marshalls Assn	\$ 200		
	d) M.A.H.C.O.	\$ 100		
	e) BS&A Annual Subscription	\$ 4,325		
	f) M.B.P.T.A.	\$ 150		
	<b><u>TOTAL CODE ENFORCEMENT</u></b>	<b>\$ 255,130.18</b>	<b>\$ 296,962</b>	<b>301,937</b>

GENERAL FUND-STREET DEPARTMENT ACCT #	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 BUDGET
101-43000-1010	FULL TIME EMPLOYEES	138,617.20	149,553.45	136,925.68	161,820.58	156,116	<b>156,116</b>
101-43000-1013	OVERTIME	4,858.29	3,276.64	2,394.78	5,841.36	8,862	<b>8,862</b>
101-43000-1020	ON-CALL SALARIES	934.04	3,590.19	1,396.46	4,951.19	4,052	<b>4,052</b>
101-43000-1050	VACATION BUY BACK	1,408.61	2,226.72	1,654.21	1,575.93	1,900	<b>1,900</b>
101-43000-1210	PERA CONTRIBUTION	11,050.47	11,941.63	11,499.36	12,865.43	12,678	<b>12,678</b>
101-43000-1220	FICA & MEDICARE	11,149.13	12,098.73	11,547.19	12,655.35	13,077	<b>13,077</b>
101-43000-1300	HEALTH-DENTAL INS	22,909.74	23,615.04	24,816.40	27,557.23	24,039	<b>25,912</b>
101-43000-1313	LIFE INSURANCE	106.35	106.40	106.32	112.43	105	<b>105</b>
101-43000-1510	WORK COMP INSURANCE	14,857.50	7,303.12	8,288.27	7,519.87	13,813	<b>12,853</b>
101-43000-2100	OPERATING SUPPLIES	0.00	0.00	0.00	43.42	0	<b>0</b>
101-43000-2120	FUEL-LUBRICANTS	16,047.47	10,345.51	203.73	19,994.41	18,000	<b>18,000</b>
101-43000-2150	SHOP MATERIALS	3,672.28	2,603.61	13,202.78	3,118.17	3,500	<b>5,000</b>
101-43000-2200	REPAIR & MAINTENANCE	9,174.48	4,323.41	1,277.70	2,619.82	7,500	<b>9,000</b>
101-43000-2210	EQUIPMENT PARTS	12,193.76	7,225.01	12,828.87	12,426.28	8,500	<b>10,000</b>
101-43000-2221	TIRES	0.00	207.92	8,026.19	371.40	1,000	<b>1,500</b>
101-43000-2224	STREET MAINT SUPPLY	0.00	0.00	10,797.97	0.00	3,000	<b>3,000</b>
101-43000-2226	SIGNS & STRIPING	6,092.80	5,190.14	5,861.75	10,521.21	7,500	<b>9,000</b>
101-43000-2280	UNIFORM ALLOWANCE	1,113.40	1,196.00	1,196.00	1,581.25	1,300	<b>1,600</b>
101-43000-3210	CELL TELEPHONE	198.47	183.30	189.67	227.93	370	<b>370</b>
101-43000-4000	CONTRACTUAL SERVICES	738.95	1,529.30	26.40	210.00	1,040	<b>1,040</b>
101-43000-4300	CONFERENCE & SCHOOLS	607.70	213.06	989.02	1,049.87	800	<b>800</b>
101-43000-4330	DUES & SUBSCRIPTIONS	103.13	165.67	67.18	69.38	220	<b>220</b>
101-43000-5000	CAPITAL OUTLAY	0.00	0.00	43.57	0.00	0	<b>0</b>
101-43000-7000	TRANSFER OUT	1,600.00	2,000.00	2,000.00	3,000.00	20,000	<b>50,000</b>
TOTAL STREET DEPARTMENT		257,433.77	248,894.85	255,339.50	290,132.51	307,372	<b>345,085</b>

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>STREETS-43000</u></b>		2022 ACTUAL	2023 BUDGET	2024 BUDGET
<b>1010</b>	<b>SALARIES *2023 Salaries</b>	\$ 161,820.58	156,116	<b>156,116</b>
	a) 1 - 100%	\$ 70,226		
	b) 3 - 25%	\$ 52,669		
	c) 28% of Director	\$ 32,400		
<b>1013</b>	<b>OVERTIME</b>	\$ 5,841.36	8,862	<b>8,862</b>
	a) 175 hrs			
<b>1020</b>	<b>ON-CALL SALARIES</b>	\$ 4,951.19	4,052	<b>4,052</b>
	a) 80 hrs			
<b>1050</b>	<b>VACATION BUY BACK</b>	\$ 1,575.93	1,900	<b>1,900</b>
<b>1210</b>	<b>PERA EMPLOYER CONTRIBUTION</b>	\$ 12,865.43	12,678	<b>12,678</b>
	a) Coordinated 7.5% \$ 169,030			
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 12,655.35	13,077	<b>13,077</b>
	a) FICA 6.2% \$ 170,930	\$ 10,598		
	b) Medicare 1.45% \$ 170,930	\$ 2,478		
<b>1300</b>	<b>HEALTH &amp; DENTAL INSURANCE/H.S.A</b>	\$ 27,557.23	24,039	<b>25,912</b>
<b>1313</b>	<b>PRUDENTIAL LIFE INSURANCE</b>	\$ 112.43	105	<b>105</b>
<b>1510</b>	<b>WORKER'S COMPENSATION</b>	\$ 7,519.87	13,813	<b>12,853</b>
	a) Premium	\$ 11,853		
	b) Deductible	\$ 1,000		
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ 43.42	0	<b>0</b>
<b>2120</b>	<b>MOTOR FUELS &amp; LUBRICANTS</b>	\$ 19,994.41	18,000	<b>18,000</b>
<b>2150</b>	<b>SHOP MATERIALS</b>	\$ 3,118.17	3,500	<b>5,000</b>
<b>2200</b>	<b>REPAIR, MAINTENANCE &amp; SUPPLIES</b>	\$ 2,619.82	7,500	<b>9,000</b>
<b>2210</b>	<b>EQUIPMENT PARTS</b>	\$ 12,426.28	8,500	<b>10,000</b>
<b>2221</b>	<b>TIRES</b>	\$ 371.40	1,000	<b>1,500</b>
<b>2224</b>	<b>STREET MAINTENANCE MATERIALS</b>	\$ -	3,000	<b>3,000</b>
	a) Asphalt			
<b>2226</b>	<b>SIGNS &amp; STRIPING</b>	\$ 10,521.21	7,500	<b>9,000</b>
	a) Crosswalks			
	b) Curbs			

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>STREETS-43000 (CON'T)</u></b>		2022 ACTUAL	2023 BUDGET	2024 BUDGET
<b>2280</b>	<b>UNIFORMS</b>	\$ 1,581.25	1,300	<b>1,600</b>
	a) Uniforms Allowance per contract	\$ 1,400		
	b) T-Shirts	\$ 200		
<b>3210</b>	<b>CELL PHONE</b>	\$ 227.93	370	<b>370</b>
<b>4000</b>	<b>CONTRACTUAL SERVICES</b>	\$ 210.00	1,040	<b>1,040</b>
	a) Safety Consultant	\$ 640		
	b) Random Drug Testing & Annual Fee	\$ 400		
	c) Street Sweeping ( <i>\$9,000 - Storm Water Fund</i> )	\$ -		
<b>4300</b>	<b>CONFERENCES &amp; SCHOOLS</b>	\$ 1,049.87	800	<b>800</b>
	a) Safety Training	\$ 500		
	b) A.P.W.A. St. Cloud	\$ 300		
<b>4330</b>	<b>DUES &amp; SUBSCRIPTIONS</b>	\$ 69.38	220	<b>220</b>
	a) American Public Works Assn.	\$ 200		
	b) Regional Mutual Aid Dues	\$ 10		
	c) Wells Fargo Credit Card	\$ 10		
<b>5000</b>	<b>CAPITAL OUTLAY</b>	\$ -	0	<b>0</b>
<b>7000</b>	<b>TRANSFER OUT</b>	\$ 3,000.00	20,000	<b>50,000</b>
	a) Forestry (Fund 251)	\$ 50,000		
<b><u>TOTAL STREETS DEPARTMENT</u></b>		<b>\$ 290,132.51</b>	<b>\$ 307,372</b>	<b>345,085</b>

GENERAL FUND-RECREATION ACCT #	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
101-45100-1010	FULL TIME EMPLOYEES	210,793.38	192,141.38	196,048.16	242,722.90	262,402	<b>270,202</b>
101-45100-1040	TEMPORARY EMPLOYEES	23,276.37	5,363.89	20,106.98	15,640.49	26,590	<b>30,645</b>
101-45100-1050	VACATION BUY BACK	2,366.40	2,102.75	1,617.34	1,744.70	3,000	<b>3,000</b>
101-45100-1210	PERA CONTRIBUTION	15,809.60	14,830.01	14,703.43	17,941.29	19,681	<b>20,266</b>
101-45100-1220	FICA & MEDICARE	17,690.89	15,388.56	15,789.65	18,853.54	22,338	<b>23,245</b>
101-45100-1300	HEALTH-DENTAL INS	36,095.54	31,817.38	34,981.84	36,791.62	41,041	<b>38,068</b>
101-45100-1313	LIFE INSURANCE	172.62	163.02	150.34	150.25	155	<b>155</b>
101-45100-1510	WORKERS COMP INSURANCE	0.00	0.00	14.66	0.00	5,075	<b>17,903</b>
101-45100-2000	OFFICE SUPPLIES	2,504.45	1,358.97	2,157.00	6,182.14	2,161	<b>2,261</b>
101-45100-2220	POSTAGE	10,825.76	4,734.69	11,955.56	7,893.23	13,581	<b>13,710</b>
101-45100-2290	RECREATION EQUIP-SUPPLIES	3,441.55	492.19	2,403.47	1,168.13	2,900	<b>3,000</b>
101-45100-3310	TRAVEL EXPENSE	323.52	0.00	653.71	707.01	1,000	<b>1,000</b>
101-45100-3410	EMPLOYMENT ADVERTISING	0.00	0.00	0.00	407.40	50	<b>50</b>
101-45100-3500	PRINTING & PUBLISHING	12,663.96	5,441.17	14,646.46	14,910.82	22,700	<b>22,700</b>
101-45100-4300	CONFERENCE & SCHOOLS	825.00	350.00	960.00	828.26	1,400	<b>1,550</b>
101-45100-4330	DUES & SUBSCRIPTIONS	890.00	627.65	404.93	279.93	630	<b>680</b>
101-45200-5000	CAPITAL OUTLAY	0.00	139.96	0.00	0.00	0	<b>0</b>
<b>TOTAL RECREATION DEPARTMENT</b>		<b>337,679.04</b>	<b>274,951.62</b>	<b>316,593.53</b>	<b>366,221.71</b>	<b>424,704</b>	<b>448,435</b>

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>RECREATION-45100</u></b>		2022 ACTUAL	2023 BUDGET	2024 BUDGET
<b>1010</b>	<b>SALARIES *2023 Salaries</b>	\$ 242,722.90	\$ 262,402	<b>\$ 270,202</b>
<b>1040</b>	<b>TEMPORARY SALARIES</b> (Salary Range \$19-\$25/hr)	\$ 15,640.49	\$ 26,590	<b>\$ 30,645</b>
	a) 3 Playground Leaders	\$23 x 320 hrs x 3 = \$22,080		
	b) Rink Attendants	\$16 x 250 hrs = \$4000		
	c) Field Attendants	\$14 x 110 hrs = \$1,540		
	d) Softball Umpires	\$27.50 x 110 hrs = \$3,025		
<b>1050</b>	<b>VACATION BUY BACK</b>	\$ 1,744.70	\$ 3,000	<b>\$ 3,000</b>
<b>1210</b>	<b>PERA EMPLOYER CONTRIBUTION</b>	\$ 17,941.29	\$ 19,681	<b>\$ 20,266</b>
	a) Coordinated 7.5%	\$ 270,202	\$ 20,265	
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 18,853.54	\$ 22,338	<b>\$ 23,245</b>
	a) FICA 6.2%	\$ 303,847	\$ 18,839	
	b) Medicare 1.45%	\$ 303,847	\$ 4,406	
<b>1300</b>	<b>HEALTH &amp; DENTAL INSURANCE/H.S.A</b>	\$ 36,791.62	\$ 41,041	<b>\$ 38,068</b>
<b>1313</b>	<b>PRUDENTIAL LIFE INSURANCE</b>	\$ 150.25	\$ 155	<b>\$ 155</b>
<b>1510</b>	<b>WORKER'S COMPENSATION</b>	\$ -	\$ 5,075	<b>\$ 17,903</b>
	a) Premium	\$ 16,903		
	b) Deductible	\$ 1,000		
<b>2000</b>	<b>OFFICE SUPPLIES</b>	\$ 6,182.14	\$ 2,161	<b>\$ 2,261</b>
	a) Office Supplies	\$ 789		
	b) Woven Envelopes/Stationary Shells	\$ 372		
	c) Ink Cartridges, Toner	\$ 1,100		
<b>2220</b>	<b>POSTAGE</b>	\$ 7,893.23	\$ 13,581	<b>\$ 13,710</b>
	a) Recreation Brochure Mailing (2,300x3)	\$ 10,960		
	b) Miscellaneous Mailings	\$ 2,750		
<b>2290</b>	<b>EQUIPMENT SUPPLIES</b>	\$ 1,168.13	\$ 2,900	<b>\$ 3,000</b>
	a) Playground Supplies (Bats,Balls,Games)	\$ 564		
	b) Youth Program Supplies	\$ 1,036		
	c) Seniors Program	\$ 1,400		
<b>3310</b>	<b>TRAVEL EXPENSE</b>	\$ 707.01	\$ 1,000	<b>\$ 1,000</b>
<b>3410</b>	<b>EMPLOYMENT ADVERTISING</b>	\$ 407.40	\$ 50	<b>\$ 50</b>

**2024 BUDGET BREAKDOWN OF EXPENDITURES:****RECREATION-45100 (CON'T)**

		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
<b>3500</b>	<b>PRINTING &amp; PUBLISHING</b>	\$ 14,910.82	\$ 22,700	<b>\$ 22,700</b>
	a) Winter Program Brochure	\$ 6,425		
	b) Fall Program Brochure	\$ 4,422		
	c) 8 page mid fall early winter	\$ 2,878		
	d) Spring/Summer Brochure (8 page)	\$ 2,878		
	e) Paper, ink & stencils for all flyers	\$ 1,857		
	f) New Journeys quarterly newsletter	\$ 4,240		
<b>4300</b>	<b>CONFERENCES &amp; SCHOOLS</b>	\$ 828.26	\$ 1,400	<b>\$ 1,550</b>
	a) M.R.P.A. Annual Conference	\$ 1,400		
	b) M.R.P.A., LMC Workshops	\$ 150		
<b>4330</b>	<b>DUES &amp; SUBSCRIPTIONS</b>	\$ 279.93	\$ 630	<b>\$ 680</b>
	a) M.R.P.A.	\$ 350		
	b) Sam's Club	\$ 120		
	c) Wells Fargo Credit Card	\$ 20		
	d) M.A.S.S.	\$ 15		
	e) National P.P.A.	\$ 175		
<b>5000</b>	<b>CAPITAL OUTLAY</b>	\$ -	\$ -	<b>\$ -</b>
<b><u>TOTAL RECREATION DEPARTMENT</u></b>		<b>\$ 366,221.71</b>	<b>\$ 424,704</b>	<b>448,435</b>



# Memorandum

**To:** Mayor and City Council  
**From:** Kay Okey, Parks & Recreation Director  
**Date:** 7/25/23

**Subject: Proposal to Expand Work Hours for Part-Time Recreation Support Specialist**

**Background:** The Park and Recreation Department currently employs Mara Olden as a part-time Support Specialist, working 20 hours per week from 12:30 pm to 4:30 pm. She joined the department on July 14, 2021, and has proven to be an exceptional employee. Her primary responsibilities encompass handling registrations through various channels, such as phone, mail, and in-person, as well as managing deposits, registration payment collection, conducting follow-up calls, and assisting with promotional materials. Additionally, Mara has taken on extra responsibilities, including creating and posting to all social media accounts, creating and producing the recreation program catalog, inputting program data into the registration software, creating marketing flyers for extended tours, and managing notifications and forms related to extended tour registration payments.

Under the guidance of program coordinators Anne Scanlon and Wesley Goldberg, the department has been actively enhancing its services. This progress is evident in the establishment of cooperative programs with neighboring cities, expansion of offerings with offsite sport providers, and the introduction of new programs like CarFit, Fall Family Fun Day, pickleball leagues, and skill classes. However, Anne Scanlon, who also serves as the travel coordinator, will be increasing her out-of-office time due to extended tours. This change leaves the department understaffed on those travel days. Wesley Goldberg, has increased his after-business hour attendance pertaining to evening program supervision mainly due to the unfilled role of softball coordinator position. By increasing the Support Specialist's hours, office coverage can be provided during these travel days and other out-of-office programming events.

As Mara's responsibilities have grown, it is crucial to maintain effective management of the department's diverse databases. These databases encompass mailing lists for programs such as extended tours, Valentine Lunch, and senior programs, as well as the registration software. By extending the Support Specialist's hours, our department can ensure the ongoing maintenance of the current systems, enhance efficiency in data entry, and make the most of the Support Specialist's social media and marketing expertise. Increasing this position hours will assist the coordinators in handling morning registration calls, enabling them to focus on other essential tasks. Furthermore, this expansion will contribute to enhancing the team's proficiency in the current software registration system. The staff have the basic understanding of the software and given the opportunity the department may expand on their reporting capabilities, analyze trends and improve target marketing. Given the anticipated

increase in rentals with the addition of the new Able Park buildings, coordination and correspondence duties are expected to rise, highlighting the need for adequate support within the department.

**Financial impact:** Staff is requesting an increase of 8 hours for the Support Specialist position bringing the total hours to 28 per week, thus keeping employee at the part-time level.

**Recommendation:** Due to the increase in duties of all department staff members, the Parks and Recreation Department recommends increasing Mara Olden hours from 20 hours per week to 28 hours per week for the upcoming budget cycle.

Respectfully submitted by:

Kay Okey  
Parks and Recreation Director

GENERAL FUND-PARKS DEPARTMENT		2019	2020	2021	2022	2023	2024
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-45200-1010	FULL TIME EMPLOYEES	149,935.95	160,934.58	160,461.45	165,055.78	164,796	<b>164,796</b>
101-45200-1013	OVERTIME	7,658.23	2,878.48	1,013.04	3,838.09	8,862	<b>8,862</b>
101-45200-1020	ON-CALL SALARIES	497.16	1,223.89	421.54	533.18	4,052	<b>4,052</b>
101-45200-1040	TEMPORARY EMPLOYEES	32,545.63	6,914.25	30,416.25	27,704.05	35,000	<b>35,000</b>
101-45200-1050	VACATION BUY BACK	2,686.51	2,982.53	3,072.01	3,056.33	3,000	<b>3,000</b>
101-45200-1210	PERA CONTRIBUTION	11,739.64	12,344.95	12,022.46	12,596.85	13,329	<b>13,329</b>
101-45200-1220	FICA & MEDICARE	14,496.68	13,162.83	14,585.87	14,814.39	16,503	<b>16,503</b>
101-45200-1300	HEALTH-DENTAL INS	24,221.84	23,958.36	24,595.82	25,442.94	24,497	<b>26,520</b>
101-45200-1313	LIFE INSURANCE	107.03	107.00	107.04	104.84	105	<b>105</b>
101-45200-1510	WORK COMP INSURANCE	7,895.00	5,052.50	7,858.80	7,519.87	14,253	<b>11,246</b>
101-45200-2100	OPERATING SUPPLIES	1,237.14	2,085.92	246.91	659.47	1,000	<b>1,000</b>
101-45200-2120	FUEL-LUBRICANTS	15,168.57	9,646.63	12,328.18	18,893.33	16,500	<b>16,500</b>
101-45200-2200	REPAIR & MAINTENANCE	5,041.42	9,343.17	16,979.82	30,619.83	25,300	<b>25,300</b>
101-45200-2210	EQUIPMENT PARTS	2,808.24	2,716.21	6,172.97	3,174.50	5,500	<b>6,000</b>
101-45200-2221	TIRES	229.68	283.61	719.02	705.48	800	<b>1,000</b>
101-45200-2225	LANDSCAPING MATERIAL	7,427.84	5,968.56	8,827.01	7,536.59	15,852	<b>15,852</b>
101-45200-2280	UNIFORM ALLOWANCE	1,113.40	1,196.00	1,196.00	1,268.75	1,200	<b>1,600</b>
101-45200-2290	RECR EQUIP SUPPLIES	844.08	1,967.59	503.84	3,773.60	4,300	<b>6,600</b>
101-45200-3210	CELL PHONE	510.09	516.04	518.77	544.53	500	<b>500</b>
101-45200-3810	ELECTRIC UTILITIES	4,455.08	4,176.13	4,375.75	5,360.39	5,000	<b>5,500</b>
101-45200-3830	GAS UTILITIES	3,208.13	2,885.53	3,102.97	6,694.17	4,200	<b>5,000</b>
101-45200-3841	RUBBISH REMOVAL	263.87	263.90	263.90	263.90	500	<b>1,000</b>
101-45200-4190	SATELLITE RENTAL	1,511.28	889.44	1,850.00	1,905.29	1,944	<b>1,998</b>
101-45200-4300	CONFERENCE & SCHOOLS	450.00	1,170.00	1,875.00	0.00	2,500	<b>2,500</b>
101-45200-4330	DUES & SUBSCRIPTIONS	63.12	0.00	67.19	69.37	67	<b>67</b>
101-45200-4500	CONTRACTUAL SERVICES	724.45	810.55	721.40	740.00	880	<b>1,780</b>
101-45200-4901	LAKESIDE PARK	11,500.00	11,500.00	6,224.00	11,500.00	12,500	<b>12,500</b>
101-45200-5000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0	<b>0</b>
<b>TOTAL PARKS DEPARTMENT</b>		<b>308,340.06</b>	<b>284,978.65</b>	<b>320,527.01</b>	<b>354,375.52</b>	<b>382,940</b>	<b>388,110</b>

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
<b><u>PARKS-45200</u></b>				
<b>1010</b>	<b>SALARIES *2024 Salaries</b>	\$ 165,055.78	\$ 164,796	<b>\$ 164,796</b>
	a) 1 - 100% (Lead Worker)	\$ 78,906		
	b) 3 - 25%	\$ 52,669		
	c) 28% of Director	\$ 32,400		
<b>1013</b>	<b>OVERTIME</b>	\$ 3,838.09	\$ 8,862	<b>\$ 8,862</b>
	a) 175 hrs			
<b>1020</b>	<b>ON-CALL SALARIES</b>	\$ 533.18	\$ 4,052	<b>\$ 4,052</b>
	a) 80 hrs			
<b>1040</b>	<b>TEMPORARY SALARIES</b>	\$ 27,704.05	\$ 35,000	<b>\$ 35,000</b>
<b>1050</b>	<b>VACATION BUY BACK</b>	\$ 3,056.33	\$ 3,000	<b>\$ 3,000</b>
<b>1210</b>	<b>PERA EMPLOYER CONTRIBUTION</b>	\$ 12,596.85	\$ 13,329	<b>\$ 13,329</b>
	a) Coordinated 7.5% \$ 177,710			
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 14,814.39	\$ 16,503	<b>\$ 16,503</b>
	a) FICA 6.2% \$ 215,710	\$ 13,375		
	b) Medicare 1.45% \$ 215,710	\$ 3,128		
<b>1300</b>	<b>HEALTH &amp; DENTAL INSURANCE/H.S.A</b>	\$ 25,442.94	\$ 24,497	<b>\$ 26,520</b>
<b>1313</b>	<b>PRUDENTIAL LIFE INSURANCE</b>	\$ 104.84	\$ 105	<b>\$ 105</b>
<b>1510</b>	<b>WORKER'S COMPENSATION</b>	\$ 7,519.87	\$ 14,253	<b>\$ 11,246</b>
	a) Premium	\$ 10,246		
	b) Deductible	\$ 1,000		
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ 659.47	\$ 1,000	<b>\$ 1,000</b>
	a) Park Building Supplies			
	1) Rags			
	2) Cleaning Supplies			
	3) Paper Products			
	4) Shovels/Rakes			
<b>2120</b>	<b>MOTOR FUELS &amp; LUBRICANTS</b>	\$ 18,893.33	\$ 16,500	<b>\$ 16,500</b>

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
<b><u>PARKS-45200 (CON'T)</u></b>				
<b>2200</b>	<b>REPAIRS &amp; MAINTENANCE</b>	\$ 30,619.83	\$ 25,300	<b>\$ 25,300</b>
	a) Paint	\$ 800		
	b) Hardware	\$ 1,300		
	c) Lumber	\$ 1,300		
	d) Electrical	\$ 700		
	e) Irrigation System	\$ -		
	f) Triangle Park Fountain	\$ 1,000		
	g) Auto Repairs	\$ 1,000		
	h) Terrace Park Court Rehab	\$ 18,500		
	i) Miscellaneous	\$ 700		
<b>2210</b>	<b>EQUIPMENT PARTS</b>	\$ 3,174.50	\$ 5,500	<b>\$ 6,000</b>
<b>2221</b>	<b>TIRES</b>	\$ 705.48	\$ 800	<b>\$ 1,000</b>
<b>2225</b>	<b>LANDSCAPE MATERIALS</b>	\$ 7,536.59	\$ 15,852	<b>\$ 15,852</b>
	a) Fertilizer & Seed	\$ 3,000		
	b) Agriculture Lime	\$ 1,970		
	c) Line White Field Marking Paint	\$ 500		
	d) Safe Line for Lining Fields	\$ 400		
	e) Fibre for Playgrounds	\$ 3,982		
	f) Broadleaf Control	\$ 6,000		
<b>2280</b>	<b>UNIFORMS</b>			
	a) Uniform Allowance per contract	\$ 1,200	\$ 1,200	<b>\$ 1,600</b>
	b) T-Shirts	\$ 400		
<b>2290</b>	<b>RECREATION EQUIPMENT SUPPLIES</b>			
	a) Replacement parts for Bleachers/ Benches/Tables	\$ 500	\$ 4,300	<b>\$ 6,600</b>
	b) Volleyball, Hockey & Tennis Nets	\$ 500		
	c) Backstop Fencing	\$ 2,200		
	d) Playground Parts	\$ 3,400		
<b>3210</b>	<b>LEAD WORKER'S CELL PHONE</b>	\$ 544.53	\$ 500	<b>\$ 500</b>
<b>3810</b>	<b>ELECTRIC SERVICE</b>	\$ 5,360.39	\$ 5,000	<b>\$ 5,500</b>
	a) Warming House (Able Park) Skating Lights			
	b) Tennis & Ballfield Lights at Terrace Park			
	c) Triangle Park Water Fountain			
	d) 8463 Terrace Road			

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

**PARKS-45200 (CON'T)**

		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
<b>3830</b>	<b>GAS SERVICE</b>			
	a) Able Park Building	\$ 6,694.17	\$ 4,200	\$ 5,000
	b) Terrace Park Building			
	c) Sanburnol Building (heat left on low to prevent damage)			
	d) 8463 Terrace Road			
<b>3841</b>	<b>RUBBISH REMOVAL</b>	\$ 263.90	\$ 500	\$ 1,000
	a) Removal	\$ 900		
	b) Solid Waste Mgmt Charge-Anoka Co	\$ 100		
<b>4190</b>	<b>SATELLITE RENTAL</b>	\$ 1,905.29	\$ 1,944	\$ 1,998
	a) 3 units @ \$74 x 4/mo.	\$ 888		
	b) 2 units @ \$74 x 6/mo.	\$ 888		
	c) 3 units @ \$74	\$ 222		
<b>4300</b>	<b>CONFERENCES &amp; SCHOOLS</b>	\$ -	\$ 2,500	\$ 2,500
	a) Public Works Annual Conference	\$ 325		
	b) Ballfield Maintenance	\$ 100		
	c) Playground School	\$ 1,975		
	d) Minnesota Green Conference	\$ 100		
<b>4330</b>	<b>DUES &amp; SUBSCRIPTIONS</b>	\$ 69.37	\$ 67	\$ 67
<b>4500</b>	<b>CONTRACTUAL SERVICES</b>	\$ 740.00	\$ 880	\$ 1,780
	a) Safety Consultant	\$ 640		
	b) Random Drug Testing	\$ 240		
	c) Able Park Building Alarm Inspection	\$ 900		
<b>4901</b>	<b>LAKESIDE PARK EXPENSE</b>	\$ 11,500.00	\$ 12,500	\$ 12,500
<b>5000</b>	<b>CAPITAL OUTLAY</b>			\$ -
<b><u>TOTAL PARKS DEPARTMENT</u></b>		<b>\$ 354,375.52</b>	<b>\$ 382,940</b>	<b>\$ 388,110</b>

**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

		2022 ACTUAL	2023 BUDGET	2024 BUDGET
<b><u>101.45200.4901 LAKESIDE PARK</u></b>				
<b>Salaries:</b>			\$ 5,120	\$ 5,120
a) Maintenance Person:				
4 hrs/day x 80 days x \$16.00/hr	\$ 5,120			
<b>FICA/Medicare</b>	(.0765 x \$5,120)		\$ 392	\$ 392
<b>Worker's Compensation</b>			\$ 253	\$ 253
<b>Operating Supplies:</b>			\$ 2,500	\$ 2,500
a) Soap, toilet paper, garbage bags	\$ 240			
b) Ag lime for ballfield	\$ 200			
c) Aeration notice	\$ 60			
d) Volleyball net	\$ 90			
e) Broadleaf/Veg Control	\$ 500			
f) Fertilizer (50 bags) & seed	\$ 560			
g) Playground surface	\$ 850			
<b>Electricity (Vandal lights, irrigation system &amp; buildings)</b>			\$ 1,300	\$ 1,300
<b>Water/Sewer Service</b>			\$ 2,400	\$ 2,400
<b>Refuse Collection</b>			\$ 75	\$ 75
<b>Portable Restrooms</b>			\$ 550	\$ 550
<b>Maintenance Equipment Rental/Usage</b>			\$ 5,276	\$ 5,276
<b>Insurance</b>			\$ 6,055	\$ 6,055
<b>Equipment Repairs</b>			\$ 1,154	\$ 1,154
a) Sprinkler system-expansion	\$ 600			
b) Drinking fountain	\$ 250			
c) Fencing	\$ 100			
d) Playground equipment	\$ 300			
e) Signs repairs	\$ 100			
f) Electricial	\$ 300			
g) Building and sidewalks	\$ 1,270			
<b><u>TOTAL LAKESIDE PARK BUDGET</u></b>		\$ 11,500.00	\$ 25,075	\$ 25,075
	<i>Less Park Rental Income &amp; Investment Income</i>		\$ -	\$ -
			\$ 25,075	\$ 25,075
<b><u>Spring Lake Park Share</u></b>			\$ 12,537.50	\$ 12,538

GENERAL FUND-MISCELLANEOUS ACCT #	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
101-49000-1300	HEALTH INSURANCE	1,604.54	1,124	680.88	435.68	800	<b>1,500</b>
101-49000-1313	COBRA-H.S.A. ADMIN FEES	0.00	220	30.08	0.00	8,400	<b>0</b>
101-49000-3600	INSURANCE	49,195.00	48,335	55,416.37	51,740.78	60,000	<b>60,000</b>
101-49000-4000	CONTRACTUAL SERVICES	1,650.00	2,464	19,989.66	0.00	10,000	<b>10,000</b>
101-49000-4389	CONTINGENCY	0.00	0	0.00	203.28	25,000	<b>190,883</b>
101-49000-4390	MISCELLANEOUS	898.16	989	835.56	1,842.07	10,000	<b>10,000</b>
101-49000-4420	SURCHARGES-PLBG	122.99	151	0.00	253.80	200	<b>200</b>
101-49000-4430	SURCHARGES-HTG	466.47	658	0.00	577.44	400	<b>400</b>
101-49000-4440	SURCHARGES-BLDG	6,133.73	7,164	0.00	6,229.94	5,000	<b>5,000</b>
101-49000-7000	PERM TRANSFERS OUT	425,000.00	585,000	402,000.00	155,000.00	127,500	<b>127,500</b>
<b>TOTAL MISCELLANEOUS</b>		<b>485,070.89</b>	<b>646,105</b>	<b>478,952.55</b>	<b>216,282.99</b>	<b>247,300</b>	<b>405,483</b>
<b>TOTAL GENERAL FUND BUDGET</b>		<b>4,569,720.68</b>	<b>4,358,969.59</b>	<b>4,624,930.44</b>	<b>4,596,749.89</b>	<b>5,039,507</b>	<b>5,410,212</b>



**2024 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>MISCELLANEOUS-49000</u></b>		2022 ACTUAL	2023 BUDGET	2024 BUDGET
<b>1300</b>	<b>HEALTH INSURANCE</b>	\$ 435.68	\$ 800	<b>\$ 1,500</b>
<b>1313</b>	<b>COBRA &amp; H.S.A. ACCOUNT MANAGEMENT COST</b> a) \$688/month	\$ -	\$ 8,400	<b>\$ -</b>
<b>3600</b>	<b>INSURANCE</b> a) General Liability b) Accident c) Boards & Commissions d) Auto	\$ 51,740.78	\$ 60,000	<b>\$ 60,000</b>
<b>4000</b>	<b>CONTRACTUAL SERVICE</b>	\$ -	\$ 10,000	<b>\$ 10,000</b>
<b>4389</b>	<b>CONTINGENCY</b>	\$ 203.28	\$ 25,000	<b>\$ 190,883</b>
<b>4390</b>	<b>MISCELLANEOUS</b>	\$ 1,842.07	\$ 10,000	<b>\$ 10,000</b>
<b>4420</b>	<b>PLUMBING SURCHARGE</b>	\$ 253.80	\$ 200	<b>\$ 200</b>
<b>4430</b>	<b>HEATING &amp; AIR CONDITIONING SURCHARGES</b>	\$ 577.44	\$ 400	<b>\$ 400</b>
<b>4440</b>	<b>BUILDING SURCHARGES</b>	\$ 6,229.94	\$ 5,000	<b>\$ 5,000</b>
<b>7000</b>	<b>PERMANENT TRANSFERS</b>	\$ 155,000.00	\$ 127,500	<b>\$ 127,500</b>
	a) Election Fund transfer	\$ 15,000		
	b) Severence Liability	\$ 25,000		
	(2019-\$15,000)			
	(2020-\$20,000)			
	(2021-\$20,000)			
	(2022-\$25,000)			
	c) Transfer (FD Debt - Station #3)	\$ 47,500		
	d) Transfer (Building Maintenance Fund)	\$ 40,000		
<b><u>TOTAL MISCELLANEOUS</u></b>		<b>\$ 216,282.99</b>	<b>\$ 247,300</b>	<b>405,483</b>
<b><u>TOTAL 2024 EXPENDITURES</u></b>		<b>\$ 4,596,749.89</b>	<b>\$ 5,039,507</b>	<b>5,410,212</b>

**City of Spring Lake Park**

1301 81st Avenue NE | Spring Lake Park, MN 55432

P) 763-784-6491 F) 763-792-7257

[www.slpmn.org](http://www.slpmn.org)