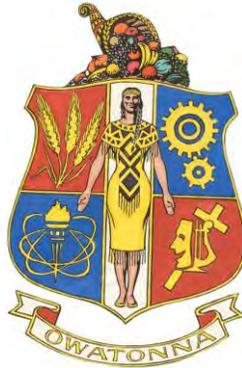




City of Owatonna
2022 Adopted Budget

THE CITY OF



OWATONNA

Kris Busse
City Administrator

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Owatonna, MN 55060-4794
Ph. (507) 444-4300
FAX: (507) 444-4394
Email: Kris.Busse@ci.owatonna.mn.us

To: Honorable Mayor and City Councilmembers
From: Kris M. Busse, City Administrator
Re: 2022 Recommended budget and levy
Date: December 21, 2021

Pursuant to the Owatonna City Charter and Minnesota Statutes, the City Administrator hereby submits to the City Council the 2022 recommended budget and levy for all funds of the City of Owatonna. This budget is the result of months of preparation and review by Council and City Staff. This budget furthers the objectives in all four pillars of the strategic plan, Infrastructure, Economic Vitality, Quality of Life and Efficient, Effective, Government.

Economic Outlook-

The city is coming off an unprecedented time in our history. The effects of COVID-19 have made a lasting impression on operations, communications, and remote access. I am proud to say city staff has risen admirably to this task. We have learned to be more creative and flexible in service delivery.

Owatonna had a record-breaking year in the number and valuation of building permits in 2020. 2021 is also proving to be a strong year in terms of development. Work has begun on the Marriott Courtyard downtown hotel with 106 rooms and another 43-unit apartment complex called the Pearl. Construction is well underway on the new streetscape project downtown. This nearly \$4 million investment will provide a pedestrian friendly environment with improved accessibility and additional sidewalk space for foot traffic and retailer uses for dining and merchandise display. The addition of the hotel and apartment building will add to the vibrancy and pedestrian traffic for downtown. Construction of the new high school will offer further opportunities for attracting residents and open other properties for development. Looking forward, over the next five years, several TIF districts will be decertified, and a significant amount of tax capacity will be added to the city's market value. Although TIF doesn't immediately add to the City's tax capacity, it has many ancillary immediate benefits and the eventual addition to tax capacity.

Budget Highlights

This budget reflects strategic investments to respond to the growth we have experienced and continues our efforts for further economic growth. The 2022 budget advances all four key focus areas of the City's Strategic Plan; Infrastructure, Economic Vitality, Quality of Life and Efficient, Effective and Economical Government. In terms of Infrastructure, staff has added the recommendations from the facility study to the ten-year CIP plan so a strategy can be developed for assessing and prioritizing projects. For 2022, funding is included for mechanical upgrades at River Springs Water Park and renovations to the Public Library. Other important projects include the Fire alarm panel at Velve Hall, tuck pointing at West Hills, Fire station alarm panel and HVAC improvements.

Fostering Economic Vitality is critical to creating a diverse economic base that attracts and maintains quality jobs and continues growth in the city tax base. Building on the success of the previous year's progress and looking to assist with future growth, an additional staff member has been added to the budget. This position will be responsible for community development issues related to annexations and will assist with economic development. A part-time building inspector has also been added to the budget to assist with the increasing workload in that department. Other investments for economic vitality include the debt service levy for the downtown streetscape, \$75,000 added to a neglected/hazardous buildings fund and \$5,000 increase in the EDA and HRA levies.

One of the lessons learned from the pandemic was the importance of Quality-of-Life amenities. The option of remote work has allowed employees to live anywhere with a good internet connection. To attract new residents and better serve existing residents, funding of \$33,217 has been included to match a grant received of \$99,650 to complete a trail connection from the boat landing to 18th Street. Planning for trail connection of the North Straight River trail and the Buxton trail is included. With the addition of the downtown streetscape, additional year-round maintenance work is needed for this new amenity. A full-time park maintenance position has been added to address this need. Funding is also included for the recommended renovations by the space allocation study for the library. Public safety is also of critical importance to the community. Funding continues to be included for routine replacement of the body cameras and new in-car cameras for the police department. Additional money is included for updating portable radios. Continuity of operations is aided by transitioning several of the city's IT services to the cloud. Improving public communications and public engagement will be addressed by the addition of a Communications Manager. Also included is programming and additional equipment for the public access channel. Transitioning to the new ERP system will improve the functionality and information on the website.

Efficient, Effective and Economical government has been addressed through several organizational changes in park and recreation department and library. These changes have improved operational efficiencies and effectiveness. The additional staff person in Community Development will help manage the added responsibilities of the City's continued growth. A GPS asset management system has been added to the Park and Recreation budget allowing staff to streamline and improve various maintenance tasks. Adding card access doors will also aid efficiencies in operation of recreation facilities. Attracting, Developing and retaining a high performing municipal workforce is a key component of the strategic plan. A modest wage increase has been included along with a complete review of the City's class and compensation plan to ensure continued internal and external equity. The ERP system will utilize new technology to improve business processes and functionality. \$50,000 has been added to the grant

matching fund previously established to allow the City to pursue grants year-round without concern of finding matching funds after the budget has been approved.

The Vehicle Replacement Fund (VRF) provides funding for vehicle and equipment needs for all city departments. This fund was created after the recession in 2008 to address the dilemma of choosing between much needed equipment versus other important capital projects. By establishing this fund, equipment can be replaced at recommended intervals and more accurately reflects the true costs in their respective departments/programs. This internal service fund provides funding for core city vehicles through monthly charges to the general fund for vehicle use. 2022 purchases include a variety of equipment needs throughout the city. For example, engineering vehicle, squad cars, parks department golf mower and truck, street department loader, pickup truck, backhoe and skid steer.

Recommendation

I am recommending an increase in the levy of 9.5%. Preliminary information provided by the Steele County assessor show the city's tax capacity increasing by approximately 6%. The city has a history of strong economic growth and indications are this trend is continuing into 2022. This growth will minimize the impact to the taxpayer. In addition, the tax capacity growth over the last three years has exceeded the growth in the levy. The recommended 2022 budget reflects strategic investments to accommodate and facilitate continued economic growth and advances the City's strategic plan.

Special thanks to the finance department for their work on the budget and CIP documents and the department heads for their excellent work in developing the programs necessary to carry out the vision and strategic plan of the city council.

CITY OF OWATONNA

2022 BUDGET

2021 CITY COUNCIL

Term Expires

Mayor	Thomas A. Kuntz	December 2024
Council Member at Large	Doug Voss	December 2024
Council Member at Large	Dan Boeke	December 2022
Council Member First Ward	Nathan Dotson	December 2022
Council Member Second Ward	Greg Schultz	December 2024
Council Member Third Ward	Dave Burbank	December 2022
Council Member Fourth Ward	Kevin Raney	December 2024
Council Member Fifth Ward	Brent Svenby	December 2022

CITY STAFF

City Administrator	Kris Busse
City Engineer-Director of Public Works	Kyle Skov
Finance Director	Rhonda Moen
Chief of Police	Keith Hiller
Fire Chief	Ed Hoffman
Director of Community Development	Troy Klecker
Library Director	Mark Blando
Director of Parks and Recreation	Jenna Tuma
Director of Human Resources	Emily Thamert
Director of Information Technology	Ryan Brown
City Attorney	Mark M. Walbran

INTRODUCTION



STRATEGIC PLANNING

Owatonna's Mayor and City Council worked with the City Administrator and her staff to develop this three-year Strategic Plan, with a vision toward the future. This plan sets the course for the City of Owatonna to ensure the City's vision is accomplished. The vision, to enhance the quality of life, serves as the foundation for the City's four Key Focus Areas. The Key Focus Areas of Infrastructure, Economic Vitality, Quality of Life, and Efficient, Effective, and Economical Government allow the City to align its efforts and resources to accomplish its goals.

KEY FOCUS AREA GOALS: The following are the goals for each of the City's Key Focus Areas

Infrastructure: *Develop and implement fiscal sustainability policies to support core services that proactively ensure the health, safety and welfare of our citizens.*

Economic Vitality: *Through collaboration and partnership with city enterprises, other public entities, Owatonna Partners for Economic Development (OPED), and private entities, support economic development efforts that attract, retain and create quality jobs to ensure a diverse economic base, a resilient and growing city tax base, and thriving neighborhoods.*

Quality of Life: *Maximize resources that provide quality of life City services and programs, including adherence to the aforementioned City Services, and Economic Vitality Goals; enhancing conveniences for our citizens; and providing the art, cultural and recreational amenities befitting the size and geographic location of Owatonna.*

Efficient, Effective, and Economical Government: *To be an innovative, responsible and customer-focused government working collaboratively.*

City of Owatonna

FY 2020-2022 Strategic Plan

City of Owatonna

Fund Balance Policy

I. PURPOSE AND NEED FOR POLICY

The City understands it has a responsibility to maintain prudent financial operations to ensure stable city operations for the benefit of city residents and businesses. Fund balance reserves are an important component in ensuring the overall financial health of a community, by giving the City cushion to meet contingency or cash-flow timing needs. The Office of the State Auditor recommends that at year-end, local governments maintain an unreserved fund balance in their general fund and special revenue funds of approximately 35 to 50% of fund operating revenues, or no less than five months of operating expenditures. While the bond rating agencies do not have recommended fund balance levels, the agencies look favorably on larger fund balances, which protect against contingencies and cash flow needs.

Fund balance is comprised of nonspendable fund balance, restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance. The last three components combined make up "unreserved fund balance".

II. POLICY

- Provide and maintain an unreserved General Fund balance of 50% of the next year's budgeted operating expenditures in the General Fund.
- Annual proposed budgets shall include this benchmark policy.
- Council shall review the amounts in fund balance in conjunction with the annual budget approval, and make adjustments as necessary to meet expected cash-flow needs.
- Council may consider appropriating (for authorized purposes) fund balance in excess of the policy level. An example of preferred use of excess fund balance would be for one-time expenditures such as capital expenditures.
- The use of fund balance below the specified 50% target will be limited to unforeseen circumstances only.
- Should the use of fund balance be required, the plan for replenishment will be specified. The replenishment plan should not exceed three years.
- Authority to assign fund balance shall be granted to the City Administrator.
- Unrestricted fund balance shall be used prior to restricted fund balance. The order of use for unrestricted fund balance shall be committed, assigned and then unassigned.

III. PROCEDURES

- City shall maintain necessary funds in accordance with City policy and Minnesota statutes.
- Annual financial statements shall be prepared in accordance with generally accepted accounting principles establishing the fund balance at the end of each year.
- Council shall review fund balance and cash-flow needs during the budget process in accordance with this policy.

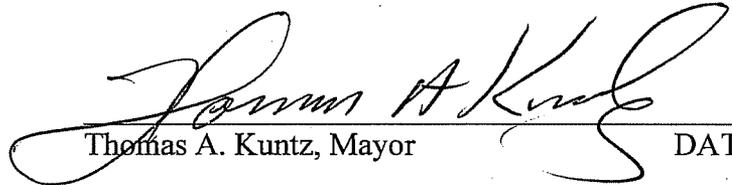
- Staff and Council should review the policy periodically, especially if the composition or timing of revenue receipts change.

IV. RESPONSIBILITY AND AUTHORITY

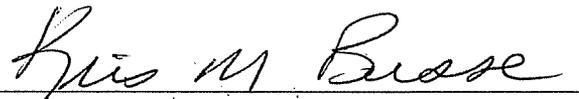
Administrative implementation of policies is the responsibility of staff and council.

VI. POLICY EFFECTIVE DATE

This policy shall become effective upon approval by the City Council.


Thomas A. Kuntz, Mayor DATE

ATTEST


Kris M. Busse, City Administrator/City Clerk

Fund Balance Policy - Compliance

- ▶ The fund balance policy provides that the City maintain a general fund unreserved fund balance of 50% of the next year's budgeted expenditures.
- ▶ Unreserved fund balance @ 12/31/20 was \$11,663,406 or 55% of 2021 budgeted expenditures.
- ▶ It is estimated that unreserved fund balance will be equal or greater to the 12/31/20 balance at the end of 2021.
- ▶ 50% of 2022 budgeted expenditures would be \$11,397,095. Based on fund balance estimates, the 2022 budget does comply with the fund balance policy. It is estimated that the unreserved fund balance @ 12/31/21 will be at least 51% of 2022 budgeted expenditures.

Looking to the Future

In preparing an annual budget it is prudent to look into the future to determine if there are any looming problems. Estimates are just that, estimates. They may not agree to actual results, but they may alert us to future deficit problems.

Five-by-Five Basic Budget – General Fund

The following table shows the five-year basic budget. The five items included are beginning fund balance, how much we plan to take in, how much we plan to spend, the surplus or deficit and the ending balance.

	(in millions)				
	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Starting fund balance	\$11.9	\$11.9	\$11.9	\$11.9	\$11.9
Revenues	21.3	22.7	23.5	24.2	25.0
Expenses	21.3	22.7	23.5	24.2	25.0
Surplus/(Deficit)	0.0	0.0	0.0	0.0	0.0
Ending fund balance	\$11.9	\$11.9	\$11.9	\$11.9	\$11.9

Expense assumptions include having modest wage increases annually, a growth factor, and a slight increase to factor in inflation. Revenue assumptions include all revenues will remain flat. The entire necessary revenue increase is added to the levy. This is a conservative approach as several revenue items will see increases. It is also assumed that the city will continue to be in a period of growth to offset the levy increases. The total effect of the assumptions is summarized below.

	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Total increase in expenses	7.05%	3.25%	3.25%	3.25%
Required levy increase to balance budget	9.50%	4.72%	4.65%	4.59%
Required fund balance per policy	\$11.4	\$11.8	\$12.1	\$12.5

You will notice that as expenditures increase the required fund balance also increases. The City's past history of conservative budgeting will help to alleviate this problem as there will likely be a small carryover added to fund balance annually. If there are not amounts added to fund balance, the City will need to either decrease their expenditures or find additional revenues.

Management can review this projection to help determine if there are any areas they would like to increase expenditures and if that would be feasible (i.e. increased funding towards street maintenance, increased funding in building maintenance and preservation, etc.) Management can also use this to determine if they spend down fund balance what impact that will have on the city's compliance with its fund balance policy. They can also review their project lists and modify either the projects themselves or the timelines for the projects.

Management has been using a ten-year projection to plan for the future facility needs of the City. The long-term plan has been to use the City's growth to offset the costs of the facility needs.

The City is in a period of growth. It is because of this that the increase in expenditures has been increased over prior year's estimates. In order to meet the increasing needs of the growing community, resources have been added to the current budget and it is anticipated that this will continue for a period of time.

With the completion of the City's facility study, it has become evident that the City does not have the current resources to adequately maintain all of its facilities. Having all of the needs identified and quantified has made doing an evaluation of our facilities and their uses even more of a priority. Once this evaluation is complete a financing plan can be developed. We need to get to a point of planned maintenance rather than reactive maintenance.

The City continues its commitment to maintaining the City's infrastructure. The City now has established a funding source through its vehicle replacement fund and the building maintenance fund. The City's commitment is evident through its annual capital projects levy and also through the debt service levy which is paying for prior year projects. The City's efforts will aid in providing financial sustainability for years to come.

**City of Owatonna
2022 Budget Summary by Fund**

	Governmental Funds				Component Unit	Enterprise Funds			Special Taxing Authority
	General Fund	Special Revenue Funds	Capital Projects Funds	Debt Service Funds	EDA	Sewer Fund	Storm Water Fund	City Total	HRA
Revenues									
Tax Levy	\$12,551,340		\$703,135	\$1,525,510	\$190,000		\$312,305	\$15,282,290	\$190,000
Other Taxes	349,000		3,533,318		250,000			4,132,318	
Licenses & Permits	402,759							402,759	
Intergovernmental	6,198,865		335,150					6,534,015	1,120,600
Charges for Services	2,660,360				68,786	4,255,178	1,320,000	8,304,324	12,690
Special Assessments			57,785	339,174		411		397,370	
Fines & Forfeitures	195,820							195,820	
Interest on Investments	50,000	3,400	51,500	29,000	11,200	120,000	20,000	285,100	1,100
Miscellaneous	386,047	93,000			33,600			512,647	36,000
Transfers In			200,000	369,690				569,690	
Total Revenues	\$22,794,191	\$96,400	\$4,880,888	\$2,263,374	\$553,586	\$4,375,589	\$1,652,305	\$36,616,333	\$1,360,390
Expenditures									
Personnel	\$16,074,326				\$94,581	\$1,063,341	\$129,794	\$17,362,042	\$177,233
Supplies	2,023,849	50,000			800	395,000	60,250	2,529,899	1,200
Other Services/Charges	4,496,016	40,000	3,385,896		444,567	2,249,150	689,780	11,305,409	1,160,817
Debt Service				2,093,865		32,000	35,000	2,160,865	
Capital Outlay			3,206,367					3,206,367	
Transfers Out	200,000		149,690	220,000				569,690	
Total Expenditures	\$22,794,191	\$90,000	\$6,741,953	\$2,313,865	\$539,948	\$3,739,491	\$914,824	\$37,134,272	\$1,339,250
Other Financing Source									
Bond Proceeds			1,938,000					\$1,938,000	

**CITY OF OWATONNA
TEN YEAR HISTORY OF LEVY AND LEVY CHANGES
FOR PERIOD 2013 THRU 2022**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Tax Capacity Rates										
County	62.495	59.246	58.102	60.653	59.890	61.627	60.667	60.457	57.758	
City	59.754	59.018	59.533	60.393	61.513	63.768	63.283	62.481	59.530	
ISD 761	19.375	17.954	16.662	31.493	30.708	30.078	27.650	40.015	37.859	
Totals	<u>141.624</u>	<u>136.218</u>	<u>134.297</u>	<u>152.539</u>	<u>152.111</u>	<u>155.473</u>	<u>151.600</u>	<u>162.953</u>	<u>155.147</u>	
% Share of Total										
County	44.13%	43.49%	43.26%	39.76%	39.37%	39.64%	40.02%	37.10%	37.23%	
City	42.19%	43.33%	44.33%	39.59%	40.44%	41.02%	41.74%	38.34%	38.37%	
ISD 761	13.68%	13.18%	12.41%	20.65%	20.19%	19.35%	18.24%	24.56%	24.40%	
Totals	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	
City Levy										
General Fund	7,722,773	7,707,934	8,052,651	8,578,611	9,137,736	9,502,811	10,274,044	10,812,919	11,222,135	12,364,440
CIP Fund	550,000	400,000	350,000	305,000	400,000	528,000	405,000	367,000	400,000	618,000
Bldg Maint Fund	0	0	0	0	0	536,325	295,000	338,000	384,000	85,135
EDA	140,000	140,000	150,000	160,000	165,000	170,000	175,000	185,000	185,000	190,000
Levy Subject to Levy Limit	<u>8,412,773</u>	<u>8,247,934</u>	<u>8,552,651</u>	<u>9,043,611</u>	<u>9,702,736</u>	<u>10,737,136</u>	<u>11,149,044</u>	<u>11,702,919</u>	<u>12,191,135</u>	<u>13,257,575</u>
PERA Rate Change	111,108	113,315	134,947	144,389	157,290	161,332	170,332	170,882	173,213	186,914
Debt	<u>1,173,384</u>	<u>1,336,016</u>	<u>1,384,920</u>	<u>1,379,550</u>	<u>1,311,475</u>	<u>1,320,860</u>	<u>1,664,690</u>	<u>1,659,430</u>	<u>1,580,330</u>	<u>1,837,815</u>
Subtotal	<u>9,697,265</u>	<u>9,697,265</u>	<u>10,072,518</u>	<u>10,567,550</u>	<u>11,171,501</u>	<u>12,219,328</u>	<u>12,984,066</u>	<u>13,533,231</u>	<u>13,944,678</u>	<u>15,282,304</u>
HRA	<u>120,000</u>	<u>120,000</u>	<u>130,000</u>	<u>145,000</u>	<u>155,000</u>	<u>165,000</u>	<u>175,000</u>	<u>185,000</u>	<u>185,000</u>	<u>190,000</u>
Total	<u>9,817,265</u>	<u>9,817,265</u>	<u>10,202,518</u>	<u>10,712,550</u>	<u>11,326,501</u>	<u>12,384,328</u>	<u>13,159,066</u>	<u>13,718,231</u>	<u>14,129,678</u>	<u>15,472,304</u>
Levy Percentage Change	1.83%	0.00%	3.92%	5.00%	5.73%	9.34%	6.26%	4.25%	3.00%	9.50%
Extra Information:										
LGA & MVC from the State of Minnesota										
LGA Certified	3,153,124	3,935,915	4,052,823	4,089,010	4,103,651	4,266,457	4,278,486	4,511,224	4,652,778	4,737,816
MVC Reduction										
LGA Unallotment										
Net State Aid	3,153,124	3,935,915	4,052,823	4,089,010	4,103,651	4,266,457	4,278,486	4,511,224	4,652,778	4,737,816

Governmental Funds Summary

The following data related to governmental funds includes the general fund, special revenue funds, capital projects funds, and debt service funds. The HRA and EDA are not included.

Revenues and Other Financing Sources

The following table shows the five-year history of the Governmental Funds from 2018-2022. The budgeted revenue (excluding transfers in) is \$29,465,163 which is a \$2,464,273 or 7.7% decrease from 2021. The most significant changes in budgeted revenues for 2021 was a decrease in the intergovernmental revenue related to capital projects.

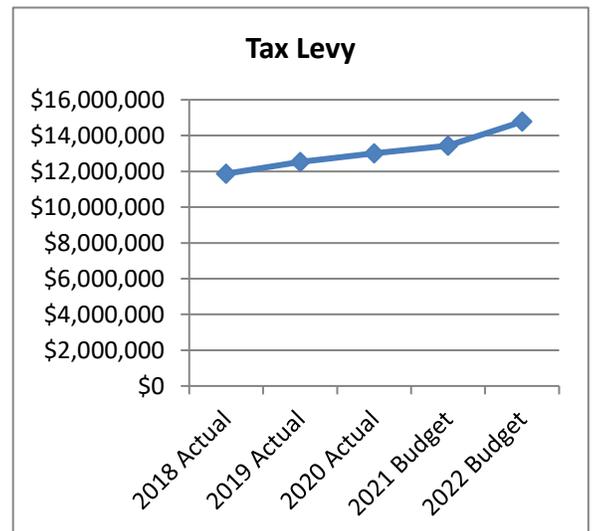
	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Tax Levy	\$11,867,877	\$12,528,554	\$13,004,013	\$13,441,603	\$14,779,985
Other Taxes	1,362,946	1,398,058	1,456,243	1,474,547	3,882,318
Licenses & Permits	449,857	422,036	570,608	390,325	402,759
Intergovernmental	6,599,704	7,048,268	8,749,452	12,816,221	6,534,015
Charges for Services	2,628,584	2,720,100	2,043,174	2,537,961	2,660,360
Special Assessments	677,503	829,705	812,614	402,922	396,959
Fines & Forfeits	156,847	160,072	137,314	187,950	195,820
Interest on Investments	440,334	652,930	387,414	236,050	133,900
Miscellaneous	514,841	925,334	660,574	441,857	479,047
Transfers In	170,920	148,300	1,350,920	1,152,850	569,690
Total	\$24,869,413	\$26,833,357	\$29,172,326	\$33,082,286	\$30,034,853

The following charts and descriptions provide greater insight to the various trends affecting the Governmental Fund’s revenue streams:

Tax Levy

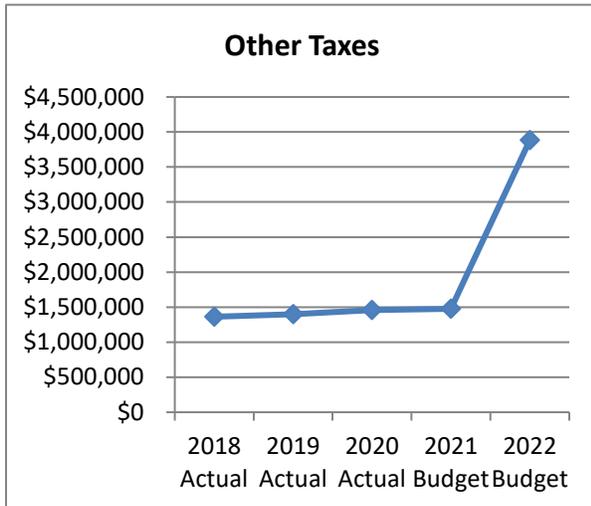
The City relies on property taxes for approximately 50.0% of the total Governmental Funds revenue, supporting such functions as general government, public safety, public works, and culture and recreation.

The City’s goal is to provide exceptional services to its citizens at an affordable price. With the recent development activity, the City is starting to see growth in its tax capacity. The City has seen over 5-8% increases in its tax capacity over the last three years. The current year budget includes a 9.5% levy increase. Current and recent levy increases are related to investments in the City’s workforce, infrastructure and technology.



Governmental Fund Revenues - Continued

Other Taxes



Included in this revenue category are the City's franchise tax, and tax increment collections.

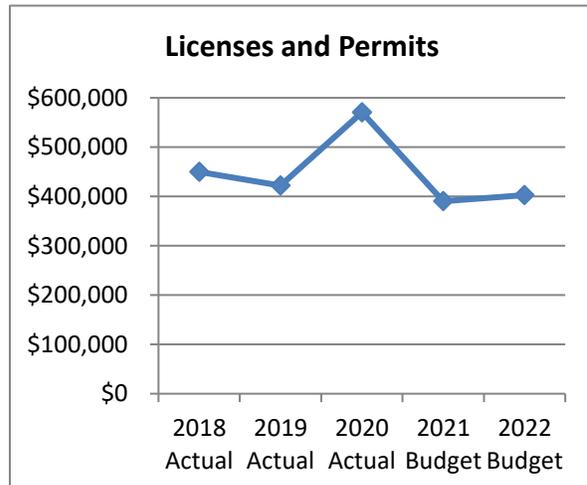
There have been some significant TIF districts created in recent years which has resulted in the City's TIF revenues increasing. Some of the new TIF districts created include Torey's, South Pointe Apartments, Metropolitan Apartments, Costco, Bosch warehouse and a second Daikin expansion. The economic development TIF districts will continue for 8 years and the redevelopment TIF districts will continue for 25 years. Once the TIF districts end, the City gets the benefit of the added tax capacity.

Licenses and Permits

The State of Minnesota, through various statutes, allows cities the authority to engage in certain regulatory activities in the interest of the overall community. Cities may charge license and permit fees as a means of recovering the cost of regulation. Liquor licenses and building permits are examples of revenue collected by the City for licenses and permits.

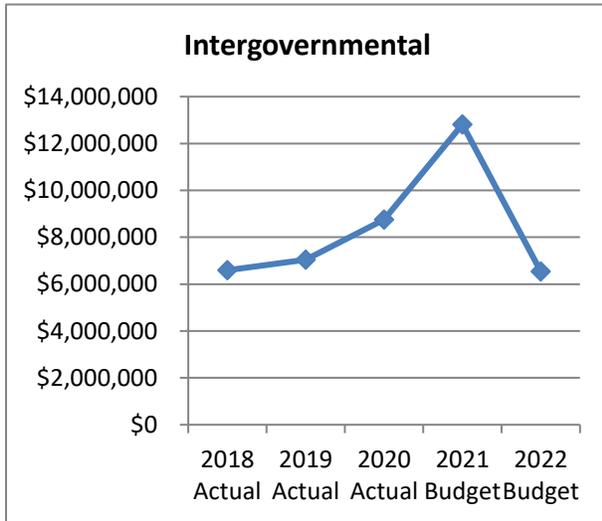
Building permits continue to be the single largest revenue source in this category.

Permit revenue has been rebounding. The increase has been related to commercial, industrial, and residential activity. One of the City's large growth areas in recent years has been in the multi-family housing projects. Owatonna has also outpaced several of our neighboring communities in the rebound of single-family home construction. 2020 was a record setting year for valuation of building permits. The City takes a conservative approach in budgeting future year building permit revenue.



Governmental Fund Revenues – Continued

Intergovernmental

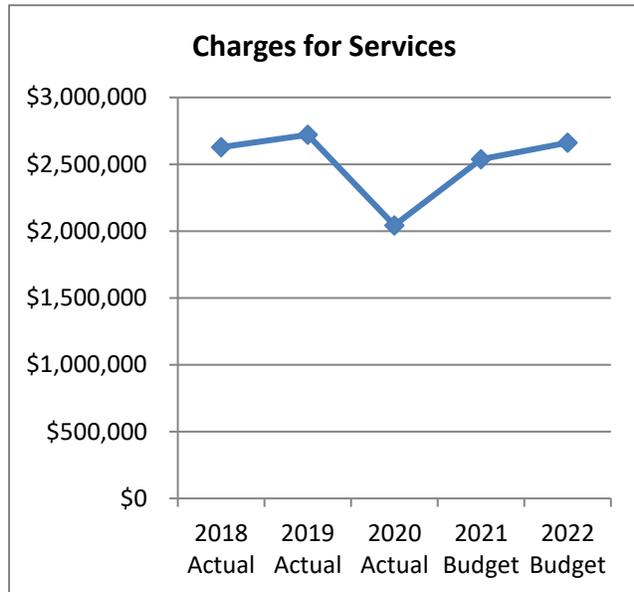


Intergovernmental revenue consists of grants and aids from Federal, State, County and the local school district governments. The City's primary source of intergovernmental revenue comes from the state and includes Local Government Aid (LGA). LGA represents 21% of total governmental revenues for 2022.

For 2022, LGA received an increase of approximately \$80,000. Intergovernmental revenues for budgeted 2021 included several federal and state aid street projects. Actual for 2020 included the CARES funds of \$1.965 million. The City routinely explores all available funding opportunities and has historically been successfully at obtaining grants.

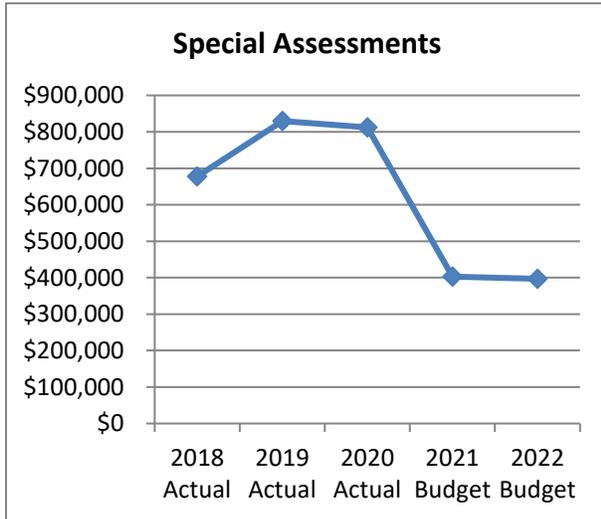
Charges for Services

Charges for Services include user charges for the recreation department, Tennis and Fitness Center, Brooktree Golf Course and the Aquatic Center. Golf course and aquatic center revenues can be impacted by weather each year. These tend to be a bit erratic from year to year. The large decrease in 2020 is due to COVID. A majority of P&R activities were shut down in 2020. In addition, engineering fees for services provided by City engineers on construction projects and for the oversight of the waste water treatment facility are significant revenue sources for the City. Annually, the City performs a thorough review of its fees during the budget process.



Governmental Fund Revenues – Continued

Special Assessments



The City charges a portion of the cost of improvements back to the benefitting property owners. The collection of these assessments is used to pay the principal and interest on the bonds. Property owners repay their assessments over varying periods of time such as 5, 7, or 10 years.

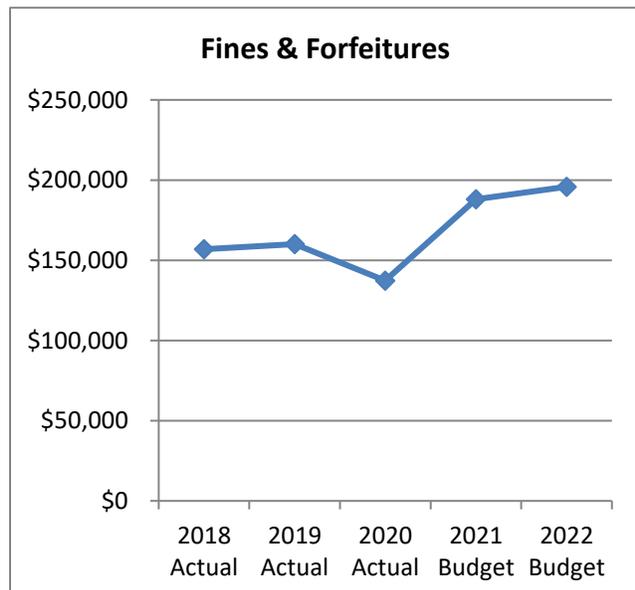
The number and size of construction projects completed has varied in recent years. The City is sharing in a larger portion of the costs to lessen the impact to the property owners being assessed. Assessment revenue was up for 2019 due to nearly \$200k of deferred assessments being paid during the year. City, State, and Federal Governments all struggle

with funding their infrastructure projects.

Fines & Forfeits

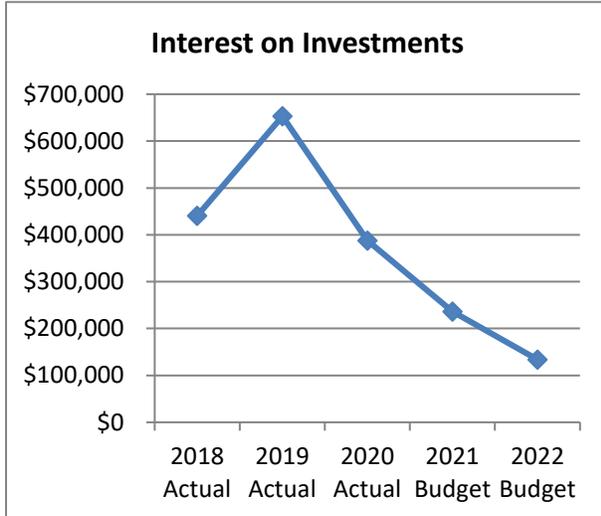
Parking fines and court-imposed fines comprise the majority of this category. Parking fines are collectible 100% by the City. Court-imposed fines are processed through the state and remitted to the City on a monthly basis. Court-imposed fines have rebounded slightly following a gradual decline in recent years. Parking fines were reviewed and increased. The budgeted amounts were increased to reflect this.

Library fines make up the smallest portion of this category. The library is going to discontinue charging fines in 2021.



Governmental Fund Revenues – Continued

Interest on Investments



Interest is earned on the investment of City funds. All cash is pooled for investment purposes and the interest earnings are allocated to the various funds based on their cash and investment balances.

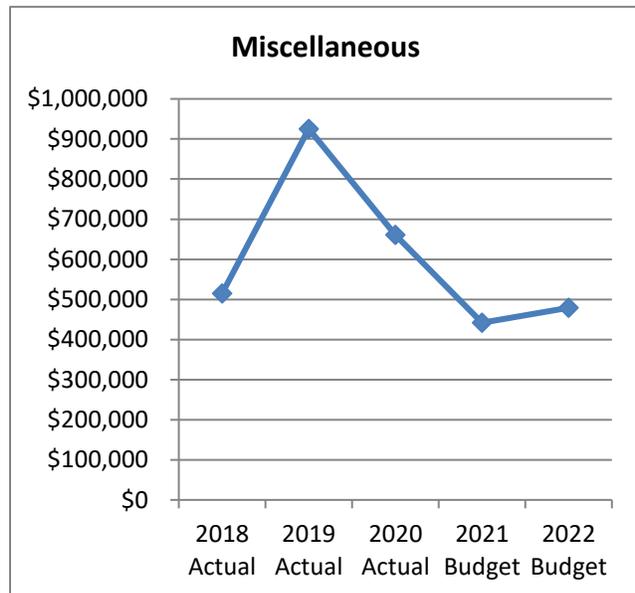
2019 was finally a good year for interest rates. Then 2020 arrived. Interest rates have plummeted, so the 2021 and 2022 budgets reflect this. We budget conservatively in this area as the market can quickly change.

Miscellaneous

This category may contain any combination of the following: rent or sale of properties, refunds, donations, grants, and insurance recoveries.

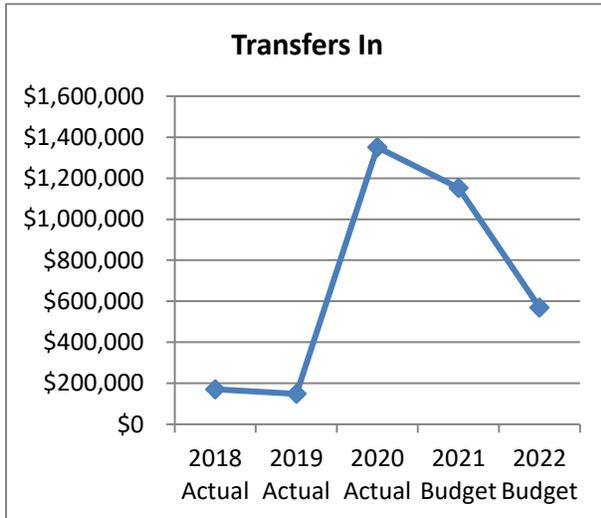
The budgeted amounts include rentals of various City property (i.e. West Hills buildings, airport land, and park facilities) and anticipated donations.

2019 included some large donations. We do anticipate an increase in airport rentals with the construction of a new hangar building.



Governmental Fund Revenues – Continued

Transfers In



“Transfers in” is not an outside revenue source, but instead reflects amounts transferred between City funds.

The transfers are related to debt service and capital projects. The Viracon TIF received each year is transferred from a capital projects fund to a debt service fund to make the annual bond payments related to that project. The City proactively halted spending in light of the Coronavirus. This resulted in a large surplus in 2020. Council chose to transfer \$1 million to capital projects to address some items on their strategic plan. The City also continues to transfer \$200,000 to capital projects each year to address some of the needs identified in its

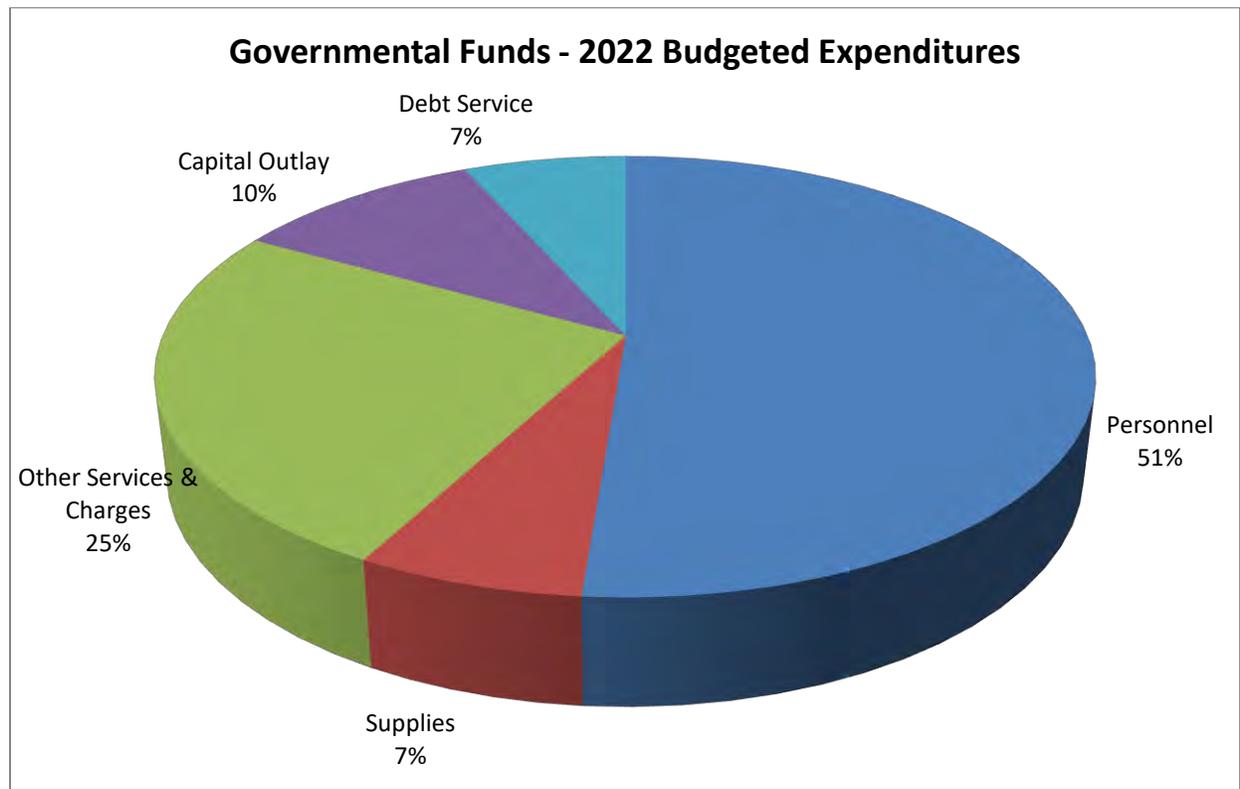
strategic plan (hazardous buildings, matching grant funds, trail gaps, and streetscape plan).

Governmental Funds Summary

Expenditures and Other Financing Uses

The following table shows the five-year history of the Governmental Funds from 2017-2021. The budgeted expenditures (excluding transfers out) are \$31,370,319 which is a \$4,348,241 or 12.2% decrease from 2021. The change is due to three large street projects planned for 2021 and partially offset by an increase in tax increment payments which are included in other services and charges.

	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Personnel	\$13,491,373	\$13,931,203	\$13,516,490	\$14,791,995	\$16,074,326
Supplies	2,049,474	2,094,363	1,928,750	1,951,234	2,073,849
Other Services & Charges	4,454,092	4,988,421	4,988,421	5,502,445	7,921,912
Capital Outlay	5,990,656	3,942,857	6,805,639	11,274,435	3,206,367
Debt Service	1,632,878	1,718,986	2,111,867	2,198,451	2,093,865
Transfers Out	170,920	148,300	1,350,920	1,152,850	569,690
Total	\$27,789,393	\$29,532,781	\$30,702,087	\$36,871,410	\$31,940,009



Governmental Fund Expenditures

Personnel

Personnel costs include wages for all full time and part time employees, PERA costs, FICA costs, insurance (health, life, AD&D), uniforms, and worker's compensation costs. Personnel costs include step increases under the salary structure and a modest wage increase estimated for 2022.

Supplies

This includes expenditures for all supplies used in the operation of government. Some examples of items charged to supplies would be the following:

Items purchased for the library collection, salt/sand for the ice & snow budget, fuel purchased for resale at the airport, fuel & supplies used in the city vehicles, and office supplies.

Other Services & Charges

Other services and charges are for services performed by persons other than government employees. This would include consultants, utility services, rent, insurance, telephone, advertising and training and travel, and charges for the vehicle replacement fund (VRF). Also included in this category are reimbursements under various TIF agreements.

Debt Service

This includes principal and interest payments for the general obligation debt of the City.

Capital Outlay

Capital outlay includes the expenditure for acquiring capital assets, including land, buildings, improvements, initial equipment, additional equipment and replacement equipment. Purchases made from the internal service fund (vehicle replacement fund) are not included in this figure.

CITY OF OWATONNA
2022 GENERAL FUND BUDGET SUMMARY

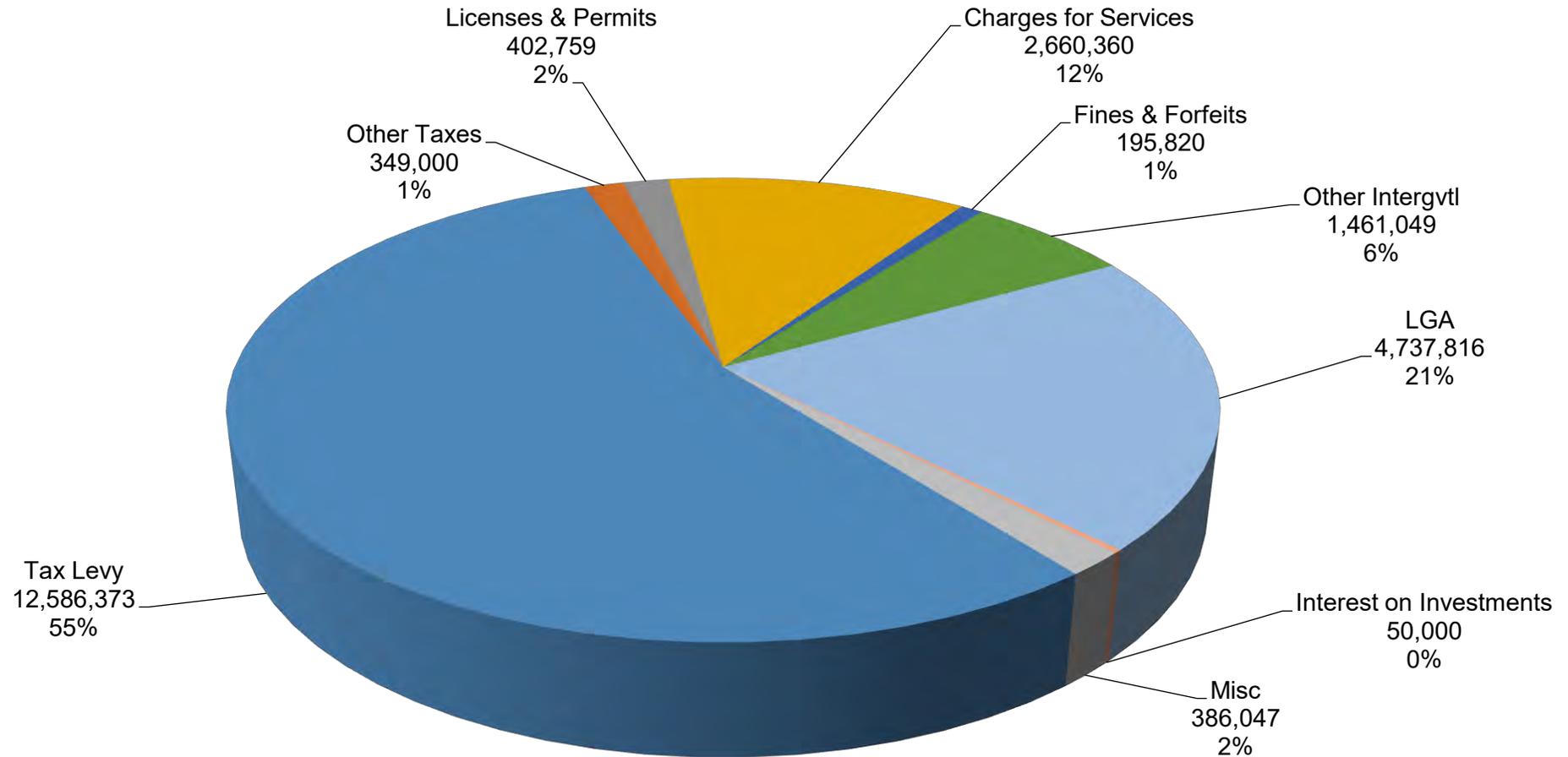
REVENUES	2019 ACTUAL	2019 BUDGET	2020 ACTUAL	2020 BUDGET	06/30/21 YTD ACTUAL	2021 BUDGET	2022 BUDGET
Tax Levy	\$9,785,245	\$10,444,376	\$10,955,931	\$10,991,801	\$5,216,999	\$11,403,348	\$12,556,340
Other Taxes	\$353,476	\$350,000	\$343,202	\$353,000	\$158,235	\$353,000	\$344,000
Licenses & Permits	\$449,856	\$400,975	\$570,607	\$403,625	\$134,749	\$390,325	\$402,759
Intergovernmental Revenue	\$5,694,968	\$5,620,366	\$7,688,828	\$5,853,918	\$2,710,581	\$5,980,936	\$6,198,865
Charges for Services	\$2,628,584	\$2,647,605	\$2,043,172	\$2,705,923	\$1,242,949	\$2,537,961	\$2,660,360
Fines & Forfeits	\$156,847	\$179,400	\$137,314	\$183,500	\$86,800	\$187,950	\$195,820
Interest on Investments	\$150,034	\$98,000	\$178,084	\$110,000	\$29,271	\$90,000	\$50,000
Miscellaneous	\$329,306	\$306,841	\$406,879	\$326,573	\$173,890	\$349,857	\$386,047
Transfers							
Total Revenues	\$19,548,316	\$20,047,563	\$22,324,017	\$20,928,340	\$9,753,474	\$21,293,377	\$22,794,191

EXPENDITURES	2019 ACTUAL	2019 BUDGET	2020 ACTUAL	2020 BUDGET	06/30/21 YTD ACTUAL	2021 BUDGET	2022 BUDGET
General Government:							
Mayor & Council	\$255,006	\$366,600	\$2,118,808	\$551,776	\$120,756	\$673,927	\$512,535
Administrative Services	\$1,576,756	\$1,635,861	\$1,850,871	\$1,806,511	\$906,251	\$1,813,529	\$2,226,546
City Attorney	\$240,358	\$252,601	\$246,435	\$257,606	\$132,860	\$257,194	\$263,475
Government Buildings	\$894,212	\$937,981	\$887,521	\$1,008,593	\$408,537	\$921,416	\$938,310
Total General Government	\$2,966,332	\$3,193,043	\$5,103,635	\$3,624,486	\$1,568,404	\$3,666,066	\$3,940,866
Public Safety:							
Police	\$4,929,899	\$5,238,102	\$5,494,721	\$5,413,800	\$2,635,701	\$5,556,361	\$5,880,573
Fire	\$1,626,972	\$1,754,313	\$1,767,526	\$1,778,283	\$825,423	\$1,809,714	\$1,884,553
Building Inspection	\$411,878	\$429,410	\$510,601	\$422,380	\$219,433	\$439,437	\$545,703
Total Public Safety	\$6,968,749	\$7,421,825	\$7,772,848	\$7,614,463	\$3,680,557	\$7,805,512	\$8,310,829
Public Works:							
Engineering	\$891,635	\$908,793	\$895,633	\$938,862	\$402,980	\$937,724	\$1,053,544
Street Maintenance	\$3,036,065	\$3,060,898	\$3,029,651	\$3,189,623	\$1,511,902	\$3,292,351	\$3,431,634
Airport	\$418,090	\$439,959	\$492,405	\$439,623	\$222,272	\$436,259	\$463,307
	\$4,345,790	\$4,409,650	\$4,417,689	\$4,568,108	\$2,137,154	\$4,666,334	\$4,948,485

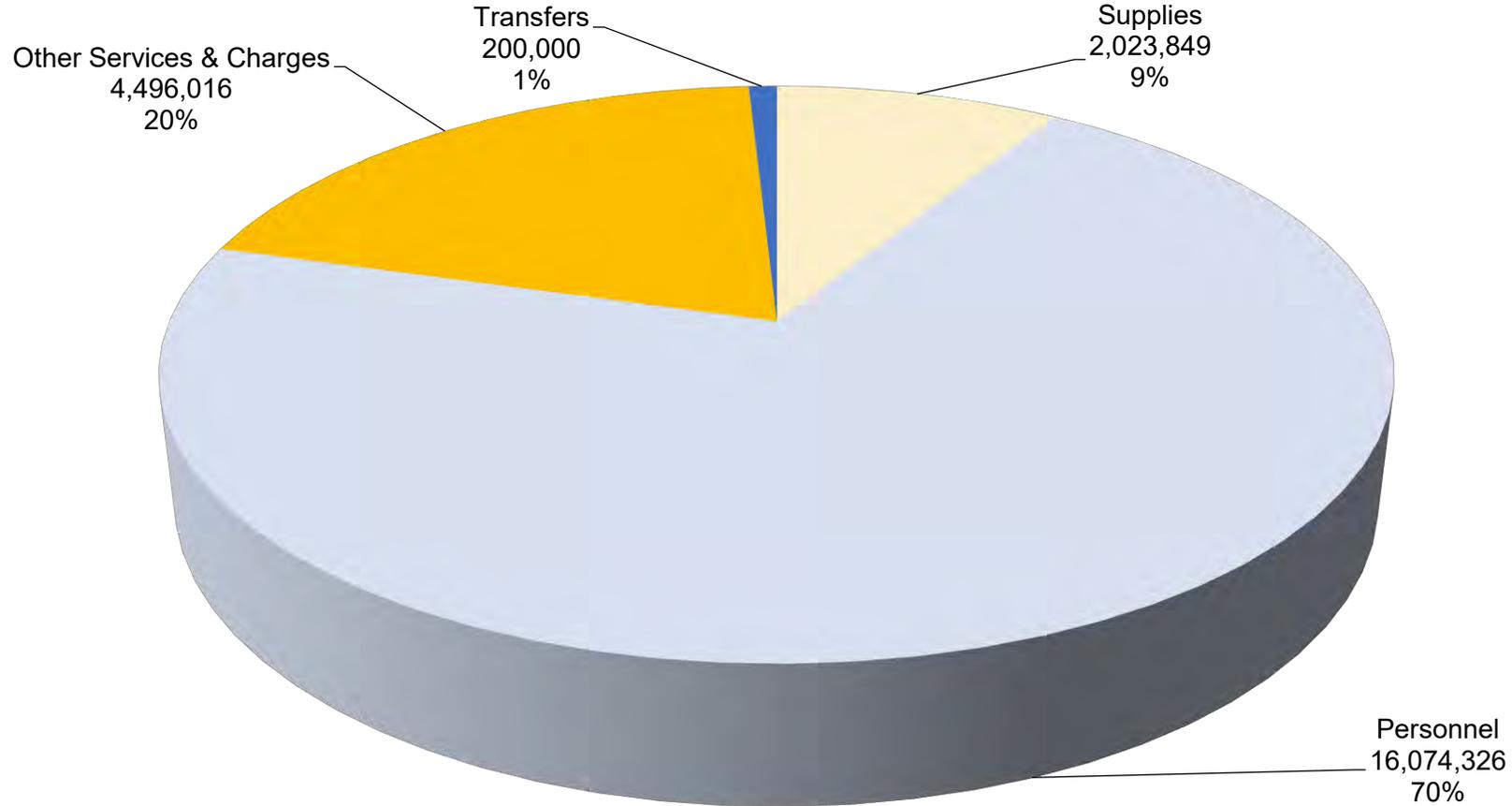
CITY OF OWATONNA
2022 GENERAL FUND BUDGET SUMMARY

EXPENDITURES	2019 ACTUAL	2019 BUDGET	2020 ACTUAL	2020 BUDGET	06/30/21 YTD ACTUAL	2021 BUDGET	2022 BUDGET
Culture & Recreation:							
Library	\$1,328,309	\$1,340,827	\$1,092,503	\$1,275,695	\$499,016	\$1,217,389	\$1,266,950
Park & Rec Administration	\$315,981	\$348,597	\$236,475	\$260,487	\$178,805	\$337,920	\$389,783
Park Maintenance	\$1,349,402	\$1,397,165	\$1,486,748	\$1,472,438	\$664,802	\$1,556,896	\$1,711,957
Adult Recreation	\$79,712	\$83,208	\$59,561	\$89,793	\$23,195	\$96,001	\$94,770
Youth Recreation	\$347,943	\$362,478	\$285,663	\$419,643	\$152,016	\$421,277	\$429,312
Tennis & Fitness Center	\$330,789	\$304,614	\$154,271	\$326,582	\$81,474	\$251,318	\$277,847
Social Commons	\$125,657	\$114,757	\$82,525	\$135,024	\$39,845	\$108,966	\$120,045
Aquatic Center	\$226,423	\$246,627	\$154,185	\$274,894	\$110,344	\$266,827	\$311,285
Brooktree Golf Course	\$614,866	\$552,197	\$652,130	\$547,992	\$357,287	\$589,187	\$607,822
Total Culture & Recreation	\$4,719,082	\$4,750,470	\$4,204,061	\$4,802,548	\$2,106,784	\$4,845,781	\$5,209,771
Housing & Economic Development							
Planning & Zoning	\$259,679	\$272,575	\$316,034	\$318,735	\$148,830	\$309,684	\$384,240
Total General Fund Expenditures	\$19,259,632	\$20,047,563	\$21,814,267	\$20,928,340	\$9,641,729	\$21,293,377	\$22,794,191

General Fund Revenues - \$22,794,191



General Fund Expenditures - \$22,794,191



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City of Owatonna
Summary Budget Comparison by Department

FUND 100: GENERAL FUND
DEPT 010: MAYOR & COUNCIL

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Tax Levies	10,475,114	10,452,376	10,955,931	10,991,801	5,216,999	11,403,348	12,556,340
	Other Taxes	352,715	342,000	343,202	353,000	158,235	353,000	344,000
	Licenses & Permits	79,088	80,775	57,954	79,925	-27,263	71,125	76,700
	Intergovernmental Revenue	4,300,547	4,300,408	5,968,279	4,533,146	2,326,380	4,674,700	4,737,816
	Charges for Services	250	0	140	0	157	0	0
	Fines & Forfeits	2,850	500	1,100	500	0	500	500
	Total Revenues	15,210,564	15,176,059	17,326,606	15,958,372	7,674,508	16,502,673	17,715,356
	PT/Seasonal Wages	72,600	72,600	72,600	72,600	35,600	72,600	72,600
	Benefits	5,048	4,999	5,096	5,050	2,491	5,028	4,984
	PERSONAL SERVICES	77,648	77,599	77,696	77,650	38,091	77,628	77,584
	Supplies	1,560	700	1,331	2,000	976	2,000	2,000
	SUPPLIES	1,560	700	1,331	2,000	976	2,000	2,000
	Professional Services	9,735	11,300	8,001	9,000	4,671	9,000	4,000
	Communication	443	410	432	490	195	490	490
	Vehicle, Travel & Training	13,266	10,000	2,953	10,400	1,116	10,400	10,400
	Advertising & Promotion	6,799	14,000	4,875	13,000	4,189	11,000	11,000
	Memberships & Subscriptions	76,114	76,000	73,657	78,000	65,125	80,000	78,000
	Insurance	22,123	52,280	35,537	52,370	1,390	51,980	52,625
	Other Services & Charges	54,108	124,311	167,841	108,866	5,003	91,429	76,436
	OTHER SERVICES & CHARGES	182,588	288,301	293,296	272,126	81,689	254,299	232,951
	TRANSFERS OUT	0	0	1,746,485	200,000	0	340,000	200,000
	Total Expenditures	261,796	366,600	2,118,808	551,776	120,756	673,927	512,535
	Net Revenue	14,948,768	14,809,459	15,207,798	15,406,596	7,553,752	15,828,746	17,202,821
	Total for DEPT 010: MAYOR & COUNCIL	14,948,768	14,809,459	15,207,798	15,406,596	7,553,752	15,828,746	17,202,821

**City of Owatonna
Items of Significance**

DEPT 010: MAYOR & COUNCIL

Personnel			
Position	2021	2022	Current Rate
Mayor	1	1	\$10,800
Council President	1	1	10,200
Council Vice President	1	1	9,600
Council Member	5	5	8,400
	<u>8</u>	<u>8</u>	

Items of Significance	
Other Taxes	
Cable Franchise	\$335,000
Other Franchise	9,000
Intergovernmental Revenue	
Local Government Aid (LGA) (\$85,038 increase from 2021)	4,737,816
Professional Services	
Legal and other	4,000
Advertising & Promotion	
Legal publications	8,000
Patriot Skies (4th of July fireworks)	2,750
Memberships & Subscriptions	
CGMC Membership Dues	48,500
LMC Membership Dues	21,000
Highway 14 Partnership	6,000
Insurance	
Claims (\$100,000 aggregate annual deductible)	50,000
Other Services & Charges	
Steele Co Historical Society	5,000
Community Band Assistance	1,500
Human Rights Commission	4,200
So MN Initiative Fund	1,666
Transfers Out	
Transfer to Capital Projects for grant match (\$50k), hazardous bldgs (\$75k), and council chamber renovations (\$75k)	200,000

DEPT 051: ADMINISTRATIVE SERVICES

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	4,573	8,400	162,620	18,500	0	0	17,000
	Charges for Services	52,290	11,000	30,791	11,000	6,018	11,000	15,000
	Interest on Investments	213,885	98,000	176,425	110,000	29,271	90,000	50,000
	Transfers	50,981	57,000	37,634	59,500	13,500	52,000	44,500
	Total Revenues	321,729	174,400	407,470	199,000	48,789	153,000	126,500
	FT Wages	862,500	809,544	921,805	909,446	470,717	951,669	1,078,633
	PT/Seasonal Wages	30,694	53,086	61,853	72,386	13,982	33,153	66,178
	OT	3,035	3,000	5,254	3,000	2,158	3,000	3,000
	Benefits	295,714	292,478	308,504	316,786	157,864	327,646	376,793
	PERSONAL SERVICES	1,191,943	1,158,108	1,297,416	1,301,618	644,721	1,315,468	1,524,604
	Supplies	7,127	11,050	9,072	11,050	4,584	8,600	9,100
	Repair Supplies	60	1,000	274	1,000	408	1,000	1,000
	Small Tools & Equipment	87,433	76,850	95,512	76,850	22,396	76,050	76,050
	SUPPLIES	94,620	88,900	104,858	88,900	27,388	85,650	86,150
	Professional Services	93,621	55,000	103,094	65,000	51,553	66,000	137,200
	Communication	20,288	15,400	18,649	16,760	9,467	19,660	20,010
	Transportation (VRF)	6,000	6,000	32,000	7,000	3,520	7,000	8,700
	Vehicle, Travel & Training	35,121	35,780	15,477	38,440	8,337	32,940	35,960
	Advertising & Promotion	1,186	300	724	300	325	300	700
	Printing	402	500	479	500	72	500	500
	Memberships & Subscriptions	3,815	3,450	3,393	3,550	715	3,720	4,000
	Insurance	12,920	12,920	15,668	13,430	5,610	11,220	14,875
	Repair/Maint/Licenses	139,631	138,503	145,923	160,013	118,775	161,871	175,799
	Rents/Leases	11,460	11,500	11,460	11,500	5,730	11,500	11,500
	Other Services & Charges	94,632	109,500	99,480	99,500	30,038	97,700	206,548
	OTHER SERVICES & CHARGES	419,076	388,853	446,347	415,993	234,142	412,411	615,792
	CAPITAL OUTLAY	0	0	2,250	0	0	0	0
	Total Expenditures	1,705,639	1,635,861	1,850,871	1,806,511	906,251	1,813,529	2,226,546
	Net Revenue	-1,383,910	-1,461,461	-1,443,401	-1,607,511	-857,462	-1,660,529	-2,100,046
	Total for DEPT 051: ADMINISTRATIVE SERVICES	-1,383,910	-1,461,461	-1,443,401	-1,607,511	-857,462	-1,660,529	-2,100,046

**City of Owatonna
Items of Significance**

DEPT 051: ADMINISTRATIVE SERVICES

Personnel			
Position	2021	2022	Current Rate
City Administrator/City Clerk	1.00	1.00	\$154,773
Sr. Director - Finance	1.00	1.00	129,979
Senior Accountant	1.00	1.00	88,691
Accounting Technician	1.00	1.00	27.87/hr
Administrative Specialist	1.00	1.00	35.43/hr
Communications Manager	0.00	1.00	90,896
HR Specialist	1.00	1.00	29.58/hr
Director - Human Resources	1.00	1.00	101,941
Director - IT	1.00	1.00	113,485
IT Systems Administrator	2.00	2.00	39.26/hr
	<u>10.00</u>	<u>11.00</u>	
Permanent PT:			
Accounting/HR Clerk - PT (70%)	0.70	0.70	22.10/hr
Other Seasonal Help:			
Election Judges	0.00	0.00	0
Other			

Items of Significance	
Intergovernmental Revenue	
Reimbursement from School district for election costs	\$17,000
Transfers	
Reimbursement from EDA for accounting services	\$12,000
Reimbursement from HRA for accounting services	15,000
Administration charged on capital projects (1%)	17,500
Small Tools & Equipment	
Computers & supplies	\$55,000
Professional Services	
Legal/HR/IT & Other Consulting Services	27,000
Review of class and comp plan	20,000
Consulting to transition to cloud storage vs. internal servers	38,000
Audit	32,000
Public access channel programming/costs	12,200
Transportation (VRF)	
Includes funding for 2 IT vehicles and 1 admin vehicle	8,700
Repairs	
Computer Hardware/Software Maintenance Contracts, Licenses	175,500
Rents/Leases	
Timeclock annual lease costs	11,500
Other Services & Charges	
Payroll processing, HR, and Time tracking	85,000
ERP software subscription	111,000
Election equipment contract - Steele Co.	9,000

DEPT 060: CITY ATTORNEYS

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Benefits	5,784	7,051	2,049	6,131	23	107	93
	PERSONAL SERVICES	5,784	7,051	2,049	6,131	23	107	93
	Supplies	0	500	0	500	0	500	500
	SUPPLIES	0	500	0	500	0	500	500
	Professional Services	232,031	241,350	240,108	246,475	132,837	251,387	257,682
	Communication	0	200	79	0	0	0	0
	Vehicle, Travel & Training	0	0	669	0	0	700	700
	Memberships & Subscriptions	4,273	3,500	3,530	4,500	0	4,500	4,500
	OTHER SERVICES & CHARGES	236,304	245,050	244,386	250,975	132,837	256,587	262,882
	Total Expenditures	242,088	252,601	246,435	257,606	132,860	257,194	263,475
	Net Revenue	-242,088	-252,601	-246,435	-257,606	-132,860	-257,194	-263,475
	Total for DEPT 060: CITY ATTORNEYS	-242,088	-252,601	-246,435	-257,606	-132,860	-257,194	-263,475

**City of Owatonna
Items of Significance**

DEPT 060: CITY ATTORNEYS

Personnel			
<u>Position</u>	<u>2021</u>	<u>2022</u>	<u>Current Rate</u>
	(None)		

Items of Significance	
Professional Services	
Prosecuting Attorney	\$139,182
City Attorney	109,500
Legal Fees - Other	9,000

DEPT 590: BUILDING/GROUNDS MAINTENANCE

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
Intergovernmental Revenue		0	0	39,000	0	0	0	0
Miscellaneous		103,489	90,000	98,592	90,000	50,258	90,000	90,000
Total Revenues		103,489	90,000	137,592	90,000	50,258	90,000	90,000
FT Wages		373,818	398,644	362,095	421,049	174,737	377,551	385,313
PT/Seasonal Wages		58,165	102,718	56,879	96,092	30,474	77,665	84,773
OT		17,763	10,000	6,328	10,000	1,723	10,000	10,000
Holiday/Other		13,340	15,500	15,949	14,000	6,672	14,000	14,000
Benefits		159,586	178,119	156,669	209,852	78,381	186,300	170,274
PERSONAL SERVICES		622,672	704,981	597,920	750,993	291,987	665,516	664,360
Supplies		25,114	23,500	20,045	23,500	12,238	23,500	23,000
Repair Supplies		48,130	50,500	51,308	52,500	26,787	39,500	51,500
Small Tools & Equipment		11,263	13,000	45,864	13,000	3,879	13,000	12,500
SUPPLIES		84,507	87,000	117,217	89,000	42,904	76,000	87,000
Professional Services		52,371	40,500	49,760	56,500	21,748	71,500	76,400
Communication		6,886	12,100	4,714	12,100	2,444	12,100	12,100
Transportation (VRF)		36,000	36,000	41,000	36,000	18,000	36,000	36,000
Vehicle, Travel & Training		171	1,500	1,963	1,500	973	1,500	0
Advertising & Promotion		403	500	832	500	0	500	0
Memberships & Subscriptions		0	200	35	200	35	200	250
Insurance		18,500	18,500	22,750	20,100	8,200	16,400	20,900
Licenses & Inspections		5,970	3,000	5,984	5,000	6,982	5,000	8,000
Repair/Maint/Licenses		39,446	28,000	40,965	31,000	12,851	31,000	28,000
Rents/Leases		455	1,300	145	1,300	373	1,300	1,300
Other Services & Charges		3,935	4,400	4,236	4,400	2,040	4,400	4,000
OTHER SERVICES & CHARGES		164,137	146,000	172,384	168,600	73,646	179,900	186,950
Total Expenditures		871,316	937,981	887,521	1,008,593	408,537	921,416	938,310
Net Revenue		-767,827	-847,981	-749,929	-918,593	-358,279	-831,416	-848,310
Total for DEPT 590: BLDG/GROUNDS MAINT		-767,827	-847,981	-749,929	-918,593	-358,279	-831,416	-848,310
Total for FUND 100: GENERAL FUND		389,538	0	509,910	0	111,745	0	0

**City of Owatonna
Items of Significance**

DEPT 590: BUILDING/GROUNDS MAINTENANCE

Personnel			
<u>Position</u>	<u>2021</u>	<u>2022</u>	<u>Current Rate</u>
Facilities Manager	1.00	1.00	\$88,691
Facilities Specialist	2.00	2.00	27.89-36.25/hr
Laborer	3.00	3.00	18.71-24.34/hr
	<u>6.00</u>	<u>6.00</u>	
Permanent PT:			
Custodian (2 @ 70%)	1.40	1.40	18.71-24.34/hr
Seasonal:			
Maintenance	3.00	3.00	\$11.00-14.00/hr

Items of Significance	
Miscellaneous	
Rental Income	\$90,000
Professional Services	
Contract help (work release)	5,000
Contract cleaning services (T&F Center and Social Commons)	45,000
Electrical contracting	25,000
Special cleaning/repair projects	1,400
Communication	
Alarm Services	10,000
Transportation (VRF)	
Includes funding for 4 pickup trucks, 2 vans, utility vehicle, and 1 boom truck	36,000
License & Inspections	
Fire system inspections	2,000

* FT wages includes allocations from other departments

DEPT 110: POLICE

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	600,827	663,746	659,454	631,570	166,025	637,625	732,674
	Charges for Services	50,222	38,000	46,502	42,900	28,103	42,700	42,700
	Fines & Forfeits	148,486	169,900	134,003	174,000	86,563	186,700	195,200
	Miscellaneous	15,750	14,891	38,053	16,458	0	17,242	26,647
	Total Revenues	815,285	886,537	878,012	864,928	280,691	884,267	997,221
	FT Wages	2,868,729	2,928,628	2,980,473	2,986,258	1,466,893	3,101,683	3,232,845
	PT/Seasonal Wages	60,237	86,803	53,544	61,373	28,158	62,357	65,628
	OT	102,811	65,500	72,918	78,500	27,878	78,500	78,500
	Holiday/Other	210,527	203,185	278,247	201,985	91,932	201,985	201,985
	Benefits	1,103,617	1,170,476	1,191,370	1,201,984	593,833	1,226,296	1,363,803
	PERSONAL SERVICES	4,345,921	4,454,592	4,576,552	4,530,100	2,208,694	4,670,821	4,942,761
	Supplies	90,578	95,000	74,897	89,600	42,217	75,600	95,600
	Repair Supplies	76,333	44,000	43,748	47,000	39,562	50,500	50,500
	Small Tools & Equipment	26,117	25,000	43,068	33,400	35,219	49,000	63,440
	SUPPLIES	193,028	164,000	161,713	170,000	116,998	175,100	209,540
	Professional Services	55,758	60,400	47,256	55,150	27,179	66,490	61,490
	Communication	16,858	18,200	16,156	18,200	6,748	17,500	17,500
	Transportation (VRF)	107,040	107,040	109,600	99,600	49,800	99,600	99,600
	Vehicle, Travel & Training	38,969	38,500	20,974	38,500	29,919	38,500	38,500
	Memberships & Subscriptions	5,499	8,170	11,772	11,000	5,735	8,500	8,500
	Insurance	74,200	74,200	96,018	82,300	34,052	68,100	82,100
	Licenses & Inspections	1,575	350	924	800	363	800	800
	Repair/Maint/Licenses	13,692	3,500	2,824	7,500	1,778	3,000	3,000
	Other Services & Charges	320,989	309,150	402,932	400,650	154,435	407,950	416,782
	OTHER SERVICES & CHARGES	634,580	619,510	708,456	713,700	310,009	710,440	728,272
	CAPITAL OUTLAY	0	0	48,000	0	0	0	0
	Total Expenditures	5,173,529	5,238,102	5,494,721	5,413,800	2,635,701	5,556,361	5,880,573
	Net Revenue	-4,358,244	-4,351,565	-4,616,709	-4,548,872	-2,355,010	-4,672,094	-4,883,352
	Total for DEPT 110: POLICE	-4,358,244	-4,351,565	-4,616,709	-4,548,872	-2,355,010	-4,672,094	-4,883,352

**City of Owatonna
Items of Significance**

DEPT 110: POLICE

Personnel			
<u>Position</u>	<u>2021</u>	<u>2022</u>	<u>Current Rate</u>
Senior Director - Police Dept	1.00	1.00	\$134,950
Captain	2.00	2.00	43.94-57.14/hr
Administrative Technician	1.00	1.00	30.57/hr
Evidence Technician	1.00	1.00	32.13/hr
Administrative Technician - Patrol	1.00	1.00	30.57/hr
Sergeant	6.00	6.00	35.23-45.79/hr
Sergeant - Investigation	1.00	1.00	35.23-45.79/hr
Patrol	19.00	19.00	30.19-39.26/hr
Patrol - Investigation	6.00	6.00	30.19-39.26/hr
CSO	1.00	1.00	23.02/hr
	<u>39.00</u>	<u>39.00</u>	
Permanent PT:			
CSO (2 @ 70%)	1.40	1.40	\$20.57-26.72/hr

DEPT 110: POLICE

Items of Significance	
Intergovernmental Revenue	
State - auto insurance premium tax	\$319,000
State - police training aid	36,000
Federal SCIDIU pass-thru grant	150,000
Steele Co - reimbursement SCIDIU officer	60,365
School district reimbursement for SRO officer	160,009
Fines & Forfeits	
Court Collected Fines	90,000
Parking Fines	90,000
Small Tools & Minor Equipment	
Replacement body camera phones	23,000
Replacement AEDs	4,500
Tactical team armour	8,400
Professional Services	
Contract for body cameras	22,000
Transportation (VRF)	
Includes funding for 14 marked squads, 8 unmarked and 1 parking enforcement vehicle	99,600
Other Services & Charges	
Federal SCIDIU pass-thru grant	150,000
Reimbursement to Steele Co for LEC costs	261,182

DEPT 120: FIRE

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Licenses & Permits	16,689	14,200	51,517	14,200	18,475	14,200	15,850
	Intergovernmental Revenue	188,826	161,200	210,236	174,000	23,101	174,000	174,000
	Charges for Services	130,515	130,950	151,592	133,718	79,578	136,750	141,512
	Miscellaneous	346	0	25,101	0	10,000	0	0
	Transfers	22,000	22,000	22,000	22,000	11,020	22,000	22,000
	Total Revenues	358,376	328,350	460,446	343,918	142,174	346,950	353,362
	FT Wages	683,166	700,041	651,614	711,378	393,243	750,340	786,621
	PT/Seasonal Wages	84,037	78,000	64,012	79,250	42,255	79,730	80,580
	OT	77,173	46,000	58,838	46,000	44,439	46,000	46,000
	Holiday/Other	79,269	50,000	34,080	50,000	11,402	50,000	42,000
	Benefits	501,321	488,927	489,914	509,000	167,646	508,661	535,198
	PERSONAL SERVICES	1,424,966	1,362,968	1,298,458	1,395,628	658,985	1,434,731	1,490,399
	Supplies	41,278	47,244	25,890	38,214	15,885	30,316	32,825
	Repair Supplies	18,748	17,528	38,769	16,228	9,568	16,228	16,853
	Small Tools & Equipment	39,192	38,797	83,584	64,347	8,705	66,043	73,350
	SUPPLIES	99,218	103,569	148,243	118,789	34,158	112,587	123,028
	Professional Services	35,761	76,150	65,397	36,150	19,558	36,150	35,400
	Communication	8,658	8,093	8,257	8,093	5,388	8,093	9,600
	Transportation (VRF)	146,040	146,040	181,000	156,000	78,000	156,000	158,400
	Vehicle, Travel & Training	13,165	15,000	5,050	15,000	12,271	14,900	18,500
	Advertising & Promotion	1,548	2,100	0	2,100	550	2,100	2,000
	Memberships & Subscriptions	3,733	4,646	4,581	4,646	2,066	5,146	5,146
	Insurance	10,043	10,000	12,468	10,600	4,251	8,500	10,800
	Licenses & Inspections	730	750	600	750	0	750	750
	Repair/Maint/Licenses	29,505	17,097	31,822	18,632	9,799	20,857	21,630
	Other Services & Charges	5,696	7,900	11,650	11,895	397	9,900	8,900
	OTHER SERVICES & CHARGES	254,879	287,776	320,825	263,866	132,280	262,396	271,126
	Total Expenditures	1,779,063	1,754,313	1,767,526	1,778,283	825,423	1,809,714	1,884,553
	Net Revenue	-1,420,687	-1,425,963	-1,307,080	-1,434,365	-683,249	-1,462,764	-1,531,191
	Total for DEPT 120: FIRE	-1,420,687	-1,425,963	-1,307,080	-1,434,365	-683,249	-1,462,764	-1,531,191

**City of Owatonna
Items of Significance**

DEPT 120: FIRE

Personnel			
<u>Position</u>	<u>2021</u>	<u>2022</u>	<u>Current Rate</u>
Sr. Director - Fire Dept	1.00	1.00	\$107,744
Administrative Technician	1.00	1.00	31.49/hr
Vacant position	1.00	1.00	n/a
Firefighter - Commander	3.00	3.00	30.18-39.26/hr
Firefighter - Equipment Operator	4.00	4.00	27.89-36.25/hr
	<u>10.00</u>	<u>10.00</u>	
Other PT:			
On-call/resident Firefighters	27.00	27.00	16.47-19.48/hr
Weed/Nuisance Assistant	1.00	1.00	16.50/hr

DEPT 120: FIRE

Items of Significance	
Intergovernmental Revenue	
State - auto insurance premium tax (passes to Relief Assn)	\$165,000
Charges for Services	
Rural Fire Assn Reimbursement	119,262
Rental inspections	20,000
Transfers	
HRA Section 8 rental housing inspections	22,000
Benefits (Personal Services)	
Pass-thru of State Tax to Relief Assn	165,000
Small Tools & Equipment	
Protective Equipment (helmets, boots, turn out gear, wildfire gear, etc)	34,300
New equipment for new fire engine	19,000
SCBA service agreement (28)	4,000
Professional Services	
Plan review	6,000
Emergency Management (siren repair, etc)	4,000
Contract out warning siren electrical work	10,000
Transportation (VRF)	
Includes funding for 3 fire engines, 1 aerial truck, 1 command vehicle, and 4 pickups	158,400

DEPT 140: BUILDING INSPECTION

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Licenses & Permits	304,771	296,000	431,799	301,000	130,258	301,000	306,000
	Charges for Services	164,052	85,300	133,085	85,300	78,593	85,300	120,300
	Total Revenues	468,823	381,300	564,884	386,300	208,851	386,300	426,300
	FT Wages	313,362	309,156	310,885	296,462	159,397	315,478	331,197
	PT/Seasonal Wages	0	0	0	0	0	0	42,181
	OT	22	0	0	0	0	0	0
	Holiday/Other	12,488	3,416	0	0	0	0	0
	Benefits	88,563	86,768	96,338	97,948	47,081	95,439	114,155
	PERSONAL SERVICES	414,435	399,340	407,223	394,410	206,478	410,917	487,533
	Supplies	4,960	5,500	13,507	6,000	2,555	5,250	5,250
	Repair Supplies	313	200	58	200	747	200	200
	Small Tools & Equipment	6,516	2,150	1,421	3,000	0	1,500	5,500
	SUPPLIES	11,789	7,850	14,986	9,200	3,302	6,950	10,950
	Professional Services	202	0	1,479	0	0	1,500	500
	Communication	985	2,200	5,715	1,700	2,531	2,000	6,200
	Transportation (VRF)	7,020	7,020	67,020	7,020	3,510	7,020	7,020
	Vehicle, Travel & Training	2,113	3,800	3,121	3,300	1,353	3,300	3,300
	Memberships & Subscriptions	255	500	313	500	100	500	350
	Insurance	2,300	2,300	2,800	2,400	950	1,900	2,500
	Licenses & Inspections	65	200	65	200	219	200	200
	Repair/Maint/Licenses	4,358	6,200	7,879	3,650	990	5,150	2,150
	Other Services & Charges	0	0	0	0	0	0	25,000
	OTHER SERVICES & CHARGES	17,298	22,220	88,392	18,770	9,653	21,570	47,220
	Total Expenditures	443,522	429,410	510,601	422,380	219,433	439,437	545,703
	Net Revenue	25,301	-48,110	54,283	-36,080	-10,582	-53,137	-119,403
	Total for DEPT 140: BUILDING INSPECTION	25,301	-48,110	54,283	-36,080	-10,582	-53,137	-119,403

**City of Owatonna
Items of Significance**

DEPT 140: BUILDING INSPECTION

Personnel			
Position	2021	2022	Current Rate
Building Official	1.00	1.00	\$95,243
Plans Examiner	1.00	1.00	75,400
Building Inspector	1.00	1.00	26.07-33.90/hr
Administrative Technician	1.00	1.00	25.68/hr
	4.00	4.00	*
Permanent PT:			
Building Inspector (1 @ 70%)	0.00	0.70	\$26.07-33.90/hr

* FT wages includes allocations from other departments

DEPT 140: BUILDING INSPECTION

Items of Significance	
Licenses & Permits	
Building Permits	\$305,000
Charges for Services	
Plan checking fees	120,000
Transportation (VRF)	
Includes funding for 3 pickups/vehicles	7,020
Other Services & Charges	
Community Development software subscription	25,000

DEPT 211: ENGINEERING

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Licenses & Permits	17,805	7,500	25,652	7,500	11,842	2,500	2,500
	Charges for Services	243,643	301,500	113,768	326,500	15	250,500	175,000
	Miscellaneous	4,234	0	0	0	0	0	0
	Transfers	484,000	484,000	506,000	506,000	255,000	510,000	534,000
	Total Revenues	749,682	793,000	645,420	840,000	266,857	763,000	711,500
	FT Wages	485,905	468,516	478,947	492,153	252,103	483,630	550,026
	PT/Seasonal Wages	5,075	11,000	1,160	11,000	3,147	10,000	10,000
	OT	5,166	3,000	5,381	3,000	95	3,000	3,000
	Holiday/Other	0	0	0	0	22,048	0	0
	Benefits	125,722	106,707	108,405	111,859	50,808	121,344	168,118
	PERSONAL SERVICES	621,868	589,223	593,893	618,012	328,201	617,974	731,144
	Supplies	8,838	11,750	4,509	10,500	2,574	10,000	10,000
	Repair Supplies	394	3,500	29	3,500	75	3,500	3,500
	Small Tools & Equipment	4,657	8,900	4,570	7,400	830	7,400	7,400
	SUPPLIES	13,889	24,150	9,108	21,400	3,479	20,900	20,900
	Professional Services	681	2,700	5,773	2,700	0	2,700	2,700
	Communication	3,082	6,350	2,460	5,250	2,103	5,250	5,250
	Transportation (VRF)	25,320	25,320	15,000	15,000	7,500	15,000	15,000
	Vehicle, Travel & Training	5,839	6,000	745	8,500	295	8,500	9,500
	Advertising & Promotion	646	750	711	500	568	750	850
	Memberships & Subscriptions	1,605	1,500	1,848	1,500	1,730	1,650	1,850
	Insurance	4,300	4,300	5,250	4,500	1,750	3,500	4,100
	Licenses & Inspections	2,152	1,500	1,711	1,500	5,606	1,500	2,000
	Repair/Maint/Licenses	184,594	234,000	258,049	252,000	44,709	252,000	252,250
	Other Services & Charges	14,045	13,000	1,085	8,000	7,039	8,000	8,000
	OTHER SERVICES & CHARGES	242,264	295,420	292,632	299,450	71,300	298,850	301,500
	Total Expenditures	878,021	908,793	895,633	938,862	402,980	937,724	1,053,544
	Net Revenue	-128,339	-115,793	-250,213	-98,862	-136,123	-174,724	-342,044
	Total for DEPT 211: ENGINEERING	-128,339	-115,793	-250,213	-98,862	-136,123	-174,724	-342,044

**City of Owatonna
Items of Significance**

DEPT 211: ENGINEERING

Personnel			
Position	2021	2022	Current Rate
Sr. Director - Public Works	1.00	1.00	\$134,950
Asst City Engineer - vacant	1.00	1.00	n/a
Administrative Tech - Public Works	1.00	1.00	26.40/hr
Civil Engineer	1.00	2.00	35.23-45.79/hr
Engineering Specialist	1.00	0.00	n/a
Engineering Technician	2.00	2.00	27.89-36.25/hr
	<u>7.00</u>	<u>7.00</u>	*
Other Seasonal Help:			
Engineering Intern	1.00	1.00	
PT locator	1.00	1.00	

DEPT 211: ENGINEERING

Items of Significance	
Charges for Services	
Engineering charged on capital projects (10%)	\$175,000
Transfers	
Annual allocation from the WWTP for administration	534,000
Transportation (VRF)	
Includes funding for 5 pickups/vehicles	15,000
Repairs	
Repair service - sidewalks	20,000
Repair service - curbs	15,000
Repair service - bituminous	175,000
Repair service - concrete	30,000
Repair service - retaining walls	10,000
Other Services & Charges	
Autocad annual fees	8,000

* FT wages are allocated to other departments

DEPT 212: STREET MAINTENANCE

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Licenses & Permits	1,800	1,500	2,400	0	718	500	500
	Intergovernmental Revenue	315,526	168,000	192,469	178,000	62,750	178,000	183,000
	Charges for Services	6,150	2,800	25,381	2,300	4,845	800	2,500
	Transfers	50,000	50,000	50,000	50,000	25,010	50,000	50,000
	Total Revenues	373,476	222,300	270,250	230,300	93,323	229,300	236,000
	FT Wages	1,155,305	1,176,074	1,167,226	1,211,998	584,625	1,270,414	1,358,262
	PT/Seasonal Wages	22,355	8,000	6,902	8,000	0	8,000	8,000
	OT	69,456	37,000	27,603	37,000	11,696	37,000	37,000
	Holiday/Other	100	120	0	0	0	0	0
	Benefits	485,991	492,014	490,387	518,685	257,983	547,747	594,582
	PERSONAL SERVICES	1,733,207	1,713,208	1,692,118	1,775,683	854,304	1,863,161	1,997,844
	Supplies	526,457	391,000	384,692	420,000	199,048	454,850	463,550
	Repair Supplies	115,818	135,000	112,167	135,000	37,002	140,000	141,000
	Small Tools & Equipment	18,624	16,850	26,995	19,650	5,563	20,300	20,500
	SUPPLIES	660,899	542,850	523,854	574,650	241,613	615,150	625,050
	Professional Services	4,131	3,000	12,225	38,000	1,323	3,000	3,000
	Communication	4,045	5,750	4,095	3,750	2,286	3,900	4,900
	Transportation (VRF)	386,840	369,840	450,240	390,240	202,650	405,240	407,040
	Vehicle, Travel & Training	2,270	5,400	-306	5,250	0	5,250	5,250
	Advertising & Promotion	614	250	335	250	277	250	250
	Memberships & Subscriptions	3,282	700	3,000	700	1,704	3,800	3,800
	Insurance	26,275	26,200	33,134	28,400	11,552	23,100	30,200
	Licenses & Inspections	1,802	3,000	2,218	3,000	1,913	3,000	3,000
	Repair/Maint/Licenses	237,742	304,700	196,118	284,700	166,411	282,500	286,200
	Rents/Leases	108,314	57,000	57,469	56,000	21,299	56,000	41,000
	Other Services & Charges	26,522	29,000	25,151	29,000	6,570	28,000	24,100
	OTHER SERVICES & CHARGES	801,837	804,840	783,679	839,290	415,985	814,040	808,740
	CAPITAL OUTLAY	0	0	30,000	0	0	0	0
	Total Expenditures	3,195,943	3,060,898	3,029,651	3,189,623	1,511,902	3,292,351	3,431,634
	Net Revenue	-2,822,467	-2,838,598	-2,759,401	-2,959,323	-1,418,579	-3,063,051	-3,195,634
	Total for DEPT 212: STREET MAINTENANCE	-2,822,467	-2,838,598	-2,759,401	-2,959,323	-1,418,579	-3,063,051	-3,195,634

**City of Owatonna
Items of Significance**

DEPT 212: STREET MAINTENANCE

Personnel			
Position	2021	2022	Current Rate
Maintenance Manager	1.00	1.00	\$100,256
Maintenance Foreman	1.00	1.00	35.61/hr
Sr. Maintenance Worker - Lead	2.00	2.00	27.89-36.25/hr
Sr. Maintenance Worker - Nights	2.00	2.00	26.07-33.90/hr
Sr. Maintenance Worker	8.00	8.00	26.07-33.90/hr
Equipment Maint Foreman	1.00	1.00	36.89/hr
Equip Maint Tech Specialist	3.00	3.00	27.89-36.25/hr
	<u>18.00</u>	<u>18.00</u>	*
Seasonal:			
Street Dept Assistants	2.00	2.00	\$14.00/hr

DEPT 212: STREET MAINTENANCE

Items of Significance	
Intergovernmental Revenue	
State - MSA Maintenance	\$125,500
County - Maintenance	50,000
Transfers	
Allocation from the Storm Water fund for street sweeping costs	50,000
Supplies	
Motor Fuels & Lubricants	114,100
Chloride	125,000
Traffic signs and paint	30,000
Bituminous Mix	135,000
Road Oils	20,000
Repair Supplies	
Vehicles & Equipment	102,500
Signals	35,000
Transportation (VRF)	
Includes funding for 7 pickups/trucks, 1 boom truck, 10 two-ton trucks, 2 road graders, 3 loaders, 1 dozer, 2 street sweepers, 2 snow blowers, 1 excavator, 2 skid loaders, 1 grinder, and 1 chipper	407,040
Repairs	
Vehicles & Equipment	21,000
Signals	2,000
Pavement Marking	9,000
Crack Filling	248,000
Other Services & Charges	
Tree/Shub maintenance - EAB inventory, community outreach, etc.	20,000

* FT wages includes allocations from other departments

DEPT 380: AIRPORT

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	68,615	68,712	107,885	70,517	34,500	69,517	69,517
	Charges for Services	147,596	153,150	155,766	153,100	61,162	151,500	150,500
	Interest on Investments	1,566	0	1,659	0	0	0	0
	Miscellaneous	132,747	135,500	153,843	141,500	78,181	164,000	190,000
	Total Revenues	350,524	357,362	419,153	365,117	173,843	385,017	410,017
	FT Wages	89,044	88,350	94,334	93,035	48,152	98,117	104,048
	PT/Seasonal Wages	25,029	23,510	22,240	23,476	11,057	24,795	26,343
	OT	0	0	0	0	126	0	0
	Benefits	40,630	41,179	25,143	25,642	12,678	26,507	28,176
	PERSONAL SERVICES	154,703	153,039	141,717	142,153	72,013	149,419	158,567
	Supplies	125,454	116,500	112,155	120,300	64,403	119,600	120,200
	Repair Supplies	5,637	11,400	8,815	10,400	2,708	10,000	9,500
	Small Tools & Equipment	5,432	2,200	703	2,200	157	2,100	2,200
	SUPPLIES	136,523	130,100	121,673	132,900	67,268	131,700	131,900
	Professional Services	20,200	18,000	20,345	18,000	10,000	19,800	21,600
	Communication	8,205	7,400	6,801	7,400	3,457	7,800	8,400
	Transportation (VRF)	25,080	25,080	45,080	25,080	12,540	25,080	25,080
	Vehicle, Travel & Training	1,372	1,840	906	1,840	453	1,910	1,910
	Advertising & Promotion	5,478	6,000	739	5,500	1,698	5,000	5,000
	Memberships & Subscriptions	425	600	425	600	425	600	600
	Insurance	21,300	21,300	26,717	22,900	10,150	20,300	26,100
	Licenses & Inspections	61	200	143	150	53	150	150
	Utilities	37,818	37,400	28,486	34,600	11,819	27,500	31,000
	Repair/Maint/Licenses	16,699	18,500	72,085	24,500	14,233	24,500	30,500
	Other Services & Charges	23,970	20,500	17,675	24,000	18,163	22,500	22,500
	OTHER SERVICES & CHARGES	160,608	156,820	219,402	164,570	82,991	155,140	172,840
	CAPITAL OUTLAY	0	0	9,613	0	0	0	0
	Total Expenditures	451,834	439,959	492,405	439,623	222,272	436,259	463,307
	Net Revenue	-101,310	-82,597	-73,252	-74,506	-48,429	-51,242	-53,290
	Total for DEPT 380: AIRPORT	-101,310	-82,597	-73,252	-74,506	-48,429	-51,242	-53,290

**City of Owatonna
Items of Significance**

DEPT 380: AIRPORT

Personnel			
Position	2021	2022	Current Rate
Airport Manager	1.00	1.00	\$93,080
	1.00	1.00	*
Perm PT:			
Facilities Worker (2 @ 25% FTE)	0.50	0.50	20.57-25.72/hr
Seasonal:			
Intern	1.00	1.00	

DEPT 380: AIRPORT

Items of Significance	
Intergovernmental Revenue	
State - Airport Maintenance	\$69,017
Charges for Services	
Fuel sales	150,000
Miscellaneous	
Rental (hangar, land)	190,000
Supplies	
Fuel purchased for resale	101,000
Transportation (VRF)	
Includes funding for city's portion of a Grader, Tractor w/ mower, a loader, 2 ton truck w/plow, a pickup/truck and a mower	25,080
Other Services & Charges	
Real Estate Taxes	22,500

* FT wages includes allocations from other departments

DEPT 420: LIBRARY

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	199,495	202,600	259,665	201,185	96,125	200,594	233,358
	Charges for Services	8,594	9,100	2,171	9,250	567	8,750	6,250
	Fines & Forfeits	8,736	9,000	2,211	9,000	237	750	120
	Miscellaneous	0	50	0	0	0	0	0
	Total Revenues	216,825	220,750	264,047	219,435	96,929	210,094	239,728
	FT Wages	543,441	583,064	522,596	499,958	266,469	528,692	518,037
	PT/Seasonal Wages	241,847	289,958	85,921	299,576	41,513	242,673	279,443
	OT	0	0	10	0	0	0	0
	Holiday/Other	10,048	0	0	0	0	0	0
	Benefits	219,732	223,503	164,253	201,660	85,119	203,554	223,596
	PERSONAL SERVICES	1,015,068	1,096,525	772,780	1,001,194	393,101	974,919	1,021,076
	Supplies	4,084	4,900	6,263	4,050	643	4,100	3,885
	Repair Supplies	6,536	4,000	7,623	6,000	1,134	6,500	7,000
	Small Tools & Equipment	14,938	15,000	3,062	15,250	1,233	14,600	14,895
	Library Materials	113,045	110,800	69,943	112,500	55,700	82,500	78,350
	Other Supplies	28,686	27,132	22,574	28,500	1,639	28,686	31,701
	SUPPLIES	167,289	161,832	109,465	166,300	60,349	136,386	135,831
	Professional Services	30,645	1,800	30,009	34,486	13,744	34,386	36,000
	Communication	2,095	6,600	1,819	5,700	2,119	3,100	2,115
	Vehicle, Travel & Training	2,675	3,655	2,147	3,000	31	1,250	2,500
	Advertising & Promotion	358	1,250	712	1,500	555	750	800
	Memberships & Subscriptions	1,084	1,750	1,564	1,500	240	1,000	1,000
	Insurance	8,500	8,500	10,267	8,800	3,600	7,200	8,900
	Repair/Maint/Licenses	4,612	5,460	66,693	3,410	3,690	2,815	4,365
	Rents/Leases	2,124	2,100	1,018	0	313	2,200	900
	Other Services & Charges	49,785	51,355	47,770	49,805	21,274	53,383	53,463
	OTHER SERVICES & CHARGES	101,878	82,470	161,999	108,201	45,566	106,084	110,043
	CAPITAL OUTLAY	0	0	48,259	0	0	0	0
	Total Expenditures	1,284,235	1,340,827	1,092,503	1,275,695	499,016	1,217,389	1,266,950
	Net Revenue	-1,067,410	-1,120,077	-828,456	-1,056,260	-402,087	-1,007,295	-1,027,222
	Total for DEPT 420: LIBRARY	-1,067,410	-1,120,077	-828,456	-1,056,260	-402,087	-1,007,295	-1,027,222

**City of Owatonna
Items of Significance**

DEPT 420: LIBRARY

Personnel			
Position	2021	2022	Current Rate
Director - Library	1.00	1.00	\$107,744
Asst Library Director	1.00	1.00	97,926
Librarian	3.00	2.00	88,234
Library Specialist	1.00	1.00	28.41/hr
Admin Clerk	0.00	1.00	24.23/hr
	<u>6.00</u>	<u>6.00</u>	
Permanent PT:			
Administrative Technician	0.70	0.70	\$28.59/hr
Admin Clerk (1 @ 70%)	1.40	0.70	18.71-24.34/hr
Admin Clerk (2 @ 62.5%)	1.25	1.25	18.71-24.34/hr
Library Specialist (2 @ 62.5%)	1.25	1.25	26.07-33.90/hr
Library Specialist (1 @ 70%)	0.00	0.70	26.07-33.90/hr
Other PT/Seasonal:			
Shelver/Page	1.30	1.30	\$10.08-11.00/hr
Other			

DEPT 420: LIBRARY

Items of Significance	
Intergovernmental Revenue	
Steele Co - separate levy to county residents	\$219,690
Dodge Co - annual allocation	9,554
Small Tools & Equipment	
Public computer replacement	12,000
Library Materials	
Books	47,500
Periodicals	10,000
Digital Media	9,000
Audio Visual	12,500
Other Supplies	
Distribution of county aid to Blooming Prairie Library	31,701
Other Services & Charges	
Computer Services (SELCO)	52,743

DEPT 510: PARK & REC ADMINISTRATION

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	328	0	0	0	0	0	10,000
	Total Revenues	328	0	0	0	0	0	10,000
	FT Wages	91,713	169,699	145,028	148,024	117,269	228,844	251,005
	PT/Seasonal Wages	69,853	57,176	8,392	34,820	0	0	0
	OT	0	0	0	0	60	0	0
	Benefits	50,419	90,357	46,507	47,293	32,614	78,776	69,028
	PERSONAL SERVICES	211,985	317,232	199,927	230,137	149,943	307,620	320,033
	Supplies	3,996	4,500	8,359	3,500	5,053	3,000	11,500
	Small Tools & Equipment	0	200	0	200	1,302	1,000	2,500
	SUPPLIES	3,996	4,700	8,359	3,700	6,355	4,000	14,000
	Professional Services	52,354	200	1,358	200	198	0	200
	Communication	872	1,500	533	1,500	826	1,200	1,400
	Vehicle, Travel & Training	1,373	2,500	-463	2,500	57	1,700	9,700
	Advertising & Promotion	2,191	4,000	2,221	4,000	899	2,000	17,950
	Printing	0	500	0	200	0	200	500
	Memberships & Subscriptions	3,376	3,000	2,074	3,000	2,642	3,000	5,500
	Repair/Maint/Licenses	620	465	775	500	0	500	500
	Other Services & Charges	15,625	14,500	14,040	14,750	17,885	17,700	20,000
	OTHER SERVICES & CHARGES	76,411	26,665	20,538	26,650	22,507	26,300	55,750
	CAPITAL OUTLAY	0	0	7,651	0	0	0	0
	Total Expenditures	292,392	348,597	236,475	260,487	178,805	337,920	389,783
	Net Revenue	-292,064	-348,597	-236,475	-260,487	-178,805	-337,920	-379,783
	Total for DEPT 510: PARK & REC ADMIN	-292,064	-348,597	-236,475	-260,487	-178,805	-337,920	-379,783

City of Owatonna
Items of Significance

DEPT 510: PARK & REC ADMINISTRATION

Personnel			
Position	2021	2022	Current Rate
Sr. Director - Parks & Rec	1.00	1.00	\$117,998
Recreation Manager	1.00	0.00	
Recreation Supervisor	0.00	1.00	63,253
Recreation Supervisor	1.00	0.00	
Administrative Specialist	0.00	1.00	36.25/hr
Administrative Technician	2.00	2.00	24.23-31.49/hr
	<u>5.00</u>	<u>5.00</u>	*
Permanent PT:			
Admin Asst (1 @ 67.5%)	0.68	0.00	n/a

* FT wages are allocated to/from other departments

DEPT 510: PARK & REC ADMINISTRATION

Items of Significance	
Other Services & Charges	
Annual software maintenance	\$20,000

DEPT 511: PARK MAINTENANCE

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Licenses & Permits	10	0	10	0	19	0	9
	Intergovernmental Revenue	30,153	35,000	82,110	35,000	1,700	35,000	40,000
	Charges for Services	69,778	45,000	35,680	45,000	13,395	45,000	48,568
	Miscellaneous	40,715	34,000	59,524	40,615	17,015	40,615	41,000
	Total Revenues	140,656	114,000	177,324	120,615	32,129	120,615	129,577
	FT Wages	466,351	510,864	467,235	493,422	262,983	571,359	715,593
	PT/Seasonal Wages	158,930	153,379	94,877	203,290	44,793	165,872	180,739
	OT	14,314	12,000	4,914	12,000	13,918	12,000	15,000
	Benefits	197,647	232,322	192,979	232,276	110,445	281,365	310,975
	PERSONAL SERVICES	837,242	908,565	760,005	940,988	432,139	1,030,596	1,222,307
	Supplies	156,932	126,500	179,665	150,000	55,770	153,000	176,100
	Repair Supplies	94,611	91,500	93,763	95,500	48,265	95,500	97,500
	Small Tools & Equipment	31,019	30,000	81,330	15,000	42,827	15,000	16,700
	SUPPLIES	282,562	248,000	354,758	260,500	146,862	263,500	290,300
	Professional Services	94,303	66,500	107,301	81,000	1,685	81,000	5,500
	Communication	1,256	1,500	1,877	1,500	811	1,500	2,000
	Transportation (VRF)	88,800	88,800	127,000	102,000	52,500	105,000	110,000
	Vehicle, Travel & Training	1,259	3,100	18	3,100	0	2,100	50
	Advertising & Promotion	184	500	141	500	489	500	0
	Memberships & Subscriptions	640	1,000	483	1,000	445	750	300
	Insurance	31,700	31,700	39,927	34,100	14,850	29,700	39,500
	Licenses & Inspections	1,287	2,500	3,417	2,500	1,563	2,500	2,500
	Repair/Maint/Licenses	5,756	3,000	10,480	3,250	2,662	3,250	3,000
	Rents/Leases	18,198	16,000	17,742	16,000	4,783	16,000	16,000
	Other Services & Charges	21,985	26,000	27,219	26,000	6,013	20,500	20,500
	OTHER SERVICES & CHARGES	265,368	240,600	335,605	270,950	85,801	262,800	199,350
	CAPITAL OUTLAY	0	0	36,380	0	0	0	0
	Total Expenditures	1,385,172	1,397,165	1,486,748	1,472,438	664,802	1,556,896	1,711,957
	Net Revenue	-1,244,516	-1,283,165	-1,309,424	-1,351,823	-632,673	-1,436,281	-1,582,380
	Total for DEPT 511: PARK MAINTENANCE	-1,244,516	-1,283,165	-1,309,424	-1,351,823	-632,673	-1,436,281	-1,582,380

**City of Owatonna
Items of Significance**

DEPT 511: PARK MAINTENANCE

Personnel			
Position	2020	2022	Current Rate
Maintenance Manager	1.00	1.00	\$100,256
Maintenance Foreman	1.00	1.00	37.42/hr
Maintenance Worker	2.00	2.00	24.23-31.49/hr
Sr. Maintenance Worker - Lead	1.00	1.00	35.43/hr
Laborer	3.00	6.00	18.71-24.34/hr
Custodian	1.00	1.00	24.34/hr
	9.00	12.00	*
Permanent PT:			
Laborer (2 @ 60%)	1.20	1.20	\$18.71-24.34/hr
Seasonal:			
Mowers	4.00	4.00	\$14.00-16.00/hr
Spring Maintenance	2.00	2.00	14.00-16.00/hr
Fall Maintenance	2.00	2.00	14.00-16.00/hr
Summer Maintenance	16.00	16.00	14.00-16.00/hr

DEPT 511: PARK MAINTENANCE

Items of Significance	
Miscellaneous Revenue	
Rentals	\$18,000
Reimbursement - school district	40,000
Reimbursement - OPU	18,000
Supplies	
Motor fuels & lubricants	40,000
Bituminous Mix	27,000
Wood chips/Fall material	7,000
Rock - Crushed & Riprap	14,000
Trees, Shrubs, & Sod (increased for EAB)	7,000
Janitorial Supplies	14,000
Chemicals & Fertilizers	32,000
Professional Services	
Contract help (work release)	0
Lake Kohlmier weed control	5,000
Transportation (VRF)	
Includes funding for 18 pickups/trucks, 1 mosquito sprayer 10 mowers, 12 tractors, 7 utility vehicles, 2 backhoes and 1 trencher	110,000
Other Services & Charges	
Landfill Charges	18,000

* FT/PT wages include allocations from other departments

DEPT 512: ADULT RECREATION

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	4,310	4,800	6,410	5,000	0	4,500	4,500
	Charges for Services	61,120	74,250	25,653	75,500	31,500	81,032	88,000
	Miscellaneous	0	400	267	400	175	400	400
	Total Revenues	65,430	79,450	32,330	80,900	31,675	85,932	92,900
	FT Wages	25,765	34,400	30,480	37,908	16,338	44,447	33,132
	PT/Seasonal Wages	14,591	14,790	5,985	16,500	0	16,000	16,000
	OT	0	100	0	100	0	100	100
	Benefits	7,970	11,263	8,590	12,185	4,259	13,454	19,088
	PERSONAL SERVICES	48,326	60,553	45,055	66,693	20,597	74,001	68,320
	Supplies	7,748	5,850	8,324	5,600	49	5,100	7,700
	Small Tools & Equipment	0	150	0	100	0	0	300
	SUPPLIES	7,748	6,000	8,324	5,700	49	5,100	8,000
	Professional Services	0	800	726	900	0	800	1,100
	Communication	8,824	6,450	6,185	7,400	2,521	7,600	9,050
	Vehicle, Travel & Training	261	950	124	800	28	400	300
	Printing	75	350	0	300	0	100	0
	Insurance	42	0	0	0	0	0	0
	Refunds & Reimbursements	6,955	8,105	-853	8,000	0	8,000	8,000
	OTHER SERVICES & CHARGES	16,157	16,655	6,182	17,400	2,549	16,900	18,450
	Total Expenditures	72,231	83,208	59,561	89,793	23,195	96,001	94,770
	Net Revenue	-6,801	-3,758	-27,231	-8,893	8,480	-10,069	-1,870
	Total for DEPT 512: ADULT RECREATION	-6,801	-3,758	-27,231	-8,893	8,480	-10,069	-1,870

City of Owatonna
Items of Significance

DEPT 512: ADULT RECREATION

Personnel			
<u>Position</u>	<u>2021</u>	<u>2022</u>	<u>Current Rate</u>
Seasonal:			
Adult Volleyball Official	16.00	16.00	\$18.00/match

DEPT 512: ADULT RECREATION

Items of Significance	
Charges for Services	
Team Fees	\$25,000
Player Fees - Resident	50,000
Player Fees - Nonresident	13,000
Communication	
Credit card processing fees	8,500

* FT wages include allocations from other departments

DEPT 513: YOUTH RECREATION

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	6,860	7,500	700	7,000	0	7,000	7,000
	Charges for Services	203,022	185,405	50,085	199,030	101,368	206,329	219,400
	Miscellaneous	8,540	5,000	9,772	9,600	1,569	9,600	8,000
	Total Revenues	218,422	197,905	60,557	215,630	102,937	222,929	234,400
	FT Wages	149,675	154,102	149,763	174,871	78,829	188,911	150,697
	PT/Seasonal Wages	91,299	86,589	43,892	108,315	28,790	86,190	118,934
	OT	69	0	239	0	211	0	0
	Benefits	52,835	51,306	42,980	57,976	27,695	65,939	75,681
	PERSONAL SERVICES	293,878	291,997	236,874	341,162	135,525	341,040	345,312
	Supplies	29,315	18,200	21,006	18,200	5,357	27,261	30,200
	Repair Supplies	90	0	130	1,000	0	1,000	1,200
	Small Tools & Equipment	794	600	457	1,250	1,456	750	3,500
	Concession Supplies	2,131	0	1,676	1,500	-337	1,500	1,500
	SUPPLIES	32,330	18,800	23,269	21,950	6,476	30,511	36,400
	Professional Services	20,884	15,200	7,690	16,750	3,811	12,150	14,150
	Communication	11,324	8,450	8,288	11,325	3,968	11,175	11,250
	Vehicle, Travel & Training	1,370	2,750	659	2,750	185	2,150	1,300
	Advertising & Promotion	1,047	3,100	1,046	2,900	835	1,900	0
	Printing	0	0	0	250	0	250	250
	Memberships & Subscriptions	440	450	315	625	393	670	300
	Insurance	18	1,181	0	1,181	0	1,181	1,100
	Licenses & Inspections	450	500	77	800	77	300	1,100
	Repair/Maint/Licenses	0	150	0	0	0	0	0
	Other Services & Charges	1,865	1,900	1,825	1,950	746	1,950	2,150
	Refunds & Reimbursements	11,658	18,000	5,620	18,000	0	18,000	16,000
	OTHER SERVICES & CHARGES	49,056	51,681	25,520	56,531	10,015	49,726	47,600
	Total Expenditures	375,264	362,478	285,663	419,643	152,016	421,277	429,312
	Net Revenue	-156,842	-164,573	-225,106	-204,013	-49,079	-198,348	-194,912
	Total for DEPT 513: YOUTH RECREATION	-156,842	-164,573	-225,106	-204,013	-49,079	-198,348	-194,912

**City of Owatonna
Items of Significance**

DEPT 513: YOUTH RECREATION

Personnel			
<u>Position</u>	<u>2021</u>	<u>2022</u>	<u>Current Rate</u>
Recreation Supervisor	1.00	1.00	\$63,253

Seasonal:

DEPT 513: YOUTH RECREATION

Items of Significance	
Charges for Services	
Entry Fees	\$18,000
Resident Fees	168,000
Therapeutic Recreation Memberships	8,000
Therapeutic Recreation trips	6,000
Lake Kohlmier concessions	3,500
Miscellaneous	
Lake Kohlmier equipment rental	5,000
Small Tools \$& Equipment	
Archery Park & Kohlmier equipment replacement	3,500
Supplies	
Youth rec activity supplies	15,500
Therapeutic rec activity supplies	13,000
Professional Services	
School district charges for OT (weekend use of facilities)	5,000
Therapeutic rec trips	5,500
Communication	
Credit card processing fees	7,200

* FT wages include allocations from other departments

DEPT 514: TENNIS AND FITNESS CENTER

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	257,389	265,100	64,547	274,925	41,874	176,150	166,400
	Miscellaneous	17,302	0	4,092	0	0	0	0
	Total Revenues	274,691	265,100	68,639	274,925	41,874	176,150	166,400
	FT Wages	64,178	45,958	46,622	48,367	30,156	51,082	84,723
	PT/Seasonal Wages	96,750	87,865	40,431	102,748	15,792	48,301	37,300
	OT	0	0	0	0	161	0	0
	Benefits	29,684	23,516	16,303	24,242	8,900	19,410	33,274
	PERSONAL SERVICES	190,612	157,339	103,356	175,357	55,009	118,793	155,297
	Supplies	8,469	11,950	4,392	8,550	2,019	8,550	5,850
	Repair Supplies	8,293	3,750	3,385	3,750	414	3,000	3,050
	Small Tools & Equipment	23,087	16,500	7,155	17,500	0	7,500	4,600
	Concession Supplies	1,217	1,500	-18	1,400	0	600	0
	SUPPLIES	41,066	33,700	14,914	31,200	2,433	19,650	13,500
	Professional Services	79,649	92,900	24,770	98,150	19,613	94,750	94,500
	Communication	7,437	7,400	4,647	7,300	2,032	6,600	5,800
	Vehicle, Travel & Training	91	950	11	950	53	825	200
	Advertising & Promotion	59	2,600	0	3,000	0	3,000	0
	Printing	543	400	381	600	123	600	0
	Memberships & Subscriptions	1,472	1,800	498	1,800	243	1,000	400
	Insurance	3,400	3,400	4,435	3,500	1,550	3,100	4,500
	Licenses & Inspections	520	525	1,040	525	0	550	700
	Repair/Maint/Licenses	6,881	2,400	642	2,500	418	1,250	1,750
	Rents/Leases	400	0	75	0	0	0	0
	Other Services & Charges	1,807	1,200	-498	1,700	0	1,200	1,200
	OTHER SERVICES & CHARGES	102,259	113,575	36,001	120,025	24,032	112,875	109,050
	Total Expenditures	333,937	304,614	154,271	326,582	81,474	251,318	277,847
	Net Revenue	-59,246	-39,514	-85,632	-51,657	-39,600	-75,168	-111,447
	Total for DEPT 514: TENNIS AND FITNESS CENTER	-59,246	-39,514	-85,632	-51,657	-39,600	-75,168	-111,447

**City of Owatonna
Items of Significance**

DEPT 514: TENNIS AND FITNESS CENTER

Personnel			
Position	2021	2022	Current Rate
Recreation Manager	1.00	1.00	\$93,080 *
Permanent PT:			
Recreation Facility Asst (1 @ 70%)	0.70	0.00	n/a
Seasonal:			

DEPT 514: TENNIS & FITNESS CENTER

Items of Significance	
Charges for Services	
Tennis Pro Shop Sales	
Tennis Instruction	80,000
Tennis All Other	47,500
Court Fee	15,000
Fitness Gym Rentals	5,000
Aquatics	100
Water Aerobics	18,000
Small Tools & Equipment	
Court Sweeper	3,000
Professional Services	
Tennis Instruction	63,000
Tennis Pro contract	31,000
Communication	
Credit card processing fees	3,500

* FT/PT wages include allocations from other departments

DEPT 515: SOCIAL COMMONS

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	71,600	57,500	23,356	59,000	10,789	57,000	64,700
	Miscellaneous	33,008	27,000	14,339	28,000	5,142	28,000	30,000
	Total Revenues	104,608	84,500	37,695	87,000	15,931	85,000	94,700
	FT Wages	41,479	42,717	40,302	45,040	23,549	38,495	40,120
	PT/Seasonal Wages	7,857	7,500	4,913	18,135	1,455	8,800	10,500
	Benefits	8,751	9,590	9,500	12,099	5,686	10,521	14,875
	PERSONAL SERVICES	58,087	59,807	54,715	75,274	30,690	57,816	65,495
	Supplies	4,943	6,100	654	5,700	779	5,700	7,300
	Repair Supplies	80	1,700	1,138	1,700	811	1,400	1,000
	Small Tools & Equipment	7,765	6,000	6,629	6,000	0	0	1,500
	Concession Supplies	237	250	-15	250	0	250	150
	SUPPLIES	13,025	14,050	8,406	13,650	1,590	7,350	9,950
	Professional Services	53,147	28,800	8,627	32,200	1,962	32,200	32,500
	Communication	5,109	4,200	5,180	5,800	1,591	5,800	5,900
	Vehicle, Travel & Training	133	850	41	800	61	700	300
	Advertising & Promotion	362	750	0	750	710	750	0
	Printing	0	500	0	500	0	250	300
	Memberships & Subscriptions	352	250	223	300	163	300	100
	Insurance	2,200	2,200	2,683	2,300	1,050	2,100	2,600
	Licenses & Inspections	110	0	110	100	860	100	500
	Repair/Maint/Licenses	-100	1,500	1,640	1,500	795	0	500
	Rents/Leases	-140	0	-2	0	0	0	0
	Other Services & Charges	1,606	1,850	902	1,850	373	1,600	1,900
	OTHER SERVICES & CHARGES	62,779	40,900	19,404	46,100	7,565	43,800	44,600
	Total Expenditures	133,891	114,757	82,525	135,024	39,845	108,966	120,045
	Net Revenue	-29,283	-30,257	-44,830	-48,024	-23,914	-23,966	-25,345
	Total for DEPT 515: SOCIAL COMMONS	-29,283	-30,257	-44,830	-48,024	-23,914	-23,966	-25,345

**City of Owatonna
Items of Significance**

DEPT 515: SOCIAL COMMONS

Personnel			
Position	2021	2022	Current Rate
Recreation Supervisor-SP/TR	1.00	1.00	\$61,402
	1.00	1.00	*
Permanent PT: Guest services			\$12.00-14.00/hr

DEPT 515: WEST HILLS SOCIAL COMMONS

Items of Significance	
Charges for Services	
Memberships	\$18,500
Trips	34,000
Programs	12,000
Miscellaneous	
Rentals	30,000
Small Tools & Equipment	
Roll-up kitchen windows	1,500
Professional Services	
Senior trip costs	28,000
Communication	
Credit card processing fees	2,700

* FT wages include allocations from other departments

DEPT 520: AQUATIC CENTER

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	202,767	193,500	56,141	195,100	138,032	195,500	222,500
	Miscellaneous	6,000	0	2,220	0	11,550	0	0
	Total Revenues	208,767	193,500	58,361	195,100	149,582	195,500	222,500
	FT Wages	20,860	22,952	24,333	24,176	13,091	25,565	33,967
	PT/Seasonal Wages	120,794	116,500	59,285	133,591	36,894	128,255	148,256
	OT	0	0	0	0	87	0	0
	Benefits	17,812	19,370	13,396	21,072	8,933	24,507	30,212
	PERSONAL SERVICES	159,466	158,822	97,014	178,839	59,005	178,327	212,435
	Supplies	32,536	22,900	26,298	24,800	19,444	24,800	16,500
	Repair Supplies	2,560	10,000	6,572	10,000	2,142	9,000	10,000
	Small Tools & Equipment	23,010	10,000	7,537	13,000	7,671	7,300	25,000
	Concession Supplies	27,774	23,000	0	23,000	8,636	23,000	27,000
	SUPPLIES	85,880	65,900	40,407	70,800	37,893	64,100	78,500
	Professional Services	195	100	8	0	-1,003	0	0
	Communication	3,970	3,000	2,603	3,250	557	3,250	3,750
	Vehicle, Travel & Training	303	1,000	292	1,000	66	1,000	500
	Advertising & Promotion	4,932	7,000	0	7,000	1,709	7,000	0
	Memberships & Subscriptions	1,234	600	280	300	243	300	700
	Insurance	7,700	7,700	9,567	8,200	3,650	7,300	9,500
	Licenses & Inspections	805	805	805	805	1,100	850	1,100
	Repair/Maint/Licenses	2,880	1,000	3,000	4,000	7,040	4,000	4,000
	Rents/Leases	40	0	0	0	0	0	0
	Other Services & Charges	404	700	209	700	84	700	800
	OTHER SERVICES & CHARGES	22,463	21,905	16,764	25,255	13,446	24,400	20,350
	Total Expenditures	267,809	246,627	154,185	274,894	110,344	266,827	311,285
	Net Revenue	-59,042	-53,127	-95,824	-79,794	39,238	-71,327	-88,785
	Total for DEPT 520: AQUATIC CENTER	-59,042	-53,127	-95,824	-79,794	39,238	-71,327	-88,785

**City of Owatonna
Items of Significance**

DEPT 520: AQUATIC CENTER FUND

DEPT 520: AQUATIC CENTER

Personnel			
<u>Position</u>	<u>2021</u>	<u>2022</u>	<u>Current Rate</u>
Guest Services Lead	4.00	4.00	\$15.00-17.00/hr
Guest Services	30.00	30.00	12.00-14.00/hr
Head Lifeguards	4.00	4.00	15.00-17.00/hr
Lifeguards	40.00	40.00	13.00-15.00/hr
Water Safety Instructor (WSI)	16.00	16.00	15.00-17.00/hr
Water Aerobics	4.00	4.00	15.00-17.00/hr
	<u>98.00</u>	<u>98.00</u>	*

Items of Significance	
Charges for Services	
Admission Revenue	\$70,000
Memberships	57,000
Program Revenue	5,000
Swim Class Fees	15,000
Concessions	57,500
Facility Rental	18,000
Supplies	
Chemicals	22,000
Small Tools & Equipment	
Table/chairs; pool vac; funbrellas; concession equipment	25,000
Communication	
Credit card processing fees	1,750

* FT/PT wages include allocations from other departments

DEPT 525: BROOKTREE GOLF COURSE

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	370,132	408,050	403,142	367,600	303,987	374,800	448,300
	Miscellaneous	858	0	1,236	0	0	0	0
	Total Revenues	370,990	408,050	404,378	367,600	303,987	374,800	448,300
	FT Wages	154,533	115,999	169,725	115,644	89,269	143,873	140,590
	PT/Seasonal Wages	74,871	117,456	81,496	59,960	20,538	45,000	67,500
	OT	2,811	1,000	1,408	1,000	260	1,000	1,000
	Benefits	47,339	49,082	52,760	37,648	26,424	41,434	41,282
	PERSONAL SERVICES	279,554	283,537	305,389	214,252	136,491	231,307	250,372
	Supplies	86,692	84,600	89,490	83,100	81,405	97,600	101,850
	Repair Supplies	27,819	25,000	31,507	24,500	22,524	31,500	31,500
	Small Tools & Equipment	883	2,800	1,414	2,500	3,537	2,500	3,000
	Concession Supplies	0	10,000	0	0	0	0	0
	SUPPLIES	115,394	122,400	122,411	110,100	107,466	131,600	136,350
	Professional Services	110,793	26,000	99,093	110,000	57,515	111,500	101,000
	Communication	12,050	10,000	17,435	7,700	4,375	10,700	10,600
	Transportation (VRF)	35,820	35,820	54,000	39,000	21,000	42,000	42,000
	Vehicle, Travel & Training	87	1,700	86	700	0	700	500
	Advertising & Promotion	5,502	7,000	4,679	12,000	4,165	7,000	7,000
	Memberships & Subscriptions	480	6,300	1,905	500	2,860	500	500
	Insurance	7,000	7,000	7,700	6,600	2,700	5,400	7,000
	Licenses & Inspections	433	1,660	659	1,660	826	1,500	2,000
	Repair/Maint/Licenses	3,158	5,000	1,285	2,700	0	3,000	6,000
	Rents/Leases	34,505	40,980	32,400	37,980	14,378	37,980	38,000
	Other Services & Charges	7,706	4,800	5,088	4,800	5,511	6,000	6,500
	Refunds & Reimbursements	108	0	0	0	0	0	0
	OTHER SERVICES & CHARGES	217,642	146,260	224,330	223,640	113,330	226,280	221,100
	Total Expenditures	612,590	552,197	652,130	547,992	357,287	589,187	607,822
	Net Revenue	-241,600	-144,147	-247,752	-180,392	-53,300	-214,387	-159,522
	Total for DEPT 525: BROOKTREE GOLF	-241,600	-144,147	-247,752	-180,392	-53,300	-214,387	-159,522

**City of Owatonna
Items of Significance**

DEPT 525: BROOKTREE GOLF COURSE

Personnel			
Position	2021	2022	Current Rate
Sr Maintenance Worker - Lead	1.00	1.00	\$35.43/hr
Maintenance Worker	1.00	1.00	31.49/hr
	1.00	1.00	*
Seasonal:			
Grounds Crew	11.00	11.00	\$14.00-16.00/hr

DEPT 525: BROOKTREE GOLF COURSE

Items of Significance	
Charges for Services	
Green Fees	\$131,000
Cart Rentals	118,000
Golf Cart Trail Fees	17,000
Golf Memberships	182,000
Supplies	
Motor Fuels & Lubricants	17,000
Chemicals & Fertilizers	67,000
Professional Services	
Course operator	93,000
Communication	
Credit card processing fees	10,000
Transportation (VRF)	
Includes funding for 1 pickup, 10 mowers, 1 tractor, 1 skid loader, 9 utility vehicles, aerator, sprayer, blower, top dresser and sand pro	42,000
Rents/Leases	
Golf cart rental	35,000

* PT wages include allocations to/from other departments

DEPT 150: PLANNING & ZONING

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Licenses & Permits	1,875	1,000	1,275	1,000	700	1,000	1,200
	Charges for Services	16,170	16,500	38,038	16,500	6,736	17,500	19,500
	Transfers	57,500	57,500	71,700	71,700	31,700	63,350	68,730
	Total Revenues	75,545	75,000	111,013	89,200	39,136	81,850	89,430
	FT Wages	193,050	189,960	204,143	185,900	104,059	218,006	230,099
	PT/Seasonal Wages	0	0	0	25,629	0	0	45,154
	OT	31	0	0	0	0	0	0
	Benefits	50,757	48,065	52,190	50,056	26,980	53,828	63,537
	PERSONAL SERVICES	243,838	238,025	256,333	261,585	131,039	271,834	338,790
	Supplies	1,139	1,250	1,481	1,250	593	1,250	1,250
	Repair Supplies	0	250	0	250	0	250	250
	Small Tools & Equipment	2,203	2,500	279	1,000	0	1,000	2,500
	SUPPLIES	3,342	4,000	1,760	2,500	593	2,500	4,000
	Professional Services	18,996	19,000	45,599	43,000	14,163	22,000	27,000
	Communication	1,732	1,750	1,693	1,950	740	1,950	1,950
	Vehicle, Travel & Training	2,351	3,500	771	3,500	298	3,500	3,500
	Advertising & Promotion	3,959	2,000	5,177	2,000	897	4,000	4,000
	Memberships & Subscriptions	962	1,000	1,096	1,000	0	1,000	1,000
	Insurance	2,600	2,600	2,917	2,500	1,100	2,200	2,600
	Repair/Maint/Licenses	620	700	688	700	0	700	1,400
	OTHER SERVICES & CHARGES	31,220	30,550	57,941	54,650	17,198	35,350	41,450
	Total Expenditures	278,400	272,575	316,034	318,735	148,830	309,684	384,240
	Net Revenue	-202,855	-197,575	-205,021	-229,535	-109,694	-227,834	-294,810
	Total for DEPT 150: PLANNING & ZONING	-202,855	-197,575	-205,021	-229,535	-109,694	-227,834	-294,810

City of Owatonna
Items of Significance

DEPT 150: PLANNING & ZONING

Personnel			
<u>Position</u>	<u>2021</u>	<u>2022</u>	<u>Current Rate</u>
Sr Director - Community Development	1.00	1.00	\$129,979
Community Development Manager	1.00	1.00	97,926
GIS Analyst	1.00	1.00	88,691
Administrative Technician	1.00	1.00	31.49/hr
Housing Manager (HRA)	1.00	1.00	79,872
	<u>5.00</u>	<u>5.00</u>	*
Permanent PT:			
Community Dev Specialist (1@70%)	0.00	0.70	\$27.89-36.25/hr

* FT wages include allocations from other departments

DEPT 150: PLANNING & ZONING

Items of Significance	
Charges for Services	
Zone/Variance/Sudivision Applications	\$7,500
Site Plan Review	10,000
Annexation Fees	2,000
Transfers In	
Annual allocation from the WWTP for GIS services (27.5%)	37,800
Annual allocation from the Storm Water Fund for GIS services (22.5%)	30,930
Professional Services	
ESRI/Aerial Photography	16,700

FUND 602: WASTEWATER TREATMENT FUND
DEPT 902: WASTE WATER TREATMENT FACILITY

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	3,754,104	3,570,000	3,893,234	3,645,000	1,966,877	3,784,000	4,255,178
	Special Assessments	1,289	1,310	819	843	0	626	411
	Interest on Investments	452,533	160,000	274,970	250,000	62,888	175,000	120,000
	Miscellaneous	0	0	3,920	0	0	0	0
	Total Revenues	4,207,926	3,731,310	4,172,943	3,895,843	2,029,765	3,959,626	4,375,589
	FT Wages	618,668	637,583	553,316	719,694	268,062	720,376	768,407
	PT/Seasonal Wages	116	5,000	0	5,000	0	5,000	5,000
	OT	16,149	12,000	3,269	12,000	3,502	12,000	12,000
	Holiday/Other	17,028	15,680	30,172	15,964	6,396	11,500	11,500
	Benefits	288,349	252,891	116,953	312,171	75,315	243,669	266,434
	PERSONAL SERVICES	940,310	923,154	703,710	1,064,829	353,275	992,545	1,063,341
	Supplies	176,234	217,850	184,691	218,100	102,425	224,500	228,500
	Repair Supplies	71,328	126,000	39,043	131,000	23,062	134,500	136,000
	Small Tools & Equipment	12,245	27,300	16,424	27,800	12,629	30,500	30,500
	SUPPLIES	259,807	371,150	240,158	376,900	138,116	389,500	395,000
	Professional Services	157,498	60,000	221,882	60,000	597,962	60,000	185,000
	Communication	40,497	11,725	15,376	11,775	5,276	11,075	13,075
	Vehicle, Travel & Training	10,116	7,300	792	8,800	1,370	11,300	11,000
	Advertising & Promotion	0	700	375	1,450	300	900	800
	Memberships & Subscriptions	35,857	26,300	22,649	28,500	6,713	28,500	28,500
	Insurance	45,800	45,800	53,200	47,100	19,050	38,100	48,000
	Licenses & Inspections	9,430	17,500	14,941	17,500	15,030	17,500	17,500
	Utilities	1,756	2,500	1,084	2,500	832	2,500	2,500
	Repair/Maint/Licenses	286,347	600,450	428,677	466,450	273,705	377,100	367,600
	Other Services & Charges	4,138	5,375	2,233	4,375	1,017	5,875	3,375
	Depreciation	1,017,419	1,000,000	984,469	1,000,000	492,000	1,015,000	1,000,000
	OTHER SERVICES & CHARGES	1,608,858	1,777,650	1,745,678	1,648,450	1,413,255	1,567,850	1,677,350
	DEBT SERVICE	52,797	57,000	45,142	48,000	20,135	40,000	32,000
	TRANSFERS OUT	515,625	515,625	545,435	545,435	272,445	544,845	571,800
	Total Expenditures	3,377,397	3,644,579	3,280,123	3,683,614	2,197,226	3,534,740	3,739,491
	Total for DEPT 902: WWTF	830,529	86,731	892,820	212,229	-167,461	424,886	636,098

City of Owatonna
Items of Significance

DEPT 902: WASTEWATER TREATMENT FUND

Personnel			
Position	2021	2022	Current Rate
Wastewater Manager	1.00	1.00	\$100,256
Lab Technician	1.00	1.00	26.85/hr
Wastewater Foreman	2.00	2.00	30.18-39.26/hr
Wastewater Operator	2.00	2.00	27.89-36.25/hr
Maintenance Technician	1.00	1.00	30.41/hr
Maintenance Worker	4.00	4.00	24.23-31.49/hr
	<u>11.00</u>	<u>11.00</u>	*
Seasonal:			
Intern	1.00	1.00	
I&I Inspections	1.00	1.00	

DEPT 902: WASTE WATER TREATMENT FACILITY

Items of Significance	
Supplies	
Chemicals	\$145,500
Repairs	
Other Repair Service - Sewer Slip Lining/I&I	250,000
Transfers Out	
Annual allocation to the general fund for WWTP administration	534,000
Annual allocation to the general fund for GIS services (27.5% of costs)	37,800

* FT wages include allocations from other departments

FUND 620: STORM WATER UTILITY

DEPT 920: STORM WATER UTILITY

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Tax Levies	312,938	312,615	312,070	312,880	0	318,075	312,305
	Charges for Services	1,212,091	1,250,000	1,208,514	1,250,000	606,300	1,250,000	1,320,000
	Interest on Investments	65,383	12,000	43,133	30,000	10,232	30,000	20,000
	Other Financing Sources	161,841	0	21,404	0	0	0	0
	Total Revenues	1,752,253	1,574,615	1,585,121	1,592,880	616,532	1,598,075	1,652,305
	FT Wages	87,798	88,586	94,212	93,323	48,340	98,502	104,487
	Benefits	24,022	21,802	26,116	22,934	11,607	24,033	25,307
	PERSONAL SERVICES	111,820	110,388	120,328	116,257	59,947	122,535	129,794
	Supplies	14,004	54,500	5,386	59,500	35	59,500	59,500
	Repair Supplies	0	500	28	500	0	500	500
	Small Tools & Equipment	125	250	125	250	0	250	250
	SUPPLIES	14,129	55,250	5,539	60,250	35	60,250	60,250
	Professional Services	34,184	116,000	26,079	105,000	5,323	105,000	205,000
	Communication	92	750	66	750	27	750	750
	Vehicle, Travel & Training	6,741	3,000	453	3,000	129	4,500	4,500
	Advertising & Promotion	100	1,500	0	1,500	0	1,500	1,500
	Printing	0	1,500	0	1,500	0	1,500	1,500
	Memberships & Subscriptions	105	1,500	1,068	1,500	1,000	1,500	1,500
	Insurance	1,500	1,500	1,983	1,800	700	1,400	1,600
	Licenses & Inspections	0	0	754	0	375	1,000	1,000
	Repair/Maint/Licenses	241,865	51,000	171,194	65,000	6,686	79,500	79,500
	Other Services & Charges	1,560	2,600	925	2,600	1,129	0	0
	Depreciation	312,119	280,000	312,654	300,000	155,700	310,000	312,000
	OTHER SERVICES & CHARGES	597,966	459,350	515,176	482,650	171,069	506,650	608,850
	DEBT SERVICE	56,309	101,000	44,509	98,000	41,794	37,000	35,000
	TRANSFERS OUT	75,875	75,875	82,265	82,265	39,265	78,505	80,930
	Total Expenditures	856,399	801,863	767,817	839,422	312,110	804,940	914,824
	Net Revenue	895,854	772,752	817,304	753,458	304,422	793,135	737,481
	Total for DEPT 920: STORM WATER UTILITY	895,854	772,752	817,304	753,458	304,422	793,135	737,481

City of Owatonna
Items of Significance

DEPT 920: STORM WATER FUND

Personnel			
Position	2021	2022	Current Rate
Water Quality Specialist	1.00	1.00	\$86,486
	1.00	1.00	*

DEPT 920: STORM WATER UTILITY

Items of Significance	
Professional Services	
Storm Water Plan Update	\$200,000
Repairs	
Storm sewer repairs	50,000
Curb repairs	2,500
Storm pond maintenance	25,000
Rain gardens	2,000
Transfers Out	
Annual allocation to the general fund for street sweeping	50,000
Annual allocation to the general fund for GIS services (22.5% of costs)	30,930

* FT wages include allocations from other departments

FUND 211: LIBRARY RESERVES AND MEMORIALS

DEPT 420: LIBRARY

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	186	0	0	0	0	0	0
	Interest on Investments	2,334	200	5,674	700	1,434	3,400	3,400
	Miscellaneous	300,272	78,000	170,389	78,000	53,792	92,000	93,000
	Total Revenues	302,792	78,200	176,063	78,700	55,226	95,400	96,400
	Library Materials	45,698	50,000	33,694	40,000	19,533	60,000	50,000
	SUPPLIES	45,698	50,000	33,694	40,000	19,533	60,000	50,000
	Programs	26,183	25,000	13,210	35,000	2,723	35,000	40,000
	OTHER SERVICES & CHARGES	26,183	25,000	13,210	35,000	2,723	35,000	40,000
	Total Expenditures	71,881	75,000	46,904	75,000	22,256	95,000	90,000
	Net Revenue	230,911	3,200	129,159	3,700	32,970	400	6,400
	Total for DEPT 420: LIBRARY	230,911	3,200	129,159	3,700	32,970	400	6,400
	Total for FUND 211: LIBRARY MEMORIALS	230,911	3,200	129,159	3,700	32,970	400	6,400

CITY OF OWATONNA
BOND PRINCIPAL PAYMENT SCHEDULE
2022 - 2031 and Thereafter

General Obligation Improvement Bonds	Principal Due	Balance 12/31/21	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Thereafter
2011 GO Bonds	March 1												
Street Improvement		70,000	70,000										
2013 GO Bonds													
Street Improvement	March 1	825,000	270,000	275,000	280,000								
TIF 3-6	March 1	405,000	130,000	135,000	140,000								
2015 GO Bonds													
Street Improvement	March 1	670,000	125,000	130,000	135,000	140,000	140,000						
2016 GO Bonds	March 1												
2016 Street Improvement		660,000	105,000	105,000	110,000	110,000	115,000	115,000					
2016 Storm Water		1,950,000	160,000	160,000	160,000	170,000	170,000	180,000	180,000	190,000	190,000	190,000	200,000
Refunding 2008 Storm Water		835,000	270,000	275,000	290,000								
2017 GO Bonds													
Street Improvement	March 1	1,330,000	185,000	185,000	190,000	190,000	190,000	195,000	195,000				
2019 GO Bonds													
Street Improvement	March 1	1,860,000	170,000	175,000	180,000	185,000	190,000	200,000	205,000	215,000	220,000		
Total General Obligation Improvement Bonds		8,605,000	1,485,000	1,440,000	1,485,000	795,000	805,000	690,000	580,000	405,000	410,000	190,000	200,000
General Obligation Bonds													
2015 Capital Equip Certificates	March 1	-											
2016 Capital Equip Certificates	March 1	50,000	50,000										
2017 Capital Equip Certificates	March 1	85,000	20,000	20,000	20,000	25,000							
2018 GO Bonds													
Street Reconstruction	March 1	4,010,000	430,000	450,000	470,000	490,000	515,000	540,000	550,000	565,000			
2020 GO Bonds													
Street Reconstruction	March 1	1,545,000	135,000	140,000	145,000	145,000	150,000	155,000	160,000	165,000	175,000	175,000	
2021 GO Bonds													
Street Reconstruction	March 1	3,250,000		285,000	290,000	300,000	310,000	320,000	330,000	345,000	355,000	355,000	360,000
Total General Obligation Bonds		8,940,000	635,000	895,000	925,000	960,000	975,000	1,015,000	1,040,000	1,075,000	530,000	530,000	360,000
MN Public Facilities Authority GO Bonds													
2010 MPFA Bonds	August 20	2,279,928	558,000	566,000	574,000	581,928							
Total MPFA Bonds		2,279,928	558,000	566,000	574,000	581,928	-	-	-	-	-	-	-
Total Bond Principal Payments		\$ 19,824,928	\$ 2,678,000	\$ 2,901,000	\$ 2,984,000	\$ 2,336,928	\$ 1,780,000	\$ 1,705,000	\$ 1,620,000	\$ 1,480,000	\$ 940,000	\$ 720,000	\$ 560,000

CITY OF OWATONNA
BOND INTEREST PAYMENT SCHEDULE
2022 - 2031 and Thereafter

General Obligation Improvement Bonds	Interest Due Semi-annual	Remaining Interest 12/31/21	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Thereafter
2011 GO Bonds	Mar 1 & Sep 1												
Street Improvement		770	770										
2013 GO Bonds	Mar 1 & Sep 1												
Street Improvement		33,969	18,638	11,481	3,850								
TIF 3-6		16,819	9,187	5,707	1,925								
2015 GO Street Improvement	Mar 1 & Sep 1	47,600	16,825	13,000	9,025	5,250	1,750	1,750					
2016 GO Bonds	Mar 1 & Sep 1												
2016 Street Improvement		49,100	15,925	12,775	9,550	6,250	3,450	1,150					
2016 Storm Water		243,275	43,838	39,038	34,238	29,286	25,038	20,456	17,936	14,238	10,438	6,519	2,250
2008 Refunding Storm Water		38,175	21,000	12,825	4,350								
2017 GO Street Improvements	Mar 1 & Sep 1	119,332	33,468	27,918	22,294	16,593	10,894	6,093	2,072				
2019 GO Street Improvements	Mar 1 & Sep 1	375,925	78,400	69,775	60,900	51,775	42,400	32,650	22,525	13,100	4,400		
Total General Obligation Improvement Bonds		<u>924,965</u>	<u>238,051</u>	<u>192,519</u>	<u>146,132</u>	<u>109,154</u>	<u>83,532</u>	<u>62,099</u>	<u>42,533</u>	<u>27,338</u>	<u>14,838</u>	<u>6,519</u>	<u>2,250</u>
General Obligation Bonds													
2015 Capital Equipment Certificates	Mar 1 & Sep 1	-											
2016 Capital Equipment Certificates	Mar 1 & Sep 1	750	750										
2017 Capital Equipment Certificates	Mar 1 & Sep 1	5,325	2,250	1,650	1,050	375							
2018 GO Street Improvements	Mar 1 & Sep 1	628,350	156,650	134,650	111,650	87,650	62,525	41,550	25,200	8,475			
2020 GO Street Improvements	Mar 1 & Sep 1	261,100	52,100	46,600	40,900	35,100	29,200	23,100	16,800	10,300	5,250	1,750	
2021 GO Street Improvements	Mar 1 & Sep 1	508,807	97,987	92,560	81,060	69,260	57,060	44,460	31,460	17,960	9,285	5,735	1,980
Total General Obligation Bonds		<u>1,404,332</u>	<u>309,737</u>	<u>275,460</u>	<u>234,660</u>	<u>192,385</u>	<u>148,785</u>	<u>109,110</u>	<u>73,460</u>	<u>36,735</u>	<u>14,535</u>	<u>7,485</u>	<u>1,980</u>
MN Public Facilities Authority GO Bonds													
2010 MPFA Bonds	Feb & Aug	81,677	32,444	24,503	16,449	8,281							
Total MPFA Bonds		<u>81,677</u>	<u>32,444</u>	<u>24,503</u>	<u>16,449</u>	<u>8,281</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Debt & Capital Fund		<u>\$ 2,410,974</u>	<u>\$ 580,232</u>	<u>\$ 492,482</u>	<u>\$ 397,241</u>	<u>\$ 309,820</u>	<u>\$ 232,317</u>	<u>\$ 171,209</u>	<u>\$ 115,993</u>	<u>\$ 64,073</u>	<u>\$ 29,373</u>	<u>\$ 14,004</u>	<u>\$ 4,230</u>

CITY OF OWATONNA
DEBT RETIREMENT SCHEDULE
FOR BUDGET YEAR 2022

<u>General Obligation Improvement Bonds</u>	Original Issue Amount	Balance Dec. 31, 2021	2022 Payments	Balance Dec. 31, 2022
2011 GO/SA Improvement	2,560,000	70,000	70,000	0
2013 GO/SA Improvement	2,515,000	825,000	270,000	555,000
2015 GO/SA Improvement	1,225,000	670,000	125,000	545,000
2016 GO/SA Improvement	1,060,000	660,000	105,000	555,000
2017 GO/SA Improvement	1,870,000	1,330,000	185,000	1,145,000
2019 GO/SA Improvement	1,860,000	1,740,000	170,000	1,570,000
Total General Obligation Improvement Bonds		<u>5,295,000</u>	<u>925,000</u>	<u>4,370,000</u>
 <u>General Obligation Equipment Certificates</u>				
2016 Equipment Certificates	240,000	50,000	50,000	0
2017 Equipment Certificates	145,000	85,000	20,000	65,000
Total General Obligation Equipment Certificates		<u>135,000</u>	<u>70,000</u>	<u>65,000</u>
 <u>General Obligation TIF Bonds</u>				
2013 TIF Bonds (TIF 3-6 Viracon)	1,140,000	405,000	130,000	275,000
Total General Obligation TIF Bonds		<u>405,000</u>	<u>130,000</u>	<u>275,000</u>
 <u>General Obligation Street Reconstruction Bonds</u>				
2018 Street Reconstruction Bonds	4,825,000	4,010,000	430,000	3,580,000
2020 Street Reconstruction Bonds	1,545,000	1,545,000	135,000	1,410,000
2021 Street Reconstruction Bonds	3,250,000	3,250,000	0	3,250,000
		<u>8,805,000</u>	<u>565,000</u>	<u>8,240,000</u>
 <u>General Obligation Revenue Bonds</u>				
2016 GO Storm Water Refunding Bonds	3,670,000	835,000	270,000	565,000
2016 GO Storm Water Bonds	2,520,000	1,950,000	160,000	1,790,000
2010 MPFA GO Bonds	7,929,333	2,279,928	558,000	1,721,928
Total General Obligation Revenue Bonds		<u>5,064,928</u>	<u>988,000</u>	<u>4,076,928</u>
Total		<u>\$ 19,704,928</u>	<u>\$ 2,678,000</u>	<u>\$ 17,026,928</u>

CITY OF OWATONNA
DEBT SERVICE LEVIES
FISCAL YEARS 2010 - 2024

Debt Service Levies	Collection Year				
	2012	2013	2014	2015	2016
2002 GO/SA Issue	\$150,000				
2003/4 GO/SA Issue	259,918				
2006 GO/SA Issue	175,000	175,000	175,000	175,000	205,000
2007 GO/SA Issue	147,800	156,000	154,900	153,800	152,700
2008 GO/SA Issue	163,500	172,500	175,300	183,000	140,400
2008 GO Storm Water Impr	250,200	253,000	249,600	246,000	247,400
2011 2004 Refunding		244,234	158,619		
2011 GO Capital Equip Certs	130,000	172,650	176,877	175,495	173,785
2013 GO Capital Equip Certs			42,910	40,005	44,520
2013 GO/SA Issue			202,810	200,430	203,440
2014 GO Capital Equip Certs				182,875	181,860
2014 GO/SA Issue				28,315	30,445
2015 GO Capital Equip Certs					105,650 *
2015 GO/SA Issue					119,120 *
Total	<u>\$1,276,418</u>	<u>\$1,173,384</u>	<u>\$1,336,016</u>	<u>\$1,384,920</u>	<u>\$1,604,320</u>

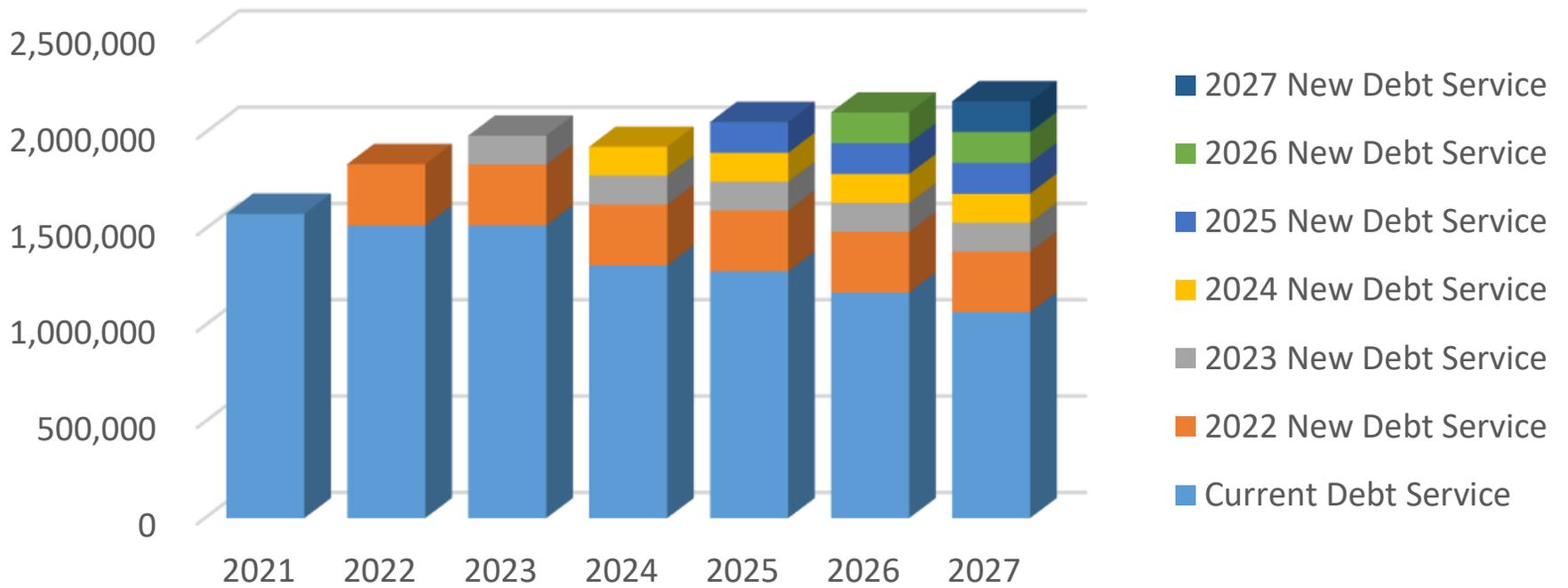
* (use available debt service funds, not levy)

Debt Service Levies	Collection Year				
	2017	2018	2019	2020	2021
2007 GO/SA Issue	151,700				
2013 GO Capital Equip Certs	43,680	42,840			
2013 GO/SA Issue	206,345	209,150	*	*	*
2014 GO Capital Equip Certs	183,750	180,285	182,070		
2014 GO/SA Issue	29,400	28,750	98,100	114,950	
2015 GO Capital Equip Certs	106,470	108,900	105,900	108,150	
2015 GO/SA Issue	118,930	120,720	122,350	118,570	120,050
2016 GO Capital Equip Certs	54,810	53,390	57,225	55,650	54,075
2016 GO/SA Issue	94,430	93,610	91,480	89,360	92,480
2016 GO Storm Water Impr	106,750	104,550	102,340	105,390	108,275
2016 GO Storm Water Refund	215,210	207,490	210,275	207,490	209,800
2017 GO/SA Issue		143,310	117,810	115,590	118,620
2017 GO Capital Equip Certs		27,865	24,940	24,305	23,680
2018 GO/SA Issue			552,200	553,000	549,600
2019 GO/SA Issue				166,975	160,810
2020 GO/SA Issue					142,940
Total	<u>\$1,311,475</u>	<u>\$1,320,860</u>	<u>\$1,664,690</u>	<u>\$1,659,430</u>	<u>\$1,580,330</u>

* (use available debt service funds, not levy)

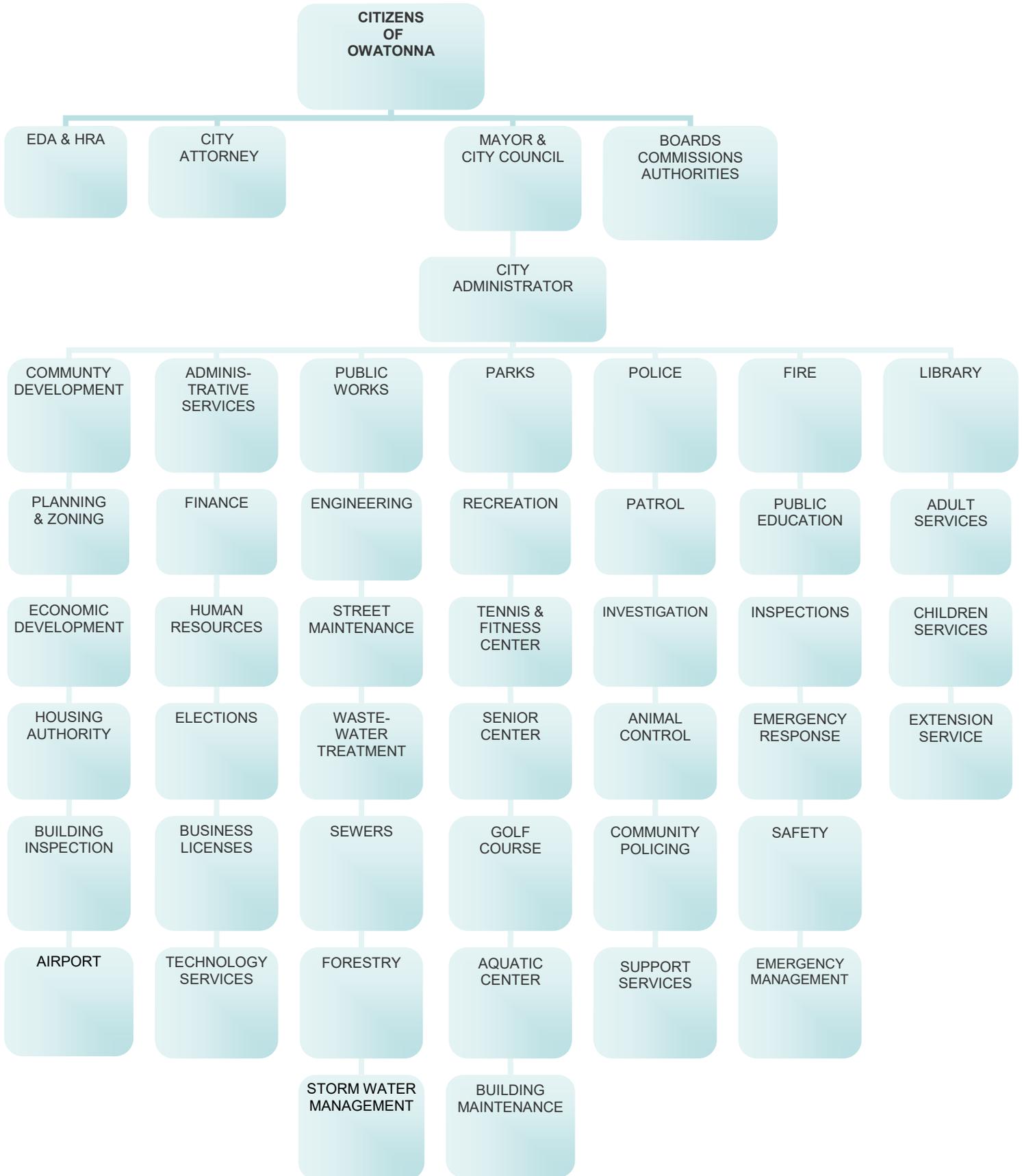
Debt Service Levies	Collection Year				
	2022	2023	2024	2025	2026
2015 GO/SA Issue	121,360	122,520	123,520	119,850	
2016 GO/SA Issue	90,200	93,165	90,720	93,530	92,140
2016 GO Storm Water Impr	105,755	103,235	105,965	103,285	106,750
2016 GO Storm Water Refund	206,550	213,635			
2017 GO/SA Issue	116,245	119,120	116,585	114,050	116,765
2017 GO Capital Equip Certs	23,045	22,415	27,040		
2018 GO/SA Issue	550,600	550,650	549,620	552,800	554,650
2019 GO/SA Issue	159,920	148,980	157,355	155,675	158,990
2020 GO/SA Issue	145,380	146,005	141,170	141,590	141,795
2021 GO/SA Issue	318,760	316,175	316,310	316,025	315,320
Total	<u>\$1,837,815</u>	<u>\$1,835,900</u>	<u>\$1,628,285</u>	<u>\$1,596,805</u>	<u>\$1,486,410</u>

City of Owatonna Projected Debt Service Levies

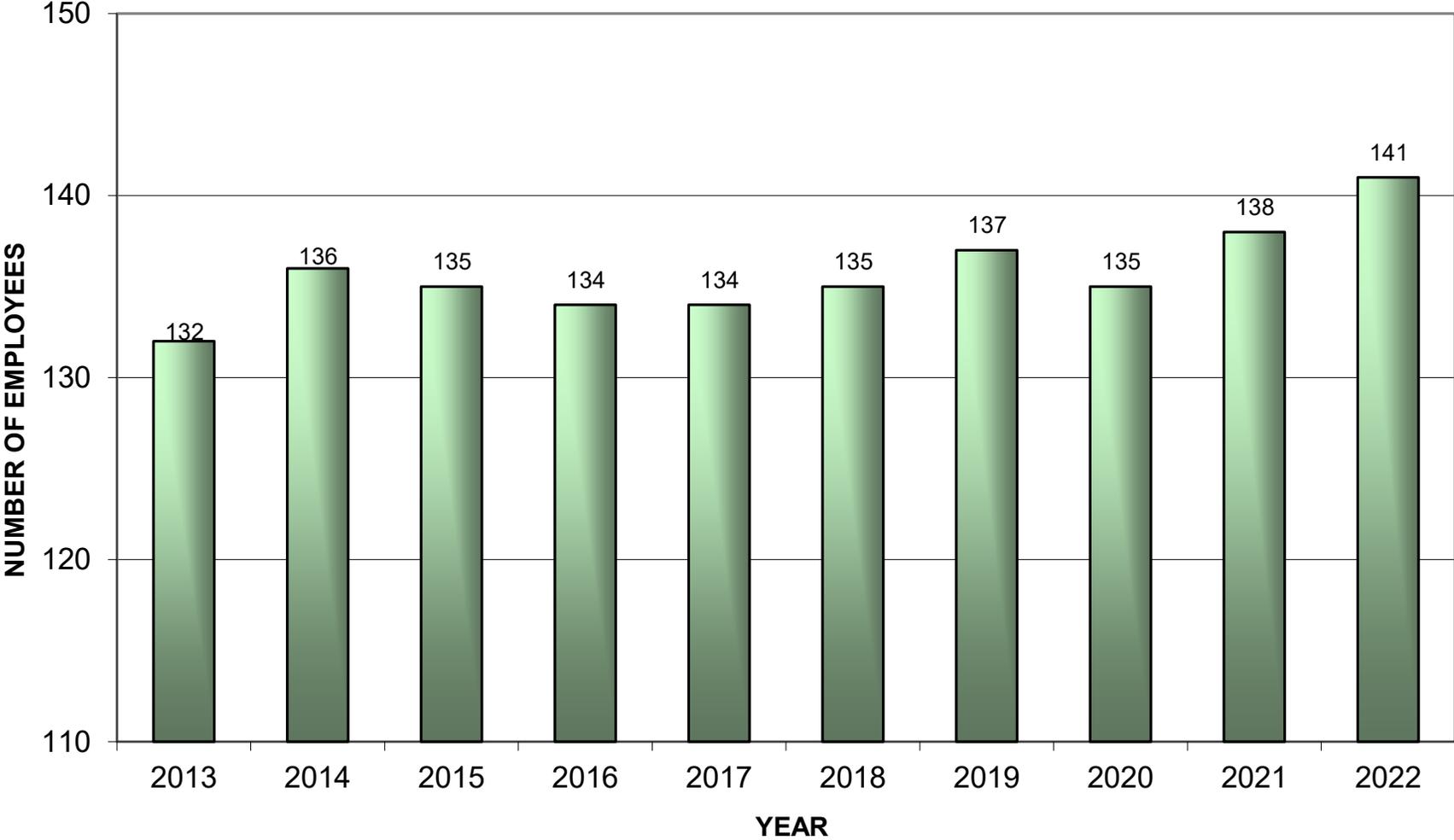


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City of Owatonna, Minnesota Organization Chart



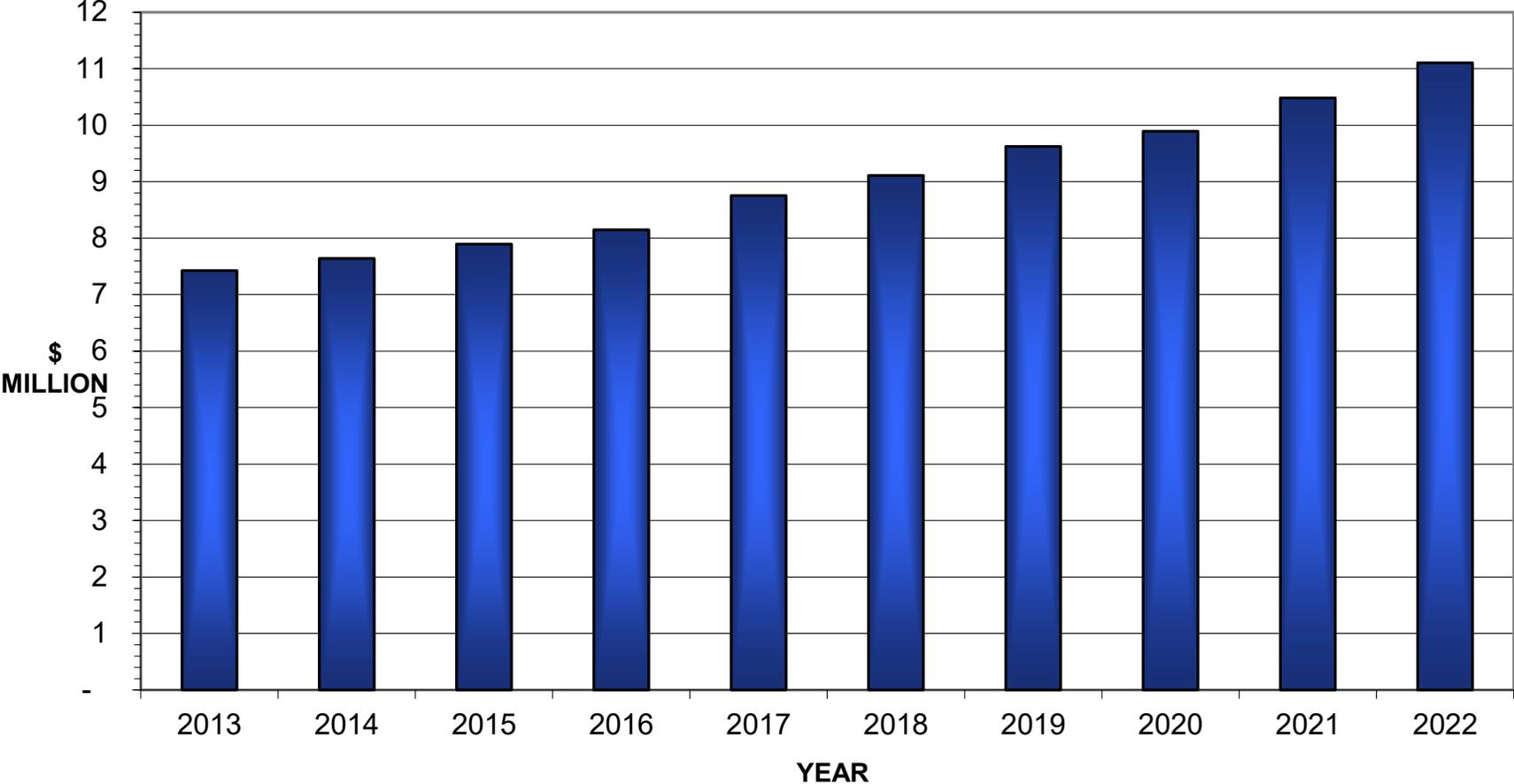
**CITY OF OWATONNA
FULL TIME PERSONNEL REQUESTS
FOR PERIOD 2013 THRU 2022**



CITY OF OWATONNA
 FULL TIME PERSONNEL REQUESTS
 FOR PERIOD 2013 THRU 2022

General Fund	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
City Administration	8.0	8.0	9.0	9.0	9.0	9.0	9.0	10.0	10.0	11.0
Police Department	38.0	41.0	40.0	40.0	40.0	40.0	41.0	39.0	39.0	39.0
Fire Department	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
Building Inspection	4.0	4.0	3.0	3.0	4.0	4.0	4.0	4.0	4.0	4.0
Planning & Zoning	3.0	3.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Engineering Department	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0
Street Department	17.0	17.0	17.0	17.0	17.0	18.0	18.0	18.0	18.0	18.0
Library	10.0	9.0	9.0	8.0	7.0	7.0	7.0	6.0	6.0	6.0
Park & Rec Admin	4.0	5.0	4.0	4.0	4.0	4.0	4.0	4.0	5.0	5.0
Park Maintenance	8.2	8.6	8.6	8.6	8.6	8.0	9.0	9.0	10.0	12.0
Youth Recreation						1.0	1.0	1.0	1.0	1.0
Tennis Center	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Social Commons	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Golf	1.8	1.4	1.4	1.4	1.4	1.0	1.0	1.0	2.0	2.0
Airport	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Government Buildings	7.0	8.0	8.0	8.0	7.0	7.0	7.0	6.0	6.0	6.0
Sub Total	121.0	125.0	124.0	123.0	122.0	123.0	125.0	122.0	125.0	128.0
Other Funds										
H R A	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Storm Water Fund	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
WWTP Operations	9.0	9.0	9.0	9.0	10.0	10.0	10.0	11.0	11.0	11.0
Total All Funds	132.0	136.0	135.0	134.0	134.0	135.0	137.0	135.0	138.0	141.0

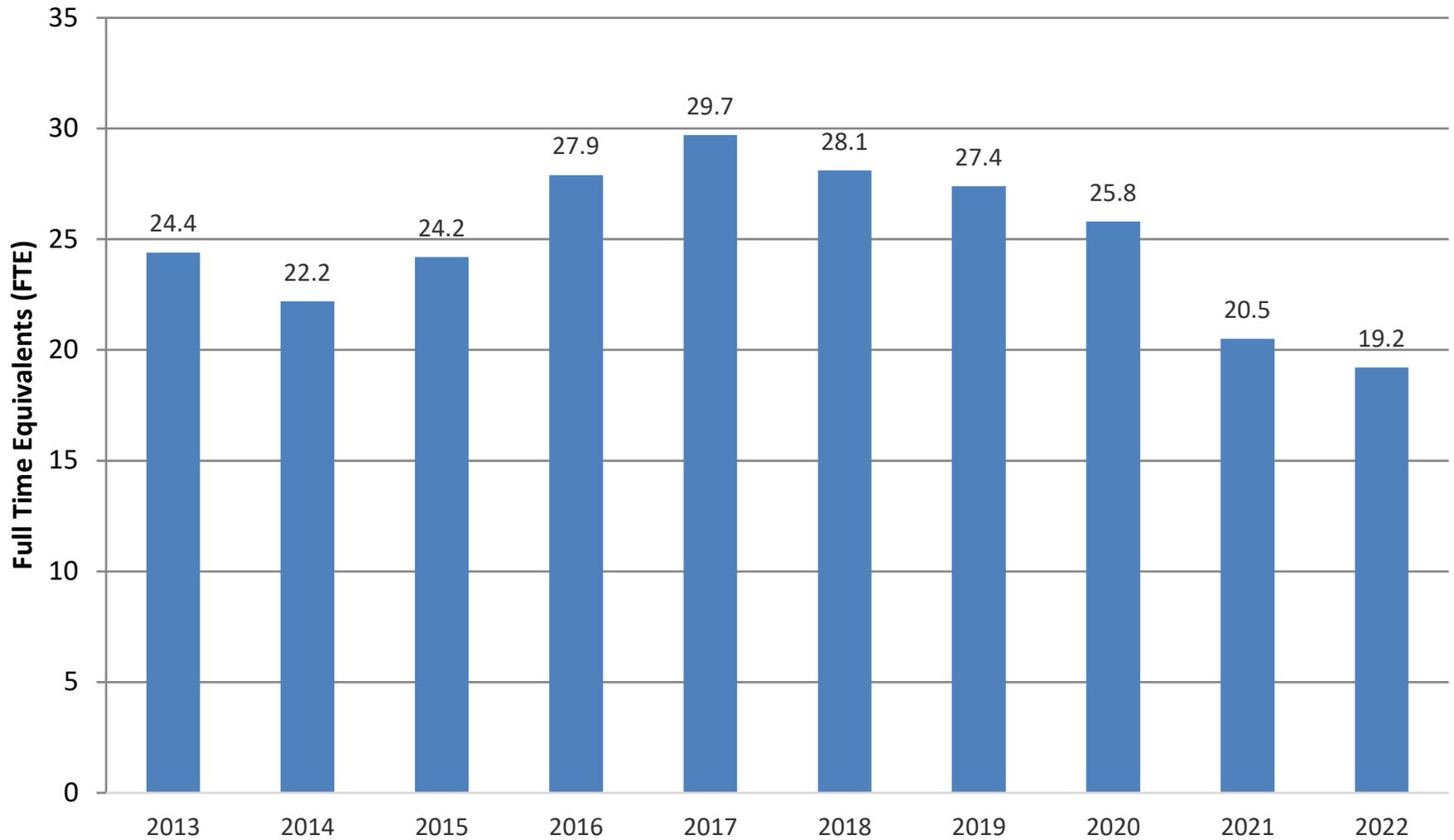
**CITY OF OWATONNA
FULL TIME PERSONNEL WAGES
FOR PERIOD 2013 THRU 2022**



CITY OF OWATONNA
 FULL TIME PERSONNEL WAGES
 FOR PERIOD 2013 THRU 2022

General Fund	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
City Administration	468,183	529,969	592,345	617,263	744,037	771,122	809,544	909,446	951,669	1,078,633
Police Department	2,248,020	2,344,162	2,399,973	2,525,439	2,672,691	2,767,110	2,928,628	2,986,258	3,101,683	3,232,845
Fire Department	563,248	570,292	580,488	604,072	648,133	674,696	700,041	711,378	750,340	786,621
Building Inspection	238,244	245,385	205,488	212,199	279,869	291,769	309,156	296,462	315,478	331,197
Planning & Zoning	104,333	96,623	160,822	169,821	184,273	176,858	189,960	185,900	218,006	230,099
Engineering Department	348,995	356,580	394,476	414,329	444,223	456,125	468,516	492,153	483,630	550,026
Street Department	867,101	902,254	932,801	952,494	1,037,848	1,126,243	1,176,074	1,211,998	1,270,414	1,358,262
Library	642,730	571,702	603,824	571,618	530,681	556,464	583,064	499,958	528,692	518,037
Park & Rec Admin	129,820	141,526	113,892	115,752	151,667	170,274	169,699	148,024	307,620	251,005
Park Maintenance	385,496	376,314	389,811	402,851	428,111	414,821	482,341	493,422	571,359	715,593
Recreation - Adult	41,196	43,617	46,972	46,519	38,328	32,346	34,400	37,908	44,447	33,132
Recreation - Youth	77,457	113,039	97,613	90,844	83,304	144,492	154,102	174,871	188,911	150,697
Tennis Center	40,201	40,923	38,922	40,353	44,088	43,096	45,958	48,367	51,082	84,723
Social Commons	63,154	38,218	47,607	49,824	54,571	39,956	42,717	45,040	38,495	40,120
Aquatic Center				9,240	10,097	21,494	22,952	24,176	25,565	33,967
Golf	101,372	95,360	98,231	119,113	134,390	100,531	115,999	115,644	143,873	140,590
Airport	67,484	68,326	70,383	72,494	79,042	82,776	88,350	93,035	98,117	104,048
Government Buildings	355,592	409,606	423,438	432,958	359,846	374,931	398,644	421,049	377,551	385,313
Sub Total	6,742,626	6,943,896	7,197,086	7,447,183	7,925,199	8,245,104	8,720,145	8,895,089	9,466,932	10,024,908
Other Funds										
H R A	82,102	88,061	90,870	93,648	102,154	107,734	111,347	117,621	123,832	131,014
Economic Development Fund	38,625	42,361	43,874	45,268	49,368	59,988	65,063	66,121	72,635	75,986
WWTF Fund	461,836	461,912	477,152	491,331	598,507	614,555	637,583	719,694	720,376	768,407
Storm Water Fund	93,296	95,589	67,429	71,072	79,313	82,993	88,586	93,323	98,502	104,487
Aquatic Center	7,524	8,312	8,907	0	0	0	0	0	0	0
Payroll Reserves	0	0	0	0	0	0	0	0	0	0
Total All Funds	7,426,009	7,640,131	7,885,318	8,148,502	8,754,541	9,110,374	9,622,724	9,891,848	10,482,277	11,104,802

CITY OF OWATONNA
PART TIME PERSONNEL REQUESTS (FTE)
FOR 2013 THRU 2022

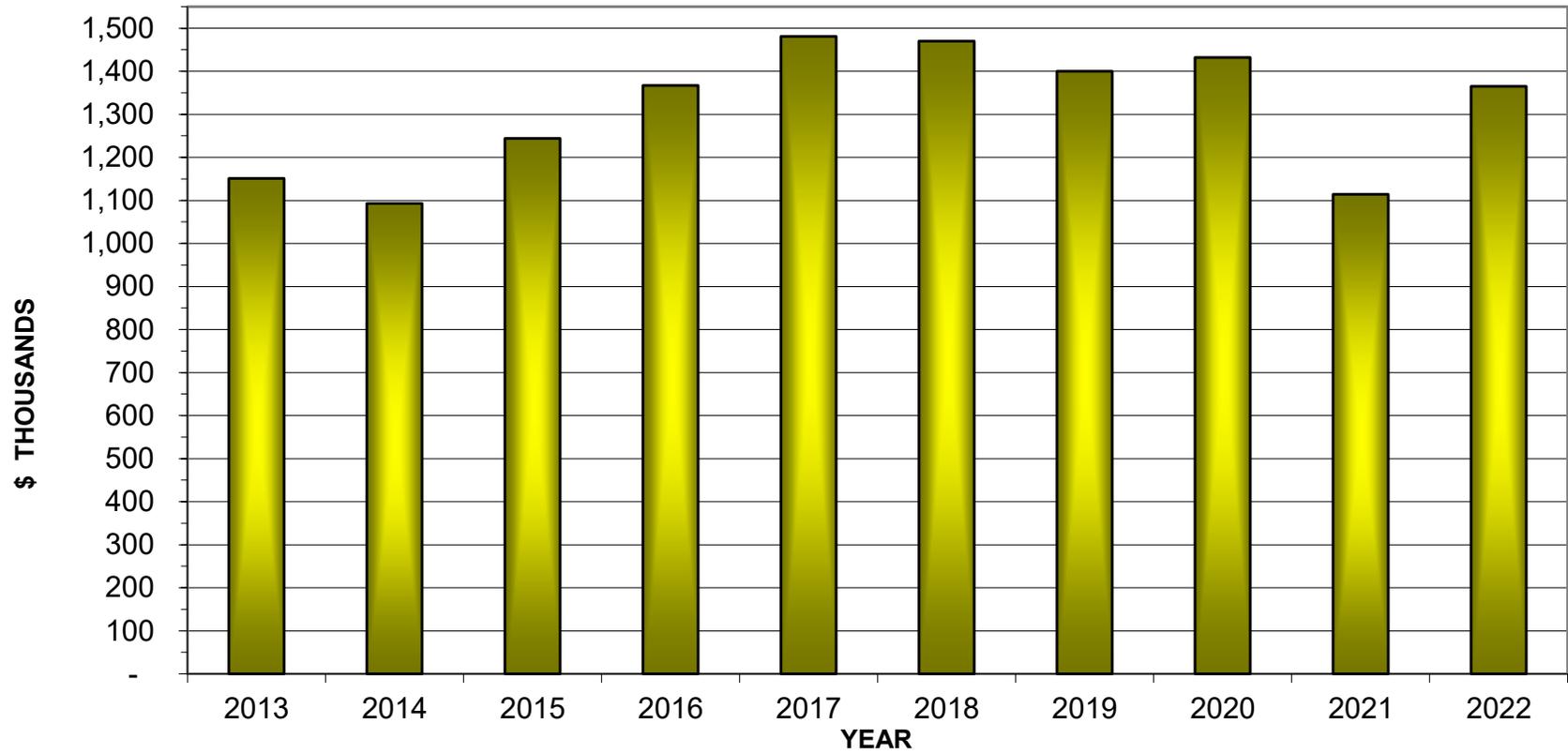


CITY OF OWATONNA
PART TIME PERSONNEL REQUESTS (FTE)
FOR PERIOD 2013 THRU 2022

General Fund	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Mayor/Council	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0
City Administration			0.5	0.5	1.0	1.0	1.0	1.4	0.7	0.7
Police Department	2.6	2.6	2.8	2.8	2.8	2.8	2.1	1.4	1.4	1.4
Building Inspection			0.7	0.7						0.7
Planning & Zoning								0.6		0.7
Library	1.9	3.5	3.8	5.9	7.1	7.1	7.1	7.1	5.9	4.6
Park & Rec Admin	1.8	0.7	1.0	1.2	1.9	1.2	1.2	0.7	0.7	0.0
Park Maintenance	3.5	2.6	2.6	2.6	2.6	2.6	1.9	1.9	1.2	1.2
Youth Recreation	0.9		0.9	0.9	0.9		0.7	0.7	0.0	0.0
Tennis Center				0.7	0.7	0.7	0.7	0.7	0.7	0.0
Golf	2.5	2.3	1.4	2.1	2.1	2.1	2.1	0.7	0.0	0.0
Airport		0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Government Buildings	3.3	2.1	2.1	2.1	2.1	2.1	2.1	2.1	1.4	1.4
Total All Funds	24.4	22.2	24.2	27.9	29.7	28.1	27.4	25.8	20.5	19.2

Note: excludes seasonal wages, election judges, and volunteer firefighters

**CITY OF OWATONNA
PART TIME PERSONNEL WAGES
FOR PERIOD 2013 THRU 2022**



CITY OF OWATONNA
PART TIME PERSONNEL WAGES
FOR PERIOD 2013 THRU 2022

General Fund	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Mayor & Council	61,200	61,200	67,800	67,800	67,800	67,800	72,600	72,600	72,600	72,600
City Administration	0	26,500	17,907	50,202	43,038	71,556	53,086	72,386	33,153	66,178
Police Department	63,806	64,606	93,980	99,087	111,321	112,690	86,803	61,373	62,357	65,628
Fire Department	71,652	76,078	76,078	76,078	74,426	76,000	78,000	79,250	79,730	80,580
Building Inspection			32,894	34,819						42,181
Planning & Zoning								25,629		45,154
Engineering Department	5,000	5,000	14,000	12,500	12,500	12,500	11,000	11,000	10,000	10,000
Street Department	14,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
Library	92,343	154,188	170,608	224,817	283,156	289,144	289,958	299,576	242,673	279,443
Park & Rec Admin	26,799	13,419	17,591	42,208	54,360	56,884	57,176	34,820	0	0
Park Maintenance	203,207	178,227	183,193	185,669	195,495	209,600	181,902	203,290	165,872	180,739
Recreation - Adult	23,855	19,991	21,153	18,728	22,448	14,790	14,790	16,500	16,000	16,000
Recreation - Youth	121,639	71,988	121,806	112,056	112,067	57,525	86,589	108,315	86,190	118,934
Tennis Center	73,700	71,726	71,193	76,000	86,535	90,887	87,865	102,748	48,301	37,300
Social Commons	9,000	12,000	12,000	9,000	15,958	9,000	7,500	18,135	8,800	10,500
Aquatic Center				105,000	121,958	118,000	116,500	133,591	128,255	148,256
Golf	174,116	168,075	170,420	176,615	159,421	152,357	117,456	59,960	45,000	67,500
Airport		11,105	13,500	13,500	21,129	22,098	23,510	23,476	24,795	26,343
Government Buildings	95,723	45,229	47,990	49,989	86,069	96,269	102,718	96,092	77,665	84,773
Sub Total	1,036,040	987,332	1,140,113	1,362,068	1,475,681	1,465,100	1,395,453	1,426,741	1,109,391	1,360,109
Other Funds										
Aquatic Center	97,500	92,000	95,000							
H R A										
Economic Development Fund										
WWTP Operations	17,500	14,000	9,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Total All Funds	1,151,040	1,093,332	1,244,113	1,367,068	1,480,681	1,470,100	1,400,453	1,431,741	1,114,391	1,365,109

CITY OF OWATONNA
2022 Personnel requests

RECAP FROM ALL PROGRAM BUDGETS	<u>21 Amount</u>	<u>CHANGE</u>	<u>22 Amount</u>	<u>PERA</u>	<u>FICA</u>	<u>INS</u>	<u>UNI- FORMS</u>	<u>WORKERS COMP</u>	<u>EMPLOYEE PAID</u>	<u>EMPLOYER COSTS</u>
FULL TIME PERSONNEL	<u>10,283,385</u>	<u>829,224</u>	<u>11,112,609</u>	<u>1,221,583</u>	<u>620,631</u>	<u>1,778,589</u>	<u>55,800</u>	<u>432,727</u>	<u>11,112,609</u>	<u>15,171,939</u>
FULL TIME PERSONNEL	10,283,385	829,224	11,112,609	1,221,583	620,631	1,778,589	5,800	432,727	11,112,609	15,171,939
OVERTIME	202,600	3,000	205,600	28,068	8,040	0	0	7,826	205,600	249,535
PARTTIME	1,135,794	229,314	1,365,108	47,759	97,558	0	600	45,983	1,365,108	1,557,008
FIRE RELIEF ASSOCIATION	165,000	0	165,000	0	0	0	0	0	165,000	165,000
INSURANCE	0	0	0	0	0	93	0	0	0	93
- SHIFT PAY	27,385	0	27,385	4,847	397	0	0	1,509	27,385	34,138
ASSIGNMENT PAY	18,000	0	18,000	3,186	261	0	0	992	18,000	22,439
UNIFORMS	0	0	0	0	0	0	70,591	0	0	70,591
ON CALL	25,500	0	25,500	1,913	1,951	0	0	1,101	25,500	30,464
HOLIDAY	<u>224,600</u>	<u>(8,000)</u>	<u>216,600</u>	<u>38,338</u>	<u>3,141</u>	<u>0</u>	<u>0</u>	<u>12,160</u>	<u>216,600</u>	<u>270,239</u>
TOTAL PERSONNEL COSTS	<u>12,082,264</u>	<u>1,053,538</u>	<u>13,135,802</u>	<u>1,345,694</u>	<u>731,979</u>	<u>1,778,682</u>	<u>76,991</u>	<u>502,297</u>	<u>13,135,802</u>	<u>17,571,445</u>

City of Owatonna, Minnesota

Capital Improvement Plan

2022 thru 2026

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	2022	2023	2024	2025	2026	Total
Building Maintenance Fund								
Flooring Replacement	F-13-003	4		22,000				22,000
Fire Station Building Tuck Pointing	F-18-006	2		60,000	60,000	60,000	60,000	240,000
Fire Station Decontamination Area	F-19-005	3		80,000				80,000
Fire Alarm Panel Replacement	F-21-004	1	34,000					34,000
HVAC Air Handler Replacement	F-22-004	2	25,000	25,000				50,000
Recommissioning of HVAC	F-22-005	2	30,000					30,000
Merrill Hall Windows - B	GB-13-001	4			30,000	30,000	30,000	90,000
Carpenter Shop Roof - B	GB-13-002	2		40,000				40,000
Tuck Pointing West Hills Campus Buildings - C	GB-13-007	2	150,000	150,000	100,000	100,000		500,000
Merrill Hall Roof - B	GB-16-005	2		190,000				190,000
Merrill Hall Heating & Cooling - B - O	GB-17-001	2		1,850,000				1,850,000
Merrill Hall Restrooms - ADA Compliance - B	GB-20-001	3				80,000		80,000
Retaining Wall - Pool Handicap Entrance - B	GB-21-004	2		20,000				20,000
Vevele Hall Fire Panel	GB-22-004	2	16,000					16,000
West Hills Social Commons Carpeting	GB-22-006	2	8,000	10,000	5,000			23,000
Building Card Access - B	GB-22-007	3		15,000	15,000	15,000	15,000	60,000
City Hall Stairwell Flooring - B	GB-22-008	3		18,000				18,000
Henderson & Vevele Exterior Paint	GB-22-012	2	7,000					7,000
LED Lighting - B	GB-22-013	2	15,000	15,000	15,000	15,000	15,000	75,000
Library Clay Tile Roof	LIB-17-002	3			30,000			30,000
LED Lighting	LIB-22-002	3			15,000			15,000
LEC Roof Replacement	POL-21-003	1		110,000				110,000
Exterior Insulated Finish Systems - LEC	POL-22-003	1		92,000				92,000
Building Repairs	POL-23-002	4				5,000		5,000
Window Replacement	POL-23-003	4				60,000		60,000
Hand Rail - LEC	POL-25-001	3				15,000		15,000
Building Maintenance Fund Total			285,000	2,697,000	270,000	380,000	120,000	3,752,000

Capital Projects Fund Levy

Server Room AC @ Library	ADM-022-002	2	8,000					8,000
Annual Copier Replacement	ADM-13-010	3	23,000	20,000	20,000	20,000	20,000	103,000
Networking Infrastructure Replacement	ADM-13-012	2	20,000	30,000	30,000	30,000	30,000	140,000
Closed Captioning Equipment (Live)	ADM-22-001	3		80,000				80,000
Bituminous Apron Rehabilitation	AP-14-003	2					253,500	253,500
Runway 12/30 Length Justification Study	AP-18-004	3				15,000		15,000
Runway 12/30 Concrete Pavement Maintenance	AP-27-002	3				77,250		77,250
Comprehensive Plan	CD-24-001	3			100,000			100,000
Replace GPS	ENG-18-001	2		18,000			18,000	36,000
Emergency Warning Sirens	F-13-008	3		17,000		17,000		34,000
Upgrade AV System on 1st and 3rd Floor	F-22-003	3		60,000				60,000
Replace unsupported portable radios	F-22-006	2	100,000	104,500				204,500
Emergency Warning Siren Controller	F-23-003	2		30,000				30,000
West Hills Sidewalk Additions & Repairs - C	GB-13-006	2		20,000	15,000			35,000

Source	Project #	Priority	2022	2023	2024	2025	2026	Total
Social Commons Rooftop Unit Replacement	GB-21-002	2		17,500	18,500			36,000
Merrill Hall Electrical	GB-22-001	2		325,000				325,000
Merrill Hall Lighting Upgrades	GB-22-002	2		188,000				188,000
Merrill Hall A/C Units	GB-22-003	2		15,000				15,000
City Hall Electrical Distribution Panel	GB-22-009	2		600,000				600,000
City Hall Mechanical Systems	GB-22-010	2		1,500,000				1,500,000
West Hills Pool Fan	GB-22-011	1		23,000				23,000
GPS Asset Management Collector Package	GB-22-014	1	10,000					10,000
River Springs Mechanical Updates	GB-22-015	2	350,000	190,000				540,000
Merrill Hall Interior Painting	GB-23-002	4				25,000		25,000
Velve Hall Elevator	GB-23-003	4					250,000	250,000
Carpenter Shop Parking Pavement	GB-23-004	3		100,000				100,000
Merrill Hall Elevator	GB-23-006	3				300,000		300,000
Tennis Center Restroom	GB-23-007	2		12,000	100,000			112,000
Back-Up Generator Replacement	GB-23-008	2		125,000		90,000	90,000	305,000
Entrance Curb Appeal Refresh	GB-23-009	3		45,000				45,000
RSWP Mechanical Updates	GB-24-001	2			10,000	10,000	10,000	30,000
Library Renovations	LIB-19-001	2	40,000	35,000				75,000
Dart's Park Baseball Irrigation - C O	P&R-13-026	3				40,000		40,000
Play Equipment - C - G	P&R-13-034	2		143,000	94,000		113,000	350,000
Park Shelter Restroom Updates - C	P&R-13-040	3		20,000	20,000			40,000
Outdoor Sports Court Resurfacing - C	P&R-17-004	2		30,000	36,000	16,000	30,000	112,000
River Springs Water Park Slide, Feature Repairs- C	P&R-18-001	3					90,000	90,000
Brooktree Clubhouse Improvements - B	P&R-18-003	2		25,000	16,000	55,000	40,000	136,000
River Springs Water Park Slide, Feature Adds - C	P&R-18-006	5					65,000	65,000
Dart's Park West Parking Lot - C	P&R-19-002	2			12,000	15,000		27,000
Brown Park Tennis Court Replacement - C	P&R-19-003	3				5,000	50,000	55,000
River Springs Water Park Structure & Concrete - C	P&R-20-003	3				250,000		250,000
Skate Park Overlay - C	P&R-20-004	2			300,000			300,000
Countryview Park Development - C	P&R-20-007	2		7,500	75,000			82,500
Cashman Park Development - C - O	P&R-20-008	2		21,500	175,000	325,000		521,500
Raising of Trail at Hoffman Drive - C	P&R-20-009	1		120,000				120,000
Park Shop Garage Doors - C	P&R-20-012	3		10,000	10,000	10,000	10,000	40,000
Bridge Installation - C	P&R-20-015	2		1,400,000				1,400,000
Trail Connection NSRP to Buxton - C	P&R-20-017	1	7,000	150,000	500,000			657,000
Trail Lighting - C	P&R-20-020	2		70,000	200,000			270,000
Lake Kohlmer Retaining Wall - C	P&R-20-021	2			100,000			100,000
Lake Kohlmer Dock & Kayak Launch - C - G	P&R-20-023	2		27,500				27,500
Permanent Bathroom Construction - C	P&R-20-024	2		40,000	40,000	40,000	65,000	185,000
Tennis and Fitness Center Court Sweeper - C	P&R-22-001	3				15,500		15,500
Water Park Lights	P&R-22-004	2		25,000				25,000
Rose Street Trail	P&R-22-006	1		150,000				150,000
River Springs Furnishings	P&R-22-007	2		30,000				30,000
River Springs Interior Pool Surface	P&R-22-009	2		25,000	25,000	25,000	25,000	100,000
Trail Replacement	P&R-22-010	1		35,000				35,000
Manthey Park Lighting Upgrade	P&R-22-011	2					200,000	200,000
Lake Chase/NSRP Connection - C - G	P&R-23-001	3					15,000	15,000
River Springs South Parking Lot	P&R-23-003	3			175,000			175,000
Brooktree Maintenance Shed Repair	P&R-23-004	3					27,000	27,000
Park Maintenance Shop Security	P&R-23-005	2				100,000		100,000
Park Maintenance Shop Lighting	P&R-23-006	2					56,000	56,000
Maintenance Facility Ventilation	P&R-23-008	2		75,000				75,000
Parks Professional Services	P&R-23-009	1		32,000				32,000
River Springs Funbrella Frames	P&R-23-010	2		30,000				30,000
Pavement Rehabilitation & Replacement	P&R-23-012	2		100,000	100,000	100,000	100,000	400,000

Source	Project #	Priority	2022	2023	2024	2025	2026	Total
Trail Connectivity & Additions	P&R-23-013	2		100,000	100,000	100,000	100,000	400,000
Dartts Park Shelter Design, Demo, Construction	P&R-23-014	3		50,000	330,000			380,000
River Springs Boilers & Exchange	P&R-23-015	2		80,000				80,000
River Springs Commercial Pool Cleaner	P&R-23-016	3		5,000				5,000
Central Park Bandshell Painting	P&R-23-017	3		27,000				27,000
Kaplan's Woods Trailhead	P&R-23-018	3		125,000				125,000
Golf Course Cart Paths	P&R-24-002	3			35,000	35,000	35,000	105,000
River Springs Roof	P&R-26-001	2					40,000	40,000
Kaplan's Woods Campground	P&R-26-002	3					10,000	10,000
Downtown Furnishings	P&R-26-003	3					15,000	15,000
RTU Replacement (LEC)	POL-21-004	1	60,000					60,000
Mini Split AC Units - LEC	POL-23-001	3				5,000		5,000
Generator Upgrade - LEC	POL-24-001	1			205,000			205,000
Elevator Upgrades - LEC	POL-26-001	1					50,000	50,000
LED Conversion @ LEC	POL-26-002	5					60,000	60,000
Capital Projects Fund Levy Total			618,000	6,508,500	2,841,500	1,720,750	1,867,500	13,556,250

Debt Levy for LT Facilities Needs

Airport Maint Bldg Extension Design-Build	AP-16-002	3			120,000			120,000
New Public Safety Facility	POL-22-001	3		1,150,000				1,150,000
Debt Levy for LT Facilities Needs Total				1,150,000	120,000			1,270,000

Debt to be repaid with assessments

Annual Street and Utility	STR-16-001	2	300,000	500,000	500,000	500,000	500,000	2,300,000
State Aid Streets	STR-17-002	2		50,000		350,000		400,000
20th Street NE Completion	STR-22-002	n/a		250,000				250,000
Park Drive NW 32nd to 39th	STR-26-001	3					500,000	500,000
Debt to be repaid with assessments Total			300,000	800,000	500,000	850,000	1,000,000	3,450,000

Debt to be repaid with levy

Dartt's Park West Parking Lot - C	P&R-19-002	2				200,000		200,000
Annual Street and Utility	STR-16-001	2	1,300,000	1,000,000	1,000,000	1,000,000	1,000,000	5,300,000
Parking lots	STR-18-001	2	300,000	300,000	300,000	300,000	300,000	1,500,000
20th Street NE Completion	STR-22-002	n/a		150,000				150,000
Park Drive NW 32nd to 39th	STR-26-001	3					500,000	500,000
Debt to be repaid with levy Total			1,600,000	1,450,000	1,300,000	1,500,000	1,800,000	7,650,000

Federal Highway Funds

18th Street South Trail	STR-23-002	3		405,000				405,000
Federal Highway Funds Total				405,000				405,000

General Fund

Bituminous Overlays	STR-14-001	3	175,000	175,000	175,000	175,000	175,000	875,000
General Fund Total			175,000	175,000	175,000	175,000	175,000	875,000

Matching Grant Funds

Source	Project #	Priority	2022	2023	2024	2025	2026	Total
Trail Connection Boat Landing to 18th St - C	P&R-20-019	2	33,217					33,217
Matching Grant Funds Total			33,217					33,217

Other funding source

Runway 12/30 Concrete Pavement Maintenance	AP-27-002	3				180,250		180,250
Merrill Hall Heating & Cooling - B - O	GB-17-001	2		50,000				50,000
Library Renovations	LIB-19-001	2	30,000	30,000				60,000
Dart's Park Baseball Irrigation - C O	P&R-13-026	3				40,000		40,000
Trail Connection NSRP to Buxton - C	P&R-20-017	1	5,500					5,500
LEC Roof Replacement	POL-21-003	1		110,000				110,000
RTU Replacement (LEC)	POL-21-004	1	60,000					60,000
New Public Safety Facility	POL-22-001	3		1,150,000				1,150,000
Exterior Insulated Finish Systems - LEC	POL-22-003	1		92,000				92,000
Mini Split AC Units - LEC	POL-23-001	3				5,000		5,000
Building Repairs	POL-23-002	4				5,000		5,000
Window Replacement	POL-23-003	4				60,000		60,000
Generator Upgrade - LEC	POL-24-001	1			205,000			205,000
Hand Rail - LEC	POL-25-001	3				15,000		15,000
Elevator Upgrades - LEC	POL-26-001	1					50,000	50,000
LED Conversion @ LEC	POL-26-002	5					60,000	60,000
Other funding source Total			95,500	1,432,000	205,000	305,250	110,000	2,147,750

Other Grant Funds

Replace unsupported portable radios	F-22-006	2	235,500	104,500				340,000
Trail Connection Boat Landing to 18th St - C	P&R-20-019	2	99,650					99,650
Lake Kohlmer Dock & Kayak Launch - C - G	P&R-20-023	2		27,500				27,500
Other Grant Funds Total			335,150	132,000				467,150

Residual funds from previous yr CIP

Boat Landing Parking Lot - C - G	P&R-20-018	2		60,000				60,000
Residual funds from previous yr CIP Total				60,000				60,000

Sewer Fund

State Aid Streets	STR-17-002	2		175,000				175,000
Sanitary Sewer Replacement	WTP-13-001	2	350,000	350,000	350,000	350,000	350,000	1,750,000
Lift Station Pump Replacement	WTP-13-006	2	50,000	50,000	50,000	50,000	50,000	250,000
Equipment replacement	WTP-14-003	2	100,000	100,000	100,000	100,000	100,000	500,000
Utility/Shop Truck	WTP-16-002	3			12,000		45,000	57,000
Plant Expansion	WTP-20-001	2	18,000,000	18,000,000	18,000,000			54,000,000
Sanitary Sewer Collection System Study Update	WTP-22-001	3	120,000					120,000
Overhead doors	WTP-22-003	2	60,000					60,000
4 inch trash pump	WTP-22-004	2	40,000					40,000
Biosolids Truck	WTP-23-001	3		140,000				140,000
Semi Tractor Replacement	WTP-24-001	3			100,000			100,000
Sewer Fund Total			18,720,000	18,815,000	18,612,000	500,000	545,000	57,192,000

State Aid

Source	Project #	Priority	2022	2023	2024	2025	2026	Total
Bituminous Apron Rehabilitation	AP-14-003	2					591,500	591,500
Airport Maint Bldg Extension Design-Build	AP-16-002	3			280,000			280,000
Power Broom	AP-19-002	4					24,500	24,500
Road Grader w/ wing	AP-20-001	3		196,000				196,000
Tandem Plow Truck w/wing	AP-22-001	3					168,000	168,000
Flexwing Rotary Cutter	AP-24-002	3				31,500		31,500
State Aid Streets	STR-17-002	2		700,000	1,200,000	1,800,000	1,400,000	5,100,000
Traffic Signal	STR-19-001	3		100,000		100,000		200,000
Hoffman Drive (CSAH 2)	STR-22-003	3	100,000					100,000
Main Street Reconstruction	STR-23-003	2			700,000			700,000
Kenyon Road	STR-24-001	2		85,000	600,000			685,000
State Aid Total			100,000	1,081,000	2,780,000	1,931,500	2,184,000	8,076,500

Storm Fund

Cardinal Drive rehab	STM-19-001	2		200,000				200,000
Selby Avenue Storm Improvements	STM-19-003	3	400,000					400,000
Stormwater Plan Update	STM-22-001	2	200,000					200,000
26th and St. Paul Road ditch improvements	STM-22-002	2	250,000					250,000
Vehicle	STM-23-001	3		12,000				12,000
Storm Fund Total			850,000	212,000				1,062,000

Unfunded

Boat Landing Parking Lot - C - G	P&R-20-018	2		60,000				60,000
Mineral Springs Railroad Bridge	STR-21-005	2				600,000	4,500,000	5,100,000
Roundabout	STR-22-001	2	700,000					700,000
Partridge Avenue Completion	STR-23-001	3		1,300,000				1,300,000
18th Street South Trail	STR-23-002	3		380,000	1,000,000			1,380,000
29th Avenue East	STR-25-001	2	75,000	500,000	1,000,000	1,000,000		2,575,000
18th Street SE Trail and Street	STR-26-002	2					2,665,000	2,665,000
Unfunded Total			775,000	2,240,000	2,000,000	1,600,000	7,165,000	13,780,000

Vehicle Replacement Fund

Power Broom	AP-19-002	4					10,500	10,500
Road Grader w/ wing	AP-20-001	3		84,000				84,000
Tandem Plow Truck w/wing	AP-22-001	3					72,000	72,000
Flexwing Rotary Cutter	AP-24-002	3				13,500		13,500
Engineering Vehicles	ENG-15-002	2	15,000	15,000	15,000	15,000	15,000	75,000
9709 Pickup	F-23-009	2		50,000				50,000
9704 Aerial Truck	F-31-001	1			100,000			100,000
Boom Truck - V	GB-21-001	3				140,000		140,000
Pick-Up Trucks - V	GB-23-001	2	70,000	70,000			60,000	200,000
Specialty Use Vehicles - V	GB-25-001	2	42,000			20,000		62,000
Parks Mowers & Attachments - V	P&R-20-026	1			52,000		87,000	139,000
Parks Tractors & Attachments - V	P&R-20-028	2		67,500	28,400			95,900
Parks Pick-Ups - V	P&R-20-029	2	55,000	98,000	88,000	88,000	70,000	399,000
Golf Mowers - V	P&R-21-003	2	67,000		66,000			133,000
Golf Utility Vehicles - V	P&R-22-002	2		16,000	16,000			32,000
Parks Utility Vehicles - V	P&R-22-003	2		11,000				11,000
Load & Pack - V	P&R-22-008	2			250,000			250,000
Downtown Equipment - V	P&R-22-012	1		172,500				172,500
Park Specialty Vehicles & Attachments - V	P&R-23-002	2		29,000		56,500		85,500

Source	Project #	Priority	2022	2023	2024	2025	2026	Total
Parks Grounds Maintenance Tractors - V	P&R-24-001	2			35,000	34,000		69,000
Marked Patrol Fleet	POL-13-002	2	36,600	36,600	146,400	109,800	146,400	475,800
Unmarked Patrol Fleet	POL-13-004	2	16,000		16,000		50,000	82,000
Support Services/Parking Control	POL-18-001	2		15,000			15,000	30,000
Street Sweeper	ST-13-003	1		175,000		150,000		325,000
2 Ton Trucks with Plow and Wings	ST-14-001	1			350,000			350,000
Pickup Truck	ST-14-002	2	20,000	20,000	20,000	20,000	110,000	190,000
Front End Loader	ST-14-003	2	175,000					175,000
1 Ton Truck with Plow	ST-15-007	2					40,000	40,000
Skid Steer Loader	ST-16-001	2	15,000	15,000	15,000	15,000	15,000	75,000
Hydraulic Arm Mower	ST-16-003	2				6,000		6,000
Tandem Axle Truck	ST-16-004	2		225,000		200,000		425,000
Rubber Tire Backhoe	ST-20-001	2	55,000					55,000
Asphalt Zipper	ST-20-002	2			150,000			150,000
Asphalt Paver	ST-21-001	2				210,000		210,000
Forestry Boom Truck	ST-26-001	3					140,000	140,000
Vehicle Replacement Fund Total			566,600	1,099,600	1,347,800	1,077,800	830,900	4,922,700
GRAND TOTAL			24,453,467	38,257,100	30,151,300	10,040,300	15,797,400	118,699,567

City of Owatonna, Minnesota

Capital Improvement Plan

2022 thru 2026

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2022	2023	2024	2025	2026	Total
Administration								
Server Room AC @ Library	ADM-022-002	2	8,000					8,000
Annual Copier Replacement	ADM-13-010	3	23,000	20,000	20,000	20,000	20,000	103,000
Networking Infrastructure Replacement	ADM-13-012	2	20,000	30,000	30,000	30,000	30,000	140,000
Closed Captioning Equipment (Live)	ADM-22-001	3		80,000				80,000
Administration Total			51,000	130,000	50,000	50,000	50,000	331,000
<i>Capital Projects Fund Levy</i>			51,000	130,000	50,000	50,000	50,000	331,000
Administration Total			51,000	130,000	50,000	50,000	50,000	331,000
Airport								
Bituminous Apron Rehabilitation	AP-14-003	2					845,000	845,000
Airport Maint Bldg Extension Design-Build	AP-16-002	3			400,000			400,000
Runway 12/30 Length Justification Study	AP-18-004	3				15,000		15,000
Power Broom	AP-19-002	4					35,000	35,000
Road Grader w/ wing	AP-20-001	3		280,000				280,000
Tandem Plow Truck w/wing	AP-22-001	3					240,000	240,000
Flexwing Rotary Cutter	AP-24-002	3				45,000		45,000
Runway 12/30 Concrete Pavement Maintenance	AP-27-002	3				257,500		257,500
Airport Total				280,000	400,000	317,500	1,120,000	2,117,500
<i>Capital Projects Fund Levy</i>						92,250	253,500	345,750
<i>Debt Levy for LT Facilities Needs</i>					120,000			120,000
<i>Other funding source</i>						180,250		180,250
<i>State Aid</i>				196,000	280,000	31,500	784,000	1,291,500
<i>Vehicle Replacement Fund</i>				84,000		13,500	82,500	180,000
Airport Total				280,000	400,000	317,500	1,120,000	2,117,500
Community Development								
Comprehensive Plan	CD-24-001	3			100,000			100,000
Community Development Total					100,000			100,000
<i>Capital Projects Fund Levy</i>					100,000			100,000
Community Development Total					100,000			100,000
Engineering								

Department	Project #	Priority	2022	2023	2024	2025	2026	Total
Engineering Vehicles	ENG-15-002	2	15,000	15,000	15,000	15,000	15,000	75,000
Replace GPS	ENG-18-001	2		18,000			18,000	36,000
Engineering Total			15,000	33,000	15,000	15,000	33,000	111,000

Capital Projects Fund Levy				18,000			18,000	36,000
Vehicle Replacement Fund			15,000	15,000	15,000	15,000	15,000	75,000
Engineering Total			15,000	33,000	15,000	15,000	33,000	111,000

Fire								
Flooring Replacement	F-13-003	4		22,000				22,000
Emergency Warning Sirens	F-13-008	3		17,000		17,000		34,000
Fire Station Building Tuck Pointing	F-18-006	2		60,000	60,000	60,000	60,000	240,000
Fire Station Decontamination Area	F-19-005	3		80,000				80,000
Fire Alarm Panel Replacement	F-21-004	1	34,000					34,000
Upgrade AV System on 1st and 3rd Floor	F-22-003	3		60,000				60,000
HVAC Air Handler Replacement	F-22-004	2	25,000	25,000				50,000
Recommissioning of HVAC	F-22-005	2	30,000					30,000
Replace unsupported portable radios	F-22-006	2	335,500	209,000				544,500
Emergency Warning Siren Controller	F-23-003	2		30,000				30,000
9709 Pickup	F-23-009	2		50,000				50,000
9704 Aerial Truck	F-31-001	1			100,000			100,000
Fire Total			424,500	553,000	160,000	77,000	60,000	1,274,500

Building Maintenance Fund			89,000	187,000	60,000	60,000	60,000	456,000
Capital Projects Fund Levy			100,000	211,500		17,000		328,500
Other Grant Funds			235,500	104,500				340,000
Vehicle Replacement Fund				50,000	100,000			150,000
Fire Total			424,500	553,000	160,000	77,000	60,000	1,274,500

Government Buildings								
Merrill Hall Windows - B	GB-13-001	4			30,000	30,000	30,000	90,000
Carpenter Shop Roof - B	GB-13-002	2		40,000				40,000
West Hills Sidewalk Additions & Repairs - C	GB-13-006	2		20,000	15,000			35,000
Tuck Pointing West Hills Campus Buildings - C	GB-13-007	2	150,000	150,000	100,000	100,000		500,000
Merrill Hall Roof - B	GB-16-005	2		190,000				190,000
Merrill Hall Heating & Cooling - B - O	GB-17-001	2		1,900,000				1,900,000
Merrill Hall Restrooms - ADA Compliance - B	GB-20-001	3				80,000		80,000
Boom Truck - V	GB-21-001	3				140,000		140,000
Social Commons Rooftop Unit Replacement	GB-21-002	2		17,500	18,500			36,000
Retaining Wall - Pool Handicap Entrance - B	GB-21-004	2		20,000				20,000
Merrill Hall Electrical	GB-22-001	2		325,000				325,000
Merrill Hall Lighting Upgrades	GB-22-002	2		188,000				188,000
Merrill Hall A/C Units	GB-22-003	2		15,000				15,000
Vevle Hall Fire Panel	GB-22-004	2	16,000					16,000
West Hills Social Commons Carpeting	GB-22-006	2	8,000	10,000	5,000			23,000
Building Card Access - B	GB-22-007	3		15,000	15,000	15,000	15,000	60,000

Department	Project #	Priority	2022	2023	2024	2025	2026	Total
City Hall Stairwell Flooring - B	GB-22-008	3		18,000				18,000
City Hall Electrical Distribution Panel	GB-22-009	2		600,000				600,000
City Hall Mechanical Systems	GB-22-010	2		1,500,000				1,500,000
West Hills Pool Fan	GB-22-011	1		23,000				23,000
Henderson & Vevele Exterior Paint	GB-22-012	2	7,000					7,000
LED Lighting - B	GB-22-013	2	15,000	15,000	15,000	15,000	15,000	75,000
GPS Asset Management Collector Package	GB-22-014	1	10,000					10,000
River Springs Mechanical Updates	GB-22-015	2	350,000	190,000				540,000
Pick-Up Trucks - V	GB-23-001	2	70,000	70,000			60,000	200,000
Merrill Hall Interior Painting	GB-23-002	4				25,000		25,000
Velve Hall Elevator	GB-23-003	4					250,000	250,000
Carpenter Shop Parking Pavement	GB-23-004	3		100,000				100,000
Merrill Hall Elevator	GB-23-006	3				300,000		300,000
Tennis Center Restroom	GB-23-007	2		12,000	100,000			112,000
Back-Up Generator Replacement	GB-23-008	2		125,000		90,000	90,000	305,000
Entrance Curb Appeal Refresh	GB-23-009	3		45,000				45,000
RSWP Mechanical Updates	GB-24-001	2			10,000	10,000	10,000	30,000
Specialty Use Vehicles - V	GB-25-001	2	42,000			20,000		62,000

Government Buildings Total 668,000 5,588,500 308,500 825,000 470,000 7,860,000

Building Maintenance Fund			196,000	2,308,000	165,000	240,000	60,000	2,969,000
Capital Projects Fund Levy			360,000	3,160,500	143,500	425,000	350,000	4,439,000
Other funding source				50,000				50,000
Vehicle Replacement Fund			112,000	70,000		160,000	60,000	402,000
Government Buildings Total			668,000	5,588,500	308,500	825,000	470,000	7,860,000

Library

Library Clay Tile Roof	LIB-17-002	3			30,000			30,000
Library Renovations	LIB-19-001	2	70,000	65,000				135,000
LED Lighting	LIB-22-002	3			15,000			15,000
Library Total			70,000	65,000	45,000			180,000

Building Maintenance Fund					45,000			45,000
Capital Projects Fund Levy			40,000	35,000				75,000
Other funding source			30,000	30,000				60,000
Library Total			70,000	65,000	45,000			180,000

Parks and Recreation

Dartt's Park Baseball Irrigation - C - O	P&R-13-026	3				80,000		80,000
Play Equipment - C - G	P&R-13-034	2		143,000	94,000		113,000	350,000
Park Shelter Restroom Updates - C	P&R-13-040	3		20,000	20,000			40,000
Outdoor Sports Court Resurfacing - C	P&R-17-004	2		30,000	36,000	16,000	30,000	112,000
River Springs Water Park Slide, Feature Repairs- C	P&R-18-001	3					90,000	90,000
Brooktree Clubhouse Improvements - B	P&R-18-003	2		25,000	16,000	55,000	40,000	136,000
River Springs Water Park Slide, Feature Adds - C	P&R-18-006	5					65,000	65,000
Dartt's Park West Parking Lot - C	P&R-19-002	2			12,000	215,000		227,000

Department	Project #	Priority	2022	2023	2024	2025	2026	Total
Brown Park Tennis Court Replacement - C	P&R-19-003	3				5,000	50,000	55,000
River Springs Water Park Structure & Concrete - C	P&R-20-003	3				250,000		250,000
Skate Park Overlay - C	P&R-20-004	2			300,000			300,000
Countryview Park Development - C	P&R-20-007	2		7,500	75,000			82,500
Cashman Park Development - C - O	P&R-20-008	2		21,500	175,000	325,000		521,500
Raising of Trail at Hoffman Drive - C	P&R-20-009	1		150,000				150,000
Park Shop Garage Doors - C	P&R-20-012	3		10,000	10,000	10,000	10,000	40,000
Bridge Installation - C	P&R-20-015	2		1,400,000				1,400,000
Trail Connection NSRP to Buxton - C	P&R-20-017	1	12,500	150,000	500,000			662,500
Boat Landing Parking Lot - C - G	P&R-20-018	2		120,000				120,000
Trail Connection Boat Landing to 18th St - C	P&R-20-019	2	132,867					132,867
Trail Lighting - C	P&R-20-020	2		70,000	200,000			270,000
Lake Kohlmier Retaining Wall - C	P&R-20-021	2			100,000			100,000
Lake Kohlmier Dock & Kayak Launch - C - G	P&R-20-023	2		55,000				55,000
Permanent Bathroom Construction - C	P&R-20-024	2		40,000	40,000	40,000	65,000	185,000
Parks Mowers & Attachments - V	P&R-20-026	1			52,000		87,000	139,000
Parks Tractors & Attachments - V	P&R-20-028	2		67,500	28,400			95,900
Parks Pick-Ups - V	P&R-20-029	2	55,000	98,000	88,000	88,000	70,000	399,000
Golf Mowers - V	P&R-21-003	2	67,000		66,000			133,000
Tennis and Fitness Center Court Sweeper - C	P&R-22-001	3				15,500		15,500
Golf Utility Vehicles - V	P&R-22-002	2		16,000	16,000			32,000
Parks Utility Vehicles - V	P&R-22-003	2		11,000				11,000
Water Park Lights	P&R-22-004	2		25,000				25,000
Rose Street Trail	P&R-22-006	1		150,000				150,000
River Springs Furnishings	P&R-22-007	2		30,000				30,000
Load & Pack - V	P&R-22-008	2			250,000			250,000
River Springs Interior Pool Surface	P&R-22-009	2		25,000	25,000	25,000	25,000	100,000
Trail Replacement	P&R-22-010	1		35,000				35,000
Manthey Park Lighting Upgrade	P&R-22-011	2					200,000	200,000
Downtown Equipment - V	P&R-22-012	1		172,500				172,500
Lake Chase/NSRP Connection - C - G	P&R-23-001	3					15,000	15,000
Park Specialty Vehicles & Attachments - V	P&R-23-002	2		29,000		56,500		85,500
River Springs South Parking Lot	P&R-23-003	3			175,000			175,000
Brooktree Maintenance Shed Repair	P&R-23-004	3					27,000	27,000
Park Maintenance Shop Security	P&R-23-005	2				100,000		100,000
Park Maintenance Shop Lighting	P&R-23-006	2					56,000	56,000
Maintenance Facility Ventilation	P&R-23-008	2		75,000				75,000
Parks Professional Services	P&R-23-009	1		32,000				32,000
River Springs Funbrella Frames	P&R-23-010	2		30,000				30,000
Pavement Rehabilitation & Replacement	P&R-23-012	2		100,000	100,000	100,000	100,000	400,000
Trail Connectivity & Additions	P&R-23-013	2		100,000	100,000	100,000	100,000	400,000
Dartts Park Shelter Design, Demo, Construction	P&R-23-014	3		50,000	330,000			380,000
River Springs Boilers & Exchange	P&R-23-015	2		80,000				80,000
River Springs Commercial Pool Cleaner	P&R-23-016	3		5,000				5,000
Central Park Bandshell Painting	P&R-23-017	3		27,000				27,000
Kaplan's Woods Trailhead	P&R-23-018	3		125,000				125,000
Parks Grounds Maintenance Tractors - V	P&R-24-001	2			35,000	34,000		69,000
Golf Course Cart Paths	P&R-24-002	3			35,000	35,000	35,000	105,000
River Springs Roof	P&R-26-001	2					40,000	40,000

Department	Project #	Priority	2022	2023	2024	2025	2026	Total
Kaplan's Woods Campground	P&R-26-002	3					10,000	10,000
Downtown Furnishings	P&R-26-003	3					15,000	15,000
Parks and Recreation Total			267,367	3,525,000	2,878,400	1,550,000	1,243,000	9,463,767

Capital Projects Fund Levy			7,000	2,953,500	2,343,000	1,131,500	1,086,000	7,521,000
Debt to be repaid with levy						200,000		200,000
Matching Grant Funds			33,217					33,217
Other funding source			5,500			40,000		45,500
Other Grant Funds			99,650	27,500				127,150
Residual funds from previous yr CIP				60,000				60,000
Unfunded				60,000				60,000
Vehicle Replacement Fund			122,000	394,000	535,400	178,500	157,000	1,386,900
Parks and Recreation Total			267,367	3,495,000	2,878,400	1,550,000	1,243,000	9,433,767

Police								
Marked Patrol Fleet	POL-13-002	2	36,600	36,600	146,400	109,800	146,400	475,800
Unmarked Patrol Fleet	POL-13-004	2	16,000		16,000		50,000	82,000
Support Services/Parking Control	POL-18-001	2		15,000			15,000	30,000
LEC Roof Replacement	POL-21-003	1		220,000				220,000
RTU Replacement (LEC)	POL-21-004	1	120,000					120,000
New Public Safety Facility	POL-22-001	3		2,300,000				2,300,000
Exterior Insulated Finish Systems - LEC	POL-22-003	1		184,000				184,000
Mini Split AC Units - LEC	POL-23-001	3				10,000		10,000
Building Repairs	POL-23-002	4				10,000		10,000
Window Replacement	POL-23-003	4				120,000		120,000
Generator Upgrade - LEC	POL-24-001	1			410,000			410,000
Hand Rail - LEC	POL-25-001	3				30,000		30,000
Elevator Upgrades - LEC	POL-26-001	1					100,000	100,000
LED Conversion @ LEC	POL-26-002	5					120,000	120,000
Police Total			172,600	2,755,600	572,400	279,800	431,400	4,211,800

Building Maintenance Fund				202,000		80,000		282,000
Capital Projects Fund Levy			60,000		205,000	5,000	110,000	380,000
Debt Levy for LT Facilities Needs				1,150,000				1,150,000
Other funding source			60,000	1,352,000	205,000	85,000	110,000	1,812,000
Vehicle Replacement Fund			52,600	51,600	162,400	109,800	211,400	587,800
Police Total			172,600	2,755,600	572,400	279,800	431,400	4,211,800

Storm Water								
Cardinal Drive rehab	STM-19-001	2		200,000				200,000
Selby Avenue Storm Improvements	STM-19-003	3	400,000					400,000
Stormwater Plan Update	STM-22-001	2	200,000					200,000
26th and St. Paul Road ditch improvements	STM-22-002	2	250,000					250,000
Vehicle	STM-23-001	3		12,000				12,000
Storm Water Total			850,000	212,000				1,062,000

Department	Project #	Priority	2022	2023	2024	2025	2026	Total
Storm Fund			850,000	212,000				1,062,000
Storm Water Total			850,000	212,000				1,062,000

Street Construction

Bituminous Overlays	STR-14-001	3	175,000	175,000	175,000	175,000	175,000	875,000
Annual Street and Utility	STR-16-001	2	1,600,000	1,500,000	1,500,000	1,500,000	1,500,000	7,600,000
State Aid Streets	STR-17-002	2		925,000	1,200,000	2,150,000	1,400,000	5,675,000
Parking lots	STR-18-001	2	300,000	300,000	300,000	300,000	300,000	1,500,000
Traffic Signal	STR-19-001	3		100,000		100,000		200,000
Mineral Springs Railroad Bridge	STR-21-005	2				600,000	4,500,000	5,100,000
Roundabout	STR-22-001	2	700,000					700,000
20th Street NE Completion	STR-22-002	n/a		400,000				400,000
Hoffman Drive (CSAH 2)	STR-22-003	3	100,000					100,000
Partridge Avenue Completion	STR-23-001	3		1,300,000				1,300,000
18th Street South Trail	STR-23-002	3		785,000	1,000,000			1,785,000
Main Street Reconstruction	STR-23-003	2			700,000			700,000
Kenyon Road	STR-24-001	2		85,000	600,000			685,000
29th Avenue East	STR-25-001	2	75,000	500,000	1,000,000	1,000,000		2,575,000
Park Drive NW 32nd to 39th	STR-26-001	3					1,000,000	1,000,000
18th Street SE Trail and Street	STR-26-002	2					2,665,000	2,665,000
Street Construction Total			2,950,000	6,070,000	6,475,000	5,825,000	11,540,000	32,860,000

Debt to be repaid with assessments			300,000	800,000	500,000	850,000	1,000,000	3,450,000
Debt to be repaid with levy			1,600,000	1,450,000	1,300,000	1,300,000	1,800,000	7,450,000
Federal Highway Funds				405,000				405,000
General Fund			175,000	175,000	175,000	175,000	175,000	875,000
Sewer Fund				175,000				175,000
State Aid			100,000	885,000	2,500,000	1,900,000	1,400,000	6,785,000
Unfunded			775,000	2,180,000	2,000,000	1,600,000	7,165,000	13,720,000
Street Construction Total			2,950,000	6,070,000	6,475,000	5,825,000	11,540,000	32,860,000

Street Maintenance

Street Sweeper	ST-13-003	1		175,000		150,000		325,000
2 Ton Trucks with Plow and Wings	ST-14-001	1			350,000			350,000
Pickup Truck	ST-14-002	2	20,000	20,000	20,000	20,000	110,000	190,000
Front End Loader	ST-14-003	2	175,000					175,000
1 Ton Truck with Plow	ST-15-007	2					40,000	40,000
Skid Steer Loader	ST-16-001	2	15,000	15,000	15,000	15,000	15,000	75,000
Hydraulic Arm Mower	ST-16-003	2				6,000		6,000
Tandem Axle Truck	ST-16-004	2		225,000		200,000		425,000
Rubber Tire Backhoe	ST-20-001	2	55,000					55,000
Asphalt Zipper	ST-20-002	2			150,000			150,000
Asphalt Paver	ST-21-001	2				210,000		210,000
Forestry Boom Truck	ST-26-001	3					140,000	140,000
Street Maintenance Total			265,000	435,000	535,000	601,000	305,000	2,141,000

Department	Project #	Priority	2022	2023	2024	2025	2026	Total
Vehicle Replacement Fund			265,000	435,000	535,000	601,000	305,000	2,141,000
Street Maintenance Total			265,000	435,000	535,000	601,000	305,000	2,141,000
Wastewater Treatment Plant								
Sanitary Sewer Replacement	WTP-13-001	2	350,000	350,000	350,000	350,000	350,000	1,750,000
Lift Station Pump Replacement	WTP-13-006	2	50,000	50,000	50,000	50,000	50,000	250,000
Equipment replacement	WTP-14-003	2	100,000	100,000	100,000	100,000	100,000	500,000
Utility/Shop Truck	WTP-16-002	3			12,000		45,000	57,000
Plant Expansion	WTP-20-001	2	18,000,000	18,000,000	18,000,000			54,000,000
Sanitary Sewer Collection System Study Update	WTP-22-001	3	120,000					120,000
Overhead doors	WTP-22-003	2	60,000					60,000
4 inch trash pump	WTP-22-004	2	40,000					40,000
Biosolids Truck	WTP-23-001	3		140,000				140,000
Semi Tractor Replacement	WTP-24-001	3			100,000			100,000
Wastewater Treatment Plant Total			18,720,000	18,640,000	18,612,000	500,000	545,000	57,017,000
Sewer Fund			18,720,000	18,640,000	18,612,000	500,000	545,000	57,017,000
Wastewater Treatment Plant Total			18,720,000	18,640,000	18,612,000	500,000	545,000	57,017,000
Grand Total			24,453,467	38,287,100	30,151,300	10,040,300	15,797,400	118,729,567

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City of Owatonna
Summary Budget Comparison by Program

FUND 100: GENERAL FUND
DEPT 010: MAYOR & COUNCIL
PROG 100: MAYOR & COUNCIL

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Tax Levies	10,475,114	10,452,376	10,955,931	10,991,801	5,216,999	11,403,348	12,556,340
	Other Taxes	352,715	342,000	343,202	353,000	158,235	353,000	344,000
	Licenses & Permits	79,088	80,775	57,954	79,925	-27,263	71,125	76,700
	Intergovernmental Revenue	4,300,547	4,300,408	5,968,279	4,533,146	2,326,380	4,674,700	4,737,816
	Charges for Services	250	0	140	0	157	0	0
	Fines & Forfeits	2,850	500	1,100	500	0	500	500
	Total Revenues	15,210,564	15,176,059	17,326,606	15,958,372	7,674,508	16,502,673	17,715,356
	PT/Seasonal Wages	72,600	72,600	72,600	72,600	35,600	72,600	72,600
	Benefits	5,048	4,999	5,096	5,050	2,491	5,028	4,984
	PERSONAL SERVICES	77,648	77,599	77,696	77,650	38,091	77,628	77,584
	Supplies	1,560	700	1,331	2,000	976	2,000	2,000
	SUPPLIES	1,560	700	1,331	2,000	976	2,000	2,000
	Professional Services	9,735	11,300	8,001	9,000	4,671	9,000	4,000
	Communication	443	410	432	490	195	490	490
	Vehicle, Travel & Training	13,266	10,000	2,953	10,400	1,116	10,400	10,400
	Advertising & Promotion	6,799	14,000	4,875	13,000	4,189	11,000	11,000
	Memberships & Subscriptions	76,114	76,000	73,657	78,000	65,125	80,000	78,000
	Insurance	22,123	52,280	35,537	52,370	1,390	51,980	52,625
	Other Services & Charges	54,108	124,311	167,841	108,866	5,003	91,429	76,436
	OTHER SERVICES & CHARGES	182,588	288,301	293,296	272,126	81,689	254,299	232,951
	TRANSFERS OUT	0	0	1,746,485	200,000	0	340,000	200,000
	Total Expenditures	261,796	366,600	2,118,808	551,776	120,756	673,927	512,535
	Net Revenue	14,948,768	14,809,459	15,207,798	15,406,596	7,553,752	15,828,746	17,202,821
	Total for PROG 100: MAYOR & COUNCIL	14,948,768	14,809,459	15,207,798	15,406,596	7,553,752	15,828,746	17,202,821
	Total for DEPT 010: MAYOR & COUNCIL	14,948,768	14,809,459	15,207,798	15,406,596	7,553,752	15,828,746	17,202,821

City of Owatonna
Summary Budget Comparison by Program

DEPT 051: ADMINISTRATIVE SERVICES
 PROG 110: ADMINISTRATIVE SERVICES

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	41,368	1,000	15,578	1,000	-266	1,000	0
	Interest on Investments	213,885	98,000	176,425	110,000	29,271	90,000	50,000
	Total Revenues	255,253	99,000	192,003	111,000	29,005	91,000	50,000
	FT Wages	210,309	199,551	219,236	209,746	112,074	219,342	324,292
	OT	0	0	113	0	141	0	0
	PT/Seasonal Wages	0	1,500	0	1,500	0	1,500	1,500
	Benefits	76,646	57,232	61,036	62,756	32,216	65,001	96,436
	PERSONAL SERVICES	286,955	258,283	280,272	274,002	144,290	285,843	422,228
	Supplies	1,198	1,250	1,117	1,250	379	1,250	1,250
	Small Tools & Equipment	0	300	132	300	131	300	300
	SUPPLIES	1,198	1,550	1,249	1,550	510	1,550	1,550
	Professional Services	680	0	0	0	0	0	12,200
	Communication	1,324	1,200	1,319	1,400	1,046	1,400	2,000
	Transportation (VRF)	0	0	20,000	0	0	0	3,600
	Vehicle, Travel & Training	14,281	10,540	6,787	12,500	3,590	11,500	11,500
	Advertising & Promotion	1,186	300	275	300	0	300	300
	Memberships & Subscriptions	2,259	1,600	1,975	1,700	45	2,000	2,000
	Insurance	6,840	6,840	8,295	7,110	2,970	5,940	7,000
	Repair/Maint/Licenses	310	310	310	310	0	310	310
	OTHER SERVICES & CHARGES	26,880	20,790	38,961	23,320	7,651	21,450	38,910
	Total Expenditures	315,033	280,623	320,482	298,872	152,451	308,843	462,688
	Net Revenue	-59,780	-181,623	-128,479	-187,872	-123,446	-217,843	-412,688
	Total for PROG 110: ADMINISTRATIVE SERVICES	-59,780	-181,623	-128,592	-187,872	-123,587	-217,843	-412,688

CITY OF OWATONNA 2022 PROGRAM BUDGETS
General Government - Administrative Services
Administration 051-110

2021 Accomplishments

Public access channel providing original videos on city projects, programs

Completed upgrade of Audio and video systems in Council chambers to better facilitate remote meetings.

Updated three-year strategic plan and a ten year major facility needs plan.

Hired new Director level positions. Parks and Recreation Director and new Fire Chief.

Expanded social media presence and reviewed utilization of website. Hired a new Communications Manager

Partnership/collaborations include joint cooperative agreements on railroad bridge study, roundabout for new high school and roundabout at 26th St NE, joint committees on transportation, joint use of Council Chambers utilization

Reviewed results and developed plan for implementation of Fire analysis

Assisted with major community development projects

Retained city Aa2 bond rating

Review and update of various city policies

Continued staff development, executive leadership training,

2022 Goals

Continue to explore partnership/collaborations with Steele County, School District and OPU

Improve organizational effectiveness and efficiency through a continued use of LEAN principles and continuous improvement

Continue to explore appropriate use of technology to improve effectiveness and engagement

Continue to lobby for funding for 29th Avenue and completion of feasibility plan.

Increase collaboration and teamwork between departments

Continue to pursue all appropriate grant opportunities offered through federal infrastructure bill and facilitate a plan for American Rescue Act Funds

Increase marketing and public engagement efforts.

Develop crisis communication plans for the city

City of Owatonna
Summary Budget Comparison by Program

PROG 115: HUMAN RESOURCES

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	0	0	14,785	0	0	0	0
	Total Revenues	0	0	14,785	0	0	0	0
	FT Wages	144,945	100,159	167,746	167,521	87,202	177,228	171,387
	OT	107	0	0	0	0	0	0
	PT/Seasonal Wages	5,160	26,240	7,579	8,548	3,985	9,044	9,622
	Benefits	45,064	57,094	65,538	66,573	34,225	69,765	70,667
	PERSONAL SERVICES	195,169	183,493	240,863	242,642	125,412	256,037	251,676
	Supplies	799	1,250	148	1,250	56	800	800
	SUPPLIES	799	1,250	148	1,250	56	800	800
	Professional Services	56,791	20,000	11,164	20,000	10,749	20,000	38,000
	Communication	877	1,200	715	1,000	429	900	900
	Vehicle, Travel & Training	8,177	11,200	3,819	11,200	1,648	8,200	10,220
	Advertising & Promotion	0	0	0	0	325	0	0
	Memberships & Subscriptions	619	600	283	600	215	620	800
	Insurance	0	0	0	0	0	0	2,625
	Repair/Maint/Licenses	7,603	6,193	7,334	6,561	0	6,561	7,489
	Other Services & Charges	38,460	45,000	53,447	45,000	15,019	46,200	48,048
	OTHER SERVICES & CHARGES	112,527	84,193	76,762	84,361	28,385	82,481	108,082
	Total Expenditures	308,495	268,936	317,773	328,253	153,853	339,318	360,558
	Net Revenue	-308,495	-268,936	-302,988	-328,253	-153,853	-339,318	-360,558
	Total for PROG 115: HUMAN RESOURCES	-308,602	-268,936	-302,988	-328,253	-153,853	-339,318	-360,558

CITY OF OWATONNA 2022 PROGRAM BUDGETS
General Government - Administrative Services
Human Resources 051-115

2021 Accomplishments

Focused on serving the employee as a whole
Received cost to reevaluate the city's compensation plan
Revised hiring process to include leadership assessment
Coordinated and developed COVID-19 response and policies for city staff and visitors
Health Insurance RFP
Assisted city departments on efficient and effective organizational structures
Developed efficiencies with benefit management
Developed process to recruit boards and commission seats

2022 Goals

Document management efficiencies with personnel files for regular staff
City wide diversity training including implicit bias
Customer service evaluation for the Human Resources Department

Focus on serving the employee as a whole
Research formal succession planning program for city staff

Market review compensation study

City of Owatonna
Summary Budget Comparison by Program

PROG 120: ELECTIONS

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	4,573	8,400	35,535	18,500	0	0	17,000
	Charges for Services	0	0	-53	0	0	0	0
	Total Revenues	4,573	8,400	35,482	18,500	0	0	17,000
	FT Wages	1,637	6,532	7,165	6,870	0	7,253	7,706
	PT/Seasonal Wages	0	0	35,260	26,500	0	0	31,000
	Benefits	421	1,304	1,917	1,359	0	1,416	1,488
	PERSONAL SERVICES	2,058	7,836	44,342	34,729	0	8,669	40,194
	Supplies	373	0	1,045	0	2,170	0	500
	SUPPLIES	373	0	1,045	0	2,170	0	500
	Communication	0	0	214	0	0	0	250
	Vehicle, Travel & Training	20	0	0	0	0	0	0
	Advertising & Promotion	0	0	449	0	0	0	400
	Other Services & Charges	9,146	9,000	8,632	9,000	0	9,000	9,000
	OTHER SERVICES & CHARGES	9,166	9,000	9,295	9,000	0	9,000	9,650
	CAPITAL OUTLAY	0	0	2,250	0	0	0	0
	Total Expenditures	11,597	16,836	56,932	43,729	2,170	17,669	50,344
	Net Revenue	-7,024	-8,436	-21,450	-25,229	-2,170	-17,669	-33,344
	Total for PROG 120: ELECTIONS	-7,024	-8,436	-21,450	-25,229	-2,170	-17,669	-33,344

CITY OF OWATONNA 2022 PROGRAM BUDGETS
General Government - Administrative Services
Elections 051-120

2021 accomplishments

no election in 2021

2022 Goals

Recruit additional replacement judges

Provided necessary safety equipment for elections

City of Owatonna
Summary Budget Comparison by Program

PROG 130: FINANCE

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	0	0	49,600	0	0	0	0
	Charges for Services	10,922	10,000	15,266	10,000	6,284	10,000	15,000
	Transfers	50,981	57,000	37,634	59,500	13,500	52,000	44,500
	Total Revenues	61,903	67,000	102,500	69,500	19,784	62,000	59,500
	FT Wages	253,043	250,460	264,603	261,979	136,029	273,645	287,770
	OT	0	1,000	148	1,000	210	1,000	1,000
	PT/Seasonal Wages	25,534	25,346	19,014	21,371	9,997	22,609	24,056
	Benefits	79,619	80,917	81,815	83,765	40,455	87,325	99,376
	PERSONAL SERVICES	358,196	356,723	365,432	367,115	186,481	383,579	411,202
	Supplies	4,073	8,000	6,511	8,000	1,733	6,000	6,000
	Small Tools & Equipment	385	750	730	750	0	750	750
	SUPPLIES	4,458	8,750	7,241	8,750	1,733	6,750	6,750
	Professional Services	36,150	35,000	79,430	35,000	37,775	36,000	39,000
	Communication	2,132	2,000	2,474	2,360	1,181	2,360	1,860
	Vehicle, Travel & Training	7,219	7,500	2,740	7,600	1,989	6,100	7,100
	Printing	402	500	479	500	72	500	500
	Memberships & Subscriptions	937	1,250	1,135	1,250	455	1,100	1,200
	Insurance	3,800	3,800	4,608	3,950	1,650	3,300	2,625
	Repair/Maint/Licenses	32,551	26,000	34,227	28,000	31,346	30,000	30,000
	Other Services & Charges	39,210	45,000	36,713	45,000	15,019	42,000	149,000
	OTHER SERVICES & CHARGES	122,401	121,050	161,806	123,660	89,487	121,360	231,285
	Total Expenditures	485,055	486,523	534,479	499,525	277,701	511,689	649,237
	Net Revenue	-423,152	-419,523	-431,979	-430,025	-257,917	-449,689	-589,737
	Total for PROG 130: FINANCE	-423,152	-420,523	-432,127	-431,025	-258,127	-450,689	-590,737

CITY OF OWATONNA 2022 PROGRAM BUDGETS
General Government - Administrative Services
Finance 051-130

2021 Accomplishments

- Received the City's 10th Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting for the 2020 Comprehensive Annual Financial Report (CAFR)
- Continued to improve the City's five year capital improvement plan by working with department heads and encouraging the process of routinely looking out 10 years. Incorporated the facilities study results into the capital improvement plan.
- Ensured departments VRF plans coincided with the five year capital improvement plan and were viable plans.
- Continued with training and cross-training of finance staff to better prepare for succession planning.
- Issued bonds for the financing of the City's capital improvement projects and maintained the City's Aa2 bond rating.
- Issued an RFP for ERP system and Community Development software. Worked through the demo and selection process. Negotiated the contract and began implementation.
- Learn rules and reporting requirements as they relate to American Rescue Plan funds received.

2022 Goals

- Successfully prepare 2023 budget utilizing the new ERP system.
- Utilize new ERP system's reporting and transparency tools to improve communication to citizens.
- Develop a plan for utilizing the ARP funds in a manner that maximizes the long-term benefits to the community.
- Develop a sustainable financing plan for overdue maintenance on the City's facilities.
- Continue review of policies and procedures ensuring adequate internal controls.
- Continue with the implementation of a new ERP system for the City.
- Implemented recommendations from GFOA as a result of the complete process review completed in preparation of the new ERP system.
- Current documents are stored in Laserfiche, but historical records need to be added still.
- Serve as a resource for other departments.
- Continue with cross-training within the department.

City of Owatonna
Summary Budget Comparison by Program

PROG 140: TECHNOLOGY

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	0	0	62,700	0	0	0	0
	Total Revenues	0	0	62,700	0	0	0	0
	FT Wages	252,566	252,842	263,055	263,330	135,412	274,201	287,478
	OT	2,928	2,000	4,993	2,000	1,807	2,000	2,000
	PT/Seasonal Wages	0	0	0	14,467	0	0	0
	Benefits	93,964	95,931	98,198	102,333	50,968	104,139	108,826
	PERSONAL SERVICES	346,530	348,773	361,253	380,130	186,380	378,340	396,304
	Supplies	684	550	251	550	246	550	550
	Repair Supplies	60	1,000	274	1,000	408	1,000	1,000
	Small Tools & Equipment	87,048	75,800	94,650	75,800	22,265	75,000	75,000
	SUPPLIES	87,792	77,350	95,175	77,350	22,919	76,550	76,550
	Professional Services	0	0	12,500	10,000	3,029	10,000	48,000
	Communication	15,955	11,000	13,927	12,000	6,811	15,000	15,000
	Transportation (VRF)	6,000	6,000	12,000	7,000	3,520	7,000	5,100
	Vehicle, Travel & Training	5,424	6,540	2,131	7,140	1,110	7,140	7,140
	Insurance	2,280	2,280	2,765	2,370	990	1,980	2,625
	Repair/Maint/Licenses	99,167	106,000	104,052	125,142	87,429	125,000	138,000
	Rents/Leases	11,460	11,500	11,460	11,500	5,730	11,500	11,500
	Other Services & Charges	7,816	10,500	688	500	0	500	500
	OTHER SERVICES & CHARGES	148,102	153,820	159,523	175,652	108,619	178,120	227,865
	Total Expenditures	582,424	579,943	615,951	633,132	317,918	633,010	700,719
	Net Revenue	-582,424	-579,943	-553,251	-633,132	-317,918	-633,010	-700,719
	Total for PROG 140: TECHNOLOGY	-585,352	-581,943	-558,244	-635,132	-319,725	-635,010	-702,719
	Total for DEPT 051: ADMINISTRATIVE SERVICES	-1,383,910	-1,461,461	-1,443,401	-1,607,511	-857,462	-1,660,529	-2,100,046

CITY OF OWATONNA 2022 PROGRAM BUDGETS
General Government - Administrative Services
Technology Coordinator 051-140

2021 Accomplishments

Completed setting up a redundant Data Center at City Hall

Installed and configured a redundant fiber connection to the State's network

Completed replacing all network switches throughout the City

Completed implementing Microsoft Teams Phone System

2022 Goals

Develop a Cloud based plan and roadmap

Implement a Mobile Device Management system

Replace wireless infrastructure City wide

Continue to work on Cyber Security initiatives such as; Security Awareness training for all staff, Update or create new policies and procedures, Implementing two-factor authentication

Redesign of the City website

City of Owatonna
Summary Budget Comparison by Program

DEPT 060: CITY ATTORNEYS

PROG 150: CITY ATTORNEYS

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Benefits	5,784	7,051	2,049	6,131	23	107	93
	PERSONAL SERVICES	5,784	7,051	2,049	6,131	23	107	93
	Supplies	0	500	0	500	0	500	500
	SUPPLIES	0	500	0	500	0	500	500
	Professional Services	232,031	241,350	240,108	246,475	132,837	251,387	257,682
	Communication	0	200	79	0	0	0	0
	Vehicle, Travel & Training	0	0	669	0	0	700	700
	Memberships & Subscriptions	4,273	3,500	3,530	4,500	0	4,500	4,500
	OTHER SERVICES & CHARGES	236,304	245,050	244,386	250,975	132,837	256,587	262,882
	Total Expenditures	242,088	252,601	246,435	257,606	132,860	257,194	263,475
	Net Revenue	-242,088	-252,601	-246,435	-257,606	-132,860	-257,194	-263,475
	Total for PROG 150: CITY ATTORNEYS	-242,088	-252,601	-246,435	-257,606	-132,860	-257,194	-263,475
	Total for DEPT 060: CITY ATTORNEYS	-242,088	-252,601	-246,435	-257,606	-132,860	-257,194	-263,475

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City of Owatonna
Summary Budget Comparison by Program

DEPT 110: POLICE

PROG 200: POLICE DEPARTMENT

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	23,918	22,500	25,982	23,500	0	23,500	26,000
	Charges for Services	4,251	1,000	2,503	3,700	0	3,500	3,500
	Total Revenues	28,169	23,500	28,485	27,200	0	27,000	29,500
	FT Wages	397,165	397,649	415,035	415,526	213,897	432,129	435,713
	OT	517	0	295	0	0	0	0
	Benefits	142,667	111,293	120,082	120,574	61,553	123,985	141,373
	PERSONAL SERVICES	539,832	508,942	535,117	536,100	275,450	556,114	577,086
	Insurance	3,710	3,710	4,801	4,115	1,703	3,405	4,105
	Repair/Maint/Licenses	0	0	0	0	168	0	0
	Other Services & Charges	881	0	631	1,000	0	1,000	1,000
	OTHER SERVICES & CHARGES	4,591	3,710	5,432	5,115	1,871	4,405	5,105
	Total Expenditures	544,423	512,652	540,549	541,215	277,321	560,519	582,191
	Net Revenue	-516,254	-489,152	-512,064	-514,015	-277,321	-533,519	-552,691
	Total for PROG 200: POLICE DEPARTMENT	-516,771	-489,152	-512,359	-514,015	-277,321	-533,519	-552,691

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Public Safety - Police Administration 110-200

2021 Accomplishments

- * Records Division staff transitioned from JScape (FTP) to Visual Labs file share, this created a workflow efficiency with County Attorney's Office
- * Records Division filled one vacancy to return to full-staff (4)
- * Managed and met all data requests/data redaction timelines with portable recording system requests
- * Maintained a healthy workforce during COVID-19. New policies, procedures and safety equipment were requisitioned and implemented as outlined in Admin Directive A20-002; and subsequently changed and modified as necessary.
- * Successful and no findings during State/Federal annual CJIS Audits - assisted by MNSEC
- * Mandatory staff mental health check-ins with Marie Ridgeway and Associates
- * Attended FBI-NA, 10 weeks of professional development/succession planning for command staff (October 2021)
- * Improved security at LEC with new gates
- * Staff involvement and attendance at Courageous Community Leaders training
- * Partnerships with statewide mutual aid requests (Mpls Riots, Line 3)
- * Efficiency and savings converting to Tri-Tech FBR Parking Tickets
- * Increased parking ticket collections and pay options through AllPaid software
- * Created momentum & solidarity for the SE Mobile Field Force team

2022 Goals

- * Strive for a fiduciary responsible mindset and partnerships with other city/county departments for collaborations
- * Maintain efficient staffing levels in Records
- * Fill vacancies in CLEO, division commander, first line supervisor and line staff vacancies through attrition
- * Maintain contract with MNSEC to maintain and/or improve IT security for Police and City and CJIS policies & procedures. Focus on mandatory training with focus on crisis communication, mental health, and de-escalation.
- * Post COVID-increase positive community policing contacts and visual presence in downtown district
- * Planning and preparedness planning for potential of civil unrest
- * Maintain relationships and contracted police services (SRO's) with District 761.
- * Remain law enforcement partner to our region and state
- * Continue to seek efficiencies in the workplace
- * Post COVID - swearing-in and commendation ceremonies
- * Maintain a crime rate that is lower than the state average amongst our population category (25,000-49,999).
- * Schedule and successfully pass BWC Bi-annual audit.
- * Seek professional development at all command levels due to advancement and promotional opportunities.

City of Owatonna
Summary Budget Comparison by Program

PROG 210: PATROL SERVICES

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	266,204	236,130	276,802	257,300	1,116	260,300	283,300
	Charges for Services	9,544	4,000	8,084	6,200	11,817	6,200	6,200
	Fines & Forfeits	145,399	167,400	130,754	171,300	84,783	181,300	181,300
	Total Revenues	421,147	407,530	415,640	434,800	97,716	447,800	470,800
	FT Wages	1,864,217	1,819,274	1,920,175	1,900,113	920,938	1,977,654	2,074,982
	OT	70,353	50,000	49,788	63,000	21,743	63,000	63,000
	Holiday/Other	170,534	164,685	232,576	164,685	75,656	164,685	164,685
	Benefits	689,860	749,886	782,738	771,508	382,722	791,607	893,383
	PERSONAL SERVICES	2,724,611	2,733,845	2,935,489	2,836,306	1,379,316	2,933,946	3,133,050
	Supplies	7,522	3,500	1,315	3,500	1,471	3,500	3,500
	Repair Supplies	100	0	0	0	0	0	0
	Small Tools & Equipment	-8	0	0	0	0	0	0
	SUPPLIES	7,614	3,500	1,315	3,500	1,471	3,500	3,500
	Vehicle, Travel & Training	11	0	0	0	679	0	0
	Insurance	51,940	51,940	67,212	57,610	23,835	47,670	57,470
	OTHER SERVICES & CHARGES	51,951	51,940	67,212	57,610	24,514	47,670	57,470
	Total Expenditures	2,784,176	2,789,285	3,004,016	2,897,416	1,405,301	2,985,116	3,194,020
	Net Revenue	-2,363,029	-2,381,755	-2,588,376	-2,462,616	-1,307,585	-2,537,316	-2,723,220
	Total for PROG 210: PATROL SERVICES	-2,433,382	-2,431,755	-2,638,164	-2,525,616	-1,329,328	-2,600,316	-2,786,220

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Public Safety - Police

Patrol Services 110-210

2021 Accomplishments

- * Converted aged WatchGuard In-car System to Visual Labs Dash Cams and merged the two technologies (BWC and Dash Cameras) at no additional cost that created a cost-savings and service enhancement
- * Hired four (4) full-time peace officers to meet full-time staffing levels
- * Increased daily positive community contacts by each uniformed officer
- * Increased uniformed presence at downtown event permits and concert series
- * Equipped and trained Mobile Field Force team (10). Attended regional trainings and partnerships with District 6/Region 10 (SE MN)
- * Modified many community policing engagements for COVID-19 "social distancing" practices with truck to trunk food drives, drive-by/police escorts to birthday's, retirements, anniversaries, etc
- * Daily committment to traffic enforcement and responding to community concerns/requests, participate in Toward Zero Death campaigns during regular on-duty shifts
- * As of 12/31/2020, the patrol division achieved the following: (1) answered 42, 367 Events, (2) conducted 5,050 traffic stops, (3) arrested 90 DWI offenders, (4) issued 1, 660 State Citations, (5) Isued 3,637 warnings,, (6) conducted 2,719 community policing contacts
- * Requisition of new SWAT tactical vests and armor plates
- * Supervisory staff trained in IPAWS and crisis communication
- * Mobile Field Force Team created, equipped and trained

2022 Goals

- * Preparedness and planning to civil unrest.
- * Partner with community leaders to provide services and resources for person in crisis and acute mental health needs
- * Create a social media presence in the community.
- * Focus on implicit bias, prejudice, and impartial policing trainings.
- * Focus on Crisis Intervention & Mental Illness Crisis Training.
- * Focus on Conflict Management & Mediation Training.
- * EVOC certifications
- * Maintain staffing levels to meet demands of the public
- * Supervisory and line staff certications in FEMA ICS courses

City of Owatonna
Summary Budget Comparison by Program

PROG 220: CRIMINAL INVESTIGATION

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	200,126	197,775	203,232	200,770	75,821	203,825	273,374
	Charges for Services	36,427	33,000	35,915	33,000	16,286	33,000	33,000
	Total Revenues	236,553	230,775	239,147	233,770	92,107	236,825	306,374
	FT Wages	535,062	589,267	594,491	626,168	305,074	644,833	671,980
	OT	28,358	15,000	20,486	15,000	4,509	15,000	15,000
	Holiday/Other	39,993	35,000	45,457	35,000	16,276	35,000	35,000
	Benefits	200,689	207,369	225,042	242,475	113,171	235,377	253,370
	PERSONAL SERVICES	775,744	831,636	864,990	903,643	434,521	915,210	960,350
	Communication	0	0	5	0	0	0	0
	Insurance	11,130	11,130	14,403	12,345	5,108	10,215	12,315
	Other Services & Charges	7,776	6,000	3,027	4,500	315	4,250	4,250
	OTHER SERVICES & CHARGES	18,906	17,130	17,435	16,845	5,423	14,465	16,565
	Total Expenditures	794,650	848,766	882,425	920,488	439,944	929,675	976,915
	Net Revenue	-558,097	-617,991	-643,278	-686,718	-347,837	-692,850	-670,541
	Total for PROG 220: CRIMINAL INVESTIGATION	-586,455	-632,991	-663,764	-701,718	-352,346	-707,850	-685,541

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Public Safety

Criminal Investigation 110-220

2021 Accomplishments

- * Poor results from the 2021 alcohol compliance checks identified a significant failure rate this period (July 2021) with 15 of 38 businesses failed.
- * In 2020, There were 6029 items of property or evidence. 409 items released or destroyed and 1288 items were entered.
- * 29 DART cases referred and assigned.
- * Partnered with the Owatonna Middle School to create practical crime scenes for students to investigate and process.
- * 379 criminal cases referred for investigation and assigned.
- * As of July 1, 2021, OPD is monitoring 70 Predatory Offenders. Experienced a high compliance rate.
- * 189 Child & adult protection cases referred for investigation.
- * Continued with the succession planning and development of future staff.
- * Conducted tobacco compliance checks and witnessed a high success rate of compliance.
- * Actively participated on the Steele/Waseca Drug Court Team.

2022 Goals

- * To work on educating liquor icense holders and servers on age identification to return to higher compliance rate.
- * Research, purchase, and implement True Point 300 Field Data Collection Incident Mapping.
- * Use technology for service enhancements.
- * Continue to monitor the Predatory Offenders Registry.
- * Improve clearance rates
- * Increase public speaking engagements to help mitigate cases involving fraud/forgery
- * Increased staffing will allow for more proactive investigations or covert investigation specific to sex trafficking or sexual exploitation
- * Stabilize investigator caseloads by broadening investigator expertise through training
- * Augment the South Central Drug Investigative Unit in local drug or violent crimes cases
- * Continue tobacco and alcohol compliance checks.

City of Owatonna
Summary Budget Comparison by Program

PROG 230: SUPPORT SERVICES

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	0	0	3,500	0	0	0	0
	Miscellaneous	0	0	21,594	0	0	0	0
	Total Revenues	0	0	25,094	0	0	0	0
	FT Wages	48,906	42,135	50,772	44,451	26,984	47,067	50,170
	OT	2,849	500	2,349	500	1,626	500	500
	PT/Seasonal Wages	46,079	58,149	53,544	61,373	28,158	62,357	65,628
	Holiday/Other	0	2,300	214	2,300	0	2,300	2,300
	Benefits	63,095	70,744	63,508	67,427	36,387	75,327	75,677
	PERSONAL SERVICES	158,080	173,328	168,038	175,551	91,529	187,051	193,775
	Supplies	82,227	89,500	73,101	84,100	40,729	70,600	90,600
	Repair Supplies	76,233	44,000	43,748	47,000	39,562	50,500	50,500
	Small Tools & Equipment	26,125	25,000	43,068	33,400	35,219	49,000	63,440
	SUPPLIES	184,585	158,500	159,917	164,500	115,510	170,100	204,540
	Professional Services	55,730	58,000	46,538	53,750	26,724	65,490	60,490
	Communication	16,858	18,200	16,151	18,200	6,748	17,500	17,500
	Transportation (VRF)	107,040	107,040	109,600	99,600	49,800	99,600	99,600
	Vehicle, Travel & Training	38,958	38,500	20,974	38,500	29,240	38,500	38,500
	Memberships & Subscriptions	5,499	8,170	11,772	11,000	5,735	8,500	8,500
	Insurance	3,710	3,710	4,801	4,115	1,703	3,405	4,105
	Licenses & Inspections	1,575	350	924	800	363	800	800
	Repair/Maint/Licenses	13,692	3,500	2,824	7,500	1,610	3,000	3,000
	Other Services & Charges	-169	0	1,116	0	393	0	0
	OTHER SERVICES & CHARGES	242,893	237,470	214,700	233,465	122,316	236,795	232,495
	Total Expenditures	585,558	569,298	542,655	573,516	329,355	593,946	630,810
	Net Revenue	-585,558	-569,298	-517,561	-573,516	-329,355	-593,946	-630,810
	Total for PROG 230: SUPPORT SERVICES	-588,407	-569,798	-519,910	-574,016	-330,981	-594,446	-631,310

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Public Safety - Police
Support Services 110-230

2021 Accomplishments

- * OPD took over PDD/DD animal registration - possible revenue source

- * short-term parking fines increased

- * AllPaid parking collection software rolled out to increase collections and on-line payment options.
- * In 2020, 3,743 parking tickets were issued
- * In 2020, \$52,274.98 fines were collected
- * 34 Disorderly Use violations
- * 7 Nuisance violations filed
- * 0 rental property evictions filed for drugs
- * 2 rental property evictions filed for drugs to date in 2021.

2022 Goals

- * Opportunities to train and recruit future police officers from our support services employees
- * Work with Community Development and Street Department to revamp downtown parking options, signs and enforcement that meets the needs of our departments and constituents.
- * Continue to expand and recruit police reserve members (7) and chaplains (2).

City of Owatonna
Summary Budget Comparison by Program

PROG 240: COMMUNITY POLICING

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
Total for PROG 240: COMMUNITY POLICING		0	0	0	0	0	0	0

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Public Safety - Police

Community Policing 110-240

2021 Accomplishments

- * Reserve Unit geared up for many summer/Fall 2021 City events.
- * Chaplains, Reserve Officers and Explorer's were integrated back into operations following COVID-19 pause
- * Night to Unite returned after COVID-19 pause
- * Citizen's Police Academy tentatively scheduled for Fall of 2021

- * Reserve Unit and Explorer's participated in "Truck to Trunk" food drives through Community Pathways.
- * Partnered with OHS student mentorship program

- * Presence at the 11 & 7 Concert Series on Thursday and downtown Night Market
- * Supervisory level participated in Courageous Leaders sessions through School District

2022 Goals

- * 5th Citizen Police Academy
- * Continue to foster and develop relationships with volunteers to maintain and improve upon volunteer services.
- * Continue with programming and community engagement efforts.
- * Re-engage with driver's education instructors for both student and parent classes
- * Attendance at the Police Explorer's statewide competition

City of Owatonna
Summary Budget Comparison by Program

PROG 250: ANIMAL CONTROL

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Fines & Forfeits	3,087	2,500	3,249	2,700	1,780	5,400	13,900
	Total Revenues	3,087	2,500	3,249	2,700	1,780	5,400	13,900
	Supplies	829	2,000	481	2,000	17	1,500	1,500
	SUPPLIES	829	2,000	481	2,000	17	1,500	1,500
	Professional Services	28	1,400	718	1,400	455	1,000	1,000
	Other Services & Charges	335	150	357	150	140	350	350
	OTHER SERVICES & CHARGES	363	1,550	1,075	1,550	595	1,350	1,350
	Total Expenditures	1,192	3,550	1,556	3,550	612	2,850	2,850
	Net Revenue	1,895	-1,050	1,693	-850	1,168	2,550	11,050
	Total for PROG 250: ANIMAL CONTROL	1,895	-1,050	1,693	-850	1,168	2,550	11,050

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Public Safety - Police

Animal Control 110-250

2021 Accomplishments

In 2020, the following results occurred:

- * 1,790 Calls for service
- * 26 animal bite reports
- * 24 dogs deemed Potentially Dangerous Dog (PDD)
- * 8 dogs deemed Dangerous Dog (DD)
- * 109 Dogs impounded
- * 101 Cats impounded
- * 80 animals adopted
- * 113 animals claimed/released
- * 16 animals euthanized
- * Maintained a low cost service model.
- * Maintained a low euthanization rate.
- * increased daliy impound fees from \$7 to \$20

2022 Goals

- * Research, purchase and implement a point of sale system that provides a service enhancement for customers.
- * Maintain a low euthanization rate
- * Maintain a low cost service model
- * Focus on providing a high level of care for the animals.

City of Owatonna
Summary Budget Comparison by Program

PROG 260: LEC OPERATIONS/REC MANAGEMENT

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	0	0	2,075	0	0	0	0
	Miscellaneous	15,750	14,891	16,459	16,458	0	17,242	26,647
	Total Revenues	15,750	14,891	18,534	16,458	0	17,242	26,647
	Insurance	3,710	3,710	4,801	4,115	1,703	3,405	4,105
	Other Services & Charges	247,166	238,000	249,938	245,000	64,499	252,350	261,182
	OTHER SERVICES & CHARGES	250,876	241,710	254,739	249,115	66,202	255,755	265,287
	CAPITAL OUTLAY	0	0	48,000	0	0	0	0
	Total Expenditures	250,876	241,710	302,739	249,115	66,202	255,755	265,287
	Net Revenue	-235,126	-226,819	-284,205	-232,657	-66,202	-238,513	-238,640
	Total for PROG 260: LEC OPERATIONS/REC MANAGEMENT	-235,126	-226,819	-284,205	-232,657	-66,202	-238,513	-238,640

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Public Safety - Police

LEC Operations - 110-260

2021 Accomplishments

- * Increased facility and grounds security by adding permanent security fence along N. Elm Avenue drive access
- * Installed a new security door due to an aging NW employee door.

2022 Goals

- * Replace roof top HVAC units (RTU)
- * East roof repair
- * Continue to focus and collaborate with the County on long-term capital improvements.

City of Owatonna
Summary Budget Comparison by Program

PROG 270: SCDIU GRANT

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	65,000	65,000	147,863	150,000	89,088	150,000	150,000
	Total Revenues	65,000	65,000	147,863	150,000	89,088	150,000	150,000
	Other Services & Charges	65,000	65,000	147,863	150,000	89,088	150,000	150,000
	OTHER SERVICES & CHARGES	65,000	65,000	147,863	150,000	89,088	150,000	150,000
	Total Expenditures	65,000	65,000	147,863	150,000	89,088	150,000	150,000
	Total for PROG 270: SCDIU GRANT	0	0	0	0	0	0	0
	Total for DEPT 110: POLICE	-4,358,244	-4,351,565	-4,616,709	-4,548,872	-2,355,010	-4,672,094	-4,883,352

CITY OF OWATONNA 2022 PROGRAM BUDGETS

**Public Safety - Police
SCDIU Grant - 110-270**

2021 Accomplishments

- * Between 1/1/2020 and 12/31/2020, the following occurred
- * The South Central Drug Investigative Unit added personnel.
- * The four county team has 5 working agents and one commander
- * 83 Total Investigations.
- * 43 New Investigations.
- * 51 Drug Arrests.

- * 24 Search Warrants.
- * 28 Community Outreach Presentations.
- * OPD remained fiscal agent, commander of SCDIU (Detective SGT) with one-full time police officer/agent.

- * Successful results with State Auditor reported 0 findings.

2022 Goals

- * Succession planning for Commander role.
- * Improve collaboration at the State level.
- * Focus on large scale drug operations
- * Increase grant funding.
- * Increase cash match from participating agencies.
- * Collaborate with other Statewide Violent Crime Enforcement Teams (VCETs).
- * Seek strategies to develop more Confidential Informants (CI)

City of Owatonna
Summary Budget Comparison by Program

DEPT 120: FIRE

PROG 300: FIRE DEPARTMENT

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	3,982	2,200	20,028	2,500	1,239	2,500	0
	Total Revenues	3,982	2,200	20,028	2,500	1,239	2,500	0
	FT Wages	154,112	154,306	161,296	161,494	136,149	168,929	163,580
	OT	178	1,000	57	1,000	0	1,000	1,000
	Holiday/Other	0	0	0	0	9,692	0	0
	Benefits	57,167	56,639	58,931	59,448	32,840	54,108	53,512
	PERSONAL SERVICES	211,279	210,945	220,227	220,942	178,681	223,037	217,092
	Supplies	4,431	5,400	4,875	5,400	1,536	5,400	5,400
	Repair Supplies	6,978	5,600	19,483	5,600	2,270	5,600	5,600
	Small Tools & Equipment	556	763	20	1,063	0	1,063	2,800
	SUPPLIES	11,965	11,763	24,378	12,063	3,806	12,063	13,800
	Professional Services	18,059	52,400	6,254	2,400	0	2,400	2,400
	Communication	1,011	1,900	1,959	1,900	950	1,900	2,250
	Transportation (VRF)	4,200	4,200	4,200	4,200	2,100	4,200	4,200
	Vehicle, Travel & Training	2,286	3,000	0	3,000	0	1,400	2,000
	Advertising & Promotion	1,548	2,100	0	2,100	550	2,100	2,000
	Memberships & Subscriptions	2,194	2,546	2,455	2,546	175	2,546	2,546
	Insurance	1,543	1,500	1,955	1,590	638	1,275	1,620
	Repair/Maint/Licenses	21,642	7,870	27,661	9,405	3,363	11,630	11,630
	Other Services & Charges	845	900	786	900	335	900	900
	OTHER SERVICES & CHARGES	53,328	76,416	45,270	28,041	8,111	28,351	29,546
	Total Expenditures	276,572	299,124	289,875	261,046	190,598	263,451	260,438
	Net Revenue	-272,590	-296,924	-269,847	-258,546	-189,359	-260,951	-260,438
	Total for PROG 300: FIRE DEPARTMENT	-272,768	-297,924	-269,904	-259,546	-189,359	-261,951	-261,438

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Public Safety - Fire

Administration 120-300

2021 Accomplishments

- Implement new strategies from the Fire Department Study
- New Fire Chief
- Creating and Updating Fire Department Policy and Procedures
- Implement MN Fire Health and Safety Initiatives for firefighters

2022 Goals

- Fully Implement Department Policies and Procedures
- Update job descriptions and responsibilities
- Review and update recruitment processes
- Audit and completing appropriate NIMS training throughout city staff

City of Owatonna
Summary Budget Comparison by Program

PROG 310: INSPECTION SERVICES

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Licenses & Permits	16,689	14,200	51,517	14,200	18,475	14,200	15,850
	Charges for Services	12,017	20,250	20,596	20,250	22,189	22,250	22,250
	Transfers	22,000	22,000	22,000	22,000	11,020	22,000	22,000
	Total Revenues	50,706	56,450	94,113	56,450	51,684	58,450	60,100
	PT/Seasonal Wages	7,032	6,000	8,010	7,250	2,211	7,730	8,580
	Benefits	627	938	656	594	181	629	700
	PERSONAL SERVICES	7,659	6,938	8,666	7,844	2,392	8,359	9,280
	Supplies	552	1,400	1,771	1,400	134	1,400	1,400
	Small Tools & Equipment	0	550	0	550	0	550	550
	SUPPLIES	552	1,950	1,771	1,950	134	1,950	1,950
	Professional Services	1,029	6,000	25,429	6,000	3,088	6,000	6,000
	Communication	810	980	749	980	398	980	2,400
	Vehicle, Travel & Training	371	1,500	0	1,500	25	1,000	1,000
	Memberships & Subscriptions	1,346	900	1,346	900	1,346	1,400	1,400
	Insurance	2,500	2,500	3,092	2,650	1,063	2,125	2,700
	Other Services & Charges	1,695	4,000	5,179	4,000	5	4,000	4,000
	OTHER SERVICES & CHARGES	7,751	15,880	35,795	16,030	5,925	15,505	17,500
	Total Expenditures	15,962	24,768	46,232	25,824	8,451	25,814	28,730
	Net Revenue	34,744	31,682	47,881	30,626	43,233	32,636	31,370
	Total for PROG 310: INSPECTION SERVICES	34,744	31,682	47,881	30,626	43,233	32,636	31,370

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Public Safety - Fire

Inspection 120-310

2021 Accomplishments

- Review existing property maintenance codes and proposal for changes
- Internal inspection reporting
- Inter-active Fire Code Inspections.
- Propose a new business registration program.
- Convert paper forms to digital format for Ipad

2022 Goals

- Implement new property maintenance codes and enforcement procedures
- Fees for Hotel inspections
- Fully document inspection processes and procedures
- Expand plan review capabilities
- Improve inspection process with other city departments

City of Owatonna
Summary Budget Comparison by Program

PROG 320: PUBLIC EDUCATION SERVICES

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Miscellaneous	0	0	2,500	0	0	0	0
	Total Revenues	0	0	2,500	0	0	0	0
	Supplies	2,085	2,600	2,149	2,600	1,234	2,400	2,400
	Repair Supplies	1,000	1,000	513	1,000	0	1,000	0
	SUPPLIES	3,085	3,600	2,662	3,600	1,234	3,400	2,400
	Communication	1,012	1,200	930	1,200	498	1,200	0
	Vehicle, Travel & Training	0	1,000	0	1,000	0	500	500
	Insurance	1,000	1,000	1,237	1,060	425	850	1,080
	OTHER SERVICES & CHARGES	2,012	3,200	2,167	3,260	923	2,550	1,580
	Total Expenditures	5,097	6,800	4,829	6,860	2,157	5,950	3,980
	Net Revenue	-5,097	-6,800	-2,329	-6,860	-2,157	-5,950	-3,980
	Total for PROG 320: PUBLIC EDUCATION SERVICES	-5,097	-6,800	-2,329	-6,860	-2,157	-5,950	-3,980

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Public Safety - Fire

Public Education 120-320

2021 Accomplishments

- Establish written guidelines for Public Education program.
- Provide site for the public to get disaster information on our website.
- Completed updates to Safety House (trailer)

2022 Goals

- Provided Safety programs to different cultural groups
- Implement procedures for the rental / use of the Safety House by other departments

City of Owatonna
Summary Budget Comparison by Program

PROG 330: EMERGENCY RESPONSE SERVICES

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	188,826	161,200	202,986	174,000	19,030	174,000	174,000
	Charges for Services	114,516	108,500	110,968	110,968	56,150	112,000	119,262
	Miscellaneous	346	0	22,601	0	10,000	0	0
	Total Revenues	303,688	269,700	336,555	284,968	85,180	286,000	293,262
	FT Wages	529,054	545,735	490,318	549,884	257,094	581,411	623,041
	OT	76,995	45,000	58,781	45,000	44,439	45,000	45,000
	PT/Seasonal Wages	77,005	72,000	56,002	72,000	40,044	72,000	72,000
	Holiday/Other	79,269	50,000	34,080	50,000	1,710	50,000	42,000
	Benefits	443,527	431,350	430,327	448,958	134,625	453,924	480,986
	PERSONAL SERVICES	1,128,855	1,099,085	1,010,727	1,120,842	433,473	1,157,335	1,218,027
	Supplies	34,030	37,105	16,997	28,075	12,888	20,825	23,325
	Repair Supplies	10,612	10,675	18,677	9,375	7,128	9,375	11,000
	Small Tools & Equipment	30,306	30,530	71,516	53,530	5,773	54,930	60,500
	SUPPLIES	74,948	78,310	107,190	90,980	25,789	85,130	94,825
	Professional Services	9,349	13,750	13,660	13,750	1,995	13,750	13,000
	Communication	4,696	815	1,980	815	1,557	815	2,200
	Transportation (VRF)	141,840	141,840	176,800	151,800	75,900	151,800	154,200
	Vehicle, Travel & Training	10,493	9,500	5,050	9,500	12,246	12,000	15,000
	Memberships & Subscriptions	50	1,000	680	1,000	545	1,000	1,000
	Insurance	4,000	4,000	4,947	4,240	1,700	3,400	4,320
	Licenses & Inspections	730	750	600	750	0	750	750
	Repair/Maint/Licenses	7,863	9,227	4,161	9,227	6,436	9,227	10,000
	Other Services & Charges	3,156	3,000	5,685	6,995	57	5,000	4,000
	OTHER SERVICES & CHARGES	182,177	183,882	213,563	198,077	100,436	197,742	204,470
	Total Expenditures	1,385,980	1,361,277	1,331,480	1,409,899	559,698	1,440,207	1,517,322
	Net Revenue	-1,082,292	-1,091,577	-994,925	-1,124,931	-474,518	-1,154,207	-1,224,060
	Total for PROG 330: EMERGENCY RESPONSE SERVICES	-1,159,287	-1,136,577	-1,053,706	-1,169,931	-518,957	-1,199,207	-1,269,060

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Public Safety - Fire

Emergency Response 120-330

2021 Accomplishments

- Full Time Career Development Plan (Certification & Skills) Fire Officer
- Hosted National Fire Academy Leadership Classes
- Provide live burn proficiency training sessions
- Transitioned to a new fire engine
- Brought on new PT firefighters

2022 Goals

- Provide Technical Rescue Training to match our scope of service
- Review and update training processes
- Host NFA Safety Officer Class

City of Owatonna
Summary Budget Comparison by Program

PROG 340: SAFETY SERVICES

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	0	0	7,250	0	4,071	0	0
	Total Revenues	0	0	7,250	0	4,071	0	0
	Supplies	180	739	98	739	93	291	300
	Repair Supplies	158	253	96	253	170	253	253
	Small Tools & Equipment	8,330	6,954	12,048	9,204	2,932	9,500	9,500
	SUPPLIES	8,668	7,946	12,242	10,196	3,195	10,044	10,053
	Professional Services	7,324	4,000	20,054	14,000	14,475	14,000	14,000
	Communication	1,129	3,198	2,639	3,198	1,985	3,198	2,750
	Vehicle, Travel & Training	15	0	0	0	0	0	0
	Memberships & Subscriptions	143	200	100	200	0	200	200
	Insurance	1,000	1,000	1,237	1,060	425	850	1,080
	OTHER SERVICES & CHARGES	9,611	8,398	24,030	18,458	16,885	18,248	18,030
	Total Expenditures	18,279	16,344	36,272	28,654	20,080	28,292	28,083
	Net Revenue	-18,279	-16,344	-29,022	-28,654	-16,009	-28,292	-28,083
	Total for PROG 340: SAFETY SERVICES	-18,279	-16,344	-29,022	-28,654	-16,009	-28,292	-28,083
	Total for DEPT 120: FIRE	-1,420,687	-1,425,963	-1,307,080	-1,434,365	-683,249	-1,462,764	-1,531,191

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Public Safety - Fire

Safety Services 120-340

2021 Accomplishments

- Reviewed and updated the Emergency Operations Plan
- Performed safety inspections at various city facilities
- Improve individual safety training compliance for all employees
- Increase registration with Everbridge Emergency Warning System.
- Updated Disaster Damage Assessment Processes

2022 Goals

- Improve safety awareness all employees
- Continue facility safety inspections / reviews

City of Owatonna
Summary Budget Comparison by Program

DEPT 140: BUILDING INSPECTION

PROG 380: BUILDING INSPECTION DEPARTMENT

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Licenses & Permits	304,771	296,000	431,799	301,000	130,258	301,000	306,000
	Charges for Services	164,052	85,300	133,085	85,300	78,593	85,300	120,300
	Total Revenues	468,823	381,300	564,884	386,300	208,851	386,300	426,300
	FT Wages	313,362	309,156	310,885	296,462	159,397	315,478	331,197
	OT	22	0	0	0	0	0	0
	PT/Seasonal Wages	0	0	0	0	0	0	42,181
	Holiday/Other	12,488	3,416	0	0	0	0	0
	Benefits	88,563	86,768	96,338	97,948	47,081	95,439	114,155
	PERSONAL SERVICES	414,413	399,340	407,223	394,410	206,478	410,917	487,533
	Supplies	4,960	5,500	13,507	6,000	2,555	5,250	5,250
	Repair Supplies	313	200	58	200	747	200	200
	Small Tools & Equipment	6,516	2,150	1,421	3,000	0	1,500	5,500
	SUPPLIES	11,789	7,850	14,986	9,200	3,302	6,950	10,950
	Professional Services	202	0	1,479	0	0	1,500	500
	Communication	985	2,200	5,715	1,700	2,531	2,000	6,200
	Transportation (VRF)	7,020	7,020	67,020	7,020	3,510	7,020	7,020
	Vehicle, Travel & Training	2,113	3,800	3,121	3,300	1,353	3,300	3,300
	Memberships & Subscriptions	255	500	313	500	100	500	350
	Insurance	2,300	2,300	2,800	2,400	950	1,900	2,500
	Licenses & Inspections	65	200	65	200	219	200	200
	Repair/Maint/Licenses	4,358	6,200	7,879	3,650	990	5,150	2,150
	Other Services & Charges	0	0	0	0	0	0	25,000
	OTHER SERVICES & CHARGES	17,298	22,220	88,392	18,770	9,653	21,570	47,220
	Total Expenditures	443,500	429,410	510,601	422,380	219,433	439,437	545,703
	Net Revenue	25,323	-48,110	54,283	-36,080	-10,582	-53,137	-119,403
	Total for PROG 380: BUILDING INSPECTION DEPARTMENT	25,301	-48,110	54,283	-36,080	-10,582	-53,137	-119,403
	Total for DEPT 140: BUILDING INSPECTION	25,301	-48,110	54,283	-36,080	-10,582	-53,137	-119,403

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Public Safety - Building Inspection
Building Inspection 140-380

2021 Accomplishments

Created fillable forms and applications to be used on the website
Updated handouts to current code requirements
Created email plan/permit submittal process
Organized files in laserfiche
Started recording all inspection reports and residential plans in laserfiche
Administrative Assistant now has a Permit Technician Certification
Created plan submittal and inspection methods during Covid to ensure public safety while still performing our duties

2022 Goals

Continue to organize web page information
Create full permit submittal and issuance process online
Expand electronic plan review
Continue to improve communication between city divisions.
Create options for virtual inspections of minor projects
Implement new permit and inspection software
Add an additional inspection position while backfilling a current position

Continue to improve working conditions/methods to engage staff
Create additional fillable permit applications

City of Owatonna
Summary Budget Comparison by Program

DEPT 150: PLANNING & ZONING

PROG 390: PLANNING & ZONING DEPARTMENT

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Licenses & Permits	1,875	1,000	1,275	1,000	700	1,000	1,200
	Charges for Services	16,170	16,500	38,038	16,500	6,736	17,500	19,500
	Total Revenues	18,045	17,500	39,313	17,500	7,436	18,500	20,700
	FT Wages	114,766	111,574	121,714	103,341	61,301	130,740	137,272
	OT	31	0	0	0	0	0	0
	PT/Seasonal Wages	0	0	0	25,629	0	0	45,154
	Benefits	35,670	32,966	36,447	34,281	18,868	37,356	46,178
	PERSONAL SERVICES	150,436	144,540	158,161	163,251	80,169	168,096	228,604
	Supplies	973	1,000	1,283	1,000	591	1,000	1,000
	Small Tools & Equipment	2,203	2,000	279	500	0	500	2,000
	SUPPLIES	3,176	3,000	1,562	1,500	591	1,500	3,000
	Professional Services	2,863	1,000	6,130	1,000	0	2,000	2,000
	Communication	1,554	1,500	1,541	1,700	677	1,700	1,700
	Vehicle, Travel & Training	1,562	2,000	771	2,000	298	2,000	2,000
	Advertising & Promotion	3,959	2,000	5,177	2,000	897	4,000	4,000
	Memberships & Subscriptions	962	1,000	1,096	1,000	0	1,000	1,000
	Insurance	2,600	2,600	2,917	2,500	1,100	2,200	2,600
	Repair/Maint/Licenses	465	500	465	500	0	500	1,200
	OTHER SERVICES & CHARGES	13,965	10,600	18,097	10,700	2,972	13,400	14,500
	Total Expenditures	167,577	158,140	177,820	175,451	83,732	182,996	246,104
	Net Revenue	-149,532	-140,640	-138,507	-157,951	-76,296	-164,496	-225,404
	Total for PROG 390: PLANNING & ZONING DEPARTMENT	-149,563	-140,640	-138,507	-157,951	-76,296	-164,496	-225,404

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Planning and Zoning

Planning and Zoning 150-390

2021 Accomplishments

- Assisted in the development and adoption of the Transportation Plan
- Continue to work with Steele County on the redevelopment of the former Highway Dept Site including demolition of buildings
- Continued Flood mitigation efforts by getting grant extended
- Identified potential redevelopment areas for commercial and high density residential uses.
- Annexed 10 acres of land
- Designed and bid the North Cedar Avenue Streetscape project

- Completed all zoning & subdivision approvals for the new high school as well as entering into the development agreement

2022 Goals

- Continue to work on redevelopment of blighted properties.
- Look into long range planning and funding options for parks

- Work on corridor beautification efforts.
- Continue to amend the outdated portions of the zoning / subdivision / sign ordinances.
- Continue flood mitigation efforts, including demo of 2 houses.
- Continue to work with Steele County on the redevelopment of the former Highway Dept Site
- Continue back scanning of case files into Laserfiche

- Finish construction and open the North Cedar Streetscape project
- Start the update to the Comprehensive Plan

City of Owatonna
Summary Budget Comparison by Program

PROG 395: G I S PROGRAMS

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Transfers	57,500	57,500	71,700	71,700	31,700	63,350	68,730
	Total Revenues	57,500	57,500	71,700	71,700	31,700	63,350	68,730
	FT Wages	78,284	78,386	82,429	82,559	42,758	87,266	92,827
	Benefits	15,087	15,099	15,743	15,775	8,112	16,472	17,359
	PERSONAL SERVICES	93,371	93,485	98,172	98,334	50,870	103,738	110,186
	Supplies	166	250	198	250	2	250	250
	Repair Supplies	0	250	0	250	0	250	250
	Small Tools & Equipment	0	500	0	500	0	500	500
	SUPPLIES	166	1,000	198	1,000	2	1,000	1,000
	Professional Services	16,133	18,000	39,469	42,000	14,163	20,000	25,000
	Communication	178	250	152	250	63	250	250
	Vehicle, Travel & Training	789	1,500	0	1,500	0	1,500	1,500
	Repair/Maint/Licenses	155	200	223	200	0	200	200
	OTHER SERVICES & CHARGES	17,255	19,950	39,844	43,950	14,226	21,950	26,950
	Total Expenditures	110,792	114,435	138,214	143,284	65,098	126,688	138,136
	Net Revenue	-53,292	-56,935	-66,514	-71,584	-33,398	-63,338	-69,406
	Total for PROG 395: G I S PROGRAMS	-53,292	-56,935	-66,514	-71,584	-33,398	-63,338	-69,406
	Total for DEPT 150: PLANNING & ZONING	-202,855	-197,575	-205,021	-229,535	-109,694	-227,834	-294,810

CITY OF OWATONNA 2022 PROGRAM BUDGETS
GIS Program
GIS Program 150-395

2021 Accomplishments

- ArcGIS Online users converted to Portal for ArcGIS & Online Maps / Apps are in Portal
- Converting GIS Desktop users to ArcGIS Pro
- Worked with the Fire Department to get Pre-incident Plans App developed
- Entered into a new 3 year contract with ESRI for GIS Software
- Continued Shared GIS Software Agreement with OPU
- Assisted Parks with the Park Tree Inventory

2022 Goals

- Update ArcGIS Enterprise to the 10.9(x)
- Convert from ArcGIS Collector to FieldMaps
- Continue to educate users in ArcGIS Pro
- Continue to build and improve the Fire Department Pre-Incident Plans App
- Build upon the Park Tree Inventory database and app
- Collect additional Park and Rec geospatial data in preparation of Cartegraph
- Provide Engineering access to plan set links while in the field
- All stormwater MS4 surveys updated to new standards and converted to FieldMaps
- Begin mapping Sanitary Sewer services

City of Owatonna
Summary Budget Comparison by Program

DEPT 211: ENGINEERING

PROG 400: ENGINEERING DEPARTMENT

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Licenses & Permits	17,805	7,500	25,652	7,500	11,842	2,500	2,500
	Charges for Services	1,960	0	1,240	0	0	0	0
	Transfers	484,000	484,000	506,000	506,000	255,000	510,000	534,000
	Total Revenues	503,765	491,500	532,892	513,500	266,842	512,500	536,500
	FT Wages	231,101	226,221	240,964	237,715	131,825	242,558	262,539
	OT	1,812	0	1,869	0	8	0	0
	PT/Seasonal Wages	0	6,000	0	6,000	0	5,000	5,000
	Holiday/Other	0	0	0	0	7,717	0	0
	Benefits	66,062	55,264	61,226	57,955	30,573	61,273	79,699
	PERSONAL SERVICES	297,163	287,485	302,190	301,670	170,115	308,831	347,238
	Supplies	1,847	3,250	1,313	3,000	677	2,500	2,500
	Repair Supplies	0	1,500	29	1,500	0	1,500	1,500
	Small Tools & Equipment	1,093	5,400	3,953	3,900	570	3,900	3,900
	SUPPLIES	2,940	10,150	5,295	8,400	1,247	7,900	7,900
	Professional Services	43	0	0	0	0	0	0
	Communication	2,576	4,100	1,976	3,000	947	3,000	3,000
	Transportation (VRF)	3,300	3,300	3,000	3,000	1,500	3,000	3,000
	Vehicle, Travel & Training	5,297	4,000	485	4,500	282	4,500	4,500
	Advertising & Promotion	319	250	206	0	568	250	350
	Memberships & Subscriptions	1,605	1,500	1,848	1,500	1,730	1,650	1,850
	Insurance	4,300	4,300	5,250	4,500	1,750	3,500	4,100
	Licenses & Inspections	1,103	1,000	1,595	1,000	4,021	1,000	1,500
	Repair/Maint/Licenses	643	1,000	601	1,000	609	1,000	1,000
	Other Services & Charges	14,045	13,000	1,085	8,000	7,039	8,000	8,000
	OTHER SERVICES & CHARGES	33,231	32,450	16,046	26,500	18,446	25,900	27,300
	Total Expenditures	333,334	330,085	323,531	336,570	189,808	342,631	382,438
	Net Revenue	170,431	161,415	209,361	176,930	77,034	169,869	154,062
	Total for PROG 400: ENGINEERING DEPARTMENT	168,619	161,415	207,492	176,930	77,026	169,869	154,062

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Public Works - Engineering
Administration 211-400

2021 Accomplishments

Continue focus on preventative maintenance activities
Update standards for construction, specifications, detail plates, etc.
Completed update of WWTP permit allowing for expansion to 9.1MGD
Completed transportation plan
Completed feasibility plan for Mineral Springs RR Bridge Replacement
Planning for 18th Street SE and CSAH 48 roundabout

2022 Goals

Continue focus on preventative maintenance activities
Update subdivision design standard
Update standards for construction, specifications, detail plates, etc.
Commence construction on WWTP expansion
Evaluate personnel needs and fill vacant positions
Update sanitary sewer collection plan
Complete feasibility and funding options for 18th Street SE trail, Austin Road to CSAH 48
Planning for 29th Avenue cooperative project with Steele County

City of Owatonna
Summary Budget Comparison by Program

PROG 410: CONSTRUCTION PROJECTS

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	241,683	301,500	112,528	326,500	15	250,500	175,000
	Miscellaneous	4,234	0	0	0	0	0	0
	Total Revenues	245,917	301,500	112,528	326,500	15	250,500	175,000
	FT Wages	254,804	242,295	237,983	254,438	120,278	241,072	287,487
	OT	3,354	3,000	3,512	3,000	87	3,000	3,000
	PT/Seasonal Wages	5,075	5,000	1,160	5,000	3,147	5,000	5,000
	Holiday/Other	0	0	0	0	14,331	0	0
	Benefits	59,660	51,443	47,179	53,904	20,235	60,071	88,419
	PERSONAL SERVICES	319,539	298,738	286,322	313,342	157,991	306,143	380,906
	Supplies	6,991	8,500	3,196	7,500	1,897	7,500	7,500
	Repair Supplies	394	2,000	0	2,000	75	2,000	2,000
	Small Tools & Equipment	3,564	3,500	617	3,500	260	3,500	3,500
	SUPPLIES	10,949	14,000	3,813	13,000	2,232	13,000	13,000
	Professional Services	638	2,700	5,773	2,700	0	2,700	2,700
	Communication	506	2,250	484	2,250	1,156	2,250	2,250
	Transportation (VRF)	22,020	22,020	12,000	12,000	6,000	12,000	12,000
	Vehicle, Travel & Training	542	2,000	260	4,000	13	4,000	5,000
	Advertising & Promotion	327	500	505	500	0	500	500
	Licenses & Inspections	1,049	500	116	500	1,585	500	500
	Repair/Maint/Licenses	183,951	233,000	257,448	251,000	44,100	251,000	251,250
	OTHER SERVICES & CHARGES	209,033	262,970	276,586	272,950	52,854	272,950	274,200
	Total Expenditures	539,521	575,708	566,721	599,292	213,077	592,093	668,106
	Net Revenue	-293,604	-274,208	-454,193	-272,792	-213,062	-341,593	-493,106
	Total for PROG 410: CONSTRUCTION PROJECTS	-296,958	-277,208	-457,705	-275,792	-213,149	-344,593	-496,106
	Total for DEPT 211: ENGINEERING	-128,339	-115,793	-250,213	-98,862	-136,123	-174,724	-342,044

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Public Works - Engineering

Construction 211-410

2021 Accomplishments

Completed 2021 phase of Streetscaping Project
Completed Bridge Street SW for Federal Aid 2021
Completed Truman Ave. S.A.P. Project
Completed Partridge Ave. Storm Pond
Complete 2022 CIPPS Project
Completed 2021 Street Maintenance Project

2022 Goals

2022 Street and Utility Project
Begin WWTP expansion project
26th Street drainage ditch improvement project
Complete 2022 CIPPS Project
Complete 2022 Street Maintenance Project
Final Completion of Streetscaping Project
Complete petitioned projects
Construction of 18th Street SE and CSAH roundabout

City of Owatonna
Summary Budget Comparison by Program

DEPT 212: STREET MAINTENANCE

PROG 420: STREET ADMINISTRATION

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	1,329	1,000	1,394	1,000	1,465	0	0
	Total Revenues	1,329	1,000	1,394	1,000	1,465	0	0
	FT Wages	504,323	483,038	581,023	506,132	274,907	531,040	566,700
	OT	15,972	5,230	8,336	5,230	3,158	5,230	5,230
	Benefits	240,319	196,862	247,803	207,026	124,999	224,863	244,967
	PERSONAL SERVICES	744,642	679,900	828,826	713,158	399,906	755,903	811,667
	Supplies	45,426	42,500	20,881	42,500	25,544	41,750	42,750
	Repair Supplies	32,537	22,500	27,940	22,500	10,072	22,500	23,500
	Small Tools & Equipment	9,457	6,400	18,891	6,400	4,518	6,400	6,600
	SUPPLIES	87,420	71,400	67,712	71,400	40,134	70,650	72,850
	Professional Services	838	500	805	500	484	500	500
	Communication	4,045	5,750	4,095	3,750	2,286	3,900	4,900
	Transportation (VRF)	4,020	4,020	4,020	4,020	2,010	4,020	4,020
	Vehicle, Travel & Training	2,176	5,400	-306	4,000	0	2,500	2,500
	Advertising & Promotion	614	250	335	250	277	250	250
	Memberships & Subscriptions	3,282	400	3,000	400	1,704	3,500	3,500
	Insurance	6,625	6,550	8,283	7,100	2,888	5,775	7,550
	Licenses & Inspections	1,802	3,000	2,218	3,000	1,913	3,000	3,000
	Repair/Maint/Licenses	6,628	7,700	24,812	7,700	7,271	9,200	13,200
	Rents/Leases	36	1,000	647	1,000	0	1,000	1,000
	Other Services & Charges	4,115	6,500	5,731	6,500	186	6,500	3,100
	OTHER SERVICES & CHARGES	34,181	41,070	53,640	38,220	19,019	40,145	43,520
	CAPITAL OUTLAY	0	0	30,000	0	0	0	0
	Total Expenditures	866,243	792,370	980,178	822,778	459,059	866,698	928,037
	Net Revenue	-864,914	-791,370	-978,784	-821,778	-457,594	-866,698	-928,037
	Total for PROG 420: STREET ADMINISTRATION	-880,886	-796,600	-987,120	-827,008	-460,752	-871,928	-933,267

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Public Works - Street

Administration 212-420

2021 Accomplishments

Implemented process improvements with department, ex. purchase of durapatching truck.
Evaluated fleet and updated vehicle replacement plan
Street Overlays
Started miscellaneous concrete replacement in house

2022 Goals

Cross training within department
Departmental process assessment
Organizational improvements within the facilities

City of Owatonna
Summary Budget Comparison by Program

PROG 421: ICE & SNOW REMOVAL

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	160,497	135,000	163,061	145,000	50,000	145,000	150,000
	Charges for Services	300	1,000	160	500	120	0	0
	Total Revenues	160,797	136,000	163,221	145,500	50,120	145,000	150,000
	FT Wages	154,806	187,698	147,655	182,058	113,378	190,763	204,156
	OT	38,914	26,600	10,580	26,600	6,013	26,600	26,600
	Holiday/Other	0	120	0	0	0	0	0
	Benefits	59,500	84,773	61,641	83,460	50,112	87,793	94,570
	PERSONAL SERVICES	214,306	272,591	209,296	265,518	163,490	278,556	298,726
	Supplies	199,998	116,200	122,021	141,200	56,896	165,200	165,200
	Repair Supplies	48,090	40,000	38,678	40,000	9,801	40,000	40,000
	Small Tools & Equipment	20	1,500	0	1,500	-18	1,500	1,500
	SUPPLIES	248,108	157,700	160,699	182,700	66,679	206,700	206,700
	Professional Services	3,293	2,500	1,395	2,500	839	2,500	2,500
	Transportation (VRF)	126,000	126,000	156,000	126,000	60,520	121,000	121,200
	Vehicle, Travel & Training	0	0	0	0	0	1,500	1,500
	Insurance	5,240	5,240	6,627	5,680	2,310	4,620	6,040
	Repair/Maint/Licenses	2,446	4,700	2,161	4,700	1,549	4,700	4,500
	Rents/Leases	83,919	30,000	32,471	30,000	21,299	55,000	40,000
	Other Services & Charges	937	0	-582	0	0	0	0
	OTHER SERVICES & CHARGES	221,835	168,440	198,072	168,880	86,517	189,320	175,740
	Total Expenditures	684,249	598,731	568,067	617,098	316,686	674,576	681,166
	Net Revenue	-523,452	-462,731	-404,846	-471,598	-266,566	-529,576	-531,166
	Total for PROG 421: ICE & SNOW REMOVAL	-562,366	-489,331	-415,426	-498,198	-272,579	-556,176	-557,766

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Public Works - Street

Ice/Snow Removal 212-421

2021 Accomplishments

Continue current level of snow removal and ice control with increased mileage of streets due to new annexations.
Changed salt type due to increased cost of treated salt
Optimized use of salt during snow removal operations

2022 Goals

Continue current level of snow removal and ice control with increased mileage of street due to new annexations.
Develop new snow removal procedure to accomodate streetscaping in downtown
Purchase v-box sander for pickup to do alleys and parking lots
Dedicated truck for use with brine applicator

City of Owatonna
Summary Budget Comparison by Program

PROG 422: STREET SIGNS AND MARKINGS

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	4,272	7,500	3,908	7,500	0	7,500	7,500
	Charges for Services	0	0	578	0	0	0	0
	Total Revenues	4,272	7,500	4,486	7,500	0	7,500	7,500
	FT Wages	46,249	76,383	38,081	80,053	24,766	83,833	89,650
	OT	1,560	1,850	415	1,850	347	1,850	1,850
	PT/Seasonal Wages	0	6,000	0	6,000	0	6,000	6,000
	Benefits	27,466	39,137	22,642	40,453	14,468	41,683	44,974
	PERSONAL SERVICES	73,715	121,520	60,723	126,506	39,234	131,516	140,624
	Supplies	16,446	33,600	26,720	33,600	7,580	33,600	33,600
	Repair Supplies	10,812	27,000	12,279	27,000	1,277	37,000	37,000
	Small Tools & Equipment	3,267	1,000	1,356	1,000	0	1,400	1,400
	SUPPLIES	30,525	61,600	40,355	61,600	8,857	72,000	72,000
	Professional Services	0	0	10,025	35,000	0	0	0
	Transportation (VRF)	4,020	4,020	4,020	4,020	2,010	4,020	4,020
	Vehicle, Travel & Training	61	0	0	0	0	0	0
	Insurance	1,310	1,310	1,657	1,420	578	1,155	1,510
	Repair/Maint/Licenses	9,313	11,600	65	11,600	3,613	11,600	11,500
	OTHER SERVICES & CHARGES	14,704	16,930	15,767	52,040	6,201	16,775	17,030
	Total Expenditures	118,944	200,050	116,845	240,146	54,292	220,291	229,654
	Net Revenue	-114,672	-192,550	-112,359	-232,646	-54,292	-212,791	-222,154
	Total for PROG 422: STREET SIGNS AND MARKINGS	-116,232	-194,400	-112,774	-234,496	-54,639	-214,641	-224,004

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Public Works - Street

Signs/Markings 212-422

2021 Accomplishments

Updated sign inventory

Systematic replacement of street signage

Improved street markings

Continued cross training within department

2022 Goals

Provide the same level of service in a growing community with limited resources and personnel.

Continue replacement of street signs on systematic basis

Crosstraining within department

City of Owatonna
Summary Budget Comparison by Program

PROG 423: FORESTRY

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	4,251	800	6,470	800	3,260	800	2,500
	Total Revenues	4,251	800	6,470	800	3,260	800	2,500
	FT Wages	142,411	111,885	128,283	118,026	82,028	123,673	131,874
	OT	5,059	1,000	5,493	1,000	1,674	1,000	1,000
	Benefits	48,091	42,415	48,104	44,441	31,768	45,738	49,308
	PERSONAL SERVICES	190,502	154,300	176,387	162,467	113,796	169,411	181,182
	Supplies	16,549	12,800	14,338	12,800	14,029	12,800	11,500
	Repair Supplies	2,589	6,000	5,905	6,000	1,869	6,000	6,000
	Small Tools & Equipment	3,516	2,450	3,858	5,250	508	5,500	5,500
	SUPPLIES	22,654	21,250	24,101	24,050	16,406	24,300	23,000
	Transportation (VRF)	21,000	21,000	21,000	21,000	10,500	21,000	21,000
	Vehicle, Travel & Training	33	0	0	500	0	500	500
	Memberships & Subscriptions	0	300	0	300	0	300	300
	Insurance	1,310	1,310	1,657	1,420	578	1,155	1,510
	Repair/Maint/Licenses	3,676	5,000	4,861	5,000	0	5,000	5,000
	Rents/Leases	0	1,000	0	0	0	0	0
	Other Services & Charges	21,470	21,500	20,002	21,500	6,384	21,500	21,000
	OTHER SERVICES & CHARGES	47,489	50,110	47,520	49,720	17,462	49,455	49,310
	Total Expenditures	260,645	225,660	248,008	236,237	147,664	243,166	253,492
	Net Revenue	-256,394	-224,860	-241,538	-235,437	-144,404	-242,366	-250,992
	Total for PROG 423: FORESTRY	-261,453	-225,860	-247,031	-236,437	-146,078	-243,366	-251,992

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Public Works - Street

Forestry 212-423

2021 Accomplishments

Trim trees for longevity, appearance and site obstruction as needed.
Updated tree inventory
Phase II EAB insecticide treatment completed

2022 Goals

Trim trees for longevity, appearance and site obstruction as needed.
Crosstraining within department for succession planning
Evaluate arborist certification needs
Complete Phase III of III for EAB treatment
Continued EAB monitoring

City of Owatonna
Summary Budget Comparison by Program

PROG 425: STREET CLEANING

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Transfers	50,000	50,000	50,000	50,000	25,010	50,000	50,000
	Total Revenues	50,000	50,000	50,000	50,000	25,010	50,000	50,000
	FT Wages	67,865	83,398	65,021	85,435	23,691	89,602	95,466
	OT	461	0	348	0	55	0	0
	Holiday/Other	100	0	0	0	0	0	0
	Benefits	21,764	32,230	25,245	34,505	8,829	35,569	41,342
	PERSONAL SERVICES	89,729	115,628	90,266	119,940	32,520	125,171	136,808
	Supplies	9,817	11,000	8,058	10,000	5,696	10,000	10,000
	Repair Supplies	9,804	21,500	13,563	21,500	4,719	16,500	16,500
	SUPPLIES	19,621	32,500	21,621	31,500	10,415	26,500	26,500
	Transportation (VRF)	45,600	45,600	56,400	56,400	28,200	56,400	57,600
	Insurance	3,930	3,930	4,970	4,260	1,733	3,465	4,530
	Repair/Maint/Licenses	112	100	0	100	0	0	0
	OTHER SERVICES & CHARGES	49,642	49,630	61,370	60,760	29,933	59,865	62,130
	Total Expenditures	158,992	197,758	173,257	212,200	72,868	211,536	225,438
	Net Revenue	-108,992	-147,758	-123,257	-162,200	-47,858	-161,536	-175,438
	Total for PROG 425: STREET CLEANING	-109,453	-147,758	-123,605	-162,200	-47,913	-161,536	-175,438

CITY OF OWATONNA 2022 PROGRAM BUDGETS

**Public Works - Street
Street Cleaning 212-425**

2021 Accomplishments

Provided the same level of service in a growing community with limited resources and personnel while sweeping 166 centerline miles of streets, 112 cul-de-sacs.
Optimized street sweeping, including addition of sweeping after maple seeds fell.
Minimized leaf disposal fees
High lift sweeper working with truck to reduce dumping time

2022 Goals

Optimize sweeping activities to only that which is necessary.
Sweeping to comply with the city storm water pollution prevention plan.

City of Owatonna
Summary Budget Comparison by Program

PROG 426: STREET MAINTENANCE REPAIR

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Licenses & Permits	1,800	1,500	2,400	0	718	500	500
	Intergovernmental Revenue	150,757	25,500	25,500	25,500	12,750	25,500	25,500
	Charges for Services	270	0	16,779	0	0	0	0
	Total Revenues	152,827	27,000	44,679	25,500	13,468	26,000	26,000
	FT Wages	239,651	233,672	207,163	240,294	65,855	251,503	270,416
	OT	7,490	2,320	2,431	2,320	449	2,320	2,320
	PT/Seasonal Wages	22,355	2,000	6,902	2,000	0	2,000	2,000
	Benefits	88,851	96,597	84,952	108,800	27,807	112,101	119,421
	PERSONAL SERVICES	350,857	332,269	299,017	351,094	93,662	365,604	391,837
	Supplies	238,221	174,900	192,674	179,900	89,303	191,500	200,500
	Repair Supplies	11,986	18,000	13,802	18,000	9,264	18,000	18,000
	Small Tools & Equipment	2,364	5,500	2,890	5,500	555	5,500	5,500
	SUPPLIES	252,571	198,400	209,366	203,400	99,122	215,000	224,000
	Transportation (VRF)	186,200	169,200	208,800	178,800	99,410	198,800	199,200
	Vehicle, Travel & Training	0	0	0	750	0	750	750
	Insurance	7,860	7,860	9,940	8,520	3,465	6,930	9,060
	Repair/Maint/Licenses	215,567	275,600	164,219	255,600	153,978	252,000	252,000
	Rents/Leases	24,359	25,000	24,351	25,000	0	0	0
	Other Services & Charges	0	1,000	0	1,000	0	0	0
	OTHER SERVICES & CHARGES	433,986	478,660	407,310	469,670	256,853	458,480	461,010
	Total Expenditures	1,037,414	1,009,329	915,693	1,024,164	449,637	1,039,084	1,076,847
	Net Revenue	-884,587	-982,329	-871,014	-998,664	-436,169	-1,013,084	-1,050,847
	Total for PROG 426: STREET MAINTENANCE REPAIR	-892,077	-984,649	-873,445	-1,000,984	-436,618	-1,015,404	-1,053,167
	Total for DEPT 212: STREET MAINTENANCE	-2,822,467	-2,838,598	-2,759,401	-2,959,323	-1,418,579	-3,063,051	-3,195,634

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Public Works - Street

Street Maintenance/Repair 212-426

2021 Accomplishments

Contracted crack sealing and sealcoating of approximately 8 miles of bituminous pavement
Street Overlays
Purchased durapatch truck
Started miscellaneous concrete work, purchase of concrete saw and tools

2022 Goals

Maximize use of GIS (asset management) for recording street patching needs and areas completed.
Continue overlay program
Concrete road R&R implementation

City of Owatonna
Summary Budget Comparison by Program

DEPT 380: AIRPORT
 PROG 490: AIRPORT

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	500	1,500	500	1,500	0	500	500
	Charges for Services	147,596	153,150	155,766	153,100	61,162	151,500	150,500
	Interest on Investments	1,566	0	1,659	0	0	0	0
	Miscellaneous	132,747	135,500	153,843	141,500	78,181	164,000	190,000
	Total Revenues	282,409	290,150	311,768	296,100	139,343	316,000	341,000
	FT Wages	89,035	85,049	94,196	89,562	48,152	94,451	100,155
	PT/Seasonal Wages	0	1,250	0	1,250	0	1,250	1,250
	Benefits	36,116	35,219	21,054	20,436	10,853	21,092	22,362
	PERSONAL SERVICES	125,151	121,518	115,250	111,248	59,005	116,793	123,767
	Supplies	107,287	103,000	103,245	103,300	59,511	102,100	102,300
	Small Tools & Equipment	676	1,700	703	1,700	0	1,700	1,700
	SUPPLIES	107,963	104,700	103,948	105,000	59,511	103,800	104,000
	Professional Services	20,200	18,000	20,345	18,000	10,000	19,800	21,600
	Communication	8,205	7,400	6,801	7,400	3,457	7,800	8,400
	Vehicle, Travel & Training	1,372	1,840	906	1,840	453	1,910	1,910
	Advertising & Promotion	5,478	6,000	739	5,500	1,698	5,000	5,000
	Memberships & Subscriptions	425	600	425	600	425	600	600
	Insurance	21,300	21,300	26,717	22,900	10,150	20,300	26,100
	Licenses & Inspections	61	200	143	150	53	150	150
	Utilities	37,818	37,400	28,486	34,600	11,819	27,500	31,000
	Repair/Maint/Licenses	155	0	155	0	0	0	0
	Other Services & Charges	23,970	20,500	17,675	24,000	18,163	22,500	22,500
	OTHER SERVICES & CHARGES	118,984	113,240	102,392	114,990	56,218	105,560	117,260
	CAPITAL OUTLAY	0	0	9,613	0	0	0	0
	Total Expenditures	352,098	339,458	331,203	331,238	174,734	326,153	345,027
	Net Revenue	-69,689	-49,308	-19,435	-35,138	-35,391	-10,153	-4,027
	Total for PROG 490: AIRPORT	-69,689	-49,308	-19,435	-35,138	-35,391	-10,153	-4,027

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Community Development - Airport
Administration 380-490

2021 Accomplishments

- Secured federal grant assistance (CRRSA and ARPA Act funding) to offset COVID 19 related impacts.
- Completed bid process and secured federal grant funding for the construction phase of a new 10 unit T-Hangar and taxi lane project to increase aircraft storage capacity and revenue generation at the airport.
- Worked with chamber of commerce, airport business development working group, and area business to promote use of business aviation.
- Approved new farm land lease agreements for all bid and non-bid parcels of City property.
- Provided high quality transportation infrastructure for corporate and general aviation users.
- Approved airport 2021 rates and charges schedule.

2022 Goals

- Continue to provide high level of customer service, welcoming facilities, and quality amenities for visitors to the community.
- Continue to work with tenants, business community, and Chamber of Commerce to develop aviation transportation options for local business community.
- Review private hangar land lease policies and renewal guidelines.
- Complete emergency training with agencies tasked within the Airport Emergency Plan (AEP)
- Promote airport through continued school tours, youth aviation camp, tenant events, informational meetings, and other special events.
- Add additional business aviation transportation service or flight department options to the airport.

City of Owatonna
Summary Budget Comparison by Program

PROG 491: AIRPORT BUILDING & MAINTENANCE

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	68,115	67,212	107,385	69,017	34,500	69,017	69,017
	Total Revenues	68,115	67,212	107,385	69,017	34,500	69,017	69,017
	FT Wages	9	3,301	138	3,473	0	3,666	3,893
	OT	0	0	0	0	126	0	0
	PT/Seasonal Wages	25,029	22,260	22,240	22,226	11,057	23,545	25,093
	Benefits	4,514	5,960	4,089	5,206	1,825	5,415	5,814
	PERSONAL SERVICES	29,552	31,521	26,467	30,905	12,882	32,626	34,800
	Supplies	18,167	13,500	8,910	17,000	4,892	17,500	17,900
	Repair Supplies	5,637	11,400	8,815	10,400	2,708	10,000	9,500
	Small Tools & Equipment	4,756	500	0	500	157	400	500
	SUPPLIES	28,560	25,400	17,725	27,900	7,757	27,900	27,900
	Transportation (VRF)	25,080	25,080	45,080	25,080	12,540	25,080	25,080
	Repair/Maint/Licenses	16,544	18,500	71,930	24,500	14,233	24,500	30,500
	OTHER SERVICES & CHARGES	41,624	43,580	117,010	49,580	26,773	49,580	55,580
	Total Expenditures	99,736	100,501	161,202	108,385	47,412	110,106	118,280
	Net Revenue	-31,621	-33,289	-53,817	-39,368	-12,912	-41,089	-49,263
	Total for PROG 491: AIRPORT BUILDING & MAINTENANCE	-31,621	-33,289	-53,817	-39,368	-13,038	-41,089	-49,263
	Total for DEPT 380: AIRPORT	-101,310	-82,597	-73,252	-74,506	-48,429	-51,242	-53,290

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Community Development - Airport
Buildings/Maintenance 380-491

2021 Accomplishments

- Completed initial construction phase of 10-unit T-Hangar and taxi-lane project utilizing grant funding participation.
- Replaced depreciated airport 1-ton utility vehicle including securing 70% MnDOT Aeronautics grant funding participation.
- Completed 100% of airport Preventive Maintenance program items.
- Completed additional phases of T-38 aircraft display maintenance program.
- Repaired damaged tile lines in airport leased farmland areas.

- Worked with MnDOT Aeronautics to complete installation of new VOR directional beacon.

2022 Goals

- Complete 10-unit T-Hangar building project.

- Work with MnDOT Aeronautics to re-paint airfield pavement markings utilizing state funding participation.
- Complete remaining brush and tree removals in tiled and drainage areas.
- Continue to evaluate airport security needs and improvements through gates, fencing, signage, and technology.
- Continue to maintain existing buildings, equipment, and navigational aids through efficient preventive maintenance program.

City of Owatonna
Summary Budget Comparison by Program

DEPT 420: LIBRARY
 PROG 600: LIBRARY

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	18,454	18,800	19,754	18,800	9,000	18,800	21,775
	Total Revenues	18,454	18,800	19,754	18,800	9,000	18,800	21,775
	FT Wages	116,381	118,648	120,859	125,102	62,721	132,417	141,012
	PT/Seasonal Wages	30,674	22,960	10,039	24,195	2,034	25,593	27,240
	Benefits	47,881	46,492	46,496	48,773	23,653	51,157	53,905
	PERSONAL SERVICES	194,936	188,100	177,394	198,070	88,408	209,167	222,157
	Supplies	6	300	0	100	0	0	0
	Library Materials	0	300	0	0	0	0	0
	SUPPLIES	6	600	0	100	0	0	0
	Professional Services	170	300	0	300	0	200	0
	Communication	1,067	1,500	924	1,200	1,749	1,100	1,100
	Vehicle, Travel & Training	2,640	3,655	2,147	3,000	19	1,250	2,500
	Advertising & Promotion	358	1,250	712	1,500	555	750	800
	Memberships & Subscriptions	1,084	1,750	1,564	1,500	240	1,000	1,000
	Insurance	850	850	1,027	880	360	720	890
	Repair/Maint/Licenses	465	310	465	310	0	465	465
	Rents/Leases	0	500	0	0	0	0	0
	Other Services & Charges	4,779	5,000	4,606	5,000	20,492	52,743	52,743
	OTHER SERVICES & CHARGES	11,413	15,115	11,445	13,690	23,415	58,228	59,498
	Total Expenditures	206,355	203,815	188,839	211,860	111,823	267,395	281,655
	Net Revenue	-187,901	-185,015	-169,085	-193,060	-102,823	-248,595	-259,880
	Total for PROG 600: LIBRARY	-187,901	-185,015	-169,085	-193,060	-102,823	-248,595	-259,880

City of Owatonna
Summary Budget Comparison by Program

PROG 610: CIRCULATION SERVICES PROGRAM

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	61,647	63,900	112,545	62,400	31,486	62,400	72,750
	Fines & Forfeits	8,736	9,000	2,211	9,000	237	750	120
	Miscellaneous	0	50	0	0	0	0	0
	Total Revenues	70,383	72,950	114,756	71,400	31,723	63,150	72,870
	FT Wages	158,227	162,475	129,414	106,998	62,310	113,261	113,929
	OT	0	0	10	0	0	0	0
	PT/Seasonal Wages	200,459	258,110	72,333	266,122	39,226	207,402	242,031
	Holiday/Other	8,039	0	0	0	0	0	0
	Benefits	77,504	81,198	53,888	83,802	27,961	80,035	83,780
	PERSONAL SERVICES	444,229	501,783	255,635	456,922	129,497	400,698	439,740
	Supplies	536	800	3,280	1,000	155	600	600
	Small Tools & Equipment	2,324	1,250	374	1,250	338	750	750
	Library Materials	104,101	104,500	65,635	108,000	53,601	77,500	76,000
	SUPPLIES	106,961	106,550	69,289	110,250	54,094	78,850	77,350
	Professional Services	-1	0	0	0	0	0	0
	Communication	150	3,000	89	3,000	0	500	200
	Vehicle, Travel & Training	29	0	0	0	6	0	0
	Insurance	2,720	2,720	3,285	2,816	1,152	2,304	2,848
	Other Services & Charges	19,114	19,655	18,423	19,655	0	0	0
	OTHER SERVICES & CHARGES	22,012	25,375	21,797	25,471	1,158	2,804	3,048
	CAPITAL OUTLAY	0	0	48,259	0	0	0	0
	Total Expenditures	573,202	633,708	394,980	592,643	184,749	482,352	520,138
	Net Revenue	-502,819	-560,758	-280,224	-521,243	-153,026	-419,202	-447,268
	Total for PROG 610: CIRCULATION SERVICES PROGRAM	-502,819	-560,758	-280,234	-521,243	-153,026	-419,202	-447,268

City of Owatonna
Summary Budget Comparison by Program

PROG 620: LIBRARY SITE USE

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	54,086	55,100	61,502	55,020	27,000	54,086	64,850
	Charges for Services	8,594	9,100	2,171	9,250	567	8,750	6,250
	Total Revenues	62,680	64,200	63,673	64,270	27,567	62,836	71,100
	FT Wages	57,663	97,135	52,348	52,224	27,189	55,185	52,007
	PT/Seasonal Wages	10,714	7,888	3,549	8,259	253	8,678	9,172
	Holiday/Other	1,507	0	0	0	0	0	0
	Benefits	18,578	33,110	12,777	14,997	6,523	15,714	18,269
	PERSONAL SERVICES	88,462	138,133	68,674	75,480	33,965	79,577	79,448
	Supplies	3,542	3,800	2,983	2,950	488	3,500	3,285
	Repair Supplies	6,536	4,000	7,623	6,000	1,134	6,500	7,000
	Small Tools & Equipment	835	1,750	1,483	2,000	0	1,350	1,250
	Library Materials	5,163	4,500	4,308	4,500	1,626	3,000	2,350
	SUPPLIES	16,076	14,050	16,397	15,450	3,248	14,350	13,885
	Professional Services	30,476	1,500	30,009	34,186	13,744	34,186	36,000
	Communication	878	2,100	806	1,500	370	1,500	815
	Vehicle, Travel & Training	6	0	0	0	6	0	0
	Insurance	2,465	2,465	2,977	2,552	1,044	2,088	2,581
	Licenses & Inspections	0	0	0	0	2,107	0	0
	Repair/Maint/Licenses	4,147	5,150	66,228	3,100	1,583	2,350	3,900
	Rents/Leases	2,124	1,600	1,018	0	313	2,200	900
	Other Services & Charges	6,418	6,700	5,958	5,150	782	640	720
	OTHER SERVICES & CHARGES	46,514	19,515	106,996	46,488	19,949	42,964	44,916
	Total Expenditures	151,052	171,698	192,067	137,418	57,162	136,891	138,249
	Net Revenue	-88,372	-107,498	-128,394	-73,148	-29,595	-74,055	-67,149
	Total for PROG 620: LIBRARY SITE USE	-88,372	-107,498	-128,394	-73,148	-29,595	-74,055	-67,149

City of Owatonna
Summary Budget Comparison by Program

PROG 630: LIBRARY INFORMATION SERVICES

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	24,834	25,300	26,299	25,262	12,000	24,834	28,629
	Total Revenues	24,834	25,300	26,299	25,262	12,000	24,834	28,629
	FT Wages	190,906	189,252	198,618	199,242	103,166	210,489	192,636
	Holiday/Other	502	0	0	0	0	0	0
	Benefits	69,350	56,916	44,242	48,025	23,400	50,298	60,964
	PERSONAL SERVICES	260,758	246,168	242,860	247,267	126,566	260,787	253,600
	Small Tools & Equipment	11,779	12,000	1,205	12,000	895	12,500	12,895
	Library Materials	3,781	1,500	0	0	473	2,000	0
	SUPPLIES	15,560	13,500	1,205	12,000	1,368	14,500	12,895
	Insurance	1,105	1,105	1,335	1,144	468	936	1,157
	Other Services & Charges	19,474	20,000	18,783	20,000	0	0	0
	OTHER SERVICES & CHARGES	20,579	21,105	20,118	21,144	468	936	1,157
	Total Expenditures	296,897	280,773	264,183	280,411	128,402	276,223	267,652
	Net Revenue	-272,063	-255,473	-237,884	-255,149	-116,402	-251,389	-239,023
	Total for PROG 630: LIBRARY INFORMATION SERVICES	-272,063	-255,473	-237,884	-255,149	-116,402	-251,389	-239,023

City of Owatonna
Summary Budget Comparison by Program

PROG 640: LIBRARY OFF-SITE USE

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	40,474	39,500	39,565	39,703	16,639	40,474	45,354
	Total Revenues	40,474	39,500	39,565	39,703	16,639	40,474	45,354
	FT Wages	20,264	15,554	21,357	16,392	11,083	17,340	18,453
	PT/Seasonal Wages	0	1,000	0	1,000	0	1,000	1,000
	Benefits	6,419	5,787	6,850	6,063	3,582	6,350	6,678
	PERSONAL SERVICES	26,683	22,341	28,207	23,455	14,665	24,690	26,131
	Other Supplies	28,686	27,132	22,574	28,500	1,639	28,686	31,701
	SUPPLIES	28,686	27,132	22,574	28,500	1,639	28,686	31,701
	Insurance	1,360	1,360	1,643	1,408	576	1,152	1,424
	OTHER SERVICES & CHARGES	1,360	1,360	1,643	1,408	576	1,152	1,424
	Total Expenditures	56,729	50,833	52,424	53,363	16,880	54,528	59,256
	Net Revenue	-16,255	-11,333	-12,859	-13,660	-241	-14,054	-13,902
	Total for PROG 640: LIBRARY OFF-SITE USE	-16,255	-11,333	-12,859	-13,660	-241	-14,054	-13,902
	Total for DEPT 420: LIBRARY	-1,067,410	-1,120,077	-828,456	-1,056,260	-402,087	-1,007,295	-1,027,222

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Culture and Recreation - Library
Library 420-600 thru 420-640

2021 Accomplishments

Became fine-free on all materials
Implemented first steps toward staff reorganization
Increased the number of virtual programs offered
Modeled a hybrid version of in-person and virtual Summer Reading Program
Began renovation of 3rd floor meeting room into a handicap accessible restroom.
Began converting staff office into small conference room
Develop library focused programming for the Cable Access Channel
Began first phase of changing layout on 2nd Floor to better increase collection accessibility
Partnered with the School District to host the summer meal program

2022 Goals

Will look to expand programming to other locations in the community.
Investigate opportunities for bilingual support for homework.
Painting the 2nd floor of library
Partner with organizations to provide more art at the Library.
Increase participation in community wide events, e.g. Night to Unite and Crazy Days
Partner with an organization to help with homework after school at the Library.
Survey patrons about interest for future classes/workshops.

City of Owatonna
Summary Budget Comparison by Program

DEPT 510: PARK & REC ADMINISTRATION
PROG 500: PARK & REC ADMINISTRATION

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	328	0	0	0	0	0	10,000
	Total Revenues	328	0	0	0	0	0	10,000
	FT Wages	91,713	169,699	145,028	148,024	117,269	228,844	251,005
	OT	0	0	0	0	60	0	0
	PT/Seasonal Wages	69,853	57,176	8,392	34,820	0	0	0
	Benefits	50,419	90,357	46,507	47,293	32,614	78,776	69,028
	PERSONAL SERVICES	211,985	317,232	199,927	230,137	149,883	307,620	320,033
	Supplies	3,996	4,500	8,359	3,500	5,053	3,000	11,500
	Small Tools & Equipment	0	200	0	200	1,302	1,000	2,500
	SUPPLIES	3,996	4,700	8,359	3,700	6,355	4,000	14,000
	Professional Services	52,354	200	1,358	200	198	0	200
	Communication	872	1,500	533	1,500	826	1,200	1,400
	Vehicle, Travel & Training	1,373	2,500	-463	2,500	57	1,700	9,700
	Advertising & Promotion	2,191	4,000	2,221	4,000	899	2,000	17,950
	Printing	0	500	0	200	0	200	500
	Memberships & Subscriptions	3,376	3,000	2,074	3,000	2,642	3,000	5,500
	Repair/Maint/Licenses	620	465	775	500	0	500	500
	Other Services & Charges	15,625	14,500	14,040	14,750	17,885	17,700	20,000
	OTHER SERVICES & CHARGES	76,411	26,665	20,538	26,650	22,507	26,300	55,750
	CAPITAL OUTLAY	0	0	7,651	0	0	0	0
	Total Expenditures	292,392	348,597	236,475	260,487	178,745	337,920	389,783
	Net Revenue	-292,064	-348,597	-236,475	-260,487	-178,745	-337,920	-379,783
	Total for PROG 500: PARK & REC ADMINISTRATION	-292,064	-348,597	-236,475	-260,487	-178,805	-337,920	-379,783
	Total for DEPT 510: PARK & REC ADMINISTRATION	-292,064	-348,597	-236,475	-260,487	-178,805	-337,920	-379,783

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Culture & Recreation - Park and Recreation
Administration 510-500

2021 Accomplishments

Transitioned from COVID reduced services to full service.
Hired new Parks and Recreation Director.
Analyze and reorganized the Department structure
Completed 3 significant development projects (Daiken Soccer Complex, We All Play/Miracle Field, and Lake Kohlmier Play Area).
Awarded LOWES Community Improvement Grant for \$100,000.
Updated WHSC staff offices to create a "Rec" staff environment for collaboration and efficiency within the Rec Division.
Completed the Council Chamber remodel design stage.

Awarded MN DNR Trail Connection Grant for the Kaplan's Woods and 18th Street connection.

2022 Goals

Develop and implement a department strategic plan.
Develop standard operating plans for each Division.
Create a Cost Recovery Model policy.
Create a fee structure and manual based on the Cost Recovery Model best practice.
Create a template for agreements, sponsorships, and partnerships.
Negotiate long term maintenance agreement with the Owatonna Schools.

Implement the new Cartegraph software, begin with the collection of asset inventory and condition rating.
Utilizing the new Cartegraph software, implement a Work Order/Service Request process to improve efficiency, and develop annual work plans.
Create Standard Operating Procedures for each Division for desired level of service.
Collaborate with the City Administrator and Finance Director to create a long-term funding strategy for deferred maintenance projects.

City of Owatonna
Summary Budget Comparison by Program

DEPT 511: PARK MAINTENANCE
 PROG 510: PARK MAINTENANCE

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
Licenses & Permits		10	0	10	0	19	0	9
Intergovernmental Revenue		30,153	35,000	82,110	35,000	1,700	35,000	40,000
Charges for Services		69,778	45,000	35,680	45,000	13,395	45,000	48,568
Miscellaneous		40,715	34,000	59,524	40,615	17,015	40,615	41,000
Total Revenues		140,656	114,000	177,324	120,615	32,129	120,615	129,577
FT Wages		466,351	510,864	467,235	493,422	262,983	571,359	715,593
OT		14,314	12,000	4,914	12,000	13,918	12,000	15,000
PT/Seasonal Wages		158,930	153,379	94,877	203,290	44,793	165,872	180,739
Benefits		197,647	232,322	192,979	232,276	110,445	281,365	310,975
PERSONAL SERVICES		822,928	896,565	755,091	928,988	418,221	1,018,596	1,207,307
Supplies		156,932	126,500	179,665	150,000	55,770	153,000	176,100
Repair Supplies		94,611	91,500	93,763	95,500	48,265	95,500	97,500
Small Tools & Equipment		31,019	30,000	81,330	15,000	42,827	15,000	16,700
SUPPLIES		282,562	248,000	354,758	260,500	146,862	263,500	290,300
Professional Services		94,303	66,500	107,301	81,000	1,685	81,000	5,500
Communication		1,256	1,500	1,877	1,500	811	1,500	2,000
Transportation (VRF)		88,800	88,800	127,000	102,000	52,500	105,000	110,000
Vehicle, Travel & Training		1,259	3,100	18	3,100	0	2,100	50
Advertising & Promotion		184	500	141	500	489	500	0
Memberships & Subscriptions		640	1,000	483	1,000	445	750	300
Insurance		31,700	31,700	39,927	34,100	14,850	29,700	39,500
Licenses & Inspections		1,287	2,500	3,417	2,500	1,563	2,500	2,500
Repair/Maint/Licenses		5,756	3,000	10,480	3,250	2,662	3,250	3,000
Rents/Leases		18,198	16,000	17,742	16,000	4,783	16,000	16,000
Other Services & Charges		21,985	26,000	27,219	26,000	6,013	20,500	20,500
OTHER SERVICES & CHARGES		265,368	240,600	335,605	270,950	85,801	262,800	199,350
CAPITAL OUTLAY		0	0	36,380	0	0	0	0
Total Expenditures		1,370,858	1,385,165	1,481,834	1,460,438	650,884	1,544,896	1,696,957
Net Revenue		-1,230,202	-1,271,165	-1,304,510	-1,339,823	-618,755	-1,424,281	-1,567,380
Total for PROG 510: PARK MAINTENANCE		-1,244,516	-1,283,165	-1,309,424	-1,351,823	-632,673	-1,436,281	-1,582,380

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Culture & Recreation - Park Maintenance
Park Maintenance 511-510

2021 Accomplishments

Daikin Soccer Complex opened May 20, 2021
We All Play Inclusive Playground & Miracle Field opened July 19, 2021
Removed 70 ash trees and will replace with new trees (EAB Grant)
Upgraded and converted all outdoor restrooms to automatic locks
Many park amenities and equipment is mapped via GIS
Completing Chalet roof summer 2021
Installed cameras at Dartt's Park
Installed cameras at Brooktree Golf Course
Using more eco-friendly paint for athletic fields
Installed new pieces at Lake Chase Dog Park
Using technology for more efficient use of maintenance files and records

2022 Goals

Work toward completing all CIP projects
Develop Pavement Improvement Plan by scoring areas for overlay and rehabilitation projects
Continue with the Ash Removal Plan to prevent and eliminate EAB, replacing with different varieties
Develop more efficient ways to accomplish maintenance tasks through the use of technology and equipment
Create plan to maintain additional areas - downtown streetscape, Bridge Street, Daiken Soccer Complex, and Cashman property, etc.

City of Owatonna
Summary Budget Comparison by Program

DEPT 512: ADULT RECREATION

PROG 520: ADULT RECREATION

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	4,310	4,800	6,410	5,000	0	4,500	4,500
	Charges for Services	61,120	74,250	25,653	75,500	31,500	81,032	88,000
	Miscellaneous	0	400	267	400	175	400	400
	Total Revenues	65,430	79,450	32,330	80,900	31,675	85,932	92,900
	FT Wages	25,765	34,400	30,480	37,908	16,338	44,447	33,132
	OT	0	100	0	100	0	100	100
	PT/Seasonal Wages	14,591	14,790	5,985	16,500	0	16,000	16,000
	Benefits	7,970	11,263	8,590	12,185	4,259	13,454	19,088
	PERSONAL SERVICES	48,326	60,453	45,055	66,593	20,597	73,901	68,220
	Supplies	7,748	5,850	8,324	5,600	49	5,100	7,700
	Small Tools & Equipment	0	150	0	100	0	0	300
	SUPPLIES	7,748	6,000	8,324	5,700	49	5,100	8,000
	Professional Services	0	800	726	900	0	800	1,100
	Communication	8,824	6,450	6,185	7,400	2,521	7,600	9,050
	Vehicle, Travel & Training	261	950	124	800	28	400	300
	Printing	75	350	0	300	0	100	0
	Insurance	42	0	0	0	0	0	0
	Refunds & Reimbursements	6,955	8,105	-853	8,000	0	8,000	8,000
	OTHER SERVICES & CHARGES	16,157	16,655	6,182	17,400	2,549	16,900	18,450
	Total Expenditures	72,231	83,108	59,561	89,693	23,195	95,901	94,670
	Net Revenue	-6,801	-3,658	-27,231	-8,793	8,480	-9,969	-1,770
	Total for PROG 520: ADULT RECREATION	-6,801	-3,758	-27,231	-8,893	8,480	-10,069	-1,870

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Culture & Recreation - Adult Recreation

Adult Recreation 512-520

2021 Accomplishments

- Transitioned from COVID -19 to full-service programming
- Division restructure for efficiency
- Daiken Soccer Complex completion
- CivicRec software implementation improved process for online signups
- Evaluated programs based on interest, use, duplication, and fees

2022 Goals

- Implement Cost Recovery Model pricing best practice
- Develop standardized use agreements
- Explore programming for the underrepresented communities
- Conduct a user satisfactory survey
- Explore 2 new program idea based on trends and upcoming programs
- Expand adult programming beyond leagues by 2 new offerings
- Develop standarize Recreation Division policies and procedures
- Develop standarize seasonal employee job titles and descriptions
- Compile Data analytics on participation and use
- Evaluate fees and use agreements

City of Owatonna
Summary Budget Comparison by Program

DEPT 513: YOUTH RECREATION

PROG 530: YOUTH RECREATION

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	6,860	7,500	700	7,000	0	7,000	7,000
	Charges for Services	111,620	109,280	30,188	112,280	72,023	118,479	129,000
	Miscellaneous	2,453	3,500	4,943	3,500	402	3,500	1,500
	Total Revenues	120,933	120,280	35,831	122,780	72,425	128,979	137,500
	FT Wages	68,863	71,360	64,503	87,676	34,597	96,682	53,426
	OT	69	0	239	0	0	0	0
	PT/Seasonal Wages	43,992	51,442	21,274	48,269	20,106	47,275	65,174
	Benefits	27,371	28,437	19,844	30,479	11,774	32,084	34,648
	PERSONAL SERVICES	140,226	151,239	105,621	166,424	66,477	176,041	153,248
	Supplies	17,155	14,900	18,983	13,400	5,132	12,761	15,500
	Small Tools & Equipment	794	600	0	500	1,456	300	0
	Concession Supplies	1,140	0	-1	0	-1,047	0	0
	SUPPLIES	19,089	15,500	18,982	13,900	5,541	13,061	15,500
	Professional Services	8,709	8,000	5,538	8,000	1,550	3,000	5,000
	Communication	9,967	7,040	6,932	8,300	3,293	8,200	8,200
	Vehicle, Travel & Training	689	1,700	419	1,500	116	900	300
	Advertising & Promotion	707	3,100	1,046	2,200	835	1,200	0
	Memberships & Subscriptions	315	150	80	150	230	150	0
	Insurance	18	1,181	0	1,181	0	1,181	1,100
	Licenses & Inspections	170	500	0	500	0	200	600
	Repair/Maint/Licenses	0	150	0	0	0	0	0
	Other Services & Charges	1,865	1,900	1,825	1,950	746	1,950	2,150
	Refunds & Reimbursements	11,657	13,000	5,620	13,000	0	13,000	13,000
	OTHER SERVICES & CHARGES	34,097	36,721	21,460	36,781	6,770	29,781	30,350
	Total Expenditures	193,412	203,460	146,063	217,105	78,788	218,883	199,098
	Net Revenue	-72,479	-83,180	-110,232	-94,325	-6,363	-89,904	-61,598
	Total for PROG 530: YOUTH RECREATION	-72,548	-83,180	-110,471	-94,325	-6,363	-89,904	-61,598

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Culture & Recreation - Youth Recreation
Youth Recreation 513-530

2021 Accomplishments

- Completed the new Daikin Soccer Complex
- Grand Opening for We All Play and Miracle Field project
- Completed transition to CivicRec for POS and registration software
- Moved from COVID-19 restrictions to full-service programming
- Developed safety plans for youth programs during Covid-19

2022 Goals

- Expand programming to include outdoor recreation and education-based programming, example Archery or Geocaching programs
- Evaluate current programming for use, interest and meeting the needs of the community
- Evaluate fees and use agreements
- Develop standardized Recreation Division policies and procedures
- Develop standardized seasonal employee job titles and descriptions
- Compile data analytics on participation and use
- Evaluate long-term sustainability options for Youth Scholarship
- Implement Cost Recovery pricing policy

Partnerships: Owatonna School District, Steele County, Owatonna Quarterback Club, Owatonna Soccer Assn., Huskies Bullpen Club, Area Businesses/Clubs, Huskies Fastpitch Club, Owatonna Varsity Programs, Public, Individuals, Police, Fire, Industrial Businesses, Owatonna Mayo Clinic Health System, Community Education, OHS Track, Owatonna People's Press, Civic organizations, Volleyball Booster's Club.

City of Owatonna
Summary Budget Comparison by Program

PROG 536: AQUATICS

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	55,062	50,925	13,131	56,850	25,551	56,850	58,400
	Miscellaneous	3,596	0	3,130	4,600	1,167	4,600	5,000
	Total Revenues	58,658	50,925	16,261	61,450	26,718	61,450	63,400
	FT Wages	46,690	54,157	52,612	52,693	27,308	55,712	59,272
	OT	0	0	0	0	193	0	0
	PT/Seasonal Wages	24,085	13,460	15,338	30,915	7,710	31,915	16,560
	Benefits	13,972	13,271	15,213	15,000	12,475	25,501	24,813
	PERSONAL SERVICES	84,747	80,888	83,163	98,608	47,493	113,128	100,645
	Supplies	582	1,100	200	1,600	29	1,500	1,700
	Repair Supplies	90	0	130	1,000	0	1,000	1,200
	Small Tools & Equipment	0	0	457	750	0	450	3,500
	Concession Supplies	991	0	1,677	1,500	710	1,500	1,500
	SUPPLIES	1,663	1,100	2,464	4,850	739	4,450	7,900
	Professional Services	2,297	3,000	1,702	3,250	2,261	3,650	3,650
	Communication	651	300	969	2,000	560	1,950	1,800
	Vehicle, Travel & Training	266	500	80	700	68	700	500
	Advertising & Promotion	340	0	0	700	0	700	0
	Printing	0	0	0	250	0	250	250
	Memberships & Subscriptions	0	0	120	0	83	120	300
	Licenses & Inspections	280	0	77	300	77	100	500
	Refunds & Reimbursements	1	5,000	0	5,000	0	5,000	3,000
	OTHER SERVICES & CHARGES	3,835	8,800	2,948	12,200	3,049	12,470	10,000
	Total Expenditures	90,245	90,788	88,575	115,658	51,281	130,048	118,545
	Net Revenue	-31,587	-39,863	-72,314	-54,208	-24,563	-68,598	-55,145
	Total for PROG 536: AQUATICS	-31,587	-39,863	-72,314	-54,208	-24,756	-68,598	-55,145

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Culture & Recreation - Youth Recreation/Aquatics
Youth Recreation 513-536

2021 Accomplishments

- Transitioned from COVID -19 to full-service programming
- Developed safety plans for programming during Covid-19
- Implemented Water Safety Instructor Inservice Program
- CivicRec software implementation improved process for online signups

2022 Goals

- Review and evaluate current program offerings to see how they align with communities needs
- Review and evaluate current fee structure according to the new Cost Recovery Model
- Develop standardized Recreation Division policies and procedures
- Develop standardized seasonal employee job titles and descriptions
- Compile data analytics on participation and use
- Evaluate long-term sustainability options for Youth Scholarship
- Implement Membership for Lake Kohlmier Equipment Rentals to generate more use and activity at the Park
- Develop standardized Recreation Division policies and procedures
- Develop standardized seasonal employee job titles and descriptions
- Expand Swim Lessons program to meet the needs of our diverse population

City of Owatonna
Summary Budget Comparison by Program

PROG 538: THERAPEUTIC RECREATION

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	36,340	25,200	6,766	29,900	3,794	31,000	32,000
	Miscellaneous	2,491	1,500	1,699	1,500	0	1,500	1,500
	Total Revenues	38,831	26,700	8,465	31,400	3,794	32,500	33,500
	FT Wages	34,122	28,585	32,648	34,502	16,924	36,517	37,999
	OT	0	0	0	0	18	0	0
	PT/Seasonal Wages	23,222	21,687	7,280	29,131	974	7,000	37,200
	Benefits	11,492	9,598	7,923	12,497	3,446	8,354	16,220
	PERSONAL SERVICES	68,836	59,870	47,851	76,130	21,344	51,871	91,419
	Supplies	11,578	2,200	1,823	3,200	196	13,000	13,000
	SUPPLIES	11,578	2,200	1,823	3,200	196	13,000	13,000
	Professional Services	9,878	4,200	450	5,500	0	5,500	5,500
	Communication	706	1,110	387	1,025	115	1,025	1,250
	Vehicle, Travel & Training	415	550	160	550	1	550	500
	Memberships & Subscriptions	125	300	115	475	80	400	0
	OTHER SERVICES & CHARGES	11,124	6,160	1,112	7,550	196	7,475	7,250
	Total Expenditures	91,538	68,230	50,786	86,880	21,736	72,346	111,669
	Net Revenue	-52,707	-41,530	-42,321	-55,480	-17,942	-39,846	-78,169
	Total for PROG 538: THERAPEUTIC RECREATION	-52,707	-41,530	-42,321	-55,480	-17,960	-39,846	-78,169

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Culture & Recreation - Youth Recreation/Therapeutic Rec
Youth Recreation 513-538

2021 Accomplishments

- Transition from Covid-19 restrictions to full-service programming
- Developed safety plans for programming during Covid-19
- Hired new Outdoor Recreation/Education Supervisor
- Review the current curriculum for program content and standards. Created new program curriculum for Outdoor Recreation and Education that incorporates adaptive needs to serve a larger audience
- Introduced a new Archery program serving youth, families and adults
- Introduced a new Geocaching program serving youth, families and adults
- CivicRec software implementation improved process for online signups

2022 Goals

- Start a Young Athlete Program at Miracle Field
- Partner with Special Olympics to utilize Miracle Field
- Develop standardized Recreation Division policies and procedures

- Develop standardized seasonal employee job titles and descriptions

- Develop relationships and connect with local schools for paid school group programs and events
- Evaluate and expand special needs programs to meet their interest
- Implement the new ERP software for efficiency and data collection
- Develop standardized Recreation Division policies and procedures
- Develop standardized seasonal employee job titles and descriptions
- Compile data analytics on participation and use
- Evaluate long-term sustainability options for Youth Scholarship
- Implement Cost Recovery pricing policy

City of Owatonna
Summary Budget Comparison by Program

DEPT 514: TENNIS AND FITNESS CENTER
 PROG 540: T&F CENTER ADMINISTRATION

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	6,828	7,000	2,466	7,000	100	2,000	0
	Total Revenues	6,828	7,000	2,466	7,000	100	2,000	0
	FT Wages	64,178	45,958	46,622	48,367	30,156	51,082	84,723
	OT	0	0	0	0	161	0	0
	PT/Seasonal Wages	96,750	87,865	40,431	102,748	15,792	48,301	37,300
	Benefits	29,596	23,516	16,303	24,242	8,900	19,410	33,274
	PERSONAL SERVICES	190,524	157,339	103,356	175,357	54,848	118,793	155,297
	Supplies	3,870	5,000	1,421	3,900	924	3,900	1,500
	Repair Supplies	68	0	0	0	0	0	0
	SUPPLIES	3,938	5,000	1,421	3,900	924	3,900	1,500
	Professional Services	286	0	6	0	0	0	0
	Communication	7,121	6,700	4,314	7,000	1,868	6,300	5,500
	Vehicle, Travel & Training	91	950	11	950	53	825	200
	Advertising & Promotion	59	2,600	0	3,000	0	3,000	0
	Memberships & Subscriptions	475	350	315	350	243	350	150
	Licenses & Inspections	520	525	1,040	525	0	550	700
	Other Services & Charges	1,784	1,200	-498	1,700	0	1,200	1,200
	OTHER SERVICES & CHARGES	10,336	12,325	5,188	13,525	2,164	12,225	7,750
	Total Expenditures	204,798	174,664	109,965	192,782	57,936	134,918	164,547
	Net Revenue	-197,970	-167,664	-107,499	-185,782	-57,836	-132,918	-164,547
	Total for PROG 540: T&F CENTER ADMINISTRATION	-197,970	-167,664	-107,499	-185,782	-57,997	-132,918	-164,547

City of Owatonna
Summary Budget Comparison by Program

PROG 544: TENNIS-PRO SHOP,INSTR,USER FEE

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
Charges for Services		125,473	138,700	42,711	142,500	31,360	140,000	143,000
Miscellaneous		17,162	0	497	0	0	0	0
Total Revenues		142,635	138,700	43,208	142,500	31,360	140,000	143,000
Supplies		791	3,000	322	700	305	700	500
Repair Supplies		3,345	1,550	1,335	1,550	414	1,550	1,250
Small Tools & Equipment		20,865	0	0	0	0	0	1,500
SUPPLIES		25,001	4,550	1,657	2,250	719	2,250	3,250
Professional Services		75,869	89,500	24,366	94,250	19,613	94,250	94,000
Communication		15	150	80	0	5	0	0
Memberships & Subscriptions		85	250	13	250	0	250	250
Repair/Maint/Licenses		4,643	400	195	500	418	500	750
Rents/Leases		400	0	75	0	0	0	0
OTHER SERVICES & CHARGES		81,012	90,300	24,729	95,000	20,036	95,000	95,000
Total Expenditures		106,013	94,850	26,386	97,250	20,755	97,250	98,250
Net Revenue		36,622	43,850	16,822	45,250	10,605	42,750	44,750
Total for PROG 544: TENNIS-PRO SHOP,INSTR,USER FEE		36,622	43,850	16,822	45,250	10,605	42,750	44,750

City of Owatonna
Summary Budget Comparison by Program

PROG 546: FITNESS, AQUATICS, CONCESSIONS

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	125,088	119,400	19,370	125,425	10,414	34,150	23,400
	Miscellaneous	140	0	3,595	0	0	0	0
	Total Revenues	125,228	119,400	22,965	125,425	10,414	34,150	23,400
	Benefits	88	0	0	0	0	0	0
	PERSONAL SERVICES	88	0	0	0	0	0	0
	Supplies	3,808	3,950	2,649	3,950	790	3,950	3,850
	Repair Supplies	4,880	2,200	2,050	2,200	0	1,450	1,800
	Small Tools & Equipment	2,222	16,500	7,155	17,500	0	7,500	3,100
	Concession Supplies	1,217	1,500	-18	1,400	0	600	0
	SUPPLIES	12,127	24,150	11,836	25,050	790	13,500	8,750
	Professional Services	3,494	3,400	398	3,900	0	500	500
	Communication	301	550	253	300	159	300	300
	Printing	543	400	381	600	123	600	0
	Memberships & Subscriptions	912	1,200	170	1,200	0	400	0
	Insurance	3,400	3,400	4,435	3,500	1,550	3,100	4,500
	Repair/Maint/Licenses	2,238	2,000	447	2,000	0	750	1,000
	Other Services & Charges	23	0	0	0	0	0	0
	OTHER SERVICES & CHARGES	10,911	10,950	6,084	11,500	1,832	5,650	6,300
	Total Expenditures	23,126	35,100	17,920	36,550	2,622	19,150	15,050
	Net Revenue	102,102	84,300	5,045	88,875	7,792	15,000	8,350
	Total for PROG 546: FITNESS, AQUATICS, CONCESSIONS	102,102	84,300	5,045	88,875	7,792	15,000	8,350
	Total for DEPT 514: TENNIS AND FITNESS CENTER	-59,246	-39,514	-85,632	-51,657	-39,600	-75,168	-111,447

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Culture & Recreation - Tennis & Fitness
Tennis & Fitness Center 514-540, 514-544, 514-546

2021 Accomplishments

- Hired new Tennis Pro
- Implemented the keyless entry for members, reducing Guest Services staff hours
- Developed safety plans for programming during Covid-19
- Transitioned from COVID-19 restrictions to full programming
- Restructured tennis membership rates to provide for yearly memberships
- CivicRec software implementation improved process for online signups

2022 Goals

- Develop a Tennis Center strategic use plan to increase users, revenue and programs to utilize the facility
- Analyze and develop long term use options for the Fitness Center
- Develop standardized Recreation Division policies and procedures
- Compile data analytics on participation and use

City of Owatonna
Summary Budget Comparison by Program

DEPT 515: SOCIAL COMMONS

PROG 550: SOCIAL COMMONS

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	71,600	57,500	23,356	59,000	10,789	57,000	64,700
	Miscellaneous	33,008	27,000	14,339	28,000	5,142	28,000	30,000
	Total Revenues	104,608	84,500	37,695	87,000	15,931	85,000	94,700
	FT Wages	41,479	42,717	40,302	45,040	23,549	38,495	40,120
	PT/Seasonal Wages	7,857	7,500	4,913	18,135	1,455	8,800	10,500
	Benefits	8,751	9,590	9,500	12,099	5,686	10,521	14,875
	PERSONAL SERVICES	58,087	59,807	54,715	75,274	30,690	57,816	65,495
	Supplies	4,943	6,100	654	5,700	779	5,700	7,300
	Repair Supplies	80	1,700	1,138	1,700	811	1,400	1,000
	Small Tools & Equipment	7,765	6,000	6,629	6,000	0	0	1,500
	Concession Supplies	237	250	-15	250	0	250	150
	SUPPLIES	13,025	14,050	8,406	13,650	1,590	7,350	9,950
	Professional Services	53,147	28,800	8,627	32,200	1,962	32,200	32,500
	Communication	5,109	4,200	5,180	5,800	1,591	5,800	5,900
	Vehicle, Travel & Training	133	850	41	800	61	700	300
	Advertising & Promotion	362	750	0	750	710	750	0
	Printing	0	500	0	500	0	250	300
	Memberships & Subscriptions	352	250	223	300	163	300	100
	Insurance	2,200	2,200	2,683	2,300	1,050	2,100	2,600
	Licenses & Inspections	110	0	110	100	860	100	500
	Repair/Maint/Licenses	-100	1,500	1,640	1,500	795	0	500
	Rents/Leases	-140	0	-2	0	0	0	0
	Other Services & Charges	1,606	1,850	902	1,850	373	1,600	1,900
	OTHER SERVICES & CHARGES	62,779	40,900	19,404	46,100	7,565	43,800	44,600
	Total Expenditures	133,891	114,757	82,525	135,024	39,845	108,966	120,045
	Net Revenue	-29,283	-30,257	-44,830	-48,024	-23,914	-23,966	-25,345
	Total for PROG 550: SOCIAL COMMONS	-29,283	-30,257	-44,830	-48,024	-23,914	-23,966	-25,345
	Total for DEPT 515: SOCIAL COMMONS	-29,283	-30,257	-44,830	-48,024	-23,914	-23,966	-25,345

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Culture & Recreation - West Hills Social Commons
Social Commons 515-550

2021 Accomplishments

- Transition from COVID-19 restrictions to full service
- Hired new Recreation Supervisor
- Implementation of keyless entry for members
- Created a Recreation home base offices at WHSC

- Replaced an AC/Heating unit

- Completion of the 1st Floor Kitchen Remodel
- Maintain partnership with SeniorPlace Inc

2022 Goals

- Transition to the main entrance to the ground level, improving accessibility
- Increase adult programming to meet the needs and desires of the 55+ group
- Create a welcoming atmosphere at the facility
- Improve access to the front entrance with sidewalk and parking lot improvements
- Expand marketing through the use of social media, print material, and interaction to be engaged with the user
- Continue the partnerships and collaboration with SeniorPlace Inc.
- Increase WHSC memberships through added value and offerings
- Develop standarize Recreation Division policies and procedures
- Compile data analytics on participation and use
- Revitalize the Adult Leisure Pursuit Business Partnership Program for added value to the membership
- Evaluate fees and use agreements
- Implement Cost Recovery Model pricing best practice

City of Owatonna
Summary Budget Comparison by Program

DEPT 520: AQUATIC CENTER

PROG 575: AQUATIC CENTER

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	202,767	193,500	56,141	195,100	138,032	195,500	222,500
	Miscellaneous	6,000	0	2,220	0	11,550	0	0
	Total Revenues	208,767	193,500	58,361	195,100	149,582	195,500	222,500
	FT Wages	20,860	22,952	24,333	24,176	13,091	25,565	33,967
	OT	0	0	0	0	87	0	0
	PT/Seasonal Wages	120,794	116,500	59,285	133,591	36,894	128,255	148,256
	Benefits	17,812	19,370	13,396	21,072	8,933	24,507	30,212
	PERSONAL SERVICES	159,466	158,822	97,014	178,839	58,918	178,327	212,435
	Supplies	32,536	22,900	26,298	24,800	19,444	24,800	16,500
	Repair Supplies	2,560	10,000	6,572	10,000	2,142	9,000	10,000
	Small Tools & Equipment	23,010	10,000	7,537	13,000	7,671	7,300	25,000
	Concession Supplies	27,774	23,000	0	23,000	8,636	23,000	27,000
	SUPPLIES	85,880	65,900	40,407	70,800	37,893	64,100	78,500
	Professional Services	195	100	8	0	-1,003	0	0
	Communication	3,970	3,000	2,603	3,250	557	3,250	3,750
	Vehicle, Travel & Training	303	1,000	292	1,000	66	1,000	500
	Advertising & Promotion	4,932	7,000	0	7,000	1,709	7,000	0
	Memberships & Subscriptions	1,234	600	280	300	243	300	700
	Insurance	7,700	7,700	9,567	8,200	3,650	7,300	9,500
	Licenses & Inspections	805	805	805	805	1,100	850	1,100
	Repair/Maint/Licenses	2,880	1,000	3,000	4,000	7,040	4,000	4,000
	Rents/Leases	40	0	0	0	0	0	0
	Other Services & Charges	404	700	209	700	84	700	800
	OTHER SERVICES & CHARGES	22,463	21,905	16,764	25,255	13,446	24,400	20,350
	Total Expenditures	267,809	246,627	154,185	274,894	110,257	266,827	311,285
	Net Revenue	-59,042	-53,127	-95,824	-79,794	39,325	-71,327	-88,785
	Total for PROG 575: AQUATIC CENTER	-59,042	-53,127	-95,824	-79,794	39,238	-71,327	-88,785
	Total for DEPT 520: AQUATIC CENTER	-59,042	-53,127	-95,824	-79,794	39,238	-71,327	-88,785

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Aquatic Center
Aquatic Center 520-575

2021 Accomplishments

- Replaced 3 Funbrella through Advertisers/Sponsors
- Successfully fully opened after the COVID-19 restriction
- One of the top busiest summers on record, record attendance in June

- Implemented full-time supervision coverage on the weekends
- Retained and attracted a full lifeguard staffing, in a time of lifeguard shortage
- Obtained sponsorship(s) for log rolling program
- Developed Water Safety Instructor In-services

2022 Goals

- Review and implement standard operating procedure for Guest Service for high customer service delivery
- Evaluate and update the training procedures and inservices for higher efficiency
- Evaluate concession delivery for better product inventory, cost of goods sold and customer service
- Implement plans to attract additional patrons to the facility for open swim on Wednesdays (slowest day of the week)
- Implement deck furniture replacement plan
- Expand Swim Lessons program to meet the needs of our diverse population
- Develop standarize Recreation Division policies and procedures
- Compile data analytics on participation and use
- Implement Cost Recovery Model pricing best practice

City of Owatonna
Summary Budget Comparison by Program

DEPT 525: BROOKTREE GOLF COURSE
 PROG 562: CLUBHOUSE ACTIVITIES

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	367,994	408,050	403,142	367,600	303,987	374,800	448,300
	Miscellaneous	858	0	1,236	0	0	0	0
	Total Revenues	368,852	408,050	404,378	367,600	303,987	374,800	448,300
	FT Wages	21,102	28,320	9,394	10,928	5,593	11,259	0
	OT	0	0	0	0	2	0	0
	PT/Seasonal Wages	1,176	51,165	0	0	0	0	0
	Benefits	4,236	16,019	2,980	2,828	1,470	2,918	0
	PERSONAL SERVICES	26,514	95,504	12,374	13,756	7,063	14,177	0
	Supplies	3,260	7,000	3,886	5,500	5,200	4,000	3,750
	Small Tools & Equipment	0	300	0	0	0	0	500
	Concession Supplies	0	10,000	0	0	0	0	0
	SUPPLIES	3,260	17,300	3,886	5,500	5,200	4,000	4,250
	Professional Services	88,793	4,000	91,944	86,500	57,515	88,000	93,000
	Communication	12,050	9,200	17,435	7,700	4,375	10,700	10,600
	Vehicle, Travel & Training	87	1,000	86	0	0	0	0
	Advertising & Promotion	5,502	7,000	4,679	12,000	4,165	7,000	7,000
	Memberships & Subscriptions	480	5,800	1,905	0	2,815	0	0
	Insurance	7,000	7,000	7,700	6,600	2,700	5,400	7,000
	Licenses & Inspections	260	660	145	660	806	500	1,000
	Repair/Maint/Licenses	3,134	5,000	1,285	2,700	0	3,000	6,000
	Rents/Leases	1,944	2,000	0	0	0	0	0
	Other Services & Charges	5,587	3,800	4,295	3,800	5,118	5,000	5,500
	Refunds & Reimbursements	108	0	0	0	0	0	0
	OTHER SERVICES & CHARGES	124,945	45,460	129,474	119,960	77,494	119,600	130,100
	Total Expenditures	154,719	158,264	145,734	139,216	89,757	137,777	134,350
	Net Revenue	214,133	249,786	258,644	228,384	214,230	237,023	313,950
	Total for PROG 562: CLUBHOUSE ACTIVITIES	214,133	249,786	258,644	228,384	214,228	237,023	313,950

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Culture & Recreation - Brooktree Golf Course
Clubhouse 525-562

2021 Accomplishments

- Completed a 3-year private vendor operator/course management agreement.
- Transitioned to a new Point of Sale software and integrated with existing tee sheet - Club Prophet.
- Reduced cost of credit card transactions utilizing Club Prophet vendor.

2022 Goals

- Increase the number of season passholders by 5.
- Develop a fee manual along with comparable courses for pricing.
- Develop a marketing plan to engage existing members and attract new business.
- Explore the use of the clubhouse in the off season.
- Collect accurate use data through the software.
- Update patio furniture, creating an inviting, comfortable outdoor seating area.
- Will work with the private contractor to increase usage and revenues at the golf course.
- Create a marketing video with hole-fly over and course highlights, post on course website.

City of Owatonna
Summary Budget Comparison by Program

PROG 564: DAILY MAINTENANCE

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	2,138	0	0	0	0	0	0
	Total Revenues	2,138	0	0	0	0	0	0
	FT Wages	133,431	87,679	160,331	104,716	83,676	132,614	140,590
	OT	2,811	1,000	1,408	1,000	258	1,000	1,000
	PT/Seasonal Wages	73,695	66,291	81,496	59,960	20,538	45,000	67,500
	Benefits	43,103	33,063	49,780	34,820	24,954	38,516	41,282
	PERSONAL SERVICES	250,229	187,033	291,607	199,496	129,168	216,130	249,372
	Supplies	83,432	77,600	85,604	77,600	76,205	93,600	98,100
	Repair Supplies	27,819	25,000	31,507	24,500	22,524	31,500	31,500
	Small Tools & Equipment	883	2,500	1,414	2,500	3,537	2,500	2,500
	SUPPLIES	112,134	105,100	118,525	104,600	102,266	127,600	132,100
	Professional Services	22,000	22,000	7,149	23,500	0	23,500	8,000
	Communication	0	800	0	0	0	0	0
	Transportation (VRF)	35,820	35,820	54,000	39,000	21,000	42,000	42,000
	Vehicle, Travel & Training	0	700	0	700	0	700	500
	Memberships & Subscriptions	0	500	0	500	45	500	500
	Licenses & Inspections	173	1,000	514	1,000	20	1,000	1,000
	Repair/Maint/Licenses	24	0	0	0	0	0	0
	Rents/Leases	32,561	38,980	32,400	37,980	14,378	37,980	38,000
	Other Services & Charges	2,119	1,000	793	1,000	393	1,000	1,000
	OTHER SERVICES & CHARGES	92,697	100,800	94,856	103,680	35,836	106,680	91,000
	Total Expenditures	455,060	392,933	504,988	407,776	267,270	450,410	472,472
	Net Revenue	-452,922	-392,933	-504,988	-407,776	-267,270	-450,410	-472,472
	Total for PROG 564: DAILY MAINTENANCE	-455,733	-393,933	-506,396	-408,776	-267,528	-451,410	-473,472
	Total for DEPT 525: BROOKTREE GOLF COURSE	-241,600	-144,147	-247,752	-180,392	-53,300	-214,387	-159,522

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Culture & Recreation - Brooktree Golf Course
Golf Course Maintenance 525-564

2021 Accomplishments

Removed 14 ash trees and replace with other varieties (EAB Grant).
Renovated some areas of the course that looked less than desirable.

2022 Goals

Maintenance

Continue ash tree removal and replacement.
Enlarge #8 green.
Realign tee box #9 & #16.
Develop a plan to utilize the Imprelis money to enhance the course with natural resources.

City of Owatonna
Summary Budget Comparison by Program

DEPT 590: BUILDING/GROUNDS MAINTENANCE

PROG 580: BUILDING/GROUNDS MAINTENANCE

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	0	0	39,000	0	0	0	0
	Miscellaneous	103,489	90,000	98,592	90,000	50,258	90,000	90,000
	Total Revenues	103,489	90,000	137,592	90,000	50,258	90,000	90,000
	FT Wages	373,818	398,644	362,095	421,049	174,737	377,551	385,313
	OT	17,763	10,000	6,328	10,000	1,723	10,000	10,000
	PT/Seasonal Wages	58,165	102,718	56,879	96,092	30,474	77,665	84,773
	Holiday/Other	13,340	15,500	15,949	14,000	6,672	14,000	14,000
	Benefits	159,586	178,119	156,669	209,852	78,381	186,300	170,274
	PERSONAL SERVICES	604,909	694,981	591,592	740,993	290,264	655,516	654,360
	Supplies	25,114	23,500	20,045	23,500	12,238	23,500	23,000
	Repair Supplies	48,130	50,500	51,308	52,500	26,787	39,500	51,500
	Small Tools & Equipment	11,263	13,000	45,864	13,000	3,879	13,000	12,500
	SUPPLIES	84,507	87,000	117,217	89,000	42,904	76,000	87,000
	Professional Services	52,371	40,500	49,760	56,500	21,748	71,500	76,400
	Communication	6,886	12,100	4,714	12,100	2,444	12,100	12,100
	Transportation (VRF)	36,000	36,000	41,000	36,000	18,000	36,000	36,000
	Vehicle, Travel & Training	171	1,500	1,963	1,500	973	1,500	0
	Advertising & Promotion	403	500	832	500	0	500	0
	Memberships & Subscriptions	0	200	35	200	35	200	250
	Insurance	18,500	18,500	22,750	20,100	8,200	16,400	20,900
	Licenses & Inspections	5,970	3,000	5,984	5,000	6,982	5,000	8,000
	Repair/Maint/Licenses	39,446	28,000	40,965	31,000	12,851	31,000	28,000
	Rents/Leases	455	1,300	145	1,300	373	1,300	1,300
	Other Services & Charges	3,935	4,400	4,236	4,400	2,040	4,400	4,000
	OTHER SERVICES & CHARGES	164,137	146,000	172,384	168,600	73,646	179,900	186,950
	Total Expenditures	853,553	927,981	881,193	998,593	406,814	911,416	928,310
	Net Revenue	-750,064	-837,981	-743,601	-908,593	-356,556	-821,416	-838,310
	Total for PROG 580: BUILDING/GROUNDS MAINTENANCE	-767,827	-847,981	-749,929	-918,593	-358,279	-831,416	-848,310

CITY OF OWATONNA 2022 PROGRAM BUDGETS
General Government - Government Buildings
Government Buildings 590-580

2021 Accomplishments

Completed City Hall roof project.
Merrill Hall steps project.
Merill Hall fire alarm t-panel Life Safety upgrade.
Brown Park ADA restrooms updated.
Tenant improvements at the Airport.
Facility Assessment of all City Government Buildings.
Fire Hall boiler replacement.
City Hall front entrance remodel.
Park and Rec office remodel at City Hall.
WHSC hood replacements.
New roof at the Street Maintenance shop.
New Roof Morehouse Chalet.

Office remodel WHSC.
Fire Hall tower rehabilitation.
Dumpster screens at the Water Park and at West Hills Campus.
WHSC rooftop unit replacement.

2022 Projects

Implement new ERP/Cartegraph Asset Management software.
Implement Service Request program to streamline work and efficiencies.
West Hills sidewalk additions and repairs.
Tuck pointing West Hills Campus Buildings.
Retaining wall at the Tennis and Fitness handicap entrance.
Merrill Hall lighting and electrical improvements.
Address the Merrill Hall roofs: flat and asphalt.
Improve the Merrill Hall heating and cooling upgrades.
Continue to work on ADA compliance across the City owned properties.
West Hills Social Commons rooftop unit replacements.
Continue to add building card access in coordination with other projects.
Implement an annual painting plan for interior and exterior of Government Buildings.
Continue to organize departmental information.
Fitness Center exhaust fan pool replacement.
Explore Tennis Center new restroom design.
Exterior painting at C11 and Velve Hall.
Install LED lighting upgrades in conjunction with projects.

City of Owatonna
Summary Budget Comparison by Program

FUND 280: OWATONNA HRA PROG 680 HRA

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Tax Levies	175,236	175,000	184,663	185,000	92,460	185,000	190,000
	Intergovernmental Revenue	45,417	45,000	45,120	45,000	22,405	45,000	45,000
	Charges for Services	1,728	3,600	3,797	1,726	0	3,761	5,190
	Interest on Investments	3,642	800	1,778	800	442	800	600
	Miscellaneous	26,986	22,000	32,516	22,000	18,080	36,000	36,000
	Transfers	13,224	15,000	13,764	7,500	0	7,500	7,500
	Total Revenues	266,233	261,400	281,638	262,026	133,387	278,061	284,290
	FT Wages	76,587	76,284	80,445	80,597	41,659	84,588	89,155
	Benefits	26,160	25,355	27,277	26,607	14,124	27,770	29,087
	PERSONAL SERVICES	102,725	101,639	107,722	107,204	55,783	112,358	118,242
	Supplies	1,181	1,000	940	1,000	577	1,200	1,200
	SUPPLIES	1,181	1,000	940	1,000	577	1,200	1,200
	Professional Services	8,900	10,000	26,105	15,750	375	9,100	9,500
	Communication	1,878	800	1,369	1,400	905	1,600	2,200
	Vehicle, Travel & Training	1,808	1,500	394	2,500	119	2,500	2,750
	Housing & Economic Devel	5,769	4,500	3,283	4,500	240	4,500	4,000
	Advertising & Promotion	0	300	0	300	0	200	200
	Memberships & Subscriptions	595	200	574	750	345	750	750
	Insurance	3,600	3,600	4,000	4,100	1,750	3,500	4,100
	Repair/Maint/Licenses	22,176	10,500	20,966	10,500	7,079	6,500	6,500
	Other Services & Charges	69,090	118,667	164,164	118,667	35,092	118,667	118,667
	OTHER SERVICES & CHARGES	113,816	150,067	220,855	158,467	45,905	147,317	148,667
	TRANSFERS OUT	15,000	15,000	15,000	15,000	7,500	15,000	15,000
	Total Expenditures	232,722	267,706	344,517	281,671	109,765	275,875	283,109
	Total for PROG 680: H.R.A.	33,489	-6,306	-62,879	-19,645	23,622	2,186	1,181

PROG 681: BRIDGES PROGRAM

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	290,362	281,000	261,860	283,000	122,348	303,000	244,600
	Total Revenues	290,362	281,000	261,860	283,000	122,348	303,000	244,600
	Other Services & Charges	269,246	256,000	248,575	256,000	117,064	276,000	223,000
	Total Expenditures	269,246	256,000	248,575	256,000	117,064	276,000	223,000
	Total for PROG 681: BRIDGES PROGRAM	21,116	25,000	13,285	27,000	5,284	27,000	21,600
	Total for FUND 280: OWATONNA HRA	54,605	18,694	-49,594	7,355	28,906	29,186	22,781

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Housing & Economic Development
HRA Administration 680-680

2021 Accomplishments

- Began new Bridges State grant cycle 2021-2023 and reduced counties the HRA administers from 10 to 4. (Steele, Waseca, Dodge & Mower Counties)
- Bridges: Started full financial and physical administration of Dodge and Waseca counties
- Continued to manage & lease 204 E Fremont, 140 E Freemont, and 131 Lincoln Ave properties

- Manage & leased 221 N Elm, 215 N Elm : Leased to Transitional Housing (homeless housing)

- Added new landlords to the programs
- Mailed out 307 letters to non-participating landlords to encourage rent assistance participation
- Continued TEAMS virtual inspections due to Covid-19 through mid June 2021, then restarted physical inspection mid June as well

2022 Goals

- Set up online assistance application process

- Revise and update HRA Website
- Continue to work with landlords to ensure they understand the HRA assistance programs. Add more landlords and units to give better housing options for our clients.
 - Continue to coordinate with monthly Community Services Coordination Team Agencies to assist homeless households, including attending various meetings with other housing agencies
 - Continue to research grant funding options to assist with various housing needs.
 - Scan all hard files and add to city laserfiche system

- Utilize part-time assistant more efficiently and/or hire a designated part-time HRA assistant
- Continue to examine and review Bridges policies with all administering new counties.

City of Owatonna
Summary Budget Comparison by Program

FUND 282: OWATONNA HRA-HUD

DEPT 680: HRA

PROG 682: H R A U S D H U D

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Intergovernmental Revenue	709,784	757,000	711,537	792,476	445,834	773,300	831,000
	Interest on Investments	1,558	300	1,080	300	409	500	500
	Total Revenues	711,342	757,300	712,617	792,776	446,243	773,800	831,500
	FT Wages	35,014	35,063	36,963	37,024	19,203	39,244	41,859
	Benefits	12,640	14,820	13,622	15,540	7,100	16,290	17,132
	PERSONAL SERVICES	47,654	49,883	50,585	52,564	26,303	55,534	58,991
	Supplies	0	0	2,012	0	0	0	0
	SUPPLIES	0	0	2,012	0	0	0	0
	Professional Services	22,459	25,500	24,222	17,000	9,693	17,000	17,500
	Vehicle, Travel & Training	193	500	247	500	20	500	600
	Other Services & Charges	635,621	689,000	640,939	752,050	321,828	739,050	756,050
	OTHER SERVICES & CHARGES	658,273	715,000	665,408	769,550	331,541	756,550	774,150
	Total Expenditures	705,927	764,883	718,005	822,114	357,844	812,084	833,141
	Net Revenue	5,415	-7,583	-5,388	-29,338	88,399	-38,284	-1,641
	Total for PROG 682: H R A U S D H U D	5,415	-7,583	-5,388	-29,338	88,399	-38,284	-1,641
	Total for DEPT 680: HRA	5,415	-7,583	-5,388	-29,338	88,399	-38,284	-1,641
	Total for FUND 282: OWATONNA HRA-HUD	5,415	-7,583	-5,388	-29,338	88,399	-38,284	-1,641

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Housing & Economic Development
HRA Voucher Program 680-682

2021 Accomplishments

- Continued administration of funding to provide affordable rental housing for low income households in Steele County.
- Purged the section 8 waitlist
- Continued TEAMS virtual inspections due to Covid-19 through mid June 2021, then restarted physical inspection mid June as well
- Continued quarterly Zero income status report updates
- Added new landlords to the programs
- Completed the biennial HCV Management Assessment Program (SEMAP) scoring procedures.
- Started new HUD Mainstream Voucher 5 new participants & 13 applicants currently in progress
- Mailed out 307 letters to non-participating landlords to encourage rent assistance participation
- Set up Email listings for all landlords and 90+% of assistance clients
- Attended meetings and still working with Mn Housing Project to achieve a 90 unit goal in Steele County.

2022 Goals

- Increase participation in the Section 8 Family Self Sufficiency program that assists households to become economically self sufficient.
- Attend a Family Self sufficiency HUD training
- Maintain and promote voucher program and remain in good standing with HUD.
- Promote new homeownership through coordination with USDA Rural Development
- Transfer all hard copy client files to electronic laser fiche
- Possibly add Veteran's (VASH) vouchers
- Attend and encourage new and current landlords to join COLA meetings which are local landlord
- Apply for other HUD programs such as the EHV, Emergency Housing Voucher

City of Owatonna
Summary Budget Comparison by Program

FUND 290: EDA ADMINISTRATION

PROG 695: ECONOMIC DEVELOPMENT AUTHORITY

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Tax Levies	175,000	175,000	185,000	185,000	92,510	185,000	190,000
	Other Taxes	251,677	250,000	140,776	250,000	57,135	250,000	250,000
	Charges for Services	28,201	23,700	30,083	35,969	6,346	22,217	67,526
	Interest on Investments	1,814	0	33	1,000	86	1,000	200
	Miscellaneous	1,666	1,666	1,666	1,666	1,966	1,666	3,600
	Transfers	0	0	546,485	0	0	0	0
	Total Revenues	458,358	450,366	904,043	473,635	158,043	459,883	511,326
	FT Wages	65,972	65,063	69,246	66,121	35,913	72,635	75,986
	Benefits	15,055	16,219	16,076	18,277	8,350	17,827	18,595
	PERSONAL SERVICES	81,023	81,282	85,322	84,398	44,263	90,462	94,581
	Supplies	45	400	36	400	0	400	400
	Small Tools & Equipment	0	400	0	400	0	400	400
	SUPPLIES	45	800	36	800	0	800	800
	Professional Services	34,333	30,000	42,638	30,000	8,500	25,500	25,500
	Communication	92	500	148	500	49	500	500
	Vehicle, Travel & Training	695	1,000	519	1,000	231	1,000	1,000
	Housing & Economic Devel	86,945	94,000	95,504	99,000	96,495	89,000	121,000
	Advertising & Promotion	244	1,000	895	1,000	145	1,000	1,000
	Memberships & Subscriptions	0	200	0	200	0	200	200
	Repair/Maint/Licenses	0	200	546,485	200	0	200	200
	Rents/Leases	4,032	4,500	4,032	4,500	4,032	4,500	4,500
	Other Services & Charges	252,215	239,167	130,929	239,167	47,459	239,167	239,167
	OTHER SERVICES & CHARGES	378,556	370,567	821,150	375,567	156,911	361,067	393,067
	TRANSFERS OUT	12,000	12,000	12,000	12,000	6,000	12,000	12,000
	Total Expenditures	471,624	464,649	918,508	472,765	207,174	464,329	500,448
	Net Revenue	-13,266	-14,283	-14,465	870	-49,131	-4,446	10,878
	Total for PROG 695: EDA	-13,270	-14,283	-14,465	870	-49,131	-4,446	10,878

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Economic Development
EDA Administration 690-695

2021 Accomplishments

- Increased participation in the EDA Forgivable Loan program to assist downtown with interior and exterior improvements to downtown buildings.
- Started the hotel project downtown.
- Started the streetscape project downtown.
- Acquired properties to initiate redevelopment.
- Provided incentives for redevelopment projects.
- Sold 10 acres of land in the industrial park for development.

2022 Goals

- Continue efforts to pursue grant money for public infrastructure improvements.
- Continue efforts to recruit commercial and industrial businesses.
- Work with OPED on priorities for economic development.
- Continue efforts to fill vacant commercial buildings including city owned properties.
- Continue to assist with larger downtown redevelopment projects like the riverfront project.
- Assist Steele County in redeveloping of the former Highway Dept Site.

City of Owatonna
Summary Budget Comparison by Program

FUND 292: EDA LOANS

PROG 690: EDA LOANS

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Interest on Investments	25,436	8,000	14,806	15,000	3,171	8,000	6,000
	Total Revenues	25,436	8,000	14,806	15,000	3,171	8,000	6,000
	Total for PROG 690: EDA LOANS	25,436	8,000	14,806	15,000	3,171	8,000	6,000

PROG 691: COMMERCIAL/RETAIL LOANS

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	150	0	150	0	0	0	0
	Miscellaneous	2,165	2,540	1,356	1,850	748	0	0
	Total Revenues	2,315	2,540	1,506	1,850	748	0	0
	Refunds & Reimbursements	25,922	0	58,914	0	46,481	0	0
	Total Expenditures	25,922	0	58,914	0	46,481	0	0
	Total for PROG 691: COMM/RETAIL LOANS	-23,607	2,540	-57,408	1,850	-45,733	0	0
	Total for FUND 292: EDA LOANS	1,829	10,540	-42,602	16,850	-42,562	8,000	6,000

City of Owatonna
Summary Budget Comparison by Program

FUND 294: EDA LAND

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	220,817	340	255,812	23,459	54,574	1,161	1,260
	Interest on Investments	17,500	2,000	14,000	7,500	3,110	7,500	5,000
	Miscellaneous	70,235	40,000	69,702	35,000	19,795	30,000	30,000
	Total Revenues	308,552	42,340	339,514	65,959	77,479	38,661	36,260
	Professional Services	10,796	17,000	8,488	17,000	9,933	17,000	17,000
	Advertising & Promotion	620	0	258	0	0	0	0
	Insurance	300	300	500	500	450	900	1,500
	Other Services & Charges	24,725	21,000	18,128	21,000	20,509	21,000	21,000
	OTHER SERVICES & CHARGES	36,441	38,300	27,374	38,500	30,892	38,900	39,500
	CAPITAL OUTLAY	40,001	0	97,401	0	336,362	0	0
	Total Expenditures	76,442	38,300	124,775	38,500	367,254	38,900	39,500
	Net Revenue	232,110	4,040	214,739	27,459	-289,775	-239	-3,240
	Total for PROG 696: EDA LAND	232,110	4,040	214,739	27,459	-289,775	-239	-3,240

City of Owatonna
Summary Budget Comparison by Program

FUND 602: WASTEWATER TREATMENT FUND

DEPT 902: WASTE WATER TREATMENT FACILITY

PROG 900: WWTF - ADMINISTRATION

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Charges for Services	3,754,104	3,570,000	3,893,234	3,645,000	1,966,877	3,784,000	4,255,178
	Special Assessments	1,289	1,310	819	843	0	626	411
	Interest on Investments	452,533	160,000	274,970	250,000	62,888	175,000	120,000
	Miscellaneous	0	0	3,920	0	0	0	0
	Total Revenues	4,207,926	3,731,310	4,172,943	3,895,843	2,029,765	3,959,626	4,375,589
	FT Wages	113,901	51,835	89,701	101,278	52,405	106,779	111,950
	OT	0	0	1	0	0	0	0
	Holiday/Other	0	1,000	0	1,000	0	1,000	1,000
	Benefits	75,366	13,917	-42,640	22,615	11,465	23,382	24,860
	PERSONAL SERVICES	189,267	66,752	47,061	124,893	63,870	131,161	137,810
	Supplies	0	250	58	500	45	500	500
	Small Tools & Equipment	125	2,000	0	2,000	496	2,000	2,000
	SUPPLIES	125	2,250	58	2,500	541	2,500	2,500
	Professional Services	118,064	35,000	189,268	35,000	583,970	35,000	155,000
	Communication	669	2,325	736	2,325	298	1,325	1,325
	Vehicle, Travel & Training	4,244	3,000	592	4,000	325	5,000	5,000
	Advertising & Promotion	0	250	375	1,000	300	500	500
	Memberships & Subscriptions	26,152	26,000	21,661	26,000	6,522	26,000	26,000
	Other Services & Charges	155	375	155	375	0	375	375
	Depreciation	1,017,419	1,000,000	984,469	1,000,000	492,000	1,015,000	1,000,000
	OTHER SERVICES & CHARGES	1,166,703	1,066,950	1,197,256	1,068,700	1,083,415	1,083,200	1,188,200
	DEBT SERVICE	52,797	57,000	45,142	48,000	20,135	40,000	32,000
	TRANSFERS OUT	515,625	515,625	545,435	545,435	272,445	544,845	571,800
	Total Expenditures	1,924,517	1,708,577	1,834,952	1,789,528	1,440,406	1,801,706	1,932,310
	Net Revenue	2,283,409	2,022,733	2,337,991	2,106,315	589,359	2,157,920	2,443,279
	Total for PROG 900: WWTF - ADMINISTRATION	2,283,409	2,022,733	2,337,990	2,106,315	589,359	2,157,920	2,443,279

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Waste Water Treatment Plant
Administration 902-900

2021 Accomplishments

Received NPDES Permit for Plant Expansion
Complete MPCA Biosolids report.
Complete MPCA Pretreatment report.
Complete DMR reports according to NPDES permit requirements.

2022 Goals

Begin Construction of Expansion
Complete MPCA Biosolids report.
Complete MPCA Pretreatment report.
Complete DMR reports according to NPDES permit requirements.
I&I reduction Cedar Avenue

City of Owatonna
Summary Budget Comparison by Program

PROG 902: WWTF PLANT OPERATIONS

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	FT Wages	365,982	423,075	336,443	471,744	171,672	465,284	496,833
	OT	10,957	8,400	1,634	8,400	1,841	8,400	8,400
	PT/Seasonal Wages	116	2,500	0	2,500	0	2,500	2,500
	Holiday/Other	15,350	13,830	26,016	14,364	5,468	10,500	10,500
	Benefits	158,215	179,337	106,223	220,094	44,603	149,321	166,171
	PERSONAL SERVICES	539,663	618,742	468,682	708,702	221,743	627,605	676,004
	Supplies	132,761	170,000	142,332	170,000	93,517	166,500	169,000
	Repair Supplies	48,257	90,000	28,170	90,500	14,208	88,500	90,000
	Small Tools & Equipment	10,042	19,500	14,455	20,000	11,564	22,000	22,000
	SUPPLIES	191,060	279,500	184,957	280,500	119,289	277,000	281,000
	Professional Services	39,434	25,000	32,614	25,000	13,992	25,000	30,000
	Communication	36,403	3,900	8,660	3,950	1,871	4,250	5,500
	Vehicle, Travel & Training	5,813	4,000	160	4,500	1,045	6,000	6,000
	Advertising & Promotion	0	300	0	300	0	300	300
	Memberships & Subscriptions	9,705	300	988	2,500	191	2,500	2,500
	Insurance	45,800	45,800	53,200	47,100	19,050	38,100	48,000
	Licenses & Inspections	9,430	17,500	14,941	17,500	15,030	17,500	17,500
	Repair/Maint/Licenses	22,429	48,200	29,325	49,200	5,402	52,600	53,100
	Other Services & Charges	3,108	4,000	1,203	4,000	382	4,500	2,000
	OTHER SERVICES & CHARGES	172,122	149,000	141,091	154,050	56,963	150,750	164,900
	Total Expenditures	902,845	1,047,242	794,730	1,143,252	397,995	1,055,355	1,121,904
	Net Revenue	-902,845	-1,047,242	-794,730	-1,143,252	-397,995	-1,055,355	-1,121,904
	Total for PROG 902: WWTF OPERATIONS	-913,802	-1,055,642	-796,364	-1,151,652	-399,836	-1,063,755	-1,130,304

CITY OF OWATONNA 2022 PROGRAM BUDGETS

Waste Water Treatment Plant

Plant Operations 902-902

2021 Accomplishments

Completed new NPDES Permit
Received Operational Award from MPCA

2022 Goals

Repair and/or replace equipment as necessary.
Maintain effluent quality to meet NPDES permit requirements
Review plant security

City of Owatonna
Summary Budget Comparison by Program

PROG 904: WWTF - LIFT STATION

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	FT Wages	0	9,819	0	0	0	0	0
	Holiday/Other	0	370	0	0	0	0	0
	Benefits	0	4,741	0	0	0	0	0
	PERSONAL SERVICES	0	14,930	0	0	0	0	0
	Supplies	0	3,000	0	3,000	0	3,000	3,000
	Repair Supplies	15,645	15,000	5,747	15,000	8,425	20,000	20,000
	SUPPLIES	15,645	18,000	5,747	18,000	8,425	23,000	23,000
	Communication	3,425	5,500	5,980	5,500	3,107	5,500	6,250
	Utilities	1,756	2,500	1,084	2,500	832	2,500	2,500
	Repair/Maint/Licenses	5,506	10,750	8,181	10,750	2,650	12,000	12,000
	OTHER SERVICES & CHARGES	10,687	18,750	15,245	18,750	6,589	20,000	20,750
	Total Expenditures	26,332	51,680	20,992	36,750	15,014	43,000	43,750
	Net Revenue	-26,332	-51,680	-20,992	-36,750	-15,014	-43,000	-43,750
	Total for PROG 904: WWTF - LIFT STATION	-26,332	-51,680	-20,992	-36,750	-15,014	-43,000	-43,750

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Waste Water Treatment Plant
Lift Stations 902-904

2021 Accomplishments

Began development of plans for expansion project, including SCADA for lift stations
Monitor and document run times
Work with commercial contributors to reduce grease problems.

2022 Goals

Monitor and document run times
Work with commercial contributors to reduce grease problems.

City of Owatonna
Summary Budget Comparison by Program

PROG 906: WWTF - COLLECTION PROGRAM

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	FT Wages	138,785	152,854	127,172	146,672	43,985	148,313	159,624
	OT	5,192	3,600	1,634	3,600	1,661	3,600	3,600
	PT/Seasonal Wages	0	2,500	0	2,500	0	2,500	2,500
	Holiday/Other	1,678	480	4,156	600	928	0	0
	Benefits	54,768	54,896	53,370	69,462	19,247	70,966	75,403
	PERSONAL SERVICES	195,231	210,730	184,698	219,234	64,160	221,779	237,527
	Supplies	43,473	44,600	42,301	44,600	8,863	54,500	56,000
	Repair Supplies	7,426	21,000	5,126	25,500	429	26,000	26,000
	Small Tools & Equipment	2,078	5,800	1,969	5,800	569	6,500	6,500
	SUPPLIES	52,977	71,400	49,396	75,900	9,861	87,000	88,500
	Vehicle, Travel & Training	59	300	40	300	0	300	0
	Advertising & Promotion	0	150	0	150	0	100	0
	Repair/Maint/Licenses	258,412	541,500	391,171	406,500	265,653	312,500	302,500
	Other Services & Charges	875	1,000	875	0	635	1,000	1,000
	OTHER SERVICES & CHARGES	259,346	542,950	392,086	406,950	266,288	313,900	303,500
	Total Expenditures	507,554	825,080	626,180	702,084	340,309	622,679	629,527
	Net Revenue	-507,554	-825,080	-626,180	-702,084	-340,309	-622,679	-629,527
	Total for PROG 906: COLLECTION	-512,746	-828,680	-627,814	-705,684	-341,970	-626,279	-633,127
	Total for DEPT 902: WWTF	830,529	86,731	892,820	212,229	-167,461	424,886	636,098

CITY OF OWATONNA 2022 PROGRAM BUDGETS
Waste Water Treatment Plant
Sewer Collection 902-906

2021 Accomplishments

Televising of approximately 100,000 feet of sewer
Televise areas with recurring problems and make repairs where possible.
Repaired and/or replaced manholes, catch basins and lines as needed.
Renewed 6 SIU Industrial Pretreatment Permits
Lined an additional 12,000 linear feet of sanitary main
Maintain inspection data.
Continue sump main installations as needed.
Continued use of Ipad for record keeping

Maintained Sump Pump Inspection and record keeping procedures
Completed Annual collection system cleaning and Maintenance goals

2022 Goals

Televise areas with recurring problems and make repairs where possible.
Continued use of record management software for knowledge transfer
Evaluate manholes for repairs
Repaired and/or replaced manholes, catch basins and lines as needed.
Line 10,000 to 12,000 linear feet of sanitary main
Improve and upgrade Communication of Lift Stations
Renewal of 6 SIU, 5 Year Industrial Pretreatment Discharge Permits
Jet clean and record Annual Preventive Maintenance for 20% of City collection system.
Continue process of Education and work experience with new operators

City of Owatonna
Summary Budget Comparison by Program

FUND 620: STORM WATER UTILITY
DEPT 920: STORM WATER UTILITY
PROG 920: STORM WATER UTILITY

Account Number	Account Name	2019 Actual	2019 Budget	2020 Actual	2020 Budget	06/30/21 YTD	2021 Budget	2022 Budget
	Tax Levies	312,938	312,615	312,070	312,880	0	318,075	312,305
	Charges for Services	1,212,091	1,250,000	1,208,514	1,250,000	606,300	1,250,000	1,320,000
	Interest on Investments	65,383	12,000	43,133	30,000	10,232	30,000	20,000
	Other Financing Sources	161,841	0	21,404	0	0	0	0
	Total Revenues	1,752,253	1,574,615	1,585,121	1,592,880	616,532	1,598,075	1,652,305
	FT Wages	87,798	88,586	94,212	93,323	48,340	98,502	104,487
	Benefits	24,022	21,802	26,116	22,934	11,607	24,033	25,307
	PERSONAL SERVICES	111,820	110,388	120,328	116,257	59,947	122,535	129,794
	Supplies	14,004	54,500	5,386	59,500	35	59,500	59,500
	Repair Supplies	0	500	28	500	0	500	500
	Small Tools & Equipment	125	250	125	250	0	250	250
	SUPPLIES	14,129	55,250	5,539	60,250	35	60,250	60,250
	Professional Services	34,184	116,000	26,079	105,000	5,323	105,000	205,000
	Communication	92	750	66	750	27	750	750
	Vehicle, Travel & Training	6,741	3,000	453	3,000	129	4,500	4,500
	Advertising & Promotion	100	1,500	0	1,500	0	1,500	1,500
	Printing	0	1,500	0	1,500	0	1,500	1,500
	Memberships & Subscriptions	105	1,500	1,068	1,500	1,000	1,500	1,500
	Insurance	1,500	1,500	1,983	1,800	700	1,400	1,600
	Licenses & Inspections	0	0	754	0	375	1,000	1,000
	Repair/Maint/Licenses	241,865	51,000	171,194	65,000	6,686	79,500	79,500
	Other Services & Charges	1,560	2,600	925	2,600	1,129	0	0
	Depreciation	312,119	280,000	312,654	300,000	155,700	310,000	312,000
	OTHER SERVICES & CHARGES	597,966	459,350	515,176	482,650	171,069	506,650	608,850
	DEBT SERVICE	56,309	101,000	44,509	98,000	41,794	37,000	35,000
	TRANSFERS OUT	75,875	75,875	82,265	82,265	39,265	78,505	80,930
	Total Expenditures	856,399	801,863	767,817	839,422	312,110	804,940	914,824
	Net Revenue	895,854	772,752	817,304	753,458	304,422	793,135	737,481
	UTILITY	895,854	772,752	817,304	753,458	304,422	793,135	737,481

CITY OF OWATONNA 2022 PROGRAM BUDGETS

**Storm Water
Storm Water 920-920**

2021 Accomplishments

- Completion of new MPCA MS4 Permit and annual MS4 reporting.
- Completion of Carriage Lane Flood Reduction Project.
- Miscellaneous storm system repairs.
- Inspection and maintenance of all publicly owned stormwater best management practices, infrastructure, facilities, stockpiles, and outfalls.
- Completed Flood Study for Carriage Lane and Willow Creek areas.
- Implementation of Minimum Control Measures (6) required under the MS4 Permit and Program.

2022 Goals

- Raingarden Maintenance contract with area landscaper.
- Update MS4 Program, Stormwater Management Program, and Code 52.00 to reflect new requirements of MS4 Permit.
- Conduct TMDL and WLA study to identify project locations as required under new MS4 Permit.
- Willow Creek Bank Stabilization Project.
- Dredge and reconstruct storm basins MSP-027, MSP-014, and MSP-020.
- Develop streamlined program through Target Solutions to improve pollution prevention education for public employees.
- Develop contract with area MS4's and CRWP to improve stormwater education program for the general public.
- Implement Minimum Control Measures (6) required under the MS4 Permit and Program.
- Straight River/Morehouse Park Bank Stabilization Project.
- Dredge sediment near Morehouse Dam.
- Reconstruct outlet at MSP-014.