



Fiscal Year 2023 Adopted Budget

Final Budget - Adopted by City Council on December 20, 2022

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City Council & Appointed Officials

Fiscal Year 2023



Thomas A. Kuntz
Mayor of Owatonna



Greg Schultz
Council President - Second Ward



Kevin Raney
Council Vice President - Fourth Ward



Doug Voss
Council Member at Large



Dan Boeke
Council Member at Large



Nathan Dotson
Council Member - First Ward



Dave Burbank
Council Member - Third Ward



Brent Svenby
Council Member - Fifth Ward

Appointed Officials

City Administrator	Kris Busse
City Engineer-Director of Public Works	Kyle Skov
Finance Director	Rhonda Moen
Chief of Police	Jeff Mundale
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 Walbran



Readers Guide

Fiscal Year 2023

Welcome to the City's first interactive budget document. We encourage you to explore. Almost all information allows the user to drill down to additional levels of detail. Should you have any questions about the budget, please contact Rhonda Moen, Finance Director at 507-774-7350 or rhonda.moen@ci.owatonna.mn.us.

Legally Adopted Budget

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds of the City. Only the General Fund's budget is considered an "annually legally adopted budget". The remaining funds' budgets are used as a management tool. The debt service funds are budgeted according to the terms of the original bond issues. Project-length financial plans are adopted for all capital projects funds. Any modification in the adopted budget can be made upon request of and approval by the City Council. The legal level of control for the General Fund is at the fund level. Appropriations in all funds lapse at the end of the year.

The City includes the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, Enterprise Funds, Internal Service Funds and two component units, Owatonna Housing and Redevelopment Authority (HRA) and Economic Development Authority (EDA). The Owatonna HRA is considered a special taxing district and its levy is considered separately from the City levy by city council each year.

Layout

The layout of the budget is intended to guide the reader through the budget process. The introduction includes the items that demonstrate the foundation of the budget such as the City's strategic plan and the City's policies. The supporting information focuses on the organization as a whole.

Because over two-thirds of governmental expenditures are personnel related, there is a section highlighting any changes in full-time equivalents (FTEs).

A significant portion of the annual levy is dedicated to supporting the City's infrastructure. This is through pay-as-you-go (PAYG) CIP projects and also CIP projects financed through debt. There are sections that explain the details of the debt service levy and the CIP projects being funded.

Following those main topics are the budget summaries by fund, department and program.



City Profile

Fiscal Year 2023



The City of Owatonna is the county seat of Steele County and is located about 65 miles southwest of the Twin Cities (Minneapolis St Paul) metropolitan area at the crossroads of Interstate 35 and U.S. Highways 14 and 218. The City encompasses about 15 square miles. The City is located on the Straight River in the heart of Southern Minnesota.

Owatonna's scenic setting, healthy economy, quality lifestyle and proximity to the Twin Cities Metropolitan Area are factors that have contributed to the City's substantial growth. Highway 14 connects half the employment centers in Southern Minnesota and three-quarters of the top employers.

Owatonna has developed from its agricultural heritage to a community with a diverse economy, including a strong industrial, financial, and service base. Owatonna is the home of many nationally renowned firms such as Federated Mutual Insurance Company, Bosch, Jostens, Daikin, Costco, Wenger Company, and others.

Image: State of Minnesota showing Owatonna, Mankato, Rochester and Minneapolis with the primary roadways marked.

The City of Owatonna operates under a home-rule charter form of government. Policy-making and legislative authority are vested in a governing council consisting of a mayor and seven other members, all elected on a non-partisan basis. The Mayor position is a non-voting position. Council members serve four-year terms, with half of the council up for election every other year. The mayor and two council members are elected at large, and the remaining members of the Council are elected to serve one of the five wards. The City Administrator is responsible for overseeing the day-to-day administrative affairs and operations of government.

The City provides a full range of services. These services include police and fire protection, a public library, community and economic development, construction and maintenance of 132 miles of streets, stormwater and sanitary sewer systems and other infrastructure plus 867 acres of parkland and 17-plus miles of trails. Other recreational amenities operated by the City include the River Springs Water Park and the Brooktree Golf Course. The City also supports the Degner Regional Airport which serves as a gateway to Southern Minnesota. Water, gas and electric are operated by Owatonna Public Utilities.



Photo: Collage of pictures of services provided by the City



In 1974, the citizens of Owatonna voted 93% in favor of acquiring the former Minnesota State Public School campus to use for City government functions. The property is now known as the West Hills Complex. It houses the City Council Chambers and offices for administration, community development, engineering, and parks and recreation.

The Minnesota State Public School was built in 1885. The Steele County Historical Society operates a museum that chronicles the history of the State Public School. This museum is visited by hundreds of people annually.

The entire property sits on 74 acres and contains multiple historical buildings.

Photo: City Hall at West Hills Complex



Budget Message

Fiscal Year 2023



Administrative Services Department

Kris Busse, City Administrator

507.774.7340

kris.busse@ci.owatonna.mn.us

To: Honorable Mayor and City Councilmembers
From: Kris M. Busse, City Administrator
Re: 2023 Proposed budget and preliminary levy
Date: August 25, 2022

This memo serves as an introduction to the 2023 Proposed Budget and Preliminary Levy. Budget preparations began in early June to allow council sufficient time for review and consideration prior to adopting the preliminary budget and levy. Staff is taking a new approach this year with departmental budget presentations. The finance director will present at the September 6 study session to provide the council a tutorial on navigating the City's first interactive budget document and a brief overview of the 2023 proposed budget. All departments will then present in one session to the Council on September 13. If additional time is needed, another study session has been scheduled for the evening of September 14. This will allow council members and staff a comprehensive view of the budget. Council will review the Capital Improvement Plan in the coming months and another overall budget review on November 1. Statute requires adoption of the preliminary levy on or before September 30, 2022. City staff will place the preliminary budget and levy on the September 20th agenda for council action. The preliminary levy can be lowered but not increased from the preliminary amount. Staff is planning to hold the budget public hearing on December 6, 2022, and adopt the budget at the December 20, 2022 meeting.

Economic Outlook

Over the years, Owatonna has shown its diversified economic base results in continued growth. The City had another strong year in terms of number and valuation of building permits. At the end of July, the city had issued 1,155 building permits totaling nearly \$48 million total valuation. Last year at this time the city had

issued 1,143 building permits totaling \$29 million in valuation. Many exciting projects were completed in 2022. The Courtyard by Marriot held its grand opening in August. The 106-room hotel adds additional vibrancy and traffic to downtown. The city plans to hold a ribbon cutting in late September for the newly constructed streetscape. The streetscape with its wider sidewalks, outdoor furniture, plantings, additional dining and merchandise display space makes the downtown a more inviting pedestrian friendly destination. The new High School is scheduled to open in the fall of 2023 which has already resulted in attracting new residents to Owatonna. Staff expects this trend to continue. In terms of community development, new projects underway include expansions in manufacturing and additional housing. For example, CDI has broken ground on a new 200,000 square foot manufacturing facility that will add 50 positions. The new Munson Eye Clinic also broke ground this summer. The relocation of this facility will allow the city to demolish the old clinic and reconfigure the parking lot to maximize parking spaces and efficiency benefitting the newly revitalized downtown. Construction is also underway for the new Smart Bus facility located in the industrial park. The city is experiencing steady growth in apartment complexes. Westlake Meadows Apartments have broken ground on a 276-unit complex located west of Lowes. The complex includes many amenities such as a pool, workout rooms, parking garages, dog park and trails. A 75-unit apartment is under construction on the corner of Cedar Avenue and 26th street.

Looking forward, over the next five years, several tax increment financing (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 benefits and the eventual addition to tax capacity.

Budget Highlights

One significant factor that needed to be included in 2023 budget planning was inflation. In 2022, fuel costs increased dramatically along with most materials and vehicles. Certain adjustments were made to allow for reasonable increases.

This budget reflects strategic investments to continue to support community growth and development. 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 continued its work in addressing the current and future needs of city-owned facilities. This is a significant project that will take years to achieve. Staff will continue work on financing options for the overall plan needs. For 2023, funding is included for roof repairs to several key buildings. They include: fire hall, law enforcement center (LEC), main airport hangar complex and Merrill Hall. Investments will also be made for new roof top units at the LEC and the second half of funding for mechanical upgrades at River Springs Water Park. Another important project includes a new cablecast server to aid in livestreaming of council meetings and offering close captioning for our viewers .

The city, along with many other communities, received funding from the American Rescue Plan Act (ARPA) of 2021. The federal funding that remains will be utilized to reconstruct the Vine Street parking lot. This lot serves the downtown and with the recently installed streetscape, parking was reduced to accommodate wider sidewalks for outdoor dining and merchandise display space. The Vine Street lot will be redesigned to add more parking through an efficient layout. ARPA funding will be used for remodeling city council chambers to allow for better video and sound quality for meetings and improved accessibility. Plans are to include a new Comprehensive Plan with the remaining ARPA funding.

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 full time 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. Other investments for economic vitality include \$75,000 added to a neglected/hazardous buildings fund and \$50,000 to the matching grant fund. \$75,000 was added to the council chamber renovation project. \$5,000 increase in each of the EDA and HRA levies is also included. The city is also collaborating with the Chamber on a community-wide branding project and has included \$25,000 in the budget to aid in this effort.

Quality of Life is an important component to any city's growth. Cities today need to attract residents and better serve existing residents through quality amenities in a safe community. This budget includes funding for new furniture at River Springs Waterpark, new canoes, kayaks, paddleboards at Lake Kohlmier, additional funding for trail overlays and pickleball equipment. Two part-time recreation facility assistants will be added to the budget to assist with operations at Brooktree golf course. Public safety is also of critical importance to the community. Replacement 800 MHZ radios are needed in the police and fire departments. Current radios are no longer supported. Staff has applied for grant funding for this key equipment. If the grant is not awarded, the city will have to issue equipment certificates.

Efficient, Effective and Economical government has been addressed through implementation of the new OpenGov system. The new software offers greater efficiencies and increasing number of devices to ensure full use of the technology. I feel its time to include .7 position in the IT department. SeeClickFix will allow staff and the public an efficient way to bring maintenance issues to the correct department to address. Online permitting for building permits, zoning permits, business licensing and special events will allow the public to apply for permits when it's convenient for them and not have to worry about office hours. The 2023 budget will be an interactive, online document offering the public detailed budget information. The additional staff person in Community Development will help manage the added responsibilities of the City's continued growth. Additional opportunities for community engagement will also be provided through the new system. 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 the results of the market review to ensure continued internal and external equity. Funding has also been included to continue the implementation of the culture assessment and blueprinting project.

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. 2023 purchases include a variety of equipment needs throughout the city. For example, engineering vehicle, squad cars, road grader, street sweeper, tandem axel truck, Parks tractor and attachments, golf utility vehicle, pickup trucks, and skid steer.

Recommendation

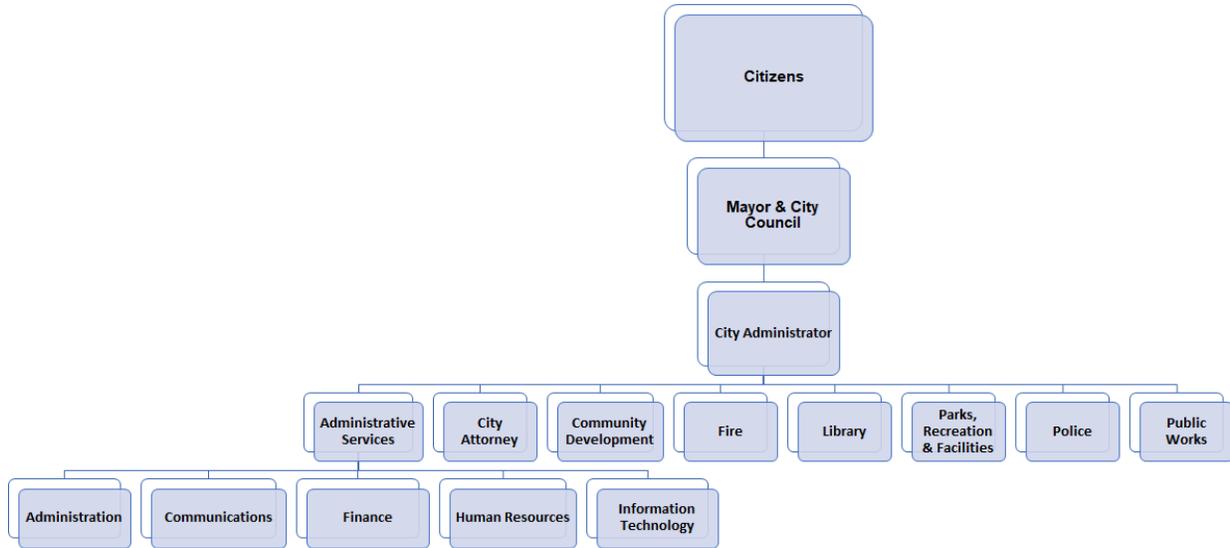
I am recommending a preliminary increase in the levy of 9.00%. Early estimates from the Steele County assessor indicate the city's tax capacity increasing over 10%. This growth will minimize the impact to the taxpayer. The city has a history of strong economic growth. The tax capacity growth over the last three years has exceeded the increase in the levy. The proposed 2023 budget reflects strategic investment to accommodate and continue economic growth. This budget closely follows the strategic plan.

Special thanks to the finance department and Department Heads for their work developing the 2023 budget 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.



Organization Chart

Fiscal Year 2023





Budget Calendar

Fiscal Year 2023

Date Description

February 2022	City Council develops Strategic Plan, the foundation for the budget
June 1, 2022	2023 Budget Kick-off
June 28, 2022	Preliminary 2023 Budget request due
July 2022	Department Director budget review with City Administrator and Finance Director
August 1, 2022	Minnesota Department of Revenue certifies Local Government Aid (LGA) amounts for 2023
September 6, 2022	Finance Director introduces the 2023 Proposed Budget to City Council at a study session
September 13-14, 2022	Budget Study Sessions with City Council and Department Directors
September 20, 2022	City Council adopts the Proposed Budget and Tax Levies. They also set the time and place for a public meeting where the 2023 Budget and Levy are discussed.
September 30, 2022	
October 2022	
November 1, 2022	Certify Tax Levies to the Steele County Auditor by this date
After November 11, 2022 but before November 24, 2022	Potential study session to discuss 2023 proposed operating or capital budgets
December 6, 2022	Final budget review at a City Council study session
December 20, 2022	County auditor must prepare and mail parcel specific notices of proposed property taxes and summary budget data to each property owner
December 28, 2022	City Council holds meeting to discuss the budget and property tax levy and, before a final determination, allows public input
	City Council adopts the final tax levies and budget. City must certify this to the County Auditor prior to December 28.
	Payable 2023 Tax Levy Report and TNT Reports are due to the Minnesota Department of Revenue.



Financial Policies

Fiscal Year 2023

Financial policies are central to a strategic, long-term approach to financial management. Some of the benefits of adopting formal, written financial policies include their ability to help governments:

- Institutionalize good financial management practices.
- Clarify and crystallize strategic intent for financial management.
- Define boundaries within which staff and council can innovate in order to realize the organization's strategic intent.
- Support good bond ratings and thereby reduce the cost of borrowing.
- Promote long-term and strategic thinking.

• 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.
- Restricted fund balance shall be used prior to unrestricted 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.

Debt Policy

I. PURPOSE AND NEED FOR POLICY

The use of borrowing and debt is an important and flexible revenue source available to the City. Debt is a mechanism which allows capital improvements to proceed when needed, in advance of when it would otherwise be possible. It can reduce long-term costs due to inflation, prevent lost opportunities, and equalize the costs of improvements to present and future constituencies. It is often considered more equitable to finance larger projects through debt. In this manner, the taxpayers paying for the improvement are also the same taxpayers benefitting from the improvement over the same period of time.

Debt management is an integral part of the financial management of the City. Adequate resources must be provided for the repayment of debt, and the level of debt incurred by the City must be effectively controlled to amounts that are manageable and within levels that will maintain or enhance the City's credit rating. A goal of debt management is to stabilize the overall debt burden and future tax levy requirements to ensure that issued debt can be repaid and prevent default on any municipal debt. A debt level which is too high places a burden on the fiscal resources of the City and its taxpayers and can create problems for the community's economy as a whole.

The City's overall tax levy must be reflective of the impact of debt issuance. Alternative revenue sources will be used when practicable to maintain an overall tax rate consistent with the general philosophy of municipal service determined by the City Council.

The cost of financing through the issuance of debt is also affected by the strength of the City's financial position. Bond ratings and investor's bids are influenced by the City's debt management policy, as well as, the overall financial policies of the City. It is the City's goal to maintain a debt management policy that keeps outstanding debt within manageable levels and which maintains the City's flexibility.

II. POLICY

Wise and prudent use of debt provides fiscal and service advantages. The following guidelines provide a framework and limit on debt utilization:

1. The City will strive to maintain a "pay-as-you-go" capital funding policy, supporting capital spending without use of debt whenever feasible.
 2. The City will not use long-term debt for current operations.
 3. To enhance creditworthiness and prudent financial management, the City is committed to systematic capital planning, intergovernmental cooperation and coordination, and long-term financial planning. Evidence of this commitment to capital planning will be demonstrated through adoption and periodic adjustment of the City's Capital Improvement Program (CIP) identifying the benefits, costs, and method of funding for each capital improvement planned for the succeeding five years, coordination with the City's strategic plan, coordination with other units of government (i.e. school and county), and consideration of the City's current growth and future anticipated growth. The City will restrict long-term borrowing to planned capital improvements in the City's CIP.
 4. The City's goal should be to:
 - a. maintain a net debt service levy that is less than 15% of general fund operating expenditures.
 - b. forecast the impact of potential future debt on the debt service levy and on customers of the enterprises impacted by revenue bonds.
 - c. review the impacts of additional debt service on the City's bond rating (ratio of net direct debt to full market value and ratio of net direct debt to operating revenues of the general fund and debt service funds combined).
 5. Any capital improvement projects or capital equipment financed through bonds should be financed for a period not to exceed the expected useful life of the project or equipment.
 6. Total debt outstanding, including overlapping debt, will be considered when planning additional debt issuance.
 7. Financing requirements will be reviewed annually. The timing for financing will be based upon the City's need for funds, market conditions and debt management policy. Various types of financing will be those that meet statutory requirements.
 8. The City (by itself or with a financial advisor) will track and identify opportunities for restructuring or refinancing debt.
 9. When feasible, the City will use refunding mechanisms to reduce interest cost and evaluate the use of debt reserves to lower overall annual debt service where possible.
 10. All bond proceeds shall be invested separate from the City's consolidated cash pool unless otherwise specified by the bond legislation. Investments will be consistent with those authorized by state statute and the City's investment policy in order to maintain safety and liquidity of the funds.
-

11. The City will comply with all state and federal law compliance practices for debt issuance and ongoing administrative debt management (i.e. continuing disclosure, arbitrage, ect.).

12. The City will maintain good communications with bond rating agencies regarding its financial condition. The City will follow a policy of full disclosure in every financial report and bond offering document.

13. The City will consider the financial impact of bank qualifications and may time capital expenditures and debt issuances to take advantage of the bank qualification rules.

RESPONSIBILITY AND AUTHORITY

The primary responsibility for administering this policy rests with the Finance Director, who shall be assisted by other City staff and City Council.

III. POLICY EFFECTIVE DATE

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

Investment Policy

I. PURPOSE AND NEED FOR POLICY

It is the policy of the City to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow requirements of the City and conforming to all state and local statutes governing the investment of public funds. The purpose of this Policy is to develop an overall program for cash investments, designed and managed with a high degree of professionalism, worthy of the public trust; to establish that elected and appointed officials and employees are custodians of a portfolio which shall be subject to public review; to establish cash investment objectives, delegation of authority, standards of prudence, internal controls, authorized investments, selection process for investments, and broker representations.

II. SCOPE

This Policy applies to the investment and deposit of all funds of the City. These funds are accounted for in the Comprehensive Annual Financial Report and include all City, EDA and HRA funds.

A. Pooling of Funds

Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. OBJECTIVE

At all times, investments of the City shall be in accordance with Minnesota Statutes Chapter 118A and amendments thereto. The primary objectives of the City's investment activities shall be in the following order of priority:

A. Safety

Safety of principal is the foremost objective of the investment portfolio. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk, interest rate risk, and custodial risk.

Credit Risk: Credit Risk is the risk of loss due to failure of the security issuer or backer. Thus, designated depositories shall have insurance through the FDIC (Federal Insurance) or the SIPC (Securities Investor Protection Corporation). To ensure safety, it is the policy of the City that when considering an investment, all depositories under consideration be cross-checked against existing investments to make certain that funds in excess of insurance limits are not made in the same institution unless collateralized as outlined below. Furthermore, the City Council will approve all financial institutions, brokers, and advisers with which the City will do business.

Interest Rate Risk: Interest Rate Risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. The City will minimize Interest Rate Risk by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.

Custodial Risk: The City will minimize deposit Custodial Risk, which is the risk of loss due to failure of the depository bank (or credit union), by obtaining collateral or bond for all uninsured amounts on deposit, and by obtaining necessary documentation to show compliance with state law and a perfected security interest under federal law.

B. Liquidity

The investment portfolio shall remain sufficiently liquid to meet projected disbursement requirements. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Generally, investments shall have “laddered” maturities so that money becomes available on a regular schedule. Liquid funds will allow the City to meet possible cash emergencies without being penalized on investments.

C. Yield

The investment portfolio shall be designed to manage the funds to maximize returns consistent with items A and B above and within the requirements set forth in this Policy. Subject to the requirements of the above objectives, it is the policy of the City to offer financial institutions and companies within the City the opportunity to bid on investments; however, the City will seek the best investment yields.

IV. DELEGATION OF AUTHORITY

Responsibility for the investment program is hereby delegated from the City Council to the City Administrator. Authority to conduct actual investment transactions may be delegated to the Finance Director, who shall act in accordance with procedures as established with this investment policy. The authorized individuals, when acting in accordance with this Policy and exercising due diligence, shall not be held responsible for losses, provided that the losses are reported immediately and that appropriate action is taken to control further losses.

V. PRUDENCE

The standard of prudence to be used by investment officials shall be the “prudent investor”, and shall be applied in the context of managing the investments. All investment transactions shall be made in good faith with the degree of judgment and care, under the circumstances, that a person of prudence, discretion and intelligence would exercise in the management of their own affairs. This standard of prudence shall mean not for speculation, and with consideration of the probable safety of the capital as well as the probable investment return derived from assets.

VI. INTERNAL CONTROLS

Internal controls are designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. The Finance Director is responsible for establishing and maintaining an adequate internal control structure. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that

(1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments.

The City will engage an external auditor for an annual independent review to assure compliance with policies and procedures.

The Finance Director will report quarterly to the City Council on the total of all funds invested and the total interest received on all securities year to date.

VII. AUTHORIZED INVESTMENTS AND COLLATERALIZATION

All City investments and deposits shall be those allowable by Minnesota Statutes Chapter 118A and amendments thereto. Included as allowable are the following:

- Federal securities, which include treasury bills, notes and bonds, as well as bonds and notes issued by U.S. Government agencies such as the Small Business Administrations or GNMA (Ginnie Mae), or by U.S. Government instrumentalities such as FNMA (Fannie Mae), the Federal Home Loan Bank, the Federal Farm Credit Bank or FHLMC (Freddie Mac);
- State and local securities, which include bonds and other debt instruments issued by cities, counties, states or other governmental units, subject to rating requirements;
- Commercial paper, subject to rating requirements;
- Certificates of Deposit issued by U.S. Banks fully insured by the FDIC;
- Money Market Mutual Funds, subject to rating requirements; and
- Government Investment Pools, including the 4M Fund

The City will not purchase securities that are considered highly sensitive, securities that could expose the City to foreign currency risk, or derivatives.

In accordance with MN Statutes 118A, collateralization will be required on all demand deposit accounts, including checking, savings, and money market accounts, and non-negotiable certificates of deposit in excess of federal deposit insurance.

State law defines the types of securities that a financial institution may pledge as collateral for public deposits. These securities include:

- United States Treasury Issues
- Issues of US Government Agencies and Instrumentalities
- Obligations of State and Local Governments
- Time Deposits (Certificates of Deposits fully insured by the federal deposit insurance company or federal agency).

Since the amount a public entity has on deposit will vary from time to time, the financial institution needs sufficient amounts of pledged collateral to cover 110% of the uninsured amount on deposit during peak deposit times.

VIII. DIVERSIFICATION

The City will attempt to diversify its investments according to type and maturity. The portfolio, as much as possible, will contain both short-term and long-term investments. The City will attempt to match its investments with anticipated cash flow requirements. Extended maturities may be utilized to take advantage of higher yields.

IX. CONFLICT OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

X. BROKER REPRESENTATIONS

Annually, the City Council will designate by resolution depositories, broker dealers and financial institutions authorized to provide banking and investment services to the City. Municipalities must obtain from their brokers certain representations regarding future investments. Pursuant to Minnesota Statutes 118A, the City shall provide each broker with the City's investment policy, and the securities broker shall submit a certification annually to the City stating that the officer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the firm and the City. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the City's funds.



Five Year Levy History

Fiscal Year 2023

The City of Owatonna strives to have its levy increases follow its capacity growth. The following chart demonstrates the success of this strategy.

Fiscal Years 2019 through 2023

CITY OF OWATONNA
FIVE YEAR HISTORY OF LEVY AND LEVY CHANGES
FOR PERIOD 2019 THRU 2023

	2019	2020	2021	2022	2023
Tax Capacity Rates					
County	60.667	60.457	57.758	56.467	
City	63.283	62.481	59.53	62.098	57.515 Estimate
ISD 761	27.650	40.015	37.859	34.674	
Totals	151.600	162.953	155.147	153.239	
% Share of Total					
County	40.02%	37.10%	37.23%	36.85%	
City	41.74%	38.34%	38.37%	40.52%	
ISD 761	18.24%	24.56%	24.40%	22.63%	
Totals	100.00%	100.00%	100.00%	100.00%	0.00%
City Levy					
General Fund	10,274,044	10,812,919	11,222,135	12,364,440	13,737,570
Cap Proj Fund	405,000	367,000	400,000	618,000	250,000
Bldg Maint Fund	295,000	338,000	384,000	85,135	455,000
EDA	175,000	185,000	185,000	190,000	195,000
Levy Subject to Levy Limit	11,149,044	11,702,919	12,191,135	13,257,575	14,637,570
PERA Rate Change	170,332	170,882	173,213	186,914	196,327
Debt	1,664,690	1,659,430	1,580,330	1,837,815	1,835,900
Subtotal	12,984,066	13,533,231	13,944,678	15,282,304	16,669,797
HRA	175,000	185,000	185,000	190,000	195,000
Total	13,159,066	13,718,231	14,129,678	15,472,304	16,864,797
Levy Percentage Change	6.26%	4.25%	3.00%	9.50%	9.00%
Tax Capacity	20,795,263	21,956,697	23,743,847	24,917,059	29,322,516 Estimate
Capacity Percentage Change	6.71%	5.59%	8.14%	4.94%	17.00% Estimate



Governmental Revenue Sources

Fiscal Year 2023

Property Taxes

The City relies on property taxes for approximately 52.9% 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 and is anticipating a double digit increase this year. Current and recent levy increases are related to investments in the City's workforce, infrastructure and technology.

Other Taxes

This includes 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 at that time.

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 in recent years.

Intergovernmental Revenue

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 approximately 15.8% of total governmental revenues.

Intergovernmental revenues often times includes several federal and state aid street projects. 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 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. 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.

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 can vary from year to year. The City is sharing in a larger portion of the costs to lessen the impact to the property owners being assessed. 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.

Interest Earnings

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.

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



Organization Revenues and Expenditures Summary

Fiscal Year 2023

Organization

This organization view includes all funds of the city, excluding the internal service funds. The City has two component units, the Economic Development Authority (EDA) and the Housing and Redevelopment Authority (HRA). The EDA funds are included in the organization data. The HRA is considered a special taxing district and those funds are not included in this organization view. The HRA levy is adopted separately from the City levy.

Organization Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$45,980,927	\$42,580,281	\$38,554,333	\$41,222,113
Expenses	\$40,327,323	\$41,789,319	\$37,134,272	\$42,969,965
REVENUES LESS EXPENSES	\$5,653,604	\$790,962	\$1,420,061	-\$1,747,852

Financial Information

Organization Revenues by Fund

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ GENERAL FUND	\$ 21,161,856	\$ 21,293,377	\$ 22,794,191	\$ 24,637,163
▶ SPECIAL REVENUE FUNDS	356,532	95,400	96,400	96,400
▶ DEBT SERVICE FUNDS	2,997,487	2,453,961	2,260,974	2,065,092
▶ CAPITAL PROJECTS FUNDS	13,084,430	12,287,097	6,795,831	7,530,383
▼ ECONOMIC DEVELOPMENT AUTHORITY	526,285	506,544	553,586	657,541
(290) EDA ADMINISTRATION	428,253	459,883	511,326	521,127
(292) EDA LOANS	1,572	8,000	6,000	1,600
(294) EDA LAND	96,460	38,661	36,260	134,814
▼ ENTERPRISE FUNDS	7,121,667	5,557,701	6,027,894	6,235,534
(602) WASTEWATER TREATMENT FUND	4,144,864	3,959,626	4,375,589	4,525,164
(620) STORM WATER UTILITY	2,976,803	1,598,075	1,652,305	1,710,370
▼ EXCLUDE	732,670	386,201	25,457	0
(899) INACTIVE	732,670	386,201	25,457	0
Total	\$ 45,980,927	\$ 42,580,281	\$ 38,554,333	\$ 41,222,113

Organization Expenses by Fund

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ GENERAL FUND	\$ 20,873,671	\$ 21,293,377	\$ 22,794,191	\$ 24,637,163
▶ SPECIAL REVENUE FUNDS	192,956	95,000	90,000	2,318,000
▶ DEBT SERVICE FUNDS	2,865,224	2,718,451	2,313,865	2,316,116
▶ CAPITAL PROJECTS FUNDS	11,742,247	12,335,832	6,741,953	8,389,325
▼ ECONOMIC DEVELOPMENT AUTHORITY	509,909	503,229	539,948	553,974
(290) EDA ADMINISTRATION	387,672	464,329	500,448	511,074
(292) EDA LOANS	66,481	0	0	0
(294) EDA LAND	55,757	38,900	39,500	42,900
▼ ENTERPRISE FUNDS	3,657,467	4,339,680	4,654,315	4,755,387
(602) WASTEWATER TREATMENT FUND	2,988,140	3,534,740	3,739,491	3,827,901
(620) STORM WATER UTILITY	669,327	804,940	914,824	927,486
▼ EXCLUDE	485,849	503,750	0	0
(899) INACTIVE	485,849	503,750	0	0
Total	\$ 40,327,323	\$ 41,789,319	\$ 37,134,272	\$ 42,969,965

Organization Revenues by Type

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Tax Levy	\$ 13,933,600	\$ 13,944,678	\$ 15,282,290	\$ 16,669,797
▶ Other Taxes	1,821,163	1,724,547	4,132,318	3,337,275
▶ Licenses & Permits	407,851	390,325	402,759	430,175
▶ Intergovernmental	12,624,257	12,814,721	6,531,815	8,074,076
▶ Charges for Services	7,767,521	7,532,054	8,179,624	8,870,201
▶ Special Assessments	709,532	403,548	397,370	404,254
▶ Fines & Forfeitures	146,249	187,950	195,820	151,920
▶ Interest Earnings	-51,261	457,550	285,100	153,900
▶ Miscellaneous	1,286,217	538,308	639,547	688,475
▶ Other Financial Sources	7,335,799	4,586,600	2,507,690	2,442,040
Total	\$ 45,980,927	\$ 42,580,281	\$ 38,554,333	\$ 41,222,113

Organization Expenses by Type

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 25,855,008	\$ 26,689,478	\$ 31,066,420	\$ 32,387,109
▶ Personnel Services - Salaries & Wages	11,611,748	11,874,145	12,813,982	13,588,434
▶ Personnel Services - Employee Benefits	3,809,323	4,123,392	4,548,060	4,712,499
▶ Supplies	2,448,382	2,401,784	2,529,899	3,150,795
▶ Professional and Technical Services	1,137,050	1,372,703	1,569,092	1,391,062
▶ Other Services & Charges	5,400,761	5,592,454	8,293,387	8,154,319
▶ Other Expenses	66,481	0	0	0
▶ Depreciation	1,381,264	1,325,000	1,312,000	1,390,000
▶ Capital Expenditures	9,699,727	11,497,285	3,206,367	7,704,500
▼ Other Financial Uses	4,772,588	3,602,556	2,861,485	2,878,356
▶ Debt Service	2,310,965	2,359,201	2,198,865	2,434,116
▶ Transfers Out	2,461,624	1,243,355	662,620	444,240
Total	\$ 40,327,323	\$ 41,789,319	\$ 37,134,272	\$ 42,969,965



Personnel

Fiscal Year 2023

Personnel Costs by Fund

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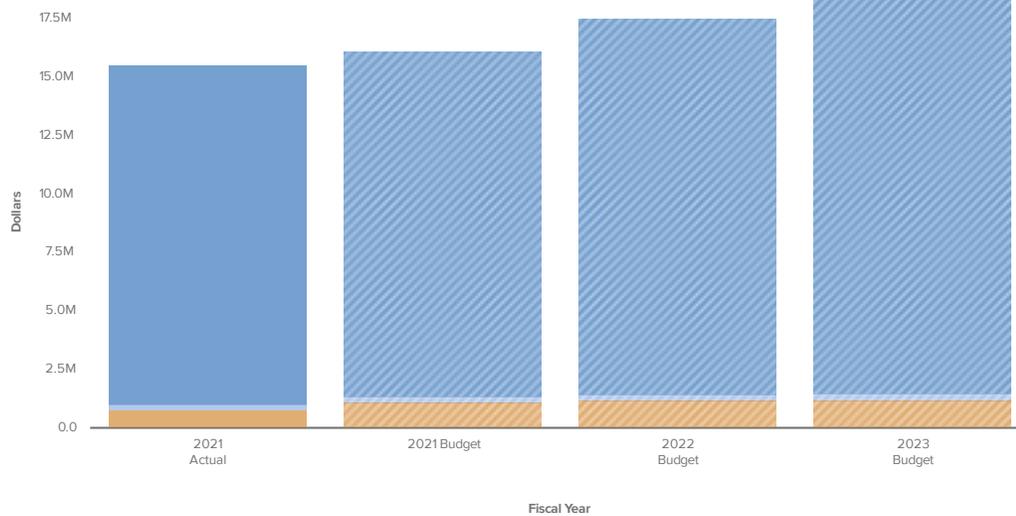
Funds Operating Expenditures ⋮



Sort By Chart of Accounts ▾

Visualization

- GOVERNMENTAL FUNDS
- COMPONENT UNIT
- PROPRIETARY FUNDS



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← Back History ▾ Reset

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Funds Operating Expenditures...

Data

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ GOVERNMENTAL FUNDS	\$ 14,545,390	\$ 14,791,995	\$ 16,074,326	\$ 17,003,564
▶ GENERAL FUND	14,545,390	14,791,995	16,074,326	17,003,564
▼ COMPONENT UNIT	249,079	258,354	271,814	290,403
▶ HOUSING REDEVELOPMENT AUTHORITY	162,939	167,892	177,233	187,396
▶ ECONOMIC DEVELOPMENT AUTHORITY	86,140	90,462	94,581	103,007
▼ PROPRIETARY FUNDS	789,541	1,115,080	1,193,135	1,194,362
▶ ENTERPRISE FUNDS	789,541	1,115,080	1,193,135	1,194,362
Total	\$ 15,584,010	\$ 16,165,429	\$ 17,539,275	\$ 18,488,330

Personnel Costs by Type

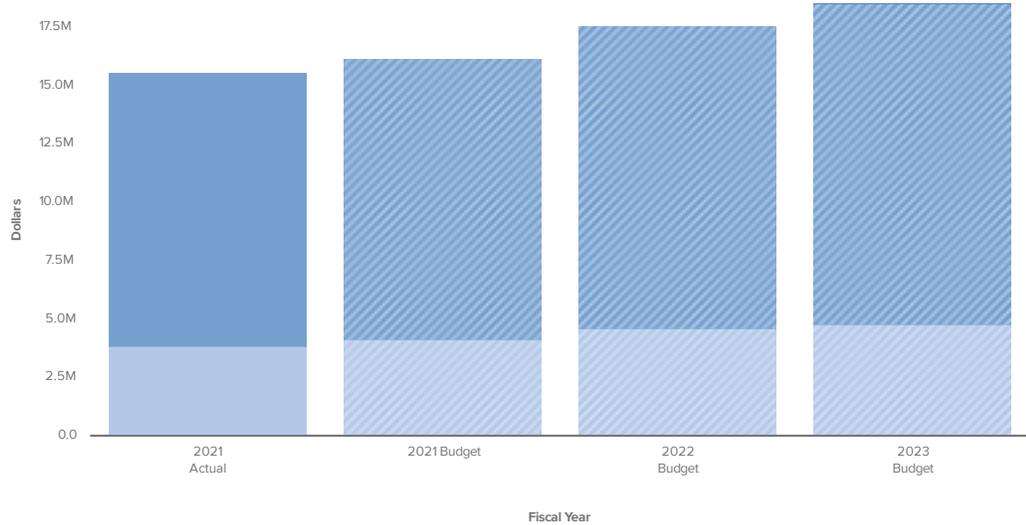
Updated On 27 Jun, 2023

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Operating Expenditures*

Visualization



Sort By Chart of Accounts ▾

- Personnel Services - Salarie...
- Personnel Services - Emplo...

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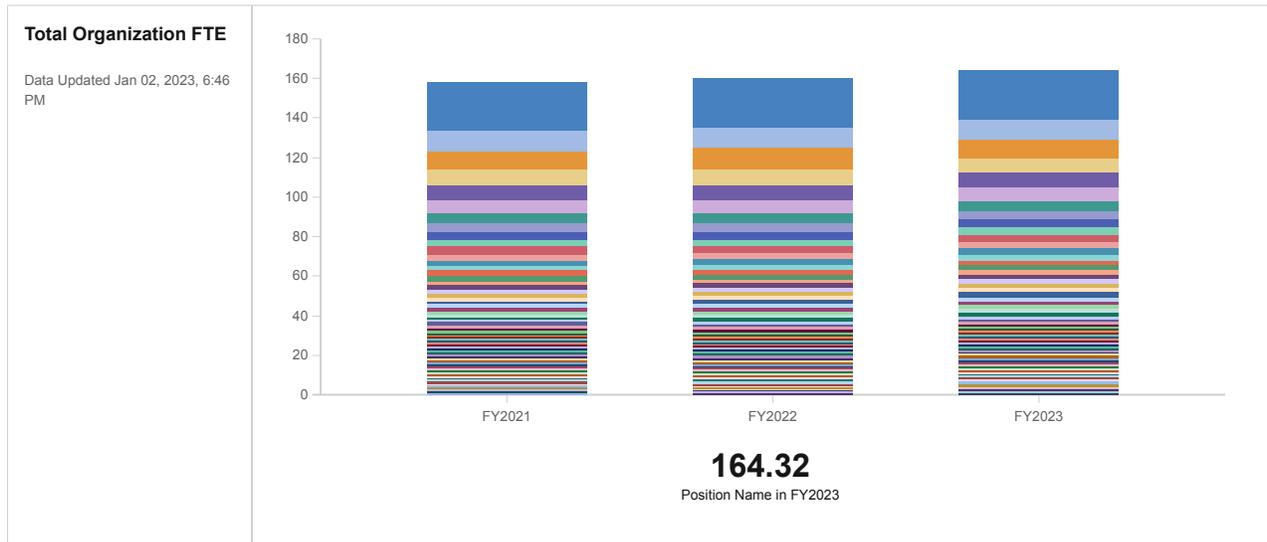
Broken down by

Operating Expenditures*

Data

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Personnel Services - Salaries & Wages	\$ 11,732,551	\$ 11,997,977	\$ 12,944,996	\$ 13,727,146
▶ Personnel Services - Employee Benefits	3,851,460	4,167,452	4,594,279	4,761,183
Total	\$ 15,584,010	\$ 16,165,429	\$ 17,539,275	\$ 18,488,330

Personnel FTE Comparison 2021 - 2023



Organization FTE by Position

Position Name	FY2021	FY2022	FY2023
FTE			
Fire Equipment Operator	4.00	4.00	4.00
Maintenance Manager	2.00	2.00	2.00

Position Name	FY2021	FY2022	FY2023
Recreation Facility Asst	0.70	0.00	1.50
Assistant City Engineer	1.00	1.00	1.00
Administrative Clerk	2.65	2.95	2.95
Administrative Specialist	1.00	2.00	3.00
Captain	2.00	2.00	2.00
Technology Specialist	0.00	0.00	0.70
Administrative Asst	0.70	0.00	0.00
Director Library	1.00	1.00	1.00
HR Specialist	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00
Sr Director Finance	1.00	1.00	1.00
Wastewater Operator	2.00	2.00	3.00
Mayor	1.00	1.00	1.00
Sergeant	7.00	7.00	7.00
Sr Director Fire	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00
Wastewater Manager	1.00	1.00	1.00
Communications Manager	0.00	1.00	1.00
Housing Manager	1.00	1.00	1.00
Accounting Clerk	0.70	0.70	0.50
Building Inspector	1.00	1.70	1.70
Maintenance Worker	7.00	7.00	8.00
Sr Maintenance Worker	10.00	10.00	10.00
Patrol	25.00	25.00	25.00
Evidence Technician	1.00	1.00	1.00
Community Development Specialist	0.00	0.70	1.00
City Council Member	5.00	5.00	5.00
Facilities Manager	1.00	1.00	1.00
Custodian	1.70	1.70	1.95
Fire Commander	4.00	4.00	4.00
Fire Marshall/Asst Chief	0.00	0.00	1.00
Accounting Technician	1.00	1.00	1.00
Facilities Specialist	2.00	2.00	2.00
Sr Maintenance Worker Lead	4.00	4.00	4.00
Equipment Maintenance Specialist	3.00	3.00	3.00
Sr Director Police	1.00	1.00	1.00
Maintenance Technician	1.00	1.00	1.00
Engineering Technician	2.00	2.00	2.00
Community Development Manager	1.00	1.00	1.00
Maintenance Foreman	2.00	2.00	2.00
Sr Director Community Development	1.00	1.00	1.00
Systems Administrator	2.00	2.00	2.00
Assistant Library Director	1.00	1.00	1.00
GIS Analyst	1.00	1.00	1.00
City Council Member - Pres	1.00	1.00	1.00
City Council Member - Vice Pres	1.00	1.00	1.00
Library Specialist	2.25	2.95	3.02
Recreation Supervisor	4.00	3.00	4.00
Sr Director Parks & Recreation	1.00	1.00	1.00
Administrative Technician	8.70	8.70	6.70
Lab Technician	1.00	1.00	0.00
Building Official	1.00	1.00	1.00
City Administrator	1.00	1.00	1.00
Airport Manager	1.00	1.00	1.00
Librarian	3.00	2.00	2.00
Wastewater Foreman	2.00	2.00	2.00
Water Quality Specialist	1.00	1.00	1.00
Civil Engineer	1.00	2.00	2.00
Laborer	8.90	10.90	9.90
Facilities Worker	0.50	0.50	1.00
Sr Director Public Works	1.00	1.00	1.00
Engineering Specialist	1.00	0.00	0.00
Director Human Resources	1.00	1.00	1.00

Position Name	FY2021	FY2022	FY2023
Equipment Maintenance Foreman	1.00	1.00	1.00
CSO	2.40	2.40	2.40
Director IT	1.00	1.00	1.00
Recreation Manager	2.00	1.00	1.00
FTE	158.20	160.20	164.32

Organization FTE - Totals by Department

Department	FY2021	FY2022	FY2023
FTE			
Building Inspection	4.00	4.70	4.70
Storm Water Fund	1.00	1.00	1.00
Planning & Zoning	4.00	4.70	5.00
Airport	1.50	1.50	2.25
P&R Admin	3.70	3.00	3.00
Mayor & Council	8.00	8.00	8.00
Admin Services	10.70	11.70	12.20
Recreation	6.70	5.00	6.50
Sewer Fund	11.00	11.00	11.00
Engineering	7.00	7.00	7.00
Fire	10.00	10.00	11.00
Street Maintenance	18.00	18.00	18.00
HRA	1.00	1.00	1.00
Library	10.60	10.60	10.67
Buildings/Grounds	7.40	7.40	7.40
Park Maintenance	13.20	15.20	15.20
Police	40.40	40.40	40.40
FTE	158.20	160.20	164.32



Debt Service Levies

Fiscal Year 2023

In order to issue debt, the City needs to be mindful of the State's requirements for issuing debt. There are specific guidelines related to various types of projects. To issue improvement bonds under state statute Chapter 429, the projects included in the bond issue must be at least 20% assessable. Most of our street improvement projects meet this requirement. Although this is becoming more of a challenge. Beginning in 2018, the City adopted a street reconstruction plan with a plan to issue street reconstruction bonds under state statute Chapter 475.58, subdivision 3b. This statute was again used in 2020 and 2021. Our debt is generally repaid over 10-year periods to coincide with the terms of the assessments related to each debt issue.

Equipment certificates may be issued for the purchase of equipment. They are repaid over a shorter period of time. Equipment certificates may not be issued for longer than the useful life of the equipment being purchased. With the establishment of the vehicle replacement fund, the utilization of equipment certificates has decreased.

If the city consistently issues debt each year, as the oldest debt issue is retired in full, the new debt issue will take its place. In this manner, the city can maintain a stable debt service levy. As the debt service levy changes, the city adjusts their capital projects levy by the same amount to maintain a consistent total levy devoted to capital projects.

For projects with longer useful lives, it is more equitable to finance these projects by issuing long-term debt to be repaid with a debt service levy. In this manner, the taxpayers paying for the improvement are also benefitting from the improvement over the same period of time.

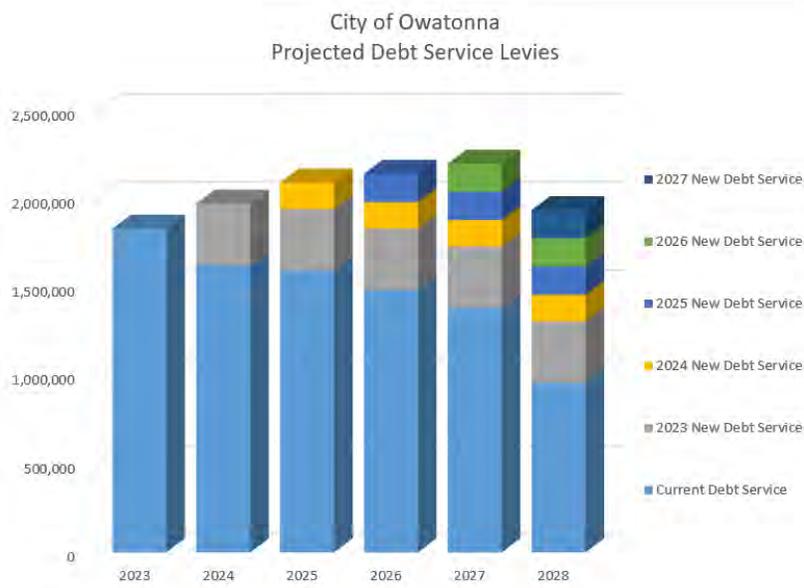
CITY OF OWATONNA
DEBT SERVICE LEVIES
FISCAL YEARS 2023 - 2027

Debt Service Levies	Collection Year				
	2023	2024	2025	2026	2027
2015 GO/SA Issue	122,520	123,520	119,850		
2016 GO Capital Equip Certs					
2016 GO/SA Issue	93,165	90,720	93,530	92,140	
2016 GO Storm Water Impr	103,235	105,965	103,285	106,750	104,860
2016 GO Storm Water Refund	213,635				
2017 GO/SA Issue	119,120	116,585	114,050	116,765	116,120
2017 GO Capital Equip Certs	22,415	27,040			
2018 GO/SA Issue	550,650	549,620	552,800	554,650	550,780
2019 GO/SA Issue	148,980	157,355	155,675	158,990	156,525
2020 GO/SA Issue	146,005	141,170	141,590	141,795	141,790
2021 GO/SA Issue	316,175	316,310	316,025	315,320	314,200
Total	<u>\$1,835,900</u>	<u>\$1,628,285</u>	<u>\$1,596,805</u>	<u>\$1,486,410</u>	<u>\$1,384,275</u>

2023 Debt Retirement Schedule

	Original Issue Amount	Balance Dec. 31, 2022	2023 Payments	Balance Dec. 31, 2023
<u>General Obligation Improvement Bonds</u>				
2013 GO/SA Improvement	2,515,000	555,000	275,000	280,000
2015 GO/SA Improvement	1,225,000	545,000	130,000	415,000
2016 GO/SA Improvement	1,060,000	555,000	105,000	450,000
2017 GO/SA Improvement	1,870,000	1,145,000	185,000	960,000
2019 GO/SA Improvement	1,860,000	<u>1,570,000</u>	<u>175,000</u>	<u>1,395,000</u>
Total General Obligation Improvement Bonds		<u>4,370,000</u>	<u>870,000</u>	<u>3,500,000</u>
<u>General Obligation Equipment Certificates</u>				
2017 Equipment Certificates	145,000	65,000	20,000	45,000
Total General Obligation Equipment Certificates		<u>65,000</u>	<u>20,000</u>	<u>45,000</u>
<u>General Obligation TIF Bonds</u>				
2013 TIF Bonds (TIF 3-6 Viracon)	1,140,000	275,000	135,000	140,000
Total General Obligation TIF Bonds		<u>275,000</u>	<u>135,000</u>	<u>140,000</u>
<u>General Obligation Street Reconstruction Bonds</u>				
2018 Street Reconstruction Bonds	4,825,000	3,580,000	450,000	3,130,000
2020 Street Reconstruction Bonds	1,545,000	1,410,000	140,000	1,270,000
2021 Street Reconstruction Bonds	3,250,000	<u>3,250,000</u>	<u>285,000</u>	<u>2,965,000</u>
		<u>8,240,000</u>	<u>875,000</u>	<u>7,365,000</u>
<u>General Obligation Revenue Bonds</u>				
2016 GO Storm Water Refunding Bonds	3,670,000	565,000	275,000	290,000
2016 GO Storm Water Bonds	2,520,000	1,790,000	160,000	1,630,000
2010 MPFA GO Bonds	7,929,333	<u>1,721,928</u>	<u>566,000</u>	<u>1,155,928</u>
Total General Obligation Revenue Bonds		<u>4,076,928</u>	<u>1,001,000</u>	<u>3,075,928</u>
Total		<u>\$ 17,026,928</u>	<u>\$ 2,901,000</u>	<u>\$ 14,125,928</u>

Projected Debt Service Levies



Bond Principal Payments

General Obligation Improvement Bonds	Principal Due	Balance 12/31/22	2023	2024	2025	2026	2027	2028	2029	2030	2031	Thereafter
2013 GO Bonds												
Street Improvement	March 1	555,000	275,000	280,000								
TIF 3-6	March 1	275,000	135,000	140,000								
2015 GO Bonds												
Street Improvement	March 1	545,000	130,000	135,000	140,000	140,000						
2016 GO Bonds												
2016 Street Improvement	March 1	555,000	105,000	110,000	110,000	115,000	115,000					
2016 Storm Water		1,790,000	160,000	160,000	170,000	170,000	180,000	180,000	190,000	190,000	190,000	200,000
Refunding 2008 Storm Water		565,000	275,000	290,000								
2017 GO Bonds												
Street Improvement	March 1	1,145,000	185,000	190,000	190,000	190,000	195,000	195,000				
2019 GO Bonds												
Street Improvement	March 1	1,570,000	175,000	180,000	185,000	190,000	200,000	205,000	215,000	220,000		
Total General Obligation Improvement Bonds		7,000,000	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												
2017 Capital Equip Certificates	March 1	65,000	20,000	20,000	25,000							
2018 GO Bonds												
Street Reconstruction	March 1	3,580,000	450,000	470,000	490,000	515,000	540,000	550,000	565,000			
2020 GO Bonds												
Street Reconstruction	March 1	1,410,000	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		8,305,000	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	1,721,928	566,000	574,000	581,928							
Total MPFA Bonds		1,721,928	566,000	574,000	581,928							
Total Bond Principal Payments		\$17,026,928	\$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

Bond Interest Payments

General Obligation Improvement Bonds	Interest Due Semi-annual	Remaining Interest 12/31/22	2023	2024	2025	2026	2027	2028	2029	2030	2031	Thereafter
2013 GO Bonds												
Street Improvement	Mar 1 & Sep 1	15,331	11,481	3,850								
TIF 3-6		7,632	5,707	1,925								
2015 GO Street Improvement												
	Mar 1 & Sep 1	30,775	13,000	9,025	5,250	1,750	1,750					
2016 GO Bonds												
2016 Street Improvement	Mar 1 & Sep 1	33,175	12,775	9,550	6,250	3,450	1,150					
2016 Storm Water		199,437	39,038	34,238	29,286	25,038	20,456	17,936	14,238	10,438	6,519	2,250
2008 Refunding Storm Water		17,175	12,825	4,350								
2017 GO Street Improvements												
	Mar 1 & Sep 1	85,864	27,918	22,294	16,593	10,894	6,093	2,072				
2019 GO Street Improvements												
	Mar 1 & Sep 1	297,525	69,775	60,900	51,775	42,400	32,650	22,525	13,100	4,400		
Total General Obligation Improvement Bonds		686,914	192,519	146,132	109,154	83,532	62,099	42,533	27,338	14,838	6,519	2,250
General Obligation Bonds												
2017 Capital Equipment Certificates	Mar 1 & Sep 1	3,075	1,650	1,050	375							
2018 GO Street Improvements												
	Mar 1 & Sep 1	471,700	134,650	111,650	87,650	62,525	41,550	25,200	8,475			
2020 GO Street Improvements												
	Mar 1 & Sep 1	209,000	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	410,820	92,560	81,060	69,260	57,060	44,460	31,460	17,960	9,285	5,735	1,980
Total General Obligation Bonds		1,094,595	275,460	234,660	192,385	148,785	109,110	73,460	36,735	14,535	7,485	1,980
MN Public Facilities Authority GO Bonds												
2010 MPFA Bonds	Feb & Aug	49,233	24,503	16,449	8,281							
Total MPFA Bonds		49,233	24,503	16,449	8,281							
Total Interest Payments		\$ 1,830,742	\$ 492,482	\$ 397,241	\$ 309,820	\$ 232,317	\$ 171,209	\$ 115,993	\$ 64,073	\$ 29,373	\$ 14,004	\$ 4,230



Capital Improvement Program

Fiscal Year 2023

The Capital Improvement Program (CIP) is a five-year financial plan designed to create, support, maintain and finance Owatonna's present and future infrastructure needs. The CIP outlines project costs, funding sources and estimated future operating costs associated with each project. The plan is designed to ensure that improvements will be made when and where they are needed and that the City will have the funds to pay for and maintain them. A well-planned CIP is integral to the City's long-term financial sustainability.

Capital projects are defined as: (1) one-time projects; (2) non-routine maintenance related; (3) having assets of significant value; (4) costs over \$5,000; (5) with an expected useful life of at least two years. The CIP is updated annually to ensure that it addresses new and changing priorities with the City. The CIP is a plan. As such, projects are subject to change based on new or shifting service needs, special financing opportunities, emergency needs or other directives established by the Mayor and Council. Because priorities can change, projects included in outward planning years are reviewed and updated annually during the budget process. Capital improvement projects may consist of street projects, fire and police facilities and equipment, wastewater infrastructure, storm water systems, parks and recreation facilities and equipment, government facilities and major system enhancements.

The City expends a great deal of effort reviewing and updating this plan to ensure not only that critical needs are being met, but also that the cost, scope and timing of projects are coordinated. The effective use of the CIP process provides for project identification, planning, evaluation, scope definition, design, public discussion, cost estimating, and financial planning. CIP projects are designed to prevent the deterioration of the City's existing infrastructure and to prepare for anticipated future growth.

Expenditure Summary by Department

Department	2023	2024	2025	2026	2027	Total
Administration	1,866,000	50,000	50,000	50,000	50,000	2,066,000
Airport	686,000	1,133,000	396,000	1,388,000	336,600	3,939,600
Engineering	15,000	33,000	15,000	15,000	33,000	111,000
Fire	535,000	312,000	120,000	80,000	11,067,000	12,114,000
Government Buildings	361,500	6,457,500	959,700	693,000	492,600	8,964,300
Library		115,000				115,000
Parks and Recreation	248,000	5,373,100	3,064,600	1,417,600	1,815,000	11,918,300
Police	886,000	290,000	365,400	348,320	2,792,400	4,682,120
Storm Water	212,000					212,000
Street Construction	4,835,000	6,395,000	7,375,000	6,775,000	3,425,000	28,805,000
Street Maintenance	450,000	535,000	601,000	305,000	645,000	2,536,000
Wastewater Treatment Plant	28,611,000	18,812,000	2,500,000	545,000	500,000	50,968,000
TOTAL	38,705,500	39,505,600	15,446,700	11,616,920	21,156,600	126,431,320

Funding Source Summary

Source	2023	2024	2025	2026	2027	Total
Building Maintenance Fund	507,500	362,000	133,000	30,000	140,000	1,172,500
Capital Projects Fund Levy	236,000	3,549,400	2,477,700	1,720,540	2,160,000	10,143,640
Capital Projects Fund Reserves	900,000					900,000
Debt Levy for LT Facilities Needs					11,250,000	11,250,000
Debt to be repaid with assessments	460,000	750,000	850,000	1,435,000	500,000	3,995,000
Debt to be repaid with levy	1,340,000	2,150,000	1,500,000	1,800,000	1,300,000	8,090,000
FAA - other	158,400					158,400
Federal - BIL		270,000		366,570		636,570
Federal Highway Funds		1,072,000		1,880,000		2,952,000
General Fund	245,000	225,000	225,000	225,000	225,000	1,145,000
Matching Grant Funds	17,600					17,600
MNDOT Aeronautics	350,000	576,100	277,200	686,490	225,120	2,114,910
Other funding source	2,512,500	130,000	125,000	60,000	1,300,000	4,127,500
Other Grant Funds	395,000	27,500			50,000	472,500
Residual funds from previous yr CIP	190,000	60,000				250,000
Sewer Fund	28,786,000	18,812,000	2,500,000	545,000	500,000	51,143,000
State Aid	800,000	1,985,000	2,500,000	1,400,000	1,400,000	8,085,000
Storm Fund	212,000					212,000
Unfunded - Bldg Financing Plan TBD		6,250,000	1,140,000	530,000	90,000	8,010,000
Unfunded - Plan TBD		2,588,000	2,500,000	35,000		5,123,000
Vehicle Replacement Fund	980,500	1,313,600	1,188,800	903,320	2,016,480	6,402,700
GRAND TOTAL	38,090,500	40,120,600	15,416,700	11,616,920	21,156,600	126,401,320



Capital Improvement Projects by Funding Source

Fiscal Year 2023

2023 CIP Project Listing by Funding Source

Project	ARPA funds	Building Maintenance Fund	Capital Projects Levy Fund	Debt-paid by assessments	Debt-paid by levy	Debt-paid by sewer revenues	FAA funds
Amount							
Cardinal Drive rehab	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bituminous Overlays	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Skid Loader	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sanitary Sewer Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vine Street Parking Lot	\$1,200,000	\$0	\$0	\$0	\$0	\$0	\$0
Security Fence - Phase I	\$0	\$0	\$0	\$0	\$0	\$0	\$158,400
Parks Pick-Ups	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LEC Roof Replacement (50% share)	\$0	\$160,000	\$0	\$0	\$0	\$0	\$0
Tandem Axle Truck	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Annual Copier Replacement	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0
River Springs Mechanical Updates	\$0	\$0	\$170,000	\$0	\$0	\$0	\$0
Cablecast Server	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0
Annual Street and Utility	\$0	\$0	\$0	\$500,000	\$1,700,000	\$0	\$0
Replace 800 MHZ portable radios	\$0	\$0	\$0	\$0	\$395,000	\$0	\$0
Parks Tractors & Attachments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Plant Expansion	\$0	\$0	\$0	\$0	\$0	\$28,000,000	\$0
Traffic Signal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Terminal Bldg AC/Furnace Replacement	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0
Merrill Hall Roof	\$0	\$125,000	\$0	\$0	\$0	\$0	\$0
Storm Water Vehicle	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pick-Up Trucks	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Generator Upgrade - LEC (50% share)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Skid Steer Loader	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire Hall Roof	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0
Engineering Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Support Services/Parking Control	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Server Replacement	\$0	\$0	\$16,000	\$0	\$0	\$0	\$0
Unmarked Patrol Fleet	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9709 Pickup	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Park Specialty Vehicles & Attachments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HVAC Air Handler Replacement	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0
RTU Replacement LEC (50% share)	\$0	\$62,500	\$0	\$0	\$0	\$0	\$0
WWTP Admin vehicle	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project	ARPA funds	Building Maintenance Fund	Capital Projects Levy Fund	Debt-paid by assessments	Debt-paid by levy	Debt-paid by sewer revenues	FAA funds
Main Hangar Complex Roof Replacement (70%/30%)	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0
Golf Utility Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Road Grader w/ wing (70%/30%)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lift Station Pump Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pickup Truck	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Street Sweeper	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Aid Streets	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0
Council Chamber Renovations	\$900,000	\$0	\$0	\$0	\$0	\$0	\$0
AMOUNT	\$2,100,000	\$507,500	\$236,000	\$550,000	\$2,095,000	\$28,000,000	\$158,400

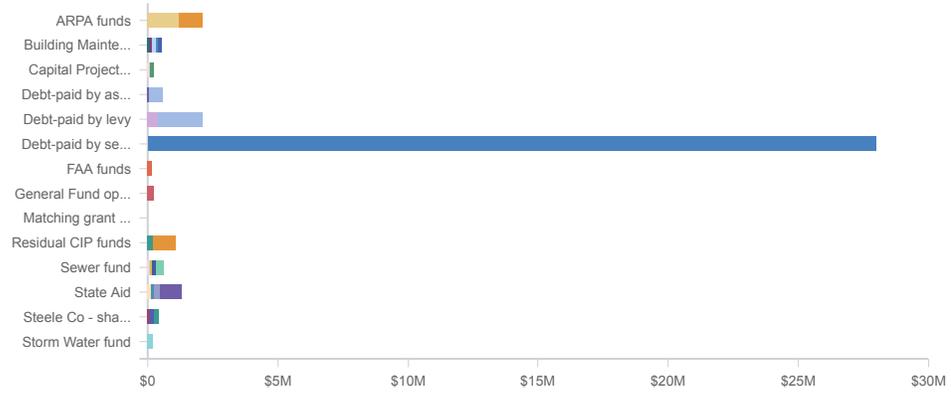
Project	General Fund operating budget	Matching grant funds	Residual CIP funds	Sewer fund	State Aid	Steele Co - shared space	Storm Water fund
Amount							
Cardinal Drive rehab	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000
Equipment replacement	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0
Bituminous Overlays	\$245,000	\$0	\$0	\$0	\$0	\$0	\$0
Skid Loader	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0
Sanitary Sewer Replacement	\$0	\$0	\$0	\$350,000	\$0	\$0	\$0
Vine Street Parking Lot	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Security Fence - Phase I	\$0	\$17,600	\$0	\$0	\$0	\$0	\$0
Parks Pick-Ups	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LEC Roof Replacement (50% share)	\$0	\$0	\$0	\$0	\$0	\$160,000	\$0
Tandem Axle Truck	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Annual Copier Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0
River Springs Mechanical Updates	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cablecast Server	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Annual Street and Utility	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Replace 800 MHZ portable radios	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parks Tractors & Attachments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Plant Expansion	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Traffic Signal	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0
Terminal Bldg AC/Furnace Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Merrill Hall Roof	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Storm Water Vehicle	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000
Pick-Up Trucks	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Generator Upgrade - LEC (50% share)	\$0	\$0	\$190,000	\$0	\$0	\$190,000	\$0
Skid Steer Loader	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire Hall Roof	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Support Services/Parking Control	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Server Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Unmarked Patrol Fleet	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9709 Pickup	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Park Specialty Vehicles & Attachments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HVAC Air Handler Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RTU Replacement LEC (50% share)	\$0	\$0	\$0	\$0	\$0	\$62,500	\$0
WWTP Admin vehicle	\$0	\$0	\$0	\$36,000	\$0	\$0	\$0
Main Hangar Complex Roof Replacement (70%/30%)	\$0	\$0	\$0	\$0	\$140,000	\$0	\$0
Golf Utility Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Road Grader w/ wing (70%/30%)	\$0	\$0	\$0	\$0	\$210,000	\$0	\$0
Lift Station Pump Replacement	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0
Pickup Truck	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Street Sweeper	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Aid Streets	\$0	\$0	\$0	\$0	\$875,000	\$0	\$0
Council Chamber Renovations	\$0	\$0	\$900,000	\$0	\$0	\$0	\$0
AMOUNT	\$245,000	\$17,600	\$1,090,000	\$611,000	\$1,325,000	\$412,500	\$212,000

Project	Vehicle Replacement Fund
Amount	
Cardinal Drive rehab	\$0
Equipment replacement	\$0
Bituminous Overlays	\$0
Skid Loader	\$0
Sanitary Sewer Replacement	\$0
Vine Street Parking Lot	\$0
Security Fence - Phase I	\$0
Parks Pick-Ups	\$151,000
LEC Roof Replacement (50% share)	\$0
Tandem Axle Truck	\$240,000
Annual Copier Replacement	\$0
River Springs Mechanical Updates	\$0
Cablecast Server	\$0
Annual Street and Utility	\$0
Replace 800 MHZ portable radios	\$0
Parks Tractors & Attachments	\$43,500
Plant Expansion	\$0
Traffic Signal	\$0
Terminal Bldg AC/Furnace Replacement	\$0
Merrill Hall Roof	\$0
Storm Water Vehicle	\$0
Pick-Up Trucks	\$66,500
Generator Upgrade - LEC (50% share)	\$0
Skid Steer Loader	\$15,000
Fire Hall Roof	\$0
Engineering Vehicles	\$15,000
Support Services/Parking Control	\$15,000
Server Replacement	\$0
Unmarked Patrol Fleet	\$46,000
9709 Pickup	\$50,000
Park Specialty Vehicles & Attachments	\$35,500
HVAC Air Handler Replacement	\$0
RTU Replacement LEC (50% share)	\$0
WWTP Admin vehicle	\$0
Main Hangar Complex Roof Replacement (70%/30%)	\$0
Golf Utility Vehicles	\$18,000
Road Grader w/ wing (70%/30%)	\$90,000
Lift Station Pump Replacement	\$0
Pickup Truck	\$20,000
Street Sweeper	\$175,000
State Aid Streets	\$0
Council Chamber Renovations	\$0
AMOUNT	\$980,500

2023 CIP Project Listing by Funding Source

Details out the funding sources

Data Updated Jan 02, 2023, 8:33 PM



\$212,000.00

Project in Storm Water fund

Showing top 14 of 15 metrics



Capital Improvement Projects by Type

Fiscal Year 2023

2023 CIP Project Listing by Type

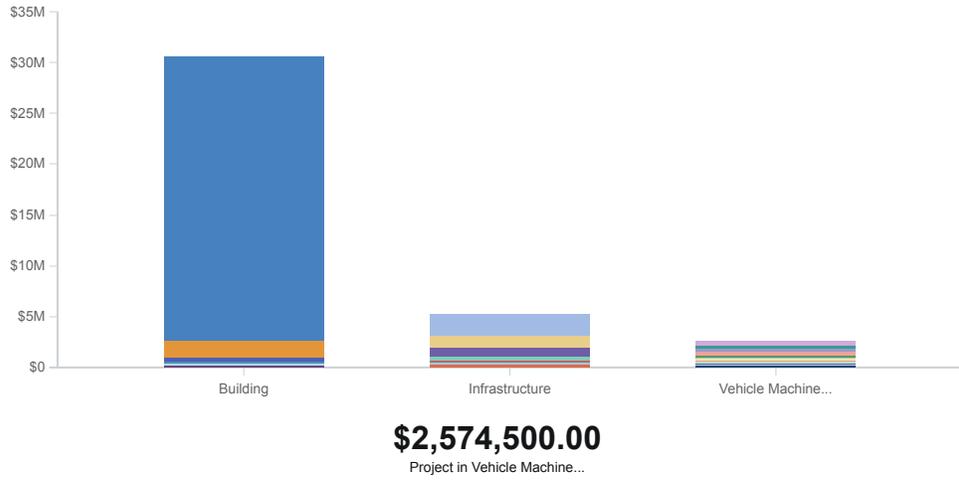
Project	Building	Infrastructure	Vehicle Machinery Equipment
Amount			
Cardinal Drive rehab	\$0	\$200,000	\$0
Equipment replacement	\$0	\$0	\$100,000
Bituminous Overlays	\$0	\$245,000	\$0
Skid Loader	\$0	\$0	\$75,000
Sanitary Sewer Replacement	\$0	\$350,000	\$0
Vine Street Parking Lot	\$0	\$1,200,000	\$0
Security Fence - Phase I	\$0	\$176,000	\$0
Parks Pick-Ups	\$0	\$0	\$151,000
LEC Roof Replacement (50% share)	\$320,000	\$0	\$0
Tandem Axle Truck	\$0	\$0	\$240,000
Annual Copier Replacement	\$0	\$0	\$20,000
River Springs Mechanical Updates	\$0	\$0	\$170,000
Cablecast Server	\$0	\$0	\$30,000
Annual Street and Utility	\$0	\$2,200,000	\$0
Replace 800 MHZ portable radios	\$0	\$0	\$395,000
Parks Tractors & Attachments	\$0	\$0	\$43,500
Plant Expansion	\$28,000,000	\$0	\$0
Traffic Signal	\$0	\$0	\$100,000
Terminal Bldg AC/Furnace Replacement	\$10,000	\$0	\$0
Merrill Hall Roof	\$125,000	\$0	\$0
Storm Water Vehicle	\$0	\$0	\$12,000
Pick-Up Trucks	\$0	\$0	\$66,500
Generator Upgrade - LEC (50% share)	\$0	\$0	\$380,000
Skid Steer Loader	\$0	\$0	\$15,000
Fire Hall Roof	\$65,000	\$0	\$0
Engineering Vehicles	\$0	\$0	\$15,000
Support Services/Parking Control	\$0	\$0	\$15,000
Server Replacement	\$0	\$0	\$16,000
Unmarked Patrol Fleet	\$0	\$0	\$46,000
9709 Pickup	\$0	\$0	\$50,000
Park Specialty Vehicles & Attachments	\$0	\$0	\$35,500
HVAC Air Handler Replacement	\$25,000	\$0	\$0
RTU Replacement LEC (50% share)	\$125,000	\$0	\$0
WWTP Admin vehicle	\$0	\$0	\$36,000
Main Hangar Complex Roof Replacement (70%/30%)	\$200,000	\$0	\$0
Golf Utility Vehicles	\$0	\$0	\$18,000
Road Grader w/ wing (70%/30%)	\$0	\$0	\$300,000

Project	Building	Infrastructure	Vehicle Machinery Equipment
Lift Station Pump Replacement	\$0	\$0	\$50,000
Pickup Truck	\$0	\$0	\$20,000
Street Sweeper	\$0	\$0	\$175,000
State Aid Streets	\$0	\$925,000	\$0
Council Chamber Renovations	\$1,800,000	\$0	\$0
AMOUNT	\$30,670,000	\$5,296,000	\$2,574,500

2023 CIP Project Listing by Type

Detailed listing of projects by type

Data Updated Jan 02, 2023, 8:33 PM



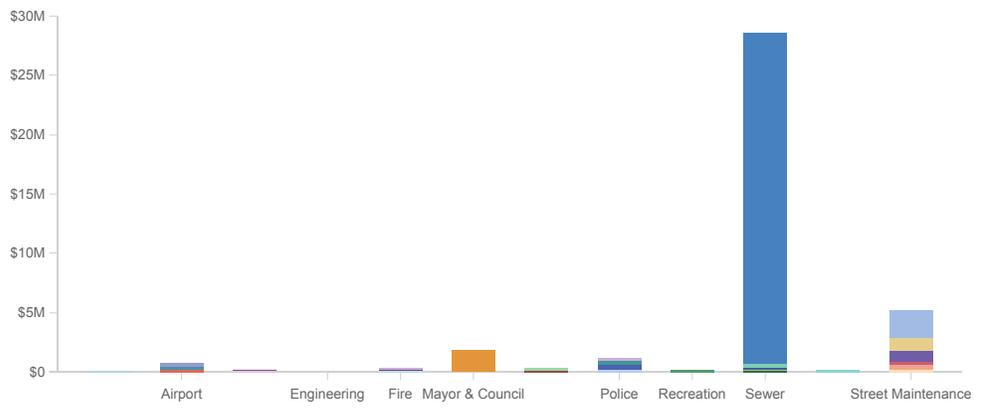
Project	Administrative Services	Airport	Buildings/Grounds	Engineering	Fire	Mayor & Council	Park Maintenance
Road Grader w/ wing (70%/30%)	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0
Lift Station Pump Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pickup Truck	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Street Sweeper	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Aid Streets	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Council Chamber Renovations	\$0	\$0	\$0	\$0	\$0	\$1,800,000	\$0
AMOUNT	\$66,000	\$686,000	\$191,500	\$15,000	\$283,000	\$1,800,000	\$248,000

Project	Police	Recreation	Sewer	Storm Water	Street Maintenance
Amount					
Cardinal Drive rehab	\$0	\$0	\$0	\$200,000	\$0
Equipment replacement	\$0	\$0	\$100,000	\$0	\$0
Bituminous Overlays	\$0	\$0	\$0	\$0	\$245,000
Skid Loader	\$0	\$0	\$75,000	\$0	\$0
Sanitary Sewer Replacement	\$0	\$0	\$350,000	\$0	\$0
Vine Street Parking Lot	\$0	\$0	\$0	\$0	\$1,200,000
Security Fence - Phase I	\$0	\$0	\$0	\$0	\$0
Parks Pick-Ups	\$0	\$0	\$0	\$0	\$0
LEC Roof Replacement (50% share)	\$320,000	\$0	\$0	\$0	\$0
Tandem Axle Truck	\$0	\$0	\$0	\$0	\$240,000
Annual Copier Replacement	\$0	\$0	\$0	\$0	\$0
River Springs Mechanical Updates	\$0	\$170,000	\$0	\$0	\$0
Cablecast Server	\$0	\$0	\$0	\$0	\$0
Annual Street and Utility	\$0	\$0	\$0	\$0	\$2,200,000
Replace 800 MHZ portable radios	\$252,000	\$0	\$0	\$0	\$0
Parks Tractors & Attachments	\$0	\$0	\$0	\$0	\$0
Plant Expansion	\$0	\$0	\$28,000,000	\$0	\$0
Traffic Signal	\$0	\$0	\$0	\$0	\$100,000
Terminal Bldg AC/Furnace Replacement	\$0	\$0	\$0	\$0	\$0
Merrill Hall Roof	\$0	\$0	\$0	\$0	\$0
Storm Water Vehicle	\$0	\$0	\$0	\$12,000	\$0
Pick-Up Trucks	\$0	\$0	\$0	\$0	\$0
Generator Upgrade - LEC (50% share)	\$380,000	\$0	\$0	\$0	\$0
Skid Steer Loader	\$0	\$0	\$0	\$0	\$15,000
Fire Hall Roof	\$0	\$0	\$0	\$0	\$0
Engineering Vehicles	\$0	\$0	\$0	\$0	\$0
Support Services/Parking Control	\$15,000	\$0	\$0	\$0	\$0
Server Replacement	\$0	\$0	\$0	\$0	\$0
Unmarked Patrol Fleet	\$46,000	\$0	\$0	\$0	\$0
9709 Pickup	\$0	\$0	\$0	\$0	\$0
Park Specialty Vehicles & Attachments	\$0	\$0	\$0	\$0	\$0
HVAC Air Handler Replacement	\$0	\$0	\$0	\$0	\$0
RTU Replacement LEC (50% share)	\$125,000	\$0	\$0	\$0	\$0
WWTP Admin vehicle	\$0	\$0	\$36,000	\$0	\$0
Main Hangar Complex Roof Replacement (70%/30%)	\$0	\$0	\$0	\$0	\$0
Golf Utility Vehicles	\$0	\$0	\$0	\$0	\$0
Road Grader w/ wing (70%/30%)	\$0	\$0	\$0	\$0	\$0
Lift Station Pump Replacement	\$0	\$0	\$50,000	\$0	\$0
Pickup Truck	\$0	\$0	\$0	\$0	\$20,000
Street Sweeper	\$0	\$0	\$0	\$0	\$175,000
State Aid Streets	\$0	\$0	\$0	\$0	\$925,000
Council Chamber Renovations	\$0	\$0	\$0	\$0	\$0
AMOUNT	\$1,138,000	\$170,000	\$28,611,000	\$212,000	\$5,120,000

2023 CIP Project Listing by Department

Detailed listing of projects by department

Data Updated Jan 02, 2023, 8:33 PM



\$5,120,000.00
Project in Street Maintenance



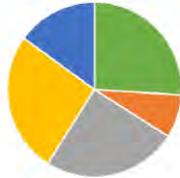
Supplemental Information

Fiscal Year 2023

COMMUNITY PROFILE

Owatonna

DEMOGRAPHICS



AGE

- Under 17 **25%**
- 18—24 **8%**
- 25—44 **24%**
- 45—64 **26%**
- 65 and over **16%**

26,314

Population

37.1 Median Age

TRANSPORTATION

BICYCLE FRIENDLY

17+ miles of hard surface trails

COMMUTE

16.7 Minutes

Average commute to work

AIRPORT

Degner Regional Airport

62 Miles

Closest International Airport, MSP. There are five major airports within a 3 1/2 hour drive.

PUBLIC TRANSPORTATION

SMART Transit

SOURCES

U.S. Census Bureau
www.mncompass.org
 U.S. Bureau of Labor Statistics
 MN Dept of Employment & Economic Development
 MN State Demographer
 2015 Retail Trade Analysis Report

REAL ESTATE

\$154,000

Median value of owner-occupied housing units, with a mortgage

11,135

Number of housing units

\$740

Median monthly rent



Owners **67.3%**

Renters **28.1%**

2.46

Average household size

Data provided by Owatonna Chamber of Commerce - 2020

Glossary & Acronyms

The following is an abbreviated list of specialized governmental budgeting and accounting terms used in this budget:

Glossary

BUDGET (OPERATING): A plan of financial operation embodying an estimate of proposed revenues and expenditures for a given period (typically a fiscal year). The term "Approved Budget" is often used to denote the City Council's officially Approved Budget under which the City and its departments operate.

CAPITAL OUTLAYS: Expenditures for the acquisition of capital assets. Includes the cost of land, buildings, permanent improvements, machinery, large tools, rolling, and stationary equipment.

CHARGES FOR SERVICE: User charges for services provided by the City to those specifically benefiting from those services.

COMPREHENSIVE PLAN: The Plan is an adopted document that establishes guidelines for the future growth of the City. The elements or chapters of the Plan help the City to establish policy in order to preserve, promote, protect and improve the public health, safety, comfort, good order, appearance, convenience, law enforcement and fire prevention and general welfare of the City and its citizens

DEBT SERVICE: Payment of fees, interest, and repayment of principal to holders of the City's debt instruments.

DEPRECIATION: The decrease in value of physical assets due to use and the passage of time

ENTERPRISE FUND: Public Utilities are examples of enterprise funds. Separate financial accounting used for government operations that are financed and operated in a manner similar to business enterprises, and for which preparation of an income statement is desirable.

FRANCHISE FEES: Fees levied on a corporation in return for sanctioning a monopoly or permitting the use of public property, usually subject to regulation of the governing body

FUND: An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Acronyms

-B-

BMF - Building Maintenance Fund

-C-

CIP - Capital Improvement Program

COLA - Cost of Living Adjustment

CPI - Consumer Price Index

CSO - Community Service Officer

-E-

EDA - Economic Development Authority

-F-

FICA - Federal Insurance Contributions Act

FTE - Full Time Equivalent

FY - Fiscal Year

-G-

GAAP - Generally Accepted Accounting Principles

GASB - Governmental Accounting Standards Board

GIS - Geographic Information Systems

GFOA - Government Finance Officers Association

-H-

HRA - Housing & Redevelopment Authority

HUD - Housing & Urban Development

HVAC - Heating, Ventilation, Air Conditioning

-I-

IT - Information Technology

-L-

LEC - Law Enforcement Center

-M-

MHZ - Megahertz

MSA - Municipal State Aid

-P-

PERA - Public Employees Retirement Association

-R-

ROW - Right-of-Way

-S-

SRO - School Resource Officer

FUND BALANCE: The excess of an entity's or fund's assets over its liabilities. A negative fund balance is sometimes called a deficit.

INTERNAL SERVICE FUND: Funds used to account for the financing of goods or services provided by one department or agency of a government to others within the government on a cost-reimbursement basis.

TAX CAPACITY: Property valuations on which taxing authority levies its tax rate.

-T-

TIF - Tax Increment Financing

TNT - Truth in Taxation

-V-

VRF - Vehicle Replacement Fund

-W-

WC - Workers Compensation

WWTP - Wastewater Treatment Plant



General Fund

Fiscal Year 2023

Fund Description

The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be reported in another fund. The activities funded through the general fund include administration, public safety, public works, culture and recreation, and community development.

General Fund Revenues & Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$21,161,856	\$21,293,377	\$22,794,191	\$24,637,163
Expenses	\$20,873,671	\$21,293,377	\$22,794,191	\$24,637,163
REVENUES LESS EXPENSES	\$288,184	\$0	\$0	\$0

Revenues Summary

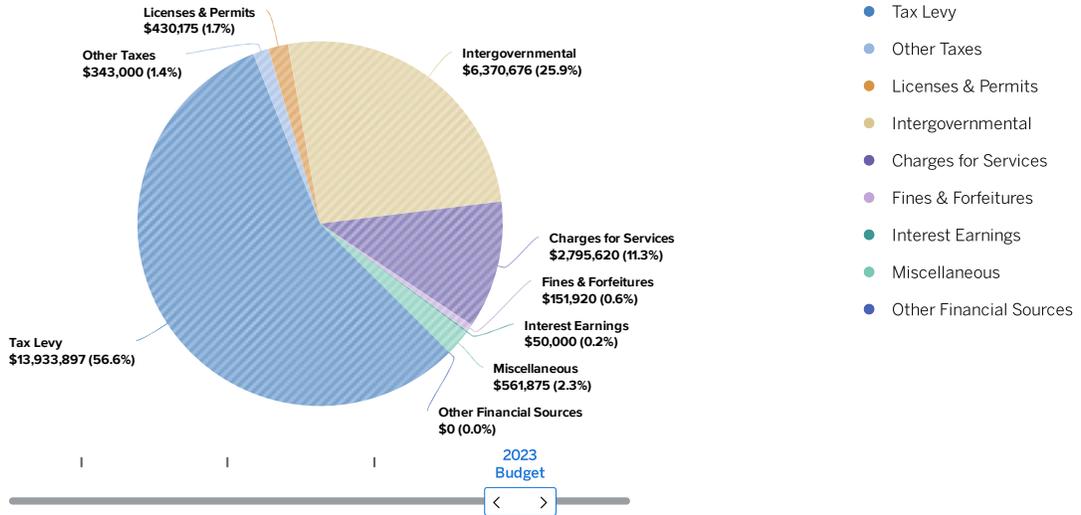
Broken down by

Revenues GENERAL FUND



Visualization

Sort By Chart of Accounts



Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Tax Levy	\$ 11,384,952	\$ 11,395,348	\$ 12,551,340	\$ 13,933,897
▶ Other Taxes	345,603	361,000	349,000	343,000
▶ Licenses & Permits	407,851	390,325	402,759	430,175
▶ Intergovernmental	6,140,400	5,979,436	6,196,665	6,370,676
▼ Charges for Services	2,236,285	2,474,676	2,535,660	2,795,620
▶ Other Income	300,958	259,400	266,668	391,450
▶ Charges for Services	940,757	1,121,450	1,110,530	1,154,625
▶ Public Safety	184,301	177,200	181,962	190,945
▶ Culture-Recreation	810,268	916,626	976,500	1,058,600
▶ Fines & Forfeitures	146,249	187,950	195,820	151,920
▶ Interest Earnings	-47,482	90,000	50,000	50,000
▶ Miscellaneous	544,743	414,642	512,947	561,875
▶ Other Financial Sources	3,255	0	0	0
Total	\$ 21,161,856	\$ 21,293,377	\$ 22,794,191	\$ 24,637,163

Expenses Summary

Broken down by

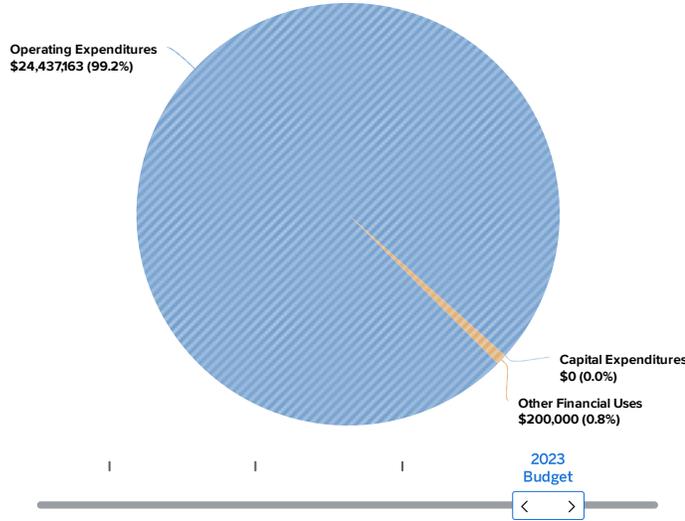
Expenses GENERAL FUND



Visualization

Sort By Chart of Accounts

- Operating Expenditures
- Capital Expenditures
- Other Financial Uses



Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 20,485,482	\$ 20,953,377	\$ 22,594,191	\$ 24,437,163
▶ Personnel Services - Salaries & Wages	10,853,301	10,954,132	11,836,602	12,578,007
▶ Personnel Services - Employee Benefits	3,692,089	3,837,863	4,237,724	4,425,557
▶ Supplies	2,128,442	1,891,234	2,023,849	2,510,495
▶ Professional and Technical Services	743,619	890,203	885,592	793,562
▶ Other Services & Charges	3,068,031	3,379,945	3,610,424	4,129,542
▶ Capital Expenditures	48,189	0	0	0
▶ Other Financial Uses	340,000	340,000	200,000	200,000
Total	\$ 20,873,671	\$ 21,293,377	\$ 22,794,191	\$ 24,637,163



Special Revenue Funds

Fiscal Year 2023

Fund Description

Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes. Special revenue funds provide an extra level of accountability and transparency to taxpayers that the tax dollars will go toward an intended purpose. The City currently budgets for two special revenue funds:

- [Library Memorial Fund](#)
- [American Rescue Plan Act \(ARPA\) Fund](#)

Special Revenue Fund Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$356,532	\$95,400	\$96,400	\$96,400
Expenses	\$192,956	\$95,000	\$90,000	\$2,318,000
REVENUES LESS EXPENSES	\$163,576	\$400	\$6,400	-\$2,221,600

Revenues Summary

Updated On 27 Jun, 2023

← Back History ▾ Reset

Broken down by

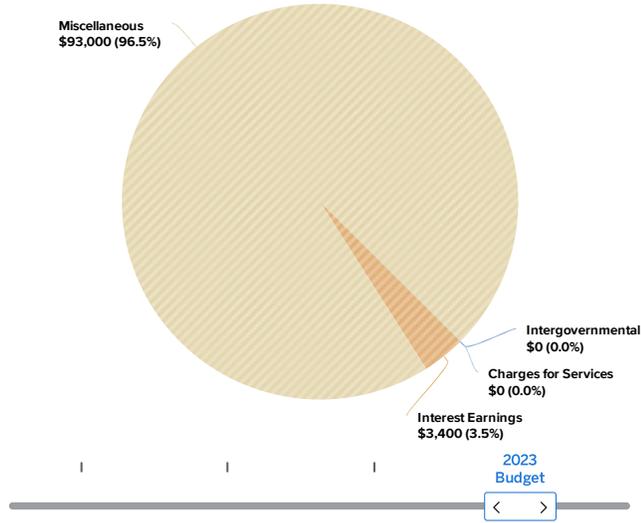
Revenues SPECIAL REVENUE FUNDS



Visualization

Sort By Chart of Accounts ▾

- Intergovernmental
- Charges for Services
- Interest Earnings
- Miscellaneous



Updated On 27 Jun, 2023

← Back History ▾ Reset

Broken down by

Revenues SPECIAL REVENUE FUNDS

Data

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 125,380	\$ 0	\$ 0	\$ 0
▶ Charges for Services	6	0	0	0
▶ Interest Earnings	-939	3,400	3,400	3,400
▶ Miscellaneous	232,086	92,000	93,000	93,000
Total	\$ 356,532	\$ 95,400	\$ 96,400	\$ 96,400

Expenses Summary

Updated On 27 Jun, 2023

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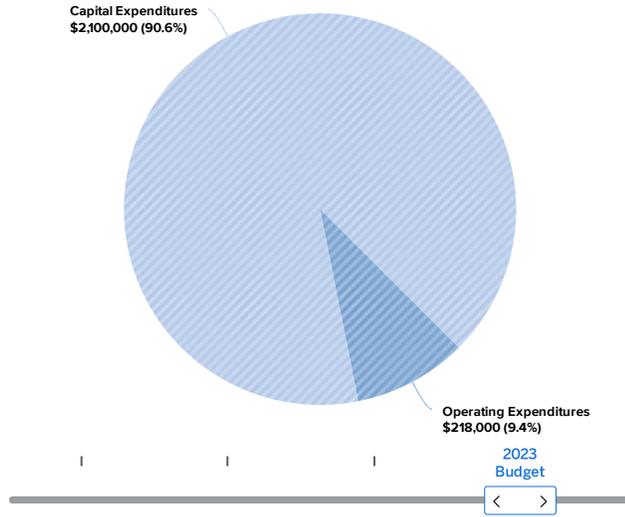
Expenses SPECIAL REVENUE FUNDS



Sort By Chart of Accounts ▾

- Operating Expenditures
- Capital Expenditures

Visualization



Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 192,956	\$ 95,000	\$ 90,000	\$ 218,000
▶ Supplies	49,956	60,000	50,000	55,000
▶ Professional and Technical Services	0	0	0	125,000
▶ Other Services & Charges	143,000	35,000	40,000	38,000
▶ Capital Expenditures	0	0	0	2,100,000
Total	\$ 192,956	\$ 95,000	\$ 90,000	\$ 2,318,000



Library Memorial Fund

Fiscal Year 2023

Fund Description

This fund is used to account for private donations and memorials that are specifically used to be used for library activity.

Library Memorial Fund Revenues & Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$231,094	\$95,400	\$96,400	\$96,400
Expenses	\$67,576	\$95,000	\$90,000	\$93,000
REVENUES LESS EXPENSES	\$163,517	\$400	\$6,400	\$3,400

Revenues Summary

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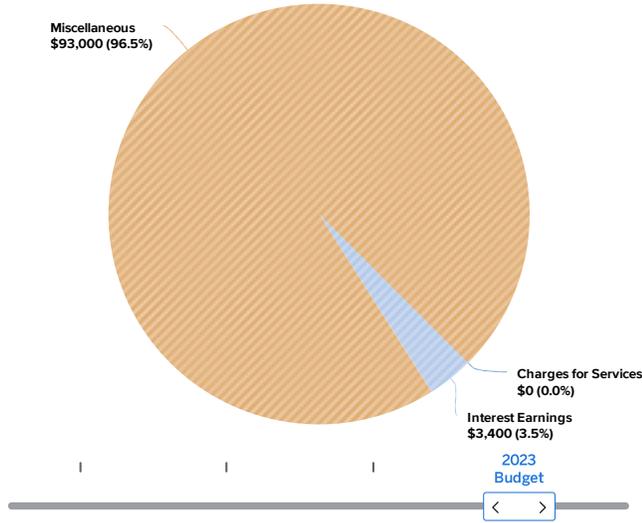
Revenues LIBRARY MEMORIALS



Visualization

Sort By Chart of Accounts ▾

- Charges for Services
- Interest Earnings
- Miscellaneous



Updated On 27 Jun, 2023

← Back History ▾ Reset

Broken down by

Revenues LIBRARY MEMORIALS

Data

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Charges for Services	\$ 6	\$ 0	\$ 0	\$ 0
▶ Interest Earnings	-997	3,400	3,400	3,400
▶ Miscellaneous	232,086	92,000	93,000	93,000
Total	\$ 231,094	\$ 95,400	\$ 96,400	\$ 96,400

Expenses Summary

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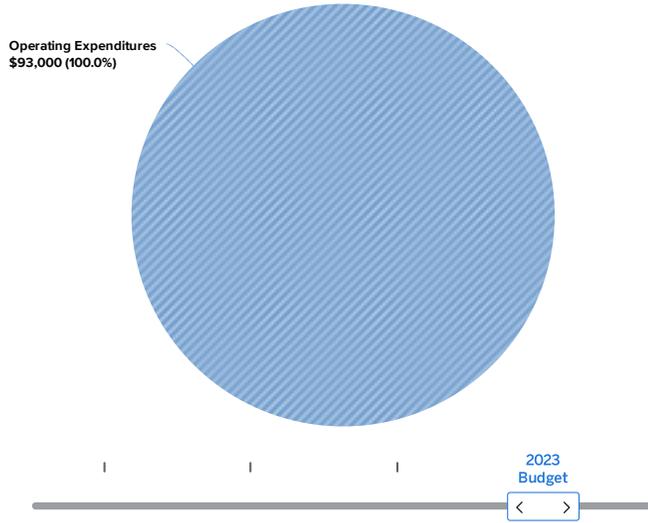
Expenses LIBRARY MEMORIALS



Sort By Chart of Accounts ▾

- Operating Expenditures

Visualization



Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 67,576	\$ 95,000	\$ 90,000	\$ 93,000
▶ Supplies	49,956	60,000	50,000	55,000
▶ Other Services & Charges	17,620	35,000	40,000	38,000
Total	\$ 67,576	\$ 95,000	\$ 90,000	\$ 93,000



American Rescue Plan Act (ARPA) Fund

Fiscal Year 2023

Fund Description

This fund accounts for activity related to the funds received by the American Rescue Plan Act of 2021. Planned expenditures for 2023 include professional services for a new Comprehensive Plan and two CIP projects (Vine Street Parking Lot and Council Chamber Renovations).

ARPA Fund Revenues & Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$125,438	\$0	\$0	\$0
Expenses	\$125,380	\$0	\$0	\$2,225,000
REVENUES LESS EXPENSES	\$59	\$0	\$0	-\$2,225,000

Revenues Summary

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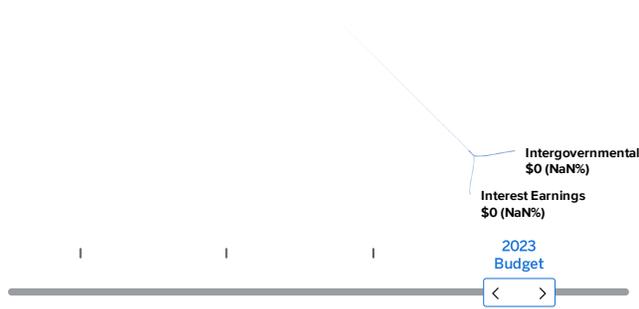
Revenues AMERICAN RESCUE PLAN



Sort By Chart of Accounts ▾

- Intergovernmental
- Interest Earnings

Visualization



Updated On 27 Jun, 2023

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Broken down by

Revenues AMERICAN RESCUE PLAN

Data

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 125,380	\$ 0	\$ 0	\$ 0
▶ Interest Earnings	59	0	0	0
Total	\$ 125,438	\$ 0	\$ 0	\$ 0

Expenses Summary

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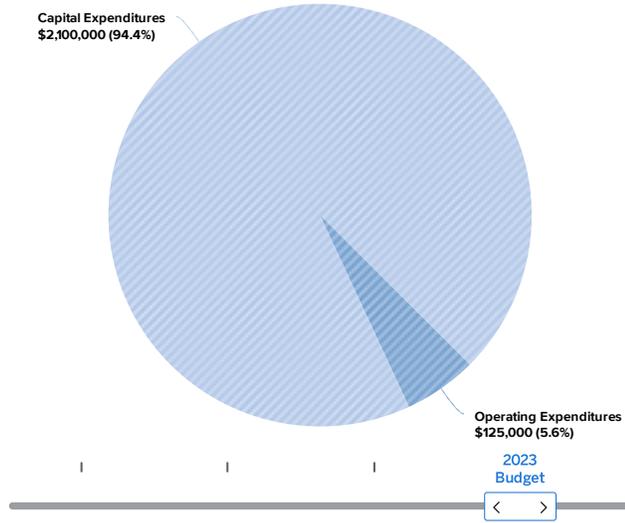
Expenses AMERICAN RESCUE PLAN



Sort By Chart of Accounts ▾

- Operating Expenditures
- Capital Expenditures

Visualization



Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 125,380	\$ 0	\$ 0	\$ 125,000
▶ Professional and Technical Services	0	0	0	125,000
▶ Other Services & Charges	125,380	0	0	0
▶ Capital Expenditures	0	0	0	2,100,000
Total	\$ 125,380	\$ 0	\$ 0	\$ 2,225,000



Debt Service Funds

Fiscal Year 2023

Fund Description

Debt service funds are used to account for the accumulation of resources, and for the payment of, general long-term debt principal and interest. The City has multiple debt service funds to account for the individual debt issued in any given year. Debt is issued to maintain and invest in the City's infrastructure.

Debt Service Fund Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$2,997,487	\$2,453,961	\$2,260,974	\$2,065,092
Expenses	\$2,865,224	\$2,718,451	\$2,313,865	\$2,316,116
REVENUES LESS EXPENSES	\$132,263	-\$264,490	-\$52,891	-\$251,024

Revenues Summary

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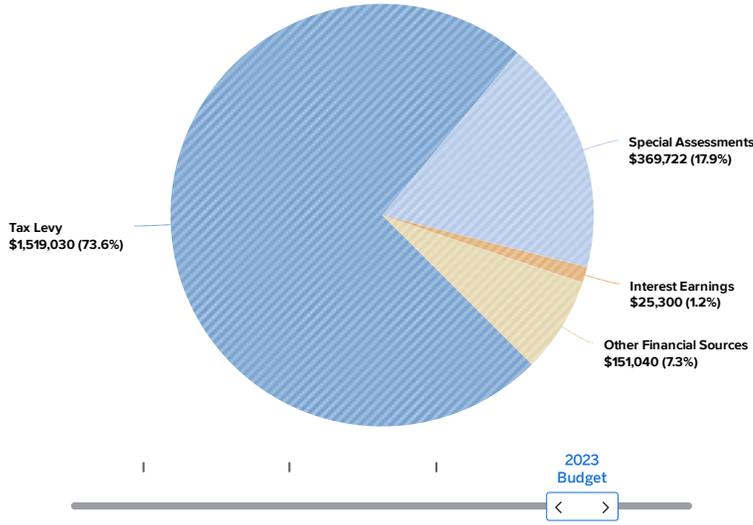
Revenues DEBT SERVICE FUNDS



Sort By Chart of Accounts ▾

- Tax Levy
- Special Assessments
- Interest Earnings
- Other Financial Sources

Visualization



Updated On 27 Jun, 2023

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Broken down by

Revenues DEBT SERVICE FUNDS

Data

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Tax Levy	\$ 1,261,710	\$ 1,262,255	\$ 1,525,510	\$ 1,519,030
▶ Special Assessments	599,906	337,756	339,174	369,722
▶ Interest Earnings	-11,483	41,100	26,600	25,300
▼ Other Financial Sources	1,147,353	812,850	369,690	151,040
▶ Transfers In	1,147,353	812,850	369,690	151,040
Total	\$ 2,997,487	\$ 2,453,961	\$ 2,260,974	\$ 2,065,092

Expenses Summary

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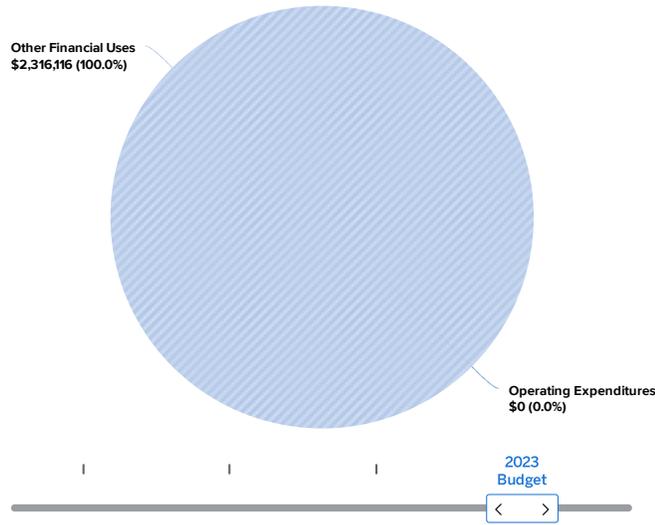
Expenses DEBT SERVICE FUNDS



Sort By Chart of Accounts ▾

- Operating Expenditures
- Other Financial Uses

Visualization



Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 7,781	\$ 0	\$ 0	\$ 0
▶ Professional and Technical Services	7,781	0	0	0
▼ Other Financial Uses	2,857,443	2,718,451	2,313,865	2,316,116
▼ Debt Service	2,208,402	2,198,451	2,093,865	2,316,116
(47110) BONDS	1,750,000	1,750,000	1,690,000	1,900,000
(47210) INTEREST	458,402	448,451	403,865	416,116
▶ Transfers Out	649,041	520,000	220,000	0
Total	\$ 2,865,224	\$ 2,718,451	\$ 2,313,865	\$ 2,316,116



Capital Projects Funds

Fiscal Year 2023

Fund Description

Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities. The City has general capital projects funds, annual major construction funds and tax increment related capital project funds.

Capital Project Fund Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$13,084,430	\$12,287,097	\$6,795,831	\$7,530,383
Expenses	\$11,742,247	\$12,335,832	\$6,741,953	\$8,389,325
REVENUES LESS EXPENSES	\$1,342,183	-\$48,735	\$53,878	-\$858,942

Revenues Summary

Updated On 27 Jun, 2023

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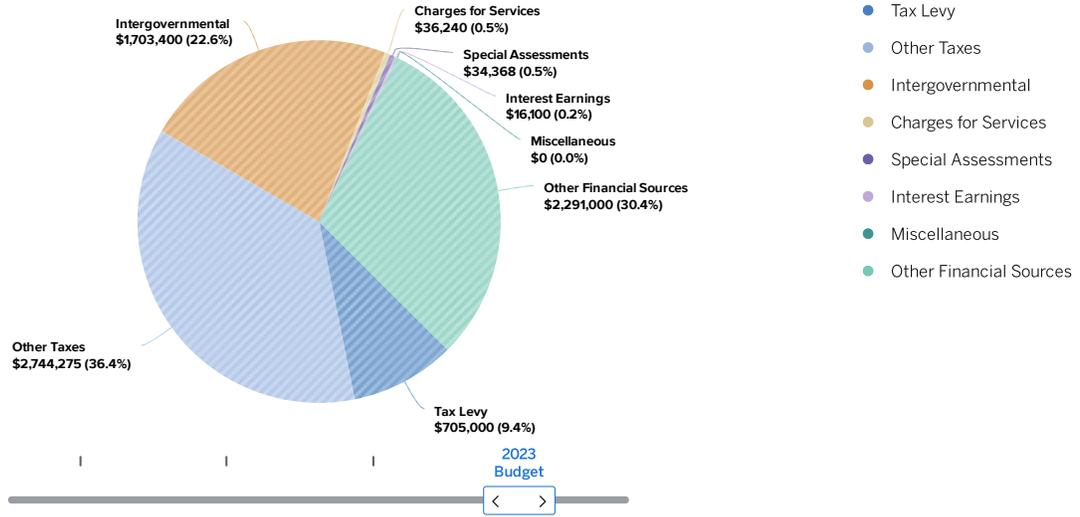
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Revenues CAPITAL PROJECTS FUNDS



Sort By Chart of Accounts ▾

Visualization



Updated On 27 Jun, 2023

← Back History ▾ Reset

Broken down by

Revenues CAPITAL PROJECTS FUNDS

Data

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Tax Levy	\$ 784,000	\$ 784,000	\$ 703,135	\$ 705,000
▶ Other Taxes	1,277,938	1,113,547	3,533,318	2,744,275
▶ Intergovernmental	6,358,477	6,835,285	335,150	1,703,400
▶ Charges for Services	3,136	0	0	36,240
▶ Special Assessments	85,168	40,715	34,728	34,368
▶ Interest Earnings	16,649	98,550	51,500	16,100
▶ Miscellaneous	469,718	0	0	0
▶ Other Financial Sources	4,089,343	3,415,000	2,138,000	2,291,000
Total	\$ 13,084,430	\$ 12,287,097	\$ 6,795,831	\$ 7,530,383

Expenses Summary

Updated On 27 Jun, 2023

← Back History ▾ Reset

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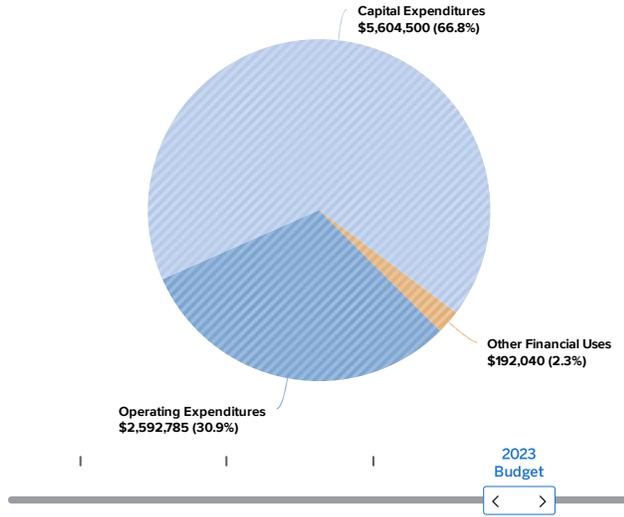
Expenses CAPITAL PROJECTS FUNDS



Sort By Chart of Accounts ▾

- Operating Expenditures
- Capital Expenditures
- Other Financial Uses

Visualization



Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 1,152,493	\$ 965,697	\$ 3,347,896	\$ 2,592,785
▶ Professional and Technical Services	50,364	0	0	0
▶ Other Services & Charges	1,102,129	965,697	3,347,896	2,592,785
▶ Capital Expenditures	9,644,330	11,147,285	3,206,367	5,604,500
▼ Other Financial Uses	945,425	222,850	187,690	192,040
▼ Debt Service	42,850	75,000	38,000	41,000
(46200) BOND ISSUANCE COSTS	42,850	75,000	38,000	41,000
▶ Transfers Out	902,575	147,850	149,690	151,040
Total	\$ 11,742,247	\$ 12,335,832	\$ 6,741,953	\$ 8,389,325



Sewer Fund

Fiscal Year 2023

Fund Description

The Wasterwater Treatment Fund accounts for the operating, maintenance, and capital improvement of the City's sewer utility.

Sewer Fund Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$4,144,864	\$3,959,626	\$4,375,589	\$4,525,164
Expenses	\$2,988,140	\$3,534,740	\$3,739,491	\$3,827,901
REVENUES LESS EXPENSES	\$1,156,723	\$424,886	\$636,098	\$697,263

Revenues Summary

Updated On 27 Jun, 2023

← Back History ▾ Reset

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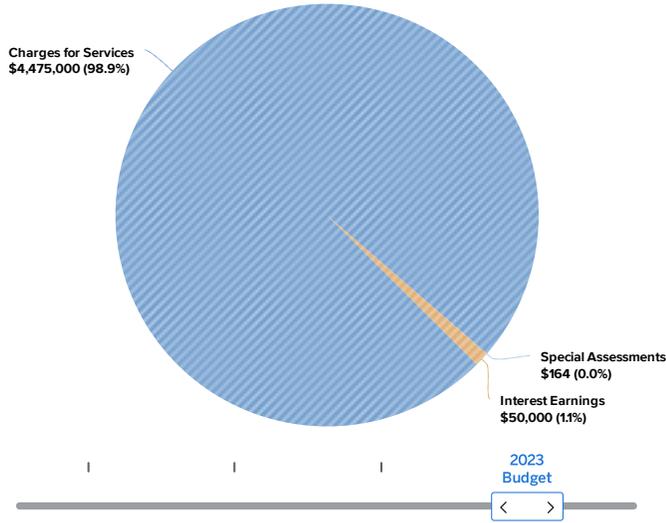
Revenues ▾ WASTEWATER TREATMENT FU...



Sort By Chart of Accounts ▾

- Charges for Services
- Special Assessments
- Interest Earnings

Visualization



Updated On 27 Jun, 2023

← Back History ▾ Reset

Broken down by

Revenues ▾ WASTEWATER TREATMENT FU...

Data

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Charges for Services	\$ 4,149,474	\$ 3,784,000	\$ 4,255,178	\$ 4,475,000
▶ Special Assessments	619	626	411	164
▶ Interest Earnings	-5,230	175,000	120,000	50,000
Total	\$ 4,144,864	\$ 3,959,626	\$ 4,375,589	\$ 4,525,164

Expenses Summary

Updated On 27 Jun, 2023

← Back History ▾ Reset

Broken down by

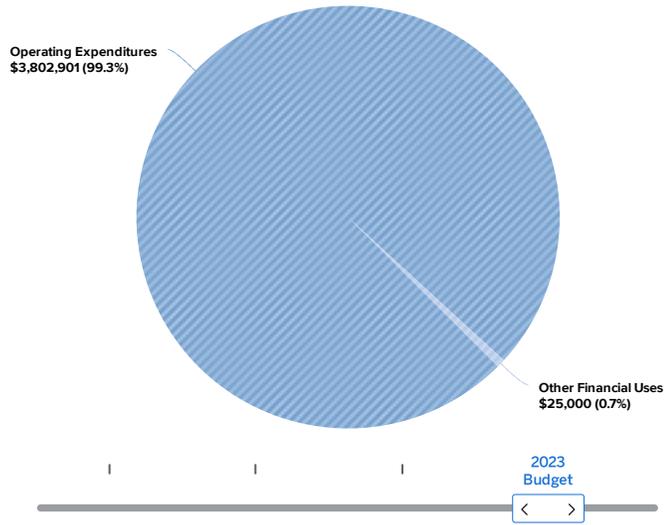
Expenses WASTEWATER TREATMENT FU...



Sort By Chart of Accounts ▾

- Operating Expenditures
- Other Financial Uses

Visualization



Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 2,950,762	\$ 3,494,740	\$ 3,707,491	\$ 3,802,901
▶ Personnel Services - Salaries & Wages	588,623	748,876	796,907	816,752
▶ Personnel Services - Employee Benefits	86,234	243,669	266,434	240,024
▶ Supplies	269,553	389,500	395,000	524,250
▶ Professional and Technical Services	288,769	335,000	436,000	325,000
▶ Other Services & Charges	707,226	762,695	813,150	886,875
▶ Depreciation	1,010,357	1,015,000	1,000,000	1,010,000
▼ Other Financial Uses	37,378	40,000	32,000	25,000
▶ Debt Service	37,378	40,000	32,000	25,000
Total	\$ 2,988,140	\$ 3,534,740	\$ 3,739,491	\$ 3,827,901



Storm Water Fund

Fiscal Year 2023

Fund Description

The storm water fund accounts for the operating, maintenance, and capital improvement of the City's storm water utility.

Storm Water Fund Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$2,976,803	\$1,598,075	\$1,652,305	\$1,710,370
Expenses	\$669,327	\$804,940	\$914,824	\$927,486
REVENUES LESS EXPENSES	\$2,307,477	\$793,135	\$737,481	\$782,884

Revenues Summary

Broken down by

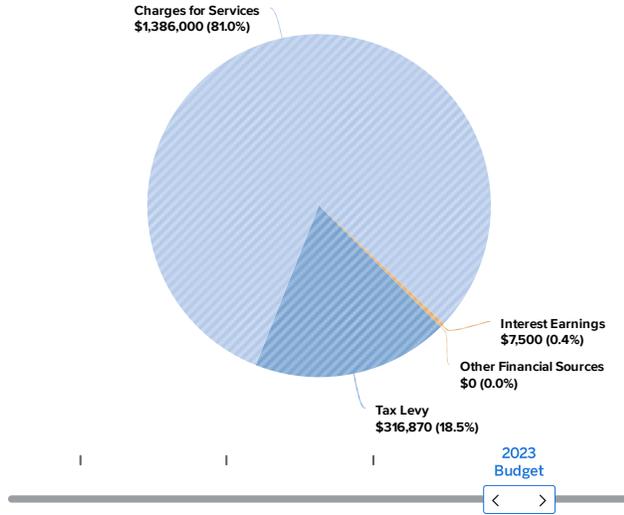
Revenues STORM WATER UTILITY



Visualization

Sort By Chart of Accounts

- Tax Levy
- Charges for Services
- Interest Earnings
- Other Financial Sources



Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Tax Levy	\$ 317,938	\$ 318,075	\$ 312,305	\$ 316,870
▶ Charges for Services	1,307,822	1,250,000	1,320,000	1,386,000
▶ Interest Earnings	-3,290	30,000	20,000	7,500
▶ Other Financial Sources	1,354,333	0	0	0
Total	\$ 2,976,803	\$ 1,598,075	\$ 1,652,305	\$ 1,710,370

Expenses Summary

Updated On 27 Jun, 2023

← Back History ▾ Reset

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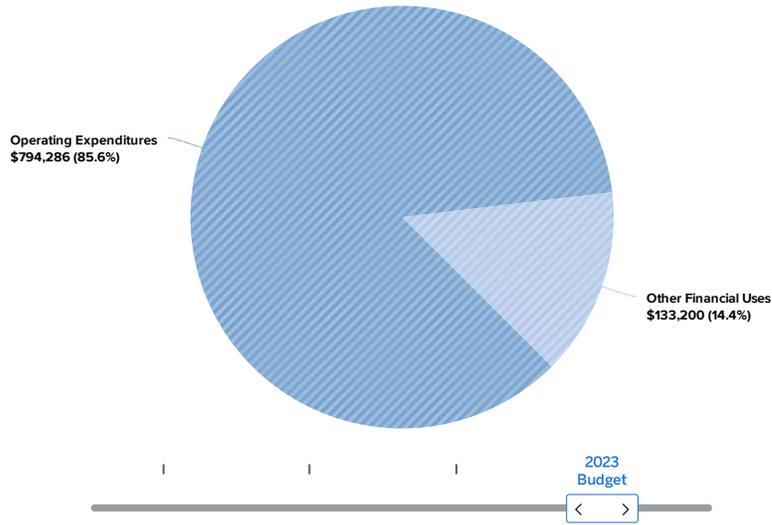
Expenses **STORM WATER UTILITY**



Sort By Chart of Accounts ▾

- Operating Expenditures
- Other Financial Uses

Visualization



Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 568,487	\$ 689,435	\$ 798,894	\$ 794,286
▶ Personnel Services - Salaries & Wages	99,891	98,502	104,487	111,016
▶ Personnel Services - Employee Benefits	14,793	24,033	25,307	26,570
▶ Supplies	419	60,250	60,250	60,250
▶ Professional and Technical Services	11,084	105,000	205,000	105,000
▶ Other Services & Charges	71,393	91,650	91,850	111,450
▶ Depreciation	370,908	310,000	312,000	380,000
▼ Other Financial Uses	100,839	115,505	115,930	133,200
▶ Debt Service	22,334	37,000	35,000	52,000
▶ Transfers Out	78,505	78,505	80,930	81,200
Total	\$ 669,327	\$ 804,940	\$ 914,824	\$ 927,486



Internal Service Funds

Fiscal Year 2023

Fund Description

The City has two internal service funds. One is for risk management activities related to health insurance, property and liability insurance, and workers compensation insurance. The other fund is for the City vehicle replacement program.

Internal Service Fund Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$3,565,087	\$3,497,940	\$3,528,840	\$3,780,140
Expenses	\$3,264,819	\$3,367,000	\$3,395,000	\$3,545,300
REVENUES LESS EXPENSES	\$300,268	\$130,940	\$133,840	\$234,840

Revenues Summary

Updated On 27 Jun, 2023

← Back History ▾ Reset

Broken down by

INTERNAL SERVICE FUND

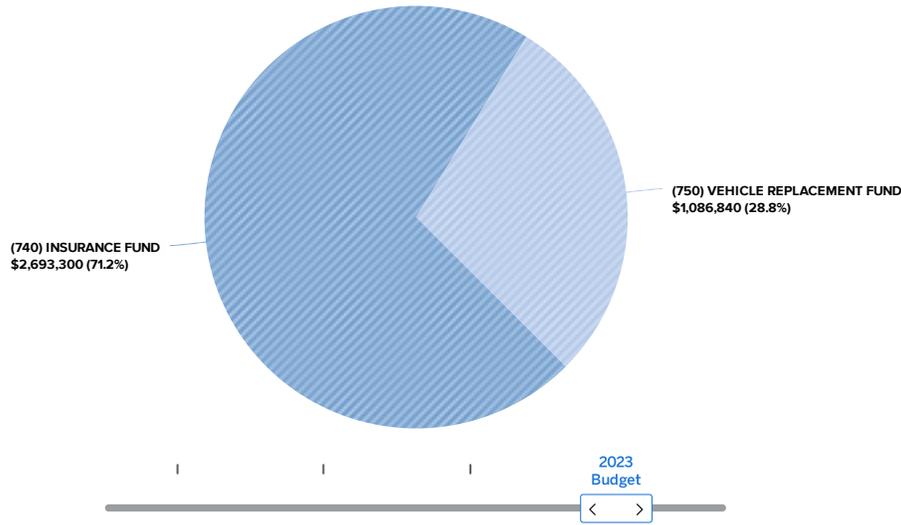
Revenues



Sort By Chart of Accounts ▾

- (740) INSURANCE FUND
- (750) VEHICLE REPLACEMENT...

Visualization



Updated On 27 Jun, 2023

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Broken down by

Programs

INTERNAL SERVICE FUND

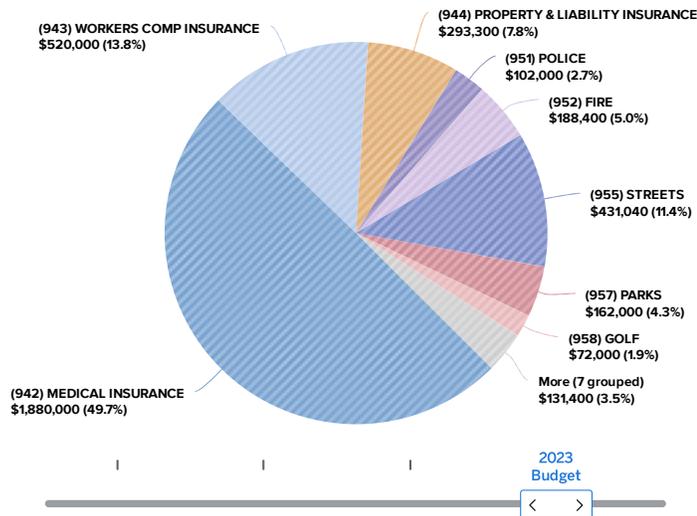
Revenues



Sort By Chart of Accounts ▾

- (942) MEDICAL INSURANCE
- (943) WORKERS COMP IN...
- (944) PROPERTY & LIABIL...
- (951) POLICE
- (952) FIRE
- (955) STREETS
- (957) PARKS
- (958) GOLF
- More (7 grouped)

Visualization



Updated On 27 Jun, 2023

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[History ▾](#)
[Reset](#)

Broken down by

Programs

INTERNAL SERVICE FUND

Revenues

Data

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
(942) MEDICAL INSURANCE	\$ 1,750,449	\$ 1,930,000	\$ 1,770,000	\$ 1,880,000
(943) WORKERS COMP INSURANCE	428,551	350,000	500,000	520,000
(944) PROPERTY & LIABILITY INSURANCE	255,900	320,000	350,000	293,300
(950) NON-DEPARTMENTAL VRF	10,473	0	0	0
(951) POLICE	100,000	99,600	99,600	102,000
(952) FIRE	156,000	156,000	158,400	188,400
(953) BUILDING INSPECTION	7,020	7,020	7,020	7,020
(954) ENGINEERING	15,000	15,000	15,000	15,000
(955) STREETS	613,183	405,240	407,040	431,040
(956) AIRPORT	25,080	25,080	25,080	28,680
(957) PARKS	115,553	105,000	110,000	162,000
(958) GOLF	42,000	42,000	42,000	72,000
(959) GOVERNMENT BUILDINGS	36,000	36,000	36,000	72,000
(960) TECHNOLOGY	9,878	7,000	5,100	5,100
(961) ADMINISTRATION	0	0	3,600	3,600
Total	\$ 3,565,087	\$ 3,497,940	\$ 3,528,840	\$ 3,780,140

Expenses Summary

Updated On 27 Jun, 2023

← Back History ▾ Reset

Broken down by

INTERNAL SERVICE FUND

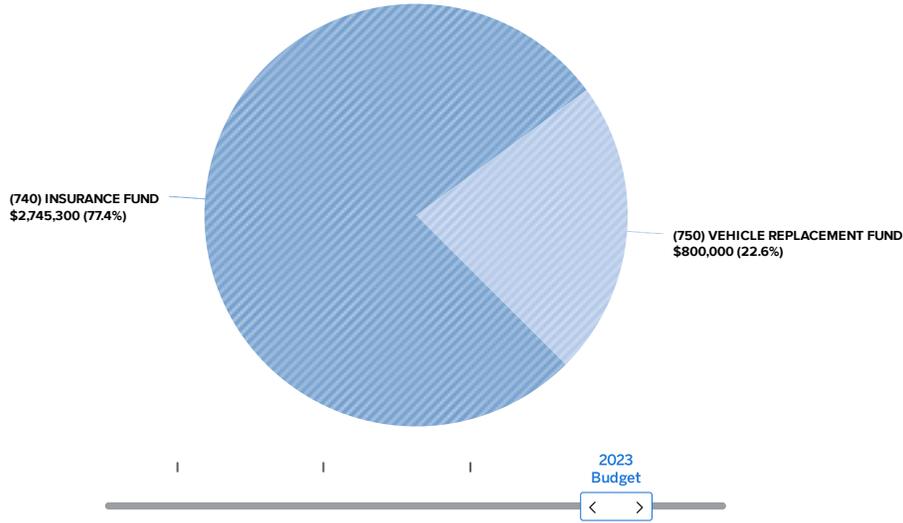
Expenses



Sort By Chart of Accounts ▾

- (740) INSURANCE FUND
- (750) VEHICLE REPLACEMENT...

Visualization



Updated On 27 Jun, 2023

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Broken down by

Programs

INTERNAL SERVICE FUND

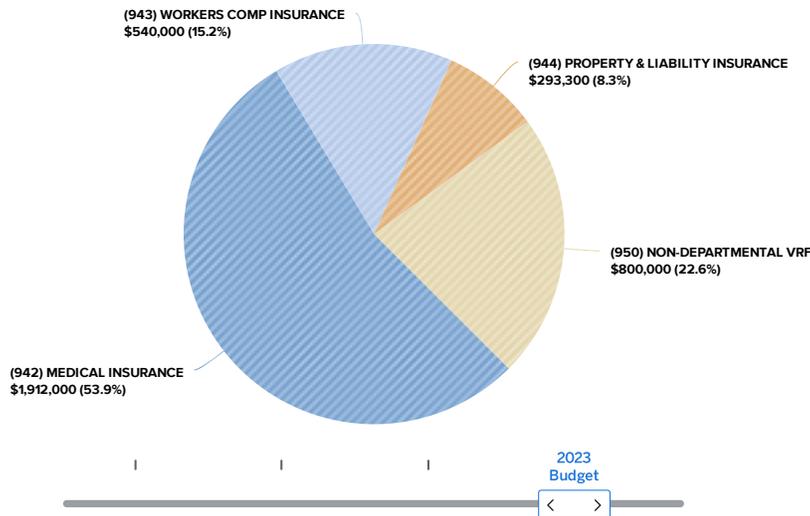
Expenses



Sort By Chart of Accounts ▾

- (942) MEDICAL INSURANCE
- (943) WORKERS COMP IN...
- (944) PROPERTY & LIABIL...
- (950) NON-DEPARTMENT...

Visualization



	2021 Actual	2021 Budget	2022 Budget	2023 Budget
(942) MEDICAL INSURANCE	\$ 1,743,613	\$ 1,977,000	\$ 1,775,000	\$ 1,912,000
(943) WORKERS COMP INSURANCE	465,154	370,000	520,000	540,000
(944) PROPERTY & LIABILITY INSURANCE	266,605	320,000	350,000	293,300
(950) NON-DEPARTMENTAL VRF	789,447	700,000	750,000	800,000
Total	\$ 3,264,819	\$ 3,367,000	\$ 3,395,000	\$ 3,545,300



Housing & Redevelopment Authority (HRA) General Fund

Fiscal Year 2023

Fund Description

The HRA general fund is used to account for all financial resources and administrative services of the HRA, except those required to be accounted for in another fund.

HRA General Fund Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$478,415	\$581,061	\$528,890	\$555,875
Expenses	\$405,428	\$551,875	\$506,109	\$553,821
REVENUES LESS EXPENSES	\$72,988	\$29,186	\$22,781	\$2,054

Revenues Summary

Updated On 27 Jun, 2023

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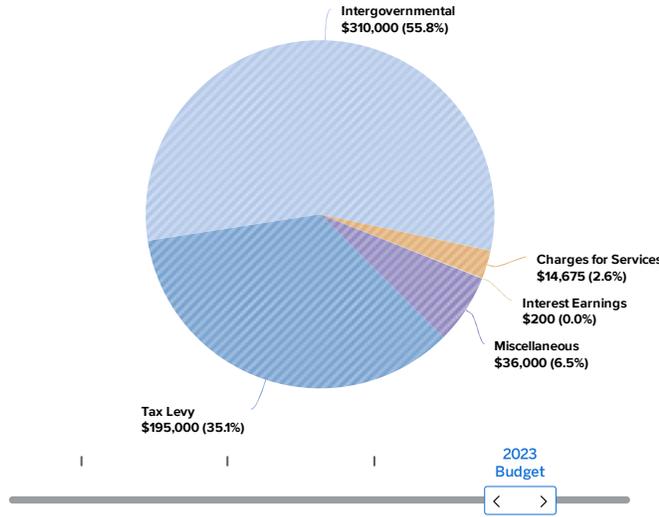
Revenues **OWATONNA HRA**



Sort By Chart of Accounts ▾

- Tax Levy
- Intergovernmental
- Charges for Services
- Interest Earnings
- Miscellaneous

Visualization



Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Tax Levy	\$ 185,014	\$ 185,000	\$ 190,000	\$ 195,000
▶ Intergovernmental	241,464	348,000	289,600	310,000
▶ Charges for Services	18,509	11,261	12,690	14,675
▶ Interest Earnings	-572	800	600	200
▶ Miscellaneous	34,000	36,000	36,000	36,000
Total	\$ 478,415	\$ 581,061	\$ 528,890	\$ 555,875

Expenses Summary

Updated On 27 Jun, 2023

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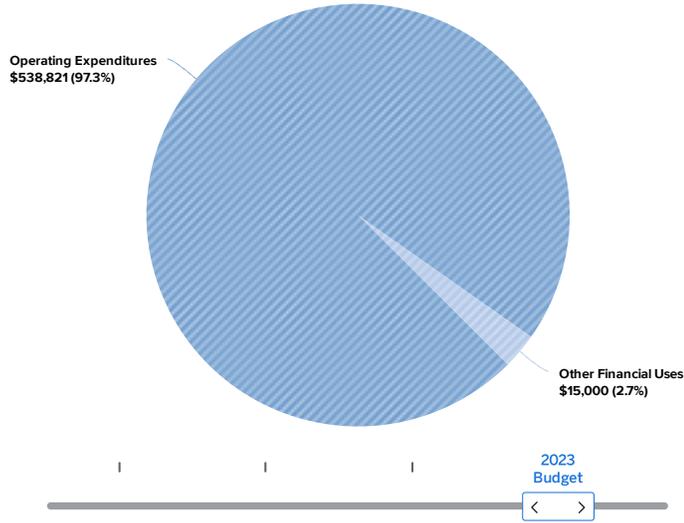
Expenses OWATONNA HRA



Sort By Chart of Accounts ▾

- Operating Expenditures
- Other Financial Uses

Visualization



Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Operating Expenditures	\$ 390,428	\$ 536,875	\$ 491,109	\$ 538,821
▶ Other Financial Uses	15,000	15,000	15,000	15,000
Total	\$ 405,428	\$ 551,875	\$ 506,109	\$ 553,821



HRA Housing Choice Voucher Fund

Fiscal Year 2023

Fund Description

The Housing Choice Voucher Fund is responsible for making housing assistance payments on behalf of tenants and receiving federal grant funds to support the program.

HRA Housing Choice Voucher Fund Revenues vs Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$795,645	\$773,800	\$831,500	\$901,524
Expenses	\$710,896	\$812,084	\$833,141	\$907,116
REVENUES LESS EXPENSES	\$84,749	-\$38,284	-\$1,641	-\$5,592

Revenues Summary

Updated On 27 Jun, 2023

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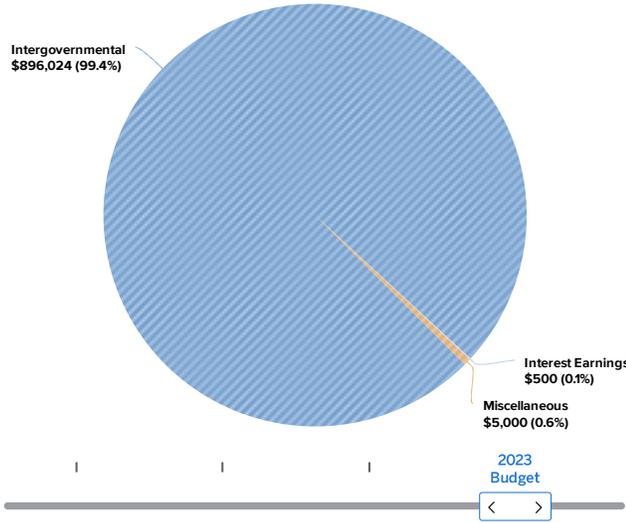
Revenues ▾ OWATONNA HRA HOUSING CH...



Visualization

Sort By Chart of Accounts ▾

- Intergovernmental
- Interest Earnings
- Miscellaneous



Updated On 27 Jun, 2023

← Back History ▾ Reset

Broken down by

Revenues ▾ OWATONNA HRA HOUSING CH...

Data

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 788,011	\$ 773,300	\$ 826,000	\$ 896,024
▶ Interest Earnings	-293	500	500	500
▶ Miscellaneous	7,927	0	5,000	5,000
Total	\$ 795,645	\$ 773,800	\$ 831,500	\$ 901,524

Expenses Summary

Updated On 27 Jun, 2023

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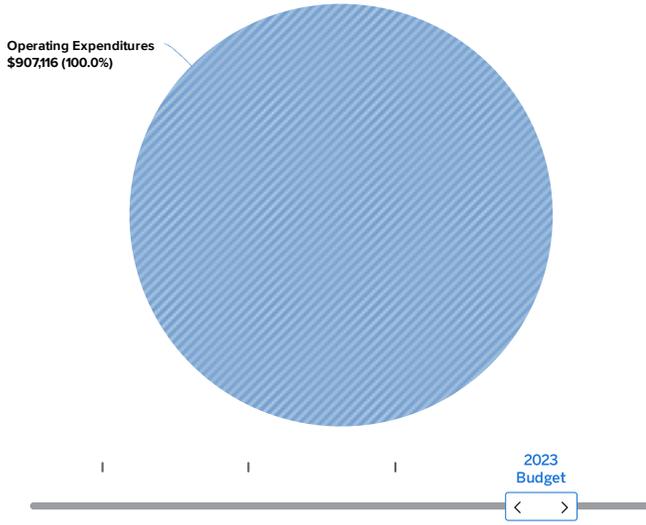
Expenses ▾ OWATONNA HRA HOUSING CH...



Sort By Chart of Accounts ▾

- Operating Expenditures

Visualization



Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▸ Operating Expenditures	\$ 710,896	\$ 812,084	\$ 833,141	\$ 907,116
Total	\$ 710,896	\$ 812,084	\$ 833,141	\$ 907,116



EDA General Fund

Fiscal Year 2023

Fund Description

This fund accounts for the administrative activities of the economic development authority. Lodging tax is received into this fund, with 95% being disbursed to the Owatonna Area Chamber of Commerce for tourism & promotional activities.

EDA General Fund Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$428,253	\$459,883	\$511,326	\$521,127
Expenses	\$387,672	\$464,329	\$500,448	\$511,074
REVENUES LESS EXPENSES	\$40,582	-\$4,446	\$10,878	\$10,053

Revenues Summary

Updated On 27 Jun, 2023

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Broken down by

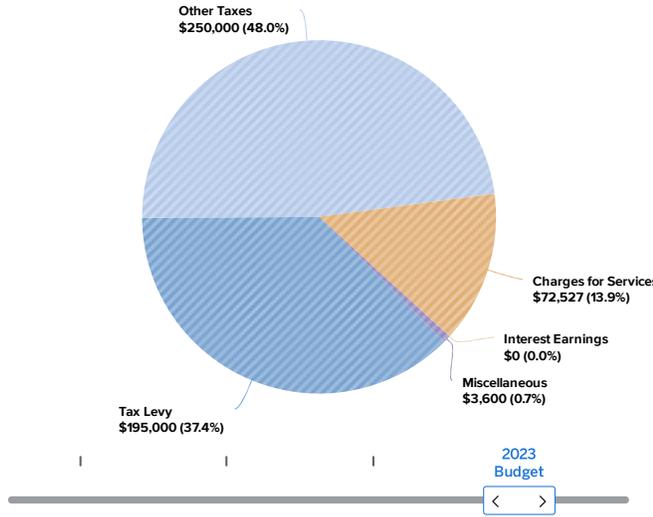
Revenues EDA ADMINISTRATION



Sort By Chart of Accounts ▾

- Tax Levy
- Other Taxes
- Charges for Services
- Interest Earnings
- Miscellaneous

Visualization



Updated On 27 Jun, 2023

← Back History ▾ Reset

Broken down by

Revenues EDA ADMINISTRATION

Data

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Tax Levy	\$ 185,000	\$ 185,000	\$ 190,000	\$ 195,000
▶ Other Taxes	197,623	250,000	250,000	250,000
▶ Charges for Services	42,535	22,217	67,526	72,527
▶ Interest Earnings	-504	1,000	200	0
▶ Miscellaneous	3,600	1,666	3,600	3,600
Total	\$ 428,253	\$ 459,883	\$ 511,326	\$ 521,127

Expenses Summary

Updated On 27 Jun, 2023

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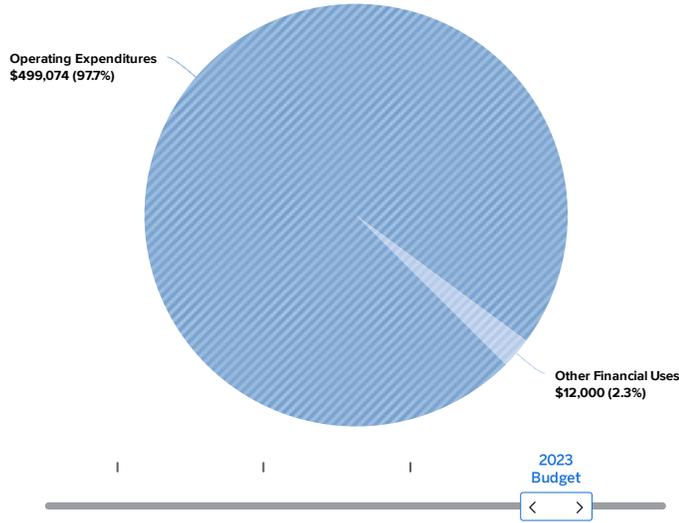
Expenses EDA ADMINISTRATION



Sort By Chart of Accounts ▾

- Operating Expenditures
- Other Financial Uses

Visualization



Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Operating Expenditures	\$ 375,672	\$ 452,329	\$ 488,448	\$ 499,074
▶ Other Financial Uses	12,000	12,000	12,000	12,000
Total	\$ 387,672	\$ 464,329	\$ 500,448	\$ 511,074



EDA Loan Fund

Fiscal Year 2023

Fund Description

This fund accounts for loans processed by the EDA. These loans have included federal and state revolving loan funds in addition to local loans. The EDA has been offering a forgivable loan program in recent years to encourage interior and exterior improvements to building located in the downtown business district.

EDA Loan Fund Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$1,572	\$8,000	\$6,000	\$1,600
Expenses	\$66,481	\$0	\$0	\$0
REVENUES LESS EXPENSES	-\$64,909	\$8,000	\$6,000	\$1,600

Revenues Summary

Updated On 27 Jun, 2023

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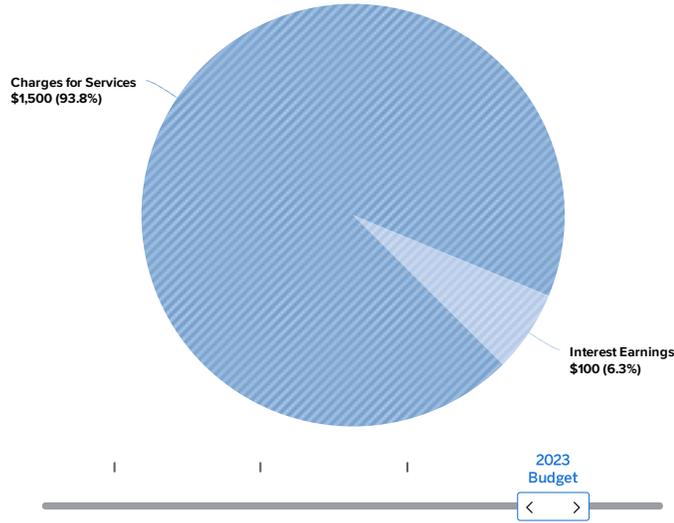
Revenues EDA LOANS



Sort By Chart of Accounts ▾

- Charges for Services
- Interest Earnings

Visualization



Updated On 27 Jun, 2023

← Back History ▾ Reset

Broken down by

Revenues EDA LOANS

Data

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Charges for Services	\$ 1,950	\$ 0	\$ 0	\$ 1,500
▶ Interest Earnings	-379	8,000	6,000	100
Total	\$ 1,572	\$ 8,000	\$ 6,000	\$ 1,600

Expenses Summary

Updated On 27 Jun, 2023

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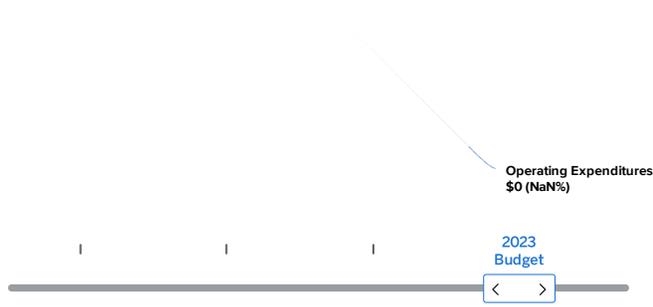
Expenses EDA LOANS



Sort By Chart of Accounts ▾

● Operating Expenditures

Visualization



Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Operating Expenditures	\$ 66,481	\$ 0	\$ 0	\$ 0
Total	\$ 66,481	\$ 0	\$ 0	\$ 0



EDA Land Fund

Fiscal Year 2023

Fund Description

EDA Land Fund accounts for all activities related to the land owned by the EDA.

EDA Land Fund Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$96,460	\$38,661	\$36,260	\$134,814
Expenses	\$55,757	\$38,900	\$39,500	\$42,900
REVENUES LESS EXPENSES	\$40,703	-\$239	-\$3,240	\$91,914

Revenues Summary

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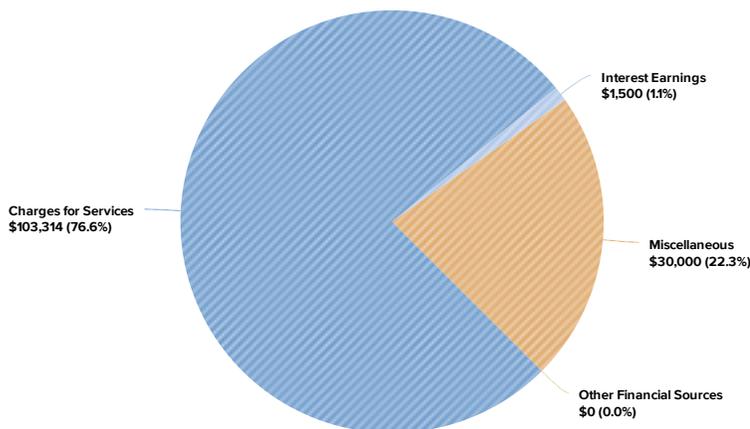
Revenues ▾ EDA LAND

Visualization



Sort By Chart of Accounts ▾

- Charges for Services
- Interest Earnings
- Miscellaneous
- Other Financial Sources



2023 Budget



Updated On 27 Jun, 2023

← Back ↻ History ▾ ↺ Reset

Broken down by

Revenues EDALAND

Data

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Charges for Services	\$ 26,313	\$ 1,161	\$ 1,260	\$ 103,314
▶ Interest Earnings	81	7,500	5,000	1,500
▶ Miscellaneous	36,070	30,000	30,000	30,000
▶ Other Financial Sources	33,996	0	0	0
Total	\$ 96,460	\$ 38,661	\$ 36,260	\$ 134,814

Expenses Summary

Updated On 27 Jun, 2023

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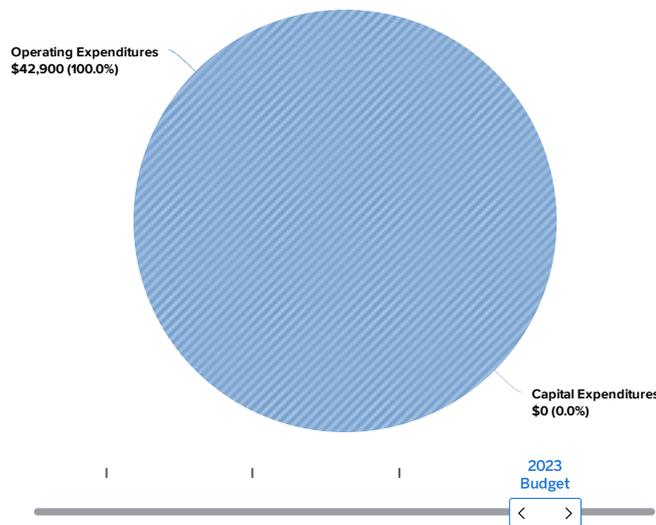
Expenses EDALAND

Visualization

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Sort By **Chart of Accounts** ▾

- Operating Expenditures
- Capital Expenditures



Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Operating Expenditures	\$ 48,549	\$ 38,900	\$ 39,500	\$ 42,900
▶ Capital Expenditures	7,208	0	0	0
Total	\$ 55,757	\$ 38,900	\$ 39,500	\$ 42,900



Mayor & Council

Fiscal Year 2023

Department Overview

Represent the people of Owatonna by making fiscally sound decisions which ensure quality public services and enhance the quality of life for all who live and work in the community. The City Council makes all policy decisions in matters such as: budgets, improvement projects, legislation and zoning. The Council hires the City Attorney and City Administrator, and confirms appointments to the City's Boards, Commissions, and Department Head positions.

Mayor & Council Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$16,527,249	\$16,502,673	\$17,715,356	\$19,187,063
Expenses	\$697,644	\$673,927	\$512,535	\$2,992,100
REVENUES LESS EXPENSES	\$15,829,605	\$15,828,746	\$17,202,821	\$16,194,963

Financial Information

Broken down by

Types

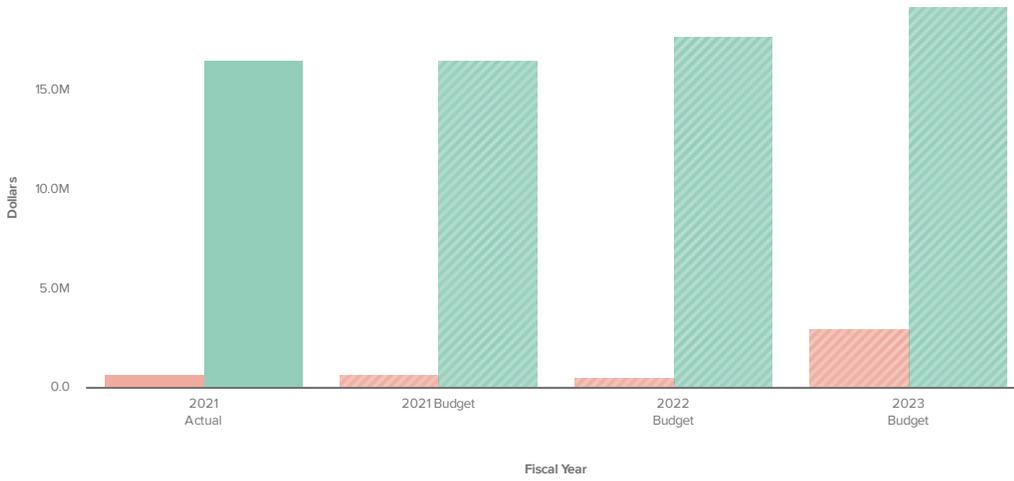
MAYOR & COUNCIL



Visualization

Sort By Chart of Accounts

- Revenues
- Expenses



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Tax Levy	\$ 11,384,952	\$ 11,395,348	\$ 12,551,340	\$ 13,933,897
▶ Other Taxes	345,603	361,000	349,000	343,000
▶ Licenses & Permits	17,987	71,125	76,700	76,825
▶ Intergovernmental	4,778,491	4,674,700	4,737,816	4,833,341
▶ Charges for Services	157	0	0	0
▶ Fines & Forfeitures	0	500	500	0
▶ Interest Earnings	59	0	0	0

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 357,644	\$ 333,927	\$ 312,535	\$ 692,100
▶ Personnel Services - Salaries & Wages	71,900	72,600	72,600	101,400
▶ Personnel Services - Employee Benefits	4,989	5,028	4,984	6,956
▶ Supplies	1,860	2,000	2,000	2,000
▶ Professional and Technical Services	11,601	9,000	4,000	154,000
▶ Other Services & Charges	267,294	245,299	228,951	427,744
▶ Capital Expenditures	0	0	0	2,100,000
▶ Other Financial Uses	340,000	340,000	200,000	200,000
Total	\$ 697,644	\$ 673,927	\$ 512,535	\$ 2,992,100

Staffing Analysis

Mayor & Council FTE

Position Name	FY2021	FY2022	FY2023
FTE			
City Council Member - Vice Pres	1.00	1.00	1.00
Mayor	1.00	1.00	1.00
City Council Member - Pres	1.00	1.00	1.00
City Council Member	5.00	5.00	5.00
FTE	8.00	8.00	8.00



Administrative Services

Fiscal Year 2023

Department Overview

Administrative Services is comprised of several key functions that facilitate the operation of the Organization. This department is responsible for recommending City policies and providing management and support services to the other departments.



Programs

- [Administration](#)
- [Elections](#)
- [Human Resources](#)
- [Finance](#)
- [Information Technology](#)

Administrative Services Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$23,130	\$153,000	\$126,500	\$111,500
Expenses	\$1,805,651	\$1,813,529	\$2,226,546	\$2,333,741
REVENUES LESS EXPENSES	-\$1,782,521	-\$1,660,529	-\$2,100,046	-\$2,222,241

Financial Information

Broken down by

Types

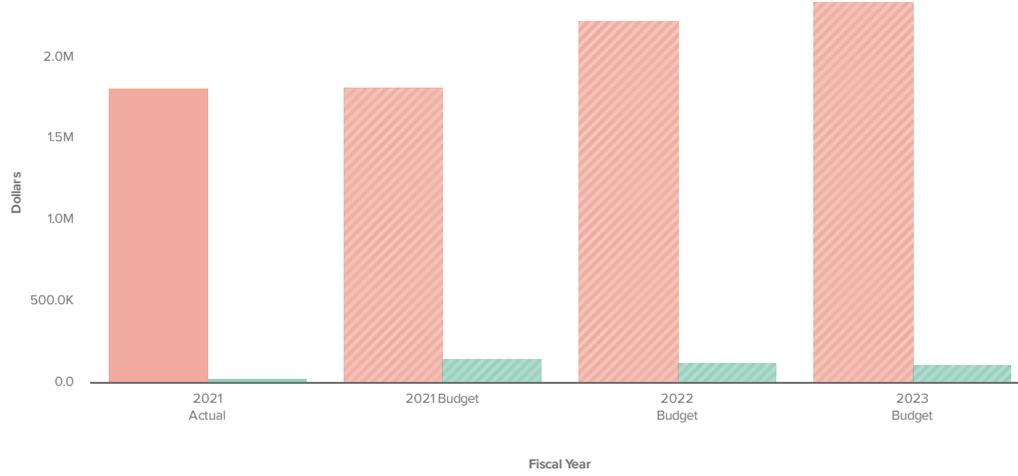
ADMINISTRATIVE SERVICES



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 4,351	\$ 0	\$ 17,000	\$ 4,500
▶ Charges for Services	66,262	63,000	59,500	57,000
▶ Interest Earnings	-47,482	90,000	50,000	50,000
Total	\$ 23,130	\$ 153,000	\$ 126,500	\$ 111,500

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 1,805,651	\$ 1,813,529	\$ 2,226,546	\$ 2,333,741
▶ Personnel Services - Salaries & Wages	1,009,688	987,822	1,147,811	1,212,025
▶ Personnel Services - Employee Benefits	314,970	327,646	376,793	383,650
▶ Supplies	89,387	85,650	86,150	105,650
▶ Professional and Technical Services	85,325	66,000	137,200	101,700
▶ Other Services & Charges	306,282	346,411	478,592	530,716
Total	\$ 1,805,651	\$ 1,813,529	\$ 2,226,546	\$ 2,333,741

Staffing Analysis

Admin FTE

Position Name	FY2021	FY2022	FY2023
FTE			
Administrative Specialist	1.00	1.00	1.00
Technology Specialist	0.00	0.00	0.70
HR Specialist	1.00	1.00	1.00
Sr Director Finance	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00
Communications Manager	0.00	1.00	1.00
Accounting Clerk	0.70	0.70	0.50
Accounting Technician	1.00	1.00	1.00
Systems Administrator	2.00	2.00	2.00
City Administrator	1.00	1.00	1.00
Director Human Resources	1.00	1.00	1.00
Director IT	1.00	1.00	1.00
FTE	10.70	11.70	12.20



Administration

Fiscal Year 2023

Program Overview

Enhance the quality of life through implementation of the City's Strategic Plan.

Administrative Services Program Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	-\$47,257	\$91,000	\$50,000	\$50,500
Expenses	\$353,704	\$308,843	\$462,688	\$512,620
REVENUES LESS EXPENSES	-\$400,961	-\$217,843	-\$412,688	-\$462,120

Accomplishments

Streamlined and improved efficiencies of the Council Agenda process through implementation of new agenda management software, Civic Clerk

Developed a City Council approved Comprehensive Communication plan and Crisis Communication plan

Improved public outreach through "Community Chronicles, City Spotlight Videos, added State of the City video to the city website

Reviewed results and developing plan to address findings of the Building Task Force

Participated in implementation of new Enterprise Resource Planning software "OpenGov

Update three-year Strategic Plan

Hired new Police Chief

Continued partnerships and collaborations with Steele County- transportation, School district - joint use of chambers

Goals

Continuous improvement to organizational effectiveness through full implementation of OpenGov ERP software

Complete facilitated strategic planning process

Assist with community wide branding project

Continue lobbying efforts for 29th avenue, WWTP expansion, LGA

Implementation of building task force findings

Explore sales tax option for potential long term projects

Financial Information

Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Charges for Services	\$ 225	\$ 1,000	\$ 0	\$ 500
▶ Interest Earnings	-47,482	90,000	50,000	50,000
Total	\$ -47,257	\$ 91,000	\$ 50,000	\$ 50,500

Broken down by

Types

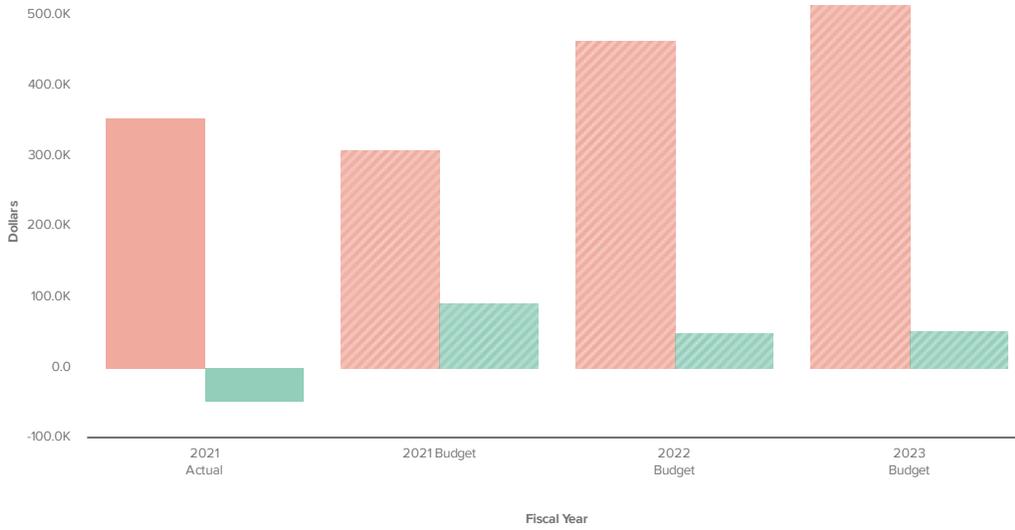
ADMINISTRATIVE SERVICES



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 353,704	\$ 308,843	\$ 462,688	\$ 512,620
▶ Personnel Services - Salaries & Wages	254,784	220,842	325,792	347,564
▶ Personnel Services - Employee Benefits	74,634	65,001	96,436	98,035
▶ Supplies	1,427	1,550	1,550	4,750
▶ Professional and Technical Services	200	0	12,200	12,000
▶ Other Services & Charges	22,659	21,450	26,710	50,270
Total	\$ 353,704	\$ 308,843	\$ 462,688	\$ 512,620



Elections

Fiscal Year 2023

Program Overview

No elections will be held in 2023

Elections Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$4,351	\$0	\$17,000	\$4,500
Expenses	\$10,872	\$17,669	\$50,344	\$9,000
REVENUES LESS EXPENSES	-\$6,521	-\$17,669	-\$33,344	-\$4,500

Financial Information

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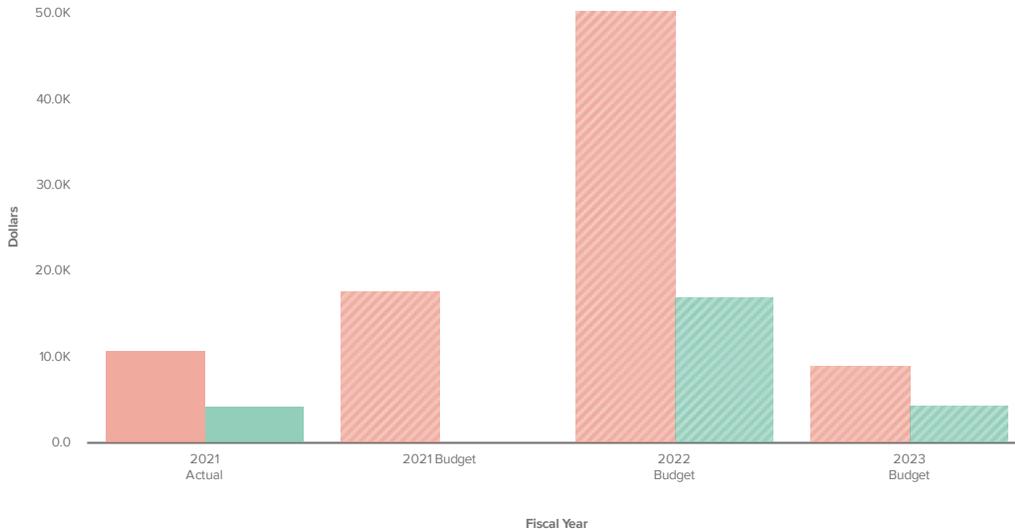
Types

▼ ELECTIONS



Visualization

Sort By Chart of Accounts



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 4,351	\$ 0	\$ 17,000	\$ 4,500
Total	\$ 4,351	\$ 0	\$ 17,000	\$ 4,500

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 10,872	\$ 17,669	\$ 50,344	\$ 9,000
▶ Personnel Services - Salaries & Wages	0	7,253	38,706	0
▶ Personnel Services - Employee Benefits	0	1,416	1,488	0
▶ Supplies	2,170	0	500	0
▶ Other Services & Charges	8,702	9,000	9,650	9,000
Total	\$ 10,872	\$ 17,669	\$ 50,344	\$ 9,000



Human Resources

Fiscal Year 2023

Program Overview

The Human Resources Department is dedicated to partnering and supporting each City Department and its employees to attract, develop, reward and retain a high performing municipal workforce.

Human Resources Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Expenses	\$318,920	\$339,318	\$360,558	\$373,031
REVENUES LESS EXPENSES	-\$318,920	-\$339,318	-\$360,558	-\$373,031

Accomplishments

- Customer service evaluation for the Human Resources Department completed with all Department Heads
- Market review compensation study (pending completion - Oct 2022)
- Personnel files transferred to Laserfiche for document management efficiency (pending completion - Fall 2022)
- City wide diversity training including implicit bias (pending completion - Fall 2022)
- Focused on serving the employee as a whole
- Increased employee recruitment and community engagement efforts
- Assisted City Council with the implementation of a workplace culture assessment
- Created a Human Resources Teams Channel to improve internal communication

Goals

- Follow through on action items identified in the culture assessment blueprint
- Develop a comprehensive internal communication plan that includes physical and mental well-being resources
- Facilitate supervisor training across all City departments
- Develop succession planning tools and a comprehensive onboarding process for regular employees

Financial Information

Broken down by

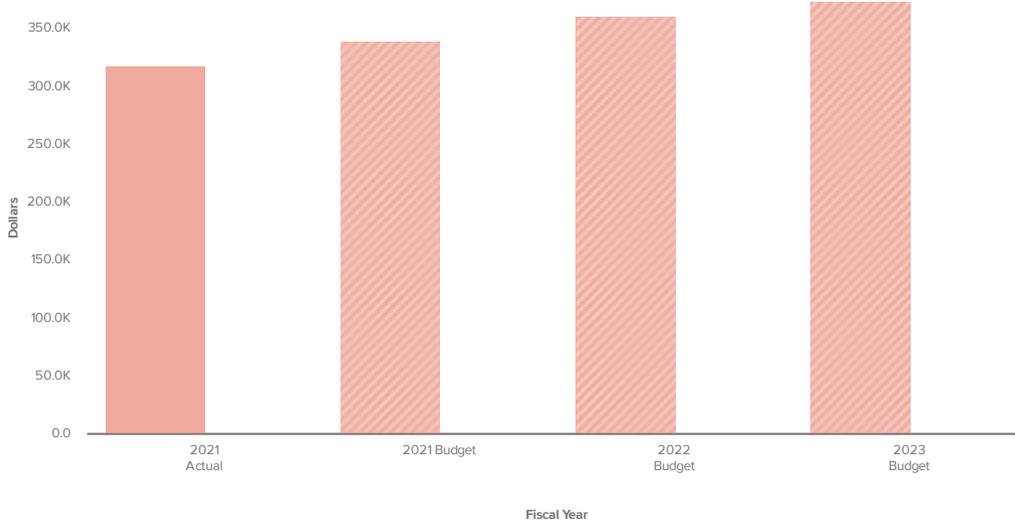
Types **HUMAN RESOURCES**



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 318,920	\$ 339,318	\$ 360,558	\$ 373,031
▶ Personnel Services - Salaries & Wages	179,688	186,272	181,009	181,837
▶ Personnel Services - Employee Benefits	60,169	69,765	70,667	59,114
▶ Supplies	732	800	800	600
▶ Professional and Technical Services	35,831	20,000	38,000	35,800
▶ Other Services & Charges	42,501	62,481	70,082	95,680
Total	\$ 318,920	\$ 339,318	\$ 360,558	\$ 373,031



Finance

Fiscal Year 2023

Program Overview

The Finance Department has stewardship over citizen's shared financial resources. These resources make possible the services that are essential to the safety, livability, and vitality of our community. This department strives to be worthy of the trust that has been bestowed upon us.

Finance Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$66,036	\$62,000	\$59,500	\$56,500
Expenses	\$500,732	\$512,689	\$650,237	\$680,731
REVENUES LESS EXPENSES	-\$434,696	-\$450,689	-\$590,737	-\$624,231

Accomplishments

- Successfully implemented the new ERP system, OpenGov.
- Received the City's 11th Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting for the 2021 Comprehensive Annual Financial Report

Goals

- Develop a sustainable financing plan for overdue maintenance on the City's facilities.
- Continue review of policies and procedures ensuring adequate internal controls.
- Utilize new ERP system's reporting and transparency tools to improve communication to citizens.

Financial Information

Broken down by

Types

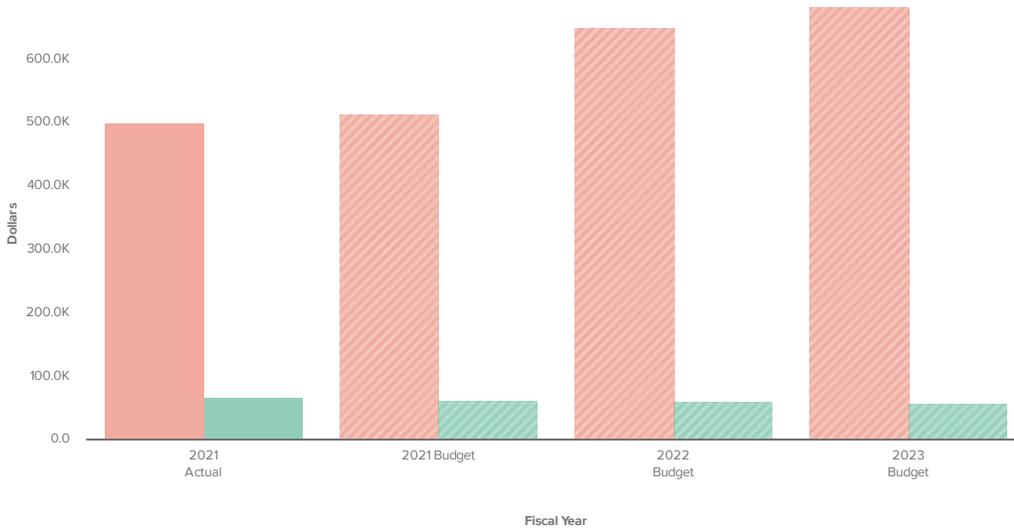
FINANCE



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Charges for Services	\$ 66,036	\$ 62,000	\$ 59,500	\$ 56,500
Total	\$ 66,036	\$ 62,000	\$ 59,500	\$ 56,500

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 500,732	\$ 512,689	\$ 650,237	\$ 680,731
▶ Personnel Services - Salaries & Wages	297,532	297,254	312,826	338,528
▶ Personnel Services - Employee Benefits	77,720	87,325	99,376	105,924
▶ Supplies	6,073	6,750	6,750	6,750
▶ Professional and Technical Services	38,825	36,000	39,000	43,900
▶ Other Services & Charges	80,582	85,360	192,285	185,630
Total	\$ 500,732	\$ 512,689	\$ 650,237	\$ 680,731



Information Technology

Fiscal Year 2023

Program Overview

The Information Technology Department recommends and implements secure technology solutions that helps the organization leverage technology to improve efficiency and effectiveness to meet the City's overall goals in a manner that is timely and cost effective.

Technology Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Expenses	\$621,423	\$635,010	\$702,719	\$758,359
REVENUES LESS EXPENSES	-\$621,423	-\$635,010	-\$702,719	-\$758,359

Accomplishments

- IT Staff has helped and assisted with implementing various OpenGov related software.
- We have decommissioned 2 physical servers and 21 virtual servers from our current environment which should save us time and money going forward.
- Constantly moving more City data to Cloud Storage Including staff documents to OneDrive and Department documents to SharePoint and Teams sites

Goals

- Redesign of the City website
- Increased effort to have formal staff training sessions
- Spending more time with department Directors and staff to see what is working well and what needs improvement

Financial Information

Broken down by

Types

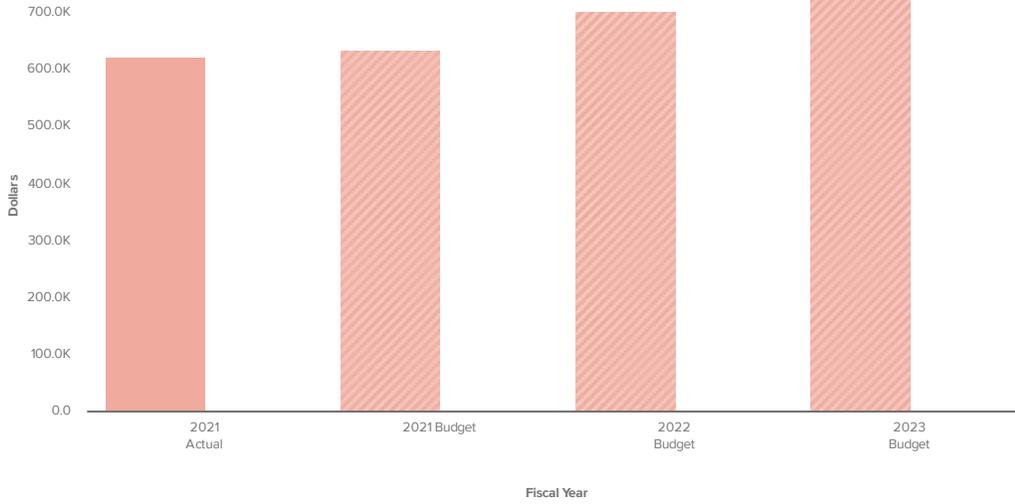
TECHNOLOGY



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 621,423	\$ 635,010	\$ 702,719	\$ 758,359
▶ Personnel Services - Salaries & Wages	277,683	276,201	289,478	344,095
▶ Personnel Services - Employee Benefits	102,449	104,139	108,826	120,577
▶ Supplies	78,985	76,550	76,550	93,550
▶ Professional and Technical Services	10,469	10,000	48,000	10,000
▶ Other Services & Charges	151,838	168,120	179,865	190,136
Total	\$ 621,423	\$ 635,010	\$ 702,719	\$ 758,359



City Attorney

Fiscal Year 2023

Department Overview

City attorney serves as the legal advisor for the City of Owatonna.

City Attorney Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Expenses	\$255,179	\$257,194	\$263,475	\$272,207
REVENUES LESS EXPENSES	-\$255,179	-\$257,194	-\$263,475	-\$272,207

Accomplishments

In this section, you can go into further detail. Make your content more accessible by writing short sentences, choosing words and phrases you'd use when talking to a neighbor, and avoiding jargon.

Goals

In this section, you can go into further detail. Make your content more accessible by writing short sentences, choosing words and phrases you'd use when talking to a neighbor, and avoiding jargon.

Financial Information

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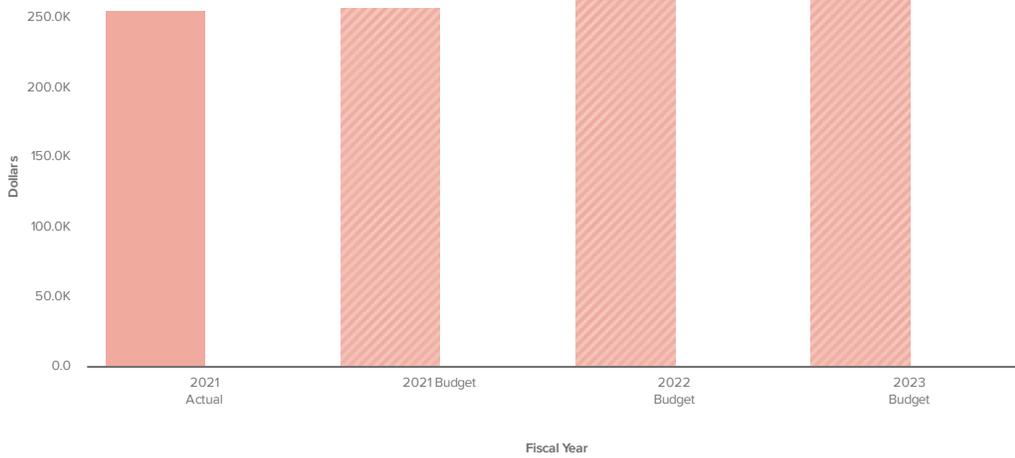
Types CITY ATTORNEYS



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 255,179	\$ 257,194	\$ 263,475	\$ 272,207
▶ Personnel Services - Employee Benefits	45	107	93	0
▶ Supplies	0	500	500	500
▶ Professional and Technical Services	249,447	251,387	257,682	265,447
▶ Other Services & Charges	5,687	5,200	5,200	6,260
Total	\$ 255,179	\$ 257,194	\$ 263,475	\$ 272,207

Staffing Analysis

The City has two contracts for its legal services, internal legal matters and prosecuting cases. There are no staffed positions for this department.



Building/Grounds Maintenance

Fiscal Year 2023

Department Overview

The City of Owatonna has nearly one hundred buildings including the West Hills Campus. This department is responsible for maintaining these facilities and grounds.

Buildings/Grounds Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$101,360	\$90,000	\$90,000	\$90,000
Expenses	\$881,244	\$921,416	\$938,310	\$1,032,855
REVENUES LESS EXPENSES	-\$779,884	-\$831,416	-\$848,310	-\$942,855

Accomplishments

- Implementation of Cartegraph Asset Management Software
- Transition to OpenGov financial software
- Implementation of OpenGov purchase software for CIP projects and quotes
- Member of the Building Task Force and City Council Chamber remodel projects
- Library 3rd floor restroom construction completion
- Dartt's Park storage shed and garage completed
- Brooktree Clubhouse interior update
- Fire Hall Contractor challenges and project
- City Hall Wellness Room update
- Continued efforts for building standards

Goals

- Develop a long-range Capital Project plan
- Staff development and trainings
- Capital Improvement Projects - complete projects on time and within budget
- Full implementation of Cartegraph Asset Management software and utilize the efficiencies
- Develop a security and camera plan
- Develop a card/key access plan
- Develop an internal work order/request process, ensuring internal and external customer focused service

Financial Information

Broken down by

Types

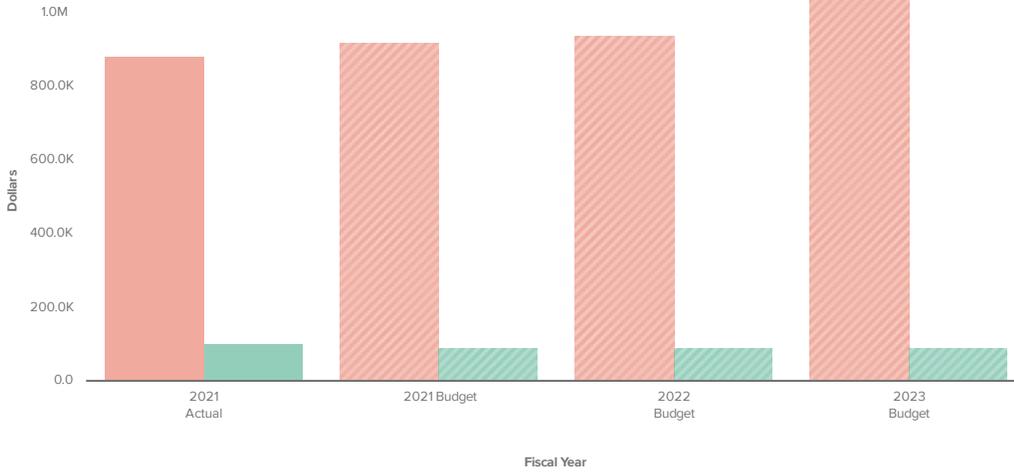
▾ BUILDING/GROUNDS MAINTENANCE



Sort By Chart of Accounts ▾

- Expenses
- Revenues

Visualization



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▸ Charges for Services	\$ 90	\$ 0	\$ 0	\$ 0
▸ Miscellaneous	101,270	90,000	90,000	90,000
Total	\$ 101,360	\$ 90,000	\$ 90,000	\$ 90,000

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 881,244	\$ 921,416	\$ 938,310	\$ 1,032,855
▸ Personnel Services - Salaries & Wages	455,467	479,216	494,086	498,485
▸ Personnel Services - Employee Benefits	160,840	186,300	170,274	202,495
▸ Supplies	107,033	76,000	87,000	108,175
▸ Professional and Technical Services	54,362	71,500	76,400	88,000
▸ Other Services & Charges	103,543	108,400	110,550	135,700
Total	\$ 881,244	\$ 921,416	\$ 938,310	\$ 1,032,855

Buildings/Grounds Maintenance FTE

Position Name	FY2021	FY2022	FY2023
FTE			
Laborer	3.70	3.70	2.70
Custodian	0.70	0.70	0.70
Facilities Specialist	2.00	2.00	2.00
Maintenance Worker	0.00	0.00	1.00
Facilities Manager	1.00	1.00	1.00
FTE	7.40	7.40	7.40



Police

Fiscal Year 2023

Department Overview

To provide law enforcement services that places priorities on quality of life, maintaining a safe and secure community through our work, personal responsibility, community relationships, perseverance and leadership. It is essential to advance law enforcement services that meet the communities needs and expectations while striving to be fiduciary responsible to our constituents.



Programs

- [Police Administration](#)
- [Patrol](#)
- [Criminal Investigation](#)
- [Law Enforcement Center](#)
- [South Central Drug Investigative Unit \(SCDIU\)](#)

Police Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$928,984	\$884,267	\$997,221	\$967,934
Expenses	\$5,590,625	\$5,556,361	\$5,880,573	\$6,142,200
REVENUES LESS EXPENSES	-\$4,661,641	-\$4,672,094	-\$4,883,352	-\$5,174,266

Accomplishments

- strong strategic planning and coordination with city administration and human resources to manage a seamless succession planning of three department retirements.
- maintained adequate staffing levels during unpredictable vacancies due to injury, medical and pandemic related illness.
- employee development as a result of promotional and advancement opportunities.
- contributions and commitment to communications task force and city/department initiatives; Facebook, Owatonna Chronicles, Just the Facts.
- preparedness and partnerships with regional mobile field force teams.
- upgraded body-worn camera (BWC) hardware with new Samsung phone (S8 to S21)
- successful BWC biennial audit with no findings.
- proactive work in traffic safety and participation in Toward Zero Death (TZD) enforcement periods.
- visibility and presence in downtown district.
- participation in community events and community policing initiatives.
- met POST board audit for peace officer continuing education and mandatory policies.
- excelled at state police explorer conference.
- fruits of recruitment - hiring of police officer from Explorer/Reserve Unit and attendance at Alexandria job fair increased candidate pool.
- focus and commitment to officer wellness.
- focus on crisis intervention training and autism training.
- tactical team equipment (Kevlar helmets and communication headset)

Goals

- maintain a crime rate that is below state average of comparable cities (population 25,000-49,999).
- commitment to SCDIU.
- emergency preparedness - IPAWS, FEMA certifications, inter-department training
- teamwork among various city, county, state partners, departments and organizations.
- maintain staffing levels that meet needs of the department and community.
- recruitment; mentoring students at OHS and department programs (CSO, Explorer, Reserve Unit)
- seek grants that will support new initiatives and programs.
- Peer Support Program
- Bike Patrol Unit
- Community policing engagements and visual presence in the community that builds upon trust, legitimacy and partnerships.
- Department In-Service meetings/training
- Rejuvenate Organizational Improvement Team (OIT)
- Continue to expand/contribute to city social media page in coordination with communications manager.
- Citizen Police Academy.
- Youth programs; Safety Camp, Have a Safe Summer, Explorer's, Shop with a Cop, and new initiatives.

Financial Information

Broken down by

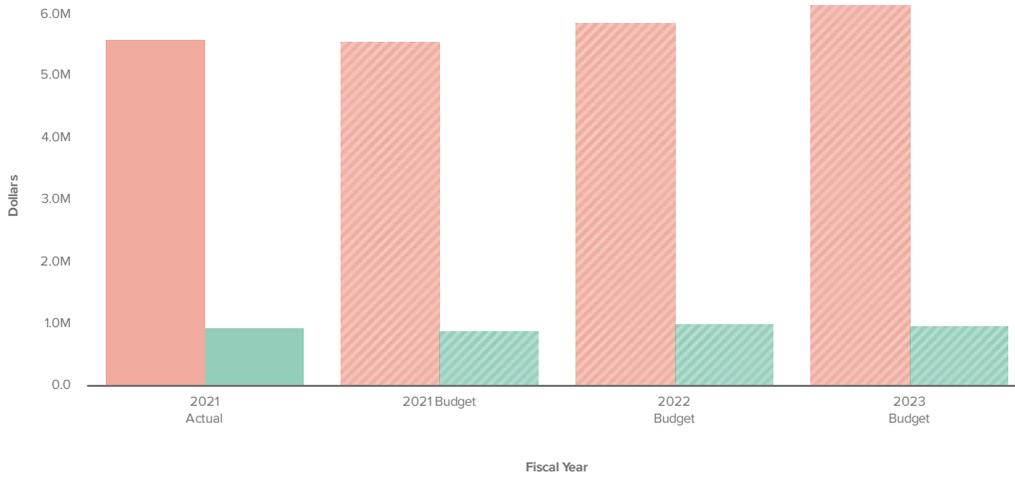
Types POLICE



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 713,399	\$ 637,625	\$ 732,674	\$ 745,634
▶ Charges for Services	52,883	42,700	42,700	42,500
▶ Fines & Forfeitures	145,459	186,700	195,200	151,800
▶ Miscellaneous	17,243	17,242	26,647	28,000
Total	\$ 928,984	\$ 884,267	\$ 997,221	\$ 967,934

Expenses

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Personnel Services - Salaries & Wages	\$ 3,408,125	\$ 3,444,525	\$ 3,578,958	\$ 3,726,348
▶ Personnel Services - Employee Benefits	1,240,302	1,226,296	1,363,803	1,398,685
▶ Supplies	194,592	175,100	209,540	241,500
▶ Professional and Technical Services	56,497	66,740	61,740	62,900
▶ Other Services & Charges	691,108	643,700	666,532	712,767
Total	\$ 5,590,625	\$ 5,556,361	\$ 5,880,573	\$ 6,142,200

Police FTE

Position Name	FY2021	FY2022	FY2023
FTE			
Captain	2.00	2.00	2.00
Sergeant	7.00	7.00	7.00
Patrol	25.00	25.00	25.00
Evidence Technician	1.00	1.00	1.00
Sr Director Police	1.00	1.00	1.00
Administrative Technician	2.00	2.00	2.00
CSO	2.40	2.40	2.40
FTE	40.40	40.40	40.40



Police Administration

Fiscal Year 2023



Program Overview

Manages the day-to-day operations, programs, personnel, and staff development

Police Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$32,652	\$32,400	\$43,400	\$37,000
Expenses	\$1,239,484	\$1,157,815	\$1,216,351	\$1,276,256
REVENUES LESS EXPENSES	-\$1,206,833	-\$1,125,415	-\$1,172,951	-\$1,239,256

Financial Information

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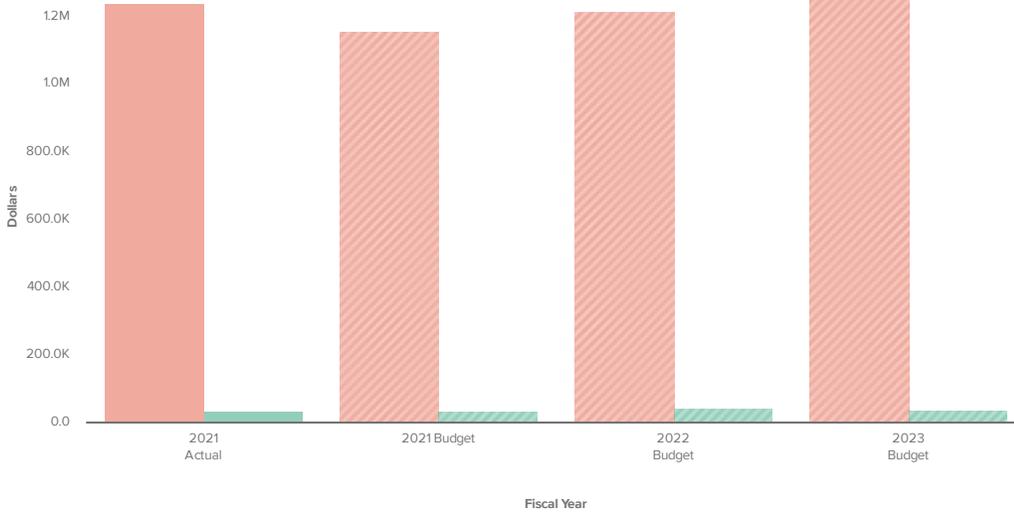
Types POLICE DEPARTMENT



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 26,412	\$ 23,500	\$ 26,000	\$ 28,000
▶ Charges for Services	897	3,500	3,500	3,500
▶ Fines & Forfeitures	5,343	5,400	13,900	5,500
Total	\$ 32,652	\$ 32,400	\$ 43,400	\$ 37,000

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 1,239,484	\$ 1,157,815	\$ 1,216,351	\$ 1,276,256
▶ Personnel Services - Salaries & Wages	568,739	544,353	554,311	575,870
▶ Personnel Services - Employee Benefits	235,232	199,312	217,050	210,726
▶ Supplies	192,503	171,600	206,040	238,000
▶ Professional and Technical Services	56,497	66,490	61,490	62,400
▶ Other Services & Charges	186,513	176,060	177,460	189,260
Total	\$ 1,239,484	\$ 1,157,815	\$ 1,216,351	\$ 1,276,256



Patrol Services

Fiscal Year 2023

PATROL DIVISION



Program Overview

Our uniformed staff that provide 24/7/365 service. Responds to all emergencies, investigates crimes, maintains peace and tranquility, enforces state and local laws, provides a visual presence in the community.

Patrol Services Revenue vs Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$447,363	\$447,800	\$470,800	\$455,900
Expenses	\$2,973,910	\$3,048,116	\$3,257,020	\$3,386,969
REVENUES LESS EXPENSES	-\$2,526,547	-\$2,600,316	-\$2,786,220	-\$2,931,069

Financial Information

Broken down by

Types

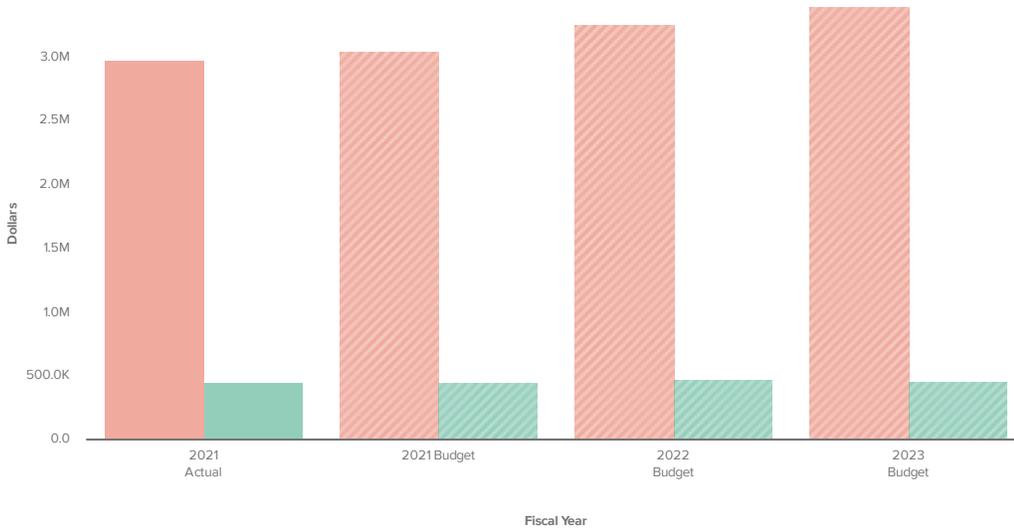
▼ PATROL SERVICES



Sort By Chart of Accounts ▼

- Expenses
- Revenues

Visualization



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 290,315	\$ 260,300	\$ 283,300	\$ 303,600
▶ Charges for Services	16,932	6,200	6,200	6,000
▶ Fines & Forfeitures	140,116	181,300	181,300	146,300
Total	\$ 447,363	\$ 447,800	\$ 470,800	\$ 455,900

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 2,973,910	\$ 3,048,116	\$ 3,257,020	\$ 3,386,969
▶ Personnel Services - Salaries & Wages	2,147,219	2,205,339	2,302,667	2,421,263
▶ Personnel Services - Employee Benefits	776,215	791,607	893,383	912,437
▶ Supplies	2,089	3,500	3,500	3,500
▶ Other Services & Charges	48,387	47,670	57,470	49,770
Total	\$ 2,973,910	\$ 3,048,116	\$ 3,257,020	\$ 3,386,969



Criminal Investigation

Fiscal Year 2023



Program Overview

A support program that specializes in complex criminal investigations and undercover operations.

Criminal Investigation Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$244,356	\$236,825	\$306,374	\$252,034
Expenses	\$931,901	\$944,675	\$991,915	\$1,019,902
REVENUES LESS EXPENSES	-\$687,544	-\$707,850	-\$685,541	-\$767,868

Financial Information

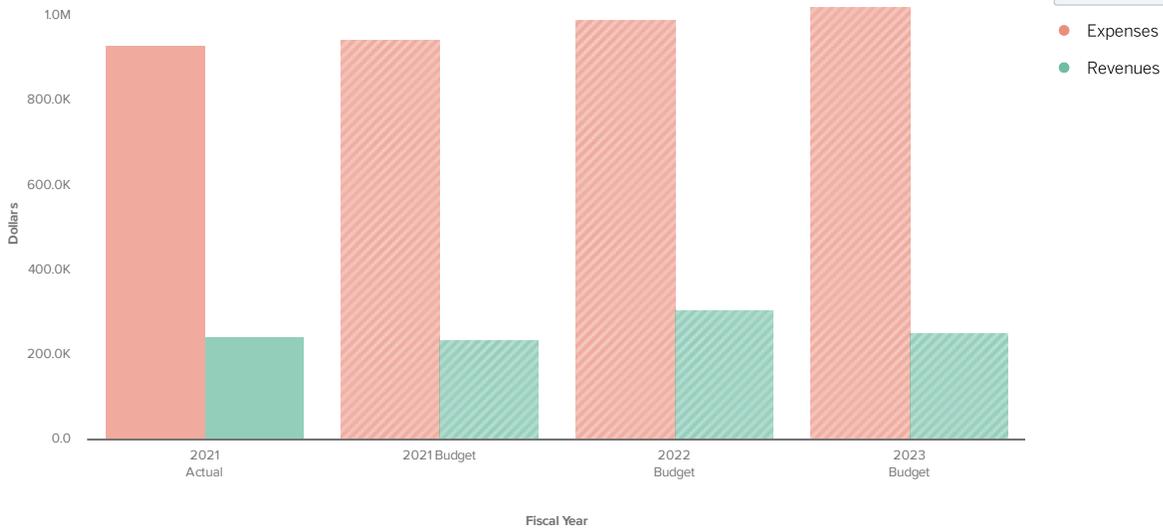
Broken down by

Types **CRIMINAL INVESTIGATION**



Visualization

Sort By Chart of Accounts ▾



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 209,301	\$ 203,825	\$ 273,374	\$ 219,034
▶ Charges for Services	35,055	33,000	33,000	33,000
Total	\$ 244,356	\$ 236,825	\$ 306,374	\$ 252,034

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 931,901	\$ 944,675	\$ 991,915	\$ 1,019,902
▶ Personnel Services - Salaries & Wages	692,168	694,833	721,980	729,215
▶ Personnel Services - Employee Benefits	228,856	235,377	253,370	275,522
▶ Professional and Technical Services	0	250	250	500
▶ Other Services & Charges	10,878	14,215	16,315	14,665
Total	\$ 931,901	\$ 944,675	\$ 991,915	\$ 1,019,902



LEC Operations/Records Management

Fiscal Year 2023



Program Overview

A collaboration with the Steele County Sheriff's Office that provides Records, Maintenance personnel and operating costs for the LEC.

LEC Operations/Records Management Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$17,243	\$17,242	\$26,647	\$28,000
Expenses	\$257,960	\$255,755	\$265,287	\$264,072
REVENUES LESS EXPENSES	-\$240,718	-\$238,513	-\$238,640	-\$236,072

Financial Information

Broken down by

Types LEC OPERATIONS/REC MANAG...



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
► Miscellaneous	\$ 17,243	\$ 17,242	\$ 26,647	\$ 28,000
Total	\$ 17,243	\$ 17,242	\$ 26,647	\$ 28,000

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 257,960	\$ 255,755	\$ 265,287	\$ 264,072
► Other Services & Charges	257,960	255,755	265,287	264,072
Total	\$ 257,960	\$ 255,755	\$ 265,287	\$ 264,072



South Central Drug Investigation Unit (SCDIU)

Fiscal Year 2023



Program Overview

The SCDIU is a multi-agency violent crimes task force and drug investigative unit that is funded by a federal grant and member agency contributions.

This program of the police department reports the pass-through federal grant that is used to fund the SCDIU.

SCDIU Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$187,370	\$150,000	\$150,000	\$195,000
Expenses	\$187,370	\$150,000	\$150,000	\$195,000
REVENUES LESS EXPENSES	\$0	\$0	\$0	\$0

Financial Information

Broken down by

Types

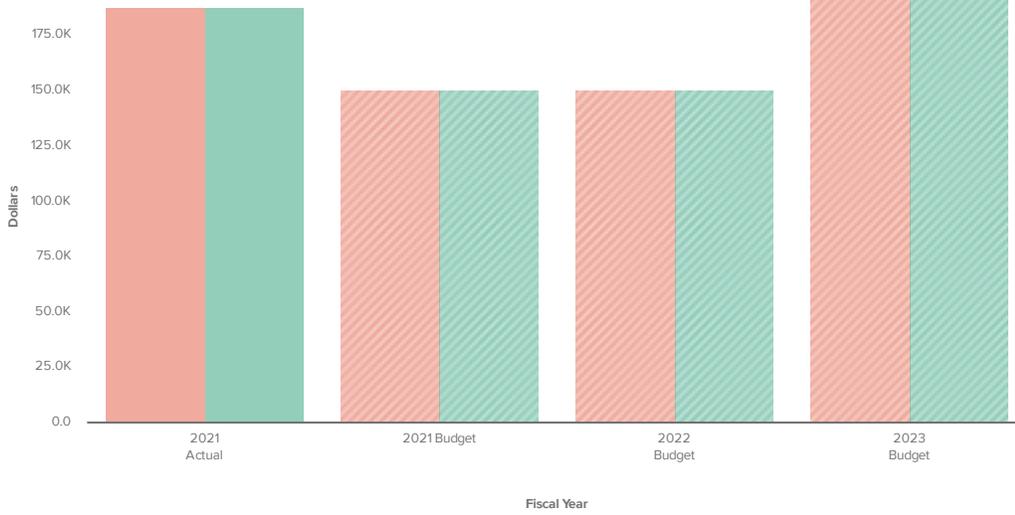
SCDIU GRANT



Visualization

Sort By Chart of Accounts

- Expenses
- Revenues



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 187,370	\$ 150,000	\$ 150,000	\$ 195,000
Total	\$ 187,370	\$ 150,000	\$ 150,000	\$ 195,000

Expenses

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Operating Expenditures	\$ 187,370	\$ 150,000	\$ 150,000	\$ 195,000
Total	\$ 187,370	\$ 150,000	\$ 150,000	\$ 195,000



Fire

Fiscal Year 2023

Department Overview

The Owatonna Fire Departments mission is to save lives and property in a safe and efficient manner.

Fire Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$463,072	\$346,950	\$353,362	\$388,525
Expenses	\$1,867,483	\$1,809,714	\$1,884,553	\$2,161,298
REVENUES LESS EXPENSES	-\$1,404,410	-\$1,462,764	-\$1,531,191	-\$1,772,773

Accomplishments

Staff:

- Added 2 new FT Fire Equipment Operators
- Completed the training of 6 new paid on call firefighters

Administration:

- Began using OpenGov (purchasing, 2023 budget prep)
- Began using CitizenServices (Rental Licenses, Fire Protection Systems, Nuisance Complaints)
- Implemented a system (in GIS) to allow fire staff to document pre-plan information for various businesses in our community

Training:

- updated and implemented a training program / onboarding program for new FT firefighters
- Hosted a National Fire Academy Safety Officer Class

Safety:

- Reorganized the system we use for manage our Safety Data Sheets to make it more usable for employees
- Began updating the Cities Safety Manual
- Publish a monthly Safety Topic from the Safety Committee to all employees.

Emergency Management:

- Co-hosted a table top HAZMAT drill at a local business with multiple response agencies.

Goals

- Add a Fire Marshal
- Increase our technical rescue capabilities through training
- Emergency Management - Assist the County in updating the All Hazard Mitigation Plan
- Have all FT firefighters state certified as Fire Inspector I
- Roll out department policy and procedures

Financial Information

Broken down by

Types

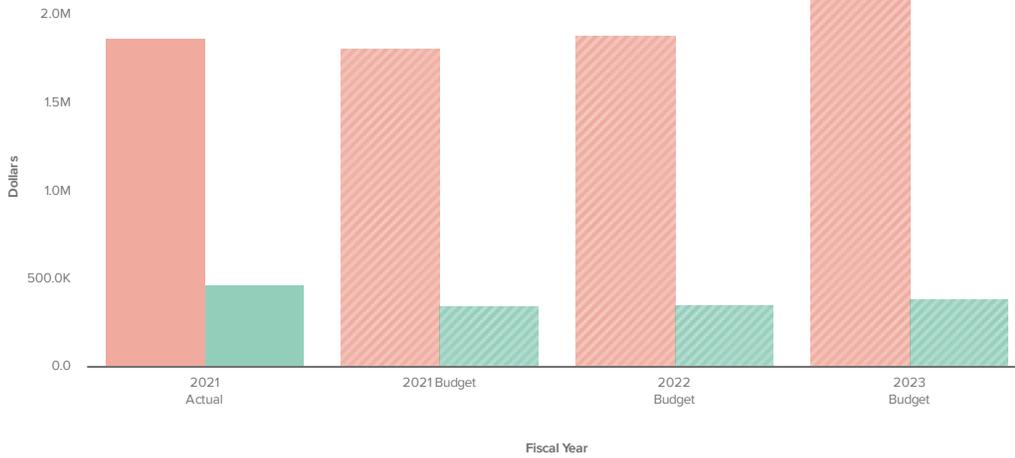
FIRE



Visualization

Sort By Chart of Accounts

- Expenses
- Revenues



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▸ Licenses & Permits	\$ 30,201	\$ 14,200	\$ 15,850	\$ 20,950
▸ Intergovernmental	244,365	174,000	174,000	192,630
▸ Charges for Services	167,838	158,750	163,512	174,945
▸ Miscellaneous	20,668	0	0	0
Total	\$ 463,072	\$ 346,950	\$ 353,362	\$ 388,525

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 1,867,483	\$ 1,809,714	\$ 1,884,553	\$ 2,161,298
▸ Personnel Services - Salaries & Wages	960,831	926,070	955,201	1,102,752
▸ Personnel Services - Employee Benefits	524,825	508,661	535,198	609,716
▸ Supplies	113,932	112,587	123,028	131,175
▸ Professional and Technical Services	37,744	36,150	35,400	41,815
▸ Other Services & Charges	230,151	226,246	235,726	275,840
Total	\$ 1,867,483	\$ 1,809,714	\$ 1,884,553	\$ 2,161,298

Fire FTE

Position Name	FY2021	FY2022	FY2023
FTE			
Fire Marshall/Asst Chief	0.00	0.00	1.00
Sr Director Fire	1.00	1.00	1.00
Fire Equipment Operator	4.00	4.00	4.00
Fire Commander	4.00	4.00	4.00
Administrative Technician	1.00	1.00	1.00
FTE	10.00	10.00	11.00



Building Inspection

Fiscal Year 2023

Department Overview

The mission of the Owatonna Building Inspections Division is to protect the lives and safety of the public, preserve quality of life, and contribute to economic development. Our philosophy is based upon enforcement of building codes in an atmosphere of cooperation, open communication, and focusing on a long-term commitment to our community.

Building Inspection Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$483,137	\$386,300	\$426,300	\$451,500
Expenses	\$437,903	\$439,437	\$545,703	\$452,267
REVENUES LESS EXPENSES	\$45,234	-\$53,137	-\$119,403	-\$767

Accomplishments

- In the process of completing the new Citizen Service portion of the online permitting process
- Backfilled an inspector position
- Minor Residential plan review can be done electronically
- Started scanning new construction projects for retention
- Further enforced blighted building maintenance/repairs

Goals

- Continue to expand and upgrade online Citizen Serve for a better use experience by both the public and staff
- Complete reorganizing our web page to remove redundant information
- Find new ways to engage staff to ensure employee retention
- Add an additional inspector position
- Begin the majority of plan review electronically including commercial projects

Financial Information

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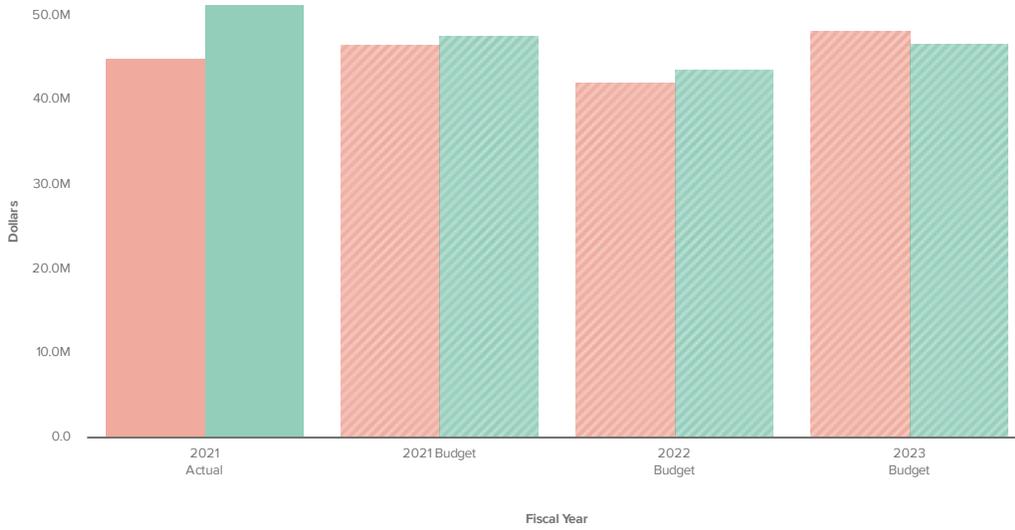
Types



Visualization

Sort By Chart of Accounts

- Revenues
- Expenses



Revenues

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▸ Licenses & Permits	\$ 332,260	\$ 301,000	\$ 306,000	\$ 321,200
▾ Charges for Services	150,876	85,300	120,300	130,300
▸ Other Income	135	0	0	0
▸ Charges for Services	150,741	85,300	120,300	130,300
Total	\$ 483,137	\$ 386,300	\$ 426,300	\$ 451,500

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 437,903	\$ 439,437	\$ 545,703	\$ 452,267
▶ Personnel Services - Salaries & Wages	317,285	315,478	373,378	313,690
▶ Personnel Services - Employee Benefits	91,777	95,439	114,155	81,092
▶ Supplies	7,203	6,950	10,950	8,950
▶ Professional and Technical Services	260	1,500	500	600
▶ Other Services & Charges	21,378	20,070	46,720	47,935
Total	\$ 437,903	\$ 439,437	\$ 545,703	\$ 452,267

Staffing Analysis

Building Inspection FTE

Position Name	FY2021	FY2022	FY2023
FTE			
Building Inspector	1.00	1.70	1.70
Building Official	1.00	1.00	1.00
Administrative Technician	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00
FTE	4.00	4.70	4.70



Engineering

Fiscal Year 2023

Department Overview

The mission of the Department of Public Works is to provide the residents and businesses of the City of Owatonna with high-quality, efficient, and responsive services in engineering, street maintenance, stormwater and wastewater.

Engineering Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$534,896	\$763,000	\$711,500	\$752,500
Expenses	\$866,786	\$937,724	\$1,053,544	\$1,157,545
REVENUES LESS EXPENSES	-\$331,890	-\$174,724	-\$342,044	-\$405,045

Accomplishments

- Participated in planning efforts for the
- Completed Phase I of the downtown revitalization project
- Completed Truman Avenue reconstruction
- Completion of annual overlay and street maintenance projects
- Received additional Federal funds for completion of 18th Street SE and trail from Austin Road to Bixby Road.
- Implemented Citizens services for online permit applications
- future East Side Corridor (29th Avenue)

Goals

- Complete Phase II of the downtown revitalization project, Vine Street Parking Lot
- Implementation of Cartograph for ADA transition plan
- Evaluate results of stormwater plan update and prioritize projects for completion
- Evaluate results of sanitary sewer plan update and prioritize projects for completion
- Havana Road reconstruction, Truman to Smith
- Prepare plans for trail development from Linn to Austin Road along 18th Street South
- Construction of 18th Street SE and CSAH 48 Roundabout
- Develop 29th Avenue funding plan and explore options for federal funding, including federal funds available for grade separation projects with the goal of the removal of Havana Road RR crossing and replacement with an overpass on 29th Avenue

Financial Information

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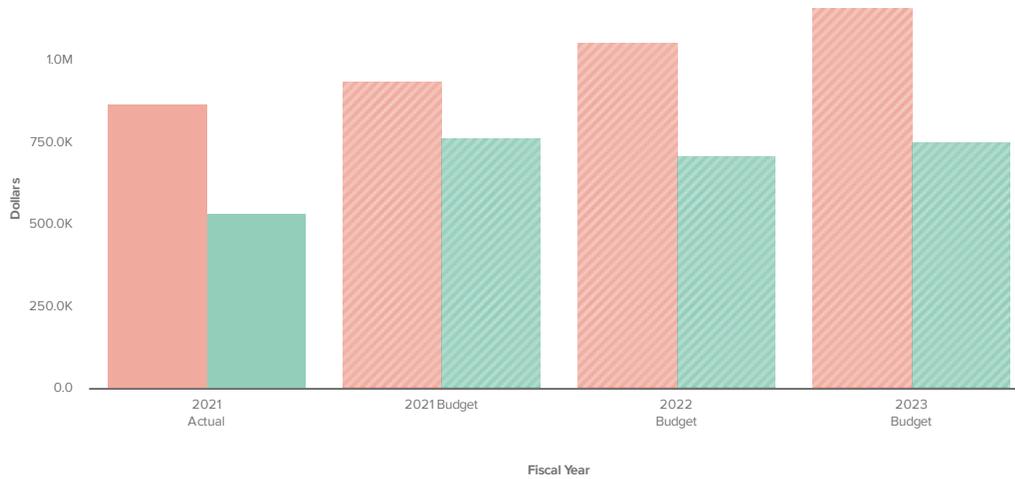
Types ENGINEERING



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▸ Licenses & Permits	\$ 24,881	\$ 2,500	\$ 2,500	\$ 10,000
▸ Charges for Services	510,015	760,500	709,000	742,500
Total	\$ 534,896	\$ 763,000	\$ 711,500	\$ 752,500

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 866,786	\$ 937,724	\$ 1,053,544	\$ 1,157,545
▸ Personnel Services - Salaries & Wages	519,503	496,630	563,026	596,324
▸ Personnel Services - Employee Benefits	96,765	121,344	168,118	166,971
▸ Supplies	8,399	20,900	20,900	23,900
▸ Professional and Technical Services	7,194	2,700	2,700	2,700
▸ Other Services & Charges	234,925	296,150	298,800	367,650
Total	\$ 866,786	\$ 937,724	\$ 1,053,544	\$ 1,157,545

Staffing Analysis

Engineering FTE

Position Name	FY2021	FY2022	FY2023
FTE			
Assistant City Engineer	1.00	1.00	1.00
Engineering Technician	2.00	2.00	2.00
Administrative Technician	1.00	1.00	1.00
Civil Engineer	1.00	2.00	2.00
Sr Director Public Works	1.00	1.00	1.00
Engineering Specialist	1.00	0.00	0.00
FTE	7.00	7.00	7.00



Street Maintenance

Fiscal Year 2023

Department Overview

The mission of the Department of Public Works is to provide the residents and businesses of the City of Owatonna with high-quality, efficient, and responsive services in engineering, street maintenance, stormwater and wastewater.



Programs

[Street Maintenance General](#)

[Ice & Snow Removal](#)

[Street Cleaning](#)

[Street Maintenance](#)

Street Maintenance Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$261,853	\$229,300	\$236,000	\$255,500
Expenses	\$3,113,473	\$3,292,351	\$3,431,634	\$3,602,847
REVENUES LESS EXPENSES	-\$2,851,621	-\$3,063,051	-\$3,195,634	-\$3,347,347

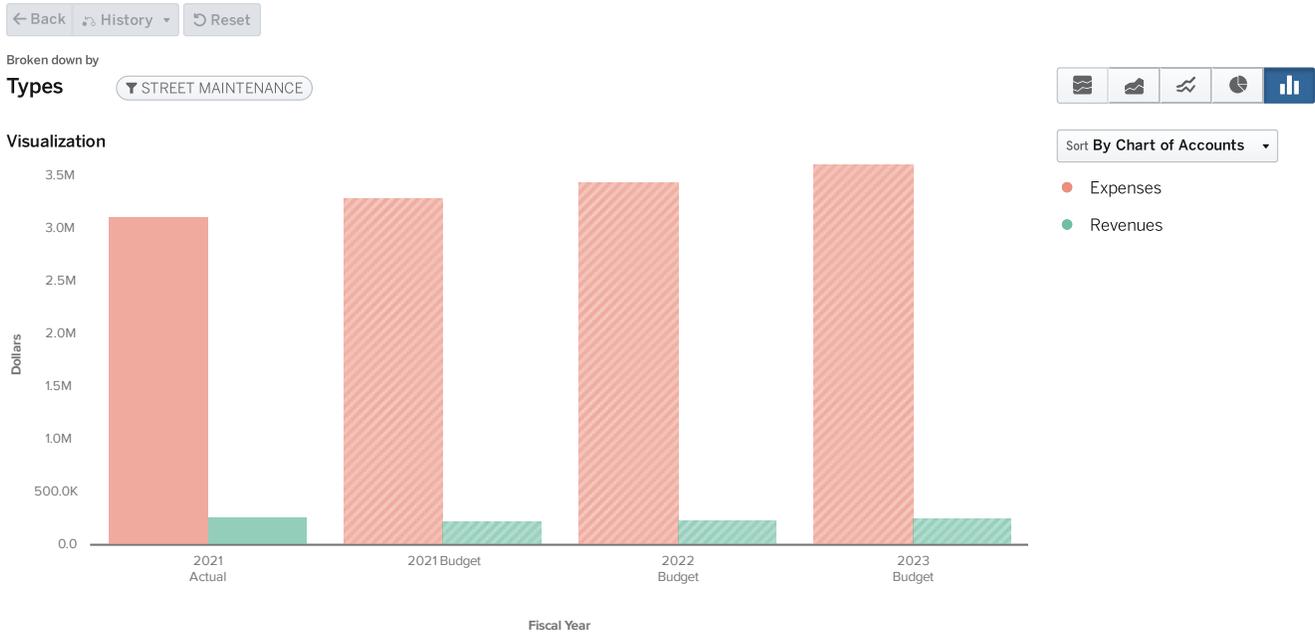
Accomplishments

- Implemented Cartegraph to replace Manager+ for fleet management along with incorporating Petrovend Phoenix software
- Completed annual overlay project
- Aggressively removed damaged or compromised trees
- Purchased vbox sander and v plow for better snow and ice control in alleyways

Goals

- Implement Cartegraph for street sign and tree management
- Continued evaluation of fleet purchasing and attempting to stay ahead of extremely long lead times for equipment
- Implement new snow removal practices for downtown streetscape area
- Continue sign replacement/updating in logical fashion
- Continue treatment for emerald ash borer and aggressive removal of ash trees

Financial Information



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▸ Licenses & Permits	\$ 1,118	\$ 500	\$ 500	\$ 0
▸ Intergovernmental	200,849	178,000	183,000	200,500
▸ Charges for Services	59,886	50,800	52,500	55,000
Total	\$ 261,853	\$ 229,300	\$ 236,000	\$ 255,500

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 3,095,809	\$ 3,292,351	\$ 3,431,634	\$ 3,602,847
▶ Personnel Services - Salaries & Wages	1,225,312	1,315,414	1,403,262	1,425,632
▶ Personnel Services - Employee Benefits	523,343	547,747	594,582	572,225
▶ Supplies	642,165	615,150	625,050	765,750
▶ Professional and Technical Services	8,863	12,000	12,000	12,000
▶ Other Services & Charges	696,127	802,040	796,740	827,240
▶ Capital Expenditures	17,664	0	0	0
Total	\$ 3,113,473	\$ 3,292,351	\$ 3,431,634	\$ 3,602,847

Staffing Analysis

Street Maintenance FTE

Position Name	FY2021	FY2022	FY2023
FTE			
Maintenance Manager	1.00	1.00	1.00
Sr Maintenance Worker	10.00	10.00	10.00
Sr Maintenance Worker Lead	2.00	2.00	2.00
Equipment Maintenance Specialist	3.00	3.00	3.00
Maintenance Foreman	1.00	1.00	1.00
Equipment Maintenance Foreman	1.00	1.00	1.00
FTE	18.00	18.00	18.00



Street Maintenance General

Fiscal Year 2023

Program Overview

This program includes administration, mechanics, traffic signs/signals and forestry operations.

Street Maintenance General Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$16,311	\$8,300	\$10,000	\$12,500
Expenses	\$1,424,892	\$1,338,235	\$1,419,263	\$1,452,432
REVENUES LESS EXPENSES	-\$1,408,582	-\$1,329,935	-\$1,409,263	-\$1,439,932

Financial Information

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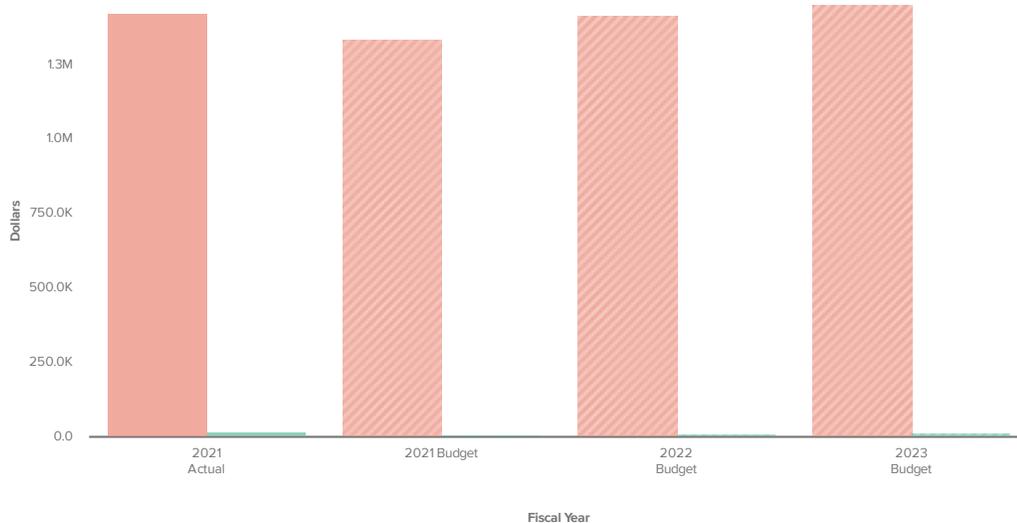
Types

STREET DEPARTMENT



Visualization

Sort By Chart of Accounts



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 6,545	\$ 7,500	\$ 7,500	\$ 7,500
▶ Charges for Services	9,766	800	2,500	5,000
Total	\$ 16,311	\$ 8,300	\$ 10,000	\$ 12,500

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 1,407,228	\$ 1,338,235	\$ 1,419,263	\$ 1,452,432
▶ Personnel Services - Salaries & Wages	788,945	752,626	802,304	814,787
▶ Personnel Services - Employee Benefits	348,652	312,284	339,249	334,070
▶ Supplies	154,826	166,950	167,850	181,050
▶ Professional and Technical Services	8,023	9,500	9,500	10,000
▶ Other Services & Charges	106,782	96,875	100,360	112,525
▶ Capital Expenditures	17,664	0	0	0
Total	\$ 1,424,892	\$ 1,338,235	\$ 1,419,263	\$ 1,452,432



Ice & Snow Removal

Fiscal Year 2023

Program Overview

To ensure all roadways are passable and safe for driving for the community and public safety vehicles.

Ice & Snow Removal Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$168,924	\$145,000	\$150,000	\$167,500
Expenses	\$514,050	\$701,176	\$707,766	\$706,996
REVENUES LESS EXPENSES	-\$345,126	-\$556,176	-\$557,766	-\$539,496

Financial Information

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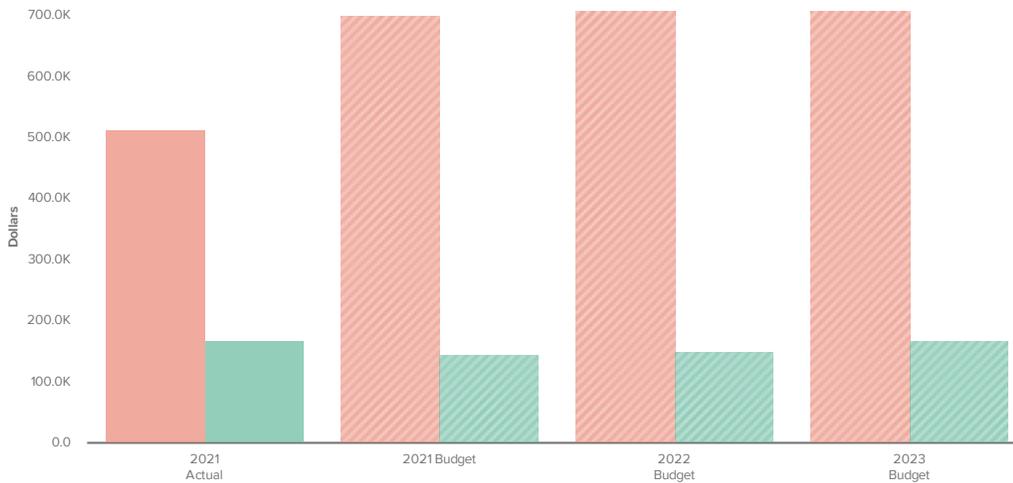
Types

ICE & SNOW REMOVAL



Sort By Chart of Accounts

Visualization



Fiscal Year

Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 168,804	\$ 145,000	\$ 150,000	\$ 167,500
▶ Charges for Services	120	0	0	0
Total	\$ 168,924	\$ 145,000	\$ 150,000	\$ 167,500

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 514,050	\$ 701,176	\$ 707,766	\$ 706,996
▶ Personnel Services - Salaries & Wages	156,827	217,363	230,756	223,983
▶ Personnel Services - Employee Benefits	64,765	87,793	94,570	85,494
▶ Supplies	132,016	206,700	206,700	214,700
▶ Professional and Technical Services	839	2,500	2,500	2,000
▶ Other Services & Charges	159,602	186,820	173,240	180,820
Total	\$ 514,050	\$ 701,176	\$ 707,766	\$ 706,996



Street Cleaning

Fiscal Year 2023

Program Overview

To promote effective water quality practices by keeping undesirable items from entering the storm water management system. \$50,000 in funding is provided by the storm water fund each year.

Street Cleaning Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$50,000	\$50,000	\$50,000	\$50,000
Expenses	\$169,417	\$211,536	\$225,438	\$248,833
REVENUES LESS EXPENSES	-\$119,417	-\$161,536	-\$175,438	-\$198,833

Financial Information

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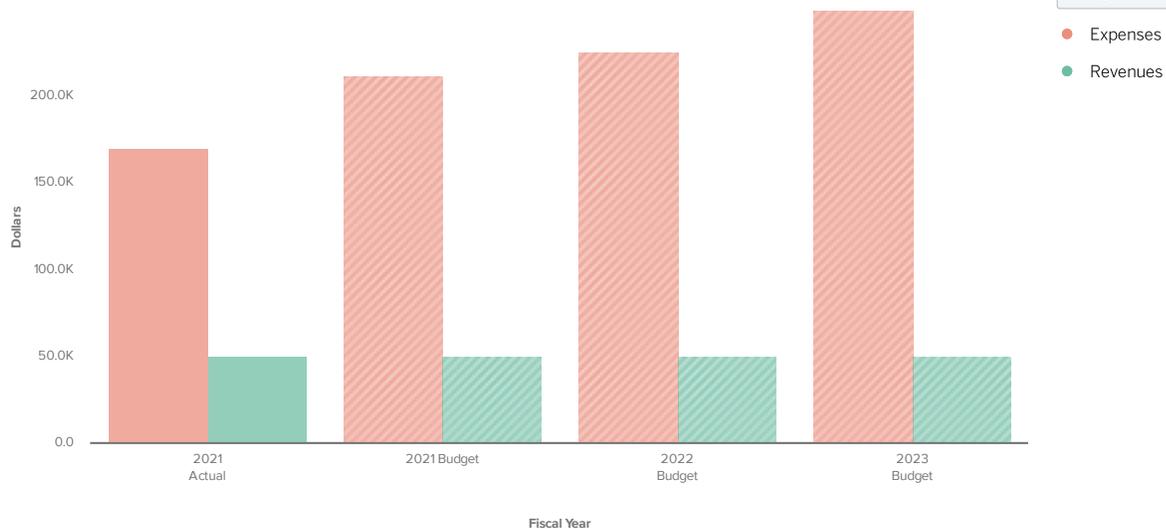
Types

STREET CLEANING



Sort By Chart of Accounts

Visualization



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Charges for Services	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Total	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 169,417	\$ 211,536	\$ 225,438	\$ 248,833
▶ Personnel Services - Salaries & Wages	54,334	89,602	95,466	99,852
▶ Personnel Services - Employee Benefits	20,530	35,569	41,342	42,066
▶ Supplies	34,525	26,500	26,500	40,000
▶ Other Services & Charges	60,028	59,865	62,130	66,915
Total	\$ 169,417	\$ 211,536	\$ 225,438	\$ 248,833



Street Maintenance Repair

Fiscal Year 2023

Program Overview

Maintain adequate transportation system of roads, trails, sidewalks that allow for growth and avoid congestion issues. The City strives to maintain an average pavement management index (PMI) of 70.

Street Maintenance Repair Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$26,618	\$26,000	\$26,000	\$25,500
Expenses	\$1,005,114	\$1,041,404	\$1,079,167	\$1,194,585
REVENUES LESS EXPENSES	-\$978,496	-\$1,015,404	-\$1,053,167	-\$1,169,085

Financial Information

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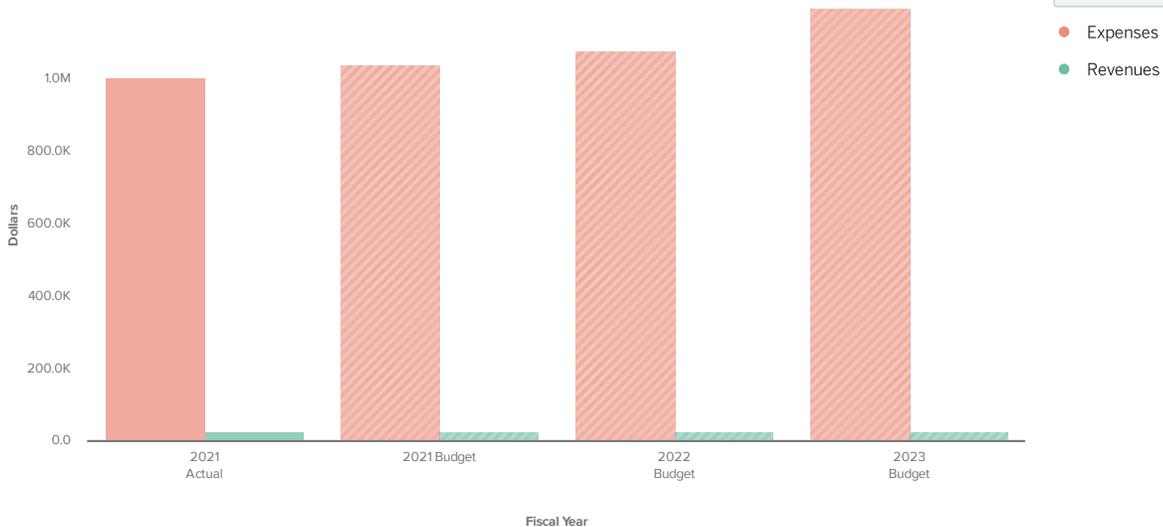
Types

STREET MAINTENANCE REPAIR



Visualization

Sort By Chart of Accounts



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Licenses & Permits	\$ 1,118	\$ 500	\$ 500	\$ 0
▶ Intergovernmental	25,500	25,500	25,500	25,500
Total	\$ 26,618	\$ 26,000	\$ 26,000	\$ 25,500

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 1,005,114	\$ 1,041,404	\$ 1,079,167	\$ 1,194,585
▶ Personnel Services - Salaries & Wages	225,206	255,823	274,736	287,011
▶ Personnel Services - Employee Benefits	89,395	112,101	119,421	110,595
▶ Supplies	320,798	215,000	224,000	330,000
▶ Other Services & Charges	369,715	458,480	461,010	466,980
Total	\$ 1,005,114	\$ 1,041,404	\$ 1,079,167	\$ 1,194,585



Airport

Fiscal Year 2023

Department Overview

Airport administrative, buildings, and maintenance budget.

Mission Statement: To maintain and operate the airport to support the aviation needs of the area by providing safe and efficient airport facilities and services for general and business aviation users and enhance a positive economic impact for the region.



Programs

[Airport Administration](#)

[Airport Buildings and Maintenance](#)

Airport Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$422,603	\$385,017	\$410,017	\$539,892
Expenses	\$459,162	\$436,259	\$463,307	\$560,219
REVENUES LESS EXPENSES	-\$36,558	-\$51,242	-\$53,290	-\$20,327

Accomplishments

- Added new based business turbine aircraft tenant.
- Provided high quality transportation infrastructure for corporate and general aviation users.
- Worked with chamber of commerce, flight school, and area business to promote use of business aviation. Held business open house.
- Completed bid process and approved new farm land lease agreements.
- Worked with flight school to promote training opportunities and expand leased areas to accommodate growth.
- Completed New T-hangar utilizing federal grant funding participation
- Replaced depreciated 1-Ton maintenance vehicle utilizing state grant funding participation.
- Re-Painted all airfield markings.
- Updated Airport Emergency Plan (AEP) and completed table-top review with Owatonna Fire Department.

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.
- Replace main hangar complex roof.
- Complete purchase of replacement road grader utilizing state grant funding participation
- Complete phase one of airport security fencing
- Approve 2023 rates and charges schedule
- Work with FAA and MnDOT Aeronautics to maximize grant funding opportunities
- Promote airport through continued school tours, tenant events, informational meetings, and other special events.
- Replace Automated Weather Observation System (AWOS).

Financial Information

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Types AIRPORT

Visualization

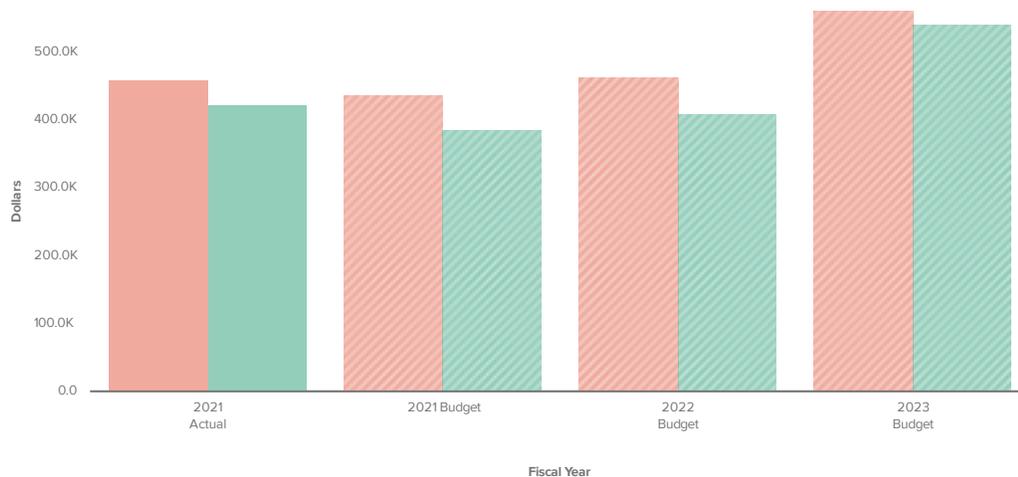


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Sort By Chart of Accounts

- Expenses
- Revenues

Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 82,517	\$ 69,517	\$ 69,517	\$ 69,517
▶ Charges for Services	161,872	151,500	150,500	235,000
▶ Miscellaneous	178,214	164,000	190,000	235,375
Total	\$ 422,603	\$ 385,017	\$ 410,017	\$ 539,892

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 459,162	\$ 436,259	\$ 463,307	\$ 560,219
▶ Personnel Services - Salaries & Wages	122,981	122,912	130,391	170,364
▶ Personnel Services - Employee Benefits	26,091	26,507	28,176	36,165
▶ Supplies	137,327	131,700	131,900	223,500
▶ Professional and Technical Services	19,350	19,800	21,600	0
▶ Other Services & Charges	153,412	135,340	151,240	130,190
Total	\$ 459,162	\$ 436,259	\$ 463,307	\$ 560,219

Staffing Analysis

Airport FTE

Position Name	FY2021	FY2022	FY2023
FTE			
Airport Manager	1.00	1.00	1.00
Custodian	0.00	0.00	0.25
Facilities Worker	0.50	0.50	1.00
FTE	1.50	1.50	2.25



Airport

Fiscal Year 2023

Program Overview

The airport administration program accounts for the administration of the airport related to meeting State and Federal regulations, management of airport facilities and property, rental agreements and all services provided at the airport.

Airport Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$340,586	\$316,000	\$341,000	\$470,875
Expenses	\$332,740	\$326,153	\$345,027	\$395,698
REVENUES LESS EXPENSES	\$7,846	-\$10,153	-\$4,027	\$75,177

Financial Information

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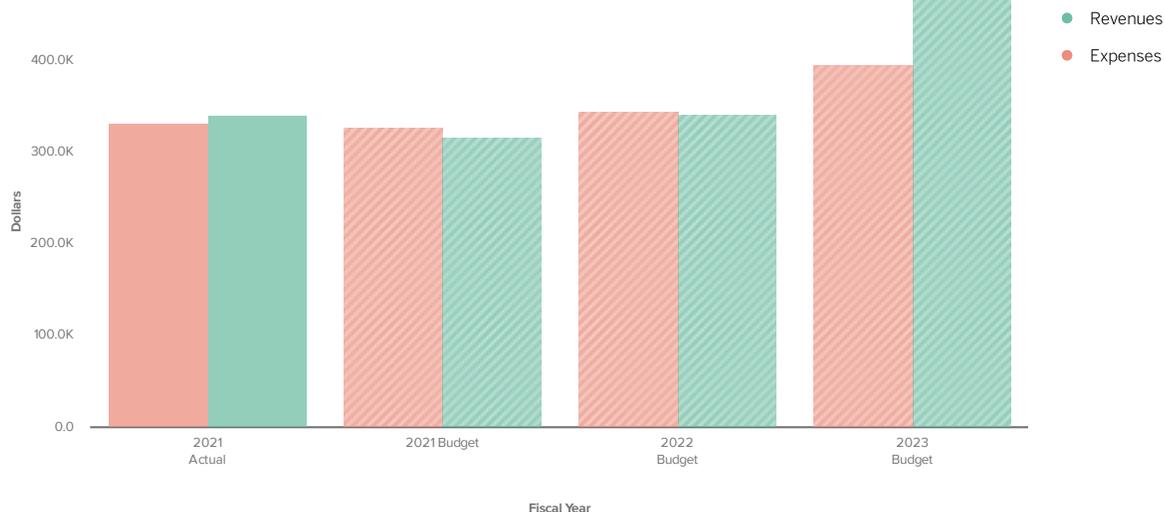
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Types AIRPORT



Visualization

Sort By Chart of Accounts ▾



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 500	\$ 500	\$ 500	\$ 500
▶ Charges for Services	161,872	151,500	150,500	235,000
▶ Miscellaneous	178,214	164,000	190,000	235,375
Total	\$ 340,586	\$ 316,000	\$ 341,000	\$ 470,875

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 332,740	\$ 326,153	\$ 345,027	\$ 395,698
▶ Personnel Services - Salaries & Wages	97,796	95,701	101,405	109,442
▶ Personnel Services - Employee Benefits	22,014	21,092	22,362	24,046
▶ Supplies	117,392	103,800	104,000	187,400
▶ Professional and Technical Services	19,350	19,800	21,600	0
▶ Other Services & Charges	76,187	85,760	95,660	74,810
Total	\$ 332,740	\$ 326,153	\$ 345,027	\$ 395,698



Airport Buildings/Maintenance

Fiscal Year 2023

Program Overview

The airport maintenance program accounts for the maintenance of the airport related to facilities, property and equipment.

Airport Building & Maintenance Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$82,017	\$69,017	\$69,017	\$69,017
Expenses	\$126,422	\$110,106	\$118,280	\$164,520
REVENUES LESS EXPENSES	-\$44,405	-\$41,089	-\$49,263	-\$95,503

Financial Information

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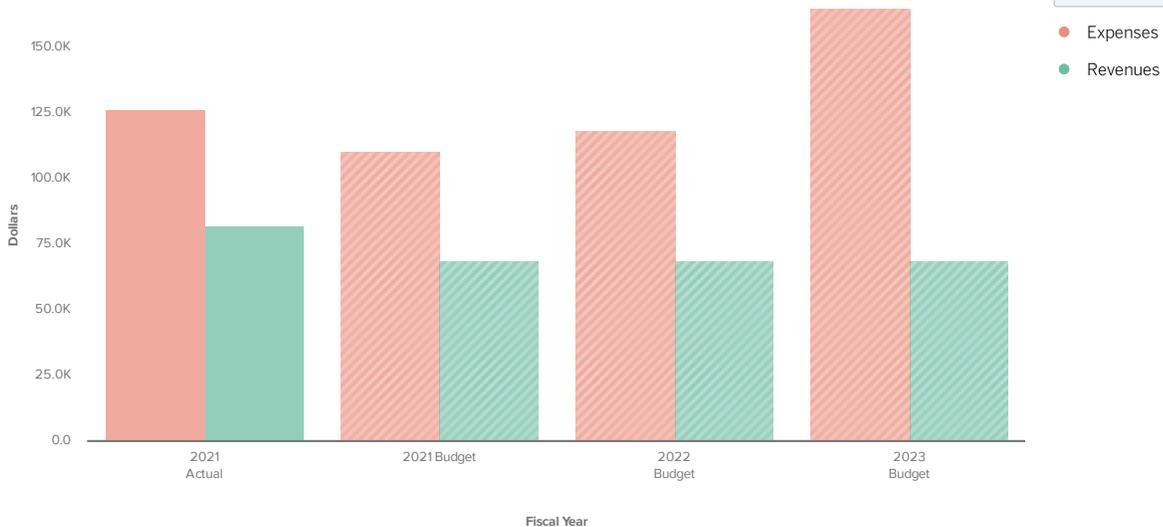
Types

▼ AIRPORT BUILDING & MAINTENANCE



Sort By Chart of Accounts ▼

Visualization



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 82,017	\$ 69,017	\$ 69,017	\$ 69,017
Total	\$ 82,017	\$ 69,017	\$ 69,017	\$ 69,017

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 126,422	\$ 110,106	\$ 118,280	\$ 164,520
▶ Personnel Services - Salaries & Wages	25,185	27,211	28,986	60,922
▶ Personnel Services - Employee Benefits	4,077	5,415	5,814	12,118
▶ Supplies	19,935	27,900	27,900	36,100
▶ Other Services & Charges	77,225	49,580	55,580	55,380
Total	\$ 126,422	\$ 110,106	\$ 118,280	\$ 164,520

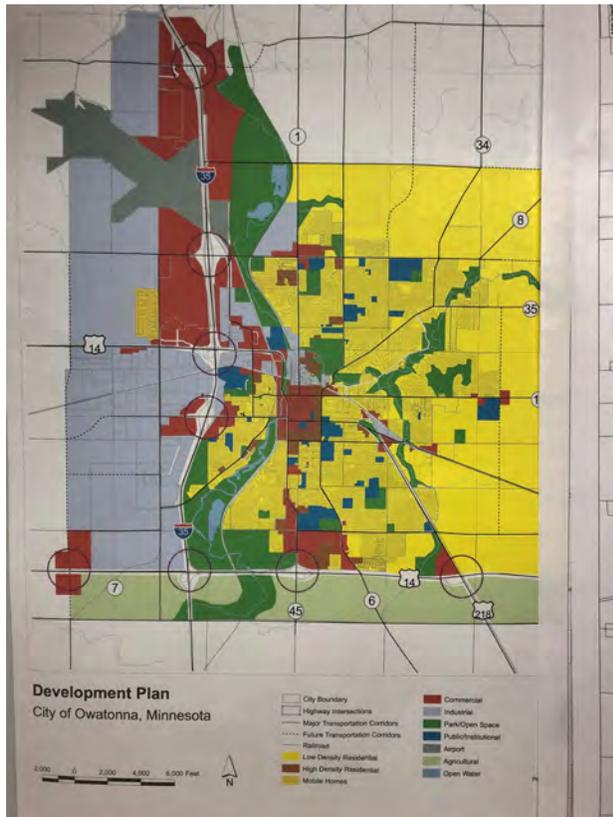


Planning & Zoning

Fiscal Year 2023

Department Overview

To protect the public health, safety and welfare of the City of Owatonna through a growth mindset and by fostering development and addressing the concerns of all while finding routes and efficiencies to assist the public and all employees.



Programs

Planning & Zoning

Geographic Information System (GIS)

Planning & Zoning Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$82,790	\$81,850	\$89,430	\$90,025
Expenses	\$306,983	\$309,684	\$384,240	\$442,510
REVENUES LESS EXPENSES	-\$224,194	-\$227,834	-\$294,810	-\$352,485

Accomplishments

- Assisted in the kickoff, planning, and adoption of the future Sanitary Sewer Study
- Continued Flood mitigation efforts by getting grant extended
- Identified potential redevelopment areas for commercial and high density residential uses
- Annexed 20 acres of land
- Assisted in the completion of the Cedar Avenue Streetscape project
- Completed all zoning and subdivision approvals for the West Lake Meadows development including the development agreement
- Completed the design and implementation of the new Citizen Services software
- Completed a web page redesign to coordinate with the online permitting component of Citizen Services
- Began discussing future housing trends and how they may fit with our current zoning ordinance and plans
- Managed, Designed and implemented the Cartegraph asset management system
- Flew and implemented 2022 Aerial Photos

Goals

- Continue to work on redevelopment of blighted properties
- Work on Corridor beautification efforts
- Continue to amend / address the outdated portions of the zoning / subdivision / sign ordinances
- Continue flood mitigation efforts, including demo of houses
- Continue back scanning of case files into Laserfiche
- Start the update to the Comprehensive Plan
- Continue to amend and improve Citizen Services to better serve Staff and the Public
- Complete design and bid Phase 2 of the Downtown Streetscape Project (Vine Street Parking Lot)
- Manage, Design, and implement Phase 2 of the Cartegraph asset management system

Financial Information

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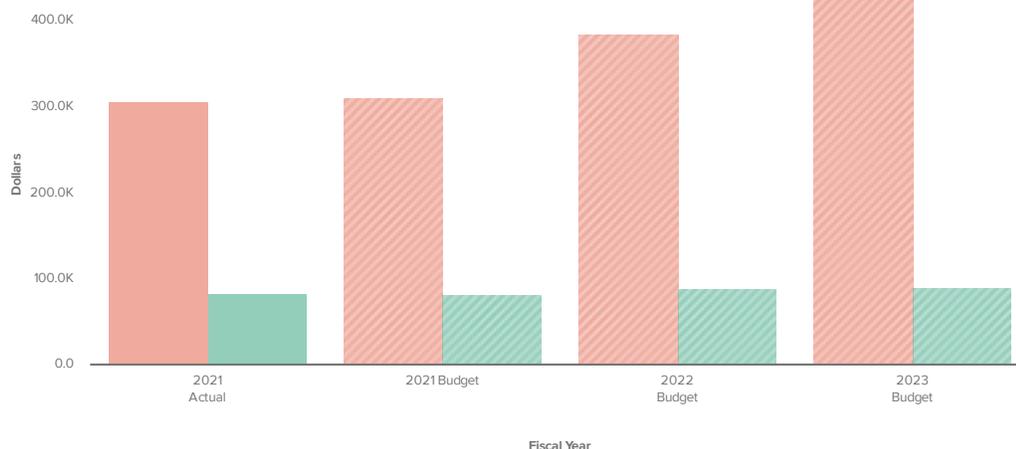
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Types **PLANNING & ZONING**



Sort By Chart of Accounts

Visualization



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Licenses & Permits	\$ 1,375	\$ 1,000	\$ 1,200	\$ 1,200
▶ Charges for Services	81,415	80,850	88,230	88,825
Total	\$ 82,790	\$ 81,850	\$ 89,430	\$ 90,025

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 306,983	\$ 309,684	\$ 384,240	\$ 442,510
▶ Personnel Services - Salaries & Wages	222,276	218,006	275,253	309,813
▶ Personnel Services - Employee Benefits	56,598	53,828	63,537	92,347
▶ Supplies	1,303	2,500	4,000	3,000
▶ Professional and Technical Services	18,002	20,000	25,000	21,000
▶ Other Services & Charges	8,805	15,350	16,450	16,350
Total	\$ 306,983	\$ 309,684	\$ 384,240	\$ 442,510

Staffing Analysis

Planning & Zoning FTE

Position Name	FY2021	FY2022	FY2023
FTE			
Community Development Specialist	0.00	0.70	1.00
GIS Analyst	1.00	1.00	1.00
Community Development Manager	1.00	1.00	1.00
Sr Director Community Development	1.00	1.00	1.00
Administrative Technician	1.00	1.00	1.00
FTE	4.00	4.70	5.00



Planning & Zoning

Fiscal Year 2023

Program Overview

To protect the public health, safety and welfare of the City of Owatonna through a growth mindset and by fostering development and addressing the concerns of all while finding routes and efficiencies to assist the public and all employees.

Planning & Zoning Revenues vs Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$19,440	\$18,500	\$20,700	\$20,700
Expenses	\$185,292	\$182,996	\$246,104	\$302,242
REVENUES LESS EXPENSES	-\$165,853	-\$164,496	-\$225,404	-\$281,542

Financial Information

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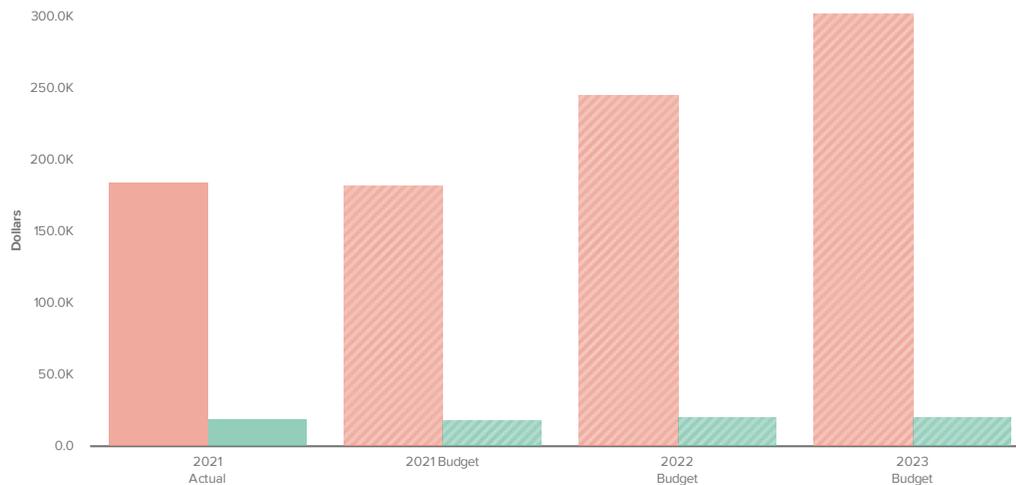
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Types ▼ PLANNING & ZONING DEPART...



Visualization

Sort By Chart of Accounts ▼



- Expenses
- Revenues

Fiscal Year

Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Licenses & Permits	\$ 1,375	\$ 1,000	\$ 1,200	\$ 1,200
▶ Charges for Services	18,065	17,500	19,500	19,500
Total	\$ 19,440	\$ 18,500	\$ 20,700	\$ 20,700

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 185,292	\$ 182,996	\$ 246,104	\$ 302,242
▶ Personnel Services - Salaries & Wages	135,172	130,740	182,426	210,830
▶ Personnel Services - Employee Benefits	40,122	37,356	46,178	74,012
▶ Supplies	1,226	1,500	3,000	2,000
▶ Professional and Technical Services	506	0	0	1,000
▶ Other Services & Charges	8,266	13,400	14,500	14,400
Total	\$ 185,292	\$ 182,996	\$ 246,104	\$ 302,242



Geographic Information System (GIS)

Fiscal Year 2023

Program Overview

This program accounts for cost related to the activity of capturing, storing, manipulating, analyzing, and managing spatial and geographic data. This program is partially funded by transfers from the enterprise funds. The Sewer Fund contributes 27.5% of the budgeted expenses. The Storm Water Fund contributes 22.5% of the budgeted expenses.

GIS Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$63,350	\$63,350	\$68,730	\$69,325
Expenses	\$121,691	\$126,688	\$138,136	\$140,269
REVENUES LESS EXPENSES	-\$58,341	-\$63,338	-\$69,406	-\$70,944

Financial Information

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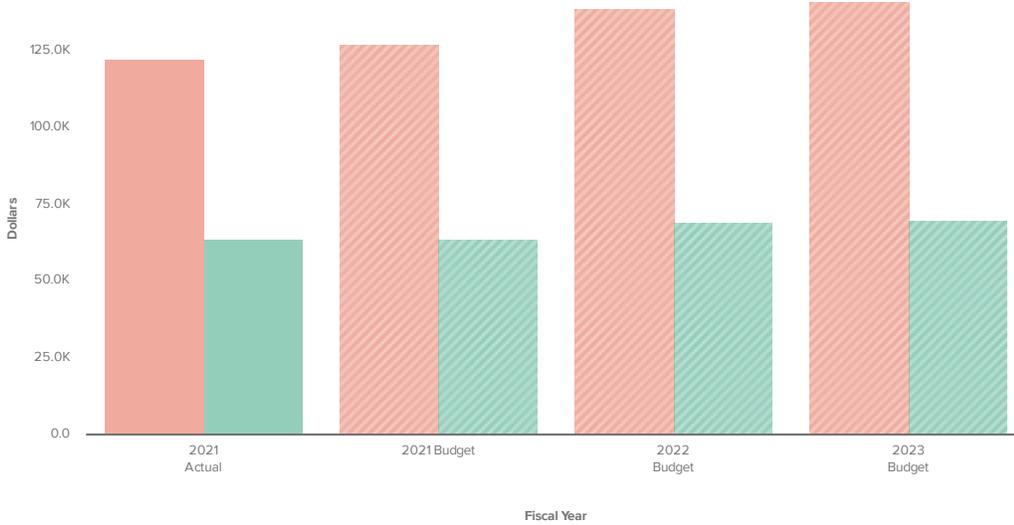
Types GIS PROGRAMS



Visualization

Sort By Chart of Accounts

- Expenses
- Revenues



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Charges for Services	\$ 63,350	\$ 63,350	\$ 68,730	\$ 69,325
Total	\$ 63,350	\$ 63,350	\$ 68,730	\$ 69,325

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 121,691	\$ 126,688	\$ 138,136	\$ 140,269
▶ Personnel Services - Salaries & Wages	87,104	87,266	92,827	98,983
▶ Personnel Services - Employee Benefits	16,476	16,472	17,359	18,336
▶ Supplies	77	1,000	1,000	1,000
▶ Professional and Technical Services	17,496	20,000	25,000	20,000
▶ Other Services & Charges	538	1,950	1,950	1,950
Total	\$ 121,691	\$ 126,688	\$ 138,136	\$ 140,269



Housing & Redevelopment Authority (HRA)

Fiscal Year 2023

Department Overview

The Owatonna HRA mission is to create sustainable affordable housing communities and partnerships that encourage self-reliance, growth, and optimistic futures.

The HRA General Fund has a two programs as follows:

- [HRA general operations](#)
- [HRA bridges program](#)

HRA Housing Assistance Fund has one program, so the fund and program details are one and the same.

HRA Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$1,274,061	\$1,354,861	\$1,360,390	\$1,457,399
Expenses	\$1,116,324	\$1,363,959	\$1,339,250	\$1,460,937
REVENUES LESS EXPENSES	\$157,737	-\$9,098	\$21,140	-\$3,538

Accomplishments

- Added numerous new participating landlords to our assistance programs.
- Added the new Mainstream voucher program to the HRA, we've increased assistance to 24 new households from 5 households in 2021.
- The HRA assistance waitlist has decreased to 130-150 clients from over 200 last year.
- Along with MN Prairie Alliance, the HRA Board voted to begin an application for a housing trust fund from the state of Minnesota.
- Continued quarterly ZERO INCOME reports
- Attended HUD's Family Self Sufficiency class
- Revised and updated HRA website
- HRA fully administers 3 counties for the Bridges state grant program

Goals

- Continue to seek and promote new assistance programs which would allow our clients qualify for assistance based on their specific financial circumstances
- Continue to reach local providers and businesses to assist the HRA with additional housing opportunities for our clients
- Promote new homeownership programs with HUD's assistance
- Continue to promote self-sufficiency and financial independence to our clients
- Encouraging rental assistance in areas that have better quality housing in Owatonna and the surrounding towns.
- Transfer all HRA files from paper to electronic

Financial Information

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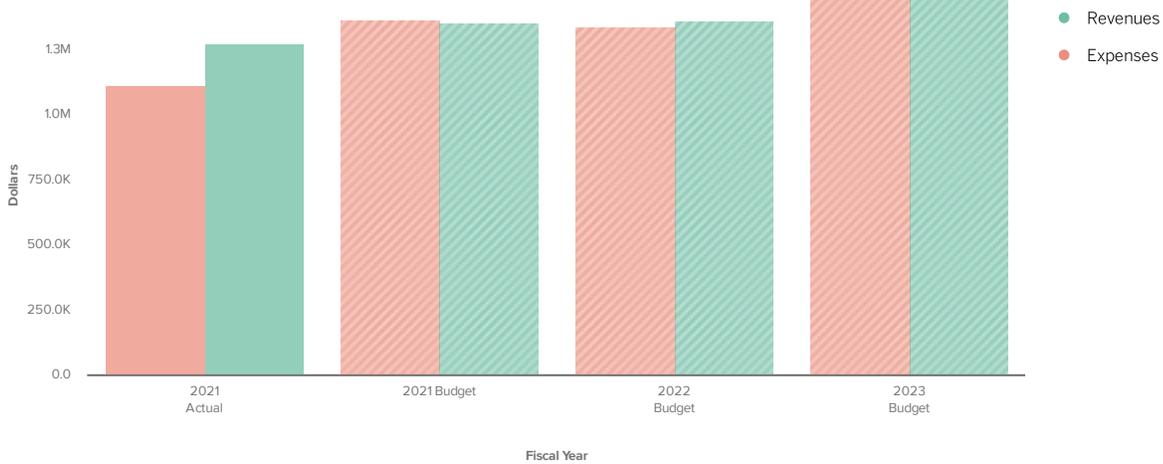
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Types HRA



Visualization

Sort By Chart of Accounts



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Tax Levy	\$ 185,014	\$ 185,000	\$ 190,000	\$ 195,000
▶ Intergovernmental	1,029,475	1,121,300	1,115,600	1,206,024
▶ Charges for Services	18,509	11,261	12,690	14,675
▶ Interest Earnings	-865	1,300	1,100	700
▶ Miscellaneous	41,927	36,000	41,000	41,000
Total	\$ 1,274,061	\$ 1,354,861	\$ 1,360,390	\$ 1,457,399

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 1,101,324	\$ 1,348,959	\$ 1,324,250	\$ 1,445,937
▶ Personnel Services - Salaries & Wages	120,803	123,832	131,014	138,712
▶ Personnel Services - Employee Benefits	42,136	44,060	46,219	48,684
▶ Supplies	1,703	1,200	1,200	1,200
▶ Professional and Technical Services	29,840	26,100	27,000	28,800
▶ Other Services & Charges	906,841	1,153,767	1,118,817	1,228,541
▶ Other Financial Uses	15,000	15,000	15,000	15,000
Total	\$ 1,116,324	\$ 1,363,959	\$ 1,339,250	\$ 1,460,937

Staffing Analysis

HRA FTE

Position Name	FY2021	FY2022	FY2023
FTE			
Housing Manager	1.00	1.00	1.00
FTE	1.00	1.00	1.00



HRA General Operations

Fiscal Year 2023

Department Overview

This program accounts for the administrative costs of the HRA as well as Steele County's Bridges-Like housing grant.

HRA General Operations Revenues & Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$282,021	\$278,061	\$284,290	\$300,875
Expenses	\$219,730	\$275,875	\$283,109	\$298,821
REVENUES LESS EXPENSES	\$62,292	\$2,186	\$1,181	\$2,054

Financial Information

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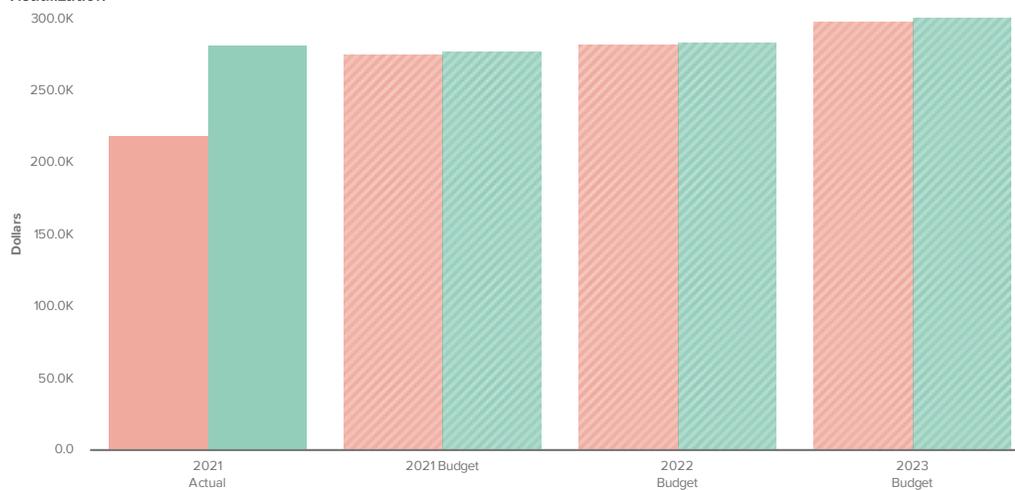
Types

▼ HRA ▼ HRA GENERAL



Sort By Chart of Accounts ▾

Visualization



Fiscal Year

Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Tax Levy	\$ 185,014	\$ 185,000	\$ 190,000	\$ 195,000
▶ Intergovernmental	45,070	45,000	45,000	55,000
▶ Charges for Services	18,509	11,261	12,690	14,675
▶ Interest Earnings	-572	800	600	200
▶ Miscellaneous	34,000	36,000	36,000	36,000
Total	\$ 282,021	\$ 278,061	\$ 284,290	\$ 300,875

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 204,730	\$ 260,875	\$ 268,109	\$ 283,821
▶ Personnel Services - Salaries & Wages	82,611	84,588	89,155	93,892
▶ Personnel Services - Employee Benefits	28,143	27,770	29,087	30,562
▶ Supplies	1,703	1,200	1,200	1,200
▶ Professional and Technical Services	3,898	9,100	9,500	9,800
▶ Other Services & Charges	88,374	138,217	139,167	148,367
▶ Other Financial Uses	15,000	15,000	15,000	15,000
Total	\$ 219,730	\$ 275,875	\$ 283,109	\$ 298,821



HRA Bridges

Fiscal Year 2023

Department Overview

This program accounts for the State of Minnesota Bridges housing assistance program.

HRA Bridges Revenues & Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$196,394	\$303,000	\$244,600	\$255,000
Expenses	\$185,698	\$276,000	\$223,000	\$255,000
REVENUES LESS EXPENSES	\$10,696	\$27,000	\$21,600	\$0

Financial Information

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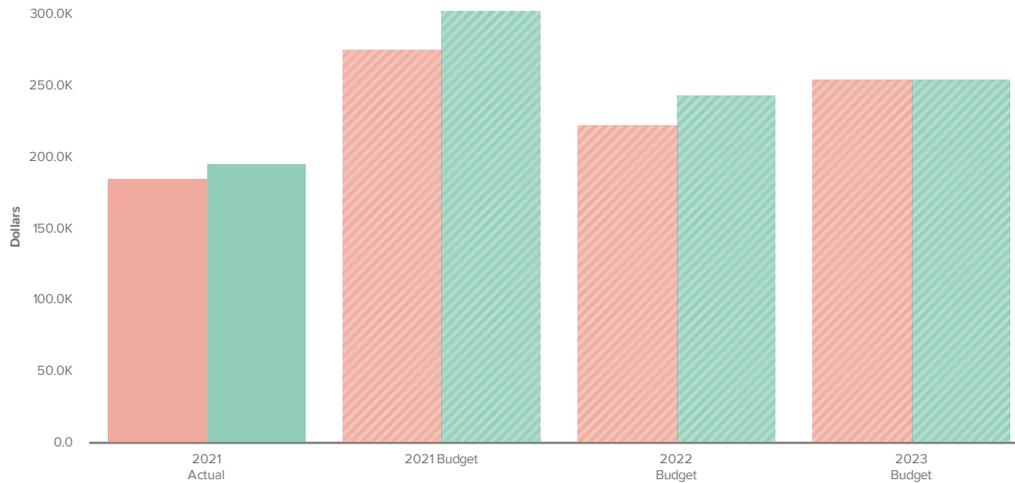
Types

▼ HRA ▼ HRA BRIDGES



Sort By Chart of Accounts ▼

Visualization



- Revenues
- Expenses

Fiscal Year

Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 196,394	\$ 303,000	\$ 244,600	\$ 255,000
Total	\$ 196,394	\$ 303,000	\$ 244,600	\$ 255,000

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 185,698	\$ 276,000	\$ 223,000	\$ 255,000
▶ Other Services & Charges	185,698	276,000	223,000	255,000
Total	\$ 185,698	\$ 276,000	\$ 223,000	\$ 255,000



Economic Development Authority (EDA)

Fiscal Year 2023

Department Overview

To promote economic development with the city in the forms of new development, redevelopment, workforces and overall growth of the City.

EDA Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$526,285	\$506,544	\$553,586	\$657,541
Expenses	\$509,909	\$503,229	\$539,948	\$553,974
REVENUES LESS EXPENSES	\$16,376	\$3,315	\$13,638	\$103,567

Accomplishments

- Approved Tax Increment Financing for CDI for a 200,000 square foot manufacturing facility.
-
- Assisted KAMP Automation with a \$800,000 DEED JCF Application, \$140,000 DEED MIF package and TIF for approved 50,000 manufacturing facility.
-
- Approved a development agreement for the sale of the former Bubba's building for a future wine lounge.
-
- Expanded the EDA forgivable loan program.
-
- Completion of the Marriot Courtyard Hotel downtown and the streetscape project.

Goals

- Continue to usage of the EDA forgivable loan program.
-
- Begin construction of Riverfront Project.
-
- Continue efforts to fill vacant commercial buildings including city owned properties.
-
- Continue efforts to recruit commercial and industrial businesses.
-
- Work with OPED on priorities for economic development.

Financial Information

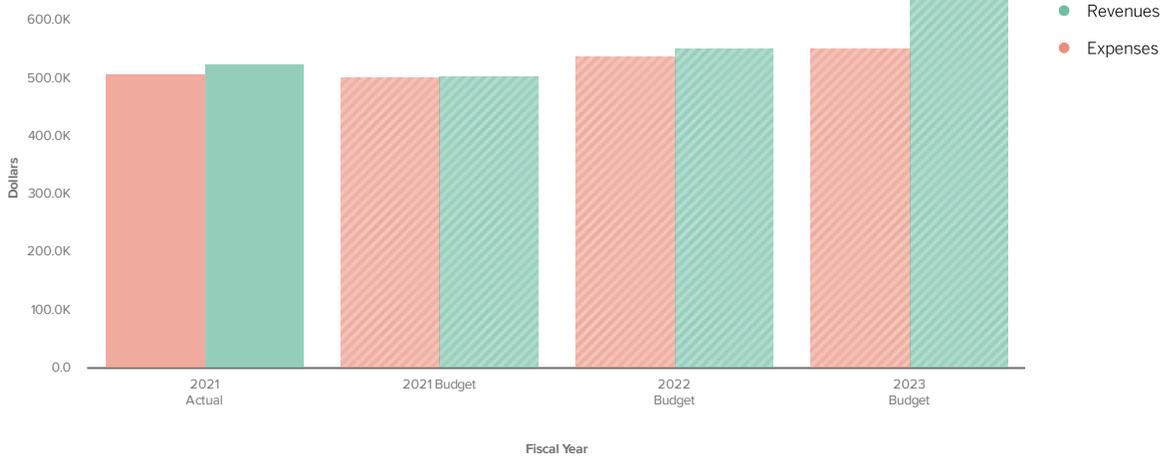
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Types EDA



Visualization

Sort By Chart of Accounts



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Tax Levy	\$ 185,000	\$ 185,000	\$ 190,000	\$ 195,000
▶ Other Taxes	197,623	250,000	250,000	250,000
▶ Charges for Services	70,798	23,378	68,786	177,341
▶ Interest Earnings	-801	16,500	11,200	1,600
▶ Miscellaneous	39,670	31,666	33,600	33,600
▶ Other Financial Sources	33,996	0	0	0
Total	\$ 526,285	\$ 506,544	\$ 553,586	\$ 657,541

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 490,701	\$ 491,229	\$ 527,948	\$ 541,974
▶ Personnel Services - Salaries & Wages	69,932	72,635	75,986	82,659
▶ Personnel Services - Employee Benefits	16,207	17,827	18,595	20,348
▶ Supplies	12	800	800	800
▶ Professional and Technical Services	35,433	42,500	42,500	42,500
▶ Other Services & Charges	302,635	357,467	390,067	395,667
▶ Other Expenses	66,481	0	0	0
▶ Capital Expenditures	7,208	0	0	0
▶ Other Financial Uses	12,000	12,000	12,000	12,000
Total	\$ 509,909	\$ 503,229	\$ 539,948	\$ 553,974

Staffing Analysis

There are no FTE dedicated to this department. A portion of the wages from the Planning & Zoning department are allocated to this budget.



P&R Administration

Fiscal Year 2023

Department Overview

The mission of the City of Owatonna's Parks and Recreation Department is to enrich the quality of life for our community and visitors by providing a variety of green spaces, trails, facilities, programs, and services to promote health, wellness, learning, and having fun.

P&R Administration Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$3,600	\$0	\$10,000	\$10,000
Expenses	\$370,965	\$337,920	\$389,783	\$441,855
REVENUES LESS EXPENSES	-\$367,365	-\$337,920	-\$379,783	-\$431,855

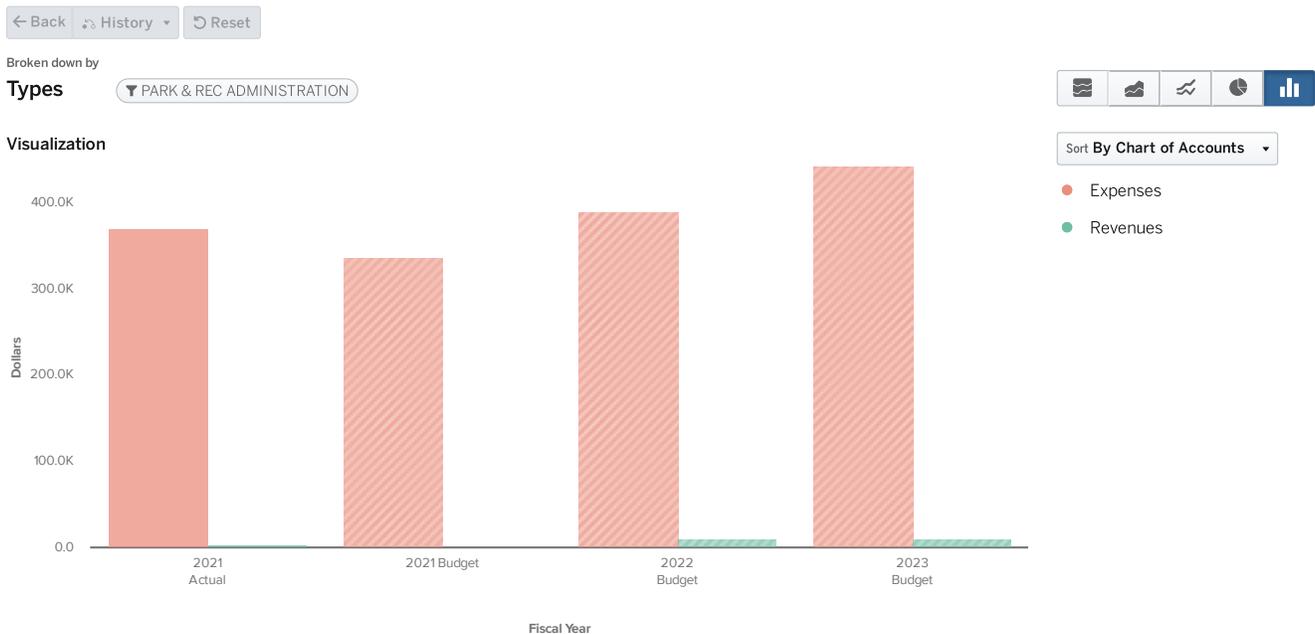
Accomplishments

- Transition to OpenGov financial software
- Implementation of Cartegraph software for Gov't Bldgs and Maintenance Staff
- Secure grant opportunities: TAP Grant FY26 (18th Street, DNR Trail Connection, Wellness Room - Southeast Service Cooperative Wellness Mini grant)
- Selected for the Award of Excellence by the MN Park and Recreation Association for the Lowes 100 Hometowns Grant Project
- Completed the We All Play project
- Designed and produced a Spring/Summer and Fall Activity Guides
- Addressed inefficiencies and service level gaps in the operations
- Provided department wide staff development training for Positively Navigating Change
- Completed a Gov't Buildings Task Force initiative
- Developed a Marketing and Communications Plan with the Communications Manager
- Implemented a Department Fees Manual with a Cost Recovery Model policy
- Started a multi park Master Planning Process with community engagement
- Council Chamber Remodel Project

Goals

- Develop a department Strategic Plan
- Develop a department Funding Strategy Plan
- Develop a department Pavement Replacement Plan
- Complete projects on time and within budget
- Advance the level of customer service with communications and interactions
- Provide staff development opportunities
- Create a balanced work load for all staff through work plans
- Identify internal and external efficiencies and partnership opportunities
- Review safety and security gaps and opportunities

Financial Information



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Charges for Services	\$ 0	\$ 0	\$ 10,000	\$ 10,000
▶ Miscellaneous	3,600	0	0	0
Total	\$ 3,600	\$ 0	\$ 10,000	\$ 10,000

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 370,857	\$ 337,920	\$ 389,783	\$ 441,855
▶ Personnel Services - Salaries & Wages	266,077	228,844	251,005	281,121
▶ Personnel Services - Employee Benefits	71,222	78,776	69,028	73,934
▶ Supplies	7,551	4,000	14,000	14,000
▶ Professional and Technical Services	396	0	200	3,200
▶ Other Services & Charges	25,613	26,300	55,550	69,600
▶ Capital Expenditures	108	0	0	0
Total	\$ 370,965	\$ 337,920	\$ 389,783	\$ 441,855

Staffing Analysis

Park & Recreation Administration FTE

Position Name	FY2021	FY2022	FY2023
FTE			
Sr Director Parks & Recreation	1.00	1.00	1.00
Administrative Technician	1.00	1.00	0.00
Recreation Supervisor	1.00	0.00	0.00
Administrative Specialist	0.00	1.00	2.00
Administrative Asst	0.70	0.00	0.00
FTE	3.70	3.00	3.00



Park Maintenance

Fiscal Year 2023

Department Overview

The mission of the City of Owatonna's Parks and Recreation Department is to enrich the quality of life for our community and visitors by providing a variety of green spaces, trails, facilities, programs, and services to promote health, wellness, learning, and having fun.



Programs

[Park Maintenance Administration](#)

[Support Services](#)

[Golf Course Maintenance](#)

[Parks Trails and Natural Resources](#)

[Brooktree - Combined Golf Operations and Course Maintenance](#)

Park Maintenance Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$137,950	\$120,615	\$129,577	\$111,500
Expenses	\$2,009,017	\$2,008,306	\$2,185,429	\$2,313,324
REVENUES LESS EXPENSES	-\$1,871,067	-\$1,887,691	-\$2,055,852	-\$2,201,824

Accomplishments

- Implementation of Cartegraph Asset Management Software
- Completed a multi year EAB tree management program and 170 trees replaced with grant dollars
- Rough cut trail at Hammann and Nass parks
- Completed annual fall Deer Management Program
- Transition to new purchasing OpenGov software
- The addition of the Load and Pack garbage vehicle to improve efficiency and safety
- Expanded services to the Downtown District
- Capital Improvement Projects: Dartt's Garage and Kaplan's Trail Connection

Goals

- Work smarter with technology
- Full Cartegraph implementation
- Develop annual work plans
- Staff development and trainings
- Complete projects on time and within budget
- Golf Course and bunker projects
- Develop a work request process focusing on customer service and timely response

Financial Information

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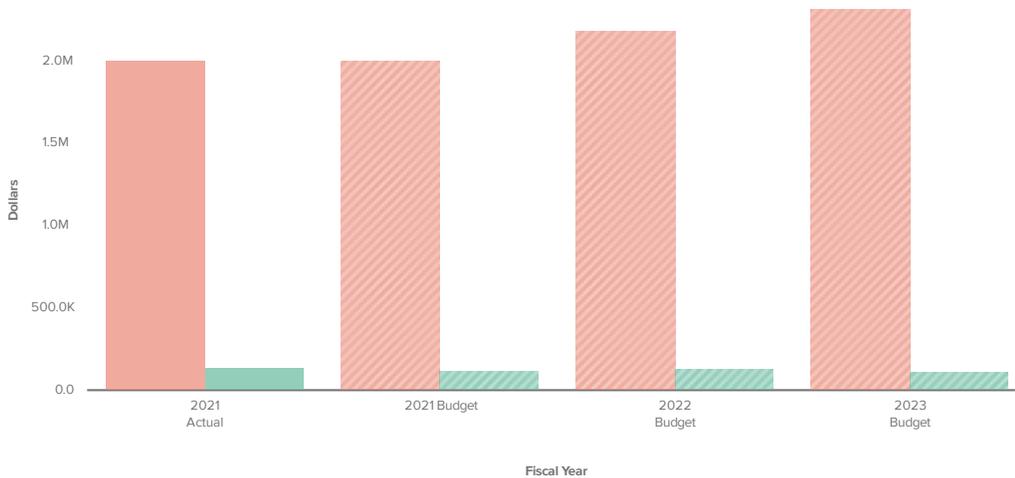
Types **PARK MAINTENANCE**



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Licenses & Permits	\$ 28	\$ 0	\$ 9	\$ 0
▶ Intergovernmental	45,114	35,000	40,000	40,000
▶ Charges for Services	66,115	67,615	71,568	71,500
▶ Miscellaneous	23,439	18,000	18,000	0
▶ Other Financial Sources	3,255	0	0	0
Total	\$ 137,950	\$ 120,615	\$ 129,577	\$ 111,500

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 2,009,017	\$ 2,008,306	\$ 2,185,429	\$ 2,313,324
▶ Personnel Services - Salaries & Wages	943,147	927,845	1,120,422	1,098,561
▶ Personnel Services - Employee Benefits	281,741	319,881	352,257	354,062
▶ Supplies	529,898	391,100	422,400	527,400
▶ Professional and Technical Services	-972	104,500	13,500	13,800
▶ Other Services & Charges	255,203	264,980	276,850	319,500
Total	\$ 2,009,017	\$ 2,008,306	\$ 2,185,429	\$ 2,313,324

Staffing Analysis

Park Maintenance FTE

Position Name	FY2021	FY2022	FY2023
FTE			
Maintenance Manager	1.00	1.00	1.00
Maintenance Worker	3.00	3.00	3.00
Custodian	1.00	1.00	1.00
Sr Maintenance Worker Lead	2.00	2.00	2.00
Maintenance Foreman	1.00	1.00	1.00
Laborer	5.20	7.20	7.20
FTE	13.20	15.20	15.20



Park Maintenance Administration

Fiscal Year 2023

Program Overview

This program accounts for the administration of all park maintenance programs including support services, golf course maintenance, parks, trails and natural resources. These costs were not reported separately in prior years.

Park Maintenance Administration Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Expenses	\$0	\$0	\$0	\$197,478
REVENUES LESS EXPENSES	\$0	\$0	\$0	-\$197,478

Financial Information

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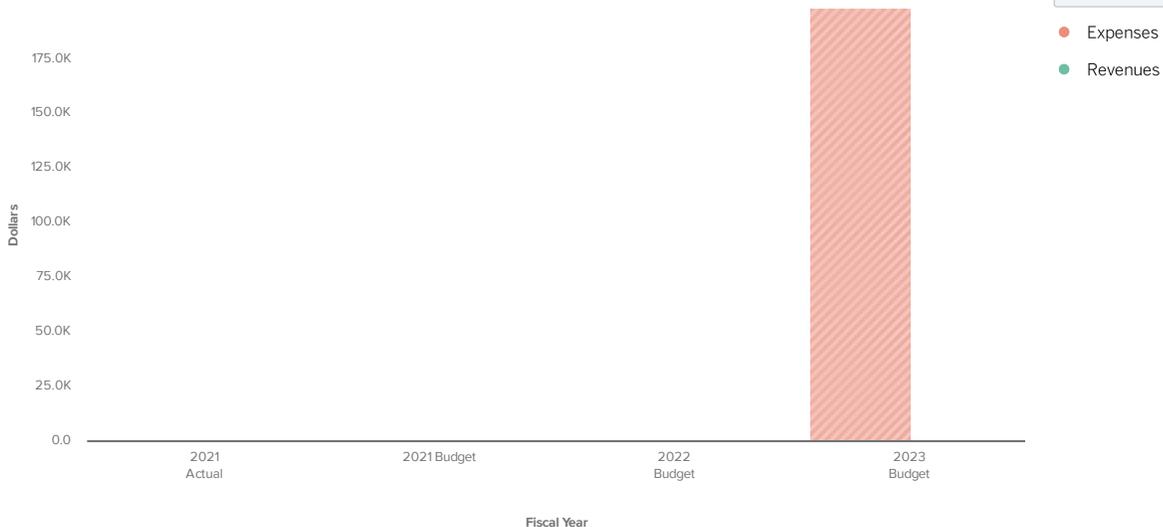
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Types **PARK MAINT ADMINISTRATION**



Sort By Chart of Accounts

Visualization



Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 0	\$ 0	\$ 0	\$ 197,478
▶ Personnel Services - Salaries & Wages	0	0	0	106,628
▶ Personnel Services - Employee Benefits	0	0	0	43,250
▶ Supplies	0	0	0	18,500
▶ Other Services & Charges	0	0	0	29,100
Total	\$ 0	\$ 0	\$ 0	\$ 197,478



Park Maintenance Support Services

Fiscal Year 2023

Program Overview

This program reports revenues and expenses related to services the City provides on non-city owned property. These costs were not reported separately in prior years.

Park Maintenance Support Services Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$0	\$0	\$0	\$58,000
REVENUES LESS EXPENSES	\$0	\$0	\$0	\$58,000

Financial Information

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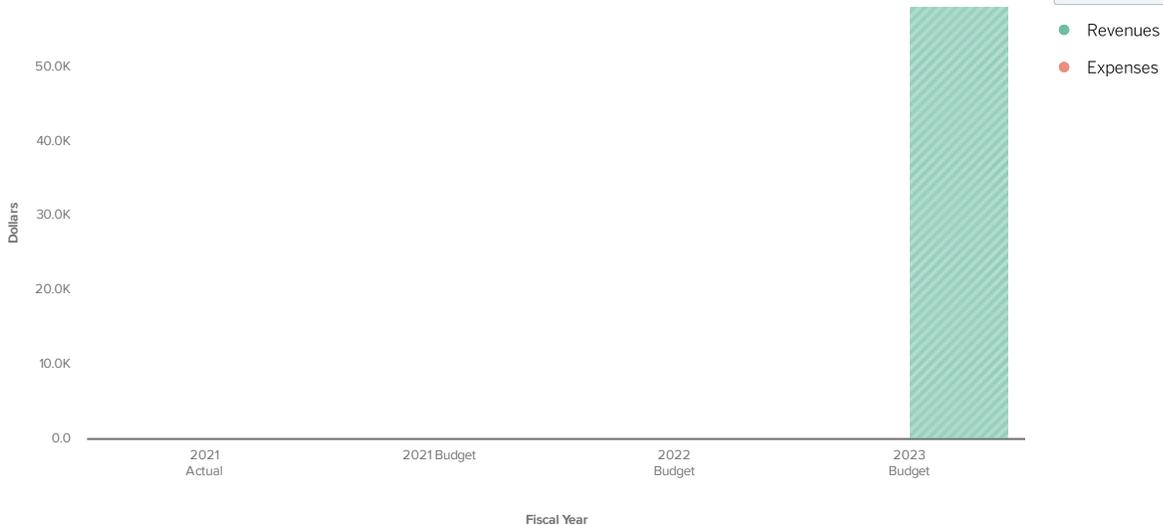
Types

▼ PARK MAINT SUPPORT SERVIC...



Sort By Chart of Accounts ▼

Visualization



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 0	\$ 0	\$ 0	\$ 40,000
▶ Charges for Services	0	0	0	18,000
Total	\$ 0	\$ 0	\$ 0	\$ 58,000



Golf Course Maintenance

Fiscal Year 2023

Program Overview

This program accounts for all costs related to maintaining the municipal 18-hole golf course.

Golf Maintenance Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$366	\$0	\$0	\$0
Expenses	\$509,946	\$451,410	\$473,472	\$541,104
REVENUES LESS EXPENSES	-\$509,579	-\$451,410	-\$473,472	-\$541,104

Financial Information

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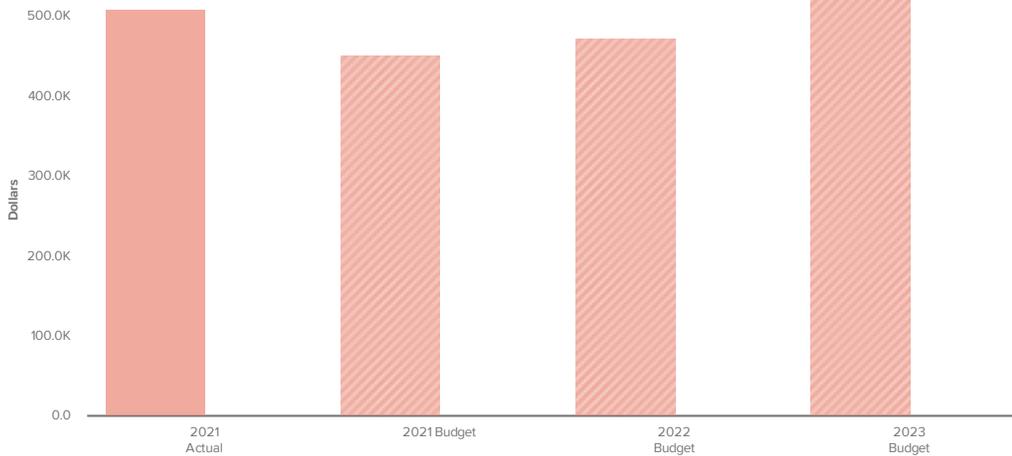
Types

▼ GOLF MAINTENANCE



Sort By Chart of Accounts ▼

Visualization



- Expenses
- Revenues

Fiscal Year

Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Charges for Services	\$ 66	\$ 0	\$ 0	\$ 0
▶ Miscellaneous	300	0	0	0
Total	\$ 366	\$ 0	\$ 0	\$ 0

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 509,946	\$ 451,410	\$ 473,472	\$ 541,104
▶ Personnel Services - Salaries & Wages	236,952	178,614	209,090	217,338
▶ Personnel Services - Employee Benefits	52,125	38,516	41,282	38,066
▶ Supplies	144,602	127,600	132,100	178,700
▶ Professional and Technical Services	2,000	23,500	8,000	8,000
▶ Other Services & Charges	74,266	83,180	83,000	99,000
Total	\$ 509,946	\$ 451,410	\$ 473,472	\$ 541,104



Parks Trails & Natural Resources

Fiscal Year 2023

Program Overview

The City of Owatonna maintains over 867 acres of parkland throughout 35 parks and has over 17 miles of trails.

Parks Trails & Natural Resources Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$137,584	\$120,615	\$129,577	\$53,500
Expenses	\$1,499,072	\$1,556,896	\$1,711,957	\$1,574,742
REVENUES LESS EXPENSES	-\$1,361,488	-\$1,436,281	-\$1,582,380	-\$1,521,242

Financial Information

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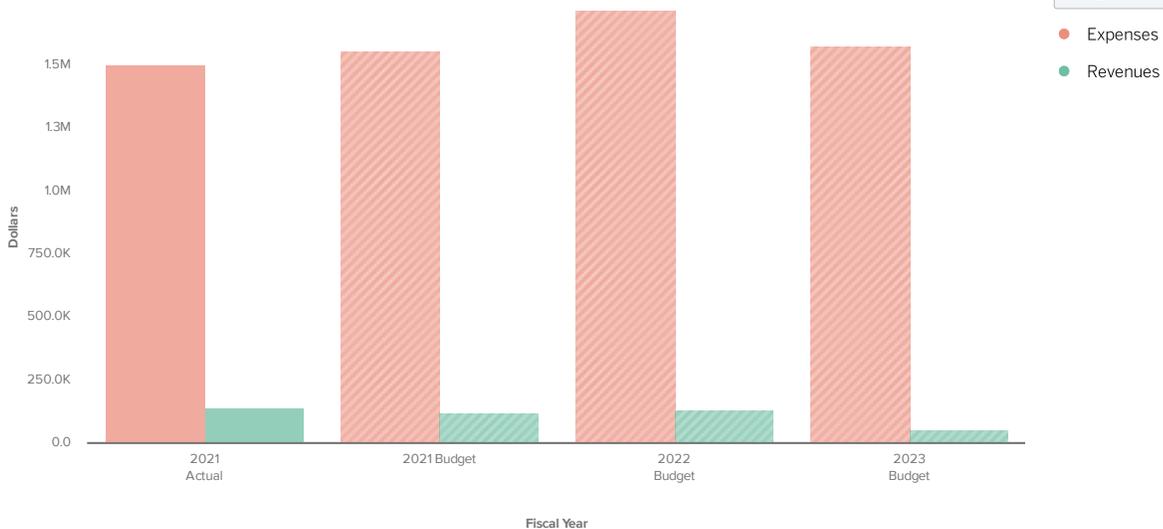
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Types ▼ PARKS TRAILS & NAT RESOUR...



Visualization

Sort By Chart of Accounts ▼



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Licenses & Permits	\$ 28	\$ 0	\$ 9	\$ 0
▶ Intergovernmental	45,114	35,000	40,000	0
▶ Charges for Services	66,049	67,615	71,568	53,500
▶ Miscellaneous	23,139	18,000	18,000	0
▶ Other Financial Sources	3,255	0	0	0
Total	\$ 137,584	\$ 120,615	\$ 129,577	\$ 53,500

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 1,499,072	\$ 1,556,896	\$ 1,711,957	\$ 1,574,742
▶ Personnel Services - Salaries & Wages	706,194	749,231	911,332	774,595
▶ Personnel Services - Employee Benefits	229,617	281,365	310,975	272,747
▶ Supplies	385,296	263,500	290,300	330,200
▶ Professional and Technical Services	-2,972	81,000	5,500	5,800
▶ Other Services & Charges	180,937	181,800	193,850	191,400
Total	\$ 1,499,072	\$ 1,556,896	\$ 1,711,957	\$ 1,574,742



Recreation

Fiscal Year 2023

Department Overview

The mission of the City of Owatonna's Parks and Recreation Department is to enrich the quality of life for our community and visitors by providing a variety of green spaces, trails, facilities, programs, and services to promote health, wellness, learning, and having fun.



Programs

- [Recreation Administration](#)
- [Athletics](#)
- [Aquatics](#)
- [Golf Operations](#)
- [Recreation Programming](#)
- [Tennis Center](#)
- [Facility Rentals](#)

- [Brooktree - combined Golf Operations and Course Maintenance](#)

Recreation Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$1,114,056	\$1,140,311	\$1,259,200	\$1,400,100
Expenses	\$1,199,388	\$1,282,166	\$1,367,609	\$1,677,844
REVENUES LESS EXPENSES	-\$85,332	-\$141,855	-\$108,409	-\$277,744

Accomplishments

- Transition of the Brooktree Clubhouse operation from a private vendor to City staff
- Secured a Food and Beverage Operator for the Brooktree Golf Course
- Transition to the new OpenGov software
- Introduced Outdoor Leisure Programming: Archery, Snowshoeing and Geocaching
- Started the River Springs Water Park Capital Improvement Project - mechanical upgrades
- Implemented the Cost Recovery Policy and Fees Manual

Goals

- Align resources to meet community needs
- Balance work load through work plans and department priorities
- Purchase equipment to support public programming
- Provide Supervisor level development training
- Improve service to customer through quality and timely communications
- Complete phase II of the River Springs Water Park CIP project
- Increase revenue and rounds of golf at Brooktree G.C through promotions and great service

Financial Information

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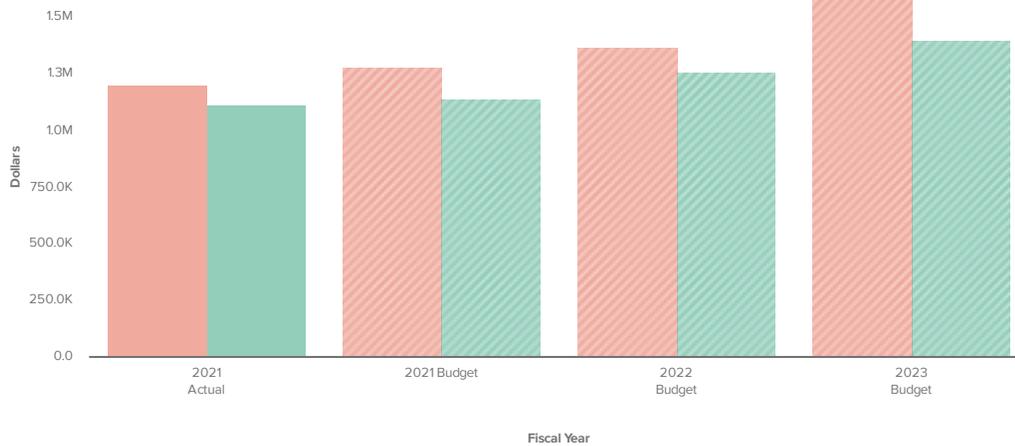
Types

RECREATION



Sort By Chart of Accounts

Visualization



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 0	\$ 11,500	\$ 11,500	\$ 12,000
▶ Charges for Services	913,747	1,003,411	1,059,400	1,179,600
▶ Miscellaneous	200,309	125,400	188,300	208,500
Total	\$ 1,114,056	\$ 1,140,311	\$ 1,259,200	\$ 1,400,100

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 1,174,913	\$ 1,282,166	\$ 1,367,609	\$ 1,677,844
▶ Personnel Services - Salaries & Wages	618,037	647,405	673,729	936,099
▶ Personnel Services - Employee Benefits	124,444	136,749	173,130	231,195
▶ Supplies	143,289	130,711	150,600	210,700
▶ Professional and Technical Services	165,982	194,400	201,450	119,650
▶ Other Services & Charges	123,161	172,901	168,700	180,200
▶ Capital Expenditures	24,475	0	0	0
Total	\$ 1,199,388	\$ 1,282,166	\$ 1,367,609	\$ 1,677,844

Staffing Analysis

Recreation FTE

Position Name	FY2021	FY2022	FY2023
FTE			
Recreation Supervisor	3.00	3.00	4.00
Administrative Technician	1.00	1.00	0.00
Recreation Manager	2.00	1.00	1.00
Recreation Facility Asst	0.70	0.00	1.50
FTE	6.70	5.00	6.50



Recreation Administration

Fiscal Year 2023

Department Overview

This program accounts for the costs associated with administering the City's recreation programs including athletic programs, indoor and outdoor aquatic facilities and programs, Brooktree clubhouse operations, diverse programming for all ages, tennis center operations, and rental of park facilities. These costs were not reported separately in prior years.

Recreation Admin Program Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Expenses	\$0	\$0	\$0	\$715,937
REVENUES LESS EXPENSES	\$0	\$0	\$0	-\$715,937

Financial Information

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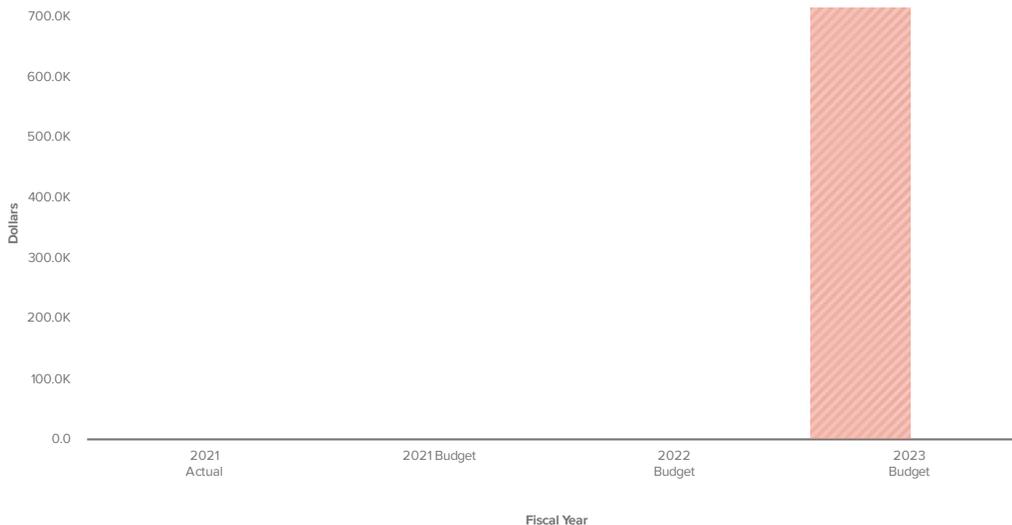
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Types RECREATION ADMINISTRATION



Sort By Chart of Accounts

Visualization



- Expenses
- Revenues

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 0	\$ 0	\$ 0	\$ 715,937
▶ Personnel Services - Salaries & Wages	0	0	0	519,483
▶ Personnel Services - Employee Benefits	0	0	0	177,654
▶ Professional and Technical Services	0	0	0	5,700
▶ Other Services & Charges	0	0	0	13,100
Total	\$ 0	\$ 0	\$ 0	\$ 715,937



Athletics

Fiscal Year 2023

Department Overview

This program accounts for all costs related to offering adult and youth athletic programs.

Athletics Program Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$172,217	\$214,911	\$230,400	\$254,900
Expenses	\$237,075	\$314,884	\$293,868	\$167,429
REVENUES LESS EXPENSES	-\$64,858	-\$99,973	-\$63,468	\$87,471

Financial Information

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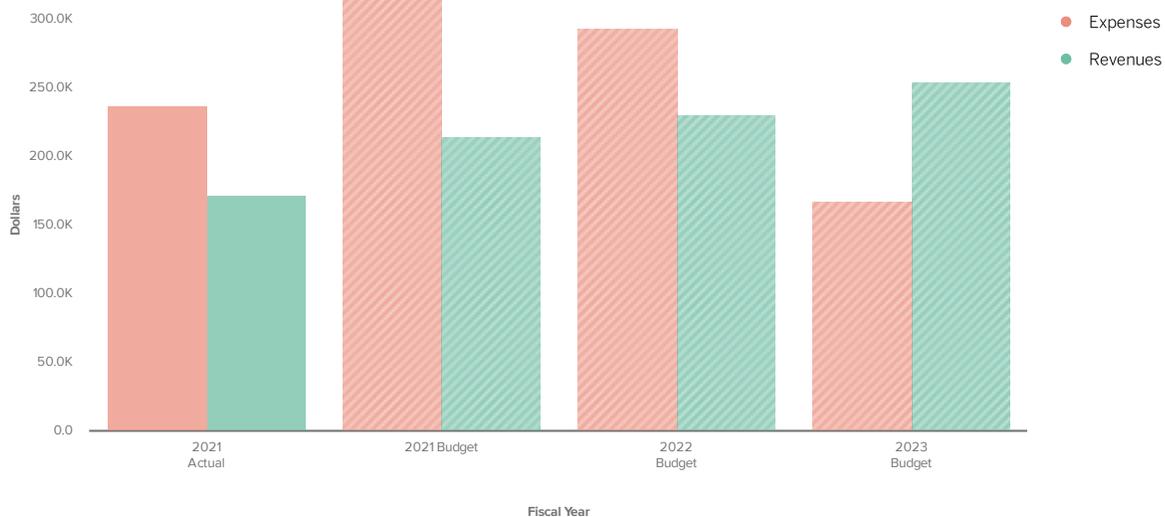
Types

ATHLETICS



Sort By Chart of Accounts

Visualization



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 0	\$ 11,500	\$ 11,500	\$ 12,000
▶ Charges for Services	170,141	199,511	217,000	240,500
▶ Miscellaneous	2,076	3,900	1,900	2,400
Total	\$ 172,217	\$ 214,911	\$ 230,400	\$ 254,900

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 237,075	\$ 314,884	\$ 293,868	\$ 167,429
▶ Personnel Services - Salaries & Wages	167,703	204,504	167,832	81,000
▶ Personnel Services - Employee Benefits	28,841	45,538	53,736	9,979
▶ Supplies	18,769	18,161	23,500	51,900
▶ Professional and Technical Services	6,077	3,800	5,800	5,800
▶ Other Services & Charges	15,685	42,881	43,000	18,750
Total	\$ 237,075	\$ 314,884	\$ 293,868	\$ 167,429



Aquatics

Fiscal Year 2023

Department Overview

This program accounts for the operations of indoor and outdoor aquatic facilities.

Aquatics Program Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$329,057	\$256,950	\$285,900	\$300,000
Expenses	\$429,593	\$396,875	\$429,830	\$307,185
REVENUES LESS EXPENSES	-\$100,536	-\$139,925	-\$143,930	-\$7,185

Financial Information

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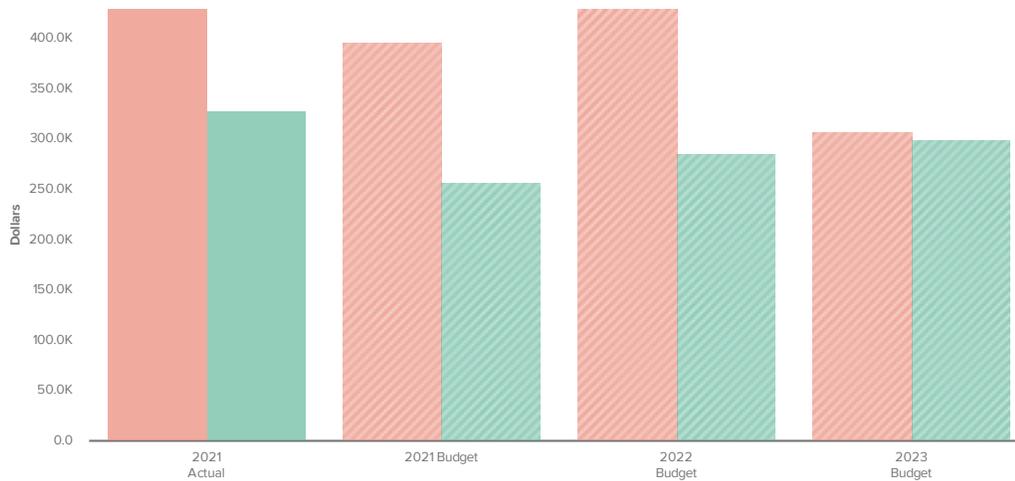
Types

▼ AQUATICS



Sort By Chart of Accounts

Visualization



Fiscal Year

Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Charges for Services	\$ 303,054	\$ 234,350	\$ 262,900	\$ 279,000
▶ Miscellaneous	26,004	22,600	23,000	21,000
Total	\$ 329,057	\$ 256,950	\$ 285,900	\$ 300,000

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 429,593	\$ 396,875	\$ 429,830	\$ 307,185
▶ Personnel Services - Salaries & Wages	249,013	241,447	258,055	164,816
▶ Personnel Services - Employee Benefits	53,743	50,008	55,025	21,019
▶ Supplies	93,888	68,550	86,400	100,900
▶ Professional and Technical Services	3,061	3,650	3,650	3,650
▶ Other Services & Charges	29,889	33,220	26,700	16,800
Total	\$ 429,593	\$ 396,875	\$ 429,830	\$ 307,185



Golf Clubhouse Operations

Fiscal Year 2023

Department Overview

This program accounts for the operation of Brooktree Clubhouse. The City had a contract for this in 2021. Beginning in 2022, the City had a contract for the food services portion of this operation. The expenses of maintaining the course are accounted for in another program.

Golf Operations Program Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$457,788	\$374,800	\$448,300	\$508,700
Expenses	\$163,058	\$137,777	\$134,350	\$154,479
REVENUES LESS EXPENSES	\$294,730	\$237,023	\$313,950	\$354,221

Financial Information

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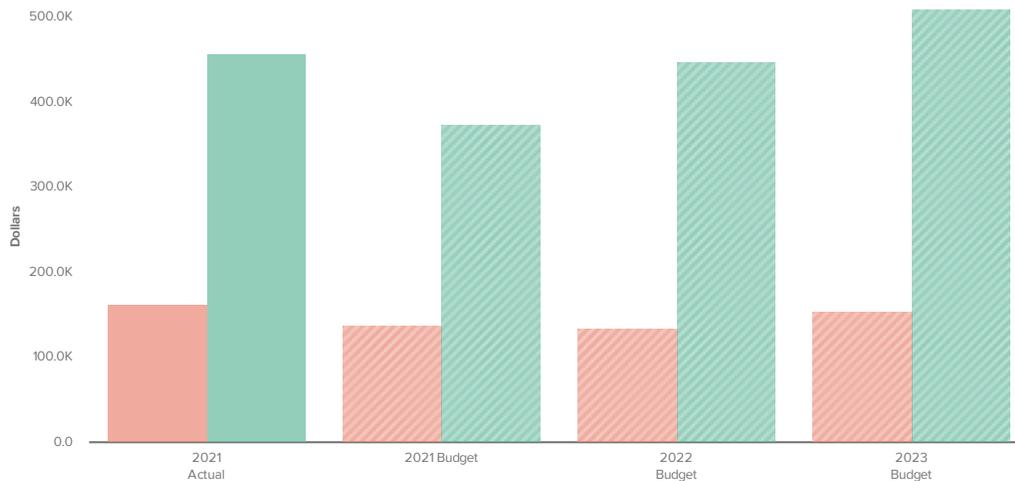
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Types **GOLF OPERATIONS**



Visualization

Sort By Chart of Accounts



Fiscal Year

Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Charges for Services	\$ 317,679	\$ 314,500	\$ 330,000	\$ 387,600
▶ Miscellaneous	140,108	60,300	118,300	121,100
Total	\$ 457,788	\$ 374,800	\$ 448,300	\$ 508,700

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 163,058	\$ 137,777	\$ 134,350	\$ 154,479
▶ Personnel Services - Salaries & Wages	9,945	11,259	0	81,000
▶ Personnel Services - Employee Benefits	2,479	2,918	0	11,479
▶ Supplies	7,024	4,000	4,250	15,300
▶ Professional and Technical Services	98,158	88,000	93,000	0
▶ Other Services & Charges	45,452	31,600	37,100	46,700
Total	\$ 163,058	\$ 137,777	\$ 134,350	\$ 154,479



Recreation Programming

Fiscal Year 2023

Program Overview

This program includes programming for all ages including seniors and therapeutic recreation. Lake Kohlmier rental and concession operations are also included in this program.

Rec Prog Program Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$49,811	\$117,500	\$128,200	\$158,500
Expenses	\$181,934	\$181,312	\$231,714	\$162,518
REVENUES LESS EXPENSES	-\$132,123	-\$63,812	-\$103,514	-\$4,018

Financial Information

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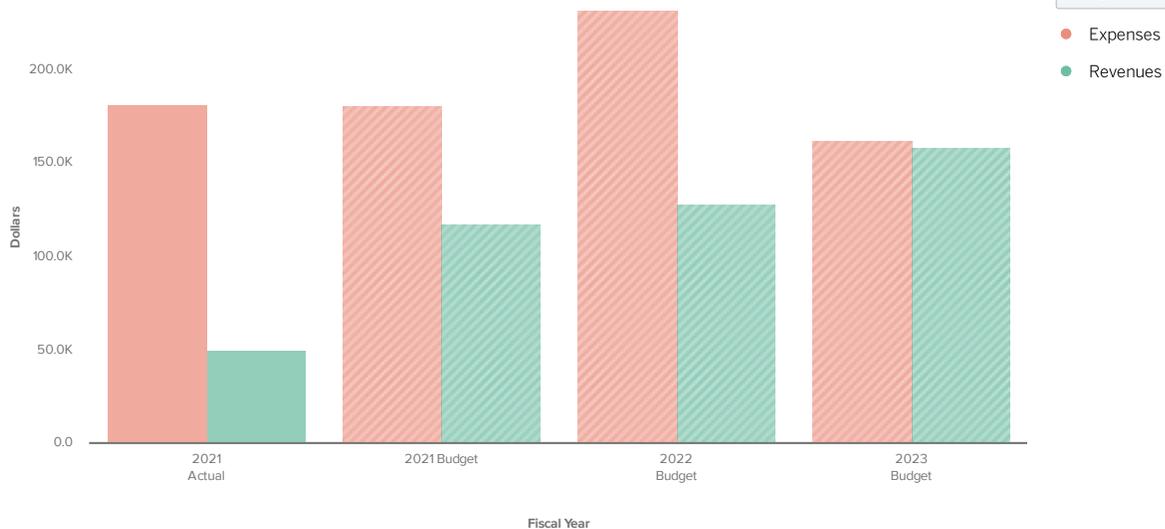
Types

RECREATION PROGRAMMING



Visualization

Sort By Chart of Accounts



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Charges for Services	\$ 31,355	\$ 88,000	\$ 96,700	\$ 127,000
▶ Miscellaneous	18,456	29,500	31,500	31,500
Total	\$ 49,811	\$ 117,500	\$ 128,200	\$ 158,500

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 157,458	\$ 181,312	\$ 231,714	\$ 162,518
▶ Personnel Services - Salaries & Wages	96,454	90,812	125,819	52,500
▶ Personnel Services - Employee Benefits	21,687	18,875	31,095	6,468
▶ Supplies	12,830	20,350	22,950	28,000
▶ Professional and Technical Services	4,998	4,200	4,500	3,500
▶ Other Services & Charges	21,489	47,075	47,350	72,050
▶ Capital Expenditures	24,475	0	0	0
Total	\$ 181,934	\$ 181,312	\$ 231,714	\$ 162,518



Tennis Center

Fiscal Year 2023

Program Overview

This program accounts for all activities at the tennis center.

Tennis Center Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$105,183	\$176,150	\$166,400	\$160,000
Expenses	\$187,729	\$251,318	\$277,847	\$170,295
REVENUES LESS EXPENSES	-\$82,546	-\$75,168	-\$111,447	-\$10,295

Financial Information

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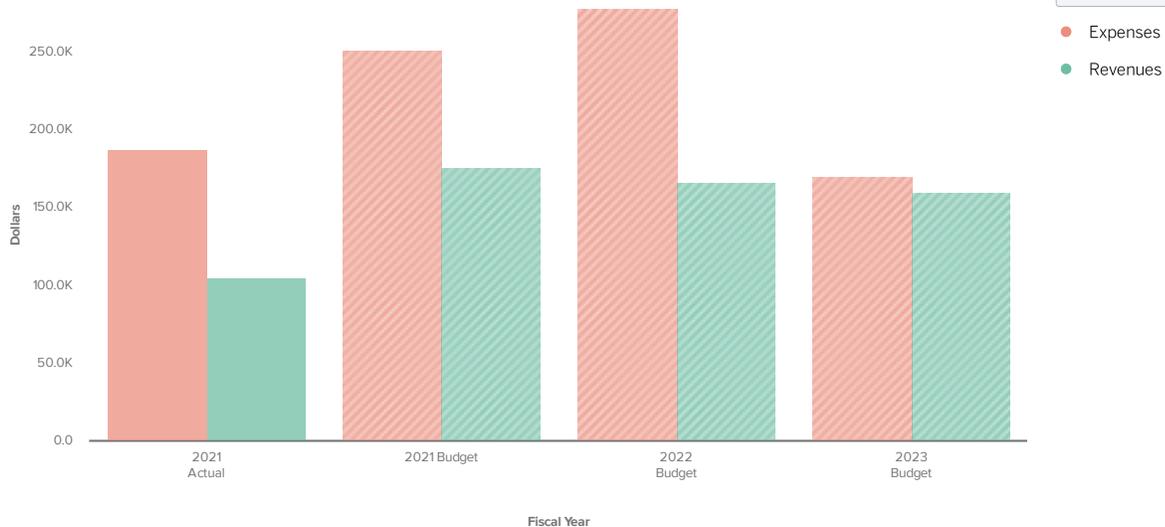
Types

▼ TENNIS CENTER



Visualization

Sort By Chart of Accounts ▼



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Charges for Services	\$ 91,518	\$ 167,050	\$ 152,800	\$ 145,500
▶ Miscellaneous	13,665	9,100	13,600	14,500
Total	\$ 105,183	\$ 176,150	\$ 166,400	\$ 160,000

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 187,729	\$ 251,318	\$ 277,847	\$ 170,295
▶ Personnel Services - Salaries & Wages	94,922	99,383	122,023	37,300
▶ Personnel Services - Employee Benefits	17,695	19,410	33,274	4,595
▶ Supplies	10,778	19,650	13,500	14,600
▶ Professional and Technical Services	53,688	94,750	94,500	101,000
▶ Other Services & Charges	10,647	18,125	14,550	12,800
Total	\$ 187,729	\$ 251,318	\$ 277,847	\$ 170,295



Facility Rentals

Fiscal Year 2023

Program Overview

This program accounts for activities related to the rental of park facilities (pavilions). This activity was reported in the park maintenance department in prior years.

Facility Rental Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$0	\$0	\$0	\$18,000
REVENUES LESS EXPENSES	\$0	\$0	\$0	\$18,000

Financial Information

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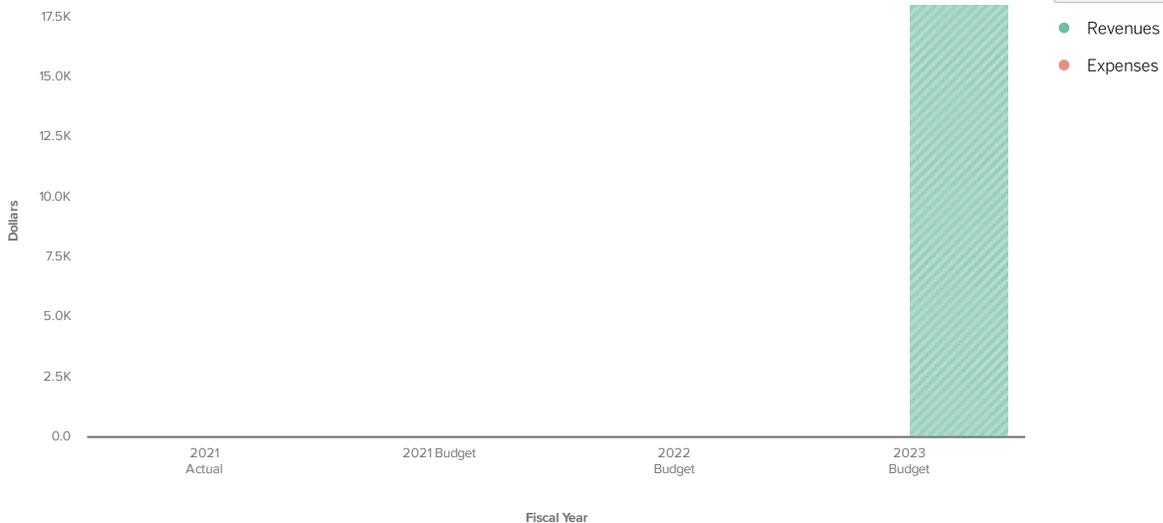
Types

▾ FACILITY RENTAL



Sort By Chart of Accounts ▾

Visualization



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Miscellaneous	\$ 0	\$ 0	\$ 0	\$ 18,000
Total	\$ 0	\$ 0	\$ 0	\$ 18,000



Brooktree Clubhouse & Course Maintenance Combined

(Clubhouse Operations are reported as a Recreation program and Course
Maintenance is reported as a Park Maintenance program)

Fiscal Year 2023

Department Overview

The golf course was the dream of and built by Kennard and Buzz Kaplan. In 1966, the course was purchased by the City of Owatonna. Brooktree has continued to grow and develop as one of the finest golf courses in southern Minnesota. The babbling brook and abundant trees provide a charming namesake for the course.

Brooktree Revenue vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$458,154	\$374,800	\$448,300	\$508,700
Expenses	\$673,003	\$589,187	\$607,822	\$695,583
REVENUES LESS EXPENSES	-\$214,850	-\$214,387	-\$159,522	-\$186,883

Financial Information

Broken down by

Types

▼ CULTURE & RECREATION ...

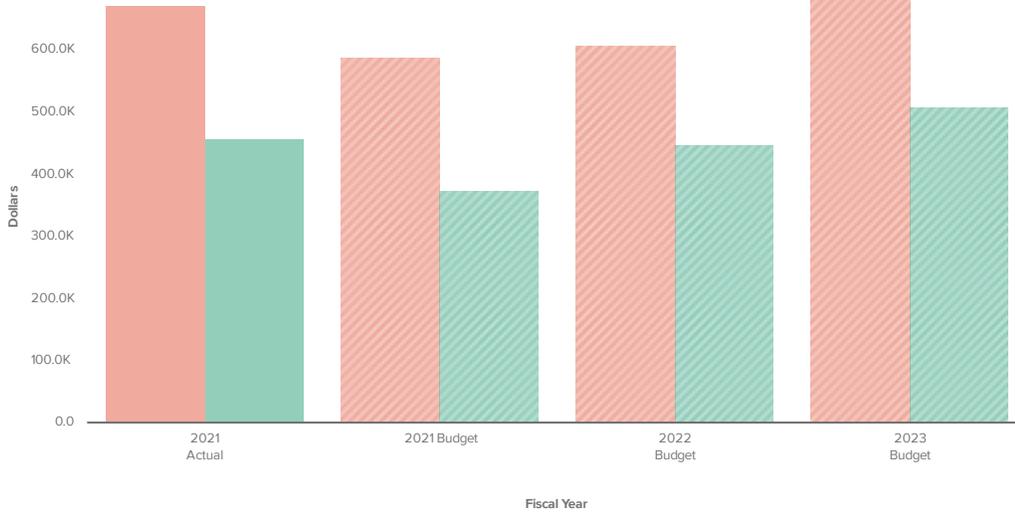
▼ Programs ...



Sort By Chart of Accounts ▼

- Expenses
- Revenues

Visualization



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Charges for Services	\$ 317,746	\$ 314,500	\$ 330,000	\$ 387,600
▶ Miscellaneous	140,408	60,300	118,300	121,100
Total	\$ 458,154	\$ 374,800	\$ 448,300	\$ 508,700

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 673,003	\$ 589,187	\$ 607,822	\$ 695,583
▶ Personnel Services - Salaries & Wages	246,897	189,873	209,090	298,338
▶ Personnel Services - Employee Benefits	54,604	41,434	41,282	49,545
▶ Supplies	151,626	131,600	136,350	194,000
▶ Professional and Technical Services	100,158	111,500	101,000	8,000
▶ Other Services & Charges	119,718	114,780	120,100	145,700
Total	\$ 673,003	\$ 589,187	\$ 607,822	\$ 695,583



Library

Fiscal Year 2023

Department Overview

The Owatonna Public Library serves the citizens of Owatonna and greater Steele county by offering materials, electronic resources, programming and meeting spaces.



Programs

Library

Branch Library - Blooming Prairie

Library Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$433,708	\$305,494	\$336,128	\$377,524
Expenses	\$1,205,124	\$1,312,389	\$1,356,950	\$1,372,353
REVENUES LESS EXPENSES	-\$771,416	-\$1,006,895	-\$1,020,822	-\$994,829

Accomplishments

- Completion of bathroom on 3rd floor
- Awarded \$37,000 from T-Mobile for the Hometown Grant for the creation of a Makerspace.
- Began reorientation of current shelving layout.
- Reinstated in person programming including story times, author visits and summer reading program.
- Increased participation in community wide events including Downtown Thursdays and the Lighted Parade.
- Held staff training day
- With SELCO, competed patron library use survey.
- Continued conversion of 2nd floor office space into a meeting room

Goals

- Install new circulation desk and new shelving
- Complete construction of small meeting spaces
- Expand programming to locations outside the library (local businesses, Parks and Recreation)
- Increase YoungAdult/Teen programming and materials collection
- Painting of 2nd Floor
- Continue utilizing different media to promote library (PEG channel, Facebook, Tik Tok)

Financial Information

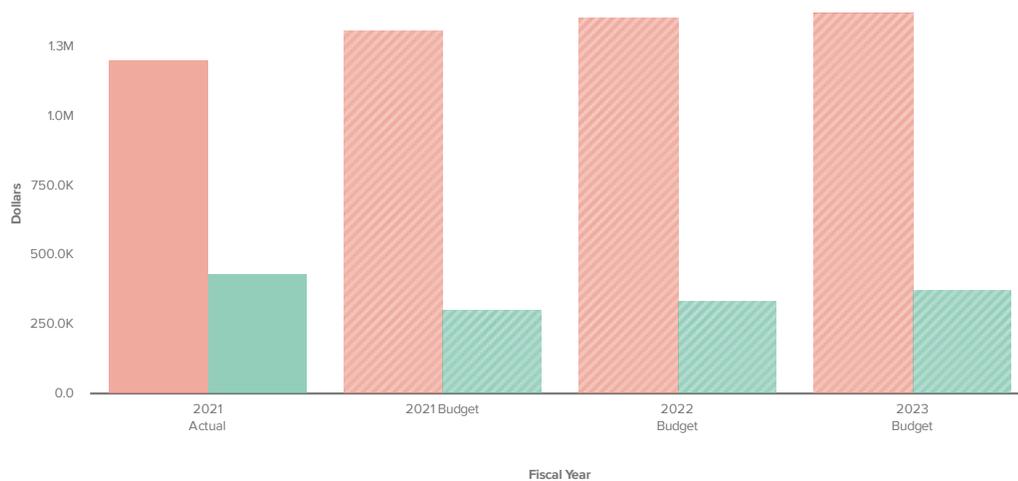
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Types

LIBRARY

Visualization



Sort By Chart of Accounts

- Expenses
- Revenues

Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 196,694	\$ 199,094	\$ 231,158	\$ 272,554
▶ Charges for Services	5,135	10,250	8,450	8,450
▶ Fines & Forfeitures	791	750	120	120
▶ Interest Earnings	-997	3,400	3,400	3,400
▶ Miscellaneous	232,086	92,000	93,000	93,000
Total	\$ 433,708	\$ 305,494	\$ 336,128	\$ 377,524

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 1,199,182	\$ 1,312,389	\$ 1,356,950	\$ 1,372,353
▶ Personnel Services - Salaries & Wages	712,672	771,365	797,480	805,395
▶ Personnel Services - Employee Benefits	174,137	203,554	223,596	216,063
▶ Supplies	194,460	196,386	185,831	199,295
▶ Professional and Technical Services	29,568	34,526	36,220	31,750
▶ Other Services & Charges	88,345	106,558	113,823	119,850
▶ Capital Expenditures	5,942	0	0	0
Total	\$ 1,205,124	\$ 1,312,389	\$ 1,356,950	\$ 1,372,353

Staffing Analysis

Library FTE

Position Name	FY2021	FY2022	FY2023
FTE			
Administrative Clerk	2.65	2.95	2.95
Director Library	1.00	1.00	1.00
Assistant Library Director	1.00	1.00	1.00
Library Specialist	2.25	2.95	3.02
Administrative Technician	0.70	0.70	0.70
Librarian	3.00	2.00	2.00
FTE	10.60	10.60	10.67



Library

Fiscal Year 2023

Program Overview

The Owatonna Public Library serves the citizens of Owatonna and greater Steele county by offering materials, electronic resources, programming and meeting spaces.

Library Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$165,081	\$169,620	\$194,374	\$245,270
Expenses	\$1,078,049	\$1,162,861	\$1,207,694	\$1,242,485
REVENUES LESS EXPENSES	-\$912,968	-\$993,241	-\$1,013,320	-\$997,215

Financial Information

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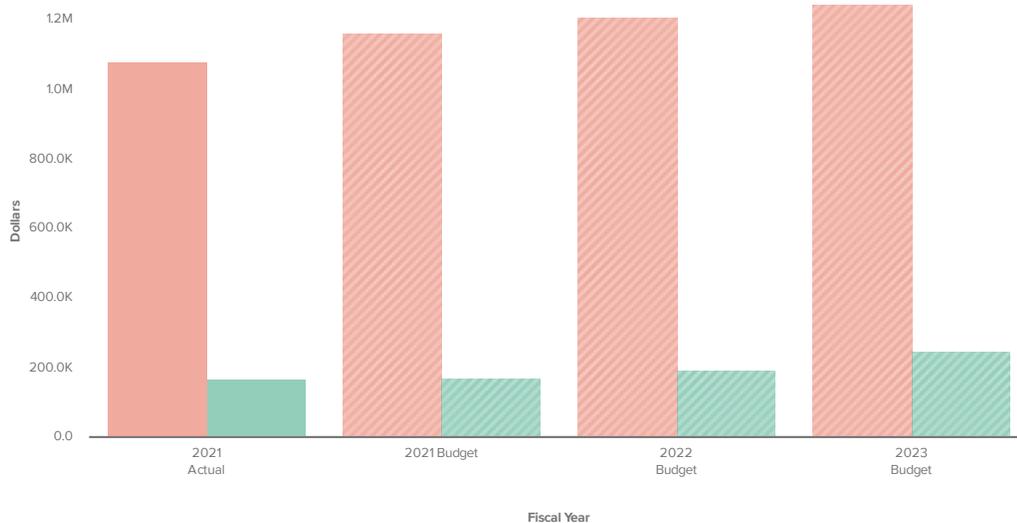
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Types LIBRARY



Visualization

Sort By Chart of Accounts



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 159,161	\$ 158,620	\$ 185,804	\$ 236,700
▶ Charges for Services	5,129	10,250	8,450	8,450
▶ Fines & Forfeitures	791	750	120	120
Total	\$ 165,081	\$ 169,620	\$ 194,374	\$ 245,270

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 1,072,107	\$ 1,162,861	\$ 1,207,694	\$ 1,242,485
▶ Personnel Services - Salaries & Wages	690,538	753,025	778,027	805,395
▶ Personnel Services - Employee Benefits	167,053	197,204	216,918	216,063
▶ Supplies	115,374	107,700	104,130	108,495
▶ Professional and Technical Services	29,568	34,526	36,220	31,750
▶ Other Services & Charges	69,573	70,406	72,399	80,782
▶ Capital Expenditures	5,942	0	0	0



Branch Library - Blooming Prairie

Fiscal Year 2023

Program Overview

This program reports the activities related to the branch library. These activities include funding from Steele County and Dodge County to support the Blooming Prairie branch.

Branch Library Revenues vs. Expenses

	2021 Actual	2021 Budget	2022 Budget	2023 Budget
Revenues	\$37,533	\$40,474	\$45,354	\$35,854
Expenses	\$59,498	\$54,528	\$59,256	\$36,868
REVENUES LESS EXPENSES	-\$21,965	-\$14,054	-\$13,902	-\$1,014

Financial Information

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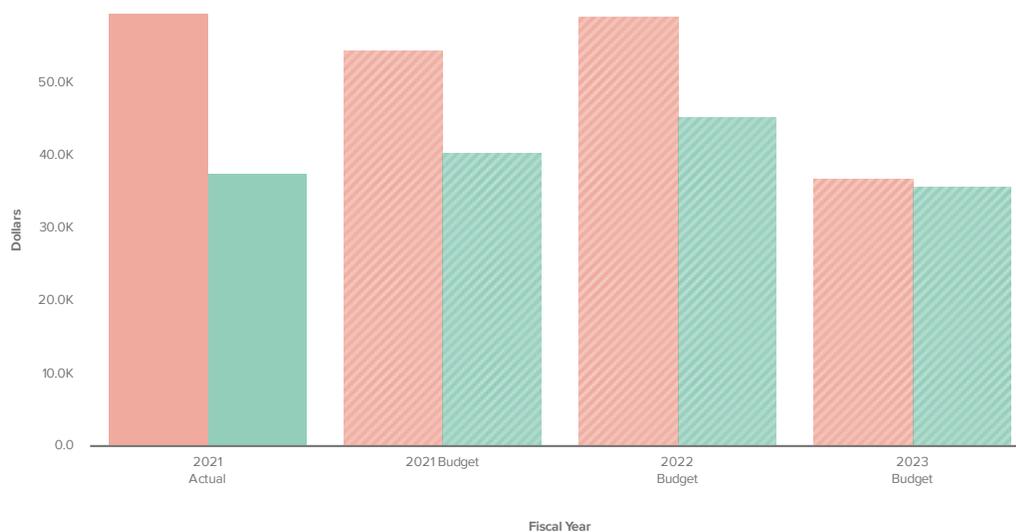
Types

BRANCH LIBR - BLOOMING PR...



Sort By Chart of Accounts

Visualization



Revenues

Expand All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▶ Intergovernmental	\$ 37,533	\$ 40,474	\$ 45,354	\$ 35,854
Total	\$ 37,533	\$ 40,474	\$ 45,354	\$ 35,854

Expenses

Collapse All	2021 Actual	2021 Budget	2022 Budget	2023 Budget
▼ Operating Expenditures	\$ 59,498	\$ 54,528	\$ 59,256	\$ 36,868
▶ Personnel Services - Salaries & Wages	22,134	18,340	19,453	0
▶ Personnel Services - Employee Benefits	7,084	6,350	6,678	0
▶ Supplies	29,129	28,686	31,701	35,800
▶ Other Services & Charges	1,152	1,152	1,424	1,068
Total	\$ 59,498	\$ 54,528	\$ 59,256	\$ 36,868