



# Fiscal Year 2024 Adopted Budget

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# City Council & Appointed Officials

Fiscal Year 2024



**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**

<b>City Administrator</b>	<b>Kris Busse</b>
<b>City Engineer-Director of Public Works</b>	<b>Sean Murphy</b>
<b>Finance Director</b>	<b>Rhonda Moen</b>
<b>Chief of Police</b>	<b>Jeff Mundale</b>
<b>Fire Chief</b>	<b>Ed Hoffman</b>
<b>Director of Community Development</b>	<b>Troy Klecker</b>
<b>Library Director</b>	<b>Mark Blando</b>
<b>Director of Parks and Recreation</b>	<b>Jenna Tuma</b>
<b>Director of Human Resources</b>	<b>Emily Thamert</b>
<b>Director of Information Technology</b>	<b>Ryan Brown</b>
<b>City Attorney</b>	<b>Mark Walbran</b>



# Readers Guide

Fiscal Year 2024

Welcome to the City's 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](mailto: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 basis for budgeting in all fund types is the same basis of accounting used for the City's audited financial statements. Amendments to the budget after adoption would need to be authorized by the City Council.

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.

For financial reporting purposes, the HRA and the EDA are each presented as discretely presented component units. Major governmental funds include the General Fund, the Debt Service Fund, the Capital Projects Fund, and the ARPA Fund. Each enterprise fund is reported as a major fund (sewer, storm water, water, gas and electric).

Owatonna Public Utilities (OPU) is included in the City's Annual Comprehensive Financial Report. OPU funds include the Water Fund, Gas Fund and Electric Fund, all major funds. As OPU is managed separately from the City, and a budget is considered a management tool, their budget process is separate from the City's and is not included in this report.

## 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 2024



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. According to 2020 U.S. Census data, Owatonna grew by 3.2 percent over the past decade to a population of 26,647 and nearly 100 percent of Steele County's growth was in Owatonna.

Owatonna's scenic setting, healthy economy, quality lifestyle and proximity to the Twin Cities Metropolitan Area are factors that have contributed to its substantial growth over the last ten years. The Straight River meanders through Owatonna which lies in the heart of Southern Minnesota surrounded by woodland areas, streams, lakes and other rivers. The City's strong commitment to protecting the environment is evident in its preservation of natural areas and its decisions regarding stormwater and waste management.

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 of Owatonna provides a full range of services including 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 services are provided through the Owatonna Public Utilities which is part of City government.

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 2024

## Administrative Services Department

Kris Busse, City Administrator

507.774.7340

[kris.busse@ci.owatonna.mn.us](mailto:kris.busse@ci.owatonna.mn.us)

To: Honorable Mayor and City Councilmembers  
From: Kris M. Busse, City Administrator  
Re: 2024 Recommended budget and levy  
Date: December 19, 2023

Pursuant to the Owatonna City Charter and Minnesota statutes, the City Administrator hereby submits to the City Council the 2024 recommended budget and levy for all funds of the City of Owatonna. This budget is the result of months of preparation and review by Council and City Staff. This budget reflects the City of Owatonna's vision, to enhance the quality of life and follow the priorities set by the City Council through its strategic planning process. There were no significant changes from the proposed budget to this final budget.

### Economic Outlook

Owatonna continues to demonstrate it is in growth mode, through its growing industrial, commercial, and housing sectors. The City had another strong year in terms of building permit valuation. At the end of November, the city had issued 1,655 building permits totaling nearly \$108 million total valuation. Last year at this time the city had issued 1,783 building permits totaling \$75 million in valuation. Many exciting development projects are under construction or will be completed in 2023. Redline Development broke ground on Owatonna's first major mixed-use project. A key tenant will be Olmsted County Medical Center. Mineral Springs Brewery (MSB) will also occupy a significant portion of the facility. MSB will triple in size in comparison to their previous facility. Seventy luxury apartments will be in the top four floors of the complex. This is the first major development along the Riverfront.

In terms of industrial development, Climate by Design International is on schedule to complete their new 200,000 square foot facility in October. They will add approximately 50 employees. Kamp Automation is constructing a new 50,000 square foot manufacturing facility and hopes to have it operational by early next year. They will employ approximately 50 employees as well. Cemstone is completing a new cement plant in the industrial park. This plant was relocated from an existing commercial area. A new recycling center is also under construction. The city has also enjoyed a variety of commercial growth. Monson Eye clinic is now open downtown. Jersey Mikes sandwich shop is under construction with plans to be completed by the end of the year. Romas, a new Italian restaurant is scheduled to open at the end of the summer. This restaurant was part of the larger downtown hotel redevelopment project. A new dental office is being constructed on the north bluffs commercial area. Construction is also underway for an 88 room Home 2 Suites hotel in the Bridge Street commercial area.

In the housing sector, apartment construction continues at a brisk pace. The 75-unit Cedar Avenue apartments are nearing completion. West Lake Meadows is continuing to build apartment buildings for their 276-unit complex. For single family development, the city approved plans for Mineral Springs Estates. The total development plan includes over 300 lots. The first phase of the project will contain other housing types beyond single family such as twin homes and row houses. They plan to break ground in the fall.

### **Budget Highlights**

The 2024 budget is reflective of the four key focus areas as determined by the city council during the strategic planning process. Priorities in the budget are aligned with these key focus areas, Infrastructure, Economic Vitality, Quality of Life and Efficient, Effective Government. Infrastructure is a particular emphasis this year. City staff and ICS consulting have been completing a review of all facilities to determine critical maintenance needs and a long-term facilities plan. The city owns more than 90 buildings and structures which support key services such as police, fire, streets, recreation, and library. Deferred maintenance must be addressed to continue to support these key services. Projects this year include pavement rehab and reconstruction, HVAC replacement at Social Commons, generator replacement at City Hall, tuck pointing at various city facilities, airport roof replacement, garage door replacements, ventilation project at the street maintenance facility, Library improvements, Runway pavement maintenance and Brooktree club house improvements. Issuance of a bond is planned to address crucial HVAC, roof, and electrical needs at Merrill Hall.

New this year was the establishment of one-time Public Safety Aid for cities. These funds are to be used only for certain public safety needs (equipment, training, mental health,) Staff is proposing to utilize this fund for police and fire radios and automatic park gates and to begin a Public Safety equipment replacement fund (PSERF).

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. To carry on the success in this focus area, staff has again included funding for the collaboration with the Chamber of Commerce for the community wide branding initiative and implementation of the new brand. A \$5,000 increase for the EDA and HRA levies is also included.

Quality of Life is a vital component to a healthy community. It helps facilitate growth and attracts the business community along with new residents. To help maintain Owatonna's record of lowest crime rate in the region, this budget includes funding for one additional police officer. The budget also includes improvements and enhancements to community and recreational programs. Outdoor sports courts resurfacing, interior pool surface repairs, Central Park Bandshell improvements, pavement rehab and replacement in parks. This budget continues our efforts to improve public engagement (i.e., website, e-newsletter, PEG channel programming.) a new initiative this year will be a community survey/study. This will aid the city council and staff in addressing needs both current and future.

Efficient, Effective and Economical government has been addressed by focusing on the full roll out and promotion of on-line city services such as permitting, licensing, reporting maintenance issues. In addition, investments are included to continue the culture work outlined in the 3-year blueprint. Because personnel costs are such a large part of the overall city budget, ensuring that our employees are operating at their very best is a wise investment. Culture work is important to retaining and recruiting high performing employees along with a modest wage increase. Finally, the addition of an Assistant City Administrator will aid in managing the day-to-day responsibilities and succession planning.

### **Recommendation**

I am recommending an increase in the levy of 8.00%. Preliminary estimates from the Steele County assessor indicate the city's tax capacity increasing by approximately 6.7%. 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 recommended 2024 budget reflects strategic investment to

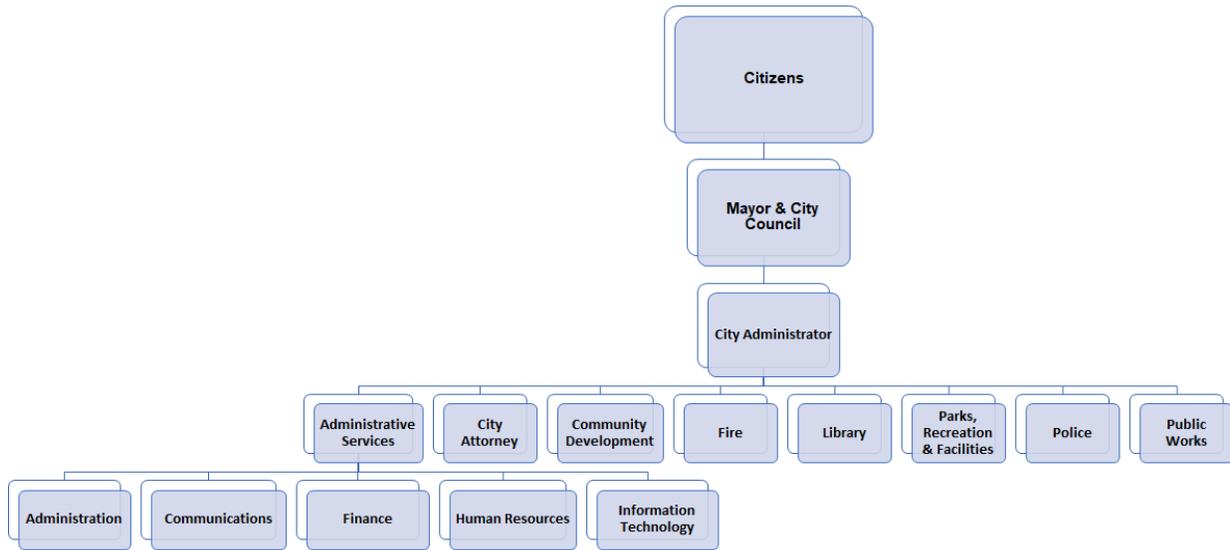
accommodate and continue economic growth. This budget closely follows and advances the strategic plan and aligns with the City Council's aim to have levy increases follow growth.

Special thanks to the finance department and Department Directors for their work developing the 2024 budget for their work on the budget and CIP documents and the department directors 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 2024





# Budget Calendar

Fiscal Year 2024

## Date Description

February 2023	City Council develops Strategic Plan, the foundation for the budget
June 6, 2023	2024 Budget Kick-off
July 7, 2023	Preliminary 2024 Budget request due
July 10 - August 8, 2023	Department Directors budget review with City Administrator
August 1, 2023	Minnesota Department of Revenue certifies Local Government Aid (LGA) amounts for 2024
August 15, 2023	Finance Director introduces the 2024 Proposed Budget to City Council at a study session which is open to the public
August 22, 30, and September 12, 2023	Budget Study Sessions with City Council and Department Directors which are all open to the public
September 19, 2023	City Council adopts the Proposed Budget and Tax Levies. They also set the time and place for a public meeting where the 2024 Budget and Levy are discussed.
September 30, 2023	Certify Tax Levies to the Steele County Auditor by this date
October 5, 2023	Study session to touch base on 2024 proposed budget
November 7, 2023	Final budget review at a City Council study session
After November 11, 2023 but before November 24, 2023	County auditor must prepare and mail parcel specific notices of proposed property taxes and summary budget data to each property owner
December 5, 2023	City Council holds meeting to discuss the budget and property tax levy and, before a final determination, allows public input
December 19, 2023	City Council adopts the final tax levies and budget. City must certify this to the County Auditor prior to December 28.
December 28, 2023	Payable 2024 Tax Levy Report and TNT Reports are due to the Minnesota Department of Revenue.



# Financial Policies

Fiscal Year 2024

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 2024

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 2020 through 2024

CITY OF OWATONNA  
FIVE YEAR HISTORY OF LEVY AND LEVY CHANGES  
FOR PERIOD 2020 THRU 2024

	2020	2021	2022	2023	2024	
<b>Tax Capacity Rates</b>						
County	60.457	57.758	56.467	50.055		
City	62.481	59.530	62.098	57.305	58.185	Estimate
ISD 761	40.015	37.859	34.674	29.880		
<b>Totals</b>	<b>162.953</b>	<b>155.147</b>	<b>153.239</b>	<b>137.240</b>		
<b>% Share of Total</b>						
County	37.10%	37.23%	36.85%	36.47%		
City	38.34%	38.37%	40.52%	41.76%		
ISD 761	24.56%	24.40%	22.63%	21.77%		
<b>Totals</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>0.00%</b>	
<b>City Levy</b>						
General Fund	10,812,919	11,222,135	12,364,440	13,737,570	14,207,454	
Cap Proj Fund	367,000	400,000	618,000	236,000	826,000	
Bldg Maint Fund	338,000	384,000	85,135	469,000	345,000	
EDA	185,000	185,000	190,000	195,000	200,000	
<b>Levy Subject to Levy Limit</b>	<b>11,702,919</b>	<b>12,191,135</b>	<b>13,257,575</b>	<b>14,637,570</b>	<b>15,578,454</b>	
PERA Rate Change	170,882	173,213	186,914	196,327	211,294	
Debt	1,659,430	1,580,330	1,837,815	1,835,900	2,224,285	
<b>Subtotal</b>	<b>13,533,231</b>	<b>13,944,678</b>	<b>15,282,304</b>	<b>16,669,797</b>	<b>18,014,033</b>	
HRA	185,000	185,000	190,000	195,000	200,000	
<b>Total</b>	<b>13,718,231</b>	<b>14,129,678</b>	<b>15,472,304</b>	<b>16,864,797</b>	<b>18,214,033</b>	
Levy Percentage Change	4.25%	3.00%	9.50%	9.00%	8.00%	
Tax Capacity	21,956,697	23,743,847	24,917,059	29,322,516	31,303,684	Estimate
Capacity Percentage Change	5.59%	8.14%	4.94%	17.68%	6.76%	Estimate



# Governmental Revenue Sources

Fiscal Year 2024

## **Property Taxes**

The City relies on property taxes for approximately 55% 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 5-17% increases in its tax capacity over recent years. 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 Costco, Bosch warehouse, CDI, KAMP and Ascend, the new riverfront development. 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. Franchise fees related to cable television are seeing a decline with the popularity of streaming versus subscribing to cable television.

## **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 21.8% of total governmental revenues. LGA has been a contentious issue during the legislative process each year. There are discussions about the level of funding it receives to how that funding is allocated to the various cities. The amount of LGA the City has received has not kept pace with inflation and it has become a smaller portion of the general fund total 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. Interest earnings are starting to rebound after several years at record lows.

## **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  
and Impact on Fund Balance/Net Position  
Fiscal Year 2024**

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$38,554,333	\$36,472,550	\$41,222,113	\$50,769,164
<b>Expenses</b>	\$37,134,272	\$35,495,817	\$42,929,016	\$48,484,122
<b>REVENUES LESS EXPENSES</b>	<b>\$1,420,061</b>	<b>\$976,733</b>	<b>-\$1,706,903</b>	<b>\$2,285,042</b>

## Financial Information

### Organization Revenues by Fund

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ GENERAL FUND	22,794,191	22,728,590	24,637,163	26,231,618
▶ SPECIAL REVENUE FUNDS	96,400	509,826	96,400	95,000
▶ DEBT SERVICE FUNDS	2,260,974	2,169,349	2,065,092	2,120,180
▶ CAPITAL PROJECTS FUNDS	6,795,831	4,518,276	7,530,383	14,812,333
▼ ECONOMIC DEVELOPMENT AUTHORITY	553,586	440,524	657,541	627,970
(290) EDA ADMINISTRATION	511,326	488,252	521,127	525,373
(292) EDA LOANS	6,000	-17,603	1,600	16,000
(294) EDA LAND	36,260	-30,125	134,814	86,597
▼ ENTERPRISE FUNDS	6,027,894	6,105,985	6,235,534	6,882,063
(602) WASTEWATER TREATMENT FUND	4,375,589	4,423,715	4,525,164	5,250,098
(620) STORM WATER UTILITY	1,652,305	1,682,270	1,710,370	1,631,965
▼ EXCLUDE	25,457	0	0	0
(899) INACTIVE	25,457	0	0	0
<b>Total</b>	<b>38,554,333</b>	<b>36,472,550</b>	<b>41,222,113</b>	<b>50,769,164</b>

## Organization Expenses by Fund

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ GENERAL FUND	22,794,191	22,427,883	24,596,214	26,231,618
▶ SPECIAL REVENUE FUNDS	90,000	429,712	2,318,000	95,000
▶ DEBT SERVICE FUNDS	2,313,865	2,183,176	2,316,116	2,302,204
▶ CAPITAL PROJECTS FUNDS	6,741,953	6,802,096	8,389,325	13,735,690
▼ ECONOMIC DEVELOPMENT AUTHORITY	539,948	847,021	553,974	569,288
(290) EDA ADMINISTRATION	500,448	483,041	511,074	525,188
(292) EDA LOANS	0	72,119	0	0
(294) EDA LAND	39,500	291,861	42,900	44,100
▼ ENTERPRISE FUNDS	4,654,315	2,805,929	4,755,387	5,550,322
(602) WASTEWATER TREATMENT FUND	3,739,491	2,443,429	3,827,901	4,632,956
(620) STORM WATER UTILITY	914,824	362,500	927,486	917,366
<b>Total</b>	<b>37,134,272</b>	<b>35,495,817</b>	<b>42,929,016</b>	<b>48,484,122</b>

## Organization Revenues by Type

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Tax Levy	15,282,290	15,265,871	16,669,797	17,699,033
▶ Other Taxes	4,132,318	3,038,112	3,337,275	4,188,603
▶ Licenses & Permits	402,759	505,747	430,175	452,200
▶ Intergovernmental	6,531,815	7,888,624	8,074,076	7,717,331
▶ Charges for Services	8,179,624	8,671,817	8,870,201	9,664,405
▶ Special Assessments	397,370	689,459	404,254	326,988
▶ Fines & Forfeitures	195,820	132,962	151,920	145,500
▶ Interest Earnings	285,100	-889,915	153,900	276,700
▶ Miscellaneous	639,547	799,680	688,475	823,404
▶ Other Financial Sources	2,507,690	370,194	2,442,040	9,475,000
<b>Total</b>	<b>38,554,333</b>	<b>36,472,550</b>	<b>41,222,113</b>	<b>50,769,164</b>

## Organization Expenses by Type

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	31,066,420	28,279,676	32,346,160	35,026,978
▶ Personnel Services - Salaries & Wages	12,813,982	12,427,262	13,554,561	14,409,700
▶ Personnel Services - Employee Benefits	4,548,060	4,125,711	4,705,423	5,149,230
▶ Supplies	2,529,899	2,730,610	3,150,795	3,434,474
▶ Professional and Technical Services	1,569,092	1,517,347	1,391,062	1,466,356
▶ Other Services & Charges	8,293,387	7,338,927	8,154,319	8,987,218
▶ Other Expenses	0	72,119	0	0
▶ Depreciation	1,312,000	67,701	1,390,000	1,580,000
▶ Capital Expenditures	3,206,367	4,590,456	7,704,500	10,339,000
▼ Other Financial Uses	2,861,485	2,625,685	2,878,356	3,118,144
▶ Debt Service	2,198,865	2,183,065	2,434,116	2,823,204
▶ Transfers Out	662,620	442,620	444,240	294,940
<b>Total</b>	<b>37,134,272</b>	<b>35,495,817</b>	<b>42,929,016</b>	<b>48,484,122</b>

## Impact of Budget on Fund Balance/Net Position

In preparing an annual budget it is prudent to review the impact to fund balance and net position for the City's funds. It also serves as an opportunity to ensure compliance with the City's fund balance policy. The City has a history of conservative budgeting which leads to surpluses at the close of the budget year. The fund balance policy for the general fund compares fund balance to the next year's budgeted expenditures. As budgets grow, the level of fund balance needs to grow also. The City's conservative approach has benefitted them in difficult economic times and has enabled them to take advantage of opportunities as they arise.

The City is currently in a growth mode and is making investments to continue that pattern. Please see the City's strategic plan for more information on the goals the City is working toward.

	<b>General Fund</b>	<b>Special Revenue Funds</b>	<b>Debt Service Funds</b>	<b>Capital Projects Funds</b>	<b>Economic Development Authority</b>
Revenues	26,231,618	95,000	2,120,180	14,812,333	627,970
Expenditures	26,231,618	95,000	2,302,204	13,735,690	569,288
Net	0	0	(182,024)	1,076,643	58,682
Beginning fund balance	12,452,321	592,021	5,621,525	8,820,110	5,112,189
Projected ending fund balance	12,452,321	592,021	5,439,501	9,896,753	5,170,871

	<b>Wastewater Fund</b>	<b>Storm Water Fund</b>
Revenues	5,250,098	1,631,965
Expenses	4,632,956	917,366
Net	617,142	714,599
Beginning net position	40,547,823	14,610,211
Projected ending net position	41,164,965	15,324,810





# Long-term Financial Plan

Fiscal Year 2024

A well-developed budget includes planning for the current year and planning for future years. This applies to both the operating budget and the capital budget.

## Operating Budget Considerations

The City's operating tax levy comprises 55% of the general fund revenues. Local Government Aid (LGA) accounts for approximately 21% of the general fund revenues. The City can control the tax levy, but not the amount of LGA it receives. It is the City's goal to have its tax levy growth follow the tax capacity growth. This will result in a level tax rate. It is in the City's best interest to pursue economic and housing development in order to increase tax capacity. In the long-term forecast, a projected increase of 4.2% has been used. The City has exceeded this growth rate for the last several years.

The other revenues are reviewed annually to ensure fees are covering the costs of services for those areas that should be self-sustaining. Building permit revenues have been exceeding expectations which indicates the success of economic and housing development efforts.

Personnel costs account for over two-thirds of the general fund expenditures. Some of the projected increases related to personnel include cost of living increases, additional staff needed due to growth, increased health and workers compensation insurance costs, pension increases, and compensation plan changes to remain competitive in a difficult hiring market.

Other cost increases include supplies (i.e. fuel, bituminous mix, etc.). The City monitors inflation rates and always budgets conservatively (lower revenues, higher expenses) to account for variances from estimates.

There are several operating budget items that have an impact future capital budgets. Maintenance related costs will extend the life of our capital assets thereby reducing immediate capital needs (i.e. bituminous overlays, tuckpointing). The City utilizes a vehicle replacement fund (VRF), an internal service fund, for its vehicle purchases. The operating budget pays an annual amount into this internal service fund. This provides a level funding source for vehicle replacement. It also more accurately reflects what the true total costs of their operations are in the general fund. Operating expenditures such as these lend to fiscal sustainability for the City.

With the City projecting out its operating revenues and expenditures, it can react to upcoming concerns in a timely fashion.

## Capital Budget Considerations

Annually, the City adopts a five-year Capital Improvement Plan (CIP). The CIP is 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.

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.

The City has taken several steps to ensure it has properly identified the City's upcoming needs. In 2022, a facilities task force completed a review of all City buildings and evaluated their current uses and future needs. Three park master plans were completed in 2023 to identify and prioritize needs. The City is completing studies of its sanitary sewer collection system and surface water system to identify constraints in the existing system and plan for future development. The City is currently in the process of completing a comprehensive plan. All of these items combined will aid in the development of a capital improvement plan that meets the city's needs today and many years into the future.

The City will be implementing effective capital planning policies in the near future. This will allow the City to manage both the sustainability of its current assets by establishing a process for addressing maintenance, replacement, and management, but also provide options for new investment, innovation, and ensuring that systems, facilities, equipment and other infrastructure can provide necessary services in the future. Capital planning policies establish a framework in which all members of the organization understand their roles, responsibilities, and expectations for the process of creating and implementing a capital plan.



# Personnel

Fiscal Year 2024

## Personnel Costs by Fund

Help ▾ Share ▾

Updated On 12 Jan, 2024

← Back ↻ History ▾ ↺ Reset

Broken down by

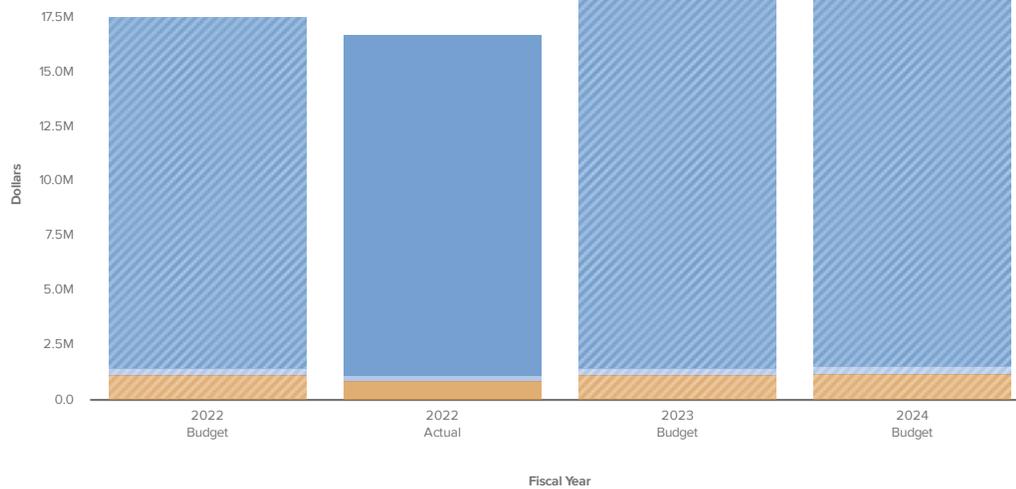
**Funds** ▾ Operating Expenditures ⋮



Sort By Chart of Accounts ▾

- GOVERNMENTAL FUNDS
- COMPONENT UNIT
- PROPRIETARY FUNDS

### Visualization



Updated On 12 Jan, 2024

← Back History ▾ Reset

Broken down by

Funds Operating Expenditures...

Data

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ GOVERNMENTAL FUNDS	16,074,326	15,579,571	16,962,614	18,204,887
▶ GENERAL FUND	16,074,326	15,579,571	16,962,614	18,204,887
▼ COMPONENT UNIT	271,814	269,443	290,403	305,406
▶ HOUSING REDEVELOPMENT AUTHORITY	177,233	172,303	187,396	197,785
▶ ECONOMIC DEVELOPMENT AUTHORITY	94,581	97,140	103,007	107,621
▼ PROPRIETARY FUNDS	1,193,135	876,262	1,194,362	1,246,422
▶ ENTERPRISE FUNDS	1,193,135	876,262	1,194,362	1,246,422
<b>Total</b>	<b>17,539,275</b>	<b>16,725,276</b>	<b>18,447,380</b>	<b>19,756,715</b>

# Personnel Costs by Type

Updated On 12 Jan, 2024

← Back History ▾ Reset

Broken down by

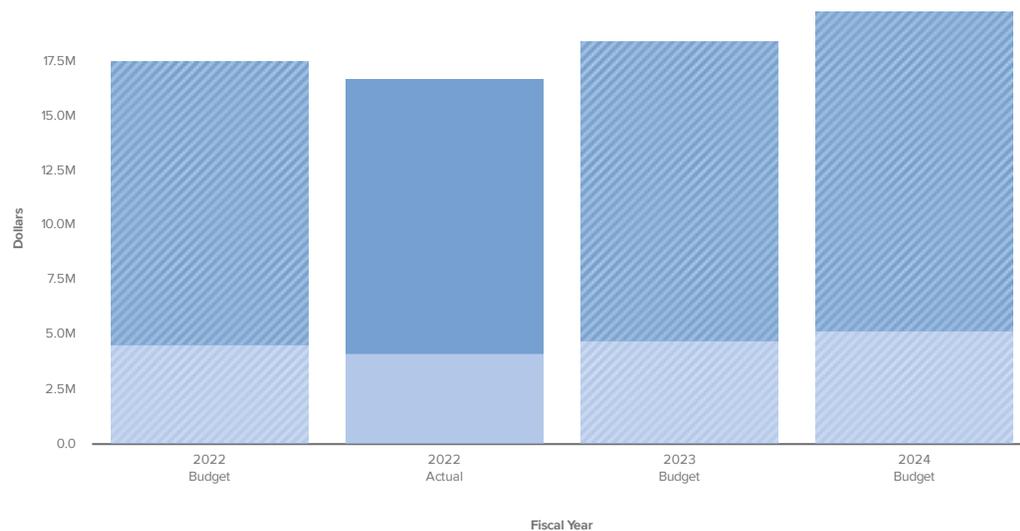
Operating Expenditures\*



Sort By Chart of Accounts ▾

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

Visualization



Updated On 12 Jan, 2024

← Back History ▾ Reset

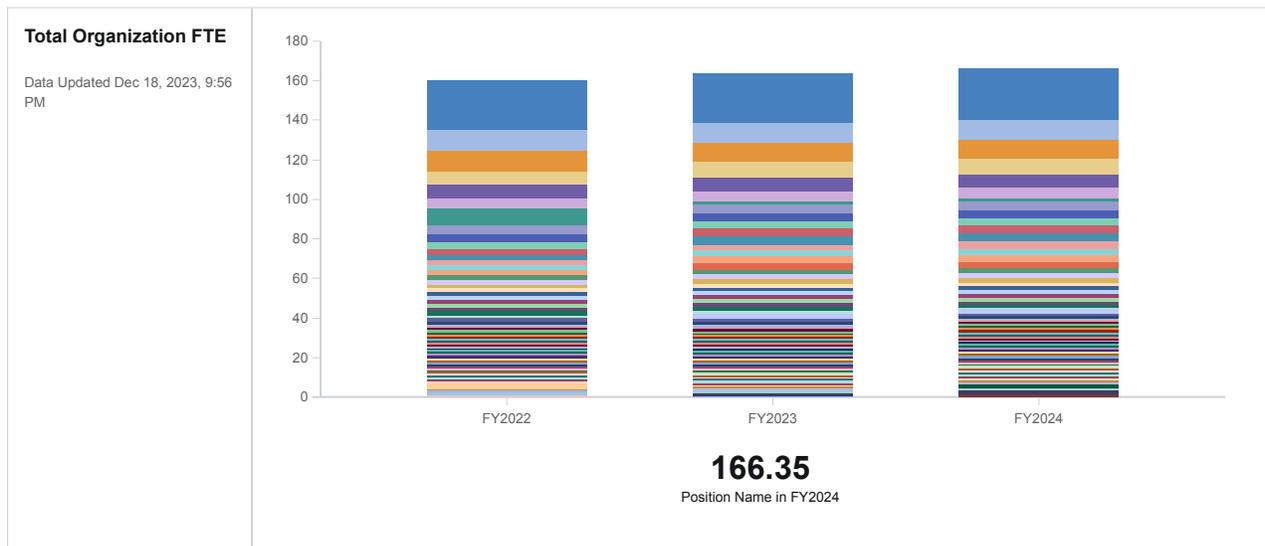
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**Operating Expenditures\***

**Data**

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Personnel Services - Salaries & Wages	12,944,996	12,556,108	13,693,273	14,556,987
▶ Personnel Services - Employee Benefits	4,594,279	4,169,168	4,754,107	5,199,728
<b>Total</b>	<b>17,539,275</b>	<b>16,725,276</b>	<b>18,447,380</b>	<b>19,756,715</b>

# Personnel FTE Comparison 2022 - 2024



**Organization FTE by Position**

Position Name	FY2022	FY2023	FY2024
<b>FTE</b>			
Fire Equipment Operator	4.00	4.00	4.00
Maintenance Manager	2.00	2.00	2.00
Recreation Facility Asst	0.00	1.50	1.50
Assistant City Engineer	1.00	1.00	1.00
Administrative Clerk	2.95	0.00	0.00

Position Name	FY2022	FY2023	FY2024
Captain	2.00	2.00	2.00
Technology Specialist	0.00	0.70	1.00
Asst City Administrator	0.00	0.00	1.00
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	3.00	3.00
Mayor	1.00	1.00	1.00
Sergeant	7.00	7.00	7.00
Wastewater Manager	1.00	1.00	1.00
Communications Manager	1.00	1.00	1.00
Housing Manager	1.00	1.00	1.00
Director Fire	1.00	1.00	1.00
Accounting Clerk	0.70	0.50	0.50
Building Inspector	1.70	1.70	1.00
Maintenance Worker	7.00	8.00	8.00
Sr Maintenance Worker	10.00	10.00	10.00
Patrol	25.00	25.00	26.00
Evidence Technician	1.00	1.00	1.00
Community Development Specialist	0.70	1.00	1.00
City Council Member	5.00	5.00	5.00
Facilities Manager	1.00	1.00	1.00
Custodian	1.70	1.95	2.00
Fire Commander	4.00	4.00	4.00
Fire Marshall/Asst Chief	0.00	1.00	1.00
Accounting Technician	1.00	0.00	0.00
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	4.00
Sr Director Police	1.00	1.00	1.00
Maintenance Technician	1.00	1.00	1.00
Engineering Technician	2.00	2.00	1.00
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
Sr Administrative Technician	0.00	4.00	4.00
City Council Member - Pres	1.00	1.00	1.00
City Council Member - Vice Pres	1.00	1.00	1.00
Library Specialist	2.95	3.03	3.03
Recreation Supervisor	3.00	4.00	4.00
Sr Director Parks & Recreation	1.00	1.00	1.00
Administrative Technician	8.70	1.70	1.70
Accounting Analyst	1.00	1.00	1.00
Lab Technician	1.00	0.00	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	2.00	2.00	2.00
Library Assistants	0.00	2.33	2.33
Wastewater Foreman	2.00	2.00	2.00
Water Quality Specialist	1.00	1.00	1.00
Civil Engineer	2.00	2.00	1.00
Accounting Specialist	0.00	1.00	1.00
Laborer	10.90	9.90	9.90
Facilities Worker	0.50	1.00	1.00
Sr Director Public Works	1.00	1.00	1.00

Position Name	FY2022	FY2023	FY2024
Engineering Specialist	0.00	0.00	2.00
Director Human Resources	1.00	1.00	1.00
Administrative Coordinator	2.00	4.00	4.00
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	1.00	1.00	1.00
<b>FTE</b>	<b>160.20</b>	<b>163.70</b>	<b>166.35</b>

**Organization FTE - Totals by Department**

Department	FY2022	FY2023	FY2024
<b>FTE</b>			
Building Inspection	4.70	4.70	4.00
Storm Water Fund	1.00	1.00	1.00
Planning & Zoning	4.70	5.00	5.00
Airport	1.50	2.25	2.00
P&R Admin	3.00	3.00	3.00
Mayor & Council	8.00	8.00	8.00
Admin Services	11.70	12.20	13.50
Recreation	5.00	6.50	6.50
Sewer Fund	11.00	11.00	11.00
Engineering	7.00	7.00	7.00
Fire	10.00	11.00	11.00
Street Maintenance	18.00	18.00	19.00
HRA	1.00	1.00	1.00
Library	10.60	10.05	10.05
Buildings/Grounds	7.40	7.40	7.70
Park Maintenance	15.20	15.20	15.20
Police	40.40	40.40	41.40
<b>FTE</b>	<b>160.20</b>	<b>163.70</b>	<b>166.35</b>



# Debt Service Levies

Fiscal Year 2024

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, 2021 and 2023. Our debt is generally repaid over 10-year periods to coincide with the terms of the assessments related to each debt issue. The City's improvement bonds are all related to street projects.

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.

The City's most recent bond rating is Moody's Aa1. This is an upgrade from previous years.

## Debt Limit

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Debt Limit	\$65,520	\$60,975	\$54,736	\$54,740	\$51,609	\$50,240	\$48,836	\$47,451	\$47,006	\$47,980
Total net debt applicable to limit	8,838	5,930	4,841	5,709	887	1,099	1,333	1,256	664	639
Legal debt margin	56,682	55,045	52,895	49,031	50,722	49,141	47,503	46,195	46,342	47,341
Total net debt applicable to the limit as a % of debt limit	13.49%	9.73%	8.38%	10.43%	1.72%	2.19%	2.73%	2.65%	1.41%	1.33%

**Legal Debt Margin Calculation for Current Fiscal Year**

Market Value of Taxable Property	\$2,183,994
Debt limit (3% of market value)	65,520
Debt applicable to limit:	
General obligation bonds	9,769
Less: Amount set aside for repayment of general obligation debt	931
Total net debt applicable to limit	<u>8,838</u>
Legal debt margin	<u>\$56,682</u>

The legal debt limit for municipalities in Minnesota is 3% of the market value of taxable property. This limit applies only to the City's general obligation tax levy bonds and excludes improvement, revenue, and tax increment bonds.

**CITY OF OWATONNA  
DEBT SERVICE LEVIES  
FISCAL YEARS 2024 - 2028**

Debt Service Levies	Collection Year				
	2024	2025	2026	2027	2028
2015 GO/SA Issue	123,520	119,850			
2016 GO/SA Issue	90,720	93,530	92,140		
2016 GO Storm Water Impr	105,965	103,285	106,750	104,860	108,220
2017 GO/SA Issue	116,585	114,050	116,765	116,120	
2017 GO Capital Equip Certs	27,040				
2018 GO/SA Issue	549,620	552,800	554,650	550,780	551,850
2019 GO/SA Issue	157,355	155,675	158,990	156,525	159,050
2020 GO/SA Issue	141,170	141,590	141,795	141,790	141,575
2021 GO/SA Issue	316,310	316,025	315,320	314,200	317,900
2023 GO/SA Issue	281,000	280,500	282,160	278,100	279,040
Facility Bonds	315,000	505,915	505,915	505,915	505,915
<b>Total</b>	<u>\$2,224,285</u>	<u>\$2,383,220</u>	<u>\$2,274,485</u>	<u>\$2,168,290</u>	<u>\$2,063,550</u>

## 2024 Debt Retirement Schedule

CITY OF OWATONNA  
DEBT RETIREMENT SCHEDULE  
FOR BUDGET YEAR 2024

	Original Issue Amount	Balance Dec. 31, 2023	2024 Payments	Balance Dec. 31, 2024
<b>General Obligation Improvement Bonds</b>				
2013 GO/SA Improvement	2,515,000	280,000	280,000	0
2015 GO/SA Improvement	1,225,000	415,000	135,000	280,000
2016 GO/SA Improvement	1,060,000	450,000	110,000	340,000
2017 GO/SA Improvement	1,870,000	960,000	190,000	770,000
2019 GO/SA Improvement	1,860,000	1,395,000	180,000	1,215,000
Total General Obligation Improvement Bonds		3,500,000	895,000	2,605,000
<b>General Obligation Equipment Certificates</b>				
2017 Equipment Certificates	145,000	45,000	20,000	25,000
Total General Obligation Equipment Certificates		45,000	20,000	25,000
<b>General Obligation TIF Bonds</b>				
2013 TIF Bonds (TIF 3-6 Viracon)	1,140,000	140,000	140,000	0
Total General Obligation TIF Bonds		140,000	140,000	0
<b>General Obligation Street Reconstruction Bonds</b>				
2018 Street Reconstruction Bonds	4,825,000	3,130,000	470,000	2,660,000
2020 Street Reconstruction Bonds	1,545,000	1,270,000	145,000	1,125,000
2021 Street Reconstruction Bonds	3,250,000	2,965,000	290,000	2,675,000
2023 Street Reconstruction Bonds	2,440,000	2,440,000	170,000	2,270,000
		9,805,000	1,075,000	8,730,000
<b>General Obligation Revenue Bonds</b>				
2016 GO Storm Water Refunding Bonds	3,670,000	290,000	290,000	0
2016 GO Storm Water Bonds	2,520,000	1,630,000	160,000	1,470,000
2010 MPFA GO Bonds	7,929,333	1,155,928	574,000	581,928
2023 MPFA GO Bonds	22,652,197	23,239,099	1,511,000	21,728,099
Total General Obligation Revenue Bonds		26,315,027	2,535,000	23,780,027
<b>Total</b>		<b>\$ 39,805,027</b>	<b>\$ 4,665,000</b>	<b>\$ 35,140,027</b>

## Bond Principal Payments

CITY OF OWATONNA BOND PRINCIPAL PAYMENT SCHEDULE 2024 - 2032 and Thereafter												
General Obligation Improvement Bonds	Principal Due	Balance 12/31/23	2024	2025	2026	2027	2028	2029	2030	2031	2032	Thereafter
<b>2013 GO Bonds</b>												
Street Improvement	March 1	280,000	280,000									
TIF 3-6	March 1	140,000	140,000									
<b>2015 GO Bonds</b>												
Street Improvement	March 1	415,000	135,000	140,000	140,000							
<b>2016 GO Bonds</b>												
2016 Street Improvement	March 1	450,000	110,000	110,000	115,000	115,000						
2016 Storm Water Refunding 2008 Storm Water		1,630,000	160,000	170,000	170,000	180,000	180,000	190,000	190,000	190,000	200,000	
		290,000	290,000									
<b>2017 GO Bonds</b>												
Street Improvement	March 1	960,000	190,000	190,000	190,000	195,000	195,000					
<b>2019 GO Bonds</b>												
Street Improvement	March 1	1,395,000	180,000	185,000	190,000	200,000	205,000	215,000	220,000			
Total General Obligation Improvement Bonds		5,560,000	1,485,000	795,000	805,000	690,000	580,000	405,000	410,000	190,000	200,000	-
<b>General Obligation Bonds</b>												
2017 Capital Equip Certificates	March 1	45,000	20,000	25,000								
<b>2018 GO Bonds</b>												
Street Reconstruction	March 1	3,130,000	470,000	490,000	515,000	540,000	550,000	565,000				
<b>2020 GO Bonds</b>												
Street Reconstruction	March 1	1,270,000	145,000	145,000	150,000	155,000	160,000	165,000	175,000	175,000		
<b>2021 GO Bonds</b>												
Street Reconstruction	March 1	2,965,000	290,000	300,000	310,000	320,000	330,000	345,000	355,000	355,000	360,000	
<b>2023 GO Bonds</b>												
Street Reconstruction	March 1	2,440,000	170,000	170,000	215,000	225,000	230,000	240,000	250,000	260,000	270,000	580,000
Total General Obligation Bonds		9,850,000	925,000	1,130,000	1,190,000	1,240,000	1,270,000	1,315,000	780,000	790,000	630,000	580,000
<b>MN Public Facilities Authority GO Bonds</b>												
2010 MPFA Bonds	August 20	1,155,928	574,000	581,928								
2023 MPFA Bonds	August 20	23,239,099	1,511,000	1,540,000	1,569,000	1,599,000	1,630,000	1,661,000	1,693,000	1,725,000	1,758,000	8,553,099
Total MPFA Bonds		24,395,027	2,085,000	2,121,928	1,569,000	1,599,000	1,630,000	1,661,000	1,693,000	1,725,000	1,758,000	8,553,099
Total Bond Principal Payments		\$ 39,805,027	\$ 4,495,000	\$ 4,046,928	\$ 3,564,000	\$ 3,529,000	\$ 3,480,000	\$ 3,381,000	\$ 2,883,000	\$ 2,705,000	\$ 2,588,000	\$ 9,133,099

## Bond Interest Payments

CITY OF OWATONNA  
BOND INTEREST PAYMENT SCHEDULE  
2024 - 2032 and Thereafter

General Obligation Improvement Bonds:	Interest Due Semi-annual	Remaining Interest 12/31/23	2024	2025	2026	2027	2028	2029	2030	2031	2032	Thereafter
2013 GO Bonds	Mar 1 & Sep 1											
Street Improvement		3,850	3,850									
TIF 3-6		1,925	1,925									
2015 GO Street Improvement	Mar 1 & Sep 1	17,775	9,025	5,250	1,750	1,750						
2016 GO Bonds	Mar 1 & Sep 1											
2016 Street Improvement		20,400	9,550	6,250	3,450	1,150						
2016 Storm Water		160,399	34,238	29,286	25,038	20,456	17,936	14,238	10,438	6,519	2,250	
2008 Refunding Storm Water		4,350	4,350									
2017 GO Street Improvements	Mar 1 & Sep 1	57,946	22,294	16,593	10,894	6,093	2,072					
2019 GO Street Improvements	Mar 1 & Sep 1	227,750	60,900	51,775	42,400	32,650	22,525	13,100	4,400			
<b>Total General Obligation Improvement Bonds</b>		<b>494,395</b>	<b>146,132</b>	<b>109,154</b>	<b>83,532</b>	<b>62,099</b>	<b>42,533</b>	<b>27,338</b>	<b>14,838</b>	<b>6,519</b>	<b>2,250</b>	<b>-</b>
<b>General Obligation Bonds</b>												
2017 Capital Equipment Certificates	Mar 1 & Sep 1	1,425	1,050	375								
2018 GO Street Improvements	Mar 1 & Sep 1	337,050	111,650	87,650	62,525	41,550	25,200	8,475				
2020 GO Street Improvements	Mar 1 & Sep 1	162,400	40,900	35,100	29,200	23,100	16,800	10,300	5,250	1,750		
2021 GO Street Improvements	Mar 1 & Sep 1	318,260	81,060	69,260	57,060	44,460	31,460	17,960	9,285	5,735	1,980	
2023 GO Street Improvements	Mar 1 & Sep 1	761,861	103,361	117,750	108,125	97,125	85,750	74,000	61,750	49,000	35,750	29,250
<b>Total General Obligation Bonds</b>		<b>1,580,996</b>	<b>338,021</b>	<b>310,135</b>	<b>258,910</b>	<b>206,235</b>	<b>159,210</b>	<b>110,735</b>	<b>76,285</b>	<b>56,485</b>	<b>37,730</b>	<b>29,250</b>
<b>MN Public Facilities Authority GO Bonds</b>												
2010 MPFA Bonds	Feb & Aug	24,730	16,449	8,281								
2023 MPFA Bonds	Feb & Aug	3,974,288	445,029	416,093	386,602	356,556	325,935	294,720	262,912	230,491	197,458	1,058,492
<b>Total MPFA Bonds</b>		<b>3,974,288</b>	<b>445,029</b>	<b>416,093</b>	<b>386,602</b>	<b>356,556</b>	<b>325,935</b>	<b>294,720</b>	<b>262,912</b>	<b>230,491</b>	<b>197,458</b>	<b>1,058,492</b>
<b>Total Interest Payments</b>		<b>\$ 6,049,679</b>	<b>\$ 929,182</b>	<b>\$ 835,382</b>	<b>\$ 727,044</b>	<b>\$ 624,890</b>	<b>\$ 527,678</b>	<b>\$ 432,793</b>	<b>\$ 354,035</b>	<b>\$ 293,495</b>	<b>\$ 237,438</b>	<b>\$ 1,087,742</b>



# Capital Improvement Program

Fiscal Year 2024

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.

Projects in the five-year plan have been prioritized based on an analysis of our existing infrastructure inventory, forecast for future service demand, and availability of funding. Projects are prioritized in accordance with evaluation criteria including, but are not limited to, the following:

- Public health and safety
- Protection of infrastructure
- Economic development
- Impact on operating budget
- Population served
- Cost/benefit
- Availability of financing
- Relationship to adopted plans (i.e. Strategic Plan)

The first year of the plan is the only year appropriated by the City Council. The remaining four years serve as a guide for planning purposes and are subject to review on an annual basis. Funding is not guaranteed to occur in the year planned. The final decision to fund a project is made by the City Council.

## Expenditure Summary by Department

Department	2024	2025	2026	2027	2028	Total
Administration	115,000	50,000	50,000	50,000	200,000	465,000
Airport	873,000	996,000	1,510,000	336,600	150,000	3,865,600
Community Development	9,000					9,000
Engineering	24,000	44,000	13,000	22,000	35,000	138,000
Fire	322,000	95,500	330,000	900,000	80,000	1,727,500
Government Buildings	5,861,500	721,500	3,682,200	3,806,500	317,000	14,388,700
Library	90,000	45,000				135,000
Parks and Recreation	1,001,100	4,339,371	12,231,455	5,810,176	4,595,738	27,977,840
Police	1,413,000	5,211,400	228,320	192,400	36,600	7,081,720
Storm Water	474,000	250,000	250,000	250,000	250,000	1,474,000
Street Construction	3,030,000	4,630,000	8,610,000	4,945,000	3,945,000	25,160,000
Street Maintenance	587,000	791,000	305,000	675,000	490,000	2,848,000
Wastewater Treatment Plant	19,380,089	3,345,230	960,210	1,671,536	856,950	26,214,015
<b>TOTAL</b>	<b>33,179,689</b>	<b>20,519,001</b>	<b>28,170,185</b>	<b>18,659,212</b>	<b>10,956,288</b>	<b>111,484,375</b>

## Funding Source Summary

Source	2024	2025	2026	2027	2028	Total
Building Maintenance Fund	345,000	462,000	2,640,700	225,000	15,000	3,687,700
Capital Projects Fund Levy	826,000	4,573,271	13,548,855	5,955,176	4,869,138	29,772,440
Debt Levy for LT Facilities Needs	6,570,000	5,000,000		3,000,000		14,570,000
Debt to be repaid with assessments	200,000	550,000	785,000	700,000	200,000	2,435,000
Debt to be repaid with levy	1,550,000	1,850,000	2,550,000	2,600,000	2,100,000	10,650,000
FAA			241,500		112,500	354,000
Federal - BIL	270,000		413,500			683,500
Federal Highway Funds	549,900		2,372,000			2,921,900
General Fund	245,000	245,000	245,000	245,000	245,000	1,225,000
Matching Grant Funds	18,900					18,900
MNDOT Aeronautics	424,100	487,200	707,000	225,120		1,843,420
Other funding source	537,100	45,500	198,000			780,600
Other Grant Funds				50,000		50,000
Residual funds from previous yr CIP	120,000					120,000
Sewer Fund	19,380,089	3,345,230	960,210	1,671,536	856,950	26,214,015
State Aid	250,000	1,985,000	2,700,000	1,400,000	1,400,000	7,735,000
Storm Fund	474,000	250,000	250,000	250,000	250,000	1,474,000
Vehicle Replacement Fund	1,439,600	1,425,800	858,420	2,337,380	907,700	6,968,900
<b>GRAND TOTAL</b>	<b>33,199,689</b>	<b>20,219,001</b>	<b>28,470,185</b>	<b>18,659,212</b>	<b>10,956,288</b>	<b>111,504,375</b>



# Capital Improvement Projects by Funding Source

Fiscal Year 2024

2024 CIP Project Listing by Funding Source

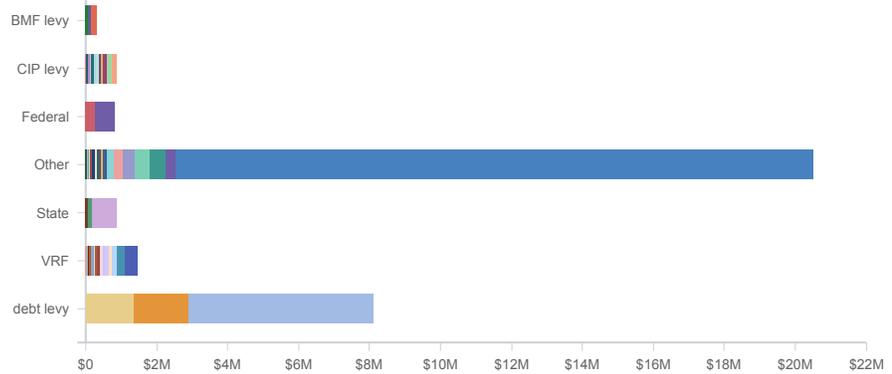
Project	BMF levy	CIP levy	Federal	Other	State	VRF	debt levy
<b>Amount</b>							
18th Street South Trail Austin to Linn	\$0	\$0	\$550,000	\$235,000	\$0	\$0	\$0
2-ton Truck w Plow & wings (2)	\$0	\$0	\$0	\$0	\$0	\$380,000	\$0
4 Inch Trash Pump	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0
9704 Aerial Truck refurbish	\$0	\$0	\$0	\$0	\$0	\$125,000	\$0
9709 Ford F-250	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0
Admin Bldg Remodel - Misc	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0
Airport Zoning Update 30%	\$0	\$0	\$0	\$12,000	\$0	\$0	\$0
Airport Zoning Update 70%	\$0	\$0	\$0	\$0	\$28,000	\$0	\$0
Annual Copier Replacement	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0
Annual Street & Utility	\$0	\$0	\$0	\$0	\$0	\$0	\$1,550,000
Automated Fuel Card Reader System 30%	\$0	\$0	\$0	\$7,000	\$0	\$0	\$0
Automated Fuel Card Reader System 70%	\$0	\$0	\$0	\$0	\$16,000	\$0	\$0
Automatic Park Gates	\$0	\$0	\$0	\$120,000	\$0	\$0	\$0
Back-up Generator Replacement - WH	\$0	\$125,000	\$0	\$0	\$0	\$0	\$0
Biosolids attachment for skid loader	\$0	\$0	\$0	\$80,000	\$0	\$0	\$0
Biosolids truck	\$0	\$0	\$0	\$230,000	\$0	\$0	\$0
Brooktree Clubhouse Improvements	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0
Brush cutter	\$0	\$0	\$0	\$0	\$0	\$7,500	\$0
Building Mgmt Systems	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0
Cardinal Drive Rehab	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0
Central Park Bandshell Improvements	\$0	\$50,000	\$0	\$50,000	\$0	\$0	\$0
Engineering Vehicle	\$0	\$0	\$0	\$0	\$0	\$24,000	\$0
Ford F-150	\$0	\$0	\$0	\$0	\$0	\$55,000	\$0
Ford F-250 w liftgate	\$0	\$0	\$0	\$0	\$0	\$96,500	\$0
Ford F-550	\$0	\$0	\$0	\$0	\$0	\$75,000	\$0
Garage door replacment (Priority rankings)	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0
Greens mowers (2)	\$0	\$0	\$0	\$0	\$0	\$79,000	\$0
HVAC Air Handler Replacement	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0
Laboratory Microscope	\$0	\$0	\$0	\$6,000	\$0	\$0	\$0
Leaf Vacuum	\$0	\$0	\$0	\$0	\$0	\$42,000	\$0
Library renovations	\$0	\$45,000	\$0	\$45,000	\$0	\$0	\$0
Lift Station Rehab	\$0	\$0	\$0	\$442,089	\$0	\$0	\$0
Main hangar roof replacement 30%	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0
Main hangar roof replacement 70%	\$0	\$0	\$0	\$0	\$140,000	\$0	\$0
Main Street Reconstruction - city share	\$0	\$0	\$0	\$0	\$700,000	\$0	\$0
Maintenance Facility Ventilation	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0
Marked Patrol (2)	\$0	\$0	\$0	\$0	\$0	\$73,000	\$0
Merrill Hall Mechanical & Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$5,230,000

Project	BMF levy	CIP levy	Federal	Other	State	VRF	debt levy
Mobile 800 MHZ radios	\$0	\$0	\$0	\$461,000	\$0	\$0	\$0
Mower w broom	\$0	\$0	\$0	\$0	\$0	\$111,000	\$0
Networking Infrastructure Replacement	\$0	\$85,000	\$0	\$0	\$0	\$0	\$0
Other Facility Needs (LEC)	\$0	\$0	\$0	\$0	\$0	\$0	\$1,340,000
Outdoor Sports Court Resurfacing	\$0	\$61,000	\$0	\$0	\$0	\$0	\$0
Park Restroom Rehab	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0
Pavement Rehab & Replacement	\$0	\$135,000	\$0	\$0	\$0	\$0	\$0
Pickup Trucks (4)	\$0	\$0	\$0	\$0	\$0	\$201,000	\$0
Plant expansion	\$0	\$0	\$0	\$18,000,000	\$0	\$0	\$0
Retaining Wall - Pool Handicap Entrance	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0
River Springs Interior Pool Surface	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
Runway 12/30 Improvements 10%	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0
Runway 12/30 Improvements 90%	\$0	\$0	\$270,000	\$0	\$0	\$0	\$0
Sanitary Sewer Replacement	\$0	\$0	\$0	\$350,000	\$0	\$0	\$0
Skid Loader (golf)	\$0	\$0	\$0	\$0	\$0	\$48,000	\$0
Skid Steer Loader	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0
Social Commons Rooftop Heat & A/C	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0
Storm Water vehicle	\$0	\$0	\$0	\$24,000	\$0	\$0	\$0
SUV	\$0	\$0	\$0	\$0	\$0	\$9,000	\$0
SUV for IT	\$0	\$0	\$0	\$0	\$0	\$25,000	\$0
Towmaster Trailer	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0
Tuckpointing (Priority rankings)	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0
Upgrade AV System 1st & 3rd floor	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0
Utility/Shop Truck	\$0	\$0	\$0	\$12,000	\$0	\$0	\$0
WWTP pickup truck	\$0	\$0	\$0	\$60,000	\$0	\$0	\$0
<b>AMOUNT</b>	<b>\$285,000</b>	<b>\$866,000</b>	<b>\$820,000</b>	<b>\$20,494,089</b>	<b>\$884,000</b>	<b>\$1,446,000</b>	<b>\$8,120,000</b>

**2024 CIP Project Listing by Funding Source**

Details out the funding sources

Data Updated Jan 19, 2024, 7:43 PM



**\$8,120,000.00**

Project in debt levy



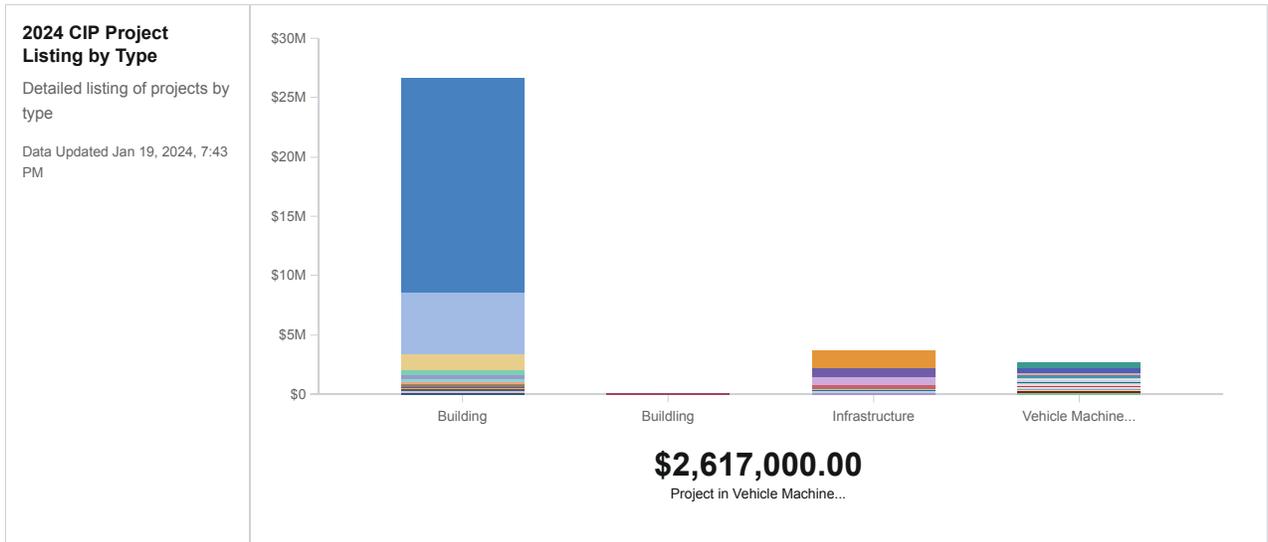
# Capital Improvement Projects by Type

Fiscal Year 2024

## 2024 CIP Project Listing by Type

Project	Building	Building	Infrastructure	Vehicle Machinery Equipment
<b>Amount</b>				
18th Street South Trail Austin to Linn	\$0	\$0	\$785,000	\$0
2-ton Truck w Plow & wings (2)	\$0	\$0	\$0	\$380,000
4 Inch Trash Pump	\$0	\$0	\$0	\$50,000
9704 Aerial Truck refurbish	\$0	\$0	\$0	\$125,000
9709 Ford F-250	\$0	\$0	\$0	\$60,000
Admin Bldg Remodel - Misc	\$0	\$50,000	\$0	\$0
Airport Zoning Update 30%	\$0	\$0	\$12,000	\$0
Airport Zoning Update 70%	\$0	\$0	\$28,000	\$0
Annual Copier Replacement	\$0	\$0	\$0	\$5,000
Annual Street & Utility	\$0	\$0	\$1,550,000	\$0
Automated Fuel Card Reader System 30%	\$0	\$0	\$0	\$7,000
Automated Fuel Card Reader System 70%	\$0	\$0	\$0	\$16,000
Automatic Park Gates	\$0	\$0	\$120,000	\$0
Back-up Generator Replacement - WH	\$125,000	\$0	\$0	\$0
Biosolids attachment for skid loader	\$0	\$0	\$0	\$80,000
Biosolids truck	\$0	\$0	\$0	\$230,000
Brooktree Clubhouse Improvements	\$150,000	\$0	\$0	\$0
Brush cutter	\$0	\$0	\$0	\$7,500
Building Mgmt Systems	\$20,000	\$0	\$0	\$0
Cardinal Drive Rehab	\$200,000	\$0	\$0	\$0
Central Park Bandshell Improvements	\$100,000	\$0	\$0	\$0
Engineering Vehicle	\$0	\$0	\$0	\$24,000
Ford F-150	\$0	\$0	\$0	\$55,000
Ford F-250 w liftgate	\$0	\$0	\$0	\$96,500
Ford F-550	\$0	\$0	\$0	\$75,000
Garage door replacment (Priority rankings)	\$50,000	\$0	\$0	\$0
Greens mowers (2)	\$0	\$0	\$0	\$79,000
HVAC Air Handler Replacement	\$0	\$0	\$0	\$25,000
Laboratory Microscope	\$0	\$0	\$0	\$6,000
Leaf Vacuum	\$0	\$0	\$0	\$42,000
Library renovations	\$90,000	\$0	\$0	\$0
Lift Station Rehab	\$442,089	\$0	\$0	\$0
Main hangar roof replacement 30%	\$60,000	\$0	\$0	\$0
Main hangar roof replacement 70%	\$140,000	\$0	\$0	\$0
Main Street Reconstruction - city share	\$0	\$0	\$700,000	\$0
Maintenance Facility Ventilation	\$0	\$0	\$0	\$75,000
Marked Patrol (2)	\$0	\$0	\$0	\$73,000
Merrill Hall Mechanical & Electrical	\$5,230,000	\$0	\$0	\$0

Project	Building	Building	Infrastructure	Vehicle Machinery Equipment
Mobile 800 MHZ radios	\$0	\$0	\$0	\$461,000
Mower w broom	\$0	\$0	\$0	\$111,000
Networking Infrastructure Replacement	\$0	\$0	\$0	\$85,000
Other Facility Needs (LEC)	\$1,340,000	\$0	\$0	\$0
Outdoor Sports Court Resurfacing	\$0	\$0	\$61,000	\$0
Park Restroom Rehab	\$20,000	\$0	\$0	\$0
Pavement Rehab & Replacement	\$0	\$0	\$135,000	\$0
Pickup Trucks (4)	\$0	\$0	\$0	\$201,000
Plant expansion	\$18,000,000	\$0	\$0	\$0
Retaining Wall - Pool Handicap Entrance	\$10,000	\$0	\$0	\$0
River Springs Interior Pool Surface	\$50,000	\$0	\$0	\$0
Runway 12/30 Improvements 10%	\$0	\$0	\$30,000	\$0
Runway 12/30 Improvements 90%	\$0	\$0	\$270,000	\$0
Sanitary Sewer Replacement	\$350,000	\$0	\$0	\$0
Skid Loader (golf)	\$0	\$0	\$0	\$48,000
Skid Steer Loader	\$0	\$0	\$0	\$20,000
Social Commons Rooftop Heat & A/C	\$30,000	\$0	\$0	\$0
Storm Water vehicle	\$0	\$0	\$0	\$24,000
SUV	\$0	\$0	\$0	\$9,000
SUV for IT	\$0	\$0	\$0	\$25,000
Towmaster Trailer	\$0	\$0	\$0	\$15,000
Tuckpointing (Priority rankings)	\$150,000	\$0	\$0	\$0
Upgrade AV System 1st & 3rd floor	\$0	\$0	\$0	\$35,000
Utility/Shop Truck	\$0	\$0	\$0	\$12,000
WWTP pickup truck	\$0	\$0	\$0	\$60,000
<b>AMOUNT</b>	<b>\$26,557,089</b>	<b>\$50,000</b>	<b>\$3,691,000</b>	<b>\$2,617,000</b>





# Capital Improvement Projects by Department

Fiscal Year 2024

## 2024 CIP Project Listing by Department

Project	Admin Services	Airport	Building Inspection	Buildings/Grounds	Engineering	Fire	Library
<b>Amount</b>							
18th Street South Trail Austin to Linn	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2-ton Truck w Plow & wings (2)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4 Inch Trash Pump	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9704 Aerial Truck refurbish	\$0	\$0	\$0	\$0	\$0	\$125,000	\$0
9709 Ford F-250	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0
Admin Bldg Remodel - Misc	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Airport Zoning Update 30%	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0
Airport Zoning Update 70%	\$0	\$28,000	\$0	\$0	\$0	\$0	\$0
Annual Copier Replacement	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0
Annual Street & Utility	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Automated Fuel Card Reader System 30%	\$0	\$7,000	\$0	\$0	\$0	\$0	\$0
Automated Fuel Card Reader System 70%	\$0	\$16,000	\$0	\$0	\$0	\$0	\$0
Automatic Park Gates	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Back-up Generator Replacement - WH	\$0	\$0	\$0	\$125,000	\$0	\$0	\$0
Biosolids attachment for skid loader	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Biosolids truck	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Brooktree Clubhouse Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Brush cutter	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Mgmt Systems	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0
Cardinal Drive Rehab	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Central Park Bandshell Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering Vehicle	\$0	\$0	\$0	\$0	\$24,000	\$0	\$0
Ford F-150	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ford F-250 w liftgate	\$0	\$0	\$0	\$96,500	\$0	\$0	\$0
Ford F-550	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Garage door replacment (Priority rankings)	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0
Greens mowers (2)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HVAC Air Handler Replacement	\$0	\$0	\$0	\$0	\$0	\$25,000	\$0
Laboratory Microscope	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Leaf Vacuum	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Library renovations	\$0	\$0	\$0	\$0	\$0	\$0	\$90,000
Lift Station Rehab	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Main hangar roof replacement 30%	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0
Main hangar roof replacement 70%	\$0	\$140,000	\$0	\$0	\$0	\$0	\$0
Main Street Reconstruction - city share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance Facility Ventilation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Marked Patrol (2)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Merrill Hall Mechanical & Electrical	\$0	\$0	\$0	\$5,230,000	\$0	\$0	\$0

Project	Admin Services	Airport	Building Inspection	Buildings/Grounds	Engineering	Fire	Library
Mobile 800 MHZ radios	\$0	\$0	\$0	\$0	\$0	\$77,000	\$0
Mower w broom	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Networking Infrastructure Replacement	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0
Other Facility Needs (LEC)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Outdoor Sports Court Resurfacing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Park Restroom Rehab	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pavement Rehab & Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pickup Trucks (4)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Plant expansion	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Retaining Wall - Pool Handicap Entrance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
River Springs Interior Pool Surface	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Runway 12/30 Improvements 10%	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0
Runway 12/30 Improvements 90%	\$0	\$270,000	\$0	\$0	\$0	\$0	\$0
Sanitary Sewer Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Skid Loader (golf)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Skid Steer Loader	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social Commons Rooftop Heat & A/C	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Storm Water vehicle	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUV	\$0	\$0	\$9,000	\$0	\$0	\$0	\$0
SUV for IT	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0
Towmaster Trailer	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tuckpointing (Priority rankings)	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0
Upgrade AV System 1st & 3rd floor	\$0	\$0	\$0	\$0	\$0	\$35,000	\$0
Utility/Shop Truck	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WWTP pickup truck	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>AMOUNT</b>	<b>\$115,000</b>	<b>\$563,000</b>	<b>\$9,000</b>	<b>\$5,671,500</b>	<b>\$24,000</b>	<b>\$322,000</b>	<b>\$90,000</b>

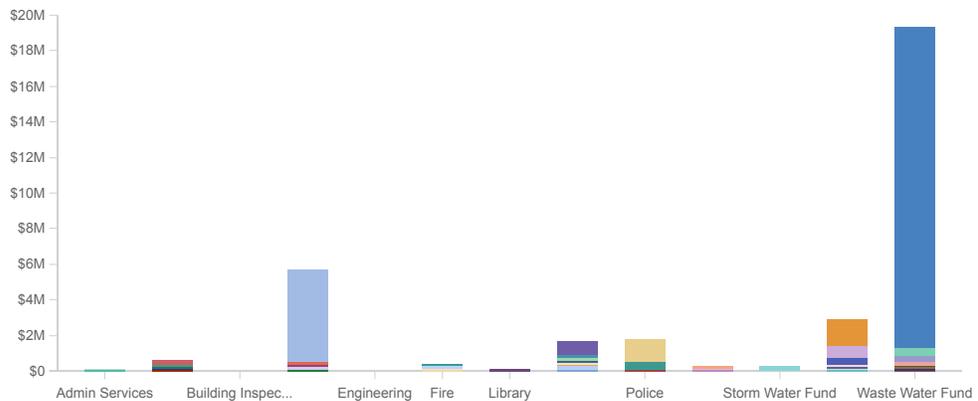
Project	Park Maintenance	Police	Recreation	Storm Water Fund	Street Maintenance	Waste Water Fund
<b>Amount</b>						
18th Street South Trail Austin to Linn	\$785,000	\$0	\$0	\$0	\$0	\$0
2-ton Truck w Plow & wings (2)	\$0	\$0	\$0	\$0	\$380,000	\$0
4 Inch Trash Pump	\$0	\$0	\$0	\$0	\$0	\$50,000
9704 Aerial Truck refurbish	\$0	\$0	\$0	\$0	\$0	\$0
9709 Ford F-250	\$0	\$0	\$0	\$0	\$0	\$0
Admin Bldg Remodel - Misc	\$0	\$0	\$0	\$0	\$0	\$50,000
Airport Zoning Update 30%	\$0	\$0	\$0	\$0	\$0	\$0
Airport Zoning Update 70%	\$0	\$0	\$0	\$0	\$0	\$0
Annual Copier Replacement	\$0	\$0	\$0	\$0	\$0	\$0
Annual Street & Utility	\$0	\$0	\$0	\$0	\$1,550,000	\$0
Automated Fuel Card Reader System 30%	\$0	\$0	\$0	\$0	\$0	\$0
Automated Fuel Card Reader System 70%	\$0	\$0	\$0	\$0	\$0	\$0
Automatic Park Gates	\$120,000	\$0	\$0	\$0	\$0	\$0
Back-up Generator Replacement - WH	\$0	\$0	\$0	\$0	\$0	\$0
Biosolids attachment for skid loader	\$0	\$0	\$0	\$0	\$0	\$80,000
Biosolids truck	\$0	\$0	\$0	\$0	\$0	\$230,000
Brooktree Clubhouse Improvements	\$0	\$0	\$150,000	\$0	\$0	\$0
Brush cutter	\$0	\$0	\$0	\$0	\$7,500	\$0
Building Mgmt Systems	\$0	\$0	\$0	\$0	\$0	\$0
Cardinal Drive Rehab	\$0	\$0	\$0	\$200,000	\$0	\$0
Central Park Bandshell Improvements	\$100,000	\$0	\$0	\$0	\$0	\$0
Engineering Vehicle	\$0	\$0	\$0	\$0	\$0	\$0
Ford F-150	\$0	\$0	\$0	\$0	\$55,000	\$0
Ford F-250 w liftgate	\$0	\$0	\$0	\$0	\$0	\$0
Ford F-550	\$0	\$0	\$0	\$0	\$75,000	\$0
Garage door replacment (Priority rankings)	\$0	\$0	\$0	\$0	\$0	\$0
Greens mowers (2)	\$79,000	\$0	\$0	\$0	\$0	\$0
HVAC Air Handler Replacement	\$0	\$0	\$0	\$0	\$0	\$0
Laboratory Microscope	\$0	\$0	\$0	\$0	\$0	\$6,000
Leaf Vacuum	\$0	\$0	\$0	\$0	\$42,000	\$0

Project	Park Maintenance	Police	Recreation	Storm Water Fund	Street Maintenance	Waste Water Fund
Library renovations	\$0	\$0	\$0	\$0	\$0	\$0
Lift Station Rehab	\$0	\$0	\$0	\$0	\$0	\$442,089
Main hangar roof replacement 30%	\$0	\$0	\$0	\$0	\$0	\$0
Main hangar roof replacement 70%	\$0	\$0	\$0	\$0	\$0	\$0
Main Street Reconstruction - city share	\$0	\$0	\$0	\$0	\$700,000	\$0
Maintenance Facility Ventilation	\$0	\$0	\$0	\$0	\$75,000	\$0
Marked Patrol (2)	\$0	\$73,000	\$0	\$0	\$0	\$0
Merrill Hall Mechanical & Electrical	\$0	\$0	\$0	\$0	\$0	\$0
Mobile 800 MHZ radios	\$0	\$384,000	\$0	\$0	\$0	\$0
Mower w broom	\$111,000	\$0	\$0	\$0	\$0	\$0
Networking Infrastructure Replacement	\$0	\$0	\$0	\$0	\$0	\$0
Other Facility Needs (LEC)	\$0	\$1,340,000	\$0	\$0	\$0	\$0
Outdoor Sports Court Resurfacing	\$61,000	\$0	\$0	\$0	\$0	\$0
Park Restroom Rehab	\$20,000	\$0	\$0	\$0	\$0	\$0
Pavement Rehab & Replacement	\$135,000	\$0	\$0	\$0	\$0	\$0
Pickup Trucks (4)	\$201,000	\$0	\$0	\$0	\$0	\$0
Plant expansion	\$0	\$0	\$0	\$0	\$0	\$18,000,000
Retaining Wall - Pool Handicap Entrance	\$0	\$0	\$10,000	\$0	\$0	\$0
River Springs Interior Pool Surface	\$0	\$0	\$50,000	\$0	\$0	\$0
Runway 12/30 Improvements 10%	\$0	\$0	\$0	\$0	\$0	\$0
Runway 12/30 Improvements 90%	\$0	\$0	\$0	\$0	\$0	\$0
Sanitary Sewer Replacement	\$0	\$0	\$0	\$0	\$0	\$350,000
Skid Loader (golf)	\$48,000	\$0	\$0	\$0	\$0	\$0
Skid Steer Loader	\$0	\$0	\$0	\$0	\$20,000	\$0
Social Commons Rooftop Heat & A/C	\$0	\$0	\$30,000	\$0	\$0	\$0
Storm Water vehicle	\$0	\$0	\$0	\$24,000	\$0	\$0
SUV	\$0	\$0	\$0	\$0	\$0	\$0
SUV for IT	\$0	\$0	\$0	\$0	\$0	\$0
Towmaster Trailer	\$0	\$0	\$0	\$0	\$15,000	\$0
Tuckpointing (Priority rankings)	\$0	\$0	\$0	\$0	\$0	\$0
Upgrade AV System 1st & 3rd floor	\$0	\$0	\$0	\$0	\$0	\$0
Utility/Shop Truck	\$0	\$0	\$0	\$0	\$0	\$12,000
WWTP pickup truck	\$0	\$0	\$0	\$0	\$0	\$60,000
<b>AMOUNT</b>	<b>\$1,660,000</b>	<b>\$1,797,000</b>	<b>\$240,000</b>	<b>\$224,000</b>	<b>\$2,919,500</b>	<b>\$19,280,089</b>

### 2024 CIP Project Listing by Department

Detailed listing of projects by department

Data Updated Jan 19, 2024, 7:43 PM



**\$19,280,089.00**  
Project in Waste Water Fund



# Supplemental Information

Fiscal Year 2024

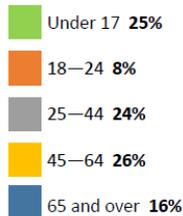
## COMMUNITY PROFILE

Owatonna

### DEMOGRAPHICS



#### AGE



**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](http://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

**LGA** - Local Government Aid

### -M-

**MHZ** - Megahertz

**MSA** - Municipal State Aid

### -P-

**PERA** - Public Employees Retirement Association

**PSERF** - Public Safety Equipment Replacement Fund

### -R-

**ROW** - Right-of-Way

**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.

**-S-**

**SRO** - School Resource Officer

**-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 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$22,794,191	\$22,728,590	\$24,637,163	\$26,231,618
<b>Expenses</b>	\$22,794,191	\$22,427,883	\$24,596,214	\$26,231,618
<b>REVENUES LESS EXPENSES</b>	<b>\$0</b>	<b>\$300,706</b>	<b>\$40,949</b>	<b>\$0</b>

## Revenues Summary

← Back History Reset

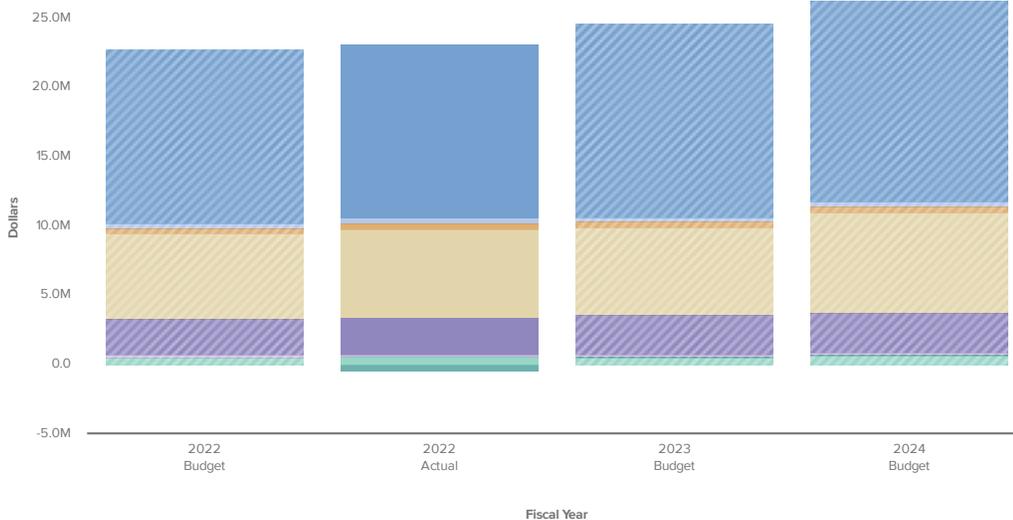
Broken down by

Revenues GENERAL FUND



Sort By Chart of Accounts

Visualization



Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Tax Levy	12,551,340	12,537,570	13,933,897	14,418,748
▶ Other Taxes	349,000	345,981	343,000	340,000
▶ Licenses & Permits	402,759	505,747	430,175	452,200
▶ Intergovernmental	6,196,665	6,338,311	6,370,676	7,263,331
▶ Charges for Services	2,535,660	2,691,871	2,795,620	2,892,035
▶ Fines & Forfeitures	195,820	132,962	151,920	145,500
▶ Interest Earnings	50,000	-418,375	50,000	75,000
▶ Miscellaneous	512,947	594,524	561,875	644,804
<b>Total</b>	<b>22,794,191</b>	<b>22,728,590</b>	<b>24,637,163</b>	<b>26,231,618</b>

# Expenses Summary

← Back | History | Reset

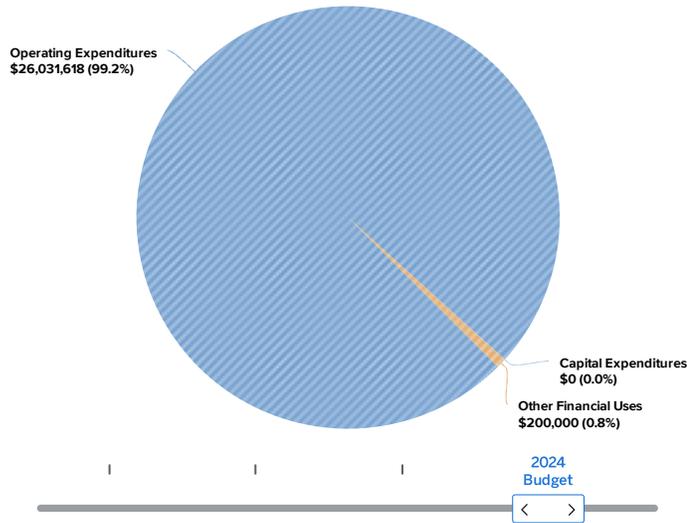
Broken down by

Expenses | GENERAL FUND

Visualization

Sort By Chart of Accounts

- Operating Expenditures
- Capital Expenditures
- Other Financial Uses



Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	22,594,191	22,218,992	24,396,214	26,031,618
▶ Personnel Services - Salaries & Wages	11,836,602	11,669,490	12,544,134	13,353,834
▶ Personnel Services - Employee Benefits	4,237,724	3,910,082	4,418,481	4,851,053
▶ Supplies	2,023,849	2,323,645	2,510,495	2,700,924
▶ Professional and Technical Services	885,592	766,490	793,562	943,856
▶ Other Services & Charges	3,610,424	3,549,287	4,129,542	4,181,951
▶ Capital Expenditures	0	8,891	0	0
▶ Other Financial Uses	200,000	200,000	200,000	200,000
<b>Total</b>	<b>22,794,191</b>	<b>22,427,883</b>	<b>24,596,214</b>	<b>26,231,618</b>



# Special Revenue Funds

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$96,400	\$509,826	\$96,400	\$95,000
<b>Expenses</b>	\$90,000	\$429,712	\$2,318,000	\$95,000
<b>REVENUES LESS EXPENSES</b>	<b>\$6,400</b>	<b>\$80,114</b>	<b>-\$2,221,600</b>	<b>\$0</b>

## Revenues Summary

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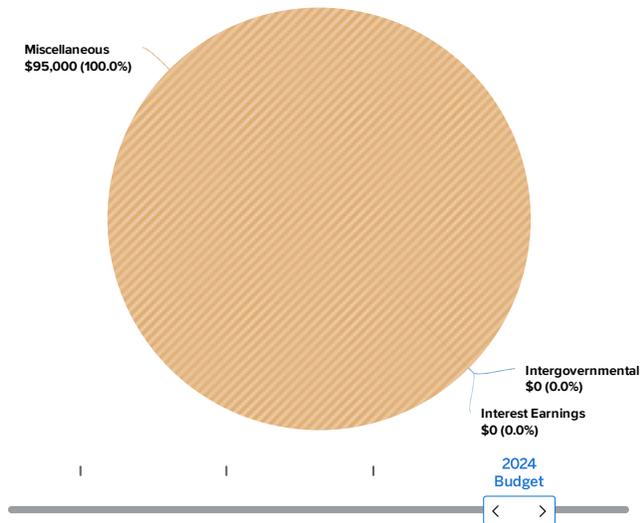
Revenues SPECIAL REVENUE FUNDS



Sort By Chart of Accounts ▾

- Intergovernmental
- Interest Earnings
- Miscellaneous

Visualization



Updated On 12 Jan, 2024

← Back History ▾ Reset

Broken down by

Revenues SPECIAL REVENUE FUNDS

Data

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	0	349,196	0	0
▶ Interest Earnings	3,400	19,885	3,400	0
▶ Miscellaneous	93,000	140,746	93,000	95,000
<b>Total</b>	<b>96,400</b>	<b>509,826</b>	<b>96,400</b>	<b>95,000</b>

# Expenses Summary

Updated On 12 Jan, 2024

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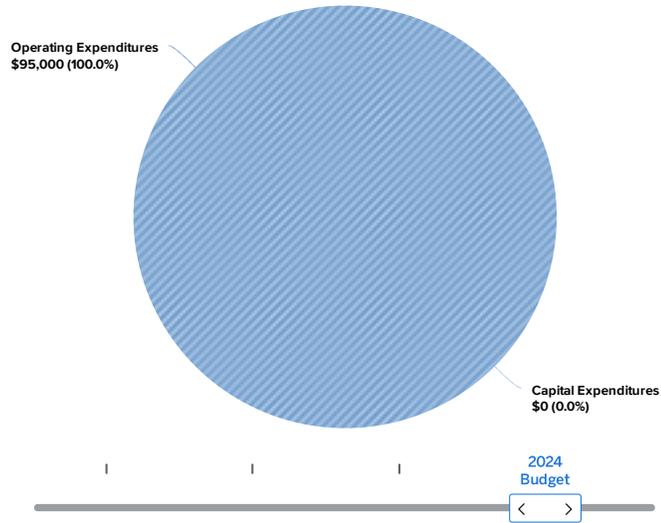
Expenses **SPECIAL REVENUE FUNDS**



Visualization

Sort By Chart of Accounts ▾

- Operating Expenditures
- Capital Expenditures



Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	90,000	181,827	218,000	95,000
▶ Supplies	50,000	46,548	55,000	50,000
▶ Professional and Technical Services	0	0	125,000	0
▶ Other Services & Charges	40,000	135,279	38,000	45,000
▶ Capital Expenditures	0	247,885	2,100,000	0
<b>Total</b>	<b>90,000</b>	<b>429,712</b>	<b>2,318,000</b>	<b>95,000</b>



# Library Memorial Fund

Fiscal Year 2024

## Fund Description

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

### Library Memorial Fund Revenues & Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$96,400	\$126,640	\$96,400	\$95,000
<b>Expenses</b>	\$90,000	\$80,516	\$93,000	\$95,000
<b>REVENUES LESS EXPENSES</b>	<b>\$6,400</b>	<b>\$46,124</b>	<b>\$3,400</b>	<b>\$0</b>

## Revenues Summary

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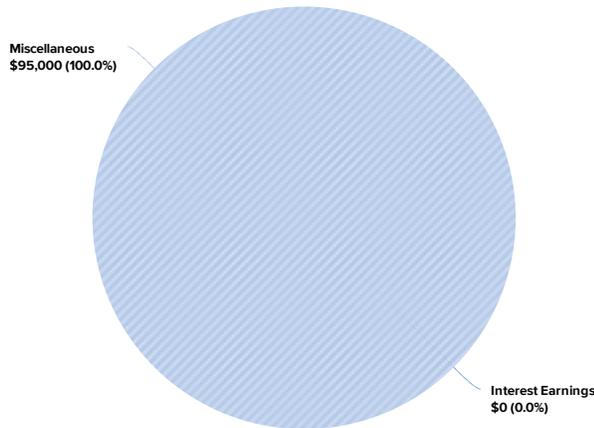
Revenues LIBRARY MEMORIALS



Sort By Chart of Accounts ▾

- Interest Earnings
- Miscellaneous

Visualization



2024 Budget



Updated On 12 Jan, 2024

← Back History ▾ Reset

Broken down by

Revenues LIBRARY MEMORIALS

Data

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Interest Earnings	\$ 3,400	\$ -14,106	\$ 3,400	\$ 0
▶ Miscellaneous	93,000	140,746	93,000	95,000
<b>Total</b>	<b>\$ 96,400</b>	<b>\$ 126,640</b>	<b>\$ 96,400</b>	<b>\$ 95,000</b>

# Expenses Summary

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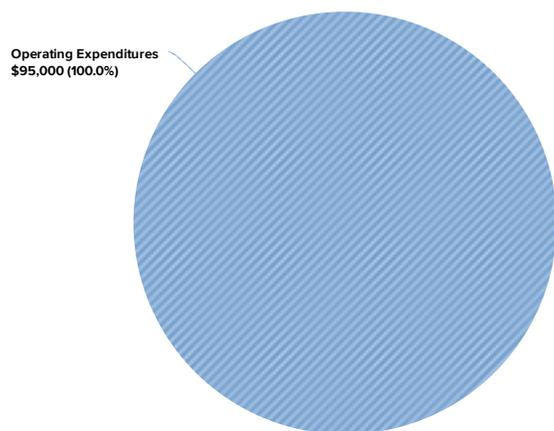
Expenses LIBRARY MEMORIALS

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Sort By Chart of Accounts ▾

- Operating Expenditures

Visualization



2024 Budget  
◀ ▶

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 90,000	\$ 80,516	\$ 93,000	\$ 95,000
▶ Supplies	50,000	46,548	55,000	50,000
▶ Other Services & Charges	40,000	33,968	38,000	45,000
<b>Total</b>	<b>\$ 90,000</b>	<b>\$ 80,516</b>	<b>\$ 93,000</b>	<b>\$ 95,000</b>



# American Rescue Plan Act (ARPA) Fund

Fiscal Year 2024

## Fund Description

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

### ARPA Fund Revenues & Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$0	\$383,187	\$0	\$0
<b>Expenses</b>	\$0	\$349,196	\$2,225,000	\$0
<b>REVENUES LESS EXPENSES</b>	<b>\$0</b>	<b>\$33,991</b>	<b>-\$2,225,000</b>	<b>\$0</b>

## Revenues Summary

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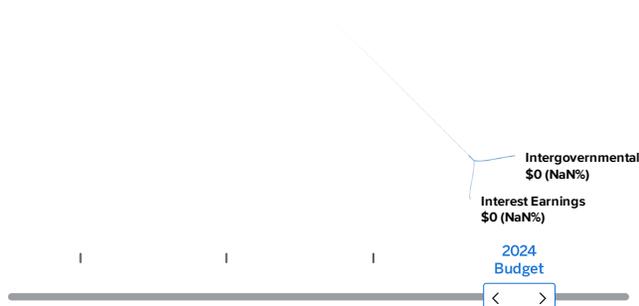
**Revenues** | AMERICAN RESCUE PLAN

Visualization



Sort By Chart of Accounts ▾

- Intergovernmental
- Interest Earnings



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← Back ↻ History ▾ ↺ Reset

Broken down by

Revenues AMERICAN RESCUE PLAN

Data

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 0	\$ 349,196	\$ 0	\$ 0
▶ Interest Earnings	0	33,991	0	0
<b>Total</b>	<b>\$ 0</b>	<b>\$ 383,187</b>	<b>\$ 0</b>	<b>\$ 0</b>

# Expenses Summary

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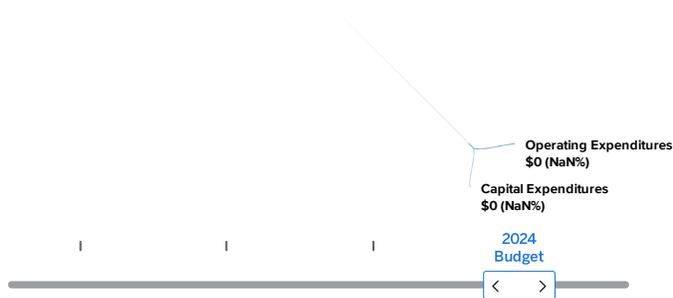
Expenses AMERICAN RESCUE PLAN

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Sort By Chart of Accounts ▾

- Operating Expenditures
- Capital Expenditures

Visualization



Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 0	\$ 101,311	\$ 125,000	\$ 0
▶ Professional and Technical Services	0	0	125,000	0
▶ Other Services & Charges	0	101,311	0	0
▶ Capital Expenditures	0	247,885	2,100,000	0
<b>Total</b>	<b>\$ 0</b>	<b>\$ 349,196</b>	<b>\$ 2,225,000</b>	<b>\$ 0</b>



# Debt Service Funds

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$2,260,974	\$2,169,349	\$2,065,092	\$2,120,180
<b>Expenses</b>	\$2,313,865	\$2,183,176	\$2,316,116	\$2,302,204
<b>REVENUES LESS EXPENSES</b>	<b>-\$52,891</b>	<b>-\$13,827</b>	<b>-\$251,024</b>	<b>-\$182,024</b>

## Revenues Summary

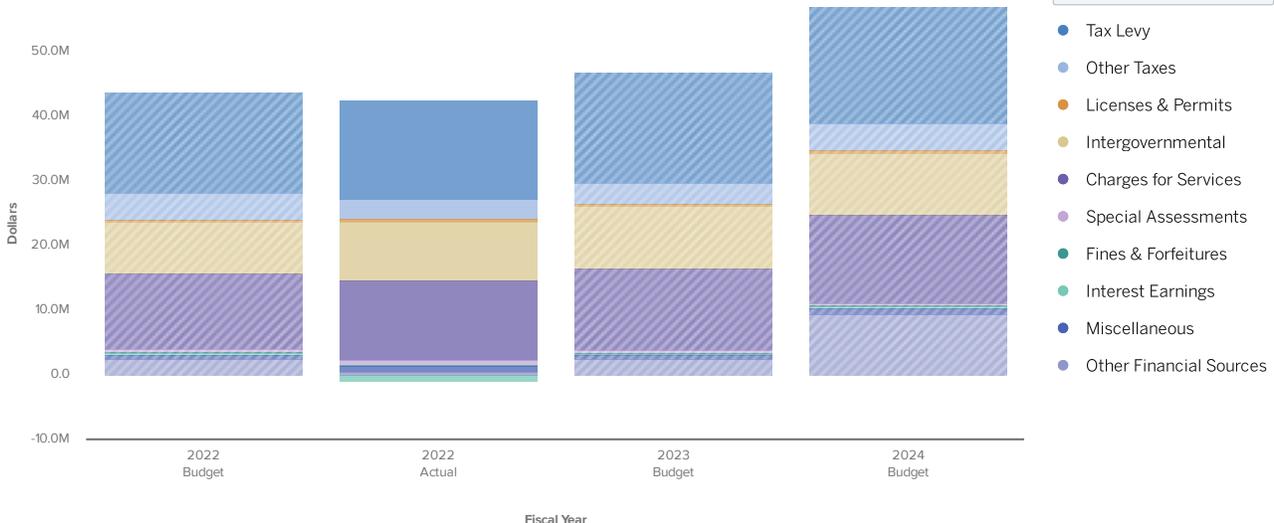
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**Revenues**

Visualization



Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Tax Levy	\$ 15,472,290	\$ 15,455,748	\$ 16,864,797	\$ 17,899,033
▶ Other Taxes	4,132,318	3,038,112	3,337,275	4,188,603
▶ Licenses & Permits	402,759	505,747	430,175	452,200
▶ Intergovernmental	7,915,415	9,057,633	9,563,100	9,431,136
▶ Charges for Services	11,731,054	12,230,159	12,674,916	13,805,803
▶ Special Assessments	397,370	689,459	404,254	326,988
▶ Fines & Forfeitures	195,820	132,962	151,920	145,500
▶ Interest Earnings	286,200	-903,547	154,600	281,200
▶ Miscellaneous	680,547	933,885	729,475	864,404
▶ Other Financial Sources	2,512,790	634,825	2,447,140	9,482,200
<b>Total</b>	<b>\$ 43,726,563</b>	<b>\$ 41,774,981</b>	<b>\$ 46,757,652</b>	<b>\$ 56,877,067</b>

# Expenses Summary

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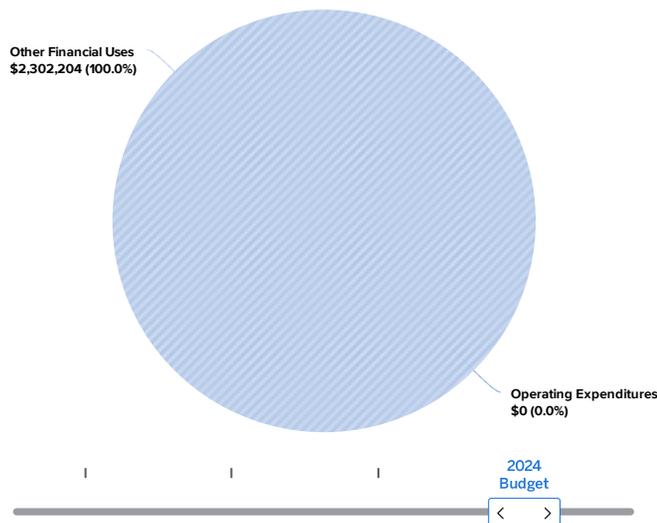
**Expenses** DEBT SERVICE FUNDS



Sort By Chart of Accounts ▾

- Operating Expenditures
- Other Financial Uses

Visualization



Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 0	\$ 10,225	\$ 0	\$ 0
▶ Professional and Technical Services	0	10,225	0	0
▼ Other Financial Uses	2,313,865	2,172,951	2,316,116	2,302,204
▼ Debt Service	2,093,865	2,172,951	2,316,116	2,302,204
(47110) BONDS	1,690,000	1,690,000	1,900,000	1,960,000
(47210) INTEREST	403,865	482,951	416,116	342,204
▶ Transfers Out	220,000	0	0	0
<b>Total</b>	<b>\$ 2,313,865</b>	<b>\$ 2,183,176</b>	<b>\$ 2,316,116</b>	<b>\$ 2,302,204</b>



# Capital Projects Funds

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$6,795,831	\$4,518,276	\$7,530,383	\$14,812,333
<b>Expenses</b>	\$6,741,953	\$6,802,096	\$8,389,325	\$13,735,690
<b>REVENUES LESS EXPENSES</b>	<b>\$53,878</b>	<b>-\$2,283,820</b>	<b>-\$858,942</b>	<b>\$1,076,643</b>

## Revenues Summary

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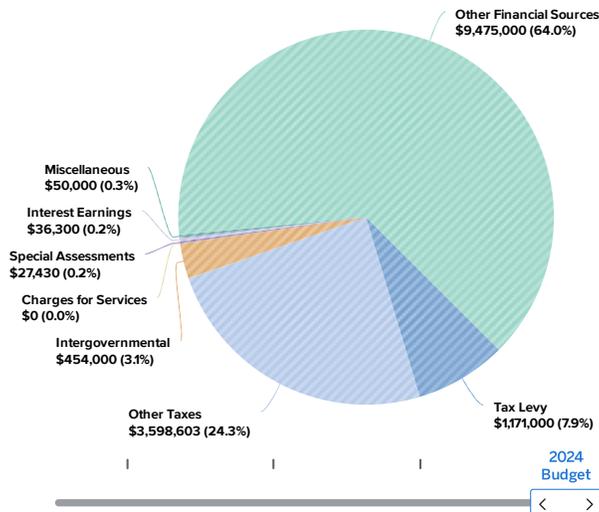
**Revenues** Funds

Visualization



Sort By Chart of Accounts

- Tax Levy
- Other Taxes
- Intergovernmental
- Charges for Services
- Special Assessments
- Interest Earnings
- Miscellaneous
- Other Financial Sources



Updated On 12 Jan, 2024

← Back History ▾ Reset

Broken down by

Revenues Funds ...

Data

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Tax Levy	\$ 703,135	\$ 703,135	\$ 705,000	\$ 1,171,000
▶ Other Taxes	3,533,318	2,449,007	2,744,275	3,598,603
▶ Intergovernmental	335,150	1,201,118	1,703,400	454,000
▶ Charges for Services	0	22,798	36,240	0
▶ Special Assessments	57,785	59,336	34,368	27,430
▶ Interest Earnings	53,900	-139,570	16,100	36,300
▶ Miscellaneous	0	22,452	0	50,000
▶ Other Financial Sources	2,138,000	200,000	2,291,000	9,475,000
<b>Total</b>	<b>\$ 6,821,288</b>	<b>\$ 4,518,276</b>	<b>\$ 7,530,383</b>	<b>\$ 14,812,333</b>

# Expenses Summary

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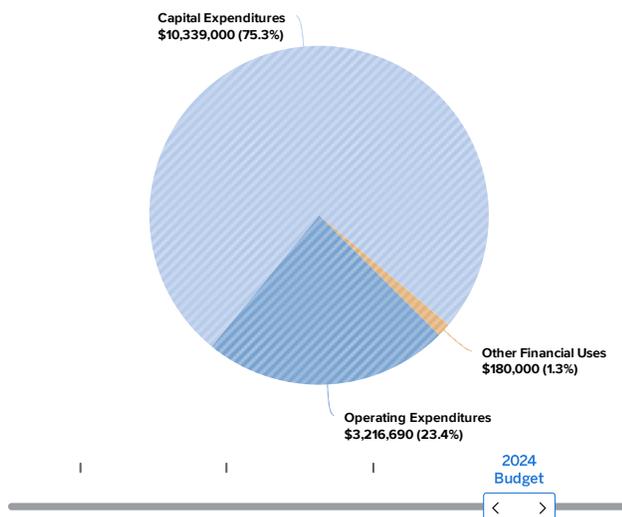
Expenses CAPITAL PROJECTS FUNDS

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Sort By Chart of Accounts ▾

- Operating Expenditures
- Capital Expenditures
- Other Financial Uses

Visualization



Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 3,347,896	\$ 2,580,966	\$ 2,592,785	\$ 3,216,690
▶ Professional and Technical Services	0	178,100	0	40,000
▶ Other Services & Charges	3,347,896	2,402,866	2,592,785	3,176,690
▶ Capital Expenditures	3,206,367	4,071,440	5,604,500	10,339,000
▼ Other Financial Uses	187,690	149,690	192,040	180,000
▼ Debt Service	38,000	0	41,000	180,000
(46200) BOND ISSUANCE COSTS	38,000	0	41,000	180,000
▶ Transfers Out	149,690	149,690	151,040	0
<b>Total</b>	<b>\$ 6,741,953</b>	<b>\$ 6,802,096</b>	<b>\$ 8,389,325</b>	<b>\$ 13,735,690</b>



# Sewer Fund

Fiscal Year 2024

## Fund Description

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

### Sewer Fund Revenues vs. Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$4,375,589	\$4,423,715	\$4,525,164	\$5,250,098
<b>Expenses</b>	\$3,739,491	\$2,443,429	\$3,827,901	\$4,632,956
<b>REVENUES LESS EXPENSES</b>	<b>\$636,098</b>	<b>\$1,980,285</b>	<b>\$697,263</b>	<b>\$617,142</b>

## Revenues Summary

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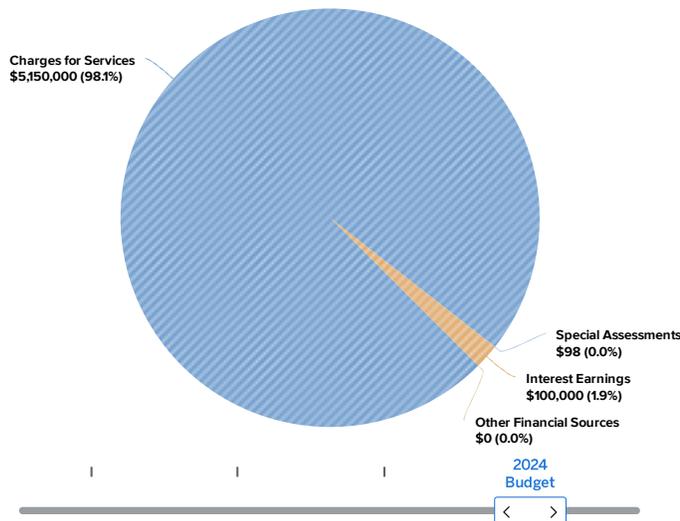
Revenues ▾ WASTEWATER TREATMENT FU...



Sort By Chart of Accounts ▾

- Charges for Services
- Special Assessments
- Interest Earnings
- Other Financial Sources

Visualization



Updated On 12 Jan, 2024

← Back History ▾ Reset

Broken down by

Revenues ▾ WASTEWATER TREATMENT FU...

Data

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Charges for Services	\$ 4,255,178	\$ 4,452,680	\$ 4,475,000	\$ 5,150,000
▶ Special Assessments	411	365	164	98
▶ Interest Earnings	120,000	-80,276	50,000	100,000
▶ Other Financial Sources	0	50,945	0	0
<b>Total</b>	<b>\$ 4,375,589</b>	<b>\$ 4,423,715</b>	<b>\$ 4,525,164</b>	<b>\$ 5,250,098</b>

# Expenses Summary

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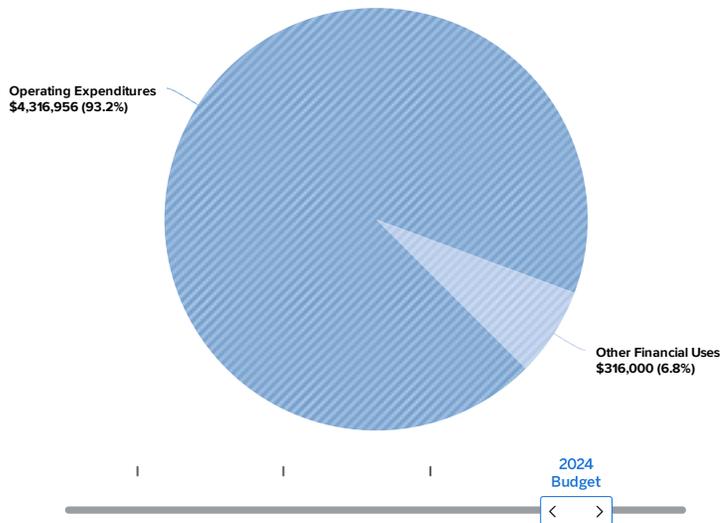
Expenses ▾ WASTEWATER TREATMENT FU...

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Sort By Chart of Accounts ▾

- Operating Expenditures
- Other Financial Uses

Visualization



Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 3,707,491	\$ 2,413,919	\$ 3,802,901	\$ 4,316,956
▶ Personnel Services - Salaries & Wages	796,907	586,532	816,752	853,991
▶ Personnel Services - Employee Benefits	266,434	173,358	240,024	248,105
▶ Supplies	395,000	352,339	524,250	622,500
▶ Professional and Technical Services	436,000	449,950	325,000	327,500
▶ Other Services & Charges	813,150	798,254	886,875	1,064,860
▶ Depreciation	1,000,000	53,487	1,010,000	1,200,000
▼ Other Financial Uses	32,000	29,510	25,000	316,000
▶ Debt Service	32,000	29,510	25,000	316,000
<b>Total</b>	<b>\$ 3,739,491</b>	<b>\$ 2,443,429</b>	<b>\$ 3,827,901</b>	<b>\$ 4,632,956</b>

## Personnel

### Sewer Fund FTE

Position Name	FY2022	FY2023	FY2024
<b>FTE</b>			
Wastewater Operator	2.00	3.00	3.00
Wastewater Manager	1.00	1.00	1.00
Maintenance Worker	4.00	4.00	4.00
Maintenance Technician	1.00	1.00	1.00
Lab Technician	1.00	0.00	0.00
Wastewater Foreman	2.00	2.00	2.00
<b>FTE</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>

## Capital Expenditures

### Waste Water

Project Name	Department	Amount	Funded by	Year
Lift Station Rehab	Waste Water Fund	\$442,089	Other	2024
WWTP pickup truck	Waste Water Fund	\$60,000	Other	2024
Admin Bldg Remodel - Misc	Waste Water Fund	\$50,000	Other	2024
Biosolids attachment for skid loader	Waste Water Fund	\$80,000	Other	2024
Biosolids truck	Waste Water Fund	\$230,000	Other	2024
Utility/Shop Truck	Waste Water Fund	\$12,000	Other	2024
4 Inch Trash Pump	Waste Water Fund	\$50,000	Other	2024
Laboratory Microscope	Waste Water Fund	\$6,000	Other	2024
Plant expansion	Waste Water Fund	\$18,000,000	Other	2024
Sanitary Sewer Replacement	Waste Water Fund	\$350,000	Other	2024
		<b>\$19,280,089</b>		



# Storm Water Fund

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$1,652,305	\$1,682,270	\$1,710,370	\$1,631,965
<b>Expenses</b>	\$914,824	\$362,500	\$927,486	\$917,366
<b>REVENUES LESS EXPENSES</b>	<b>\$737,481</b>	<b>\$1,319,771</b>	<b>\$782,884</b>	<b>\$714,599</b>

## Revenues Summary

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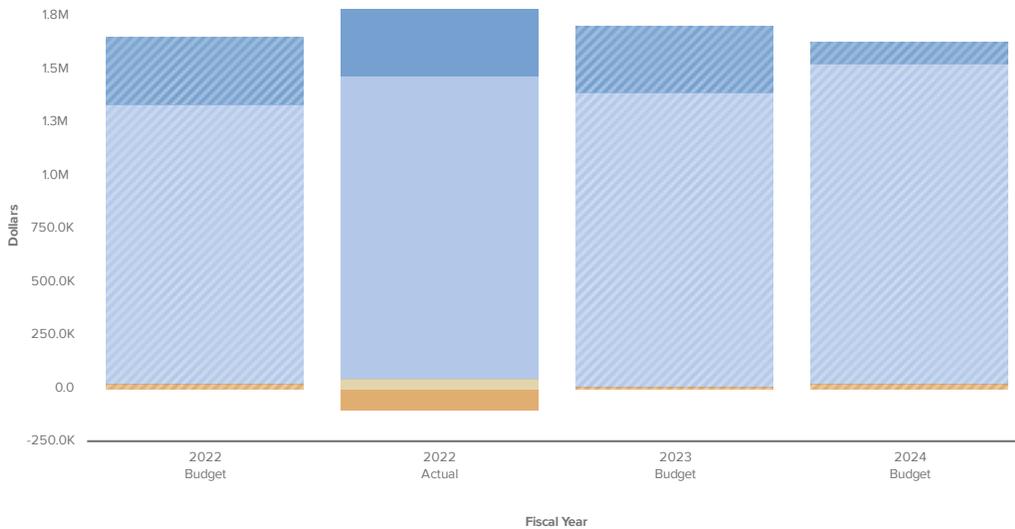
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Revenues **STORM WATER UTILITY**



Sort By Chart of Accounts

Visualization



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

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Tax Levy	\$ 312,305	\$ 311,853	\$ 316,870	\$ 105,965
▶ Charges for Services	1,320,000	1,420,412	1,386,000	1,506,000
▶ Interest Earnings	20,000	-98,550	7,500	20,000
▶ Other Financial Sources	0	48,555	0	0
<b>Total</b>	<b>\$ 1,652,305</b>	<b>\$ 1,682,270</b>	<b>\$ 1,710,370</b>	<b>\$ 1,631,965</b>

# Expenses Summary

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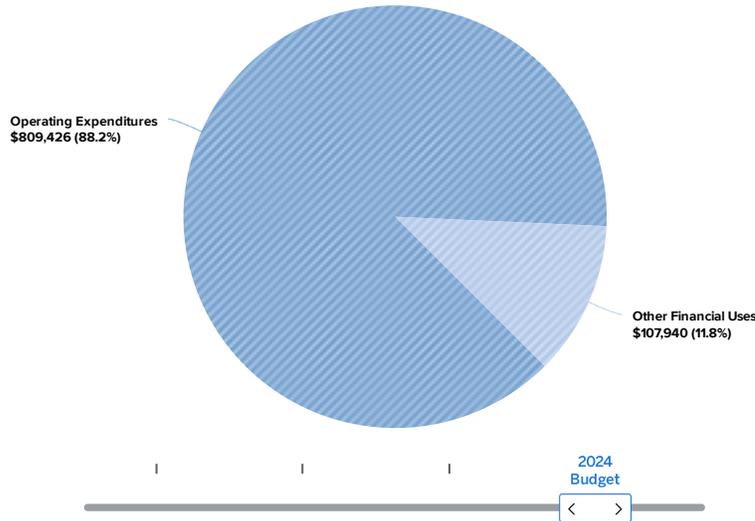
**Expenses** STORM WATER UTILITY

Visualization



Sort By Chart of Accounts ▾

- Operating Expenditures
- Other Financial Uses



Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 798,894	\$ 300,965	\$ 794,286	\$ 809,426
▶ Personnel Services - Salaries & Wages	104,487	92,273	111,016	115,307
▶ Personnel Services - Employee Benefits	25,307	24,100	26,570	29,019
▶ Supplies	60,250	8,068	60,250	60,250
▶ Professional and Technical Services	205,000	78,064	105,000	100,000
▶ Other Services & Charges	91,850	84,246	111,450	124,850
▶ Depreciation	312,000	14,214	380,000	380,000
▼ Other Financial Uses	115,930	61,535	133,200	107,940
▶ Debt Service	35,000	-19,395	52,000	25,000
▶ Transfers Out	80,930	80,930	81,200	82,940
<b>Total</b>	<b>\$ 914,824</b>	<b>\$ 362,500</b>	<b>\$ 927,486</b>	<b>\$ 917,366</b>

## Personnel

### Storm Water FTE

Position Name	FY2022	FY2023	FY2024
<b>FTE</b>			
Water Quality Specialist	1.00	1.00	1.00
<b>FTE</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

## Capital Expenditures

### Storm Water

Project Name	Department	Amount	Funded by	Year
Cardinal Drive Rehab	Storm Water Fund	\$200,000	Other	2024
Storm Water vehicle	Storm Water Fund	\$24,000	Other	2024
		<b>\$224,000</b>		



# Internal Service Funds

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$3,528,840	\$3,703,544	\$3,780,140	\$4,120,460
<b>Expenses</b>	\$3,395,000	\$2,932,360	\$3,545,300	\$3,783,450
<b>REVENUES LESS EXPENSES</b>	<b>\$133,840</b>	<b>\$771,184</b>	<b>\$234,840</b>	<b>\$337,010</b>

## Revenues Summary

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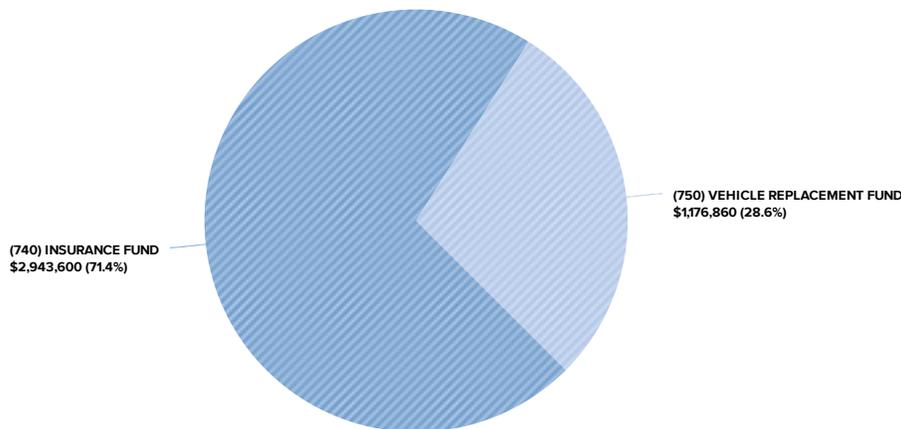
INTERNAL SERVICE FUND Revenues

Visualization



Sort By Chart of Accounts ▾

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



2024 Budget



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Broken down by

Programs INTERNAL SERVICE FUND Revenues

Data

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
(942) MEDICAL INSURANCE	\$ 1,770,000	\$ 1,714,545	\$ 1,880,000	\$ 1,880,000
(943) WORKERS COMP INSURANCE	500,000	491,528	520,000	695,000
(944) PROPERTY & LIABILITY INSURANCE	350,000	324,000	293,300	368,600
(950) NON-DEPARTMENTAL VRF	0	241,365	0	0
(951) POLICE	99,600	100,700	102,000	106,800
(952) FIRE	158,400	166,500	188,400	212,400
(953) BUILDING INSPECTION	7,020	7,020	7,020	7,020
(954) ENGINEERING	15,000	15,000	15,000	18,000
(955) STREETS	407,040	404,665	431,040	486,040
(956) AIRPORT	25,080	25,080	28,680	11,800
(957) PARKS	110,000	134,432	162,000	180,000
(958) GOLF	42,000	34,009	72,000	72,000
(959) GOVERNMENT BUILDINGS	36,000	36,000	72,000	72,000
(960) TECHNOLOGY	5,100	5,100	5,100	7,200
(961) ADMINISTRATION	3,600	3,600	3,600	3,600
<b>Total</b>	<b>\$ 3,528,840</b>	<b>\$ 3,703,544</b>	<b>\$ 3,780,140</b>	<b>\$ 4,120,460</b>

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Programs INTERNAL SERVICE FUND Revenues

Visualization

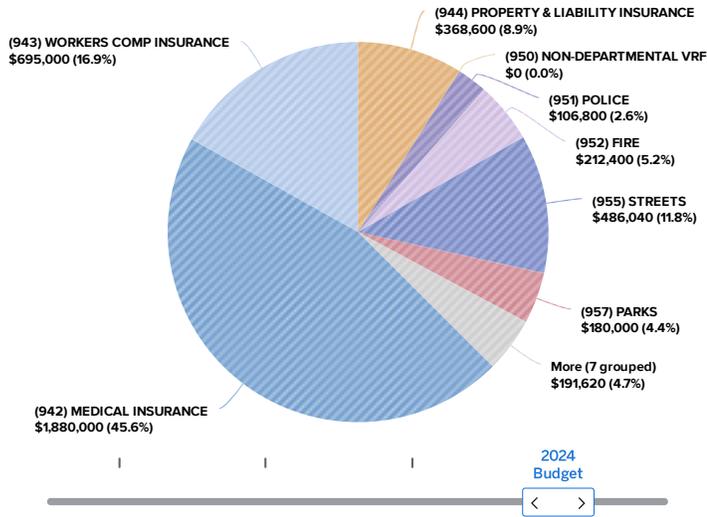


Chart icons: Bar, Line, Pie, Area, Stacked Bar

Sort By Chart of Accounts

- (942) MEDICAL INSURANCE
- (943) WORKERS COMP IN...
- (944) PROPERTY & LIAB...
- (950) NON-DEPARTMENT...
- (951) POLICE
- (952) FIRE
- (955) STREETS
- (957) PARKS
- More (7 grouped)

# Expenses Summary

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INTERNAL SERVICE FUND Expenses

Visualization

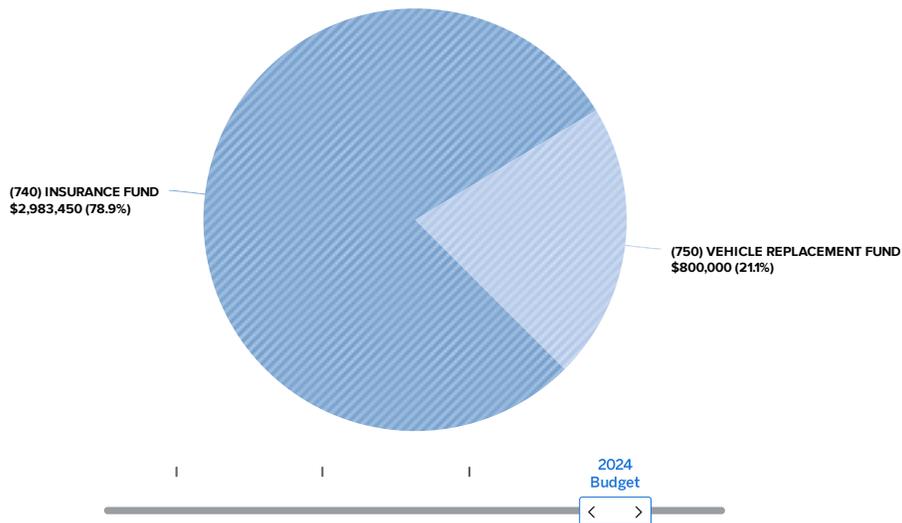


Chart icons: Bar, Line, Pie, Area, Stacked Bar

Sort By Chart of Accounts

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

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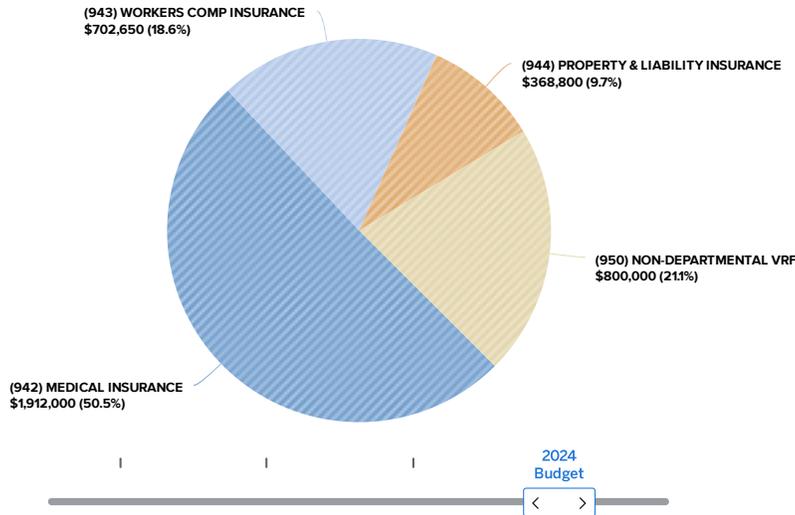
**Programs** INTERNAL SERVICE FUND Expenses



Visualization

Sort By Chart of Accounts ▾

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



	2022 Budget	2022 Actual	2023 Budget	2024 Budget
(942) MEDICAL INSURANCE	\$ 1,775,000	\$ 1,665,278	\$ 1,912,000	\$ 1,912,000
(943) WORKERS COMP INSURANCE	520,000	546,827	540,000	702,650
(944) PROPERTY & LIABILITY INSURANCE	350,000	283,300	293,300	368,800
(950) NON-DEPARTMENTAL VRF	750,000	436,955	800,000	800,000
<b>Total</b>	<b>\$ 3,395,000</b>	<b>\$ 2,932,360</b>	<b>\$ 3,545,300</b>	<b>\$ 3,783,450</b>

## Capital Expenditures

### Vehicle Replacement Fund

Project Name	Department	Amount	Funded by	Year
SUV for IT	Admin Services	\$25,000	VRF	2024
Marked Patrol (2)	Police	\$73,000	VRF	2024
9709 Ford F-250	Fire	\$60,000	VRF	2024
9704 Aerial Truck refurbish	Fire	\$125,000	VRF	2024
SUV	Building Inspection	\$9,000	VRF	2024
Engineering Vehicle	Engineering	\$24,000	VRF	2024
Ford F-550	Street Maintenance	\$75,000	VRF	2024
2-ton Truck w Plow & wings (2)	Street Maintenance	\$380,000	VRF	2024
Leaf Vacuum	Street Maintenance	\$42,000	VRF	2024
Towmaster Trailer	Street Maintenance	\$15,000	VRF	2024
Skid Steer Loader	Street Maintenance	\$10,000	VRF	2024
Brush cutter	Street Maintenance	\$7,500	VRF	2024

Project Name	Department	Amount	Funded by	Year
Ford F-150	Street Maintenance	\$55,000	VRF	2024
Skid Steer Loader	Street Maintenance	\$10,000	VRF	2024
Greens mowers (2)	Park Maintenance	\$79,000	VRF	2024
Skid Loader (golf)	Park Maintenance	\$48,000	VRF	2024
Pickup Trucks (4)	Park Maintenance	\$201,000	VRF	2024
Mower w broom	Park Maintenance	\$111,000	VRF	2024
Ford F-250 w liftgate	Buildings/Grounds	\$96,500	VRF	2024
		<b>\$1,446,000</b>		



# Housing & Redevelopment Authority (HRA) General Fund

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$528,890	\$567,928	\$555,875	\$579,388
<b>Expenses</b>	\$506,109	\$415,701	\$553,821	\$579,371
<b>REVENUES LESS EXPENSES</b>	<b>\$22,781</b>	<b>\$152,227</b>	<b>\$2,054</b>	<b>\$17</b>

## Revenues Summary

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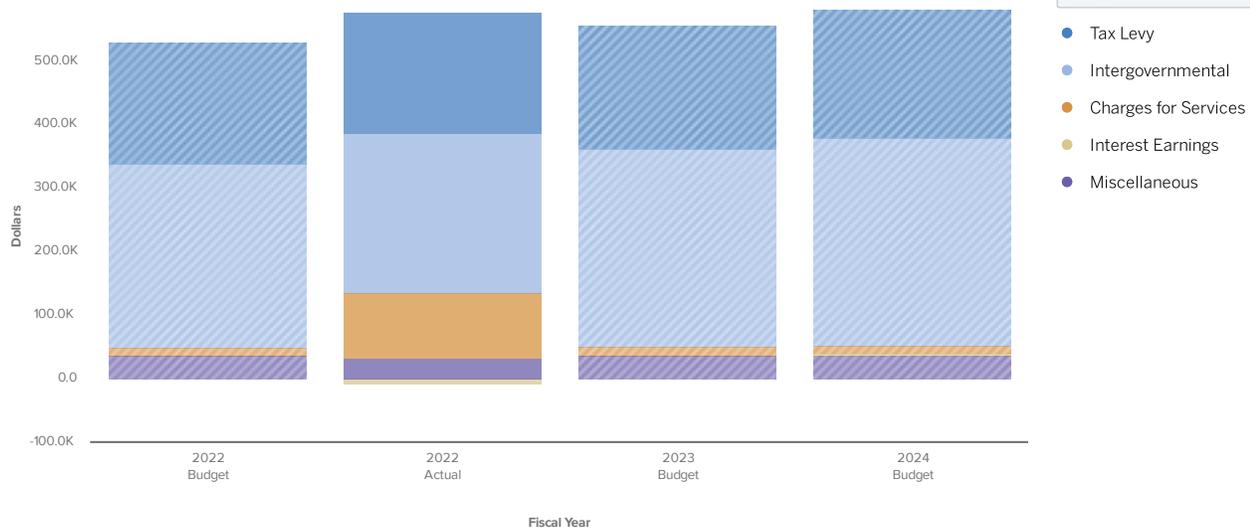
Broken down by

**Revenues** ▾ OWATONNA HRA



Visualization

Sort By **Chart of Accounts** ▾



Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Tax Levy	\$ 190,000	\$ 189,877	\$ 195,000	\$ 200,000
▶ Intergovernmental	289,600	249,639	310,000	326,250
▶ Charges for Services	12,690	102,379	14,675	13,138
▶ Interest Earnings	600	-7,547	200	4,000
▶ Miscellaneous	36,000	33,580	36,000	36,000
<b>Total</b>	<b>\$ 528,890</b>	<b>\$ 567,928</b>	<b>\$ 555,875</b>	<b>\$ 579,388</b>

# Expenses Summary

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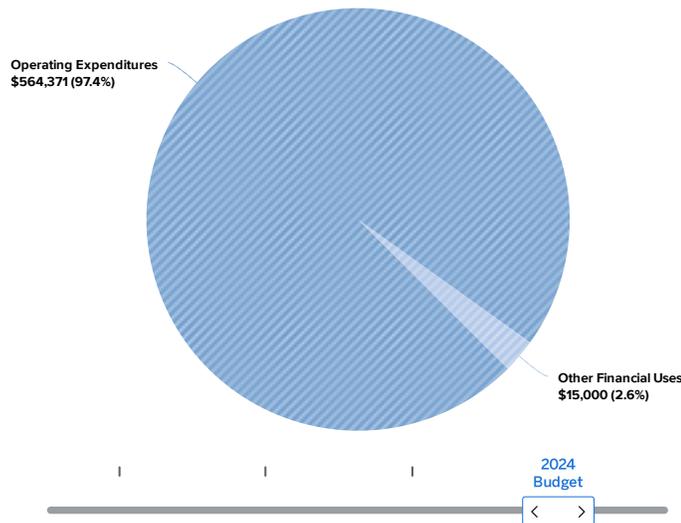
**Expenses** OWATONNA HRA



Sort **By Chart of Accounts** ▾

- Operating Expenditures
- Other Financial Uses

Visualization



Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Operating Expenditures	\$ 491,109	\$ 400,701	\$ 538,821	\$ 564,371
▶ Other Financial Uses	15,000	15,000	15,000	15,000
<b>Total</b>	<b>\$ 506,109</b>	<b>\$ 415,701</b>	<b>\$ 553,821</b>	<b>\$ 579,371</b>



# HRA Housing Choice Voucher Fund

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$831,500	\$665,386	\$901,524	\$1,110,055
<b>Expenses</b>	\$833,141	\$726,915	\$907,116	\$1,110,055
<b>REVENUES LESS EXPENSES</b>	<b>-\$1,641</b>	<b>-\$61,528</b>	<b>-\$5,592</b>	<b>\$0</b>

## Revenues Summary

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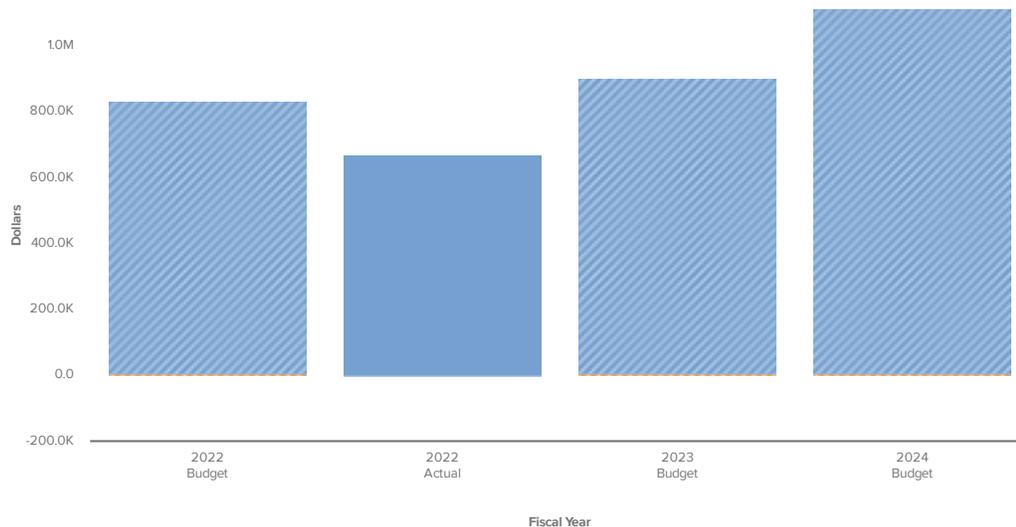
Revenues ▾ OWATONNA HRA HOUSING CH...



Sort By Chart of Accounts ▾

- Intergovernmental
- Interest Earnings
- Miscellaneous

### Visualization



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← Back ↻ History ▾ ↺ Reset

Broken down by

**Revenues** ▾ OWATONNA HRA HOUSING CH...

**Data**

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 826,000	\$ 667,111	\$ 896,024	\$ 1,104,555
▶ Interest Earnings	500	-1,350	500	500
▶ Miscellaneous	5,000	-375	5,000	5,000
<b>Total</b>	<b>\$ 831,500</b>	<b>\$ 665,386</b>	<b>\$ 901,524</b>	<b>\$ 1,110,055</b>

# Expenses Summary

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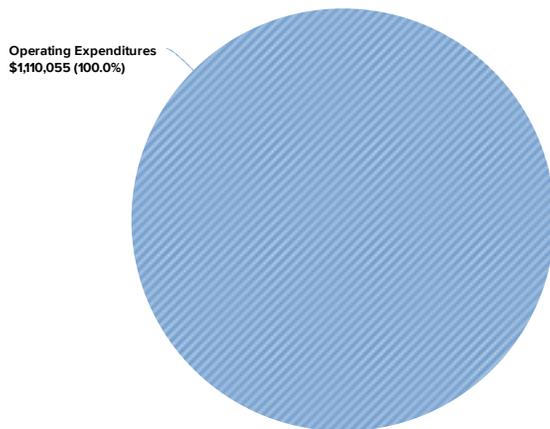
**Expenses** ▾ OWATONNA HRA HOUSING CH...

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Sort By Chart of Accounts ▾

- Operating Expenditures

**Visualization**



2024 Budget  
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Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Operating Expenditures	\$ 833,141	\$ 726,915	\$ 907,116	\$ 1,110,055
Total	\$ 833,141	\$ 726,915	\$ 907,116	\$ 1,110,055



# EDA General Fund

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$511,326	\$488,252	\$521,127	\$525,373
<b>Expenses</b>	\$500,448	\$483,041	\$511,074	\$525,188
<b>REVENUES LESS EXPENSES</b>	<b>\$10,878</b>	<b>\$5,211</b>	<b>\$10,053</b>	<b>\$185</b>

## Revenues Summary

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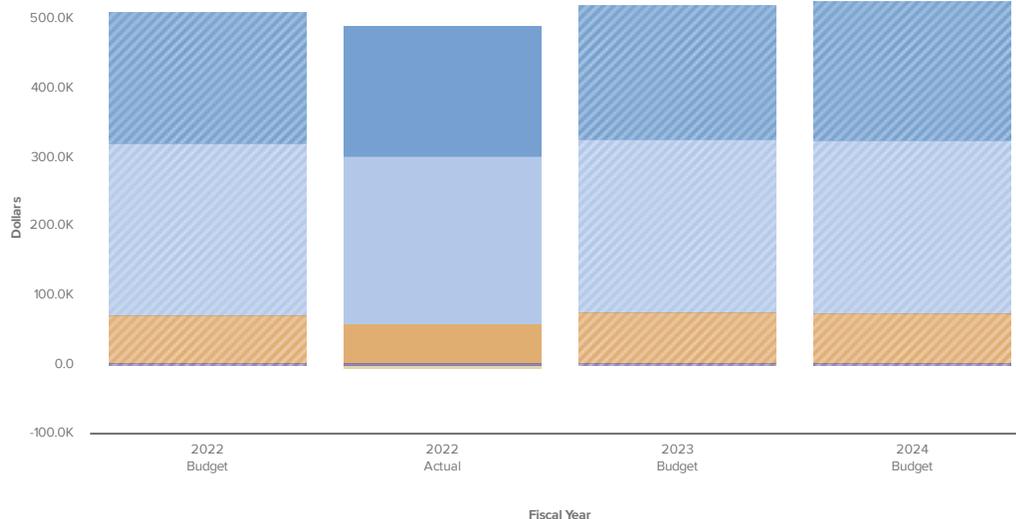
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**Revenues** EDA ADMINISTRATION



Sort By Chart of Accounts

Visualization



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Revenues EDA ADMINISTRATION

Data

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Tax Levy	\$ 190,000	\$ 190,000	\$ 195,000	\$ 200,000
▶ Other Taxes	250,000	243,123	250,000	250,000
▶ Charges for Services	67,526	55,908	72,527	71,773
▶ Interest Earnings	200	-4,380	0	0
▶ Miscellaneous	3,600	3,600	3,600	3,600
<b>Total</b>	<b>\$ 511,326</b>	<b>\$ 488,252</b>	<b>\$ 521,127</b>	<b>\$ 525,373</b>

# Expenses Summary

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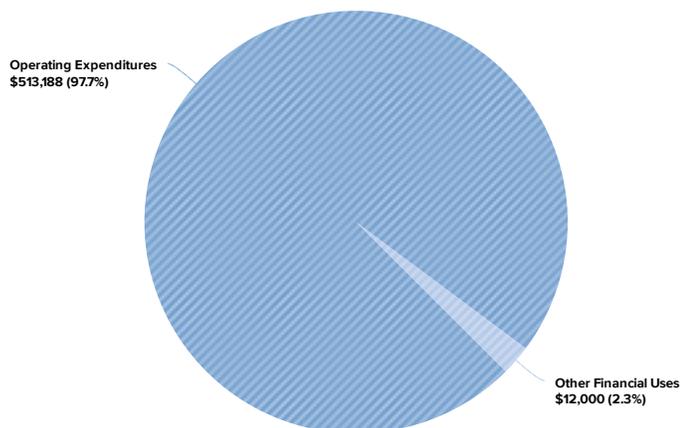
Expenses EDA ADMINISTRATION

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Sort By Chart of Accounts ▾

- Operating Expenditures
- Other Financial Uses

Visualization



2024 Budget  
< >

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Operating Expenditures	\$ 488,448	\$ 471,041	\$ 499,074	\$ 513,188
▶ Other Financial Uses	12,000	12,000	12,000	12,000
<b>Total</b>	<b>\$ 500,448</b>	<b>\$ 483,041</b>	<b>\$ 511,074</b>	<b>\$ 525,188</b>



# EDA Loan Fund

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$6,000	-\$17,603	\$1,600	\$16,000
<b>Expenses</b>	\$0	\$72,119	\$0	\$0
<b>REVENUES LESS EXPENSES</b>	<b>\$6,000</b>	<b>-\$89,722</b>	<b>\$1,600</b>	<b>\$16,000</b>

## Revenues Summary

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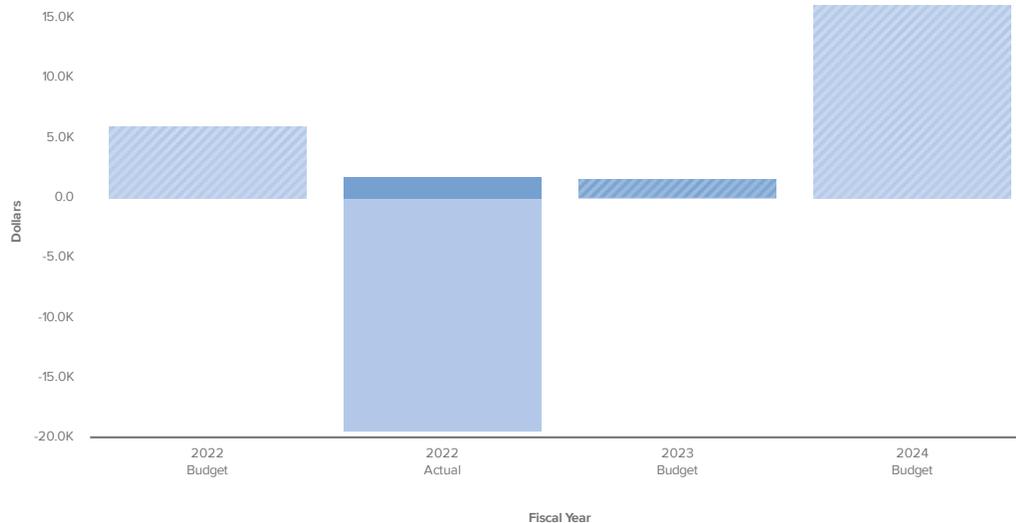
**Revenues** EDA LOANS



Sort By Chart of Accounts ▾

- Charges for Services
- Interest Earnings

### Visualization



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Revenues EDA LOANS

Data

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▸ Charges for Services	\$ 0	\$ 1,755	\$ 1,500	\$ 0
▸ Interest Earnings	6,000	-19,358	100	16,000
<b>Total</b>	<b>\$ 6,000</b>	<b>\$ -17,603</b>	<b>\$ 1,600</b>	<b>\$ 16,000</b>

# Expenses Summary

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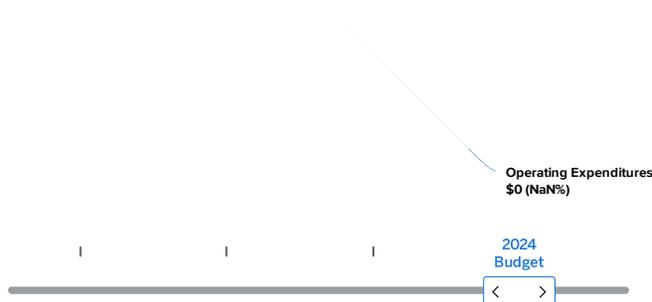
Expenses EDA LOANS



Sort By Chart of Accounts ▾

- Operating Expenditures

Visualization



Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▸ Operating Expenditures	\$ 0	\$ 72,119	\$ 0	\$ 0
<b>Total</b>	<b>\$ 0</b>	<b>\$ 72,119</b>	<b>\$ 0</b>	<b>\$ 0</b>



# EDA Land Fund

Fiscal Year 2024

## Fund Description

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

### EDA Land Fund Revenues vs. Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$36,260	-\$30,125	\$134,814	\$86,597
<b>Expenses</b>	\$39,500	\$291,861	\$42,900	\$44,100
<b>REVENUES LESS EXPENSES</b>	<b>-\$3,240</b>	<b>-\$321,986</b>	<b>\$91,914</b>	<b>\$42,497</b>

## Revenues Summary

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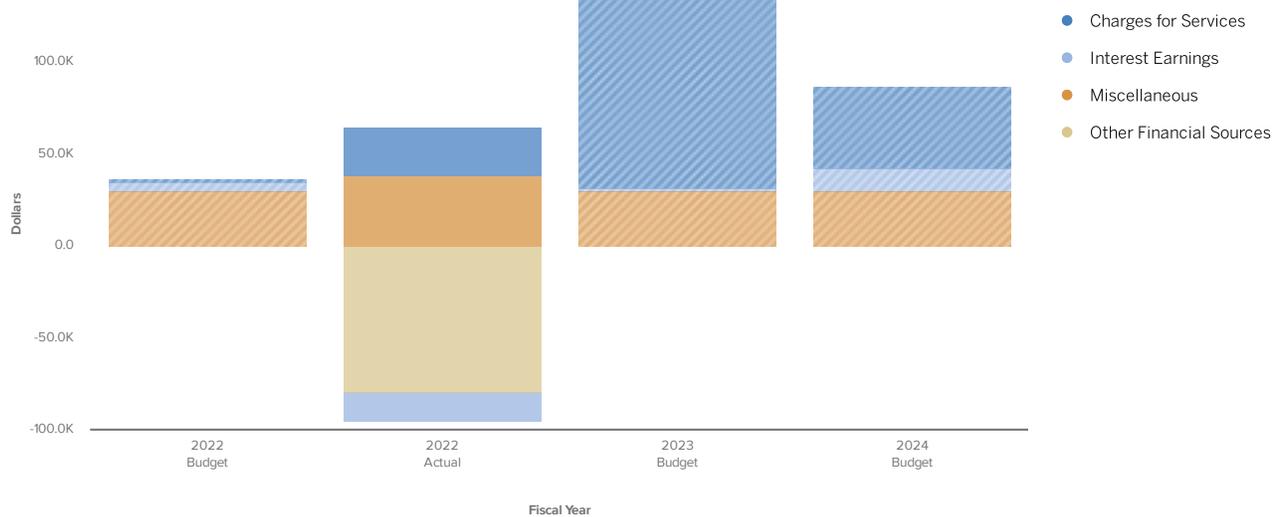
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**Revenues** EDA LAND



### Visualization

Sort By Chart of Accounts



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Revenues EDA LAND

Data

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▸ Charges for Services	\$ 1,260	\$ 26,393	\$ 103,314	\$ 44,597
▸ Interest Earnings	5,000	-15,880	1,500	12,000
▸ Miscellaneous	30,000	38,359	30,000	30,000
▸ Other Financial Sources	0	-78,996	0	0
<b>Total</b>	<b>\$ 36,260</b>	<b>\$ -30,125</b>	<b>\$ 134,814</b>	<b>\$ 86,597</b>

# Expenses Summary

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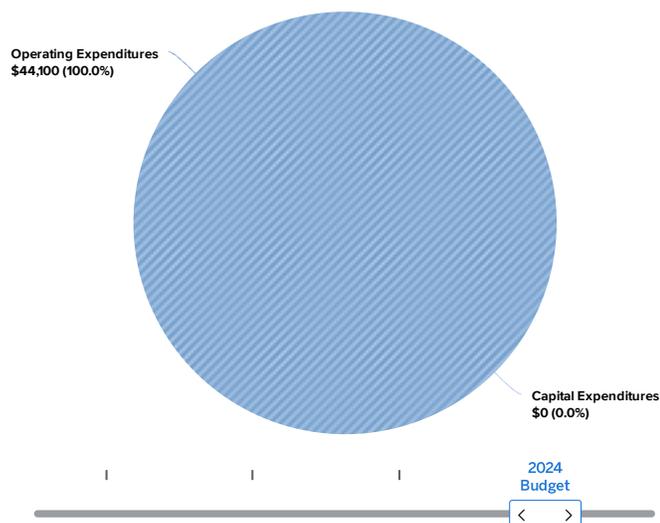
Expenses EDA LAND

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Sort By Chart of Accounts ▾

- Operating Expenditures
- Capital Expenditures

Visualization



Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Operating Expenditures	\$ 39,500	\$ 29,621	\$ 42,900	\$ 44,100
▶ Capital Expenditures	0	262,240	0	0
<b>Total</b>	<b>\$ 39,500</b>	<b>\$ 291,861</b>	<b>\$ 42,900</b>	<b>\$ 44,100</b>



# Mayor & Council

Fiscal Year 2024

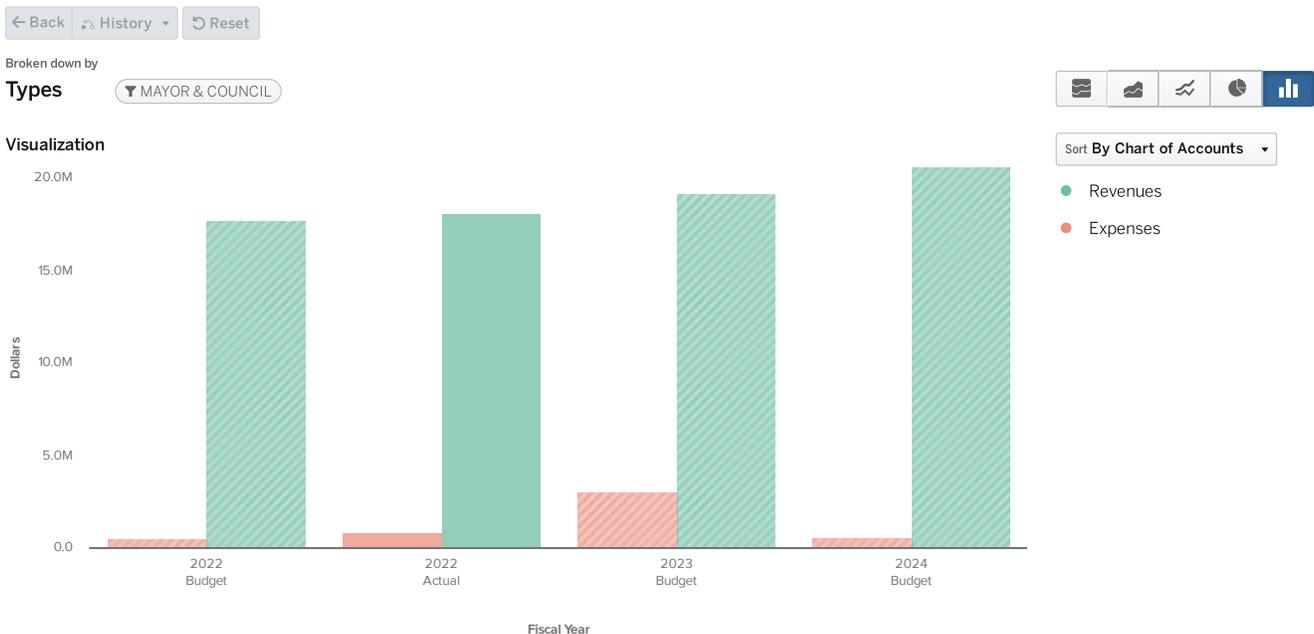
## Department Overview

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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$17,715,356	\$17,711,402	\$19,187,063	\$20,575,632
<b>Expenses</b>	\$512,535	\$469,654	\$767,100	\$568,254
<b>REVENUES LESS EXPENSES</b>	<b>\$17,202,821</b>	<b>\$17,241,748</b>	<b>\$18,419,963</b>	<b>\$20,007,378</b>

## Financial Information



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Tax Levy	\$ 12,551,340	\$ 12,537,570	\$ 13,933,897	\$ 14,418,748
▶ Other Taxes	349,000	345,981	343,000	340,000
▶ Licenses & Permits	76,700	86,013	76,825	88,800
▶ Intergovernmental	4,737,816	5,087,234	4,833,341	5,727,584
▶ Charges for Services	0	1,000	0	0
▶ Fines & Forfeitures	500	2,800	0	500
▶ Interest Earnings	0	33,991	0	0

## Expenses

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Operating Expenditures	\$ 312,535	\$ 269,654	\$ 567,100	\$ 368,254
▶ Other Financial Uses	200,000	200,000	200,000	200,000
<b>Total</b>	<b>\$ 512,535</b>	<b>\$ 469,654</b>	<b>\$ 767,100</b>	<b>\$ 568,254</b>

## Staffing Analysis

### Mayor & Council FTE

Position Name	FY2022	FY2023	FY2024
<b>FTE</b>			
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
<b>FTE</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>



# Administrative Services

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$126,500	-\$358,760	\$111,500	\$149,500
<b>Expenses</b>	\$2,226,546	\$2,107,899	\$2,333,741	\$2,713,337
<b>REVENUES LESS EXPENSES</b>	<b>-\$2,100,046</b>	<b>-\$2,466,659</b>	<b>-\$2,222,241</b>	<b>-\$2,563,837</b>

## Financial Information

Broken down by

Types ADMINISTRATIVE SERVICES



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 17,000	\$ 9,768	\$ 4,500	\$ 20,000
▶ Charges for Services	59,500	49,847	57,000	54,500
▶ Interest Earnings	50,000	-418,375	50,000	75,000
<b>Total</b>	<b>\$ 126,500</b>	<b>\$ -358,760</b>	<b>\$ 111,500</b>	<b>\$ 149,500</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 2,226,546	\$ 2,107,899	\$ 2,333,741	\$ 2,713,337
▶ Personnel Services - Salaries & Wages	1,147,811	1,139,572	1,212,025	1,414,414
▶ Personnel Services - Employee Benefits	376,793	344,457	383,650	436,534
▶ Supplies	86,150	71,635	105,650	122,750
▶ Professional and Technical Services	137,200	120,347	101,700	167,950
▶ Other Services & Charges	478,592	431,888	530,716	571,689
<b>Total</b>	<b>\$ 2,226,546</b>	<b>\$ 2,107,899</b>	<b>\$ 2,333,741</b>	<b>\$ 2,713,337</b>

## Staffing Analysis

### Admin FTE

Position Name	FY2022	FY2023	FY2024
<b>FTE</b>			
Technology Specialist	0.00	0.70	1.00
Asst City Administrator	0.00	0.00	1.00
HR Specialist	1.00	1.00	1.00
Sr Director Finance	1.00	1.00	1.00
Communications Manager	1.00	1.00	1.00
Accounting Clerk	0.70	0.50	0.50
Accounting Technician	1.00	0.00	0.00
Systems Administrator	2.00	2.00	2.00
Accounting Analyst	1.00	1.00	1.00
City Administrator	1.00	1.00	1.00
Accounting Specialist	0.00	1.00	1.00
Director Human Resources	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00
Director IT	1.00	1.00	1.00
<b>FTE</b>	<b>11.70</b>	<b>12.20</b>	<b>13.50</b>

## Capital Expenditures

### Admin Services

Project Name	Department	Amount	Funded by	Year
Networking Infrastructure Replacement	Admin Services	\$85,000	CIP levy	2024
SUV for IT	Admin Services	\$25,000	VRF	2024
Annual Copier Replacement	Admin Services	\$5,000	CIP levy	2024

Project Name	Department	Amount	Funded by	Year
		\$115,000		



# Administration

Fiscal Year 2024

## Program Overview

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

Administrative Services Program Revenues vs. Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$50,000	-\$416,749	\$50,500	\$75,000
<b>Expenses</b>	\$462,688	\$454,099	\$512,620	\$744,517
<b>REVENUES LESS EXPENSES</b>	<b>-\$412,688</b>	<b>-\$870,848</b>	<b>-\$462,120</b>	<b>-\$669,517</b>

## Accomplishments

Successfully lobbied for \$22 million in State Bonding funds to support WWTP expansion project,  
 Began the implementation of Culture work plan- all hands meeting, employee recognition, work with Leadership team  
 Completed negotiations for two-year contracts with IUOE, MN PEA ( Sgts and Patrol) and IAAF.  
 Completed negotiations for updated franchise agreements with Xcel Energy and CenterPoint energy  
 Developed a City Council approved Crisis Communication plan  
 Improved public outreach through various methods, social media, community e-newsletter and improved internal communications through an Employee newsletter including monthly admin Keynote message  
 Updated three-year Strategic Plan  
 Began Website navigation and content review and redesign  
 Full implementation of OpenGov software, citizen services, See Click Fix, Cartegraph.  
 Continued partnerships and collaborations with Steele County- transportation, School district - joint use of chambers and OPU  
 Hired Public Works Director

## Goals

Develop strategy for prioritizing all city needs - facilities, equipment, and infrastructure.  
 Analyze organizational structure  
 Continue with Culture work plan for employees.  
 Implement community wide branding  
 Continue community engagement efforts including possible citizen satisfaction survey  
 Continue lobbying efforts for 29th avenue, Sales tax, LGA

# Financial Information

## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
► Charges for Services	\$ 0	\$ 1,627	\$ 500	\$ 0
► Interest Earnings	50,000	-418,375	50,000	75,000
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ -416,749</b>	<b>\$ 50,500</b>	<b>\$ 75,000</b>

[← Back](#)
[↻ History](#)
[↺ Reset](#)

Broken down by

Types

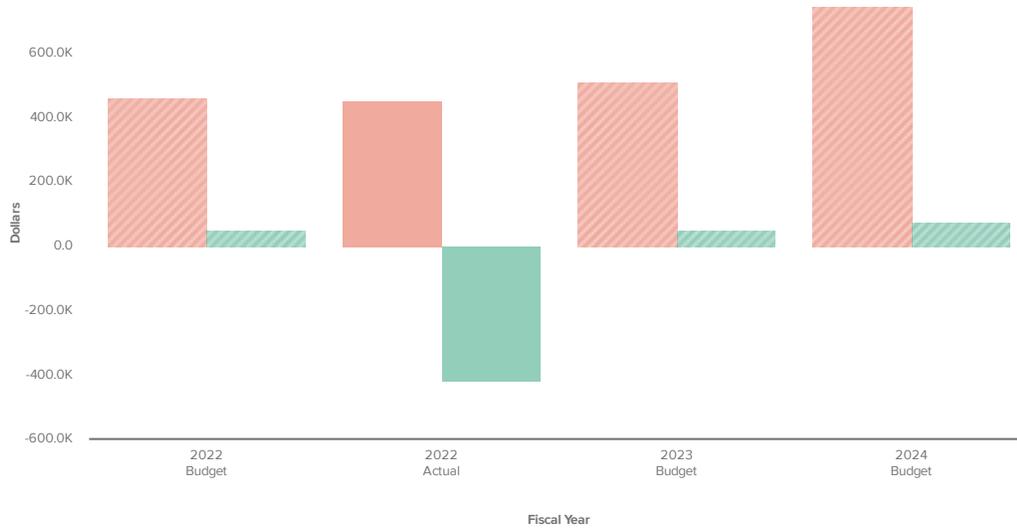
ADMINISTRATIVE SERVICES



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 462,688	\$ 454,099	\$ 512,620	\$ 744,517
▶ Personnel Services - Salaries & Wages	325,792	328,885	347,564	488,751
▶ Personnel Services - Employee Benefits	96,436	93,301	98,035	143,806
▶ Supplies	1,550	6,289	4,750	5,750
▶ Professional and Technical Services	12,200	173	12,000	41,500
▶ Other Services & Charges	26,710	25,451	50,270	64,710
<b>Total</b>	<b>\$ 462,688</b>	<b>\$ 454,099</b>	<b>\$ 512,620</b>	<b>\$ 744,517</b>



# Elections

Fiscal Year 2024

## Program Overview

To conduct elections in such a way that ensures the integrity of the democratic process.

### Elections Revenues vs. Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$17,000	\$9,848	\$4,500	\$20,000
<b>Expenses</b>	\$50,344	\$47,654	\$9,000	\$45,650
<b>REVENUES LESS EXPENSES</b>	<b>-\$33,344</b>	<b>-\$37,805</b>	<b>-\$4,500</b>	<b>-\$25,650</b>

## Financial Information

← Back History ↕ Reset

Broken down by

Types

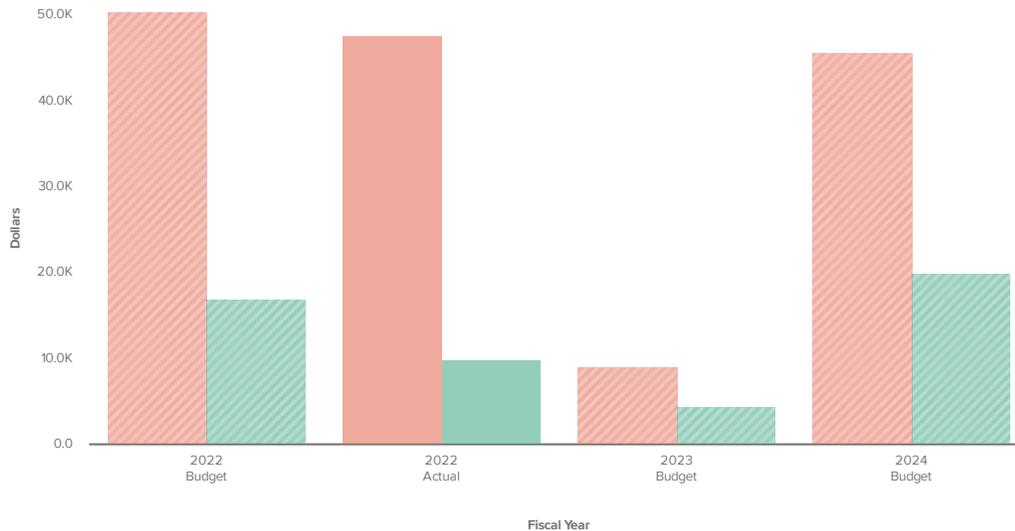
▼ ELECTIONS



Sort By Chart of Accounts ▾

- Expenses
- Revenues

Visualization



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 17,000	\$ 9,768	\$ 4,500	\$ 20,000
▶ Charges for Services	0	80	0	0
<b>Total</b>	<b>\$ 17,000</b>	<b>\$ 9,848</b>	<b>\$ 4,500</b>	<b>\$ 20,000</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 50,344	\$ 47,654	\$ 9,000	\$ 45,650
▶ Personnel Services - Salaries & Wages	38,706	45,432	0	33,000
▶ Personnel Services - Employee Benefits	1,488	2,069	0	0
▶ Supplies	500	116	0	2,000
▶ Other Services & Charges	9,650	37	9,000	10,650
<b>Total</b>	<b>\$ 50,344</b>	<b>\$ 47,654</b>	<b>\$ 9,000</b>	<b>\$ 45,650</b>



# Human Resources

Fiscal Year 2024

## 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. The Department is committed to and aligned with the City of Owatonna's Purpose and Values.

Purpose:

**WE CREATE A BETTER TOMORROW**

Values:

### **Better Together**

We are one team of diverse perspectives and talents working to create a better tomorrow for Owatonna. We support each other, listen to understand, and respectfully challenge each other – always recognizing and trusting that we will succeed more as a team than on our own.

### **Community Stewardship**

We are here to proactively care for, protect, and serve our community. We understand that our community trusts and empowers us to do our work responsibly, with integrity, and utilize resources effectively and efficiently.

### **Pride in Our Work**

We care, we show up prepared to work, and we strive for excellence in all that we do. We commit to continuously learn and improve each day. We believe if it's worth doing, it's worth doing well.

Human Resources Revenues vs. Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Expenses</b>	\$360,558	\$332,581	\$373,031	\$449,497
<b>REVENUES LESS EXPENSES</b>	<b>-\$360,558</b>	<b>-\$332,581</b>	<b>-\$373,031</b>	<b>-\$449,497</b>

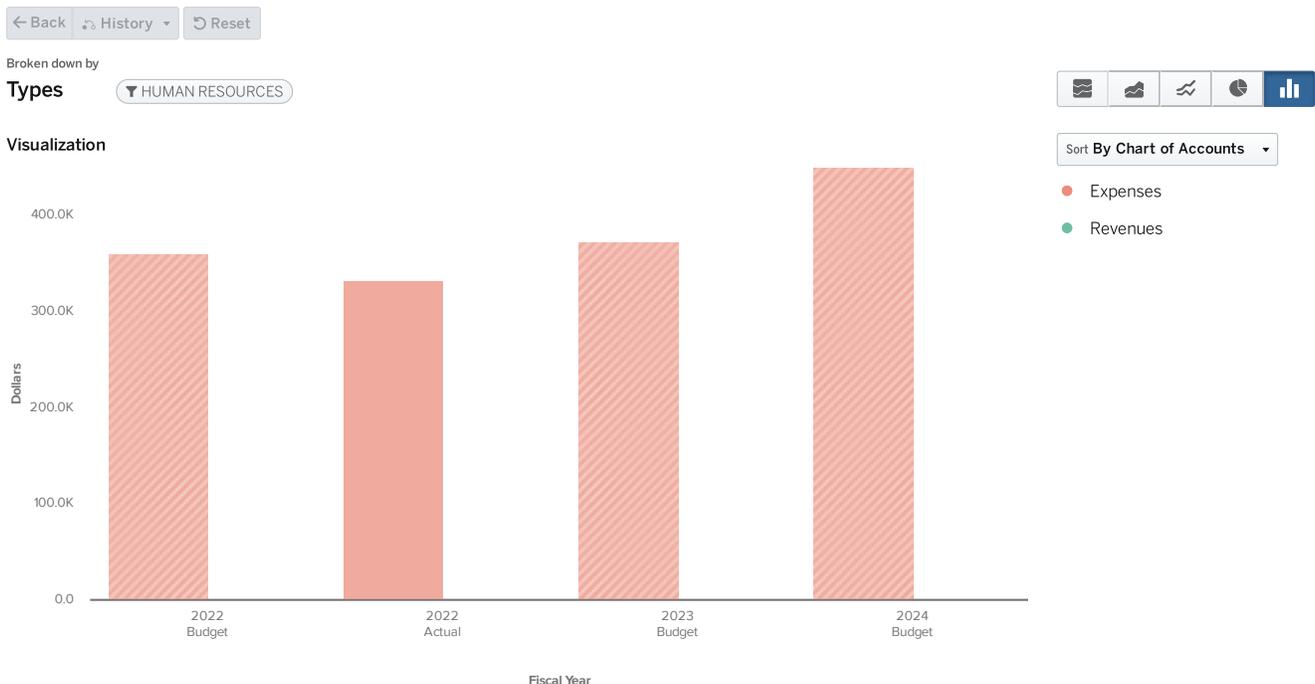
## Accomplishments

- Workplace culture enhancements
  - Purpose statement and values defined.
  - Department meetings
  - Internal communication plan
  - Team O-Town Lowdown employee newsletter.
  - Culture Team
  - All Hands meeting
  - Employee Recognition Banquet
  - Director Leadership Series
  - Employee Picnic
- Partnered with Riverland to develop and host a custom Fundamentals of Supervisory Leadership Series for a cohort of leaders across all City departments.
- Finalized a Compensation Plan including a position classification review process.
- Increased employee recruitment and community engagement efforts (Downtown Thursdays, OHS Job fair, OCLA, and Holiday Lighted Parade)
- HR Department staff obtained Mental Health First Aid Certification.
- Negotiated 2023 and 2024 labor agreements with IOUE Local 70, MNPEA (Sergeants & Patrol), and IAFF Local 1920.
- Enhanced the seasonal/temporary staffing process to increase efficiency and effectiveness of new employee integration.

## Goals

- Proactively track staffing statistics.
- Examine organizational structure and research options for conducting an organizational analysis.
- Incorporate core values into people systems (hiring, evaluation, and development).
- Expand staff development opportunities.
- Mental health education and support for employees.

## Financial Information



# Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 360,558	\$ 332,581	\$ 373,031	\$ 449,497
▶ Personnel Services - Salaries & Wages	181,009	165,120	181,837	192,758
▶ Personnel Services - Employee Benefits	70,667	48,900	59,114	61,334
▶ Supplies	800	446	600	2,700
▶ Professional and Technical Services	38,000	69,276	35,800	71,300
▶ Other Services & Charges	70,082	48,839	95,680	121,405
<b>Total</b>	<b>\$ 360,558</b>	<b>\$ 332,581</b>	<b>\$ 373,031</b>	<b>\$ 449,497</b>



# Finance

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$59,500	\$48,140	\$56,500	\$54,500
<b>Expenses</b>	\$650,237	\$645,534	\$680,731	\$664,397
<b>REVENUES LESS EXPENSES</b>	<b>-\$590,737</b>	<b>-\$597,394</b>	<b>-\$624,231</b>	<b>-\$609,897</b>

## 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
- Filled the Accounting Analyst position with an internal promotion
- Filled the Accounting Specialist position
- Converted over 100 vendors to ACH payment vs. a mailed check

## 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.
- Continue to encourage ACH vendor enrollment.
- Start knowledge sharing sessions on new software to continue the efforts to maximize technology to gain efficiencies.
- Develop standard operating procedures to enable new staff to understand the expectations and streamline the onboarding process.
- Develop some training videos related to key financial policies that all employees are impacted by.

## Financial Information

Broken down by

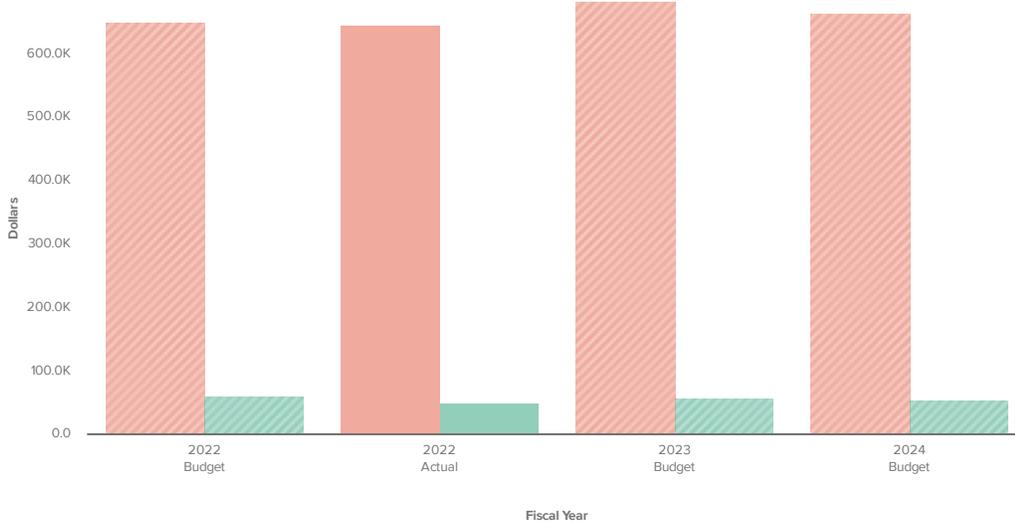
Types FINANCE



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▸ Charges for Services	\$ 59,500	\$ 48,140	\$ 56,500	\$ 54,500
<b>Total</b>	<b>\$ 59,500</b>	<b>\$ 48,140</b>	<b>\$ 56,500</b>	<b>\$ 54,500</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 650,237	\$ 645,534	\$ 680,731	\$ 664,397
▸ Personnel Services - Salaries & Wages	312,826	312,052	338,528	327,489
▸ Personnel Services - Employee Benefits	99,376	95,816	105,924	96,698
▸ Supplies	6,750	5,873	6,750	5,250
▸ Professional and Technical Services	39,000	37,574	43,900	45,150
▸ Other Services & Charges	192,285	194,220	185,630	189,810
<b>Total</b>	<b>\$ 650,237</b>	<b>\$ 645,534</b>	<b>\$ 680,731</b>	<b>\$ 664,397</b>



# Information Technology

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Expenses</b>	\$702,719	\$628,031	\$758,359	\$809,276
<b>REVENUES LESS EXPENSES</b>	<b>-\$702,719</b>	<b>-\$628,031</b>	<b>-\$758,359</b>	<b>-\$809,276</b>

## Accomplishments

- Conducted a thorough review of our website content to ensure up to date and accurate information.
- Updated and improved main navigation menus of the City's website.
- Working with other departments we launched a new app SeeClickFix, an online tool for citizens to submit inquiries and requests.
- Worked with other departments to add closed captioning to TV Programming that we record and produce on the City's public TV channels.

## Goals

- Redesign of the City website
- Improve Cybersecurity through installation of new Firewalls, additional security software, and training.
- Develop a cyber security and disaster recovery plan.
- Work on an agreement with OPU to share their Fiber Infrastructure throughout the City to save funds and improve connectivity to various locations.

## Financial Information

Broken down by

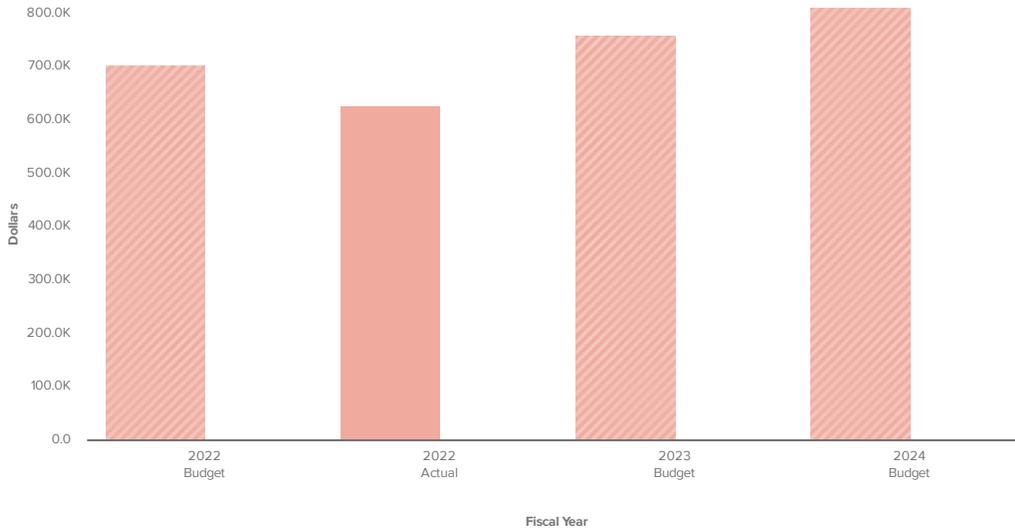
Types TECHNOLOGY



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 702,719	\$ 628,031	\$ 758,359	\$ 809,276
▶ Personnel Services - Salaries & Wages	289,478	288,083	344,095	372,416
▶ Personnel Services - Employee Benefits	108,826	104,370	120,577	134,696
▶ Supplies	76,550	58,911	93,550	107,050
▶ Professional and Technical Services	48,000	13,325	10,000	10,000
▶ Other Services & Charges	179,865	163,342	190,136	185,114
<b>Total</b>	<b>\$ 702,719</b>	<b>\$ 628,031</b>	<b>\$ 758,359</b>	<b>\$ 809,276</b>



# City Attorney

Fiscal Year 2024

## Department Overview

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

### City Attorney Revenues vs. Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Expenses</b>	\$263,475	\$256,092	\$272,207	\$279,438
<b>REVENUES LESS EXPENSES</b>	<b>-\$263,475</b>	<b>-\$256,092</b>	<b>-\$272,207</b>	<b>-\$279,438</b>

## Financial Information

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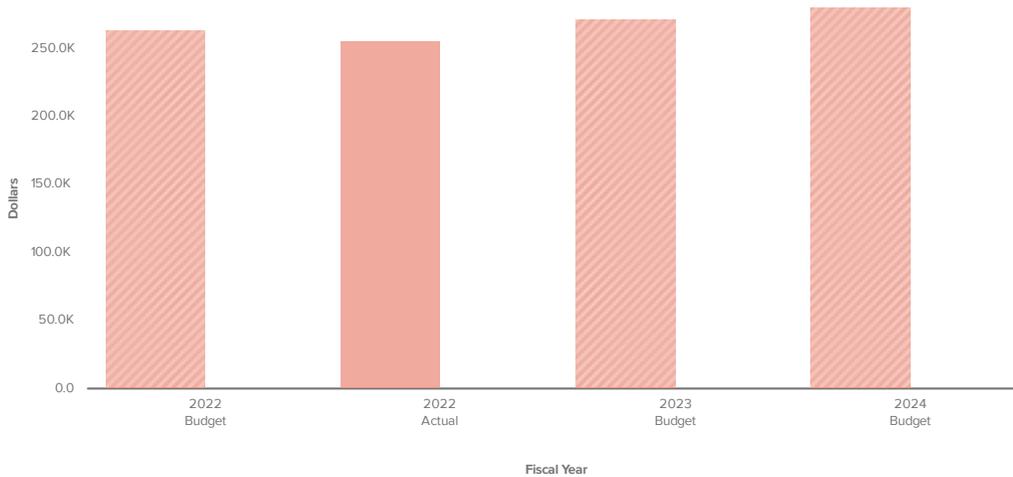
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Types CITY ATTORNEYS



Visualization

Sort By Chart of Accounts



## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 263,475	\$ 256,092	\$ 272,207	\$ 279,438
▶ Personnel Services - Employee Benefits	93	45	0	0
▶ Supplies	500	0	500	500
▶ Professional and Technical Services	257,682	251,144	265,447	272,678
▶ Other Services & Charges	5,200	4,903	6,260	6,260
<b>Total</b>	<b>\$ 263,475</b>	<b>\$ 256,092</b>	<b>\$ 272,207</b>	<b>\$ 279,438</b>

## 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 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$90,000	\$96,077	\$90,000	\$95,000
<b>Expenses</b>	\$938,310	\$885,846	\$991,906	\$1,182,338
<b>REVENUES LESS EXPENSES</b>	<b>-\$848,310</b>	<b>-\$789,769</b>	<b>-\$901,906</b>	<b>-\$1,087,338</b>

## Accomplishments

- Implementation of OpenGov purchase software for CIP projects and quotes
- Member of the Building Task Force and City Council Chamber remodel projects
- Member of the Culture Team
- Implemented the Purpose Values message with team.
- Completed the Council Chambers project
- Completed bar at Brooktree
- Fire Hall Tower project completed.
- West Hills Social Commons interior remodel
- Building Inspections office remodel and furniture
- Agreement with ICS for master planning/ long range strategy
- Continued efforts for building standards
- RSWP CIP project completed on time.

## 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 Central Services Plan for Gov't Bldgs.
- Develop a card/key access plan.
- Develop an internal work order/request process, ensuring internal and external customer focused service

# Financial Information

← Back History Reset

Broken down by

Types

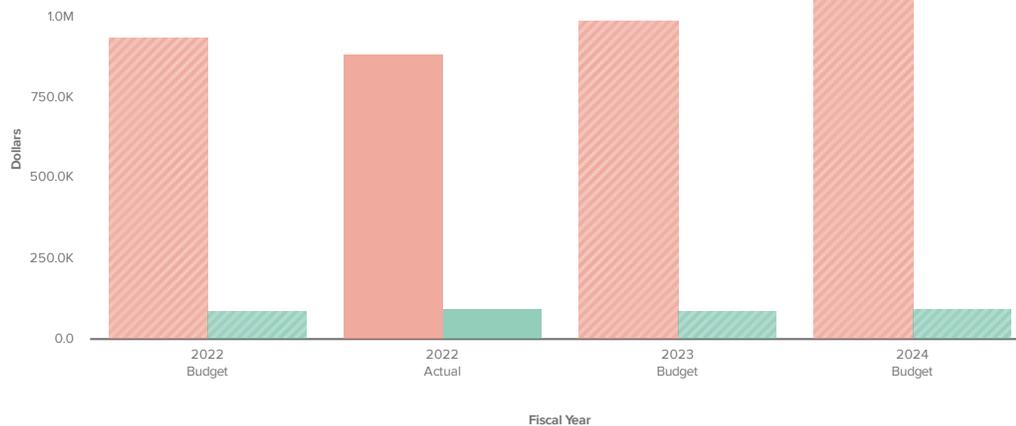
▼ BUILDING/GROUNDS MAINTENANCE



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
► Charges for Services	\$ 0	\$ 936	\$ 0	\$ 0
► Miscellaneous	90,000	95,141	90,000	95,000
<b>Total</b>	<b>\$ 90,000</b>	<b>\$ 96,077</b>	<b>\$ 90,000</b>	<b>\$ 95,000</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 938,310	\$ 885,846	\$ 991,906	\$ 1,182,338
▶ Personnel Services - Salaries & Wages	494,086	437,624	464,612	550,697
▶ Personnel Services - Employee Benefits	170,274	152,557	195,419	207,966
▶ Supplies	87,000	103,843	108,175	114,875
▶ Professional and Technical Services	76,400	56,689	88,000	89,500
▶ Other Services & Charges	110,550	135,134	135,700	219,300
<b>Total</b>	<b>\$ 938,310</b>	<b>\$ 885,846</b>	<b>\$ 991,906</b>	<b>\$ 1,182,338</b>

## Staffing Analysis

### Buildings/Grounds Maintenance FTE

Position Name	FY2022	FY2023	FY2024
<b>FTE</b>			
Laborer	3.70	2.70	2.70
Custodian	0.70	0.70	1.00
Facilities Specialist	2.00	2.00	2.00
Maintenance Worker	0.00	1.00	1.00
Facilities Manager	1.00	1.00	1.00
<b>FTE</b>	<b>7.40</b>	<b>7.40</b>	<b>7.70</b>

## Capital Expenditures

### Buildings/Grounds

Project Name	Department	Amount	Funded by	Year
Ford F-250 w liftgate	Buildings/Grounds	\$96,500	VRF	2024
Building Mgmt Systems	Buildings/Grounds	\$20,000	CIP levy	2024
Back-up Generator Replacement - WH	Buildings/Grounds	\$125,000	CIP levy	2024
Tuckpointing (Priority rankings)	Buildings/Grounds	\$150,000	BMF levy	2024
Garage door replacment (Priority rankings)	Buildings/Grounds	\$50,000	BMF levy	2024
Merrill Hall Mechanical & Electrical	Buildings/Grounds	\$5,230,000	debt levy	2024
		<b>\$5,671,500</b>		



# Police

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$997,221	\$1,034,063	\$967,934	\$1,010,342
<b>Expenses</b>	\$5,880,573	\$6,105,335	\$6,142,200	\$6,675,789
<b>REVENUES LESS EXPENSES</b>	<b>-\$4,883,352</b>	<b>-\$5,071,272</b>	<b>-\$5,174,266</b>	<b>-\$5,665,447</b>

## Accomplishments

A crime rate that is below state average of comparable cities (population 25,000-49,999).

Emergency preparedness - IPAWS, Incident Command FEMA certifications of line staff and first line supervisor.

Training & Development: Mobile Field Force Instructor, Bike Patrol Instructor and Bike Patrol Unit, Supervisory group Leadership training through Mn Chief's of Police Association (MCPA) and Riverland Community College Cohort program.

Maintained staffing levels that meet the needs of the department and community.

Community policing engagements and visual presence in the community that builds upon trust, legitimacy and partnerships.

- Owatonna Leadership Academy
- Citizen Police Academy
- Night To Unite
- Night Market & Downtown Thursday's
- School District mentorships
- And many other

Employee and Department participation of city culture team committees and events.

Leadership development with Employee Strategies (ES) at the Director level.

Department In-Service meetings & training.

Command staff quarterly meetings with all-staff.

Enhance department culture, team building and engagement.

Coordinated and hosted regional Investigator meetings at O.P.D.

New Initiatives: Bike Patrol, Honor Guard, Mental Health First-Aid

Youth programs: CopTober, Safety Camp, Have a Safe Summer, Explorer's, Shop with a Cop.

Employee awards and recognition ceremonies.

Explorer's participation and top achievements at State Conference.

Began one-year pilot testing Dragon Dictation software offered through FBINAA.

## Goals

Maintain a crime rate that is below state average of comparable cities (population 25,000-49,999).

Utilization of bike patrol unit on park trails, downtown district, and for directed patrol strategies and crime prevention initiatives.

Visual presence in the community.

Increase authorized strength from 35 to 37 full-time officers.

Command Staff leadership and development training - succession planning.

Evaluate dictation software.

Identify cloud storage solution for digital evidence.

Space study of current LEC.

Advance OPD's Peer Support Team.

## Financial Information

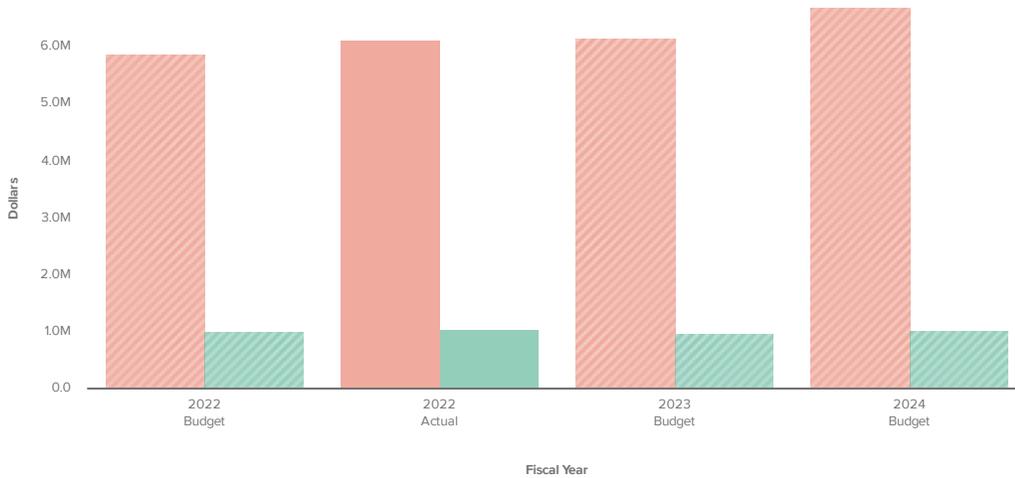
Broken down by

Types POLICE

Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 732,674	\$ 773,506	\$ 745,634	\$ 774,250
▶ Charges for Services	42,700	104,762	42,500	62,800
▶ Fines & Forfeitures	195,200	128,867	151,800	143,500
▶ Miscellaneous	26,647	26,928	28,000	29,792
<b>Total</b>	<b>\$ 997,221</b>	<b>\$ 1,034,063</b>	<b>\$ 967,934</b>	<b>\$ 1,010,342</b>

## Expenses

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Personnel Services - Salaries & Wages	\$ 3,578,958	\$ 3,825,645	\$ 3,726,348	\$ 4,019,059
▶ Personnel Services - Employee Benefits	1,363,803	1,324,843	1,398,685	1,615,649
▶ Supplies	209,540	208,280	241,500	235,000
▶ Professional and Technical Services	61,740	55,117	62,900	78,133
▶ Other Services & Charges	666,532	691,450	712,767	727,948
<b>Total</b>	<b>\$ 5,880,573</b>	<b>\$ 6,105,335</b>	<b>\$ 6,142,200</b>	<b>\$ 6,675,789</b>

**Police FTE**

Position Name	FY2022	FY2023	FY2024
<b>FTE</b>			
Captain	2.00	2.00	2.00
Sergeant	7.00	7.00	7.00
Patrol	25.00	25.00	26.00
Evidence Technician	1.00	1.00	1.00
Sr Director Police	1.00	1.00	1.00
Sr Administrative Technician	0.00	2.00	2.00
Administrative Technician	2.00	0.00	0.00
CSO	2.40	2.40	2.40
<b>FTE</b>	<b>40.40</b>	<b>40.40</b>	<b>41.40</b>

## Capital Expenditures

**Police**

Project Name	Department	Amount	Funded by	Year
Marked Patrol (2)	Police	\$73,000	VRF	2024
Mobile 800 MHZ radios	Police	\$384,000	Other	2024
Other Facility Needs (LEC)	Police	\$1,520,000	debt levy	2024
		<b>\$1,977,000</b>		



# Police Administration

Fiscal Year 2024



## Program Overview

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

### Police Revenues vs. Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$43,400	\$35,234	\$37,000	\$390,200
<b>Expenses</b>	\$1,216,351	\$1,388,729	\$1,276,256	\$1,349,278
<b>REVENUES LESS EXPENSES</b>	<b>-\$1,172,951</b>	<b>-\$1,353,495</b>	<b>-\$1,239,256</b>	<b>-\$959,078</b>

## Financial Information

← Back History Reset

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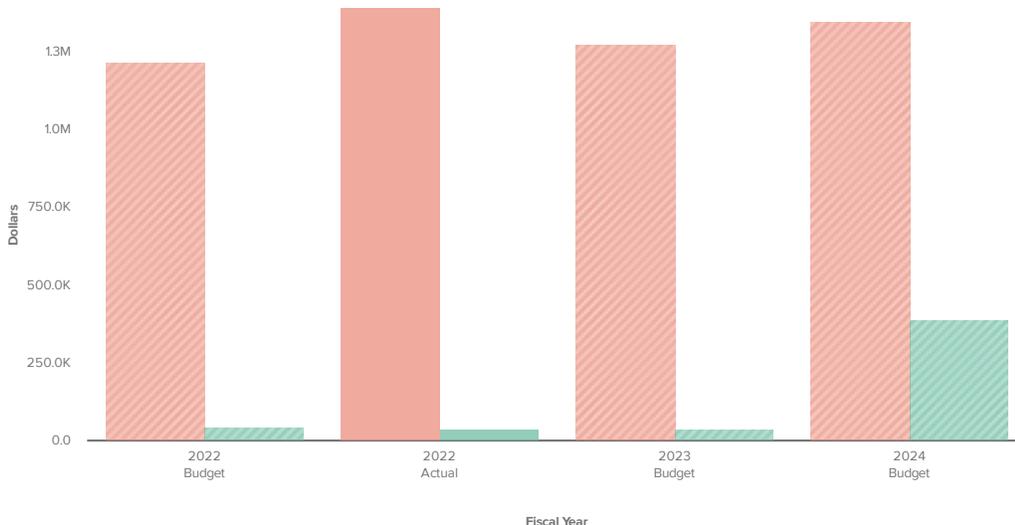
Types POLICE DEPARTMENT



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



# Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 26,000	\$ 28,642	\$ 28,000	\$ 370,200
▶ Charges for Services	3,500	123	3,500	15,000
▶ Fines & Forfeitures	13,900	6,470	5,500	5,000
<b>Total</b>	<b>\$ 43,400</b>	<b>\$ 35,234</b>	<b>\$ 37,000</b>	<b>\$ 390,200</b>

# Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 1,216,351	\$ 1,388,729	\$ 1,276,256	\$ 1,349,278
▶ Personnel Services - Salaries & Wages	554,311	725,339	575,870	602,630
▶ Personnel Services - Employee Benefits	217,050	225,611	210,726	249,167
▶ Supplies	206,040	206,377	238,000	231,500
▶ Professional and Technical Services	61,490	52,117	62,400	78,133
▶ Other Services & Charges	177,460	179,285	189,260	187,848
<b>Total</b>	<b>\$ 1,216,351</b>	<b>\$ 1,388,729</b>	<b>\$ 1,276,256</b>	<b>\$ 1,349,278</b>



# Patrol Services

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$470,800	\$483,570	\$455,900	\$174,500
<b>Expenses</b>	\$3,257,020	\$3,291,705	\$3,386,969	\$3,713,648
<b>REVENUES LESS EXPENSES</b>	<b>-\$2,786,220</b>	<b>-\$2,808,135</b>	<b>-\$2,931,069</b>	<b>-\$3,539,148</b>

## Financial Information

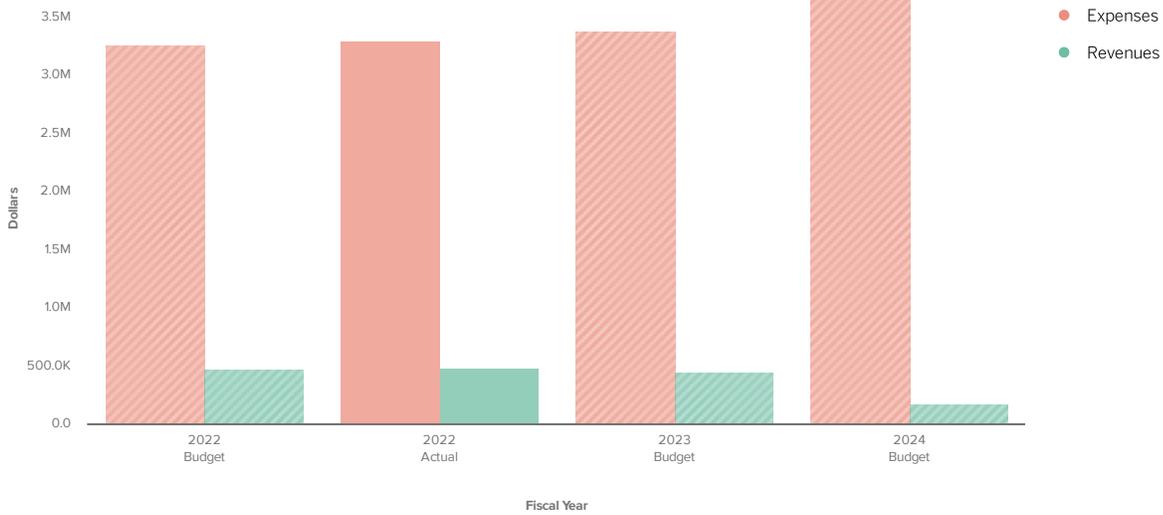
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Types PATROL SERVICES



Visualization

Sort By Chart of Accounts



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 283,300	\$ 308,469	\$ 303,600	\$ 36,000
▶ Charges for Services	6,200	52,704	6,000	0
▶ Fines & Forfeitures	181,300	122,397	146,300	138,500
<b>Total</b>	<b>\$ 470,800</b>	<b>\$ 483,570</b>	<b>\$ 455,900</b>	<b>\$ 174,500</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 3,257,020	\$ 3,291,705	\$ 3,386,969	\$ 3,713,648
▶ Personnel Services - Salaries & Wages	2,302,667	2,381,049	2,421,263	2,627,576
▶ Personnel Services - Employee Benefits	893,383	847,194	912,437	1,027,272
▶ Supplies	3,500	1,903	3,500	3,500
▶ Professional and Technical Services	0	3,000	0	0
▶ Other Services & Charges	57,470	58,559	49,770	55,300
<b>Total</b>	<b>\$ 3,257,020</b>	<b>\$ 3,291,705</b>	<b>\$ 3,386,969</b>	<b>\$ 3,713,648</b>



# Criminal Investigation

Fiscal Year 2024

## DETECTIVE BUREAU



### Program Overview

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

Criminal Investigation Revenues vs. Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$306,374	\$313,887	\$252,034	\$220,850
<b>Expenses</b>	\$991,915	\$985,428	\$1,019,902	\$1,143,913
<b>REVENUES LESS EXPENSES</b>	<b>-\$685,541</b>	<b>-\$671,541</b>	<b>-\$767,868</b>	<b>-\$923,063</b>

## Financial Information

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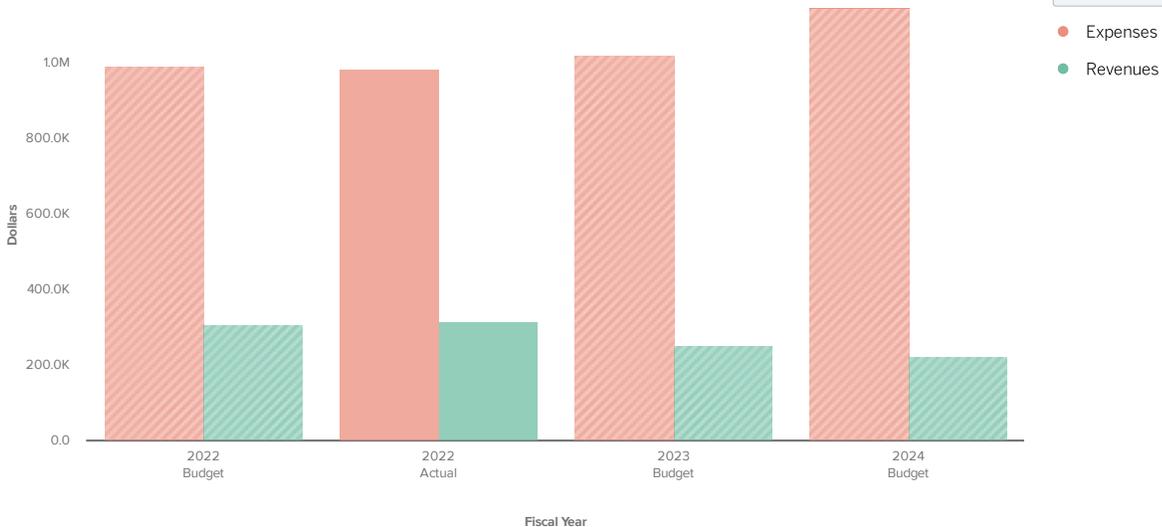
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Types **CRIMINAL INVESTIGATION**



Visualization

Sort By Chart of Accounts



# Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 273,374	\$ 261,951	\$ 219,034	\$ 173,050
▶ Charges for Services	33,000	51,936	33,000	47,800
<b>Total</b>	<b>\$ 306,374</b>	<b>\$ 313,887</b>	<b>\$ 252,034</b>	<b>\$ 220,850</b>

# Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 991,915	\$ 985,428	\$ 1,019,902	\$ 1,143,913
▶ Personnel Services - Salaries & Wages	721,980	719,256	729,215	788,853
▶ Personnel Services - Employee Benefits	253,370	252,038	275,522	339,210
▶ Professional and Technical Services	250	0	500	0
▶ Other Services & Charges	16,315	14,134	14,665	15,850
<b>Total</b>	<b>\$ 991,915</b>	<b>\$ 985,428</b>	<b>\$ 1,019,902</b>	<b>\$ 1,143,913</b>



# LEC Operations/Records Management

Fiscal Year 2024



## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$26,647	\$26,928	\$28,000	\$29,792
<b>Expenses</b>	\$265,287	\$265,028	\$264,072	\$273,950
<b>REVENUES LESS EXPENSES</b>	<b>-\$238,640</b>	<b>-\$238,101</b>	<b>-\$236,072</b>	<b>-\$244,158</b>

## Financial Information

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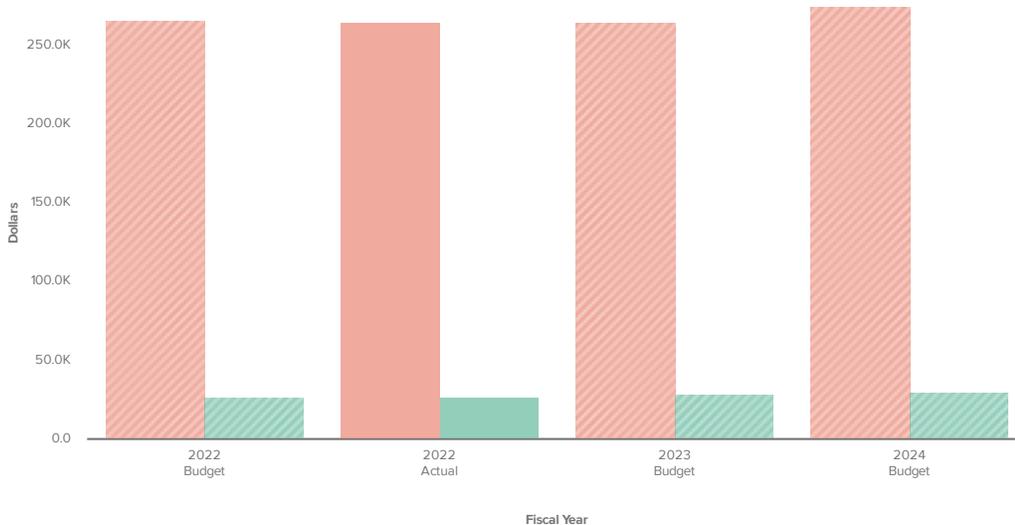
Types

LEC OPERATIONS/REC MANAG...



Visualization

Sort By Chart of Accounts



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Miscellaneous	\$ 26,647	\$ 26,928	\$ 28,000	\$ 29,792
<b>Total</b>	<b>\$ 26,647</b>	<b>\$ 26,928</b>	<b>\$ 28,000</b>	<b>\$ 29,792</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 265,287	\$ 265,028	\$ 264,072	\$ 273,950
▶ Other Services & Charges	265,287	265,028	264,072	273,950
<b>Total</b>	<b>\$ 265,287</b>	<b>\$ 265,028</b>	<b>\$ 264,072</b>	<b>\$ 273,950</b>



# South Central Drug Investigation Unit (SCDIU)

Fiscal Year 2024



## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$150,000	\$174,444	\$195,000	\$195,000
<b>Expenses</b>	\$150,000	\$174,444	\$195,000	\$195,000
<b>REVENUES LESS EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

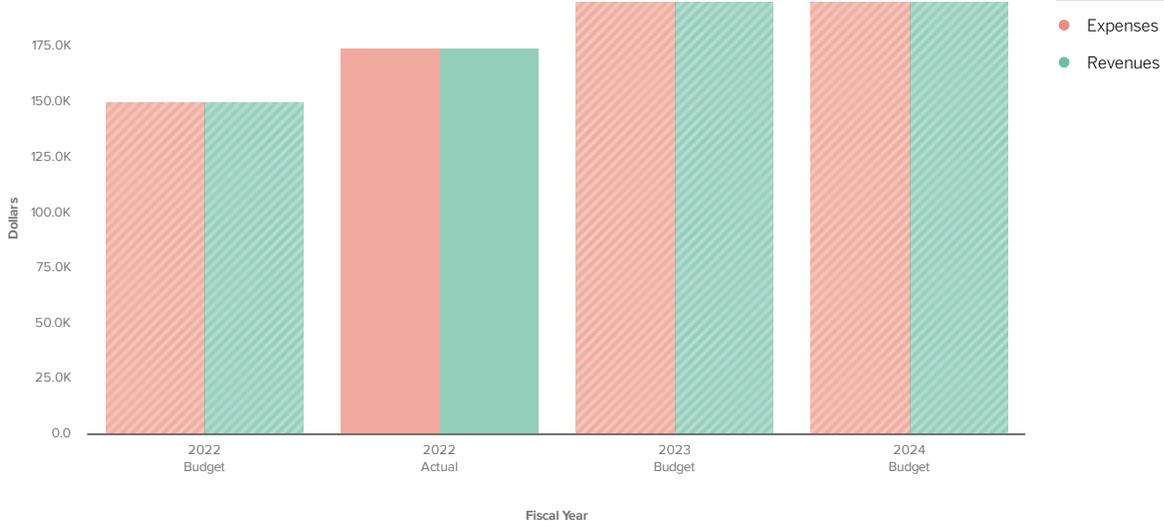
## Financial Information

Broken down by

Types SCDIU GRANT

Visualization

Sort By Chart of Accounts



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 150,000	\$ 174,444	\$ 195,000	\$ 195,000
<b>Total</b>	<b>\$ 150,000</b>	<b>\$ 174,444</b>	<b>\$ 195,000</b>	<b>\$ 195,000</b>

## Expenses

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Operating Expenditures	\$ 150,000	\$ 174,444	\$ 195,000	\$ 195,000
<b>Total</b>	<b>\$ 150,000</b>	<b>\$ 174,444</b>	<b>\$ 195,000</b>	<b>\$ 195,000</b>



# Fire

Fiscal Year 2024

## Department Overview

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

### Fire Revenues vs. Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$353,362	\$415,774	\$388,525	\$417,495
<b>Expenses</b>	\$1,884,553	\$1,897,359	\$2,161,298	\$2,316,689
<b>REVENUES LESS EXPENSES</b>	<b>-\$1,531,191</b>	<b>-\$1,481,586</b>	<b>-\$1,772,773</b>	<b>-\$1,899,194</b>

## Accomplishments

### Staff:

- Added an Assistant Chief / Fire Marshal
- Added 8 paid-on-call firefighters

### Administration:

- Completed an ISO audit
- Continued to find opportunities to leverage the new citywide systems (ie. Adding outdoor emergency sirens into cartagraph, ..)

### Training:

- Increased our technical rescue capabilities by staff completing a 40 hour confined space class
- All full time firefighters are certified at the Fire Inspector I level
- Implemented weekly full time skills training
- Launched a firefighter training program with Owatonna High School and Riverland College to allow high school seniors to train to be firefighters and receive college credit.

### Emergency Management:

- Worked with the county Emergency Manager in updating the county wide Hazard Mitigation Plan

## Goals

### Training:

- Have all FT firefighters state certified as Fire Apparatus Operators (FAO)
- Roll out department policy and procedures
- Additional leadership training for Commanders
- Host 2 National Fire Academy classes
  1. Shaping the Future
  2. Wildland Urban Interface Firefighting for the Structural Company

### Administration:

- Complete a Continuity Of Operations plan for the City of Owatonna
- Review the organizational structure of the department and adding a rank structure in the paid-on-call program,

### Safety:

- Continue to update the city safety manual Emergency Management
- Update plans for future emergency sirens based on planned future growth

# Financial Information

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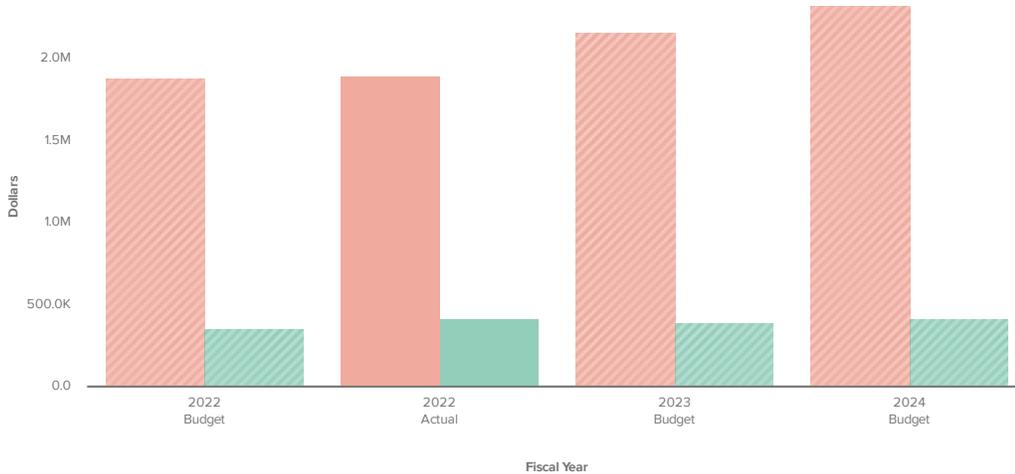
Types FIRE



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Licenses & Permits	\$ 15,850	\$ 19,389	\$ 20,950	\$ 26,000
▶ Intergovernmental	174,000	224,576	192,630	213,480
▶ Charges for Services	163,512	171,809	174,945	178,015
<b>Total</b>	<b>\$ 353,362</b>	<b>\$ 415,774</b>	<b>\$ 388,525</b>	<b>\$ 417,495</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 1,884,553	\$ 1,897,359	\$ 2,161,298	\$ 2,316,689
▶ Personnel Services - Salaries & Wages	955,201	979,733	1,102,752	1,171,605
▶ Personnel Services - Employee Benefits	535,198	548,098	609,716	669,469
▶ Supplies	123,028	91,708	131,175	117,650
▶ Professional and Technical Services	35,400	34,298	41,815	50,520
▶ Other Services & Charges	235,726	243,523	275,840	307,445
<b>Total</b>	<b>\$ 1,884,553</b>	<b>\$ 1,897,359</b>	<b>\$ 2,161,298</b>	<b>\$ 2,316,689</b>

# Staffing Analysis

**Fire FTE**

Position Name	FY2022	FY2023	FY2024
<b>FTE</b>			
Fire Equipment Operator	4.00	4.00	4.00
Director Fire	1.00	1.00	1.00
Fire Commander	4.00	4.00	4.00
Fire Marshall/Asst Chief	0.00	1.00	1.00
Sr Administrative Technician	0.00	1.00	1.00
Administrative Technician	1.00	0.00	0.00
<b>FTE</b>	<b>10.00</b>	<b>11.00</b>	<b>11.00</b>

## Capital Expenditures

**Fire**

Project Name	Department	Amount	Funded by	Year
9709 Ford F-250	Fire	\$60,000	VRF	2024
9704 Aerial Truck refurbish	Fire	\$125,000	VRF	2024
HVAC Air Handler Replacement	Fire	\$25,000	Other	2024
Upgrade AV System 1st & 3rd floor	Fire	\$35,000	Other	2024
Mobile 800 MHZ radios	Fire	\$77,000	Other	2024
		<b>\$322,000</b>		



# Building Inspection

Fiscal Year 2024

## 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**

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$426,300	\$523,185	\$451,500	\$451,500
<b>Expenses</b>	\$545,703	\$468,823	\$555,006	\$529,418
<b>REVENUES LESS EXPENSES</b>	<b>-\$119,403</b>	<b>\$54,362</b>	<b>-\$103,506</b>	<b>-\$77,918</b>

## Accomplishments

- Went live with the new Citizen Service portion of the online permitting process.
- Open full time building inspector position has been filled.
- Minor Residential plan review can be done electronically.
- Removed redundant information on our website.

## Goals

- Update online Citizen Serve handouts and refine required documentation for online permitting.
- learn/teach staff Bluebeam for electronic plan reviews.
- Begin the majority of plan review electronically including commercial projects.
- Add an additional part time inspector position.
- Find new ways to engage staff to ensure employee retention.

## Financial Information

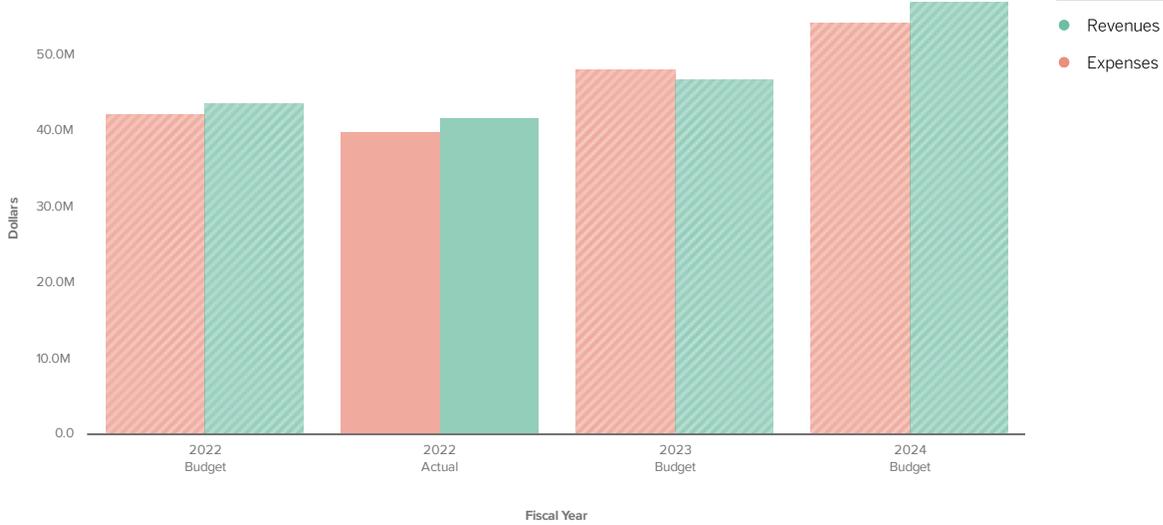
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Types



Visualization

Sort By Chart of Accounts



## Revenues

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▸ Licenses & Permits	\$ 306,000	\$ 369,266	\$ 321,200	\$ 321,200
▾ Charges for Services	120,300	153,920	130,300	130,300
▸ Other Income	0	113	0	0
▸ Charges for Services	120,300	153,807	130,300	130,300
<b>Total</b>	<b>\$ 426,300</b>	<b>\$ 523,185</b>	<b>\$ 451,500</b>	<b>\$ 451,500</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▾ Operating Expenditures	\$ 545,703	\$ 468,823	\$ 555,006	\$ 529,418
▸ Personnel Services - Salaries & Wages	373,378	298,012	383,337	356,016
▸ Personnel Services - Employee Benefits	114,155	86,815	114,184	112,867
▸ Supplies	10,950	33,315	8,950	8,100
▸ Professional and Technical Services	500	663	600	600
▸ Other Services & Charges	46,720	50,018	47,935	51,835
<b>Total</b>	<b>\$ 545,703</b>	<b>\$ 468,823</b>	<b>\$ 555,006</b>	<b>\$ 529,418</b>

# Staffing Analysis

## Building Inspection FTE

Position Name	FY2022	FY2023	FY2024
<b>FTE</b>			
Building Inspector	1.70	1.70	1.00
Building Official	1.00	1.00	1.00
Administrative Technician	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00
<b>FTE</b>	<b>4.70</b>	<b>4.70</b>	<b>4.00</b>

# Capital Expenditures

## Building Inspection

Project Name	Department	Amount	Funded by	Year
SUV	Building Inspection	\$9,000	VRF	2024
		<b>\$9,000</b>		



# Engineering

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$711,500	\$682,025	\$752,500	\$775,500
<b>Expenses</b>	\$1,053,544	\$840,100	\$1,157,545	\$1,210,734
<b>REVENUES LESS EXPENSES</b>	<b>-\$342,044</b>	<b>-\$158,075</b>	<b>-\$405,045</b>	<b>-\$435,234</b>

## Accomplishments

- Completed Phase II of the downtown revitalization project.
- Completion of annual overlay and street maintenance projects
- Received additional Federal funds for completion of 18th Street SE from Austin Road to Bixby Road and trail extensions from Linn Ave to Bixby Rd.
- Held multiple Open Houses for the East Side Corridor, a significant project for the community.
- Started construction on the Roundabout at 18th St SE and Bixby Rd.
- Kicked off multiple street projects.

## Goals

- Implementation of Cartegraph 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 the Vine St Parking Lot
- 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

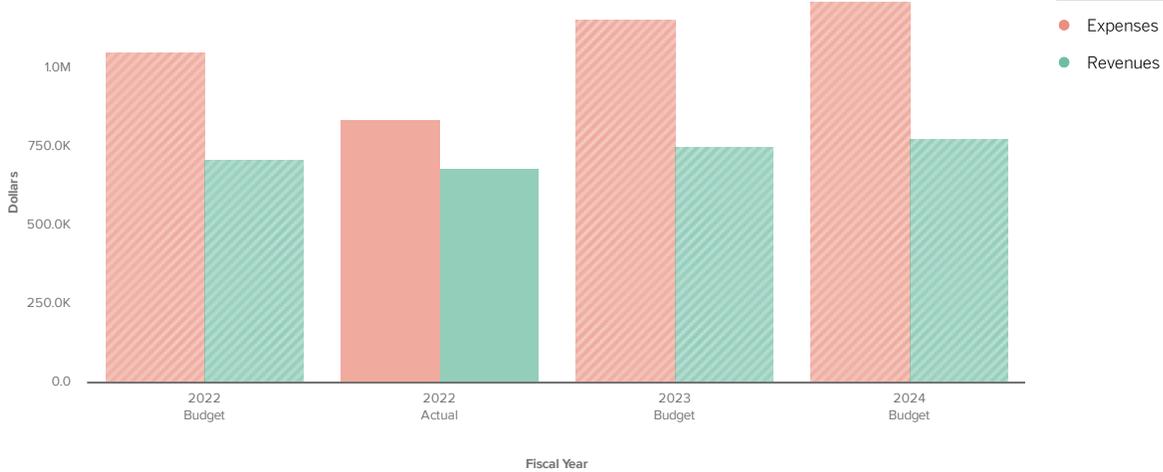
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Types ENGINEERING



Visualization

Sort By Chart of Accounts



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Licenses & Permits	\$ 2,500	\$ 28,699	\$ 10,000	\$ 15,000
▶ Charges for Services	709,000	653,326	742,500	760,500
<b>Total</b>	<b>\$ 711,500</b>	<b>\$ 682,025</b>	<b>\$ 752,500</b>	<b>\$ 775,500</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 1,053,544	\$ 840,100	\$ 1,157,545	\$ 1,210,734
▶ Personnel Services - Salaries & Wages	563,026	422,931	596,324	616,130
▶ Personnel Services - Employee Benefits	168,118	103,260	166,971	196,004
▶ Supplies	20,900	18,025	23,900	19,500
▶ Professional and Technical Services	2,700	7,363	2,700	7,000
▶ Other Services & Charges	298,800	288,521	367,650	372,100
<b>Total</b>	<b>\$ 1,053,544</b>	<b>\$ 840,100</b>	<b>\$ 1,157,545</b>	<b>\$ 1,210,734</b>

# Staffing Analysis

## Engineering FTE

Position Name	FY2022	FY2023	FY2024
<b>FTE</b>			
Assistant City Engineer	1.00	1.00	1.00
Engineering Technician	2.00	2.00	1.00
Administrative Technician	1.00	0.00	0.00
Civil Engineer	2.00	2.00	1.00
Sr Director Public Works	1.00	1.00	1.00
Engineering Specialist	0.00	0.00	2.00
Administrative Coordinator	0.00	1.00	1.00
<b>FTE</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

# Capital Expenditures

## Engineering

Project Name	Department	Amount	Funded by	Year
Engineering Vehicle	Engineering	\$24,000	VRF	2024
		<b>\$24,000</b>		



# Street Department

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$236,000	\$268,036	\$255,500	\$268,320
<b>Expenses</b>	\$3,431,634	\$3,267,052	\$3,602,847	\$3,881,561
<b>REVENUES LESS EXPENSES</b>	<b>-\$3,195,634</b>	<b>-\$2,999,016</b>	<b>-\$3,347,347</b>	<b>-\$3,613,241</b>

## Accomplishments

- Implemented Cartograph to document asset management for trees, signs, street maintenance and developed process for assigning and responding to requests via SCF.
- Successfully transitioned to a new Maintenance Manager.
- Made great strides in improving workplace culture.

## Goals

- Continued evaluation of fleet purchasing and attempting to stay ahead of extremely long lead times for equipment.
- Review implemented snow removal practices for downtown streetscape area for improvements.
- Continue sign replacement/updating in logical fashion.
- Continue treatment for emerald ash borer and aggressive removal of ash trees.

## Financial Information

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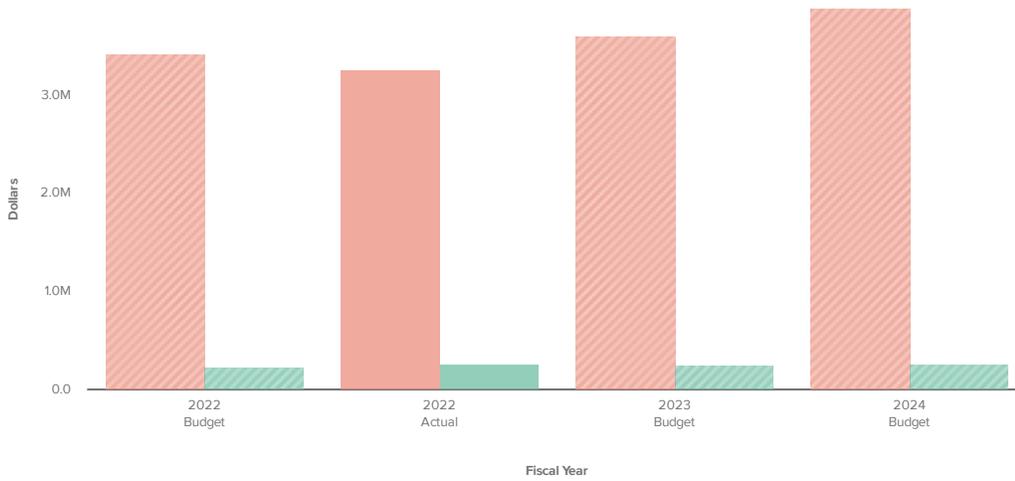
**Types** STREET MAINTENANCE



Visualization

Sort By Chart of Accounts

- Expenses
- Revenues



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▸ Licenses & Permits	\$ 500	\$ 200	\$ 0	\$ 0
▸ Intergovernmental	183,000	209,747	200,500	209,500
▸ Charges for Services	52,500	58,089	55,000	58,820
<b>Total</b>	<b>\$ 236,000</b>	<b>\$ 268,036</b>	<b>\$ 255,500</b>	<b>\$ 268,320</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 3,431,634	\$ 3,267,052	\$ 3,602,847	\$ 3,881,561
▶ Personnel Services - Salaries & Wages	1,403,262	1,368,579	1,425,632	1,518,087
▶ Personnel Services - Employee Benefits	594,582	512,557	572,225	623,284
▶ Supplies	625,050	617,672	765,750	848,350
▶ Professional and Technical Services	12,000	11,657	12,000	17,250
▶ Other Services & Charges	796,740	756,586	827,240	874,590
<b>Total</b>	<b>\$ 3,431,634</b>	<b>\$ 3,267,052</b>	<b>\$ 3,602,847</b>	<b>\$ 3,881,561</b>

## Staffing Analysis

### Street Maintenance FTE

Position Name	FY2022	FY2023	FY2024
<b>FTE</b>			
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	4.00
Maintenance Foreman	1.00	1.00	1.00
Equipment Maintenance Foreman	1.00	1.00	1.00
<b>FTE</b>	<b>18.00</b>	<b>18.00</b>	<b>19.00</b>

## Capital Expenditures

### Street Maintenance

Project Name	Department	Amount	Funded by	Year
Ford F-550	Street Maintenance	\$75,000	VRF	2024
2-ton Truck w Plow & wings (2)	Street Maintenance	\$380,000	VRF	2024
Leaf Vacuum	Street Maintenance	\$42,000	VRF	2024
Towmaster Trailer	Street Maintenance	\$15,000	VRF	2024
Skid Steer Loader	Street Maintenance	\$10,000	VRF	2024
Brush cutter	Street Maintenance	\$7,500	VRF	2024
Ford F-150	Street Maintenance	\$55,000	VRF	2024
Skid Steer Loader	Street Maintenance	\$10,000	VRF	2024
Maintenance Facility Ventilation	Street Maintenance	\$75,000	BMF levy	2024
Annual Street & Utility	Street Maintenance	\$1,550,000	debt levy	2024
Main Street Reconstruction - city share	Street Maintenance	\$700,000	State	2024
		<b>\$2,919,500</b>		



# Street Maintenance General

Fiscal Year 2024

## Program Overview

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

Street Maintenance General Revenues vs. Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$10,000	\$16,770	\$12,500	\$15,000
<b>Expenses</b>	\$1,419,263	\$1,528,127	\$1,452,432	\$1,589,798
<b>REVENUES LESS EXPENSES</b>	<b>-\$1,409,263</b>	<b>-\$1,511,357</b>	<b>-\$1,439,932</b>	<b>-\$1,574,798</b>

## Financial Information

← Back History Reset

Broken down by

Types

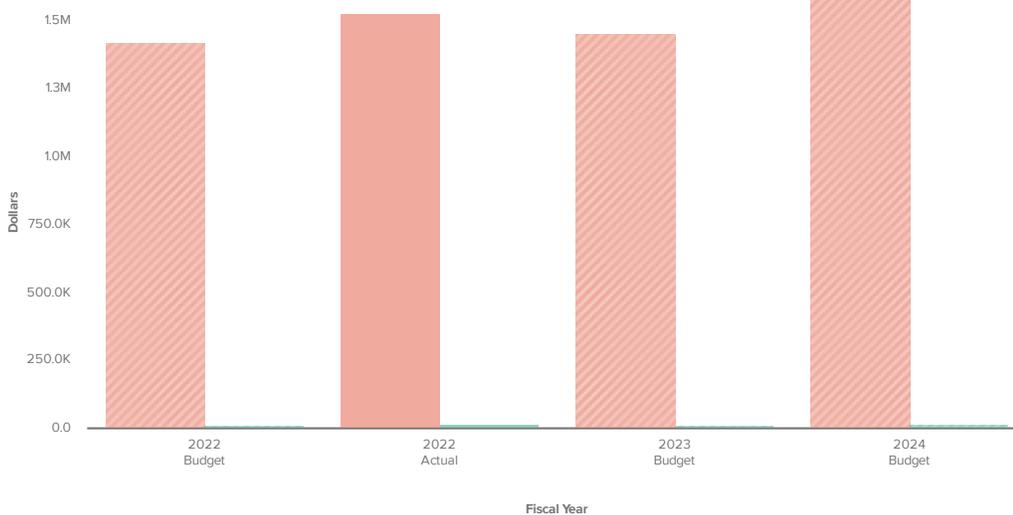
STREET DEPARTMENT



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 7,500	\$ 10,201	\$ 7,500	\$ 10,000
▶ Charges for Services	2,500	6,569	5,000	5,000
<b>Total</b>	<b>\$ 10,000</b>	<b>\$ 16,770</b>	<b>\$ 12,500</b>	<b>\$ 15,000</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 1,419,263	\$ 1,528,127	\$ 1,452,432	\$ 1,589,798
▶ Personnel Services - Salaries & Wages	802,304	921,506	814,787	886,610
▶ Personnel Services - Employee Benefits	339,249	353,640	334,070	363,638
▶ Supplies	167,850	157,900	181,050	238,350
▶ Professional and Technical Services	9,500	11,657	10,000	15,250
▶ Other Services & Charges	100,360	83,423	112,525	85,950
<b>Total</b>	<b>\$ 1,419,263</b>	<b>\$ 1,528,127</b>	<b>\$ 1,452,432</b>	<b>\$ 1,589,798</b>



# Ice & Snow Removal

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$150,000	\$174,046	\$167,500	\$174,000
<b>Expenses</b>	\$707,766	\$678,611	\$706,996	\$769,845
<b>REVENUES LESS EXPENSES</b>	<b>-\$557,766</b>	<b>-\$504,565</b>	<b>-\$539,496</b>	<b>-\$595,845</b>

## Financial Information

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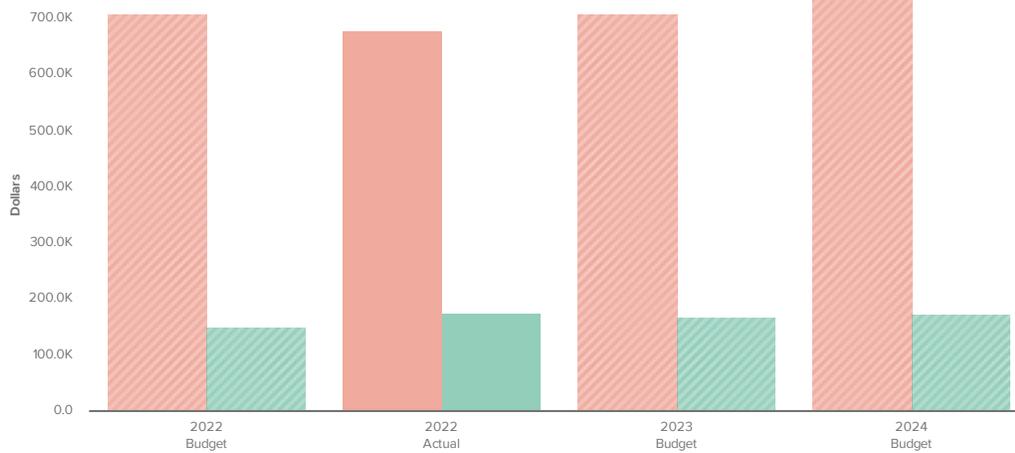
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Types ICE & SNOW REMOVAL



Visualization

Sort By Chart of Accounts



Fiscal Year

## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 150,000	\$ 174,046	\$ 167,500	\$ 174,000
<b>Total</b>	<b>\$ 150,000</b>	<b>\$ 174,046</b>	<b>\$ 167,500</b>	<b>\$ 174,000</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 707,766	\$ 678,611	\$ 706,996	\$ 769,845
▶ Personnel Services - Salaries & Wages	230,756	192,368	223,983	237,639
▶ Personnel Services - Employee Benefits	94,570	69,700	85,494	92,486
▶ Supplies	206,700	241,139	214,700	225,000
▶ Professional and Technical Services	2,500	0	2,000	2,000
▶ Other Services & Charges	173,240	175,404	180,820	212,720
<b>Total</b>	<b>\$ 707,766</b>	<b>\$ 678,611</b>	<b>\$ 706,996</b>	<b>\$ 769,845</b>



# Street Cleaning

Fiscal Year 2024

## Program Overview

To promote effective water quality practices by keeping undesirable items from entering the storm water management system. Funding is provided by the storm water fund each year.

Street Cleaning Revenues vs. Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$50,000	\$50,000	\$50,000	\$53,820
<b>Expenses</b>	\$225,438	\$183,264	\$248,833	\$267,357
<b>REVENUES LESS EXPENSES</b>	<b>-\$175,438</b>	<b>-\$133,264</b>	<b>-\$198,833</b>	<b>-\$213,537</b>

## Financial Information

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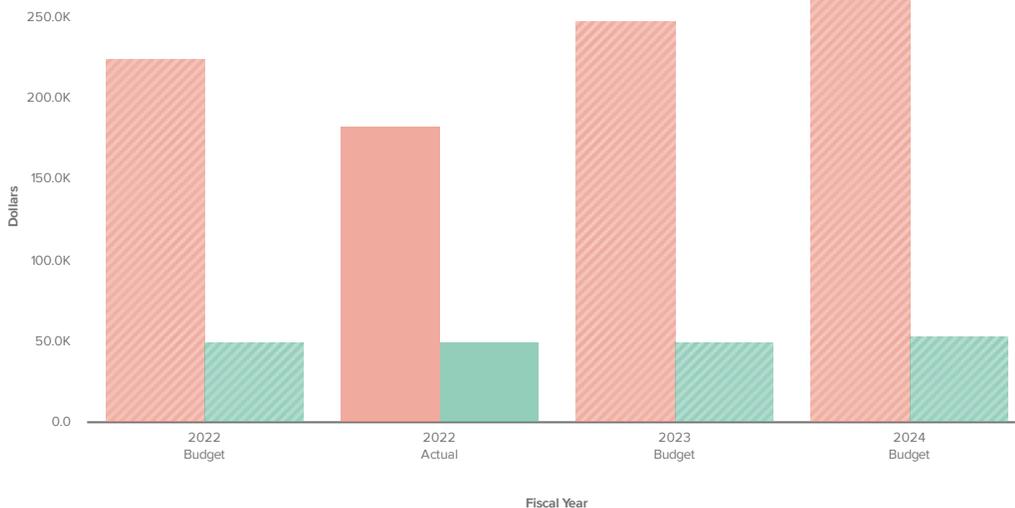
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Types **STREET CLEANING**



Visualization

Sort By Chart of Accounts



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Charges for Services	\$ 50,000	\$ 50,000	\$ 50,000	\$ 53,820
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 53,820</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 225,438	\$ 183,264	\$ 248,833	\$ 267,357
▶ Personnel Services - Salaries & Wages	95,466	67,430	99,852	103,688
▶ Personnel Services - Employee Benefits	41,342	24,297	42,066	45,079
▶ Supplies	26,500	29,407	40,000	42,000
▶ Other Services & Charges	62,130	62,130	66,915	76,590
<b>Total</b>	<b>\$ 225,438</b>	<b>\$ 183,264</b>	<b>\$ 248,833</b>	<b>\$ 267,357</b>



# Street Maintenance Repair

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$26,000	\$27,220	\$25,500	\$25,500
<b>Expenses</b>	\$1,079,167	\$877,050	\$1,194,585	\$1,254,561
<b>REVENUES LESS EXPENSES</b>	<b>-\$1,053,167</b>	<b>-\$849,830</b>	<b>-\$1,169,085</b>	<b>-\$1,229,061</b>

## Financial Information

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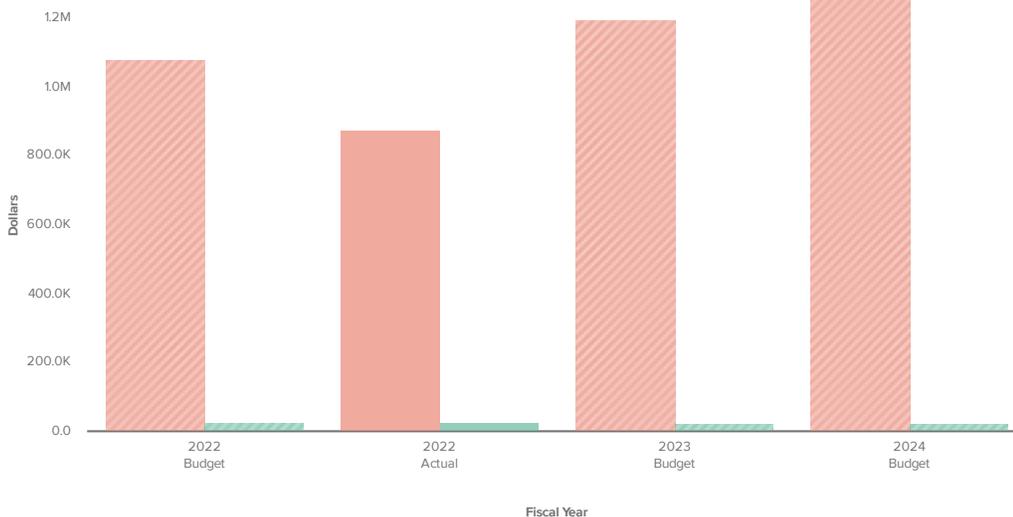
Types **STREET MAINTENANCE REPAIR**



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Licenses & Permits	\$ 500	\$ 200	\$ 0	\$ 0
▶ Intergovernmental	25,500	25,500	25,500	25,500
▶ Charges for Services	0	1,520	0	0
<b>Total</b>	<b>\$ 26,000</b>	<b>\$ 27,220</b>	<b>\$ 25,500</b>	<b>\$ 25,500</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 1,079,167	\$ 877,050	\$ 1,194,585	\$ 1,254,561
▶ Personnel Services - Salaries & Wages	274,736	187,276	287,011	290,150
▶ Personnel Services - Employee Benefits	119,421	64,920	110,595	122,081
▶ Supplies	224,000	189,225	330,000	343,000
▶ Other Services & Charges	461,010	435,629	466,980	499,330
<b>Total</b>	<b>\$ 1,079,167</b>	<b>\$ 877,050</b>	<b>\$ 1,194,585</b>	<b>\$ 1,254,561</b>



# Airport

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$410,017	\$581,521	\$539,892	\$554,829
<b>Expenses</b>	\$463,307	\$649,487	\$560,219	\$563,973
<b>REVENUES LESS EXPENSES</b>	<b>-\$53,290</b>	<b>-\$67,966</b>	<b>-\$20,327</b>	<b>-\$9,144</b>

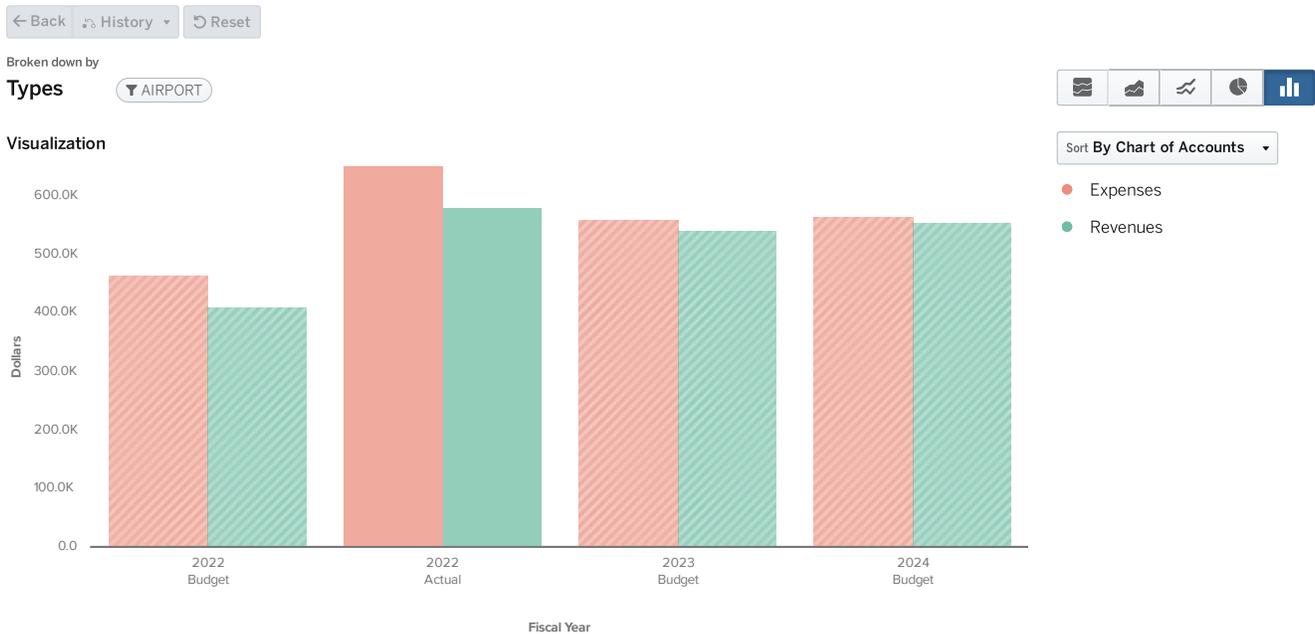
## Accomplishments

- Provided high quality transportation infrastructure for corporate and general aviation users.
- 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.
- Replaced Roof on Hangar #10
- Installed Phase 1 Security Fencing and Gates
- Completed FAA required consultant selection.

## Goals

- Continue to provide high level of customer service, welcoming facilities, and quality amenities for visitors to the community.
- Replace Automated Weather Observation System (AWOS) with state airport funding.
- Runway 30 pavement maintenance utilizing federal airport improvement funds.
- Completed airport zoning ordinance update.
- Install upgraded automated fueling pedestal for avgas system.
- 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.

# Financial Information



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 69,517	\$ 69,517	\$ 69,517	\$ 69,517
▶ Charges for Services	150,500	326,552	235,000	235,000
▶ Miscellaneous	190,000	185,452	235,375	250,312
<b>Total</b>	<b>\$ 410,017</b>	<b>\$ 581,521</b>	<b>\$ 539,892</b>	<b>\$ 554,829</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 463,307	\$ 649,487	\$ 560,219	\$ 563,973
▶ Personnel Services - Salaries & Wages	130,391	136,252	170,364	166,253
▶ Personnel Services - Employee Benefits	28,176	28,178	36,165	56,005
▶ Supplies	131,900	302,151	223,500	221,100
▶ Professional and Technical Services	21,600	15,356	0	0
▶ Other Services & Charges	151,240	167,550	130,190	120,615
<b>Total</b>	<b>\$ 463,307</b>	<b>\$ 649,487</b>	<b>\$ 560,219</b>	<b>\$ 563,973</b>

## Staffing Analysis

### Airport FTE

Position Name	FY2022	FY2023	FY2024
<b>FTE</b>			
Airport Manager	1.00	1.00	1.00
Custodian	0.00	0.25	0.00
Facilities Worker	0.50	1.00	1.00
<b>FTE</b>	<b>1.50</b>	<b>2.25</b>	<b>2.00</b>

## Capital Expenditures

### Airport

Project Name	Department	Amount	Funded by	Year
Automated Fuel Card Reader System 30%	Airport	\$7,000	Other	2024
Automated Fuel Card Reader System 70%	Airport	\$16,000	State	2024
Airport Zoning Update 30%	Airport	\$12,000	Other	2024
Airport Zoning Update 70%	Airport	\$28,000	State	2024
Runway 12/30 Improvements 10%	Airport	\$30,000	CIP levy	2024
Runway 12/30 Improvements 90%	Airport	\$270,000	Federal	2024
Main hangar roof replacement 30%	Airport	\$60,000	CIP levy	2024
Main hangar roof replacement 70%	Airport	\$140,000	State	2024
		<b>\$563,000</b>		



# Airport

Fiscal Year 2024

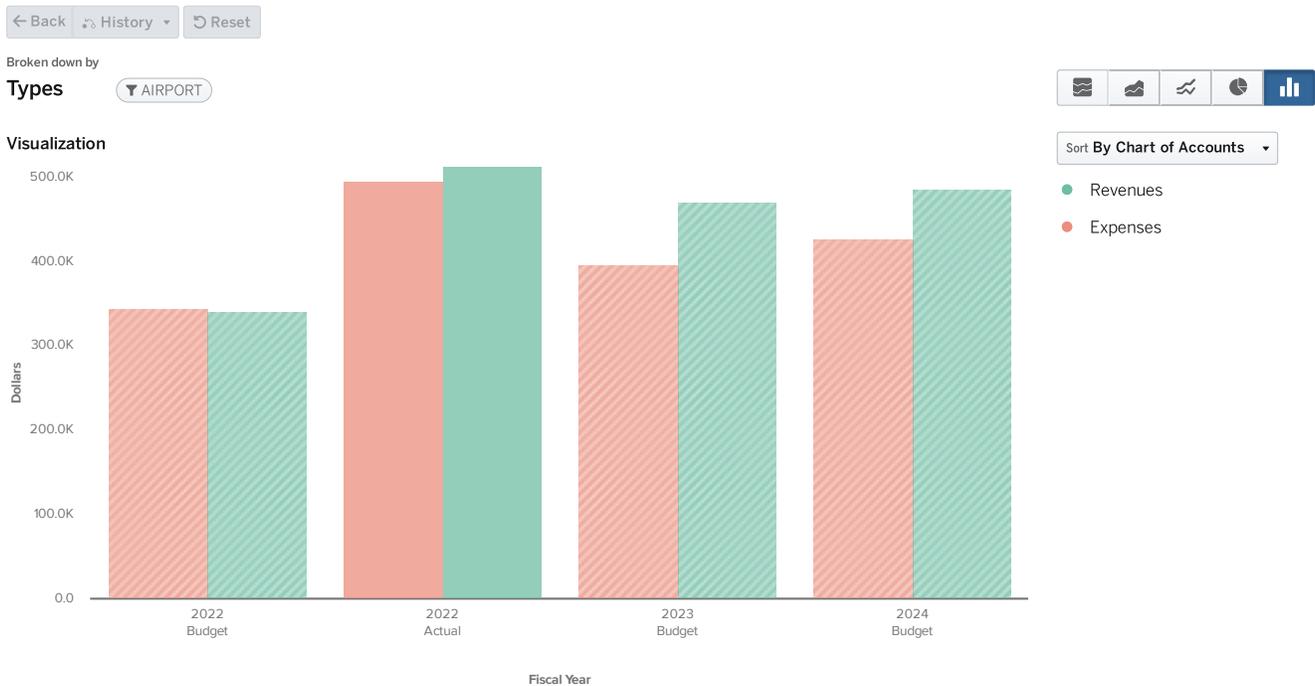
## Program Overview

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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$341,000	\$512,504	\$470,875	\$485,812
<b>Expenses</b>	\$345,027	\$495,287	\$395,698	\$426,666
<b>REVENUES LESS EXPENSES</b>	<b>-\$4,027</b>	<b>\$17,217</b>	<b>\$75,177</b>	<b>\$59,146</b>

## Financial Information



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 500	\$ 500	\$ 500	\$ 500
▶ Charges for Services	150,500	326,552	235,000	235,000
▶ Miscellaneous	190,000	185,452	235,375	250,312
<b>Total</b>	<b>\$ 341,000</b>	<b>\$ 512,504</b>	<b>\$ 470,875</b>	<b>\$ 485,812</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 345,027	\$ 495,287	\$ 395,698	\$ 426,666
▶ Personnel Services - Salaries & Wages	101,405	104,777	109,442	112,958
▶ Personnel Services - Employee Benefits	22,362	22,985	24,046	45,193
▶ Supplies	104,000	265,989	187,400	186,500
▶ Professional and Technical Services	21,600	15,356	0	0
▶ Other Services & Charges	95,660	86,181	74,810	82,015
<b>Total</b>	<b>\$ 345,027</b>	<b>\$ 495,287</b>	<b>\$ 395,698</b>	<b>\$ 426,666</b>



# Airport Buildings/Maintenance

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$69,017	\$69,017	\$69,017	\$69,017
<b>Expenses</b>	\$118,280	\$154,201	\$164,520	\$137,307
<b>REVENUES LESS EXPENSES</b>	<b>-\$49,263</b>	<b>-\$85,184</b>	<b>-\$95,503</b>	<b>-\$68,290</b>

## Financial Information

← Back History Reset

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Types

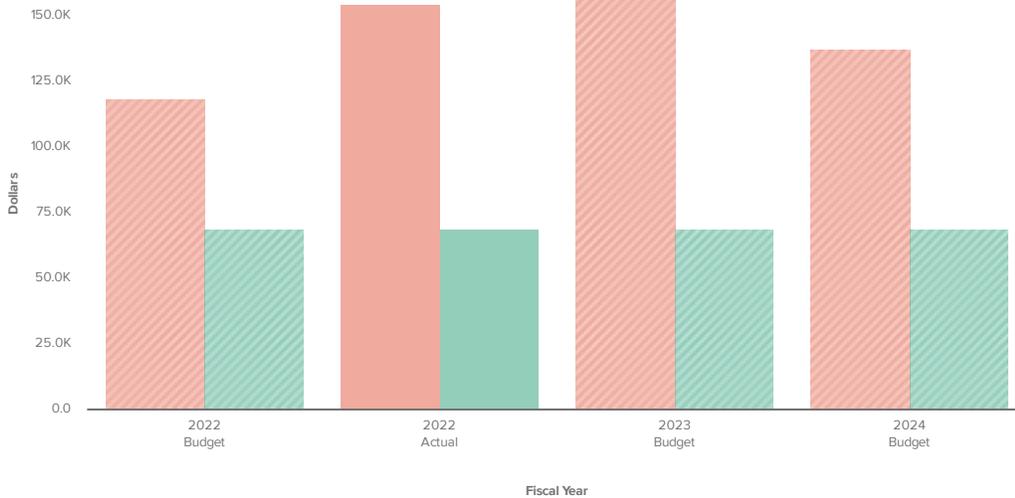
▼ AIRPORT BUILDING & MAINTENANCE



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 69,017	\$ 69,017	\$ 69,017	\$ 69,017
<b>Total</b>	<b>\$ 69,017</b>	<b>\$ 69,017</b>	<b>\$ 69,017</b>	<b>\$ 69,017</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 118,280	\$ 154,201	\$ 164,520	\$ 137,307
▶ Personnel Services - Salaries & Wages	28,986	31,475	60,922	53,295
▶ Personnel Services - Employee Benefits	5,814	5,194	12,118	10,812
▶ Supplies	27,900	36,163	36,100	34,600
▶ Other Services & Charges	55,580	81,369	55,380	38,600
<b>Total</b>	<b>\$ 118,280</b>	<b>\$ 154,201</b>	<b>\$ 164,520</b>	<b>\$ 137,307</b>

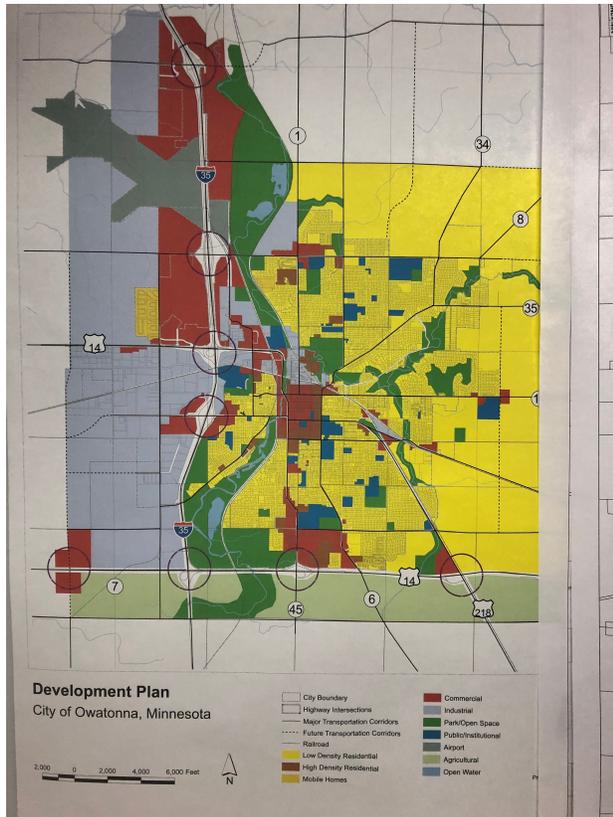


# Planning & Zoning

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$89,430	\$90,720	\$90,025	\$93,900
<b>Expenses</b>	\$384,240	\$326,543	\$442,510	\$452,154
<b>REVENUES LESS EXPENSES</b>	<b>-\$294,810</b>	<b>-\$235,823</b>	<b>-\$352,485</b>	<b>-\$358,254</b>

## Accomplishments

- Completed the future Sanitary Sewer Study with NERO Engineering
- Annexed 6 acres of land
- Assisted in the completion of the Cedar Avenue Streetscape project
- Completed all zoning and subdivision approvals for the Mineral Springs Estates development including the development agreement
- Continued 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
- Hired Stantec to assist in the 2050 Comprehensive Plan Update
- Hired a Planning Specialist

## 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
- Complete the 2050 Comprehensive Plan and begin implementation
- Continue to amend and improve Citizen Services to better serve Staff and the Public

# Financial Information

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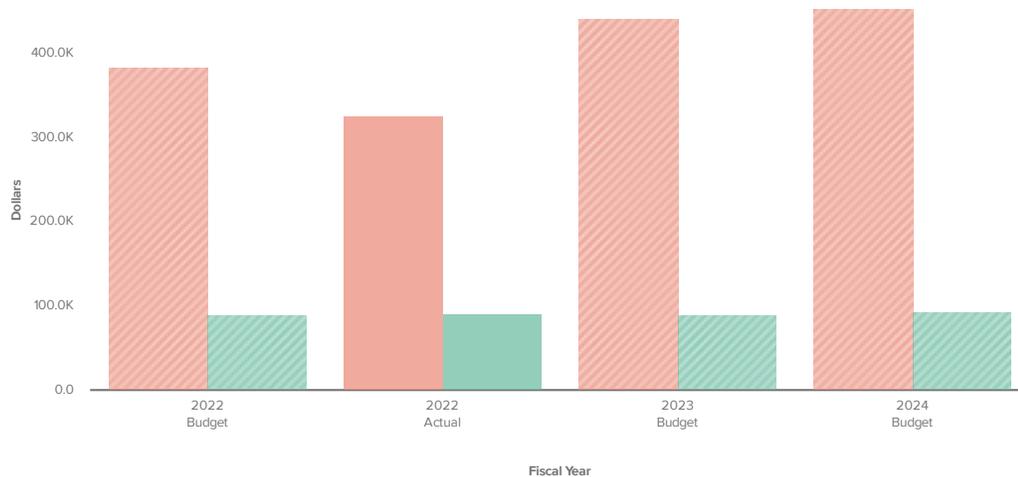
Types

PLANNING & ZONING



Visualization

Sort By Chart of Accounts



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Licenses & Permits	\$ 1,200	\$ 2,125	\$ 1,200	\$ 1,200
▶ Charges for Services	88,230	88,595	88,825	92,700
<b>Total</b>	<b>\$ 89,430</b>	<b>\$ 90,720</b>	<b>\$ 90,025</b>	<b>\$ 93,900</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 384,240	\$ 326,543	\$ 442,510	\$ 452,154
▶ Personnel Services - Salaries & Wages	275,253	233,999	309,813	326,206
▶ Personnel Services - Employee Benefits	63,537	57,962	92,347	81,498
▶ Supplies	4,000	4,602	3,000	3,000
▶ Professional and Technical Services	25,000	17,772	21,000	22,000
▶ Other Services & Charges	16,450	12,208	16,350	19,450
<b>Total</b>	<b>\$ 384,240</b>	<b>\$ 326,543</b>	<b>\$ 442,510</b>	<b>\$ 452,154</b>

## Staffing Analysis

### Planning & Zoning FTE

Position Name	FY2022	FY2023	FY2024
<b>FTE</b>			
Community Development Specialist	0.70	1.00	1.00
Community Development Manager	1.00	1.00	1.00
Sr Director Community Development	1.00	1.00	1.00
GIS Analyst	1.00	1.00	1.00
Sr Administrative Technician	0.00	1.00	1.00
Administrative Technician	1.00	0.00	0.00
<b>FTE</b>	<b>4.70</b>	<b>5.00</b>	<b>5.00</b>



# Planning & Zoning

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$20,700	\$21,990	\$20,700	\$20,700
<b>Expenses</b>	\$246,104	\$198,895	\$302,242	\$305,457
<b>REVENUES LESS EXPENSES</b>	<b>-\$225,404</b>	<b>-\$176,905</b>	<b>-\$281,542</b>	<b>-\$284,757</b>

## Financial Information

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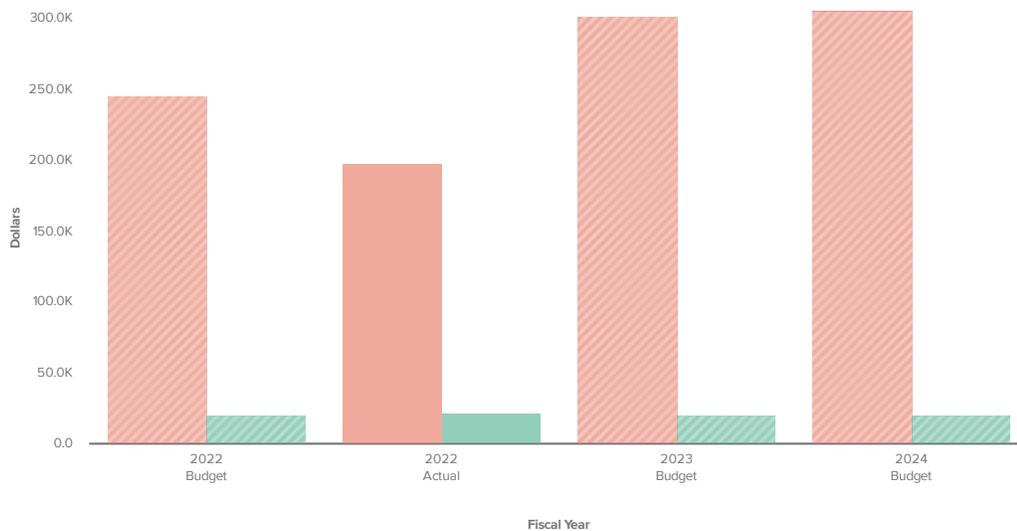
Types

PLANNING & ZONING DEPART...



Visualization

Sort By Chart of Accounts



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Licenses & Permits	\$ 1,200	\$ 2,125	\$ 1,200	\$ 1,200
▶ Charges for Services	19,500	19,865	19,500	19,500
<b>Total</b>	<b>\$ 20,700</b>	<b>\$ 21,990</b>	<b>\$ 20,700</b>	<b>\$ 20,700</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 246,104	\$ 198,895	\$ 302,242	\$ 305,457
▶ Personnel Services - Salaries & Wages	182,426	141,614	210,830	221,634
▶ Personnel Services - Employee Benefits	46,178	40,666	74,012	62,323
▶ Supplies	3,000	4,427	2,000	2,000
▶ Professional and Technical Services	0	276	1,000	2,000
▶ Other Services & Charges	14,500	11,912	14,400	17,500
<b>Total</b>	<b>\$ 246,104</b>	<b>\$ 198,895</b>	<b>\$ 302,242</b>	<b>\$ 305,457</b>



# Geographic Information System (GIS)

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$68,730	\$68,730	\$69,325	\$73,200
<b>Expenses</b>	\$138,136	\$127,648	\$140,269	\$146,697
<b>REVENUES LESS EXPENSES</b>	<b>-\$69,406</b>	<b>-\$58,918</b>	<b>-\$70,944</b>	<b>-\$73,497</b>

## Financial Information

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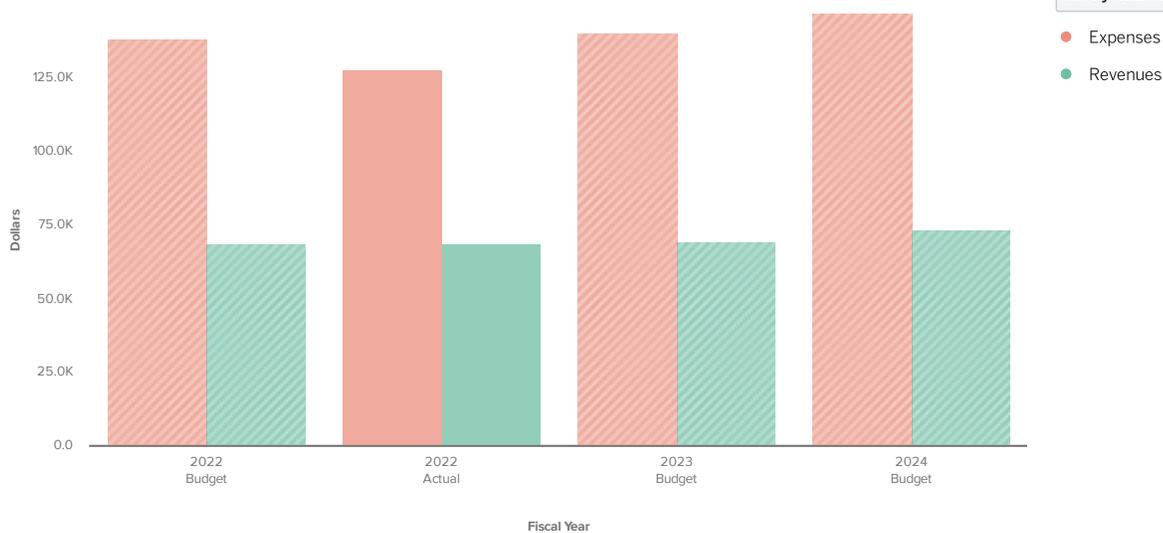
Types

GIS PROGRAMS



Visualization

Sort By Chart of Accounts



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Charges for Services	\$ 68,730	\$ 68,730	\$ 69,325	\$ 73,200
<b>Total</b>	<b>\$ 68,730</b>	<b>\$ 68,730</b>	<b>\$ 69,325</b>	<b>\$ 73,200</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 138,136	\$ 127,648	\$ 140,269	\$ 146,697
▶ Personnel Services - Salaries & Wages	92,827	92,385	98,983	104,572
▶ Personnel Services - Employee Benefits	17,359	17,296	18,336	19,175
▶ Supplies	1,000	175	1,000	1,000
▶ Professional and Technical Services	25,000	17,496	20,000	20,000
▶ Other Services & Charges	1,950	296	1,950	1,950
<b>Total</b>	<b>\$ 138,136</b>	<b>\$ 127,648</b>	<b>\$ 140,269</b>	<b>\$ 146,697</b>



# Housing & Redevelopment Authority (HRA)

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$1,360,390	\$1,233,315	\$1,457,399	\$1,689,443
<b>Expenses</b>	\$1,339,250	\$1,142,616	\$1,460,937	\$1,689,426
<b>REVENUES LESS EXPENSES</b>	<b>\$21,140</b>	<b>\$90,699</b>	<b>-\$3,538</b>	<b>\$17</b>

## Accomplishments

- Started Landlord Summit meetings to promote more landlord participation for our programs.
- Added numerous new landlords to the voucher assistance programs.
- Started a new Bridges contract, and we are allotted an additional 12% over the last allotment.
- We have maximized our Bridges grant voucher allotment.
- Added an additional 13 clients to our Mainstream HUD voucher program.
- Streamlined and refined our audit process to reduce discrepancies from last year to this year.
- We have a steady flow of clients currently searching for housing.
- Began training a part time employee for HRA processes.

## 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 homeownership program to our HUD assisted clients.
- Continue to gain more landlords for participating with our programs.
- Start and promote the Housing Trust Fund from Minnesota Housing.
- Search to find more housing choices of affordable living.

## Financial Information

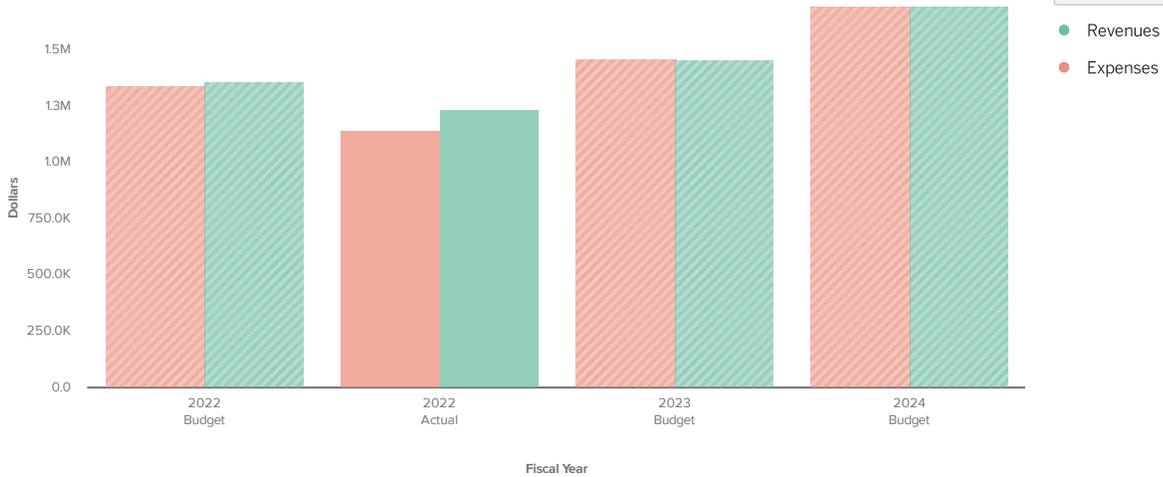
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Types HRA



Visualization

Sort By Chart of Accounts ▾



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Tax Levy	\$ 190,000	\$ 189,877	\$ 195,000	\$ 200,000
▶ Intergovernmental	1,115,600	916,750	1,206,024	1,430,805
▶ Charges for Services	12,690	102,379	14,675	13,138
▶ Interest Earnings	1,100	-8,897	700	4,500
▶ Miscellaneous	41,000	33,205	41,000	41,000
<b>Total</b>	<b>\$ 1,360,390</b>	<b>\$ 1,233,315</b>	<b>\$ 1,457,399</b>	<b>\$ 1,689,443</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 1,324,250	\$ 1,127,616	\$ 1,445,937	\$ 1,674,426
▶ Personnel Services - Salaries & Wages	131,014	128,846	138,712	147,287
▶ Personnel Services - Employee Benefits	46,219	43,457	48,684	50,498
▶ Supplies	1,200	1,892	1,200	1,200
▶ Professional and Technical Services	27,000	32,588	28,800	31,300
▶ Other Services & Charges	1,118,817	920,833	1,228,541	1,444,141
▶ Other Financial Uses	15,000	15,000	15,000	15,000
<b>Total</b>	<b>\$ 1,339,250</b>	<b>\$ 1,142,616</b>	<b>\$ 1,460,937</b>	<b>\$ 1,689,426</b>

# Staffing Analysis

<b>Position Name</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
<b>FTE</b>			
Housing Manager	1.00	1.00	1.00
<b>FTE</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>



# HRA General Operations

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$284,290	\$373,407	\$300,875	\$308,138
<b>Expenses</b>	\$283,109	\$238,581	\$298,821	\$308,121
<b>REVENUES LESS EXPENSES</b>	<b>\$1,181</b>	<b>\$134,826</b>	<b>\$2,054</b>	<b>\$17</b>

## Financial Information

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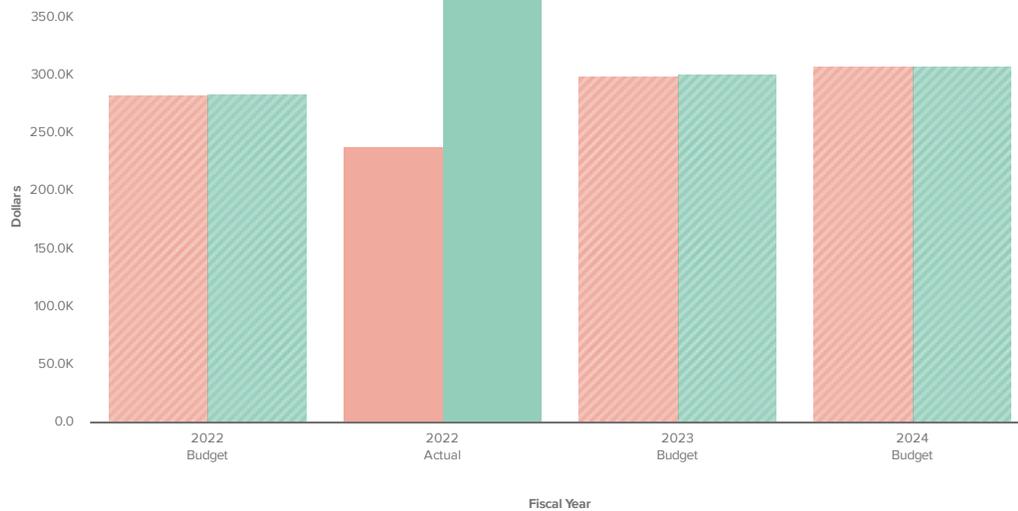
Types

HRA HRA GENERAL



Visualization

Sort By Chart of Accounts



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Tax Levy	\$ 190,000	\$ 189,877	\$ 195,000	\$ 200,000
▶ Intergovernmental	45,000	55,118	55,000	55,000
▶ Charges for Services	12,690	102,379	14,675	13,138
▶ Interest Earnings	600	-7,547	200	4,000
▶ Miscellaneous	36,000	33,580	36,000	36,000
<b>Total</b>	<b>\$ 284,290</b>	<b>\$ 373,407</b>	<b>\$ 300,875</b>	<b>\$ 308,138</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 268,109	\$ 223,581	\$ 283,821	\$ 293,121
▶ Personnel Services - Salaries & Wages	89,155	87,894	93,892	99,801
▶ Personnel Services - Employee Benefits	29,087	28,983	30,562	31,753
▶ Supplies	1,200	1,892	1,200	1,200
▶ Professional and Technical Services	9,500	4,412	9,800	11,300
▶ Other Services & Charges	139,167	100,401	148,367	149,067
▶ Other Financial Uses	15,000	15,000	15,000	15,000
<b>Total</b>	<b>\$ 283,109</b>	<b>\$ 238,581</b>	<b>\$ 298,821</b>	<b>\$ 308,121</b>



# HRA Bridges

Fiscal Year 2024

## Department Overview

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

### HRA Bridges Revenues & Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$244,600	\$194,521	\$255,000	\$271,250
<b>Expenses</b>	\$223,000	\$177,120	\$255,000	\$271,250
<b>REVENUES LESS EXPENSES</b>	<b>\$21,600</b>	<b>\$17,401</b>	<b>\$0</b>	<b>\$0</b>

## Financial Information

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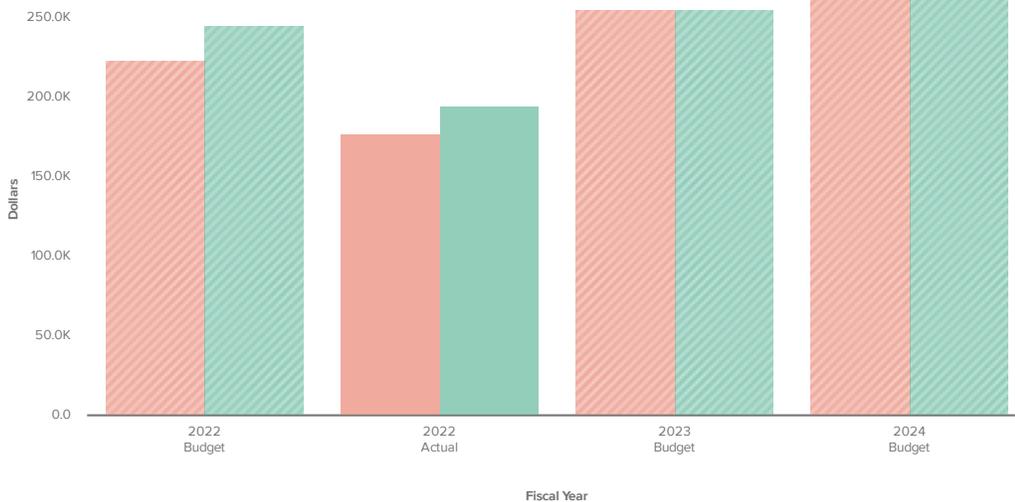
Types

HRA  HRA BRIDGES



Visualization

Sort By Chart of Accounts



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 244,600	\$ 194,521	\$ 255,000	\$ 271,250
<b>Total</b>	<b>\$ 244,600</b>	<b>\$ 194,521</b>	<b>\$ 255,000</b>	<b>\$ 271,250</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 223,000	\$ 177,120	\$ 255,000	\$ 271,250
▶ Other Services & Charges	223,000	177,120	255,000	271,250
<b>Total</b>	<b>\$ 223,000</b>	<b>\$ 177,120</b>	<b>\$ 255,000</b>	<b>\$ 271,250</b>



# Economic Development Authority (EDA)

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$553,586	\$440,524	\$657,541	\$627,970
<b>Expenses</b>	\$539,948	\$847,021	\$553,974	\$569,288
<b>REVENUES LESS EXPENSES</b>	<b>\$13,638</b>	<b>-\$406,497</b>	<b>\$103,567</b>	<b>\$58,682</b>

## Accomplishments

- Received all approvals for Ascend riverfront project, project started.
- CDI Project Completed.
- Kamp Automation started construction.
- Cemstone started construction.
- Home 2 Suites started construction.
- Expanded the EDA forgivable loan program.

## Goals

- Ascend riverfront project completed, Riverfront 2 project started.
- Vine Street parking lot completed.
- Continue to usage of the EDA forgivable loan program.
- 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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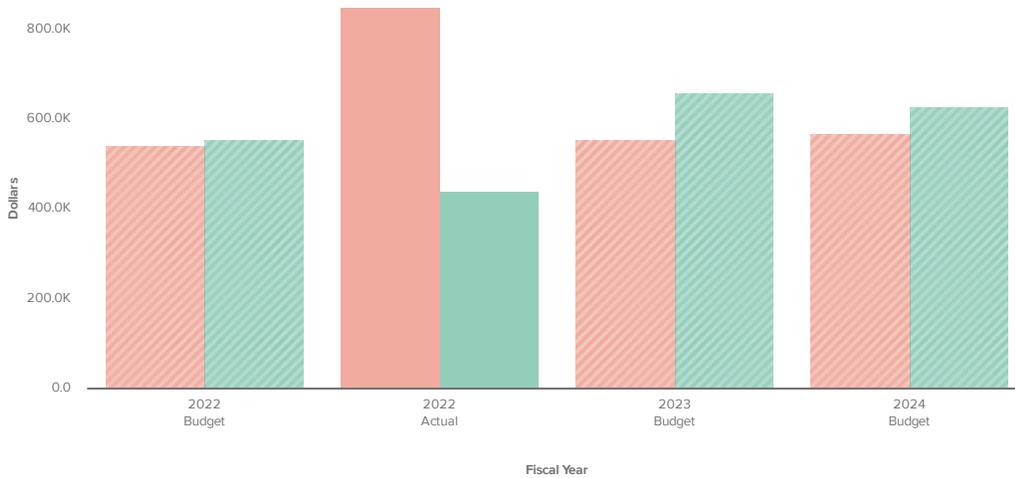
Types EDA



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Tax Levy	\$ 190,000	\$ 190,000	\$ 195,000	\$ 200,000
▶ Other Taxes	250,000	243,123	250,000	250,000
▶ Charges for Services	68,786	84,056	177,341	116,370
▶ Interest Earnings	11,200	-39,618	1,600	28,000
▶ Miscellaneous	33,600	41,959	33,600	33,600
▶ Other Financial Sources	0	-78,996	0	0
<b>Total</b>	<b>\$ 553,586</b>	<b>\$ 440,524</b>	<b>\$ 657,541</b>	<b>\$ 627,970</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 527,948	\$ 572,781	\$ 541,974	\$ 557,288
▶ Personnel Services - Salaries & Wages	75,986	78,968	82,659	86,568
▶ Personnel Services - Employee Benefits	18,595	18,171	20,348	21,053
▶ Supplies	800	10	800	800
▶ Professional and Technical Services	42,500	34,518	42,500	55,000
▶ Other Services & Charges	390,067	368,995	395,667	393,867
▶ Other Expenses	0	72,119	0	0
▶ Capital Expenditures	0	262,240	0	0
▶ Other Financial Uses	12,000	12,000	12,000	12,000
<b>Total</b>	<b>\$ 539,948</b>	<b>\$ 847,021</b>	<b>\$ 553,974</b>	<b>\$ 569,288</b>

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 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$10,000	\$25,715	\$10,000	\$10,000
<b>Expenses</b>	\$389,783	\$416,654	\$441,855	\$462,684
<b>REVENUES LESS EXPENSES</b>	<b>-\$379,783</b>	<b>-\$390,939</b>	<b>-\$431,855</b>	<b>-\$452,684</b>

## Accomplishments

- Completed the first year of our culture improvement work and focused on positive change.
- Collaborated with Human Resources on a new onboarding process and seasonal hiring plan.
- Five supervisors completed a 6-month leadership series training.
- Completed the first Cartegraph Asset Management software implementation phase and began data collection.
- Collaborated with the Finance Department on funding options for the Government Buildings Rehab Plan.
- Facilities Task Force committee continues momentum with a long-range improvement plan for city-wide government buildings.
- Completed a Facilities Master Plan for city-wide government buildings.
- Completed Merrill Hall project scope and construction cost.
- Delivered 12,000 Spring / Summer and Fall Activity Guides to city residents.
- Completed the Council Chambers renovation project and Grand Opening celebration.
- Hired the Brooktree Supervisor to grow the golf/clubhouse business.
- Completed three park master plans.
  - o Cashman Park
  - o Kaplan's Woods/Lake Kohlmier
  - o Morehouse Park
- Mid-season successfully changed Brooktree's food and beverage vendor to improve service.

## Goals

Department Goal: Achieve a higher level of customer service through our continued focus on developing efficient processes that result from the mindset of continuous improvement.

- Develop a department Procedure Manual to provide consistency and standardization within the department.
- Develop a department comprehensive Life Cycle Asset Plan with annual replacement and maintenance schedules.
- Complete projects on time and within budget.
- Develop a communications plan to adhere to communicating with internal and external stakeholders.
- Establish work unit annual work plans to create balanced workloads.
- Explore internal and external efficiencies and partnership opportunities.
- Review safety and security practices within the parks and Government Buildings and develop a plan to close the gaps.

## Financial Information

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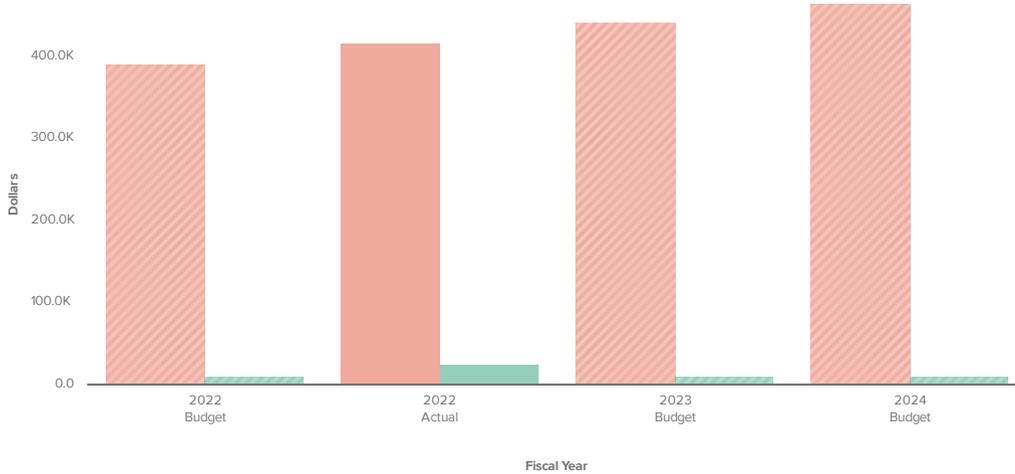
Types **PARK & REC ADMINISTRATION**



Visualization

Sort By Chart of Accounts

- Expenses
- Revenues



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Charges for Services	\$ 10,000	\$ 3,600	\$ 10,000	\$ 5,000
▶ Miscellaneous	0	22,115	0	5,000
<b>Total</b>	<b>\$ 10,000</b>	<b>\$ 25,715</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 389,783	\$ 416,654	\$ 441,855	\$ 462,684
▶ Personnel Services - Salaries & Wages	251,005	265,693	281,121	295,513
▶ Personnel Services - Employee Benefits	69,028	72,268	73,934	78,471
▶ Supplies	14,000	24,068	14,000	15,500
▶ Professional and Technical Services	200	400	3,200	1,500
▶ Other Services & Charges	55,550	54,225	69,600	71,700
<b>Total</b>	<b>\$ 389,783</b>	<b>\$ 416,654</b>	<b>\$ 441,855</b>	<b>\$ 462,684</b>

# Staffing Analysis

## Park & Recreation Administration FTE

Position Name	FY2022	FY2023	FY2024
<b>FTE</b>			
Sr Director Parks & Recreation	1.00	1.00	1.00
Administrative Technician	1.00	0.00	0.00
Administrative Coordinator	1.00	2.00	2.00
<b>FTE</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>



# Park Maintenance

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$129,577	\$140,612	\$111,500	\$59,500
<b>Expenses</b>	\$2,185,429	\$2,207,674	\$2,313,324	\$2,294,046
<b>REVENUES LESS EXPENSES</b>	<b>-\$2,055,852</b>	<b>-\$2,067,062</b>	<b>-\$2,201,824</b>	<b>-\$2,234,546</b>

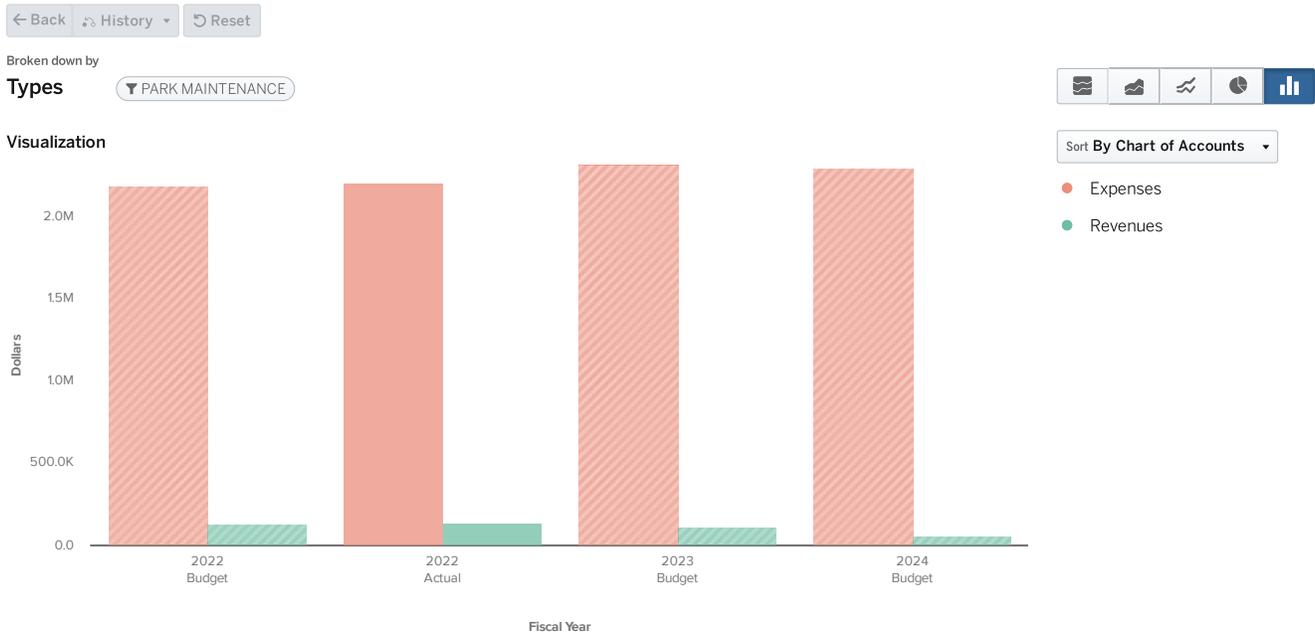
## Accomplishments

- 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: 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
- Develop new Foreman into his position
- Develop a work request process focusing on customer service and timely response

# Financial Information



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▸ Licenses & Permits	\$9	\$56	\$0	\$0
▸ Intergovernmental	40,000	75,881	40,000	2,000
▸ Charges for Services	71,568	43,935	71,500	57,500
▸ Miscellaneous	18,000	20,741	0	0
<b>Total</b>	<b>\$129,577</b>	<b>\$140,612</b>	<b>\$111,500</b>	<b>\$59,500</b>

# Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 2,185,429	\$ 2,207,674	\$ 2,313,324	\$ 2,294,046
▶ Personnel Services - Salaries & Wages	1,120,422	1,064,926	1,098,561	1,089,185
▶ Personnel Services - Employee Benefits	352,257	312,806	354,062	342,111
▶ Supplies	422,400	526,364	527,400	532,300
▶ Professional and Technical Services	13,500	32,579	13,800	13,000
▶ Other Services & Charges	276,850	271,000	319,500	317,450
<b>Total</b>	<b>\$ 2,185,429</b>	<b>\$ 2,207,674</b>	<b>\$ 2,313,324</b>	<b>\$ 2,294,046</b>

## Staffing Analysis

### Park Maintenance FTE

Position Name	FY2022	FY2023	FY2024
<b>FTE</b>			
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	7.20	7.20	7.20
<b>FTE</b>	<b>15.20</b>	<b>15.20</b>	<b>15.20</b>

## Capital Expenditures

### Park Maintenance

Project Name	Department	Amount	Funded by	Year
Greens mowers (2)	Park Maintenance	\$79,000	VRF	2024
Skid Loader (golf)	Park Maintenance	\$48,000	VRF	2024
Pickup Trucks (4)	Park Maintenance	\$201,000	VRF	2024
Mower w broom	Park Maintenance	\$111,000	VRF	2024
Outdoor Sports Court Resurfacing	Park Maintenance	\$61,000	CIP levy	2024
Pavement Rehab & Replacement	Park Maintenance	\$135,000	CIP levy	2024
Park Restroom Rehab	Park Maintenance	\$20,000	CIP levy	2024
Central Park Bandshell Improvements	Park Maintenance	\$50,000	CIP levy	2024
Central Park Bandshell Improvements	Park Maintenance	\$50,000	Other	2024
Automatic Park Gates	Park Maintenance	\$120,000	Other	2024
18th Street South Trail Austin to Linn	Park Maintenance	\$550,000	Federal	2024
		<b>\$1,425,000</b>		



# Park Maintenance Administration

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Expenses</b>	\$0	\$89,974	\$197,478	\$226,564
<b>REVENUES LESS EXPENSES</b>	<b>\$0</b>	<b>-\$89,974</b>	<b>-\$197,478</b>	<b>-\$226,564</b>

## Financial Information

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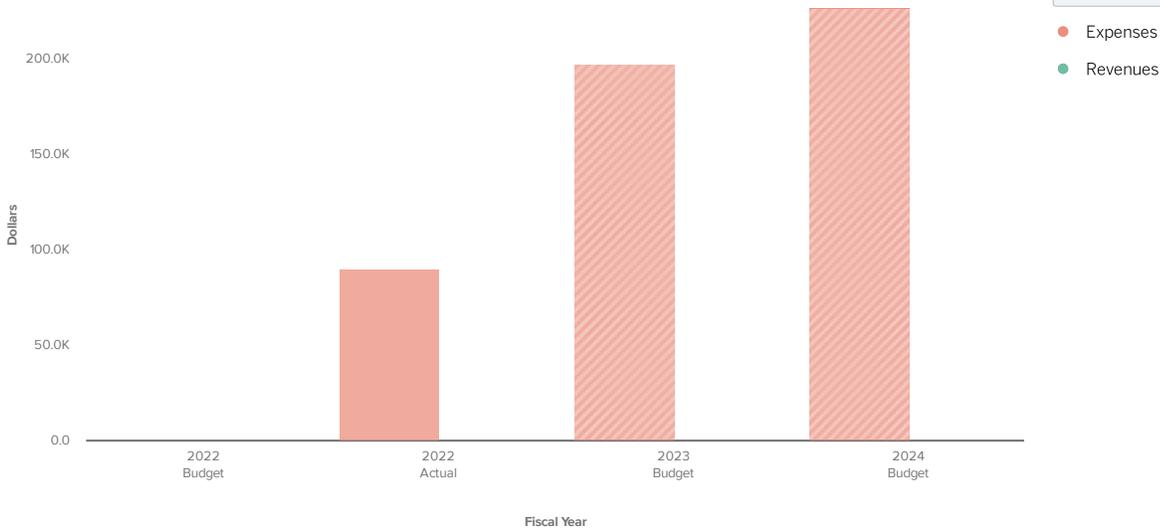
Types

▼ PARK MAINT ADMINISTRATION



Visualization

Sort By Chart of Accounts ▼



## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 0	\$ 89,974	\$ 197,478	\$ 226,564
▶ Personnel Services - Salaries & Wages	0	63,664	106,628	110,094
▶ Personnel Services - Employee Benefits	0	24,799	43,250	45,770
▶ Supplies	0	0	18,500	20,500
▶ Other Services & Charges	0	1,511	29,100	50,200
<b>Total</b>	<b>\$ 0</b>	<b>\$ 89,974</b>	<b>\$ 197,478</b>	<b>\$ 226,564</b>



# Park Maintenance Support Services

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$0	\$43,790	\$58,000	\$0
<b>Expenses</b>	\$0	\$2,588	\$0	\$0
<b>REVENUES LESS EXPENSES</b>	<b>\$0</b>	<b>\$41,202</b>	<b>\$58,000</b>	<b>\$0</b>

## Financial Information

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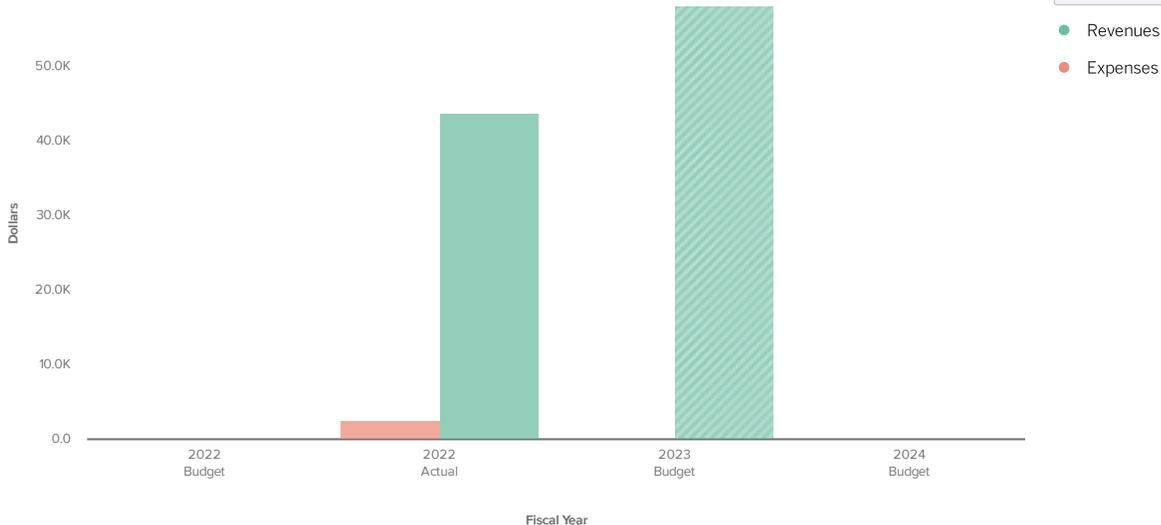
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Types ▼ PARK MAINT SUPPORT SERVIC...



Visualization

Sort By Chart of Accounts ▼



# Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 0	\$ 43,790	\$ 40,000	\$ 0
▶ Charges for Services	0	0	18,000	0
<b>Total</b>	<b>\$ 0</b>	<b>\$ 43,790</b>	<b>\$ 58,000</b>	<b>\$ 0</b>



# Golf Course Maintenance

Fiscal Year 2024

## Program Overview

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

### Golf Maintenance Revenues vs. Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$0	\$1,762	\$0	\$0
<b>Expenses</b>	\$473,472	\$487,770	\$541,104	\$520,615
<b>REVENUES LESS EXPENSES</b>	<b>-\$473,472</b>	<b>-\$486,007</b>	<b>-\$541,104</b>	<b>-\$520,615</b>

## Financial Information

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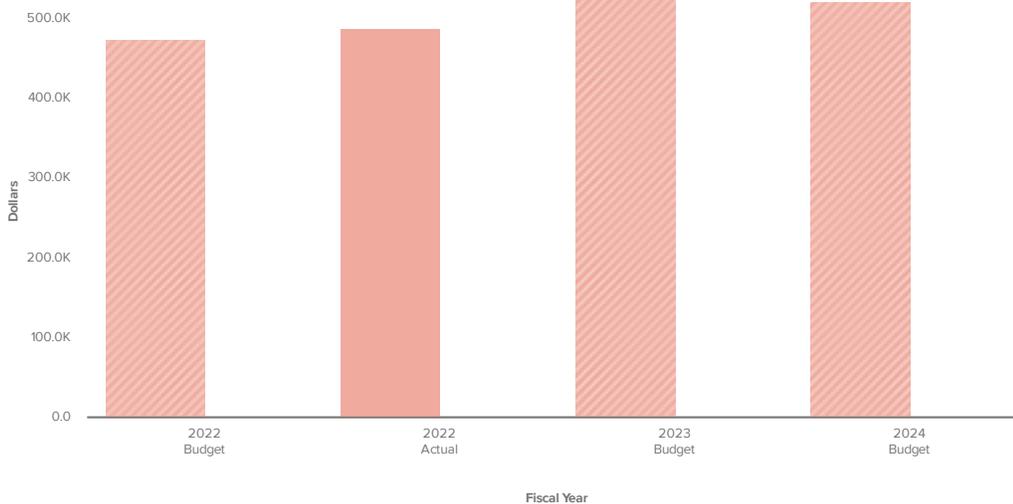
▼ GOLF MAINTENANCE



Sort By Chart of Accounts ▾

- Expenses
- Revenues

Visualization



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Charges for Services	\$ 0	\$ 879	\$ 0	\$ 0
▶ Miscellaneous	0	884	0	0
<b>Total</b>	<b>\$ 0</b>	<b>\$ 1,762</b>	<b>\$ 0</b>	<b>\$ 0</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 473,472	\$ 487,770	\$ 541,104	\$ 520,615
▶ Personnel Services - Salaries & Wages	209,090	206,855	217,338	222,208
▶ Personnel Services - Employee Benefits	41,282	39,913	38,066	40,757
▶ Supplies	132,100	164,525	178,700	181,650
▶ Professional and Technical Services	8,000	3,044	8,000	0
▶ Other Services & Charges	83,000	73,433	99,000	76,000
<b>Total</b>	<b>\$ 473,472</b>	<b>\$ 487,770</b>	<b>\$ 541,104</b>	<b>\$ 520,615</b>



# Parks Trails & Natural Resources

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$129,577	\$95,060	\$53,500	\$59,500
<b>Expenses</b>	\$1,711,957	\$1,627,342	\$1,574,742	\$1,546,867
<b>REVENUES LESS EXPENSES</b>	<b>-\$1,582,380</b>	<b>-\$1,532,282</b>	<b>-\$1,521,242</b>	<b>-\$1,487,367</b>

## Financial Information

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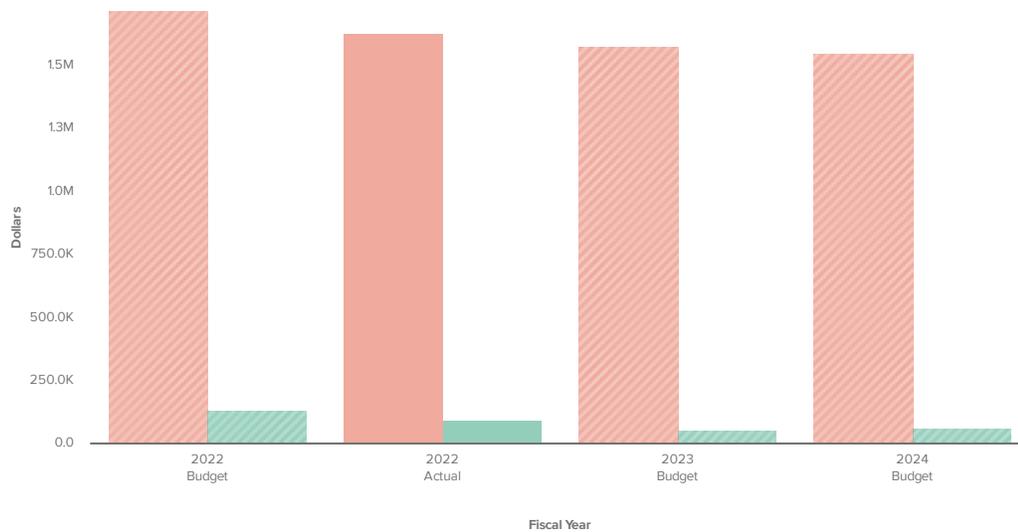
▼ PARKS TRAILS & NAT RESOUR...



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Licenses & Permits	\$ 9	\$ 56	\$ 0	\$ 0
▶ Intergovernmental	40,000	32,091	0	2,000
▶ Charges for Services	71,568	43,056	53,500	57,500
▶ Miscellaneous	18,000	19,857	0	0
<b>Total</b>	<b>\$ 129,577</b>	<b>\$ 95,060</b>	<b>\$ 53,500</b>	<b>\$ 59,500</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 1,711,957	\$ 1,627,342	\$ 1,574,742	\$ 1,546,867
▶ Personnel Services - Salaries & Wages	911,332	792,331	774,595	756,883
▶ Personnel Services - Employee Benefits	310,975	247,581	272,747	255,584
▶ Supplies	290,300	361,839	330,200	330,150
▶ Professional and Technical Services	5,500	29,535	5,800	13,000
▶ Other Services & Charges	193,850	196,056	191,400	191,250
<b>Total</b>	<b>\$ 1,711,957</b>	<b>\$ 1,627,342</b>	<b>\$ 1,574,742</b>	<b>\$ 1,546,867</b>



# Recreation

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$1,259,200	\$1,274,689	\$1,400,100	\$1,527,350
<b>Expenses</b>	\$1,367,609	\$1,378,962	\$1,575,105	\$1,762,108
<b>REVENUES LESS EXPENSES</b>	<b>-\$108,409</b>	<b>-\$104,272</b>	<b>-\$175,005</b>	<b>-\$234,758</b>

## Accomplishments

- Completed phase II of the River Springs Water Park CIP project
- Provided Supervisor level development training
- Efficiencies in Seasonal Staff Hiring Process
- Addition of Golf Supervisor
- Addition of Regular Support Staff (Recreation Facility Assistants)
- Refreshed CivicRec Management Software Catalog Layout
- First Steps to balancing work load through work plans and department priorities

## Goals

- Balance work load through work plans and department priorities
- Purchase equipment to support public programming
- Develop Budget Work Plans
- Improve service to customer through quality and timely communications
- Department Website Refresh
- Tennis and Pickleball Center Operations Plan
- Social Commons Operations Plan

# Financial Information

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Types

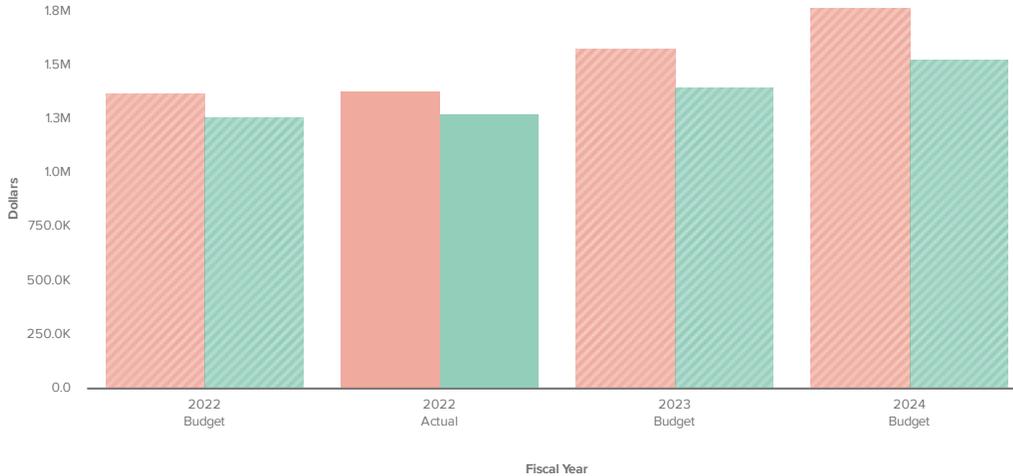
RECREATION



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 11,500	\$ 10,450	\$ 12,000	\$ 12,000
▶ Charges for Services	1,059,400	1,029,003	1,179,600	1,250,650
▶ Miscellaneous	188,300	235,237	208,500	264,700
<b>Total</b>	<b>\$ 1,259,200</b>	<b>\$ 1,274,689</b>	<b>\$ 1,400,100</b>	<b>\$ 1,527,350</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 1,367,609	\$ 1,378,962	\$ 1,575,105	\$ 1,762,108
▶ Personnel Services - Salaries & Wages	673,729	709,243	866,452	872,668
▶ Personnel Services - Employee Benefits	173,130	169,428	198,102	198,741
▶ Supplies	150,600	200,854	210,700	326,699
▶ Professional and Technical Services	201,450	122,630	119,650	163,225
▶ Other Services & Charges	168,700	176,806	180,200	200,775
<b>Total</b>	<b>\$ 1,367,609</b>	<b>\$ 1,378,962</b>	<b>\$ 1,575,105</b>	<b>\$ 1,762,108</b>

# Staffing Analysis

**Recreation FTE**

Position Name	FY2022	FY2023	FY2024
<b>FTE</b>			
Recreation Supervisor	3.00	4.00	4.00
Administrative Technician	1.00	0.00	0.00
Recreation Manager	1.00	1.00	1.00
Recreation Facility Asst	0.00	1.50	1.50
<b>FTE</b>	<b>5.00</b>	<b>6.50</b>	<b>6.50</b>

# Capital Expenditures

**Recreation**

Project Name	Department	Amount	Funded by	Year
Social Commons Rooftop Heat & A/C	Recreation	\$30,000	CIP levy	2024
River Springs Interior Pool Surface	Recreation	\$50,000	CIP levy	2024
Brooktree Clubhouse Improvements	Recreation	\$150,000	CIP levy	2024
Retaining Wall - Pool Handicap Entrance	Recreation	\$10,000	BMF levy	2024
		<b>\$240,000</b>		



# Recreation Administration

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$0	\$0	\$0	\$1,200
<b>Expenses</b>	\$0	\$292,326	\$613,198	\$689,557
<b>REVENUES LESS EXPENSES</b>	<b>\$0</b>	<b>-\$292,326</b>	<b>-\$613,198</b>	<b>-\$688,357</b>

## Financial Information

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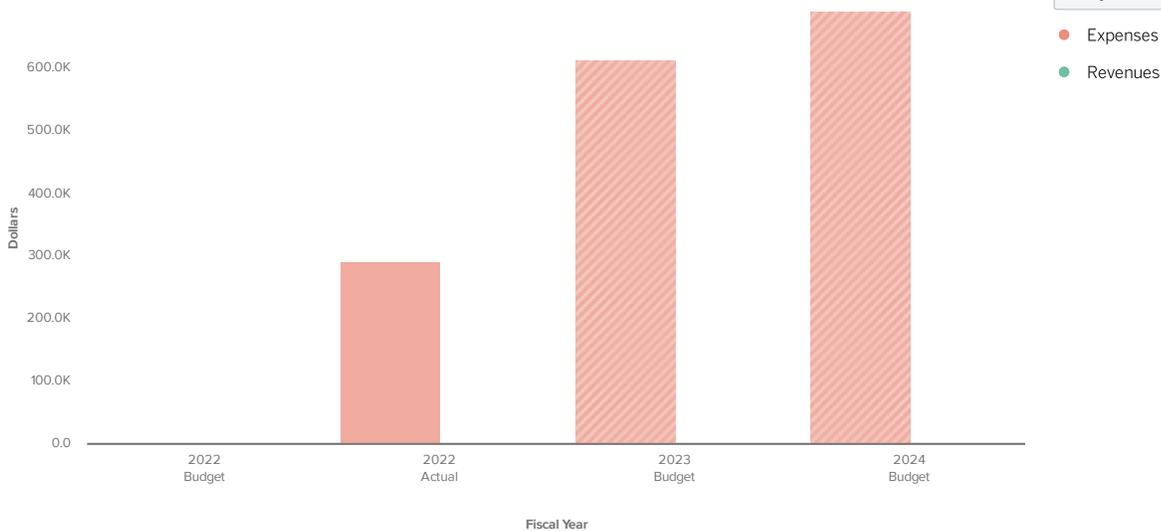
Types

RECREATION ADMINISTRATION



Visualization

Sort By Chart of Accounts



## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 0	\$ 292,326	\$ 613,198	\$ 689,557
▶ Personnel Services - Salaries & Wages	0	217,709	449,836	479,733
▶ Personnel Services - Employee Benefits	0	69,989	144,562	143,474
▶ Supplies	0	1,278	0	4,000
▶ Professional and Technical Services	0	0	5,700	7,050
▶ Other Services & Charges	0	3,349	13,100	55,300



# Athletics

Fiscal Year 2024

## Department Overview

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

### Athletics Program Revenues vs. Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$230,400	\$186,788	\$254,900	\$212,000
<b>Expenses</b>	\$293,868	\$157,026	\$167,429	\$143,426
<b>REVENUES LESS EXPENSES</b>	<b>-\$63,468</b>	<b>\$29,762</b>	<b>\$87,471</b>	<b>\$68,574</b>

## Financial Information

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Types

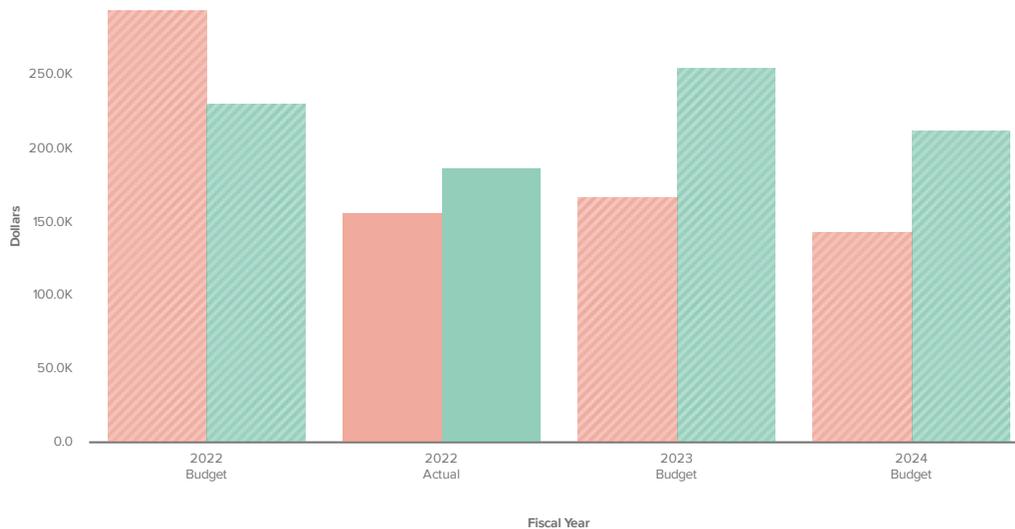
ATHLETICS



Sort By Chart of Accounts ▾

- Revenues
- Expenses

Visualization



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 11,500	\$ 10,450	\$ 12,000	\$ 12,000
▶ Charges for Services	217,000	172,763	240,500	198,000
▶ Miscellaneous	1,900	3,575	2,400	2,000
<b>Total</b>	<b>\$ 230,400</b>	<b>\$ 186,788</b>	<b>\$ 254,900</b>	<b>\$ 212,000</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 293,868	\$ 157,026	\$ 167,429	\$ 143,426
▶ Personnel Services - Salaries & Wages	167,832	62,857	81,000	44,000
▶ Personnel Services - Employee Benefits	53,736	19,983	9,979	5,976
▶ Supplies	23,500	23,263	51,900	61,500
▶ Professional and Technical Services	5,800	24,637	5,800	31,000
▶ Other Services & Charges	43,000	26,286	18,750	950
<b>Total</b>	<b>\$ 293,868</b>	<b>\$ 157,026</b>	<b>\$ 167,429</b>	<b>\$ 143,426</b>



# Aquatics

Fiscal Year 2024

## Department Overview

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



Aquatics Program Revenues vs. Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$285,900	\$285,092	\$300,000	\$315,500
<b>Expenses</b>	\$429,830	\$389,844	\$307,185	\$354,691
<b>REVENUES LESS EXPENSES</b>	<b>-\$143,930</b>	<b>-\$104,752</b>	<b>-\$7,185</b>	<b>-\$39,191</b>

## Financial Information

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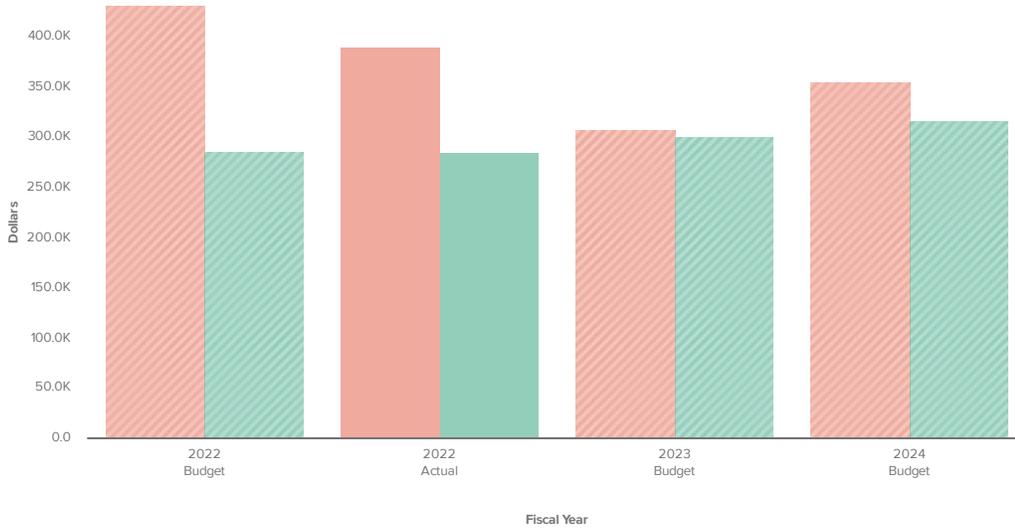
Types AQUATICS



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Charges for Services	\$ 262,900	\$ 269,981	\$ 279,000	\$ 297,500
▶ Miscellaneous	23,000	15,110	21,000	18,000
<b>Total</b>	<b>\$ 285,900</b>	<b>\$ 285,092</b>	<b>\$ 300,000</b>	<b>\$ 315,500</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 429,830	\$ 389,844	\$ 307,185	\$ 354,691
▶ Personnel Services - Salaries & Wages	258,055	221,400	164,816	194,435
▶ Personnel Services - Employee Benefits	55,025	39,060	21,019	26,806
▶ Supplies	86,400	102,236	100,900	121,050
▶ Professional and Technical Services	3,650	6,834	3,650	5,650
▶ Other Services & Charges	26,700	20,313	16,800	6,750
<b>Total</b>	<b>\$ 429,830</b>	<b>\$ 389,844</b>	<b>\$ 307,185</b>	<b>\$ 354,691</b>



# Golf Clubhouse Operations

Fiscal Year 2024

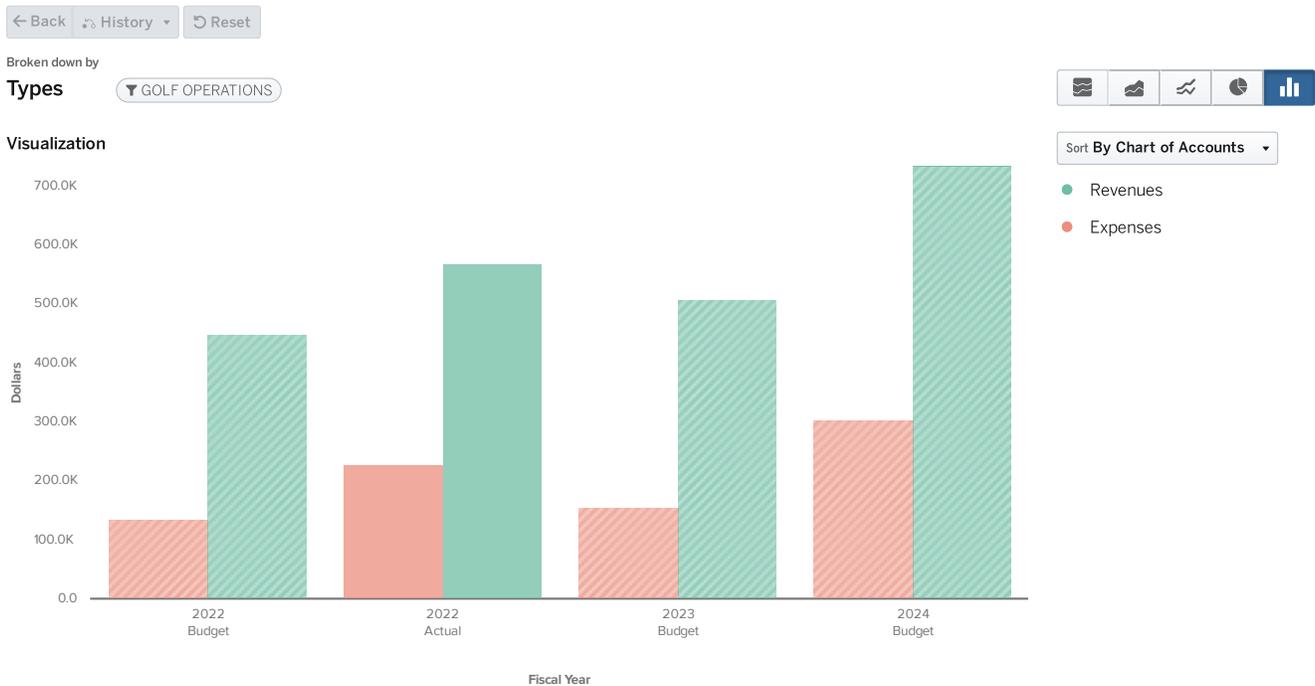
## Department Overview

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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$448,300	\$569,126	\$508,700	\$733,100
<b>Expenses</b>	\$134,350	\$227,311	\$154,479	\$304,141
<b>REVENUES LESS EXPENSES</b>	<b>\$313,950</b>	<b>\$341,815</b>	<b>\$354,221</b>	<b>\$428,959</b>

## Financial Information



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Charges for Services	\$ 330,000	\$ 396,793	\$ 387,600	\$ 549,100
▶ Miscellaneous	118,300	172,333	121,100	184,000
<b>Total</b>	<b>\$ 448,300</b>	<b>\$ 569,126</b>	<b>\$ 508,700</b>	<b>\$ 733,100</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 134,350	\$ 227,311	\$ 154,479	\$ 304,141
▶ Personnel Services - Salaries & Wages	0	86,821	81,000	83,500
▶ Personnel Services - Employee Benefits	0	16,214	11,479	12,841
▶ Supplies	4,250	34,544	15,300	99,100
▶ Professional and Technical Services	93,000	13,193	0	4,150
▶ Other Services & Charges	37,100	76,540	46,700	104,550
<b>Total</b>	<b>\$ 134,350</b>	<b>\$ 227,311</b>	<b>\$ 154,479</b>	<b>\$ 304,141</b>



# Recreation Programming

Fiscal Year 2024

## Program Overview

This program includes programming for all ages including seniors and therapeutic recreation. Lake Kohlmier rental and concession operations were included in this program in 2023. Lake Kohlmier operations have been moved to Facility Rentals for the 2024 budget.

Rec Prog Program Revenues vs. Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$128,200	\$95,704	\$158,500	\$96,700
<b>Expenses</b>	\$231,714	\$150,834	\$162,518	\$108,708
<b>REVENUES LESS EXPENSES</b>	<b>-\$103,514</b>	<b>-\$55,130</b>	<b>-\$4,018</b>	<b>-\$12,008</b>

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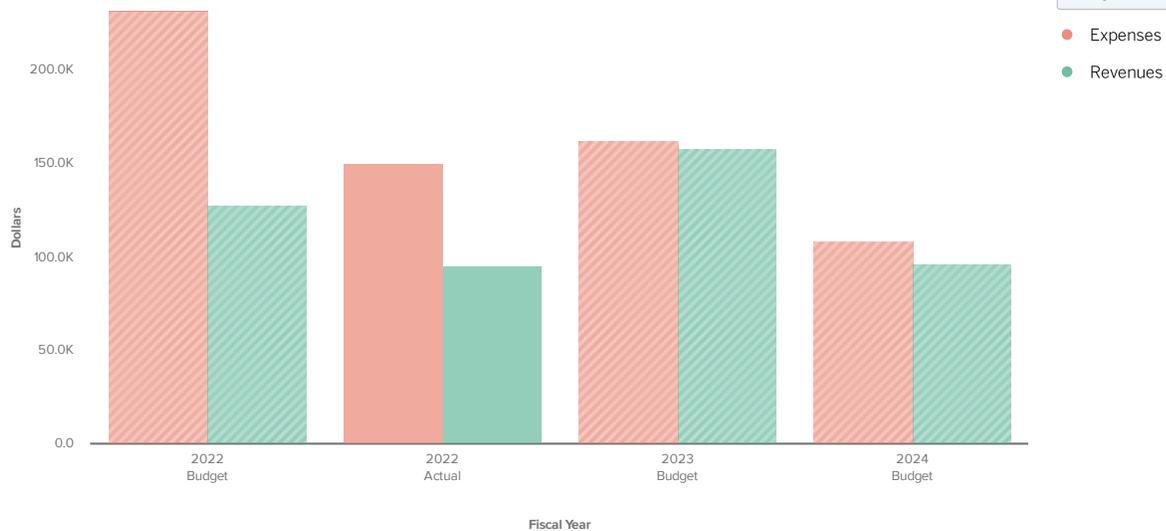
Types

RECREATION PROGRAMMING



Visualization

Sort By Chart of Accounts



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Charges for Services	\$ 96,700	\$ 73,454	\$ 127,000	\$ 73,700
▶ Miscellaneous	31,500	22,250	31,500	23,000
<b>Total</b>	<b>\$ 128,200</b>	<b>\$ 95,704</b>	<b>\$ 158,500</b>	<b>\$ 96,700</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 231,714	\$ 150,834	\$ 162,518	\$ 108,708
▶ Personnel Services - Salaries & Wages	125,819	67,219	52,500	40,000
▶ Personnel Services - Employee Benefits	31,095	14,196	6,468	5,433
▶ Supplies	22,950	30,210	28,000	17,650
▶ Professional and Technical Services	4,500	5,883	3,500	16,500
▶ Other Services & Charges	47,350	33,326	72,050	29,125
<b>Total</b>	<b>\$ 231,714</b>	<b>\$ 150,834</b>	<b>\$ 162,518</b>	<b>\$ 108,708</b>



# Tennis Center

Fiscal Year 2024

## Program Overview

This program accounts for all activities at the tennis center.

### Tennis Center Revenues vs. Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$166,400	\$134,666	\$160,000	\$142,850
<b>Expenses</b>	\$277,847	\$161,622	\$170,295	\$137,069
<b>REVENUES LESS EXPENSES</b>	<b>-\$111,447</b>	<b>-\$26,956</b>	<b>-\$10,295</b>	<b>\$5,781</b>

## Financial Information

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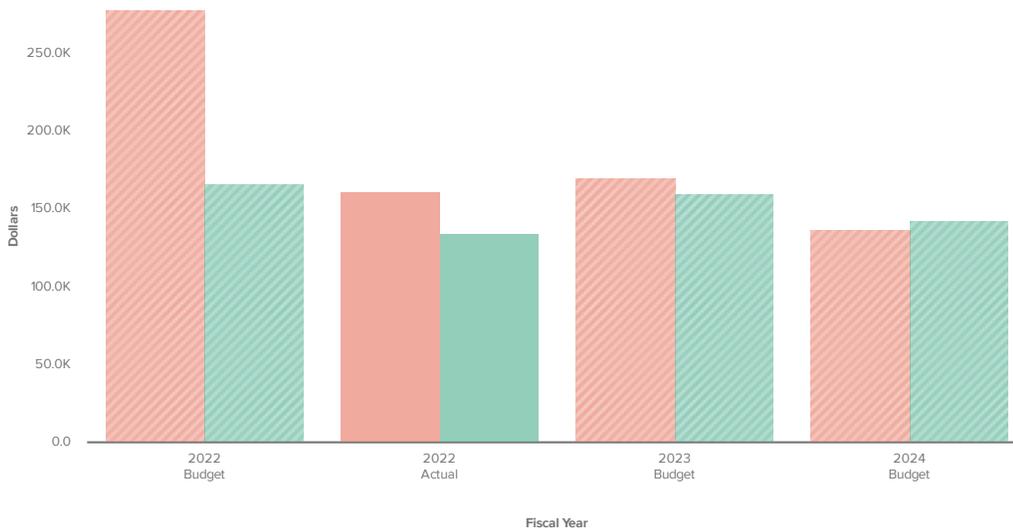
TENNIS CENTER



Sort By Chart of Accounts

- Expenses
- Revenues

Visualization



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Charges for Services	\$ 152,800	\$ 116,012	\$ 145,500	\$ 129,850
▶ Miscellaneous	13,600	18,653	14,500	13,000
<b>Total</b>	<b>\$ 166,400</b>	<b>\$ 134,666</b>	<b>\$ 160,000</b>	<b>\$ 142,850</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 277,847	\$ 161,622	\$ 170,295	\$ 137,069
▶ Personnel Services - Salaries & Wages	122,023	53,237	37,300	18,000
▶ Personnel Services - Employee Benefits	33,274	9,986	4,595	2,445
▶ Supplies	13,500	9,323	14,600	19,649
▶ Professional and Technical Services	94,500	72,083	101,000	93,875
▶ Other Services & Charges	14,550	16,992	12,800	3,100
<b>Total</b>	<b>\$ 277,847</b>	<b>\$ 161,622</b>	<b>\$ 170,295</b>	<b>\$ 137,069</b>



# Facility Rentals

Fiscal Year 2024

## Program Overview

This program accounts for activities related to the rental of park facilities (pavilions). Lake Kohmier rental and concession activity has been moved to this program for the 2024 budget. Morehouse winter operations have also been moved to this program.

### Facility Rental Revenues vs. Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$0	\$3,315	\$18,000	\$26,000
<b>Expenses</b>	\$0	\$0	\$0	\$24,516
<b>REVENUES LESS EXPENSES</b>	<b>\$0</b>	<b>\$3,315</b>	<b>\$18,000</b>	<b>\$1,484</b>

## Financial Information

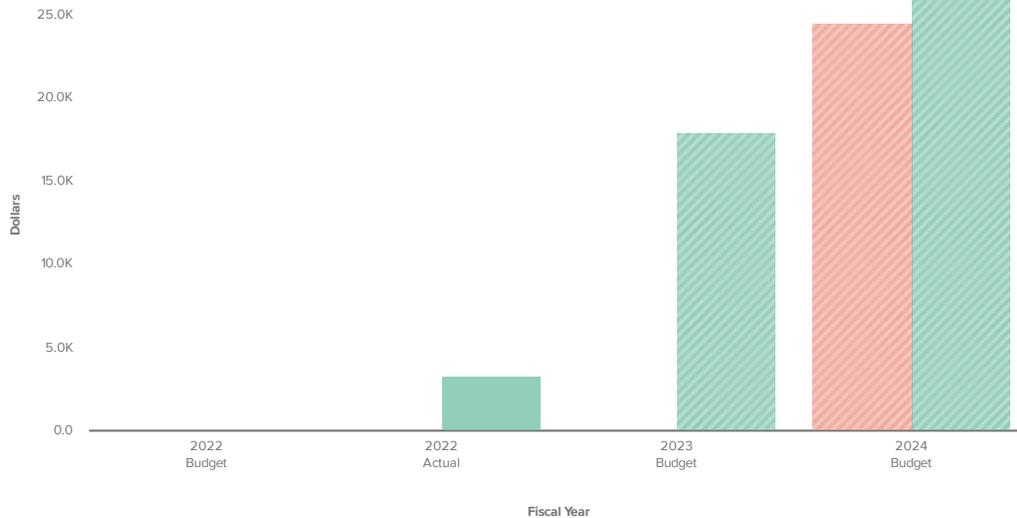
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Types

FACILITY RENTAL

Visualization



Sort By Chart of Accounts

- Revenues
- Expenses

## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Charges for Services	\$ 0	\$ 0	\$ 0	\$ 2,500
▶ Miscellaneous	0	3,315	18,000	23,500
<b>Total</b>	<b>\$ 0</b>	<b>\$ 3,315</b>	<b>\$ 18,000</b>	<b>\$ 26,000</b>

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Updated On 12 Jan, 2024

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Broken down by

**Expenses** ▾ FACILITY RENTAL

#### Data

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Operating Expenditures	\$ 0	\$ 0	\$ 0	\$ 24,516
<b>Total</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 24,516</b>



# 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 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$448,300	\$570,888	\$508,700	\$733,100
<b>Expenses</b>	\$607,822	\$715,081	\$695,583	\$824,756
<b>REVENUES LESS EXPENSES</b>	<b>-\$159,522</b>	<b>-\$144,193</b>	<b>-\$186,883</b>	<b>-\$91,656</b>

## Financial Information

Broken down by

Types

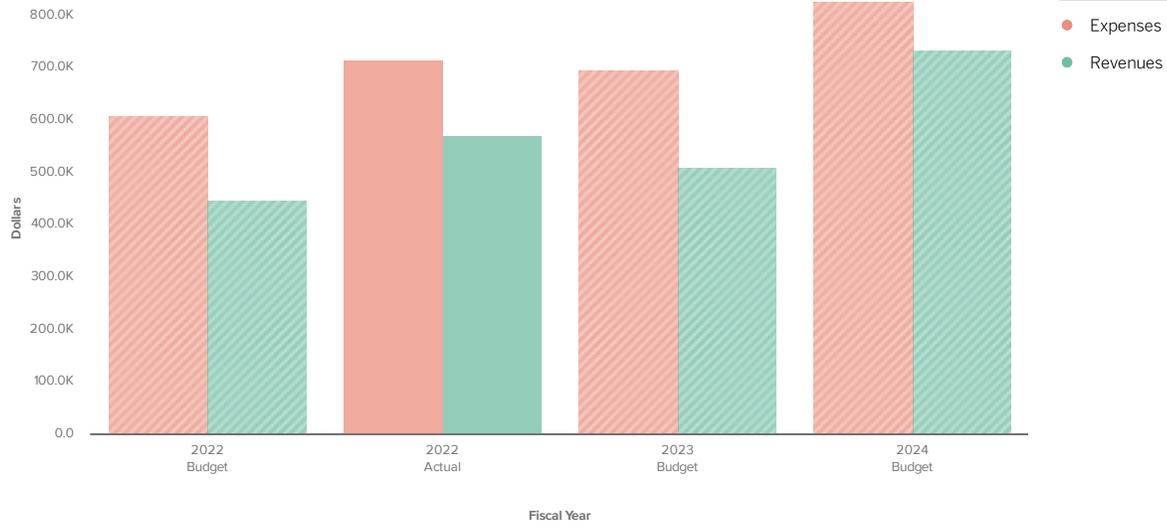
CULTURE & RECREATION

Programs



Visualization

Sort By Chart of Accounts



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▸ Charges for Services	\$ 330,000	\$ 397,671	\$ 387,600	\$ 549,100
▸ Miscellaneous	118,300	173,217	121,100	184,000
<b>Total</b>	<b>\$ 448,300</b>	<b>\$ 570,888</b>	<b>\$ 508,700</b>	<b>\$ 733,100</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 607,822	\$ 715,081	\$ 695,583	\$ 824,756
▶ Personnel Services - Salaries & Wages	209,090	293,676	298,338	305,708
▶ Personnel Services - Employee Benefits	41,282	56,127	49,545	53,598
▶ Supplies	136,350	199,069	194,000	280,750
▶ Professional and Technical Services	101,000	16,237	8,000	4,150
▶ Other Services & Charges	120,100	149,973	145,700	180,550
<b>Total</b>	<b>\$ 607,822</b>	<b>\$ 715,081</b>	<b>\$ 695,583</b>	<b>\$ 824,756</b>



# Library

Fiscal Year 2024

## Department Overview

The Owatonna Public Library serves the citizens of Owatonna and greater Steele county by offering materials, electronic resources, programming and meeting spaces. As the library heads toward it's 125th year of existence in 2025 our main focus is on reimagining our library space and the services we provide. The next year we look to take a giant leap forward toward that goal with a detailed plan and timeline. With the addition of small meeting spaces, more compact shelving and circulation desks, the library will be a more open and flexible space that will be more welcoming while encouraging collaboration.



## Programs

Library

Branch Library - Blooming Prairie

### Library Revenues vs. Expenses

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$336,128	\$370,171	\$377,524	\$337,750
<b>Expenses</b>	\$1,356,950	\$1,229,068	\$1,372,353	\$1,434,095
<b>REVENUES LESS EXPENSES</b>	<b>-\$1,020,822</b>	<b>-\$858,897</b>	<b>-\$994,829</b>	<b>-\$1,096,345</b>

## Accomplishments

Installation of the new Maker Space equipment.

Started a library focused podcast using grant awarded podcast equipment.

Replacement of all older Public Internet computers.

Library was one of the featured renovation projects for the Library Journal's Design Institute

Increase in Young Adult/Teen collection and program offerings.

Helped to facilitate partnership between Master Gardeners and Hospitality House to perform upkeep on the Community Garden.

Was the temporary home for the City Council and Planning Commission during the chamber renovations.

## Goals

Hire an architect to help plan library renovations.

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)

Bring back the Annual Book Sale

Painting of 2nd Floor

Develop Five-Year Strategic Plan

Add additional night and weekend hours.

# Financial Information

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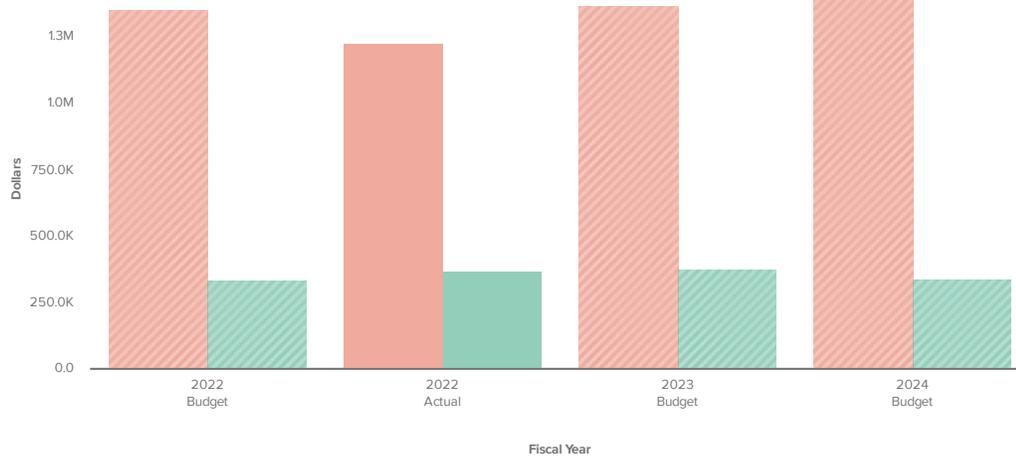
Types

LIBRARY



Sort By Chart of Accounts

Visualization



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 231,158	\$ 226,828	\$ 272,554	\$ 235,000
▶ Charges for Services	8,450	6,498	8,450	6,250
▶ Fines & Forfeitures	120	1,294	120	1,500
▶ Interest Earnings	3,400	-14,106	3,400	0
▶ Miscellaneous	93,000	149,657	93,000	95,000
<b>Total</b>	<b>\$ 336,128</b>	<b>\$ 370,171</b>	<b>\$ 377,524</b>	<b>\$ 337,750</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 1,356,950	\$ 1,220,177	\$ 1,372,353	\$ 1,434,095
▶ Personnel Services - Salaries & Wages	797,480	714,682	805,395	856,601
▶ Personnel Services - Employee Benefits	223,596	191,823	216,063	225,519
▶ Supplies	185,831	163,227	199,295	183,600
▶ Professional and Technical Services	36,220	34,547	31,750	31,500
▶ Other Services & Charges	113,823	115,898	119,850	136,875
▶ Capital Expenditures	0	8,891	0	0
<b>Total</b>	<b>\$ 1,356,950</b>	<b>\$ 1,229,068</b>	<b>\$ 1,372,353</b>	<b>\$ 1,434,095</b>

## Staffing Analysis

### Library FTE

Position Name	FY2022	FY2023	FY2024
<b>FTE</b>			
Administrative Clerk	2.95	0.00	0.00
Director Library	1.00	1.00	1.00
Assistant Library Director	1.00	1.00	1.00
Library Specialist	2.95	3.03	3.03
Administrative Technician	0.70	0.70	0.70
Librarian	2.00	2.00	2.00
Library Assistants	0.00	2.33	2.33
<b>FTE</b>	<b>10.60</b>	<b>10.05</b>	<b>10.05</b>

## Capital Expenditures

### Library

Project Name	Department	Amount	Funded by	Year
Library renovations	Library	\$45,000	CIP levy	2024
Library renovations	Library	\$45,000	Other	2024
		<b>\$90,000</b>		



# Library

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$194,374	\$216,424	\$245,270	\$210,250
<b>Expenses</b>	\$1,207,694	\$1,106,888	\$1,242,485	\$1,304,095
<b>REVENUES LESS EXPENSES</b>	<b>-\$1,013,320</b>	<b>-\$890,464</b>	<b>-\$997,215</b>	<b>-\$1,093,845</b>

## Financial Information

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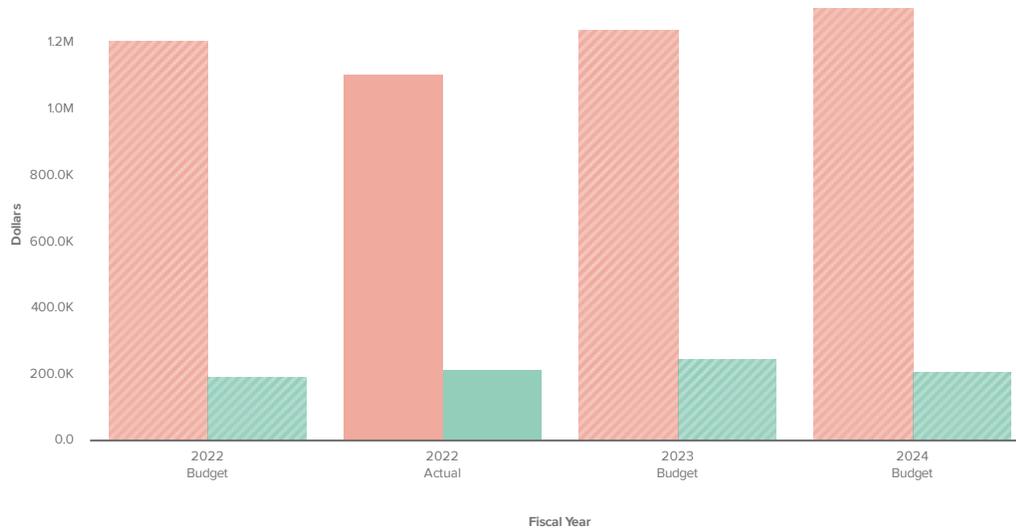
Types LIBRARY



Sort By Chart of Accounts ▾

- Expenses
- Revenues

Visualization



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 185,804	\$ 199,721	\$ 236,700	\$ 202,500
▶ Charges for Services	8,450	6,498	8,450	6,250
▶ Fines & Forfeitures	120	1,294	120	1,500
▶ Miscellaneous	0	8,911	0	0
<b>Total</b>	<b>\$ 194,374</b>	<b>\$ 216,424</b>	<b>\$ 245,270</b>	<b>\$ 210,250</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 1,207,694	\$ 1,097,997	\$ 1,242,485	\$ 1,304,095
▶ Personnel Services - Salaries & Wages	778,027	705,591	805,395	856,601
▶ Personnel Services - Employee Benefits	216,918	189,016	216,063	225,519
▶ Supplies	104,130	87,624	108,495	98,600
▶ Professional and Technical Services	36,220	34,547	31,750	31,500
▶ Other Services & Charges	72,399	81,218	80,782	91,875
▶ Capital Expenditures	0	8,891	0	0



# Branch Library - Blooming Prairie

Fiscal Year 2024

## 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

	2022 Budget	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>	\$45,354	\$27,107	\$35,854	\$32,500
<b>Expenses</b>	\$59,256	\$41,664	\$36,868	\$35,000
<b>REVENUES LESS EXPENSES</b>	<b>-\$13,902</b>	<b>-\$14,557</b>	<b>-\$1,014</b>	<b>-\$2,500</b>

## Financial Information

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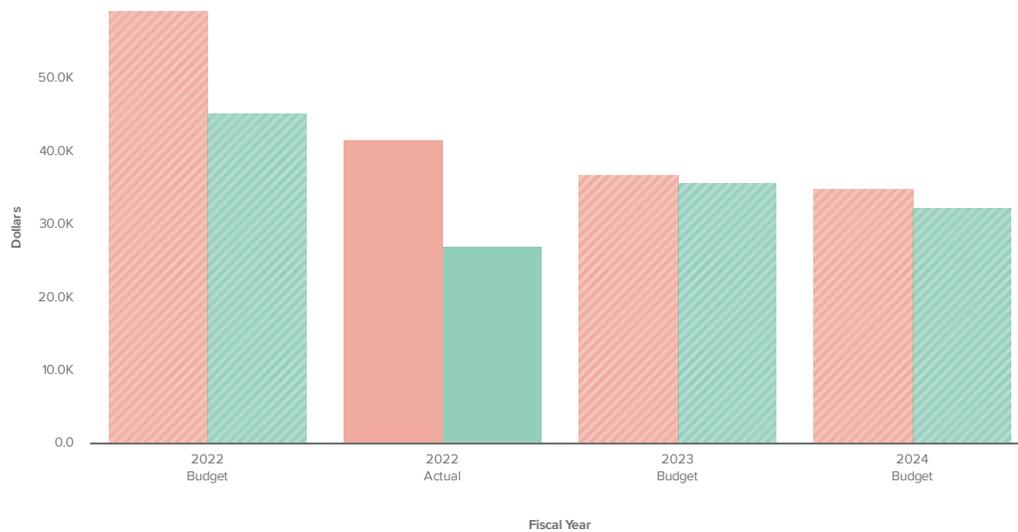
Types

BRANCH LIBR - BLOOMING PR...



Visualization

Sort By Chart of Accounts



## Revenues

Expand All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▶ Intergovernmental	\$ 45,354	\$ 27,107	\$ 35,854	\$ 32,500
<b>Total</b>	<b>\$ 45,354</b>	<b>\$ 27,107</b>	<b>\$ 35,854</b>	<b>\$ 32,500</b>

## Expenses

Collapse All	2022 Budget	2022 Actual	2023 Budget	2024 Budget
▼ Operating Expenditures	\$ 59,256	\$ 41,664	\$ 36,868	\$ 35,000
▶ Personnel Services - Salaries & Wages	19,453	9,091	0	0
▶ Personnel Services - Employee Benefits	6,678	2,807	0	0
▶ Supplies	31,701	29,055	35,800	35,000
▶ Other Services & Charges	1,424	712	1,068	0
<b>Total</b>	<b>\$ 59,256</b>	<b>\$ 41,664</b>	<b>\$ 36,868</b>	<b>\$ 35,000</b>