

2015 Adopted Budget

City of Owatonna

Cooperative
Trail Grant
Project
City of Owatonna
Parks & Recreation
Department

20
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VEHICLE LOAD LIMIT

**The City of Owatonna
2015 Budget
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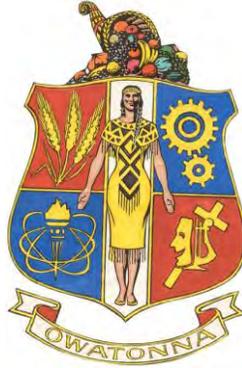
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THE CITY OF



OWATONNA

Kris Busse
City Administrator

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Email: Kris.Busse@ci.owatonna.mn.us

To: Honorable Mayor and City Councilmembers
From: Kris M. Busse, City Administrator
Re: 2015 Proposed budget and preliminary levy
Date: December 16, 2014

Presented herewith is the 2015 Budget and levy. This budget is the culmination of months of preparation and study by the Mayor, City Council Members and staff. Budget preparations began in early June to allow sufficient time for review and consideration prior to adopting the preliminary budget and levy in September. Departmental budget presentations were held August 19 through October 21. Council reviewed the Capital Improvement Plan on October 28, 2014 and the overall budget on November 18, 2014.

Economic Outlook-

Owatonna is continuing the pattern of growth established in 2013-14. The city has experienced some much needed expansion in its industrial base and the addition of jobs. A major employer, Viracon, has added a 100,000 square foot addition and brought in state of the art glass coating equipment, Daikan Applied has broken ground on a 122,000 square foot addition which will add 40 jobs to the community. Jostens is undergoing a major remodeling of its current downtown facility which will result in an additional 100 jobs. Vision Processing is currently constructing a 15,000 square foot addition adding another 20 jobs. This increased economic development activity has resulted in an expansion in the tax base of approximately 4.27%. This growth has also increased demands on city services. While this news is positive, staff understands that post-recession recovery is still delicate and that a conservative approach to expenditures is necessary. Increases in expenditures will need to be limited by growth of the tax base.

Budget Highlights-

Overall budget expenditures have increased from \$16,696,958 to \$16,973,320 or a modest 1.66%. This increase reflects necessary increases for the Vehicle Replacement Fund, Personnel services costs and additional street maintenance.

Local Government Aid was increased slightly for 2015 thanks to additional monies appropriated during the 2014 legislative session. The city received an additional \$116,000 in LGA. The city will continue to support necessary infrastructure investments with LGA.

The city's strategic plan includes infrastructure as a key focus area and the proposed budget includes funding for technology to improve efficiencies and effectiveness. Funding has been included for increasing the 3rd IT position from half-time to full-time. The size and complexity of our current computer systems and 24/7 nature of operations require an additional support person. This was also a prime recommendation from a technology roadmap analysis completed in 2012. A half time administrative support position is included to assist the human resources coordinator. The growing complexity in compliance issues and personnel administration require this investment. In addition, a full-time GIS (geographic information systems) position is proposed. This position is critical in allowing the city to utilize technology for increased efficiency in multiple areas and departments.

Vehicle replacement funding is proposed to increase to 80%. Once fully funded, this internal service fund will provide funding for city vehicles through monthly charges to the general fund for vehicle use. This more accurately reflects the true costs in their respective department/programs.

Personnel services costs reflect a modest wage increase and increase in PERA and health insurance costs and mandated minimum wage increases.

Street maintenance funding was increased by \$229,000 in 2015 resulting in an improvement from a 50 plus year maintenance cycle to a 12 year cycle. This investment reflects the strategic plan emphasis on maintaining an adequate transportation system.

Capital Items recommended for funding reflect the priorities established in the strategic plan of infrastructure, quality of life, economic vitality and residential redevelopment. Key items include: computer and technology replacements and upgrades, data management and archiving software, police squad cars, T hangar pavement reconstruction, tennis court resurfacing, carpet replacement in library children's area and fitness equipment.

A new feature incorporated into the 2015 budget is a 5 year look forward of general fund revenues and expenditures along with corresponding fund balance and tax levy. This will allow council and staff to consider the impacts of budget decisions on the overall financial health of the city and identify potential problems or issues in the future

Recommendation

The city has been very conservative in budgeting and held levy increases to 2.65% over the last five years. The city has experienced growth in the tax base of 4.27% along with the increase in demand for services. In order to facilitate further growth and address delayed infrastructure needs, I am recommending an increase of the levy of 3.92%. This amount is slightly under the amount of increase in the tax base which results, a slight decrease in taxes for property owners whose valuations did not increase.

Special thanks to all of the department heads for their work on the budget and CIP documents and for their continued emphasis on continuous improvement and to the Mayor and City Council for their leadership and vision for the City.

**CITY OF OWATONNA
MAYOR AND CITY COUNCIL**

Mission Statement

The Mayor and City Council shall represent the people of Owatonna by making decisions which ensure quality public services for all who live and work in the community.

Guiding Principles

The Mayor and City Council shall:

- **Lead with a vision of Owatonna as we and residents would like to see it now and in the future;**
- **Exercise fiscal responsibility ensuring the best use of tax dollars;**
- **Listen carefully to, and share information with, the public as completely as possible;**
- **Empower employees and boards of the City of Owatonna to perform their duties with efficiency, quality, and the highest regard for the public trust;**
- **Accept only the highest standard of legal and ethical behavior by all who are elected or appointed to public office;**
- **Promote the best interests of the City of Owatonna, locally, statewide, and nationally.**

**Adopted – April 1992
Revised – June 1998**

CITY OF OWATONNA

2015 BUDGET

2014 CITY COUNCIL

Term Expires

Mayor	Thomas A. Kuntz	December 2016
Council Member at Large	Les Abraham	December 2016
Council Member at Large	Jeffrey Okerberg	December 2018
Council Member First Ward	Nathan Dotson	December 2018
Council Member Second Ward	Greg Schultz	December 2016
Council Member Third Ward	Dave Burbank	December 2018
Council Member Fourth Ward	Kevin Raney	December 2016
Council Member Fifth Ward	Brent Svenby	December 2018

CITY STAFF

City Administrator	Kris Busse
City Engineer-Director of Public Works	Kyle Skov
Finance Director	Rhonda Moen
Chief of Police	Keith Hiller
Fire Chief	Michael J. Johnson
Director of Community Development	Troy Klecker
Director of Library Services	Mary Kay Feltes
Director of Parks and Recreation	James "Corky" Ebeling
City Attorney	Mark M. Walbran



STRATEGIC PLANNING

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

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

Infrastructure: *Develop and implement fiscal sustainability policies to support core services that proactively ensure the health, safety and welfare of our citizens; attract, develop, and retain a high performing municipal workforce; and fund infrastructure needs.*

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

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

Residential Redevelopment: *Encourage and make effective use of vacant infill properties to blend with existing neighborhoods. Proactively pursue redevelopment projects of distressed properties to result in highest and best use.*

City of Owatonna

Fund Balance Policy

I. PURPOSE AND NEED FOR POLICY

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

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

II. POLICY

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

III. PROCEDURES

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

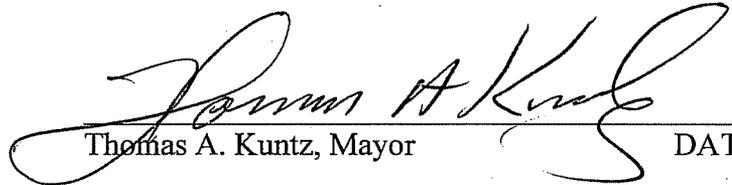
- Staff and Council should review the policy periodically, especially if the composition or timing of revenue receipts change.

IV. RESPONSIBILITY AND AUTHORITY

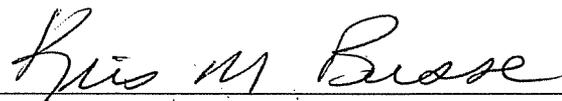
Administrative implementation of policies is the responsibility of staff and council.

VI. POLICY EFFECTIVE DATE

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


Thomas A. Kuntz, Mayor DATE

ATTEST


Kris M. Busse, City Administrator/City Clerk

Fund Balance Policy - Compliance

- ▶ The fund balance policy provides that the City maintain a general fund unreserved fund balance of 50% of the next year's budgeted expenditures.
- ▶ Unreserved fund balance @ 12/31/13 was \$9,575,327 or 57% of 2014 budgeted expenditures.
- ▶ It is estimated that unreserved fund balance will be equal or greater to the 12/31/13 balance at the end of 2014.
- ▶ 50% of 2015 budgeted expenditures would be \$8,530,939. Based on fund balance estimates, the 2015 budget does comply with the fund balance policy. If at 12/31/14, fund balance is equal to what it was on 12/31/13, it will be 56% of 2015 budgeted expenditures.

Looking to the Future

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

Five-by-Five Basic Budget – General Fund

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

	(in millions)				
	2014 Budget	2015 Budget	2016 Budget	2017 Budget	2018 Budget
Starting fund balance	\$9.7	\$9.4	\$9.4	\$9.4	\$9.4
Revenues	16.4	17.1	17.5	17.9	18.3
Expenses	16.7	17.1	17.5	17.9	18.3
Surplus/(Deficit)	(0.3)	0.0	0.0	0.0	0.0
Ending fund balance	\$9.4	\$9.4	\$9.4	\$9.4	\$9.4

Expense assumptions include fully funding the Vehicle Replacement Fund (VRF), having modest wage increases annually, and a slight increase to factor in inflation. Revenue assumptions include all revenues except the levy remaining flat. Any necessary increase is added to the levy. It is also assumed that the city will continue to be in a period of growth to offset the levy increases. The total effect of the assumptions is summarized below.

	2015 Budget	2016 Budget	2017 Budget	2018 Budget
Total increase in expenses	1.66%	2.5%	2.5%	2.0%
Required levy increase to balance budget	3.92%	4.18%	4.11%	3.23%
Required fund balance per policy	\$8.7	\$9.0	\$9.1	\$9.3

You will notice that as expenditures increase the required fund balance also increases. The City's past history of conservative budgeting will help to alleviate this problem as there will likely be a small carryover added to fund balance annually.

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

The following chart will demonstrate what will happen to fund balance if the city were to hold its levy flat:

	(in millions)				
	2014 Budget	2015 Budget	2016 Budget	2017 Budget	2018 Budget
Starting fund balance	\$9.7	\$9.4	\$9.4	\$9.0	\$8.2
Revenues	16.4	17.1	17.1	17.1	17.1
Expenses	16.7	17.1	17.5	17.9	18.3
Surplus/(Deficit)	(0.3)	0.0	(0.4)	(0.8)	(1.2)
Ending fund balance	\$9.4	\$9.4	\$9.0	\$8.2	\$7.0

The City would be out compliance with its fund balance policy after 2016. This is an extreme example, because the city would not allow their expenses to outgrow their revenues. But it does aid in demonstrating how quickly the city can fall out of compliance with its fund balance policy.

**City of Owatonna
2015 Budget Summary by Fund**

	Governmental Funds				Component Units		Enterprise Funds			Total
	General Fund	Special Revenue Funds	Capital Projects Funds	Debt Service Funds	HRA	EDA	Sewer Fund	Storm Water Fund	Aquatic Center	
Revenues										
Tax Levy	\$8,187,598		\$350,000	\$1,138,920	\$130,000	\$150,000		\$246,000		\$10,202,518
Other Taxes	322,500		571,855			210,000				1,104,355
Licenses & Permits	307,575									307,575
Intergovernmental	5,375,493	235,400			841,666					6,452,559
Charges for Services	2,228,324	152,850			21,216	72,168	3,098,000	350,000	200,500	6,123,058
Special Assessments			51,316	744,014			1,449			796,779
Fines & Forfeitures	174,900									174,900
Interest on Investments	75,000	500	21,300	8,500	2,300	12,700	150,000	4,000		274,300
Miscellaneous	301,930	4,200			19,200	67,446			500	393,276
Transfers In				141,000						141,000
Total Revenues	\$16,973,320	\$392,950	\$994,471	\$2,032,434	\$1,014,382	\$512,314	\$3,249,449	\$600,000	\$201,000	\$25,970,320
Expenditures										
Personnel	\$11,949,971				\$125,377	\$54,669	\$748,533	\$84,275	\$117,538	\$13,080,363
Supplies	1,808,974	129,000			1,000	800	379,950	19,500	52,800	2,392,024
Other Services/Charges	3,214,375	331,400	430,855		877,308	353,261	2,042,475	360,150	102,400	7,712,224
Debt Service				2,134,805			90,000	102,000		2,326,805
Capital Outlay			350,000							350,000
Transfers Out			141,000							141,000
Total Expenditures	\$16,973,320	\$460,400	\$921,855	\$2,134,805	\$1,003,685	\$408,730	\$3,260,958	\$565,925	\$272,738	\$26,002,416

**CITY OF OWATONNA
HISTORY OF LEVY AND LEVY CHANGES
FOR PERIOD 2007 THRU 2015**

	2007	2008	2009	2010	2011	2012	2013	2014	2015
Tax Capacity Rates									
County	47.974	50.212	51.394	52.331	55.332	62.970	62.495	59.246	
City	41.190	44.650	45.336	46.687	50.197	58.051	59.754	59.018	
ISD 761	19.188	18.731	18.963	16.646	17.122	20.047	19.375	17.954	
Totals	108.352	113.593	115.693	115.664	122.651	141.068	141.624	136.218	
% Share of Total									
County	44.28%	44.20%	44.42%	45.24%	45.11%	44.64%	44.13%	43.49%	
City	38.01%	39.31%	39.19%	40.36%	40.93%	41.15%	42.19%	43.33%	
ISD 761	17.71%	16.49%	16.39%	14.39%	13.96%	14.21%	13.68%	13.18%	
Totals	100.00%								
City Levy									
General Fund	6,274,890	7,047,474	7,024,367	7,177,746	7,497,476	7,567,913	7,722,773	7,707,934	8,052,651
CIP Fund			150,000	150,000	150,000	450,000	550,000	400,000	350,000
EDA	50,000	120,000	120,000	120,000	120,000	120,000	140,000	140,000	150,000
Levy Subject to Levy Limit	6,324,890	7,167,474	7,294,367	7,447,746	7,767,476	8,137,913	8,412,773	8,247,934	8,552,651
PERA Rate Change	41,957	74,905	91,277	85,714	85,714	106,449	111,108	113,315	134,947
Debt	1,372,625	1,637,332	1,957,321	1,807,320	1,575,627	1,276,418	1,173,384	1,336,016	1,384,920
Abatement - Clinic	38,335	38,335	38,335	38,335	38,335	0	0	0	0
Abatement - WalMart	58,174	71,552	61,665	61,665	53,628	0	0	0	0
Subtotal	7,835,981	8,989,598	9,442,965	9,440,780	9,520,780	9,520,780	9,697,265	9,697,265	10,072,518
HRA	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	130,000
Total	7,955,981	9,109,598	9,562,965	9,560,780	9,640,780	9,640,780	9,817,265	9,817,265	10,202,518

0.5662282
0.560777
0.5884484

Levy Percentage Change 13.33% 14.50% 4.98% -0.02% 0.84% 0.00% 1.83% 0.00% 3.9242%

Extra Information:

LGA & MVC from the State of Minnesota

LGA Certified	4,337,655	4,122,060	4,260,278	4,200,573	4,024,648	3,153,124	3,153,124	3,935,915	4,052,823
MVC Reduction				467,721	467,721				
LGA Unallotment		534,970	453,956	1,047,449	871,524				
Net State Aid	4,337,655	3,587,090	3,806,322	2,685,403	2,685,403	3,153,124	3,153,124	3,935,915	4,052,823

Governmental Funds Summary

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

Revenues and Other Financing Sources

The following table shows the five-year history of the Governmental Funds from 2011-2015. The budgeted revenue (excluding transfers in) is \$20,252,175 which is a \$1,136,637 or 5.9% increase from 2014.

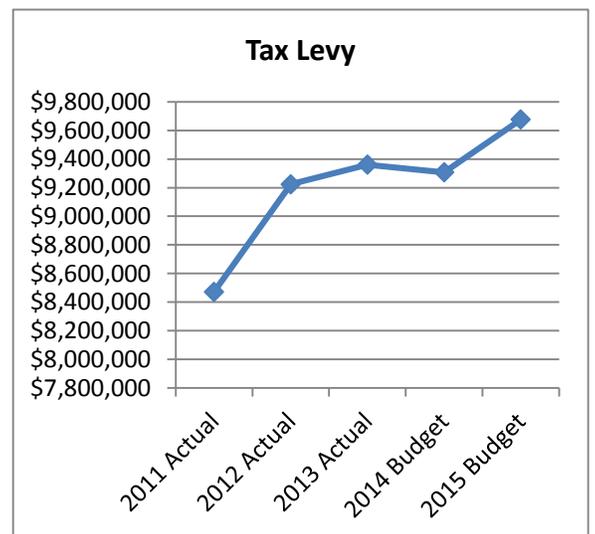
	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Tax Levy	\$8,472,196	\$9,223,989	\$9,360,772	\$9,307,665	\$9,676,518
Other Taxes	1,509,351	596,406	638,879	621,355	894,355
Licenses & Permits	374,415	279,645	350,707	309,900	307,575
Intergovernmental	7,617,353	6,434,010	7,562,657	5,342,997	5,610,893
Charges for Services	2,527,578	2,269,600	2,449,835	2,150,267	2,381,174
Special Assessments	1,467,016	1,444,022	1,361,391	765,131	795,330
Fines & Forfeits	231,901	206,517	172,778	177,550	174,900
Interest on Investments	360,304	137,539	(308,037)	126,000	105,300
Miscellaneous	443,744	332,307	667,413	314,673	306,130
Imprelis settlement			1,858,593		
Transfers In	1,303,508	0	0	564,000	141,000
Total	\$24,307,366	\$20,924,035	\$24,114,988	\$19,679,538	\$20,393,175

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

Tax Levy

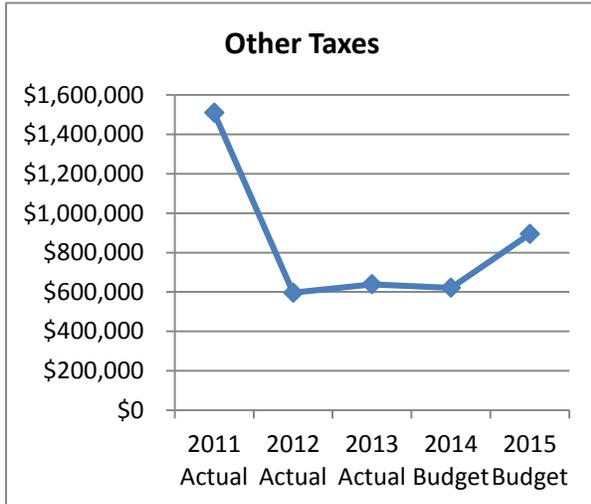
The City relies on property taxes for approximately 48.0% of the total Governmental Funds revenue, supporting such functions as general government, public safety, public works, and culture and recreation.

The City's goal is to provide exceptional services to its citizens at an affordable price. With the recent development activity, the City starting to see growth in its tax capacity. The City has seen a 4.19% increase in its tax capacity for 2015. The large jump in the tax levy in 2012 was due to the State of Minnesota's elimination of the Homestead Market Value Credit (HMVC). This portion of the City's levy was previously paid out as intergovernmental revenue. Prior to 2015, the City's five year combined increase to its levy was 2.65%. The current year budget includes a 4.03% increase.



Governmental Fund Revenues - Continued

Other Taxes



Included in this revenue category are the City's franchise tax, tax increment collections, tax abatements, and the Local Area sales tax. The City had two tax abatement projects for which they were levying taxes. These projects included the Wal-Mart area and the Mayo Clinic. These abatements both ended in 2011.

The City's local option sales tax began on April 1, 2006 and terminated on June 30, 2011. The collections of this tax were used to fund various improvements of government buildings (i.e. West Hills, library, and the fire hall) and several transportation projects.

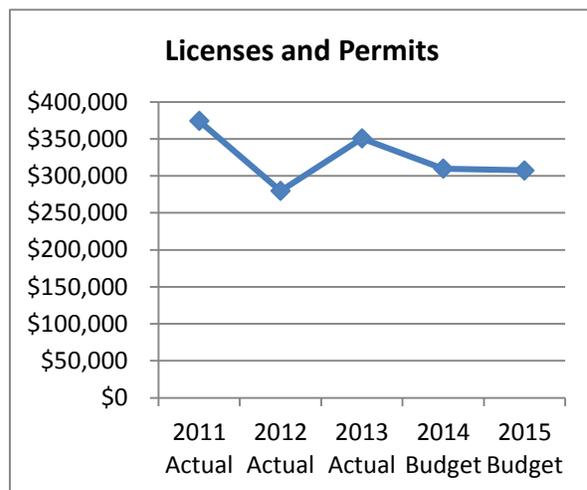
After 2011 Actual amounts, only the City's franchise tax and tax increment collections are included. The increase in 2015 is primarily due to the new TIF districts created for Sputtering Components, Viracon, and the hospital redevelopment site.

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.

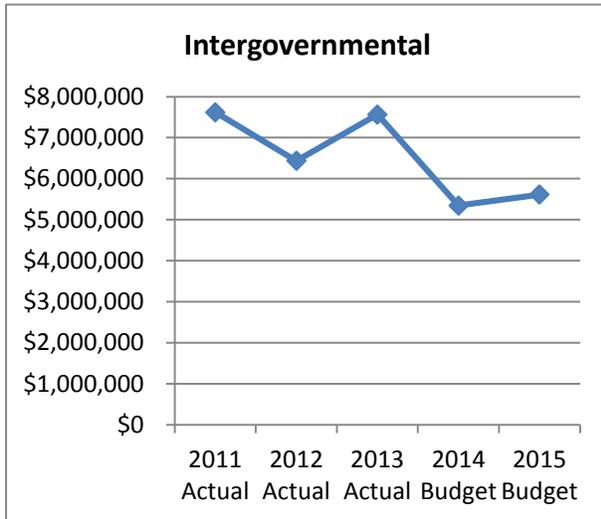
Building permits continue to be the single largest revenue source in this category.

Permit revenue started to rebound slightly in 2011. Both 2011 and 2013 had several large commercial permits issued resulting in 2012 looking like a down year, which is misleading.



Governmental Fund Revenues – Continued

Intergovernmental



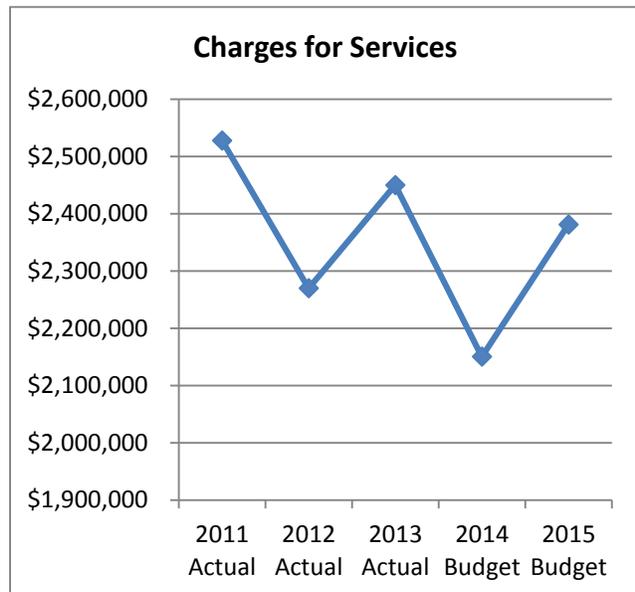
Intergovernmental revenue consists of grants and aids from Federal, State, County and the local school district governments. The City's primary source of intergovernmental revenue comes from the state and includes Local Government Aid (LGA). LGA represents 23.7% of total budgeted revenues for 2015. As mentioned earlier with the discussion on tax levy, the MVHC will no longer be paid to the City as aid from the State. Rather, it will be paid as part of the City's tax levy directly from the county. Therefore, the MVHC is no longer reflected as part of intergovernmental revenues after 2011. The 2011-2013 intergovernmental revenue also includes FEMA funds received as a result of the

September 2010 flood and some flood mitigation grants the city was awarded.

The 2013 legislature restored some of the LGA funding for 2014 and 2015. Budgeted intergovernmental revenues are higher in 2014 and 2015 than previous year's budgets, but lower than previous year's actual results due to unbudgeted grant funds.

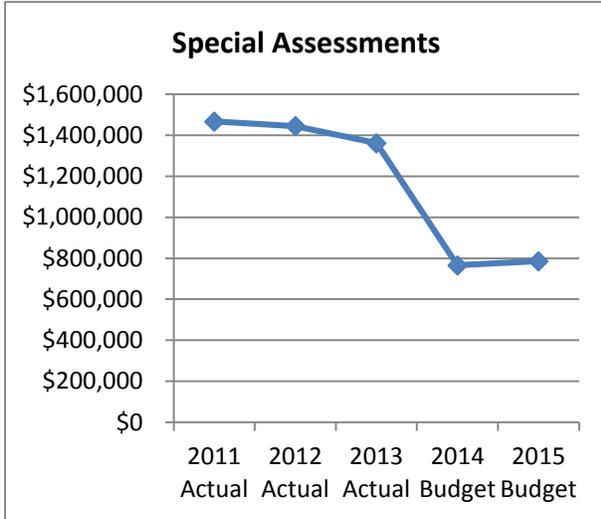
Charges for Services

Charges for Services include user charges for the recreation department, Tennis and Fitness Center, and Brooktree Golf Course. 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. 2011 Actual results include funding from the Owatonna Foundation for the Straight River Trail bridges. 2015 budget figures were increased to better reflect actual results from 2013. The primary increase was in engineering fees.



Governmental Fund Revenues – Continued

Special Assessments



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

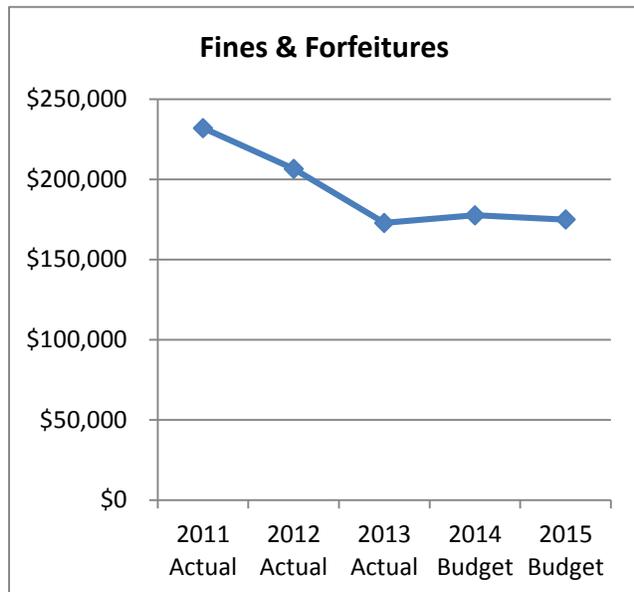
The number of construction projects completed has declined as the City, State, and Federal Government all struggle with funding their infrastructure projects. The decline is a delayed reaction to a reduction in projects beginning in 2009. In addition, the assessment interest rate was reduced from 7% to 3.5% which also impacts revenues.

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.

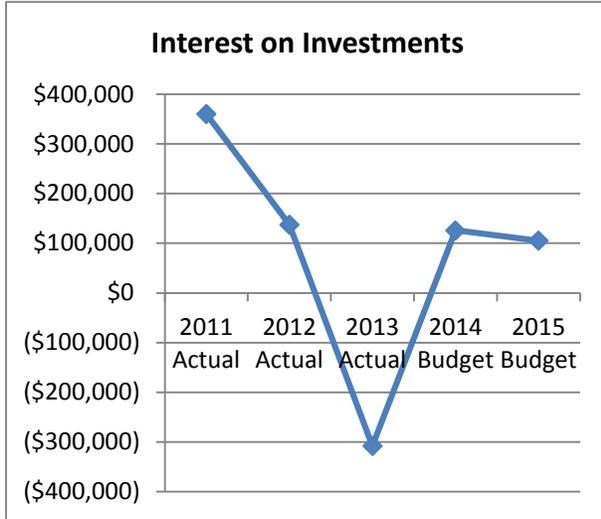
Library fines make up the smallest portion of this category. The fines charged by the library remain fairly level from year to year.

Budgeted revenues have been reduced to closer reflect actual results.



Governmental Fund Revenues – Continued

Interest on Investments



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

Interest rates have hit record lows. This chart shows the decline in actual interest earnings. Budget amounts have been reduced to reflect actual returns on investments.

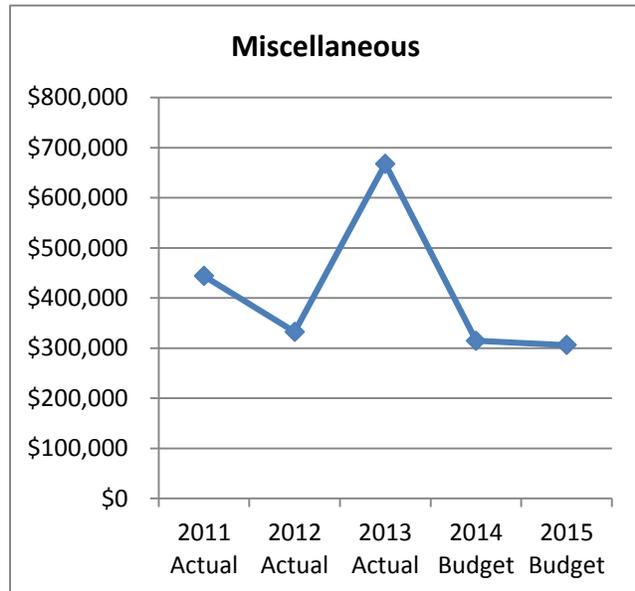
2013 Actual results include a large loss recording investments at market value. We will see this reverse itself in 2014 with revenues exceeding budgeted amounts.

Miscellaneous

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

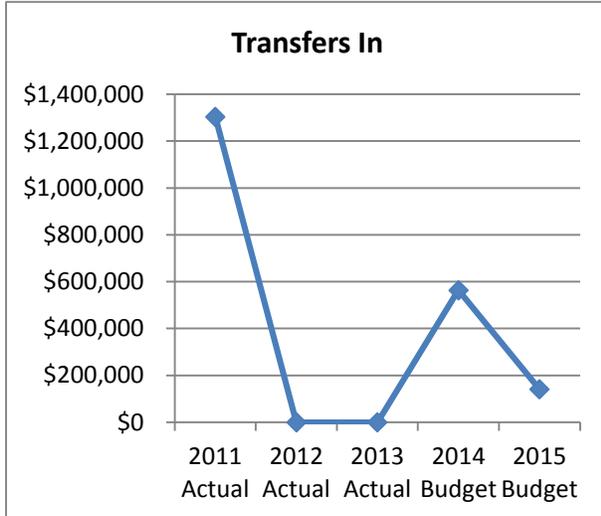
The budgeted amounts include rentals of various City property (i.e. West Hills buildings, airport land, and park facilities) and anticipated donations.

The increase in 2013 includes the Bremer grant and the BCBS grant which were both awarded to the library.



Governmental Fund Revenues – Continued

Transfers In



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

The largest item in this category for 2011 was related to the Local Area Sales Tax. The sales tax dollars were collected in a special revenue fund. These funds were required to be transferred to either the capital projects fund that was completing the projects.

The transfers budgeted in 2014 are comprised of three transfers from the general fund to the capital projects fund. The general fund’s fund balance increased by \$700,000 in 2012. \$100,000 of this excess is being transferred to

the capital projects fund to purchase play equipment for Manthey Park in 2014. The second item is for \$80,000 from the police department 2014 operating budget to pay the balance of the detached storage facility which was constructed in 2013. The final item relates to the additional LGA to be received in 2014. \$384,000 is being transferred to the capital projects fund to provide funding for priority street maintenance projects which have been delayed during the difficult budget years. The \$141,000 transfer in 2015 is for the purpose of transferring Tax Increment Financing revenue from the TIF 3-6 Viracon capital projects fund to the debt service fund which will make the bond payments beginning in 2016.

Imprelis settlement

In 2013, the city received a settlement from Dupont for the prior use of a chemical called “Imprelis” which damaged many trees at the Brooktree Municipal Golf Course. The settlement amount was for \$1,858,593. This was reported as an “other financing use”. The City does not expect to have any future items in this category to make a comparison chart.

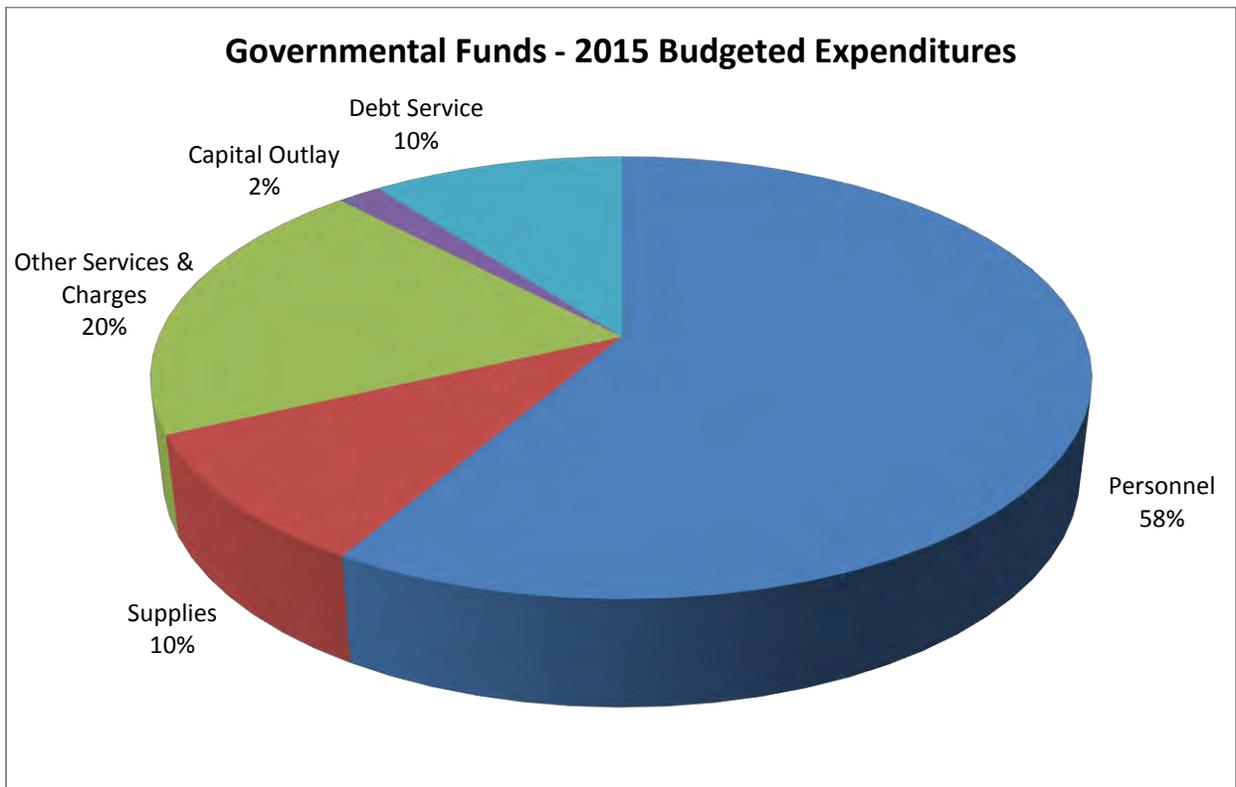
These funds were transferred to capital projects to be used for capital improvements at Brooktree Golf Course.

Governmental Funds Summary

Expenditures and Other Financing Uses

The following table shows the five-year history of the Governmental Funds from 2011-2015. The budgeted expenditures (excluding transfers out) are \$20,349,380 which is an \$751,553 or 3.8% increase from 2014.

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Personnel	\$10,813,448	\$10,910,956	\$10,806,510	\$11,401,786	\$11,949,971
Supplies	1,856,267	1,847,860	1,885,350	1,840,938	1,937,974
Other Services & Charges	3,195,709	2,740,208	2,780,731	3,360,089	3,976,630
Capital Outlay	4,758,793	4,145,253	7,234,554	877,000	350,000
Debt Service	3,556,448	5,059,625	2,477,980	2,118,014	2,134,805
Transfers Out	1,403,508	50,000	2,963,221	564,000	141,000
Total	\$25,584,173	\$24,753,902	\$28,148,346	\$20,161,827	\$20,490,380



Governmental Fund Expenditures

Personnel

Personnel costs include wages for all full time and part time employees, PERA costs, FICA costs, insurance (health, life, AD&D), uniforms, and workers compensation costs. Personnel costs include a modest increase estimated for 2014 and 2015. Contracts are still open for 2014 and 2015. 1% and 1.25% increases were negotiated for 2012 and 2013, respectively.

Supplies

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

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

Other Services & Charges

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

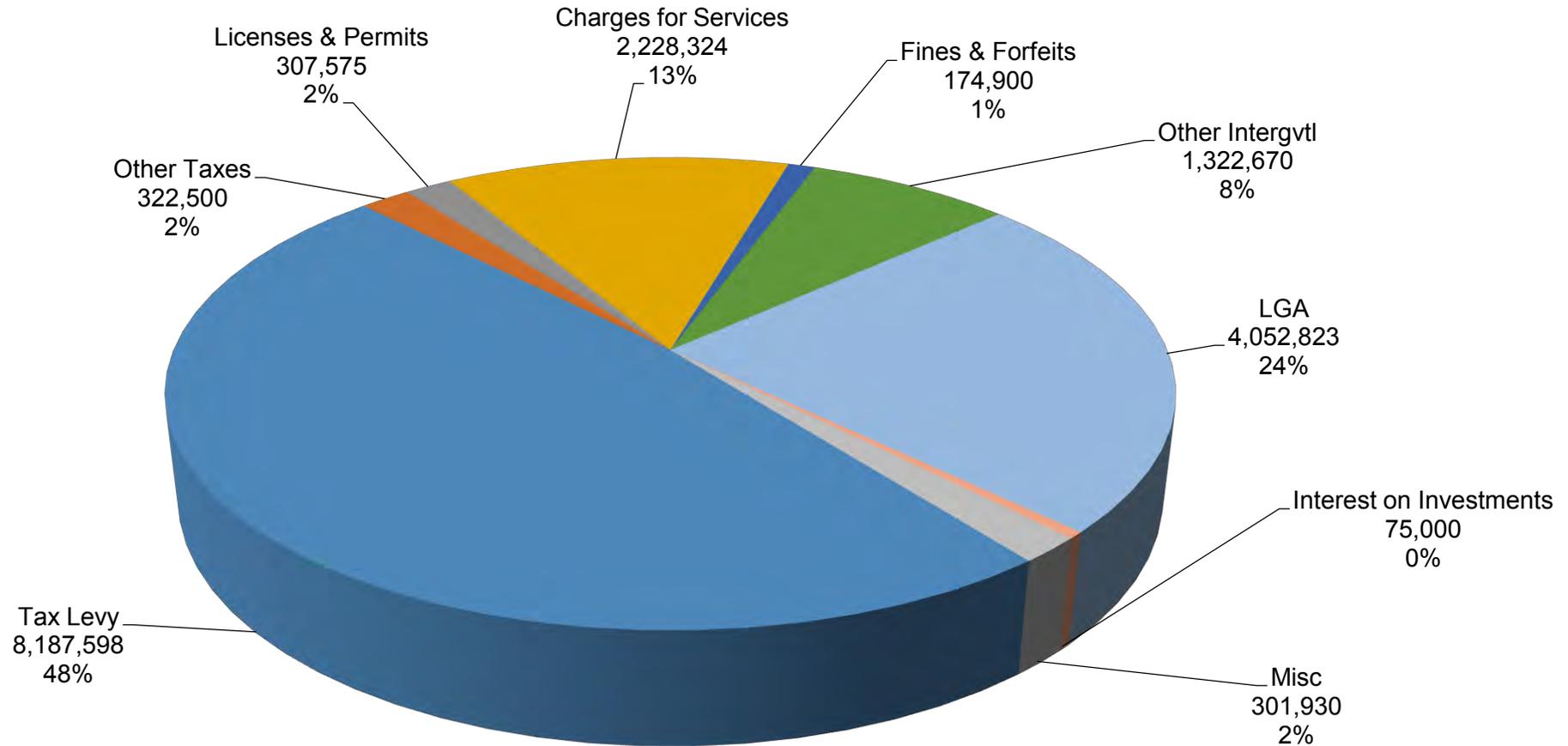
Debt Service

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

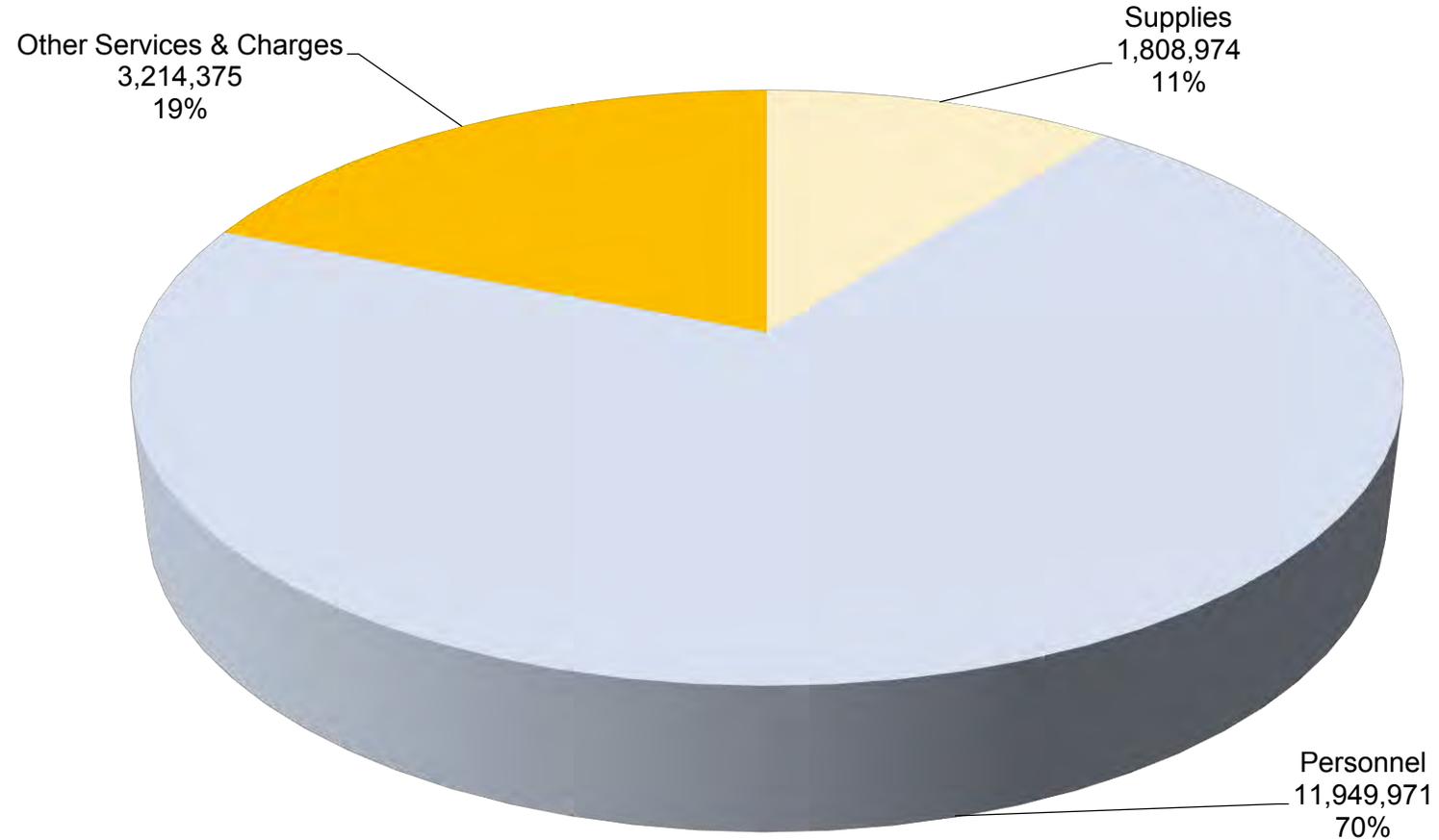
Capital Outlay

Capital outlay includes the expenditure for acquiring capital assets, including land, buildings, improvements, initial equipment, additional equipment and replacement equipment. Street improvement projects are not included in the 2015 budgeted figures.

General Fund Revenues - \$16,973,320



General Fund Expenditures - \$16,973,320



CITY OF OWATONNA
2015 GENERAL FUND BUDGET SUMMARY

REVENUES	2012 ACTUAL	2012 BUDGET	2013 ACTUAL	2013 BUDGET	06/30/14 YTD ACTUAL	2014 BUDGET	2015 BUDGET
Tax Levy	\$7,736,934	\$7,674,362	\$7,887,101	\$7,833,881	\$3,629,880	\$7,821,249	\$8,187,598
Other Taxes	\$307,594	\$302,000	\$324,401	\$302,000	\$154,010	\$311,500	\$322,500
Licenses & Permits	\$279,645	\$297,650	\$350,707	\$299,200	\$188,871	\$309,900	\$307,575
Intergovernmental Revenue	\$4,438,060	\$4,046,518	\$4,486,119	\$4,185,593	\$2,254,625	\$5,243,869	\$5,375,493
Charges for Services	\$2,269,600	\$2,193,022	\$2,450,938	\$2,140,860	\$1,079,323	\$2,147,417	\$2,228,324
Fines & Forfeits	\$206,517	\$221,800	\$172,778	\$217,250	\$103,272	\$177,550	\$174,900
Interest on Investments	\$50,009	\$120,000	(\$140,584)	\$80,000	\$46,150	\$75,000	\$75,000
Miscellaneous	\$307,829	\$272,309	\$2,230,651	\$291,446	\$106,458	\$310,473	\$301,930
Transfers							
Total Revenues	\$15,596,188	\$15,127,661	\$17,762,111	\$15,350,230	\$7,562,589	\$16,396,958	\$16,973,320

EXPENDITURES	2012 ACTUAL	2012 BUDGET	2013 ACTUAL	2013 BUDGET	06/30/14 YTD ACTUAL	2014 BUDGET	2015 BUDGET
General Government:							
Mayor & Council	\$187,867	\$372,027	\$2,841,924	\$341,759	\$404,569	\$957,878	\$406,932
Administrative Services	\$889,359	\$944,696	\$909,039	\$934,640	\$511,308	\$1,061,795	\$1,134,351
City Attorney	\$207,187	\$239,420	\$217,685	\$246,477	\$118,330	\$242,382	\$234,776
Government Buildings	\$802,259	\$899,040	\$807,247	\$823,245	\$444,706	\$815,230	\$854,376
Total General Government	\$2,086,672	\$2,455,183	\$4,775,895	\$2,346,121	\$1,478,913	\$3,077,285	\$2,630,435
Public Safety:							
Police	\$4,104,615	\$3,919,257	\$4,224,967	\$4,199,196	\$2,122,882	\$4,490,655	\$4,563,827
Fire	\$1,158,448	\$1,207,672	\$1,240,489	\$1,250,668	\$545,915	\$1,359,593	\$1,433,512
Building Inspection	\$339,002	\$378,542	\$354,852	\$352,542	\$160,402	\$387,111	\$363,201
Total Public Safety	\$5,602,065	\$5,505,471	\$5,820,308	\$5,802,406	\$2,829,199	\$6,237,359	\$6,360,540
Public Works:							
Engineering	\$894,818	\$727,248	\$714,281	\$727,677	\$292,254	\$768,521	\$914,644
Street Maintenance	\$1,956,552	\$1,975,523	\$1,962,431	\$2,007,994	\$1,119,457	\$2,233,104	\$2,445,156
Airport	\$415,990	\$416,361	\$431,455	\$452,118	\$222,444	\$473,864	\$479,201
	\$3,267,360	\$3,119,132	\$3,108,167	\$3,187,789	\$1,634,155	\$3,475,489	\$3,839,001

CITY OF OWATONNA
2015 GENERAL FUND BUDGET SUMMARY

EXPENDITURES	2012 ACTUAL	2012 BUDGET	2013 ACTUAL	2013 BUDGET	06/30/14 YTD ACTUAL	2014 BUDGET	2015 BUDGET
Culture & Recreation:							
Library	\$1,136,831	\$1,141,326	\$1,109,416	\$1,149,713	\$559,639	\$1,128,976	\$1,198,977
Park & Rec Administration	\$275,920	\$248,989	\$316,223	\$229,075	\$136,409	\$234,247	\$194,056
Park Maintenance	\$1,060,427	\$1,068,633	\$1,067,999	\$1,147,895	\$503,508	\$1,128,206	\$1,169,669
Adult Recreation	\$86,941	\$85,290	\$89,845	\$93,548	\$34,222	\$86,671	\$93,373
Youth Recreation	\$269,680	\$276,987	\$263,913	\$295,533	\$118,502	\$273,200	\$310,007
Tennis & Fitness Center	\$254,273	\$262,561	\$256,160	\$267,005	\$140,466	\$263,605	\$261,830
Senior Center	\$121,454	\$122,010	\$141,920	\$140,977	\$24,885	\$121,465	\$124,757
Brooktree Golf Course	\$608,342	\$510,609	\$619,416	\$543,593	\$205,145	\$530,422	\$548,524
Total Culture & Recreation	\$3,813,868	\$3,716,405	\$3,864,892	\$3,867,339	\$1,722,776	\$3,766,792	\$3,901,193
Housing & Economic Development							
Planning & Zoning	\$115,861	\$136,773	\$138,306	\$146,575	\$65,564	\$140,033	\$242,151
Total General Fund Expenditures	\$14,885,826	\$14,932,964	\$17,707,568	\$15,350,230	\$7,730,607	\$16,696,958	\$16,973,320

**City of Owatonna
Summary Budget Comparison by Department**

FUND 100: GENERAL FUND
DEPT 010: MAYOR & COUNCIL

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Tax Levies	7,736,935	7,674,362	7,887,101	7,833,881	3,629,880	7,821,249	8,187,598
Other Taxes	307,594	302,000	324,401	302,000	154,010	311,500	322,500
Licenses & Permits	76,065	79,700	76,215	81,300	66,881	76,300	75,575
Intergovernmental Revenue	3,191,624	3,175,046	3,254,581	3,175,046	1,967,940	3,957,837	4,074,745
Charges for Services	180	0	-9,523	0	100	0	0
Fines & Forfeits	0	200	2,500	0	500	0	500
Miscellaneous	25	0	0	0	0	0	0
Total Revenues	11,312,423	11,231,308	11,535,275	11,392,227	5,819,311	12,166,886	12,660,918
PT/Seasonal Wages	61,200	61,200	61,200	61,200	30,600	61,200	67,800
Benefits	5,435	4,440	4,808	4,917	2,415	5,326	5,398
PERSONAL SERVICES	-66,635	-65,640	-66,008	-66,117	-33,015	-66,526	-73,198
Supplies	4,429	6,700	181	700	52	700	700
SUPPLIES	-4,429	-6,700	-181	-700	-52	-700	-700
Professional Services	625	14,000	14,869	24,000	1,369	19,000	4,000
Communication	366	460	360	360	180	360	360
Vehicle, Travel & Training	4,312	5,000	8,991	5,000	5,129	6,000	7,000
Advertising & Promotion	18,358	19,000	14,239	18,000	6,701	15,000	15,000
Memberships & Subscriptions	62,129	65,000	63,106	65,000	48,877	65,000	70,000
Insurance	15,746	133,060	16,306	102,415	4,796	101,665	102,100
Other Services & Charges	15,268	65,167	13,678	60,167	12,450	199,627	134,574
OTHER SERVICES & CHARGES	-116,804	-301,687	-131,549	-274,942	-79,502	-406,652	-333,034
TRANSFERS OUT	0	0	2,644,186	0	292,000	484,000	0
Total Expenditures	-187,868	-374,027	-2,841,924	-341,759	-404,569	-957,878	-406,932
Net Revenue	11,124,555	10,857,281	8,693,351	11,050,468	5,414,742	11,209,008	12,253,986
Total for DEPT 010: MAYOR & COUNCIL	11,124,555	10,857,281	8,693,351	11,050,468	5,414,742	11,209,008	12,253,986

**City of Owatonna
Personnel & Items of Significance**

DEPT 010: MAYOR & COUNCIL

Position	Personnel		Current Rate	Budgeted Total	Items of Significance
	2014	2015			
Mayor	1	1	\$10,200	\$10,200	Other Taxes Cable Franchise
Council President	1	1	9,600	9,600	Other Franchise
Council Vice President	1	1	9,000	9,000	
Council Member	5	5	7,800	39,000	Intergovernmental Revenue
	8	8		\$67,800	Local Government Aid (LGA) (\$116,908 increase from 2014) PERA Aid
					Advertising & Promotion Legal publications
					Memberships & Subscriptions CGMC Membership Dues LMC Membership Dues Highway 14 Partnership
					Insurance Claims (\$100,000 aggregate annual deductible)
					Other Services & Charges Steele Co Historical Society Community Band Assistance Human Rights Commission So MN Initiative Fund
					\$305,000 17,500
					4,052,823 21,922
					12,000
					43,500 18,500 8,000
					100,000
					5,000 1,500 2,700 1,666

DEPT 051: ADMINISTRATIVE SERVICES

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	25,964	22,000	0	0	0	29,120	9,000
Charges for Services	7,676	6,500	7,843	5,500	20,397	7,000	7,000
Interest on Investments	50,009	120,000	-140,584	80,000	17,767	75,000	75,000
Transfers	27,000	42,000	73,456	42,000	13,500	42,000	57,000
Total Revenues	110,649	190,500	-59,285	127,500	51,664	153,120	148,000
FT Wages	435,366	391,917	456,328	468,183	258,010	529,969	592,345
PT/Seasonal Wages	27,290	27,524	18,505	0	2,878	26,500	17,907
OT/Holiday/Other	426	3,000	611	2,000	854	1,000	1,000
Benefits	157,649	148,240	165,388	176,862	93,903	194,821	233,749
PERSONAL SERVICES	620,731	570,681	640,832	647,045	355,645	752,290	845,001
Supplies	9,802	14,500	9,247	12,000	2,368	11,400	9,500
Small Tools & Equipment	2,442	3,300	2,918	3,300	361	3,250	3,250
SUPPLIES	-12,244	-17,800	-12,165	-15,300	-2,729	-14,650	-12,750
Professional Services	49,333	136,500	61,120	68,000	30,239	89,170	56,000
Communication	20,069	19,650	19,772	18,950	9,680	18,950	20,950
Vehicle, Travel & Training	16,573	17,760	15,531	19,760	7,858	22,700	25,150
Advertising & Promotion	1,122	700	681	200	0	200	200
Printing	363	0	2,048	500	0	1,000	1,500
Memberships & Subscriptions	2,161	2,200	2,126	2,700	1,437	2,500	2,500
Insurance	11,318	17,340	12,862	13,685	4,719	9,435	11,900
Repairs	85,570	85,000	85,676	88,000	80,322	90,400	97,900
Rent/Leases	2,562	2,565	0	0	0	0	0
Other Services & Charges	67,312	74,500	56,226	60,500	25,778	60,500	60,500
OTHER SERVICES & CHARGES	-256,383	-356,215	-256,042	-272,295	-160,033	-294,855	-276,600
Total Expenditures	-889,358	-944,696	-909,039	-934,640	-518,407	-1,061,795	-1,134,551
Net Revenue	-778,709	-754,196	-968,324	-807,140	-466,743	-908,675	-986,351

Total for DEPT 051: ADMINISTRATIVE SERVICES

**City of Owatonna
Personnel & Items of Significance**

Position	Personnel			Current Rate	Budgeted Total	Items of Significance
	2014	2015	2016			
City Administrator	1.00	1.00	1.00	\$110,614	\$112,826	Intergovernmental Revenue
Finance Director	1.00	1.00	1.00	95,371	97,278	Reimbursement from School district for election costs
Sr Accountant	1.00	1.00	1.00	58,925	60,104	
Accountant	1.00	1.00	1.00	23.46/hr	49,773	Transfers
Administrative Asst - City Clerk	1.00	1.00	1.00	24.56/hr	52,110	Reimbursement from EDA for accounting services
Human Resources Coordinator	1.00	1.00	1.00	66,052	69,120	Reimbursement from HRA for accounting services
Information Tech Coordinator *	0.75	0.75	0.75	74,495	56,989	Administration charged on capital projects (1%)
Information Tech System Admin *	0.75	0.75	0.75	59,732	47,215	
Information Tech System Admin *	0.00	0.75	0.75	58,118	46,931	Professional Services
	7.50	8.25	8.25		\$592,345	Legal/HR & Other Consulting Services
Permanent PT:						Audit
Admin Asst - HR - PT (50%)	0.00	0.50	0.50	\$16.56/hr	17,907	LEAN Coordinator
Other Seasonal Help:						Repairs
Election Judges	70.00	70.00	70.00		0	Computer Hardware/Software Maintenance Contracts
						Other Services & Charges
						Election equipment maintenance contract
						Computer system training
						Computer/Phone system services, licenses and contracts

* - Other quarter of this position is included in the library

DEPT 060: CITY ATTORNEYS

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Benefits	5,821	5,857	5,221	5,890	2,610	6,479	6,616
PERSONAL SERVICES	-5,821	-5,857	-5,221	-5,890	-2,610	-6,479	-6,616
Supplies	457	325	600	325	0	325	350
SUPPLIES	-457	-325	-600	-325	0	-325	-350
Professional Services	198,646	229,538	209,130	236,262	114,303	231,578	223,810
Communication	98	500	22	800	0	800	800
Vehicle, Travel & Training	266	400	350	400	0	400	400
Memberships & Subscriptions	1,898	2,800	2,362	2,800	1,417	2,800	2,800
OTHER SERVICES & CHARGES	-200,908	-233,238	-211,864	-240,262	-115,720	-235,578	-227,810
Total Expenditures	-207,186	-239,420	-217,685	-246,477	-118,330	-242,382	-234,776
Net Revenue	-207,186	-239,420	-217,685	-246,477	-118,330	-242,382	-234,776
Total for DEPT 060: CITY ATTORNEYS	-207,186	-239,420	-217,685	-246,477	-118,330	-242,382	-234,776

**City of Owatonna
Personnel & Items of Significance**

DEPT 060: CITY ATTORNEYS

Position	Personnel		Current Rate	Budgeted Total	Items of Significance
	2014	2015			
	(None)				Professional Services Prosecuting Attorney City Attorney Legal Fees - Other
					\$113,810 90,000 20,000

DEPT 590: BUILDING/GROUNDS MAINTENANCE

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	50	0	-50	0	0	0	0
Miscellaneous	89,055	80,000	81,500	80,000	35,811	80,000	80,000
Total Revenues	89,105	80,000	81,450	80,000	35,811	80,000	80,000
FT Wages	350,685	385,930	386,157	355,592	205,201	409,606	423,438
PT/Seasonal Wages	89,116	116,876	70,506	95,723	25,130	45,229	47,990
OT/Holiday/Other	9,824	10,864	10,444	15,940	8,460	10,500	10,500
Benefits	153,901	186,871	156,750	164,192	84,607	171,307	177,560
PERSONAL SERVICES	603,526	700,541	623,857	631,447	323,398	636,642	659,488
Supplies	16,227	28,701	27,598	31,200	14,662	29,300	31,200
Repair Supplies	71,858	43,500	56,350	47,500	45,851	43,900	45,900
Small Tools & Equipment	12,448	15,450	10,006	15,950	4,051	15,150	15,150
SUPPLIES	-100,533	-87,651	-93,954	-94,650	-64,564	-88,350	-92,250
Professional Services	154	200	788	400	0	400	400
Communication	16,153	18,910	12,064	18,910	8,284	17,100	17,100
Transportation (VRF)	0	0	0	0	0	18,600	24,800
Vehicle, Travel & Training	719	2,988	241	2,988	720	2,488	2,488
Advertising & Promotion	0	200	1,234	200	0	200	200
Memberships & Subscriptions	0	50	0	50	0	50	50
Insurance	36,770	54,300	42,674	38,400	7,100	14,200	19,400
Licenses & Inspections	621	2,900	1,362	2,900	195	2,900	2,900
Repairs	35,154	25,000	22,079	27,000	7,817	27,000	27,000
Rents/Leases	702	1,300	485	1,300	537	1,300	1,300
Other Services & Charges	7,926	5,000	8,509	5,000	3,718	6,000	7,000
OTHER SERVICES & CHARGES	-98,199	-110,848	-89,436	-97,148	-37,671	-90,238	-102,638
Total Expenditures	-802,258	-899,040	-807,247	-823,245	-425,633	-815,230	-854,376
Net Revenue	-713,153	-819,040	-725,797	-743,245	-389,822	-735,230	-774,376
Total for DEPT 590: BUILDING/GROUNDS MAINTENANCE	-713,153	-819,040	-725,797	-743,245	-389,822	-735,230	-774,376

**City of Owatonna
Personnel & Items of Significance**

DEPT 590: BUILDING/GROUNDS MAINTENANCE		Personnel		Items of Significance	
Position	2014	2015	Current Rate	Budgeted Total	
Facilities & Grounds Supt.	1.00	1.00	\$64,575	\$65,867	Miscellaneous
Master Carpenter	2.00	2.00	24.58/hr	104,306	Rental Income
Senior Facilities Tech	2.00	2.00	24.58/hr	104,306	Communication
Facilities Tech	1.00	1.00	22.46/hr	49,273	Alarm Services
Custodian	2.00	2.00	18.92/hr	80,286	Transportation (VRF)
	8.00	8.00		\$404,038	Includes partial funding for 6 pickup trucks and 1 boom truck
Permanent PT:					
Park Bldg Maint II (1 @ 70%)	0.70	0.70	\$14.50/hr	\$22,897	
Prk Bldg Maint I (2 @ 70%) ^	1.40	1.40	12.01/hr	34,922	
Seasonal:					
Maintenance	1.00	1.00	8.50-10.00/hr	8,000	
				\$65,819	

* FT wages includes allocations to/from other departments

^ PT wages include allocations to other departments

DEPT 110: POLICE

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	561,082	418,299	589,034	578,299	141,464	728,374	759,013
Charges for Services	41,191	5,700	59,061	9,700	10,537	25,600	24,600
Fines & Forfeits	192,086	204,600	158,521	200,250	96,555	162,550	161,400
Miscellaneous	17,002	12,346	23,375	15,698	10	15,698	12,346
Total Revenues	811,361	640,945	829,991	803,947	248,566	932,222	957,359
FT Wages	2,172,605	2,191,374	2,188,414	2,248,020	1,129,841	2,344,162	2,399,973
PT/Seasonal Wages	56,174	62,394	54,784	63,806	29,773	64,606	93,980
OT/Holiday/Other	234,286	198,735	266,045	201,335	95,107	201,335	229,485
Benefits	869,972	882,054	878,766	921,235	452,750	990,752	1,013,189
PERSONAL SERVICES	3,333,037	3,334,557	3,388,009	3,434,396	1,707,471	3,600,855	3,736,627
Supplies	156,154	121,400	155,342	121,400	92,994	123,200	116,100
Repair Supplies	28,994	27,800	41,448	27,800	12,342	27,800	34,900
Small Tools & Equipment	22,747	22,500	26,672	22,500	32,023	25,000	25,000
SUPPLIES	-207,895	-171,700	-223,462	-171,700	-137,359	-176,000	-176,000
Professional Services	13,120	6,000	5,541	6,500	6,480	12,800	13,800
Communication	19,431	20,200	18,629	20,200	7,788	19,600	19,600
Transportation (VRF)	0	0	0	0	33,030	66,000	88,700
Vehicle, Travel & Training	24,177	38,500	30,678	38,500	18,455	38,500	38,500
Advertising & Promotion	0	0	127	0	0	0	0
Memberships & Subscriptions	4,108	5,700	7,751	5,700	3,960	5,700	5,700
Insurance	9,456	14,700	10,640	11,300	30,152	60,300	54,000
Licenses & Inspections	124	0	260	0	338	0	0
Repairs	36,622	37,500	42,479	37,500	16,178	37,500	41,500
Other Services & Charges	377,903	240,400	355,816	393,400	86,398	393,400	389,400
OTHER SERVICES & CHARGES	-484,941	-363,000	-471,921	-513,100	-202,779	-633,800	-651,200
CAPITAL OUTLAY	78,741	50,000	141,575	80,000	0	0	0
TRANSFERS OUT	0	0	0	0	80,000	80,000	0
Total Expenditures	-4,104,614	-3,919,257	-4,224,967	-4,199,196	-2,127,609	-4,490,655	-4,563,827
Net Revenue	-3,293,253	-3,278,312	-3,394,976	-3,395,249	-1,879,043	-3,558,433	-3,606,468
Total for DEPT 110: POLICE	-3,293,253	-3,278,312	-3,394,976	-3,395,249	-1,879,043	-3,558,433	-3,606,468

**City of Owatonna
Personnel & Items of Significance**

Position	Personnel			Current Rate	Budgeted Total	Items of Significance	
	2014	2015					
Chief of Police	1.00	1.00	\$98,317	\$100,283	Intergovernmental Revenue	\$239,645	
Captain	2.00	2.00	81,944	167,166	State - auto insurance premium tax	21,600	
Administrative Asst	1.00	1.00	23.19/hr	49,210	County - Reimburse SCDIU agent	153,000	
Administrative Asst - Investigation	1.00	1.00	23.19/hr	49,210	Federal SCDIU grant	132,690	
Administrative Asst - Patrol	1.00	1.00	23.19/hr	49,210	School district reimbursement for SRO officer	170,310	
Sergeant	6.00	6.00	67,387	404,322	School district reimbursement for 3 CSOs		
Sergeant - Investigation	1.00	1.00	67,387	67,387	Fines & Forfeits	112,000	
Patrol	20.00	20.00	56,667	1,133,340	Court Collected Fines	45,800	
Patrol - Investigation	5.00	5.00	62,855	314,275	Parking Fines		
CSO	3.00	2.00	23,691	88,271	Transportation (VRF)		
	41.00	40.00		\$2,422,674	Includes partial funding for 14 marked squads, 8 unmarked and 1 parking enforcement vehicle	88,700	
Permanent PT:							
CSO (4 @ 70%)	2.63	2.80	\$15.30-16.14/hr	\$93,980	Other Services & Charges	153,000	
					Federal SCDIU pass-thru grant	228,000	
					Reimbursement to Steele Co for LEC costs		

DEPT 120: FIRE

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Licenses & Permits	4,419	10,450	19,152	10,100	7,662	10,100	10,000
Intergovernmental Revenue	109,732	100,000	153,721	100,000	1,000	150,000	150,000
Charges for Services	139,649	103,250	139,287	106,250	111,906	112,250	122,250
Miscellaneous	407	0	2,194	0	5	0	0
Transfers	22,000	22,000	22,000	22,000	11,020	22,000	22,000
Total Revenues	276,207	235,700	336,354	238,350	131,593	294,350	304,250
FT Wages	557,519	550,785	559,205	563,248	282,813	570,292	580,488
PT/Seasonal Wages	63,111	71,652	59,174	71,652	28,806	76,078	76,078
OT/Holiday/Other	77,307	82,792	80,956	82,792	27,126	80,792	80,792
Benefits	316,173	319,096	381,093	338,791	111,368	384,378	408,632
PERSONAL SERVICES	1,014,110	1,024,325	1,080,428	1,056,483	450,113	1,111,540	1,145,990
Supplies	21,740	24,438	22,950	30,764	7,487	25,930	34,772
Repair Supplies	12,475	14,952	14,346	17,359	5,758	16,714	16,714
Small Tools & Equipment	45,620	39,621	43,515	39,621	7,776	41,161	38,641
SUPPLIES	-79,835	-79,011	-80,811	-87,744	-21,021	-83,805	-90,127
Professional Services	14,519	27,514	17,956	30,374	10,545	30,374	32,594
Communication	7,648	7,416	8,174	9,672	3,842	10,158	10,080
Transportation (VRF)	0	0	0	0	35,360	70,700	99,000
Vehicle, Travel & Training	13,535	17,265	8,470	12,765	6,175	14,765	14,765
Advertising & Promotion	483	650	0	650	1,702	650	2,100
Memberships & Subscriptions	2,436	2,745	2,438	3,545	1,629	2,934	2,949
Insurance	10,700	14,785	12,491	13,300	5,400	10,800	11,000
Licenses & Inspections	335	750	682	750	715	750	750
Repairs	10,197	14,351	13,449	15,877	8,717	15,877	16,257
Other Services & Charges	4,648	12,360	10,775	13,008	696	7,240	7,900
OTHER SERVICES & CHARGES	-64,501	-97,836	-74,435	-99,941	-74,781	-164,248	-197,395
CAPITAL OUTLAY	0	6,500	4,815	6,500	0	0	0
Total Expenditures	-1,158,446	-1,207,672	-1,240,489	-1,250,668	-545,915	-1,359,593	-1,433,512
Net Revenue	-882,239	-971,972	-904,135	-1,012,318	-414,322	-1,065,243	-1,129,262
Total for DEPT 120: FIRE	-882,239	-971,972	-904,135	-1,012,318	-414,322	-1,065,243	-1,129,262

**City of Owatonna
Personnel & Items of Significance**

Position	Personnel			Current Rate	Budgeted Total	Items of Significance	
	2014	2015	2016			Intergovernmental Revenue	Other
Fire Chief	1.00	1.00		\$86,382	\$88,109	State - auto insurance premium tax	\$150,000
Administrative Asst	1.00	1.00		\$23.19/hr	49,210		
Firefighter - Commander	4.00	4.00		58,391	233,564	Charges for Services	100,000
Firefighter - Operator	4.00	4.00		51,937	207,748	Rural Fire Assn Reimbursement	52,000
	10.00	10.00			\$578,631	Fire code permits & rental inspections	
Other PT:							
On-call Firefighters	21.00	21.00			\$71,652	Benefits (Personal Services)	
Weed/nuisance assistant					\$4,426	Pass-thru of State Tax to Relief Assn	150,000
					76,078		
						Transportation (VRF)	
						Includes partial funding for 3 fire engines, 1 aerial truck, 1 command vehicle, 3 pickups, 1 incident command vehicle	99,000

DEPT 140: BUILDING INSPECTION

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Licenses & Permits	197,333	201,000	249,454	201,000	108,268	221,000	221,000
Charges for Services	58,413	60,300	105,890	60,300	37,578	66,300	66,300
Total Revenues	255,746	261,300	355,344	261,300	145,846	287,300	287,300
FT Wages	215,335	237,317	211,435	238,244	105,464	245,385	205,488
PT/Seasonal Wages	0	0	2,775	0	0	0	32,894
OT/Holiday/Other	2,754	2,754	2,797	2,803	2,508	2,830	2,897
Benefits	105,057	113,251	88,630	92,595	42,018	108,296	92,472
PERSONAL SERVICES	323,146	353,322	305,637	333,642	149,990	356,511	333,751
Supplies	6,608	9,300	9,873	8,000	2,334	7,400	7,400
Repair Supplies	228	900	846	900	45	900	900
Small Tools & Equipment	309	2,150	488	2,100	2,879	5,550	2,800
SUPPLIES	-7,145	-12,350	-11,207	-11,000	-5,258	-13,850	-11,100
Professional Services	1,057	0	4,560	0	0	0	0
Communication	1,800	1,600	1,523	1,600	844	1,600	2,200
Transportation (VRF)	0	0	0	0	2,100	4,200	5,600
Vehicle, Travel & Training	2,897	6,320	1,416	2,200	706	2,200	2,200
Memberships & Subscriptions	1,309	3,200	1,155	2,500	185	1,800	1,800
Insurance	1,303	700	390	400	1,200	2,400	2,000
Licenses & Inspections	42	150	196	300	31	350	350
Repairs	300	900	268	900	88	4,200	4,200
OTHER SERVICES & CHARGES	-8,708	-12,870	-9,508	-7,900	-5,154	-16,750	-18,350
TRANSFERS OUT	0	0	28,500	0	0	0	0
Total Expenditures	-338,999	-378,542	-354,852	-352,542	-160,402	-387,111	-363,201
Net Revenue	-83,253	-117,242	492	-91,242	-14,556	-99,811	-75,901
Total for DEPT 140: BUILDING INSPECTION	-83,253	-117,242	492	-91,242	-14,556	-99,811	-75,901

**City of Owatonna
Personnel & Items of Significance**

DEPT 140: BUILDING INSPECTION

Position	Personnel			Current Rate	Budgeted Total	Items of Significance
	2014	2015				
Building Official	1.00	1.00		\$66,250	\$69,321	Licenses & Permits Building Permits
Senior Inspector/Chief Bldg Insp	1.00	1.00		59,358	60,545	
Building Inspector	1.00	0.00			0	Charges for Services
Administrative Asst	1.00	1.00		23.46/hr	49,773	Plan checking fees
	4.00	3.00	*		\$179,639	
Permanent PT: Building Inspector		0.70		22.01/hr	32,894	Transportation (VRF) Includes funding for 2 pickups/vehicles
						\$220,000
						66,000
						5,600

* FT wages includes allocations from other departments

DEPT 211: ENGINEERING

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Licenses & Permits	1,026	1,200	1,404	1,500	540	1,500	500
Charges for Services	327,989	204,000	468,650	200,500	1,365	251,000	301,500
Transfers	350,000	350,000	350,000	350,000	175,010	350,000	350,000
Total Revenues	679,015	555,200	820,054	552,000	176,915	602,500	652,000
FT Wages	430,433	345,965	397,741	348,995	200,242	356,580	394,476
PT/Seasonal Wages	0	0	8,171	5,000	3,005	5,000	14,000
OT/Holiday/Other	19,351	5,050	9,744	3,000	613	3,000	3,000
Benefits	149,161	135,633	120,876	127,682	56,501	129,381	115,058
PERSONAL SERVICES	598,945	486,648	536,532	484,677	260,361	493,961	526,534
Supplies	8,539	10,200	11,568	10,200	4,658	10,500	10,500
Repair Supplies	4,525	2,000	2,634	2,000	1,866	4,000	4,250
Small Tools & Equipment	4,183	7,500	3,022	9,500	706	9,700	6,200
SUPPLIES	-17,247	-19,700	-17,224	-21,700	-7,230	-24,200	-20,950
Professional Services	118	5,300	205	2,800	10,005	3,700	2,700
Communication	3,178	4,800	3,475	4,800	1,754	3,710	2,960
Transportation (VRF)	0	0	0	0	6,910	13,750	18,300
Vehicle, Travel & Training	5,461	9,000	6,615	9,000	970	9,500	6,000
Advertising & Promotion	152	1,000	540	1,000	-54	600	600
Memberships & Subscriptions	1,597	1,200	558	1,200	1,330	1,500	1,500
Insurance	1,050	1,600	1,200	1,300	1,800	3,600	3,100
Licenses & Inspections	1,364	2,000	0	3,200	0	1,500	1,500
Repairs	255,810	186,000	136,892	188,000	1,948	202,000	316,500
Other Services & Charges	9,900	10,000	11,040	10,000	0	10,500	14,000
OTHER SERVICES & CHARGES	-278,630	-220,900	-160,525	-221,300	-24,663	-250,360	-367,160
Total Expenditures	-894,822	-727,248	-714,281	-727,677	-292,254	-768,521	-914,644
Net Revenue	-215,807	-172,048	105,773	-175,677	-115,339	-166,021	-262,644
Total for DEPT 211: ENGINEERING	-215,807	-172,048	105,773	-175,677	-115,339	-166,021	-262,644

**City of Owatonna
Personnel & Items of Significance**

DEPT 211: ENGINEERING	Personnel			Current Rate	Budgeted Total	Items of Significance
	2014	2015				
City Engineer	1.00	1.00	\$95,075	\$100,283	Charges for Services	\$300,000
Asst City Engineer	1.00	1.00	69,824	71,221	Engineering charged on capital projects (10%)	
Administrative Asst	1.00	1.00	23.19/hr	49,210	Transfers	
Associate Engineer	2.00	2.00	64,575	128,630	Annual allocation from the WWTP for administration	350,000
Engineer Tech III	2.00	2.00	27.25/hr	114,512	Repairs	
	7.00	7.00	*	\$463,856	Repair service - sidewalks	15,000
Other seasonal help:					Repair service - curbs	8,000
Engineering intern				14,000	Repair service - crack filler	115,000
					Repair service - bituminous	150,000
					Repair service - concrete	15,000
					Repair service - retaining walls	10,000
					Transportation (VRF)	18,300
					Includes funding for 5 pickups/vehicles	
					Other Services & Charges	14,000
					Autocad annual fees	

* FT wages are allocated to other departments

DEPT 212: STREET MAINTENANCE

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Licenses & Permits	300	4,800	3,420	4,800	5,200	500	0
Intergovernmental Revenue	184,819	66,000	118,820	67,000	38,122	99,500	86,500
Charges for Services	5,916	1,000	22,507	1,100	2,822	2,250	900
Miscellaneous	25,031	3,000	11,396	3,000	0	0	0
Transfers	10,000	10,000	15,000	15,000	7,500	15,000	15,000
Total Revenues	226,066	84,800	171,143	90,900	53,644	117,250	102,400
FT Wages	843,679	849,214	853,174	867,101	446,656	902,253	932,801
PT/Seasonal Wages	10,900	12,000	12,555	14,000	23,955	8,000	8,000
OT/Holiday/Other	40,815	56,894	38,011	53,277	68,947	52,771	49,333
Benefits	395,891	415,695	398,449	419,080	207,821	453,794	454,322
PERSONAL SERVICES	1,291,285	1,333,803	1,302,189	1,353,458	747,379	1,416,818	1,444,456
Supplies	391,704	388,600	418,421	407,336	174,309	395,336	491,300
Repair Supplies	110,514	113,500	112,853	108,700	28,043	98,200	91,000
Small Tools & Equipment	12,677	13,600	7,638	18,600	4,285	13,400	14,600
SUPPLIES	-514,895	-515,700	-538,912	-534,636	-206,637	-506,936	-596,900
Professional Services	952	3,200	1,788	3,200	0	3,200	3,200
Communication	4,503	5,250	4,296	5,250	1,779	4,750	4,750
Transportation (VRF)	0	0	0	0	87,580	175,000	236,600
Vehicle, Travel & Training	7,005	9,600	8,539	9,900	3,021	5,100	4,100
Advertising & Promotion	40	500	1,258	500	245	0	250
Memberships & Subscriptions	406	1,050	370	1,050	0	1,050	1,000
Insurance	17,660	25,300	20,872	22,200	18,300	36,600	34,000
Licenses & Inspections	2,444	1,200	120	2,600	1,948	2,600	2,600
Utilities	71	150	72	150	31	150	150
Repairs	21,122	33,350	52,915	38,750	20,224	41,400	36,900
Rents/Leases	77,142	39,000	24,969	33,000	17,956	33,000	74,000
Other Services & Charges	4,905	7,420	5,658	3,300	1,036	6,500	6,250
OTHER SERVICES & CHARGES	-136,250	-126,020	-120,857	-119,900	-152,120	-309,350	-403,800
Total Expenditures	-1,942,430	-1,975,523	-1,961,958	-2,007,994	-1,106,136	-2,233,104	-2,445,156
Net Revenue	-1,716,364	-1,890,723	-1,790,815	-1,917,094	-1,052,492	-2,115,854	-2,342,756
Total for DEPT 212: STREET MAINTENANCE	-1,716,364	-1,890,723	-1,790,815	-1,917,094	-1,052,492	-2,115,854	-2,342,756

DEPT 213: STREET-COUNTY MAINTENANCE

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
FT Wages	8,936	0	275	0	8,698	0	0
OT/Holiday/Other	138	0	34	0	644	0	0
Benefits	5,041	0	164	0	3,839	0	0
PERSONAL SERVICES	-14,115	0	-473	0	-13,181	0	0
Total for DEPT 213: STREET-COUNTY MAINTENANCE	-14,115	0	-473	0	-13,181	0	0

**City of Owatonna
Personnel & Items of Significance**

		Personnel			Items of Significance	
Position	2014	2015	Current Rate	Budgeted Total		
Street Supt	1.00	1.00	\$75,338	\$76,845	Intergovernmental Revenue	\$44,000
Asst Street Supt	1.00	1.00	26,15/hr	55,486	State - MSA Maintenance	42,500
Heavy Equip Op - Lead	2.00	2.00	24,72/hr	104,912	County - Maintenance	
Heavy Equip Op - Night	2.00	2.00	23,68/hr	100,498	Transfers	
Heavy Equip Op / Painter	2.00	2.00	23,19/hr	98,420	Allocation from the Storm Water fund for street sweeping costs	15,000
Mechanic	3.00	3.00	23,48/hr	149,448	Supplies	
Heavy Equip Op	6.00	6.00	22,92/hr	291,756	Sand	9,500
	17.00	17.00	*	\$877,365	Chloride	45,000
Seasonal: street dept assistants	2.00	2.00	\$10.00-11.00/hr	\$8,000	Traffic signs and paint	28,000
					Road Oils	135,000
					Bituminous Mix	120,000
					Crushed Rock	9,500
					Sealcoat Aggregate	13,000
					Transportation (VRF)	
					Includes partial funding for 7 pickups/trucks, 1 boom truck, 10 two-ton trucks, 3 road graders, 3 loaders, 1 dozer, 2 street sweepers, 2 snow blowers, 1 excavator, 2 skid loaders, 1 grinder, and 1 chipper	236,600
					Other Services & Charges	
					Tree replacement for downtown	2,500

* FT wages includes allocations from other departments

DEPT 380: AIRPORT

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	52,939	45,573	66,793	45,648	12,765	45,648	50,035
Charges for Services	222,759	203,240	176,119	228,163	89,447	232,725	233,050
Miscellaneous	92,861	85,014	165,623	101,823	49,181	140,000	140,000
Total Revenues	368,559	333,827	408,535	375,634	151,393	418,373	423,085
FT Wages	66,648	64,564	67,641	67,484	33,657	68,326	70,383
PT/Seasonal Wages	0	0	3,575	0	3,147	11,105	13,500
OT/Holiday/Other	0	148	0	0	0	0	0
Benefits	29,482	28,967	28,095	29,205	14,935	31,854	33,403
PERSONAL SERVICES	96,130	93,679	99,311	96,689	51,739	111,285	117,286
Supplies	178,951	173,250	150,857	199,010	77,652	203,058	200,875
Repair Supplies	17,395	9,592	18,126	11,510	11,613	13,100	13,100
Small Tools & Equipment	2,192	1,175	1,248	2,025	0	2,475	1,575
Concession Supplies	0	1,500	1,037	125	180	0	0
SUPPLIES	-198,538	-185,517	-171,268	-212,670	-89,445	-218,633	-215,550
Professional Services	29,856	30,000	26,030	30,866	9,800	16,800	16,800
Communication	7,552	7,500	7,047	7,610	3,798	8,850	8,650
Transportation (VRF)	0	0	0	0	6,130	12,250	16,300
Vehicle, Travel & Training	1,167	1,265	1,292	2,590	1,175	3,340	2,840
Advertising & Promotion	2,865	1,500	2,235	5,500	355	5,500	4,000
Memberships & Subscriptions	705	0	425	425	444	425	425
Insurance	20,540	28,800	24,570	26,100	11,800	23,600	23,700
Licenses & Inspections	400	450	591	2,625	400	2,625	1,625
Utilities	32,979	43,225	38,445	36,881	19,127	36,881	38,150
Repairs	10,086	11,525	26,000	14,762	10,964	15,275	15,475
Other Services & Charges	15,173	12,900	17,941	15,400	17,267	18,400	18,400
OTHER SERVICES & CHARGES	-121,323	-137,165	-144,576	-142,759	-81,260	-143,946	-146,365
CAPITAL OUTLAY	0	0	16,300	0	0	0	0
Total Expenditures	-415,991	-416,361	-431,455	-452,118	-222,444	-473,864	-479,201
Net Revenue	-47,432	-82,534	-22,920	-76,484	-71,051	-55,491	-56,116
Total for DEPT 380: AIRPORT	-47,432	-82,534	-22,920	-76,484	-71,051	-55,491	-56,116

**City of Owatonna
Personnel & Items of Significance**

DEPT 380: AIRPORT	Personnel			Budgeted Total	Current Rate	Items of Significance
	2014	2015				
Position						
Airport Manager	1.00	1.00		\$65,867	\$64,575	Intergovernmental Revenue State - Airport Maintenance
	1.00	1.00	*	\$65,867		
Perm PT:						
Airport assistant (50% FTE)	0.50	0.50		13,500		Charges for Services Fuel sales
						Miscellaneous Rental (hangar, land)
						Supplies Fuel purchased for resale
						Transportation (VRF) Includes funding for city's portion of a Grader, Tractor w/ mower, a loader, a pickup/truck and a mower
						Other Services & Charges Real Estate Taxes
						\$48,260
						233,000
						140,000
						178,000
						16,300
						17,000

* FT wages includes allocations from other departments

DEPT 420: LIBRARY

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	211,922	199,600	207,084	199,600	100,902	199,600	199,600
Charges for Services	13,209	9,300	9,604	9,000	6,601	9,000	9,000
Fines & Forfeits	14,431	17,000	11,757	17,000	6,217	15,000	13,000
Miscellaneous	353	3,900	460	300	0	300	109
Total Revenues	239,915	229,800	228,905	225,900	113,720	223,900	221,709
FT Wages	636,291	628,298	573,355	642,730	283,966	571,702	603,824
PT/Seasonal Wages	86,171	91,275	122,350	92,343	71,247	154,188	170,608
OT/Holiday/Other	8,734	3,451	1,872	3,514	3,161	3,552	3,640
Benefits	213,741	224,073	191,958	209,883	100,119	206,215	223,837
PERSONAL SERVICES	944,937	947,097	889,535	948,470	458,493	935,657	1,001,909
Supplies	5,212	6,835	6,764	6,835	1,588	6,435	6,835
Repair Supplies	7,541	3,000	5,806	3,000	3,334	3,000	5,000
Small Tools & Equipment	2,093	2,175	1,774	2,050	1,035	2,050	2,550
Library Materials	84,611	84,032	92,779	84,032	49,384	67,702	75,070
Other Supplies	19,132	19,132	26,998	19,132	5,198	19,132	19,132
SUPPLIES	-118,589	-115,174	-134,121	-115,049	-60,539	-98,319	-108,587
Professional Services	1,647	1,000	1,179	1,285	451	12,290	1,600
Communication	7,510	7,300	7,168	8,960	3,433	8,490	8,535
Vehicle, Travel & Training	6,636	6,460	5,010	7,412	5,423	6,652	6,652
Advertising & Promotion	421	0	1,226	0	0	0	0
Memberships & Subscriptions	1,269	1,450	1,544	1,460	0	1,606	1,608
Insurance	10,300	15,700	11,751	12,500	3,800	7,600	8,200
Licenses & Inspections	40	0	0	0	0	0	0
Repairs	5,057	3,000	5,799	9,000	5,188	9,500	9,500
Rents/Leases	911	4,500	659	4,500	338	4,500	2,500
Other Services & Charges	39,512	39,645	40,740	41,077	21,974	44,362	49,886
OTHER SERVICES & CHARGES	-73,303	-79,055	-75,076	-86,194	-40,607	-95,000	-88,481
CAPITAL OUTLAY	0	0	10,684	0	0	0	0
Total Expenditures	-1,136,829	-1,141,326	-1,109,416	-1,149,713	-559,639	-1,128,976	-1,198,977
Net Revenue	-896,914	-911,526	-880,511	-923,813	-445,919	-905,076	-977,268
Total for DEPT 420: LIBRARY	-896,914	-911,526	-880,511	-923,813	-445,919	-905,076	-977,268

**City of Owatonna
Personnel & Items of Significance**

Position	Personnel			Current Rate	Budgeted Total	Items of Significance
	2014	2015				
Director of Library Services	1.00	1.00	\$86,382	\$88,109	Intergovernmental Revenue	\$191,600
Asst Library Director	1.00	1.00	68,489	69,859	Steele Co - separate levy to county residents	8,000
Librarian	3.00	3.00	64,575	197,601	Dodge Co - annual allocation	
Asst Children's Librarian	1.00	1.00	23.19/hr	49,210	Other Supplies	19,132
Circulation/Technology Asst	3.00	3.00	23.36/hr	148,669	Distribution of county aid to Blooming Prairie Library	
Information Tech Coordinator *	0.25	0.25	74,495	18,996		
Information Tech System Admin *	0.25	0.25	59,670	15,738	Other Services & Charges	
Information Tech System Admin *	0.00	0.25	58,118	15,644	Computer Services (SELCO)	46,261
	9.50	9.75		\$603,826		
Permanent PT: ^						
Administrative Asst	0.50	0.60	\$21.60/hr	\$28,814		
Desk Assts (5 @ 50-70%)	2.40	2.90	\$14.90-16.55/hr	\$101,563		
Desk Assts (1 @ 25-30%)	0.55	0.25	\$11.92-13.24/hr	\$6,449		
Other PT/Seasonal:						
Shelver/Page/Other	2.00	5.00	\$8.00-9.00/hr	13,952		
				\$150,778		

^ Includes wages allocated from other departments
* - Other 75% of this position is included in administrative services

DEPT 510: PARK & REC ADMINISTRATION

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	0	0	1,099	0	0	0	0
Miscellaneous	280	0	0	0	0	0	0
Total Revenues	280	0	1,099	0	0	0	0
FT Wages	145,576	126,947	151,558	129,820	67,626	141,526	113,892
PT/Seasonal Wages	25,536	26,234	30,237	26,799	34,587	13,419	17,591
OT/Holiday/Other	19,012	6,478	5,929	0	4,461	4,548	4,667
Benefits	59,287	57,403	45,853	42,639	20,694	44,934	32,161
PERSONAL SERVICES	249,411	217,062	233,577	199,258	127,368	204,427	168,311
Supplies	1,959	3,910	4,193	3,300	1,156	8,500	5,000
Small Tools & Equipment	413	1,000	0	1,000	0	1,000	1,000
SUPPLIES	-2,372	-4,910	-4,193	-4,300	-1,156	-9,500	-6,000
Professional Services	3,384	0	2,288	0	212	3,000	1,500
Communication	1,932	2,700	891	2,100	423	2,100	2,100
Vehicle, Travel & Training	2,844	5,820	1,712	4,320	525	5,820	5,820
Advertising & Promotion	3,410	2,500	5,067	2,500	695	3,500	3,500
Printing	361	2,600	169	2,600	0	2,000	500
Memberships & Subscriptions	1,542	2,050	2,574	2,050	2,205	2,000	2,500
Repairs	103	920	41	920	3,825	900	0
Rents/Leases	10,561	10,027	5,652	10,027	0	0	0
Other Services & Charges	0	400	313	1,000	0	1,000	3,825
OTHER SERVICES & CHARGES	-24,137	-27,017	-18,707	-25,517	-7,885	-20,320	-19,745
CAPITAL OUTLAY	0	0	59,746	0	0	0	0
Total Expenditures	-275,920	-248,989	-316,223	-229,075	-136,409	-234,247	-194,056
Net Revenue	-275,640	-248,989	-315,124	-229,075	-136,409	-234,247	-194,056
Total for DEPT 510: PARK & REC ADMINISTRATION	-275,640	-248,989	-315,124	-229,075	-136,409	-234,247	-194,056

**City of Owatonna
Personnel & Items of Significance**

DEPT 510: PARK & REC ADMINISTRATION		Personnel		Items of Significance	
Position	2014	2015	Current Rate	Budgeted Total	Other Services & Charges
Director of Parks & Recreation	1.00	1.00	\$86,382	\$88,109	
Administrative Asst	2.70 ^	2.00	23.19/hr	98,420	Annual software maintenance
Asst Recreation Director	1.00	1.00	64,575	65,867	
	4.70	4.00	*	\$252,396	
Permanent PT:					
Office Specialist (2 @ 50-56%)	0.70	1.00	\$16.88/hr *	\$38,053	

^ Portion of 2 positions are allocated from other departments in 2014

* FT and PT wages are allocated to other departments

DEPT 511: PARK MAINTENANCE

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Licenses & Permits	93	0	47	0	0	0	0
Intergovernmental Revenue	82,902	20,000	83,574	20,000	-1,925	30,000	30,000
Charges for Services	22,115	15,000	16,110	15,000	9,579	15,000	15,000
Miscellaneous	40,701	30,799	49,115	31,500	9,006	32,000	32,000
Total Revenues	145,811	65,799	148,846	66,500	16,660	77,000	77,000
FT Wages	372,700	376,132	352,842	385,496	199,292	376,314	389,811
PT/Seasonal Wages	195,290	179,221	175,705	203,207	62,685	178,227	183,193
OT/Holiday/Other	15,181	25,583	30,867	20,001	7,074	18,000	18,000
Benefits	186,645	194,497	162,395	193,531	88,072	176,778	183,878
PERSONAL SERVICES	769,816	775,433	721,809	802,235	357,123	749,319	774,882
Supplies	139,202	109,650	144,224	120,650	55,314	126,750	129,750
Repair Supplies	74,803	90,500	80,287	104,500	30,594	98,700	98,700
Small Tools & Equipment	10,439	14,600	5,912	19,000	5,188	17,100	17,100
SUPPLIES	-224,444	-214,750	-230,423	-244,150	-91,096	-242,550	-245,550
Professional Services	0	150	30,439	15,150	0	15,150	15,150
Communication	2,347	3,690	2,515	2,500	977	2,550	2,550
Transportation (VRF)	0	0	0	0	19,760	39,500	52,700
Vehicle, Travel & Training	5,613	6,012	5,465	6,012	4,578	6,012	6,012
Advertising & Promotion	0	0	142	300	550	300	300
Memberships & Subscriptions	128	215	15	215	0	225	225
Insurance	29,589	34,510	36,155	35,600	16,650	33,300	32,000
Licenses & Inspections	772	4,473	1,533	4,473	329	4,500	4,500
Repairs	2,455	6,700	6,128	8,300	4,082	8,300	8,300
Rents/Leases	10,676	2,740	9,736	10,000	1,756	11,000	12,000
Other Services & Charges	14,180	19,960	13,639	18,960	6,607	15,500	15,500
OTHER SERVICES & CHARGES	-65,760	-78,450	-105,767	-101,510	-55,289	-136,337	-149,237
CAPITAL OUTLAY	407	0	10,000	0	0	0	0
Total Expenditures	-1,060,427	-1,068,633	-1,067,999	-1,147,895	-503,508	-1,128,206	-1,169,669
Net Revenue	-914,616	-1,002,834	-919,153	-1,081,395	-486,848	-1,051,206	-1,092,669
Total for DEPT 511: PARK MAINTENANCE	-914,616	-1,002,834	-919,153	-1,081,395	-486,848	-1,051,206	-1,092,669

**City of Owatonna
Personnel & Items of Significance**

DEPT 511: PARK MAINTENANCE

Position	Personnel			Current Rate	Budgeted Total	Miscellaneous Revenue	Items of Significance
	2014	2015	2016				
Park Director	1.00	1.00		\$69,824	\$71,221	Miscellaneous Revenue	\$9,000
Park Foreman	1.00	1.00		26.15/hr	55,486	Rentals	22,000
Park Tech I	1.60	1.60	^	23.48/hr	79,706	Interdepartmental charges	
Heavy Equip Op	2.00	2.00		22.92/hr	97,252	Supplies	
Custodian	3.00	3.00		18.92/hr	120,428	Motor fuels & lubricants	43,000
	8.60	8.60			\$424,095	Sand	6,500
Permanent PT: Parks/Bldgs Maint II (4 @ 60-70%)	2.60	2.60		\$15.26/hr	\$81,635	Rock - Crushed & Riprap	9,400
Seasonal: Mowers	4.00	4.00		10.00-11.50/hr	20,096	Trees, Shrubs, & Sod	7,100
Spring Maintenance	2.00	2.00		9.00-12.00/hr	9,600	Janitorial Supplies	10,000
Fall Maintenance	2.00	2.00		9.00-12.00/hr	9,600	Chemicals & Fertilizers	25,000
Summer Maintenance	15.00	15.00		9.00-10.00/hr	60,471	Professional Services	15,000
					\$181,402	Contract help (work release)	
						Transportation (VRF)	
						Includes partial funding for 15 pickups/trucks, 3 vans, 1 mosquito sprayer, 8 tractor mowers, 5 tractors, 2 trucksters, and 1 loader	52,700
						Other Services & Charges	
						Landfill Charges	12,500

^ Other portion of two positions are included in Brooktree Golf Course
* FT and PT wages include allocations from other departments

DEPT 512: ADULT RECREATION

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	0	0	0	0	0	0	4,600
Charges for Services	89,087	95,599	77,232	91,109	44,437	86,709	81,291
Miscellaneous	427	1,000	100	1,000	0	1,000	1,000
Total Revenues	89,514	96,599	77,332	92,109	44,437	87,709	86,891
FT Wages	39,538	40,285	41,513	41,196	18,090	43,617	46,972
PT/Seasonal Wages	23,340	22,588	17,659	23,855	7,768	19,991	21,153
OT/Holiday/Other	393	238	713	100	0	100	100
Benefits	14,870	13,914	10,382	17,907	5,167	13,098	14,783
PERSONAL SERVICES	78,141	77,025	70,267	83,058	31,025	76,806	83,008
Supplies	5,824	3,705	7,667	4,100	1,493	3,950	4,900
Small Tools & Equipment	0	250	0	250	0	200	150
SUPPLIES	-5,824	-3,955	-7,667	-4,350	-1,493	-4,150	-5,050
Professional Services	1,360	2,000	0	2,120	0	1,800	0
Communication	561	725	1,377	725	1,505	625	2,025
Vehicle, Travel & Training	984	1,500	564	1,600	199	1,600	1,600
Printing	0	85	169	85	0	80	80
Insurance	3	0	0	0	0	0	0
Repairs	70	0	46	0	0	0	0
Refunds & Reimbursements	9,540	7,719	9,755	1,610	0	1,610	1,610
OTHER SERVICES & CHARGES	-12,518	-12,029	-11,911	-6,140	-1,704	-5,715	-5,315
Total Expenditures	-96,483	-93,009	-89,845	-93,548	-34,222	-86,671	-93,373
Net Revenue	-6,969	3,590	-12,513	-1,439	10,215	1,038	-6,482
Total for DEPT 512: ADULT RECREATION	-6,969	3,590	-12,513	-1,439	10,215	1,038	-6,482

**City of Owatonna
Personnel & Items of Significance**

DEPT 512: ADULT RECREATION

Position Seasonal:	Personnel		Current Rate	Budgeted Total	Items of Significance
	2014	2015			
Adult Volleyball Official	16.00	16.00	\$17.00/match *	\$16,340	Charges for Services Entry Fees Resident Fees Nonresident Fees
					\$20,222 45,549 15,520

* FT and PT wages include allocations from other departments

DEPT 513: YOUTH RECREATION

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	0	0	12,512	0	0	3,790	12,000
Charges for Services	186,491	218,333	179,391	185,058	109,514	152,483	144,483
Miscellaneous	3,710	6,150	5,604	6,050	2,614	4,600	4,600
Total Revenues	190,201	224,483	197,507	191,108	112,128	160,873	161,083
FT Wages	79,138	75,417	76,391	77,457	37,441	113,039	97,613
PT/Seasonal Wages	108,581	120,286	93,415	121,639	43,888	71,988	121,806
OT/Holiday/Other	2,550	1,525	1,657	1,250	420	1,250	0
Benefits	38,362	37,244	28,797	42,667	15,045	43,893	49,218
PERSONAL SERVICES	228,631	234,472	200,260	243,013	96,794	230,170	268,637
Supplies	9,813	12,930	15,334	10,980	4,169	9,950	9,950
Repair Supplies	9	700	0	600	0	0	0
Small Tools & Equipment	547	1,010	260	910	718	910	1,000
Concession Supplies	221	1,100	531	0	732	0	0
SUPPLIES	-10,590	-15,740	-16,125	-12,490	-5,619	-10,860	-10,950
Professional Services	19,615	19,120	19,144	20,020	8,200	15,600	13,100
Communication	5,140	3,090	5,828	3,500	2,257	3,450	3,950
Vehicle, Travel & Training	1,946	2,000	1,683	2,000	678	2,000	1,900
Advertising & Promotion	0	400	0	400	1,382	500	900
Printing	0	300	169	250	0	250	200
Memberships & Subscriptions	486	465	394	460	30	460	460
Insurance	388	0	0	0	0	0	0
Licenses & Inspections	972	400	0	400	333	400	400
Repairs	322	200	211	200	0	200	200
Other Services & Charges	1,591	800	1,158	700	112	700	700
Refunds & Reimbursements	19,557	26,890	18,941	12,100	3,097	8,610	8,610
OTHER SERVICES & CHARGES	-50,017	-53,665	-47,528	-40,030	-16,089	-32,170	-30,420
Total Expenditures	-289,238	-303,877	-263,913	-295,533	-118,502	-273,200	-310,007
Net Revenue	-99,037	-79,394	-66,406	-104,425	-6,374	-112,327	-148,924
Total for DEPT 513: YOUTH RECREATION	-99,037	-79,394	-66,406	-104,425	-6,374	-112,327	-148,924

**City of Owatonna
Personnel & Items of Significance**

Position	Personnel			Current Rate	Budgeted Total	Items of Significance
	2014	2015	2016			
Admin Asst - Therap Rec	0.50	0.88		\$23.19/hr	\$43,059	Charges for Services
Seasonal:						Entry Fees
Therap Rec Program Supervisor	4.00	4.00		10.00-14.00/hr	4,754	Resident Fees
Therap Rec Friday Camp Assts	3.00	3.00		9.00-10.00/hr	1,240	Nonresident Fees
Lifeguards	30.00	30.00		9.00-10.00/hr	7,425	Therapeutic Recreation Memberships
Water Safety Instructor	16.00	16.00		13.00/hr	15,000	Miscellaneous
Lifeguard and WSI Trainer	1.00	1.00		18.00/hr	6,400	Rentals
Program Supervisor	3.00	3.00		1000-1600/season	4,000	Donations
Youth Basketball Officials	16.00	16.00		12.00-15.00/hr	3,500	Professional Services
Summer Camp Staff	3.00	3.00		9.00-10.50/hr	4,950	Youth First support
Ice Rink Supervisor	1.00	1.00		10.00-11.00/hr	5,000	Therapeutic rec busing
Youth Soccer Officials	30.00	30.00		12.00-15.00/hr	4,500	School district charges for OT (weekend use of facilities)
Youth Football Officials	16.00	16.00		12.00-15.00/hr	2,000	
Youth Volleyball Officials	6.00	6.00		12.00-15.00/hr	1,000	
Equipment Room Worker	1.00	1.00		9.00-8.50/hr	675	
					*	
					\$103,503	

* FT and PT wages include allocations from other departments

DEPT 514: TENNIS AND FITNESS CENTER

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	226,621	237,200	244,729	237,300	133,794	234,350	227,400
Miscellaneous	500	500	739	500	0	500	1,000
Total Revenues	227,121	237,700	245,468	237,800	133,794	234,850	228,400
FT Wages	37,052	38,404	34,820	40,201	18,700	40,923	38,922
PT/Seasonal Wages	62,499	73,700	61,423	73,700	33,243	71,726	71,193
Benefits	18,737	18,957	16,392	19,459	10,070	19,976	20,290
PERSONAL SERVICES	118,288	131,061	112,635	133,360	62,013	132,625	130,405
Supplies	24,796	22,500	20,333	22,950	13,155	22,450	21,800
Repair Supplies	6,023	3,850	5,108	3,850	2,740	3,750	4,250
Small Tools & Equipment	4,646	6,100	6,675	6,100	94	6,000	6,500
Concession Supplies	2,876	4,200	2,550	3,200	1,241	3,000	2,500
SUPPLIES	-38,341	-36,650	-34,666	-36,100	-17,230	-35,200	-35,050
Professional Services	79,469	72,770	89,149	73,550	51,571	75,125	74,645
Communication	4,132	3,500	4,388	3,900	2,594	4,900	5,100
Vehicle, Travel & Training	1,260	1,300	266	1,300	193	1,150	1,150
Advertising & Promotion	725	2,600	1,583	2,600	1,015	2,600	2,600
Memberships & Subscriptions	3,052	1,000	2,929	1,715	1,435	1,925	2,225
Insurance	4,870	6,300	5,960	6,300	1,450	2,900	3,400
Licenses & Inspections	0	0	523	0	523	0	525
Repairs	1,235	2,850	684	2,850	965	2,650	2,650
Rents/Leases	0	50	418	50	0	50	50
Other Services & Charges	2,900	4,480	2,959	5,280	1,477	4,480	4,030
Refunds & Reimbursements	0	4,150	0	0	0	0	0
OTHER SERVICES & CHARGES	-97,643	-99,000	-108,859	-97,545	-61,223	-95,780	-96,375
Total Expenditures	-254,272	-266,711	-256,160	-267,005	-140,466	-263,605	-261,830
Net Revenue	-27,151	-29,011	-10,692	-29,205	-6,672	-28,755	-33,430

Total for DEPT 514: TENNIS AND FITNESS CENTER

	-27,151	-29,011	-10,692	-29,205	-6,672	-28,755	-33,430
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**City of Owatonna
Personnel & Items of Significance**

DEPT 514: TENNIS AND FITNESS CENTER		Personnel		Items of Significance	
Position	2014	2015	Current Rate	Budgeted Total	
Asst Recreation Director	1.00	1.00	\$64,575	\$65,867	Charges for Services
Seasonal:					Tennis Pro Shop Sales
Customer Service	27.00	27.00	\$9.00-10.00/hr	\$45,000	Tennis Instruction
Water Aerobics	4.00	4.00	12.50-13.50/hr	17,000	Tennis All Other
Lifeguards	30.00	30.00	9.00-10.00/hr	6,000	Fitness Center
				*	Aquatics
				\$68,000	Water Aerobics
					Professional Services
					Tennis Instruction
					Tennis Pro Shop/Program Contract
					\$17,000
					52,500
					40,250
					84,000
					3,000
					18,000
					44,625
					30,020

* FT and PT wages include allocations from other departments

DEPT 515: SENIOR CENTER

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	54,069	78,000	38,271	78,000	22,370	51,200	47,950
Miscellaneous	33,948	45,000	27,740	50,000	9,372	35,000	30,000
Total Revenues	88,017	123,000	66,011	128,000	31,742	86,200	77,950
FT Wages	62,346	61,757	58,639	63,154	11,992	38,218	47,607
PT/Seasonal Wages	8,001	9,000	5,797	9,000	1,857	12,000	12,000
OT/Holiday/Other	0	0	0	0	243	0	0
Benefits	26,000	26,547	25,533	26,817	3,279	20,757	15,250
PERSONAL SERVICES	96,347	97,304	89,969	98,971	17,371	70,975	74,857
Supplies	6,148	5,300	6,093	5,600	2,342	13,100	13,100
Repair Supplies	1,752	1,800	1,629	1,800	0	1,800	1,800
Concession Supplies	0	0	208	0	368	0	700
SUPPLIES	-7,900	-7,100	-7,930	-7,400	-2,710	-14,900	-15,600
Professional Services	1,050	0	8,891	0	1,428	17,200	16,200
Communication	4,391	3,841	3,987	3,841	1,527	4,350	4,050
Vehicle, Travel & Training	890	940	915	940	104	940	850
Advertising & Promotion	188	100	192	100	0	750	750
Printing	1,356	1,300	1,760	1,300	0	1,500	1,500
Memberships & Subscriptions	0	50	0	50	15	50	50
Insurance	2,390	3,800	2,663	2,800	1,206	2,400	2,400
Repairs	4,712	5,475	10,624	5,475	1,952	6,300	6,300
Rents/Leases	338	0	1,061	0	343	0	100
Other Services & Charges	1,892	2,100	1,935	2,100	552	2,100	2,100
Refunds & Reimbursements	17,538	25,372	11,993	18,000	0	0	0
OTHER SERVICES & CHARGES	-34,745	-42,978	-44,021	-34,606	-7,127	-35,590	-34,300
Total Expenditures	-138,992	-147,382	-141,920	-140,977	-27,208	-121,465	-124,757
Net Revenue	-50,975	-24,382	-75,909	-12,977	4,534	-35,265	-46,807
Total for DEPT 515: SENIOR CENTER	-50,975	-24,382	-75,909	-12,977	4,534	-35,265	-46,807

DEPT 525: BROOKTREE GOLF COURSE

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	493,649	510,500	2,301,075	473,780	264,725	461,450	455,000
Miscellaneous	3,529	4,600	4,212	1,575	459	1,375	875
Total Revenues	497,178	515,100	2,305,287	475,355	265,184	462,825	455,875
FT Wages	112,617	85,107	104,535	101,372	22,155	95,360	98,231
PT/Seasonal Wages	171,303	173,848	147,360	174,116	50,450	168,075	170,420
OT/Holiday/Other	442	1,000	6,127	1,000	0	1,000	1,000
Benefits	64,527	58,567	52,230	62,568	15,611	61,577	68,663
PERSONAL SERVICES	348,889	318,522	310,252	339,056	88,216	326,012	338,314
Supplies	84,667	67,185	77,679	67,185	60,397	76,285	78,285
Repair Supplies	27,178	22,832	43,147	22,832	15,024	23,000	23,000
Small Tools & Equipment	878	4,325	4,312	4,325	1,134	4,325	4,325
Concession Supplies	65,538	40,000	62,466	54,000	17,361	54,000	54,000
SUPPLIES	-178,261	-134,342	-187,604	-148,342	-93,916	-157,610	-159,610
Professional Services	19,129	0	40,435	0	-22	0	0
Communication	10,729	11,280	9,298	11,280	4,566	12,000	12,000
Vehicle, Travel & Training	644	0	835	0	652	2,000	2,000
Advertising & Promotion	4,170	1,500	6,706	1,500	3,816	2,000	4,000
Memberships & Subscriptions	4,797	5,150	3,870	3,650	2,361	3,800	3,800
Insurance	17,011	24,400	20,491	21,100	3,600	7,200	9,000
Licenses & Inspections	1,681	1,250	1,419	3,000	733	3,000	3,000
Repairs	5,071	5,165	6,921	5,165	1,666	5,500	5,500
Rents/Leases	10,574	4,100	13,976	5,600	4,070	7,500	7,500
Other Services & Charges	2,887	4,900	3,501	4,900	1,571	3,800	3,800
Refunds & Reimbursements	4,500	35,000	0	0	0	0	0
OTHER SERVICES & CHARGES	-81,193	-92,745	-107,452	-56,195	-23,013	-46,800	-50,600
CAPITAL OUTLAY	0	0	14,108	0	0	0	0
Total Expenditures	-608,343	-545,609	-619,416	-543,593	-205,145	-530,422	-548,524
Net Revenue	-111,165	-30,509	1,685,871	-68,238	60,039	-67,597	-92,649
Total for DEPT 525: BROOKTREE GOLF COURSE	-111,165	-30,509	1,685,871	-68,238	60,039	-67,597	-92,649

**City of Owatonna
Personnel & Items of Significance**

DEPT 525: BROOKTREE GOLF COURSE	Personnel			Current Rate	Budgeted Total	Items of Significance
	2014	2015				
Position						
Golf Superintendent	0.00	0.00	\$0		Charges for Services	\$110,000
Park Tech I	1.40	1.40 ^	\$23.48/hr		Green Fees	62,700
	1.40	1.40			Cart Rentals	19,650
					Golf Cart User Fees	143,750
Permanent PT:					Golf Passes	5,650
Club House Manager (1 @ 87.5%)	0.88	0.88	\$30,527		League Fees	76,750
Golf Maintenance II (2 @ 70%)	1.40	1.40	15.26/hr		Kitchen/Bar Sales	15,000
Seasonal:					Pro Shop Sales	
Grounds Crew	6.00	6.00	9.00/hr	33,119		
Proshop Staff	4.00	4.00	9.50-9.75/hr	16,960	Supplies	17,000
Concessions Staff	4.00	4.00	9.00/hr	16,960	Motor Fuels & Lubricants	45,000
Kitchen Staff	4.00	4.00	9.00-9.50/hr	16,960	Chemicals & Fertilizers	
Ranger	4.00	4.00	9.00/hr	16,960	Concession Supplies	40,000
				* \$176,806	Concession Supplies	14,000
					ProShop Supplies	
					Insurance	7,700
					Property & Liability	1,500
					Liquor Liability	

^ Other portion of 2 positions are included in Park Maintenance

* PT wages include allocations to/from other departments

DEPT 150: PLANNING & ZONING

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Licenses & Permits	410	500	1,015	500	320	500	500
Intergovernmental Revenue	17,078	0	0	0	0	0	0
Charges for Services	8,169	11,100	11,780	11,100	5,239	11,100	11,100
Transfers	10,000	10,000	0	0	0	0	37,500
Total Revenues	35,657	21,600	12,795	11,600	5,559	11,600	49,100
FT Wages	83,539	99,290	96,598	104,333	46,877	96,623	160,822
PT/Seasonal Wages	1,300	0	0	0	0	0	0
Benefits	24,176	30,683	33,111	34,742	15,813	31,710	59,879
PERSONAL SERVICES	109,015	129,973	129,709	139,075	62,690	128,333	220,701
Supplies	2,078	1,000	630	1,000	176	900	1,400
Repair Supplies	0	0	0	0	0	0	500
Small Tools & Equipment	0	500	586	500	0	500	4,000
SUPPLIES	-2,078	-1,500	-1,216	-1,500	-176	-1,400	-5,900
Professional Services	988	1,000	-106	1,000	0	1,000	2,000
Communication	1,317	600	1,664	1,500	774	1,500	2,250
Vehicle, Travel & Training	976	2,500	1,993	2,000	434	2,000	5,500
Advertising & Promotion	608	0	2,553	0	290	2,000	2,000
Memberships & Subscriptions	490	600	1,055	1,000	0	1,000	1,000
Insurance	90	200	80	100	1,200	2,400	1,900
Repairs	300	400	142	400	0	400	900
OTHER SERVICES & CHARGES	-4,769	-5,300	-7,381	-6,000	-2,698	-10,300	-15,550
Total Expenditures	-115,862	-136,773	-138,306	-146,575	-65,564	-140,033	-242,151
Net Revenue	-80,205	-115,173	-125,511	-134,975	-60,005	-128,433	-193,051
Total for DEPT 150: PLANNING & ZONING	-80,205	-115,173	-125,511	-134,975	-60,005	-128,433	-193,051

**City of Owatonna
Personnel & Items of Significance**

DEPT 150: PLANNING & ZONING	Personnel			Budgeted Total	Current Rate	Items of Significance
	2014	2015				
Position						
Community Development Director	1.00	1.00		\$90,312	\$88,541	Charges for Services
Community Development Specialist	1.00	1.00		65,360	62,464	Zone/Variance/Subdivision Applications
GIS Specialist	0.00	1.00		60,103	58,901	Site Plan Review
Planning Tech	1.00	1.00		49,210	23.19/hr	Annexation Fees
Housing Coordinator (HRA)	1.00	1.00		65,867	64,575	Transfers In
	4.00	5.00	*	\$330,852		Annual allocation from the WWTP for GIS services
						Annual allocation from the Storm Water Fund for GIS services
						\$3,000
						7,000
						1,000
						20,500
						17,000

* FT wages are allocated to other departments

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

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	2,022,730	1,995,000	2,464,845	1,995,000	1,388,061	3,130,000	3,098,000
Special Assessments	0	0	2,243	0	45	0	1,449
Interest on Investments	103,491	250,000	-174,862	250,000	118,647	175,000	150,000
Miscellaneous	-13,148	0	0	0	0	0	0
Other Financing Sources	421,690	0	10,791	0	0	0	0
Total Revenues	2,534,763	2,245,000	2,303,017	2,245,000	1,506,753	3,305,000	3,249,449
FT Wages	415,402	457,037	412,797	461,836	201,953	461,912	477,152
PT/Seasonal Wages	1,398	17,500	702	14,000	0	14,000	9,000
OT/Holiday/Other	22,167	41,524	29,191	40,998	18,553	42,586	42,809
Benefits	186,384	218,466	171,280	217,310	83,728	213,842	219,572
PERSONAL SERVICES	625,351	734,527	613,970	734,144	304,234	732,340	748,533
Supplies	190,048	159,400	201,398	159,000	68,839	206,700	233,950
Repair Supplies	111,530	70,200	97,374	70,200	26,490	124,000	124,000
Small Tools & Equipment	2,192	10,000	6,921	11,500	498	11,750	12,000
Library Materials	9,815	10,000	13,839	10,000	130	10,000	10,000
SUPPLIES	-313,585	-249,600	-319,532	-250,700	-95,957	-352,450	-379,950
Professional Services	30,098	10,500	27,552	35,000	5,847	50,000	50,000
Communication	5,555	8,350	5,662	8,950	2,329	10,925	10,925
Vehicle, Travel & Training	4,000	5,300	5,494	5,300	3,222	7,300	7,300
Advertising & Promotion	269	200	152	0	0	550	550
Memberships & Subscriptions	11,095	12,300	11,272	12,300	11,079	1,500	18,800
Insurance	54,765	81,700	63,230	67,300	19,700	39,400	49,200
Licenses & Inspections	14,600	15,500	14,563	15,500	16,532	15,500	15,500
Utilities	2,124	2,200	2,940	2,200	1,164	2,200	2,500
Repairs	355,042	31,700	64,861	33,500	169,095	625,200	562,200
Rents/Leases	0	1,500	0	1,500	0	1,500	1,500
Other Services & Charges	2,658	1,800	4,340	1,800	3,060	3,670	3,500
Depreciation	939,360	980,000	947,274	940,000	473,610	940,000	950,000
Refunds & Reimbursements	511	2,000	400	1,000	0	0	0
OTHER SERVICES & CHARGES	-1,420,077	-1,153,050	-1,147,540	-1,124,350	-705,638	-1,697,745	-1,671,975
CAPITAL OUTLAY	20,216	0	6,897	0	0	0	0
DEBT SERVICE	104,508	0	104,474	100,000	46,048	94,000	90,000
TRANSFERS OUT	584,956	350,000	350,000	350,000	175,010	350,000	370,500
Total Expenditures	-3,068,693	-2,487,177	-2,542,413	-2,559,194	-1,326,887	-3,226,535	-3,260,958
Net Revenue	-533,930	-242,177	-239,396	-314,194	179,866	78,465	-11,509
Total for DEPT 902: WW TREATMENT FACILITY	-533,930	-242,177	-239,396	-314,194	179,866	78,465	-11,509
Total for FUND 602: WW TREATMENT FUND	-533,930	-242,177	-239,396	-314,194	179,866	78,465	-11,509

**City of Owatonna
Personnel & Items of Significance**

DEPT 902: WASTEWATER TREATMENT FUND	Personnel			Items of Significance		
	Position	2014	2015	Current Rate	Budgeted Total	Supplies
WWTP Supt	1.00	1.00	1.00	\$69,824	\$71,221	Chemicals
WWTP Lab Manager	1.00	1.00	1.00	24.66/hr	52,326	
Lead Heavy Equip Op	1.00	1.00	1.00	23.65/hr	50,184	Other Services & Charges
First Class Operator	2.00	2.00	2.00	25.41/hr	107,812	Other Repair Service - Sewer Slip Lining
Plant Operator C	4.00	4.00	4.00	23.48/hr	189,595	Other Repair Service - Sewer Cleaning
		9.00	9.00		\$471,138	Transfers Out
Seasonal:						
Intern	1.00		1.00		\$4,000	Annual allocation to the general fund for WWTP administration
I&I Inspections	1.00		1.00		5,000	Annual allocation to the general fund for GIS services
					\$9,000	
						\$150,500
						435,000
						65,000
						350,000
						20,500

* FT wages include allocations from other departments

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

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Tax Levies	252,521	250,200	253,885	253,000	0	249,600	246,000
Intergovernmental Revenue	36,432	0	0	0	0	0	0
Charges for Services	534,488	330,000	344,831	375,000	197,500	405,000	350,000
Interest on Investments	2,397	4,000	-14,162	1,500	6,598	4,000	4,000
Transfers	50,000	50,000	50,000	50,000	0	0	0
Other Financing Sources	247,864	0	1,666,736	0	0	0	0
Total Revenues	1,123,702	634,200	2,301,290	679,500	204,098	658,600	600,000
FT Wages	57,613	81,499	43,940	93,296	22,512	95,589	67,429
Benefits	27,091	30,754	19,649	32,867	6,552	33,372	17,512
PERSONAL SERVICES	-84,704	-112,253	-63,589	-126,163	-29,064	-128,961	-84,941
Supplies	2,174	13,000	782	13,000	6,620	17,500	19,500
SUPPLIES	-2,174	-13,000	-782	-13,000	-6,620	-17,500	-19,500
Professional Services	7,949	61,500	10,130	61,500	126	109,500	114,000
Communication	0	700	23	700	0	700	700
Vehicle, Travel & Training	3,359	5,400	1,289	5,800	957	4,400	3,650
Advertising & Promotion	665	2,500	353	2,500	0	2,500	2,500
Printing	62	1,500	0	1,500	0	1,500	1,500
Memberships & Subscriptions	2,015	2,000	965	2,000	0	2,000	2,000
Insurance	-285	0	720	900	600	1,200	1,300
Repairs	2,592	23,000	70,557	23,000	11	43,600	32,500
Other Services & Charges	11,768	9,000	4,852	9,000	793	0	0
Depreciation	126,233	101,500	167,901	112,000	81,930	127,000	170,000
OTHER SERVICES & CHARGES	-154,358	-207,100	-256,790	-218,900	-84,417	-292,400	-328,150
CAPITAL OUTLAY	1,260	0	0	0	0	0	0
DEBT SERVICE	125,346	127,080	136,216	120,000	58,071	115,000	102,000
TRANSFERS OUT	69,414	20,000	15,000	15,000	7,500	15,000	32,000
Total Expenditures	-437,256	-479,433	-472,377	-493,063	-185,672	-568,861	-566,591
Net Revenue	686,446	154,767	1,828,913	186,437	18,426	89,739	33,409
Total for DEPT 920: STORM WATER UTILITY	686,446	154,767	1,828,913	186,437	18,426	89,739	33,409
Total for FUND 620: STORM WATER UTILITY	686,446	154,767	1,828,913	186,437	18,426	89,739	33,409

**City of Owatonna
Personnel & Items of Significance**

DEPT 920: STORM WATER FUND

Position	Personnel		Current Rate	Budgeted Total	Items of Significance
	2014	2015			
Water Quality Specialist	1.00	1.00	\$54,050	\$57,401	Professional Services
	1.00	1.00		*	Maple Creek Watershed Study or other project
					Other Services & Charges
					Contract services - mowing of storm water ponds
					Transfers Out
					Annual allocation to the general fund for street sweeping
					Annual allocation to the general fund for GIS services
					\$100,000
					6,000
					15,000
					17,000

* FT wages include allocations from other departments

FUND 630: AQUATIC CENTER
DEPT 520: AQUATIC CENTER

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	0	0	288	0	0	0	0
Charges for Services	190,187	210,750	163,044	207,250	59,030	200,250	200,500
Interest on Investments	0	0	-56	0	139	700	0
Miscellaneous	8,003	0	76,438	500	600	500	500
Total Revenues	198,190	210,750	239,714	207,750	59,769	201,450	201,000
FT Wages	7,815	7,174	16,703	7,524	3,799	8,312	8,907
PT/Seasonal Wages	88,400	97,500	84,451	94,500	11,425	92,000	95,000
OT/Holiday/Other	125	0	0	0	0	0	0
Benefits	12,019	12,835	13,316	12,751	2,730	13,069	13,631
PERSONAL SERVICES	108,359	117,509	114,470	114,775	17,954	113,381	117,538
Supplies	21,897	17,800	19,646	16,650	6,018	16,850	17,300
Repair Supplies	13,474	6,000	12,871	9,000	4,653	12,000	12,500
Concession Supplies	24,792	19,250	23,685	22,000	2,846	22,000	23,000
SUPPLIES	-60,163	-43,050	-56,202	-47,650	-13,517	-50,850	-52,800
Professional Services	225	200	536	200	563	200	200
Communication	1,916	1,150	1,610	2,050	612	2,250	2,250
Vehicle, Travel & Training	587	500	144	750	165	750	750
Advertising & Promotion	5,393	7,000	7,115	7,000	1,150	7,000	7,000
Insurance	11,640	16,600	13,780	14,700	5,350	10,700	11,100
Licenses & Inspections	624	650	624	650	624	650	650
Repairs	2,278	2,700	0	2,700	3,173	2,750	2,750
Other Services & Charges	410	3,300	359	700	29	700	700
Depreciation	73,883	70,369	73,883	74,000	38,580	74,000	77,000
OTHER SERVICES & CHARGES	-96,956	-102,469	-98,051	-102,750	-50,246	-99,000	-102,400
Total Expenditures	-265,478	-263,028	-268,723	-265,175	-81,717	-263,231	-272,738
Net Revenue	-67,288	-52,278	-29,009	-57,425	-21,948	-61,781	-71,738
Total for DEPT 520: AQUATIC CENTER	-67,288	-52,278	-29,009	-57,425	-21,948	-61,781	-71,738
Total for FUND 630: AQUATIC CENTER	-67,288	-52,278	-29,009	-57,425	-21,948	-61,781	-71,738

**City of Owatonna
Personnel & Items of Significance**

DEPT 570: AQUATIC CENTER FUND

Position	Personnel		Current Rate	Budgeted Total	Items of Significance
	2014	2015			
Guest Services Supervisor	2.00	2.00	\$10.50/hr	\$9,240	Charges for Services
Guest Services	25.00	25.00	9.00-10.00/hr	\$25,050	Admission Revenue
Head Lifeguards	4.00	4.00	11.00/hr	\$19,360	Program Revenue
Lifeguards	40.00	40.00	9.00-10.00/hr	\$37,000	Swim Class Fees
Water Safety Instructor (WSD)	16.00	16.00	13.00/hr	\$3,250	Concessions
Water Aerobics	2.00	2.00	12.50-13.50/hr	\$1,100	Facility Rental
	89.00	89.00		\$95,000	Supplies
					Chemicals
					Concession supplies
					Other Services & Charges
					Advertising
					Insurance
					\$125,000
					1,500
					6,000
					55,500
					12,500
					15,000
					23,000
					7,000
					11,100

* FT wages include allocations from other departments

CITY OF OWATONNA
BOND PRINCIPAL PAYMENT SCHEDULE
2015 - 2025

General Obligation Improvement Bonds	Principal Due	Balance 12/31/14	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
2006 GO Street Improvements	March 1	\$ 910,000	\$295,000	\$305,000	\$310,000								
2007 GO Street Improvements	March 1	1,200,000	300,000	300,000	300,000	300,000							
2008 GO Bonds	March 1												
Storm Water Portion		2,645,000	225,000	230,000	240,000	250,000	255,000	265,000	275,000	290,000	300,000	315,000	
Refunding 1997B Portion		195,000	195,000										
2008 Street Improvements		1,300,000	240,000	250,000	260,000	270,000	280,000						
2011 GO Bonds	March 1												
Street Improvement		690,000	105,000	95,000	90,000	90,000	85,000	80,000	75,000	70,000	-	-	-
Refunding 2004 & 2005 Portion		460,000	360,000	100,000									
2013 GO Bonds													
Street Improvement	March 1	2,515,000	205,000	235,000	240,000	245,000	250,000	255,000	260,000	270,000	275,000	280,000	
TIF 3-6	March 1	1,140,000	-	115,000	120,000	120,000	125,000	125,000	130,000	130,000	135,000	140,000	
2014 GO Bonds													
Street Improvement	March 1	325,000	-	25,000	30,000	30,000	30,000	30,000	180,000				
Total General Obligation Improvement Bonds		11,380,000	1,925,000	1,655,000	1,590,000	1,305,000	1,025,000	755,000	920,000	760,000	710,000	735,000	-
General Obligation Bonds													
2011 Capital Equip Certificates	March 1	465,000	155,000	155,000	155,000								
2013 Capital Equip Certificates	March 1	190,000	35,000	35,000	40,000	40,000	40,000						
2014 Capital Equip Certificates	March 1	810,000	-	150,000	160,000	165,000	165,000	170,000					
Total General Obligation Bonds		1,465,000	190,000	340,000	355,000	205,000	205,000	170,000	-	-	-	-	-
MN Public Facilities Authority GO Bonds													
2010 MPFA Bonds	August 20	5,973,928	506,000	513,000	520,000	527,000	535,000	543,000	550,000	558,000	566,000	574,000	581,928
Total MPFA Bonds		5,973,928	506,000	513,000	520,000	527,000	535,000	543,000	550,000	558,000	566,000	574,000	581,928
Total Bond Principal Payments		\$ 18,818,928	\$ 2,621,000	\$ 2,508,000	\$ 2,465,000	\$ 2,037,000	\$ 1,765,000	\$ 1,468,000	\$ 1,470,000	\$ 1,318,000	\$ 1,276,000	\$ 1,309,000	\$ 581,928

CITY OF OWATONNA
BOND INTEREST PAYMENT SCHEDULE
2015 - 2025

General Obligation Improvement Bonds	Interest Due Semi-annual	Remaining Interest 12/31/14	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
2006 GO Street Improvements	Mar 1 & Sep 1	\$53,364	\$29,436	\$17,922	\$6,006								
2007 GO Street Improvements	Mar 1 & Sep 1	96,000	42,000	30,000	18,000	6,000							
2008 GO Bonds	Mar 1 & Sep 1												
Storm Water Portion		586,214	103,674	95,143	86,030	76,230	66,130	55,531	44,326	32,458	19,920	6,772	
Refunding 1997B Portion		3,656	3,656										
2008 Street Improvements		132,763	46,275	37,088	27,200	16,600	5,600						
2011 GO Bonds	Mar 1 & Sep 1												
Street Improvement		48,037	10,421	9,477	8,415	7,065	5,534	3,990	2,365	770			
Refunding 2004 & 2005 Portion		3,105	2,580	525									
2013 GO Bonds	Mar 1 & Sep 1												
Street Improvement		314,881	54,412	50,013	45,262	40,413	35,462	30,413	24,937	18,638	11,481	3,850	
TIF 3-6		154,368	25,838	24,688	22,338	19,937	17,487	14,987	12,274	9,187	5,707	1,925	
2014 GO Bonds	Mar 1 & Sep 1												
Street Improvement		33,696	6,446	6,250	5,700	5,100	4,500	3,900	1,800				
Total General Obligation Improvement Bonds		<u>1,426,083</u>	<u>324,738</u>	<u>271,105</u>	<u>218,951</u>	<u>171,345</u>	<u>134,713</u>	<u>108,821</u>	<u>85,702</u>	<u>61,053</u>	<u>37,108</u>	<u>12,547</u>	<u>-</u>
<u>General Obligation Bonds</u>													
2011 Capital Equipment Certificates	Mar 1 & Sep 1	7,944	4,224	2,751	969								
2013 Capital Equipment Certificates	Mar 1 & Sep 1	9,800	3,450	2,750	2,000	1,200	400						
2014 Capital Equipment Certificates	Mar 1 & Sep 1	57,465	16,065	14,700	11,600	8,350	5,050	1,700					
Total General Obligation Bonds		<u>75,209</u>	<u>23,739</u>	<u>20,201</u>	<u>14,569</u>	<u>9,550</u>	<u>5,450</u>	<u>1,700</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>MN Public Facilities Authority GO Bonds</u>													
2010 MPFA Bonds	Feb & Aug	521,987	85,009	77,808	70,508	63,109	55,610	47,996	40,270	32,444	24,503	16,449	8,281
Total MPFA Bonds		<u>521,987</u>	<u>85,009</u>	<u>77,808</u>	<u>70,508</u>	<u>63,109</u>	<u>55,610</u>	<u>47,996</u>	<u>40,270</u>	<u>32,444</u>	<u>24,503</u>	<u>16,449</u>	<u>8,281</u>
Total Debt & Capital Fund		<u>\$ 2,023,279</u>	<u>\$ 433,486</u>	<u>\$ 369,114</u>	<u>\$ 304,028</u>	<u>\$ 244,004</u>	<u>\$ 195,773</u>	<u>\$ 158,517</u>	<u>\$ 125,972</u>	<u>\$ 93,497</u>	<u>\$ 61,611</u>	<u>\$ 28,996</u>	<u>\$ 8,281</u>

CITY OF OWATONNA
DEBT RETIREMENT SCHEDULE
FOR BUDGET YEAR 2015

<u>General Obligation Improvement Bonds</u>	<u>Original Issue Amount</u>	<u>Balance Dec. 31, 2014</u>	<u>2015 Payments</u>	<u>Balance Dec. 31, 2015</u>
2006 GO/SA Improvement	2,790,000	910,000	295,000	615,000
2007 GO/SA Improvement	2,900,000	1,200,000	300,000	900,000
2008 GO/SA Improvement	3,585,000	1,495,000	435,000	1,060,000
2011 GO/SA Improvement	2,560,000	1,150,000	465,000	685,000
2013 GO/SA Improvement	2,515,000	2,515,000	205,000	2,310,000
2014 GO/SA Improvement	325,000	325,000	0	325,000
Total General Obligation Improvement Bonds		<u>7,595,000</u>	<u>1,700,000</u>	<u>5,895,000</u>
 <u>General Obligation Equipment Certificates</u>				
2011 Equipment Certificates	765,000	465,000	155,000	310,000
2013 Equipment Certificates	190,000	190,000	35,000	155,000
2014 Equipment Certificates	810,000	810,000	0	810,000
Total General Obligation Equipment Certificates		<u>1,465,000</u>	<u>190,000</u>	<u>1,275,000</u>
 <u>General Obligation TIF Bonds</u>				
2011 TIF Bonds (TIF 3-6 Viracon)	1,140,000	1,140,000	0	1,140,000
Total General Obligation TIF Bonds		<u>1,140,000</u>	<u>0</u>	<u>1,140,000</u>
 <u>General Obligation Revenue Bonds</u>				
2008 GO Storm Water Bonds	3,670,000	2,645,000	225,000	2,420,000
2010 MPFA GO Bonds	7,929,333	5,973,928	506,000	5,467,928
Total General Obligation Revenue Bonds		<u>8,618,928</u>	<u>731,000</u>	<u>7,887,928</u>
Total		<u>\$ 18,818,928</u>	<u>\$ 2,621,000</u>	<u>\$ 16,197,928</u>

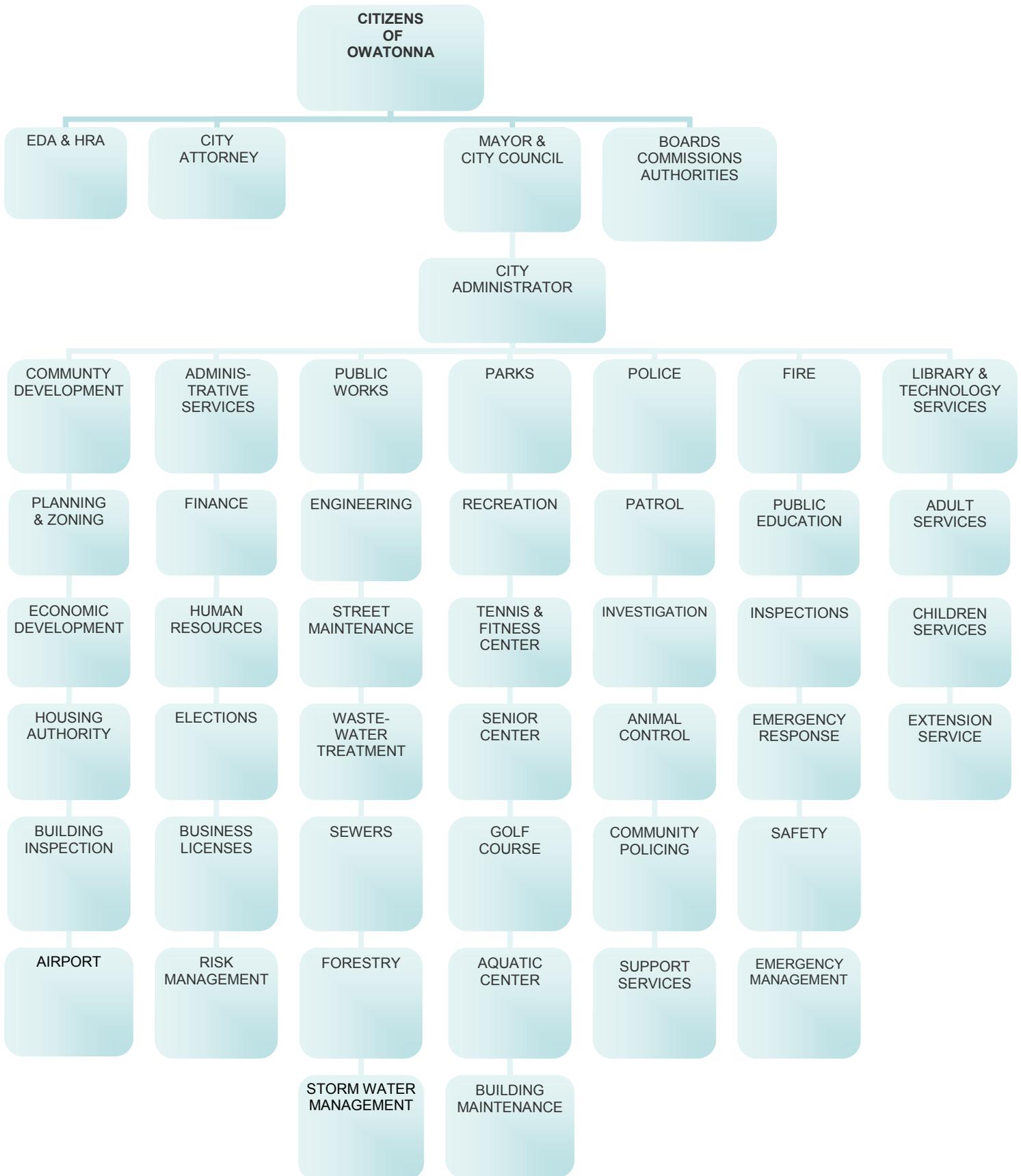
CITY OF OWATONNA
DEBT SERVICE LEVIES
FISCAL YEARS 2004 - 2018

Debt Service Levies	Collection Year				
	2004	2005	2006	2007	2008
1994 GO/SA Issue	\$100,000				
1997 GO/SA Issue	325,000	\$325,000	\$325,000		
1997 Cabela's/Museum	194,208	194,208	194,208	194,208	194,208
1998 GO/SA Issue	70,000	70,000	70,000	70,000	70,000
1999 GO/SA Issue	87,016	81,782	81,696	86,642	85,866
2000 GO/SA Issue	50,662	51,325	51,942	52,513	52,993
2001 GO/SA Issue	95,888	97,711	99,147	100,069	100,733
2002 GO/SA Issue	123,524	123,172	121,677	125,171	128,244
2003/4 GO/SA Issue		145,000	103,216	126,774	128,692
2004 GO Capital Equip Certs		412,000	425,939	434,175	436,186
2005 GO/SA Issue			4,696	7,066	3,805
2006 GO/SA Issue				176,007	176,710
2007 GO/SA Issue					154,937
2007 GO Capital Equip Certs					104,958
Total	<u>\$1,046,298</u>	<u>\$1,500,198</u>	<u>\$1,477,521</u>	<u>\$1,372,625</u>	<u>\$1,637,332</u>

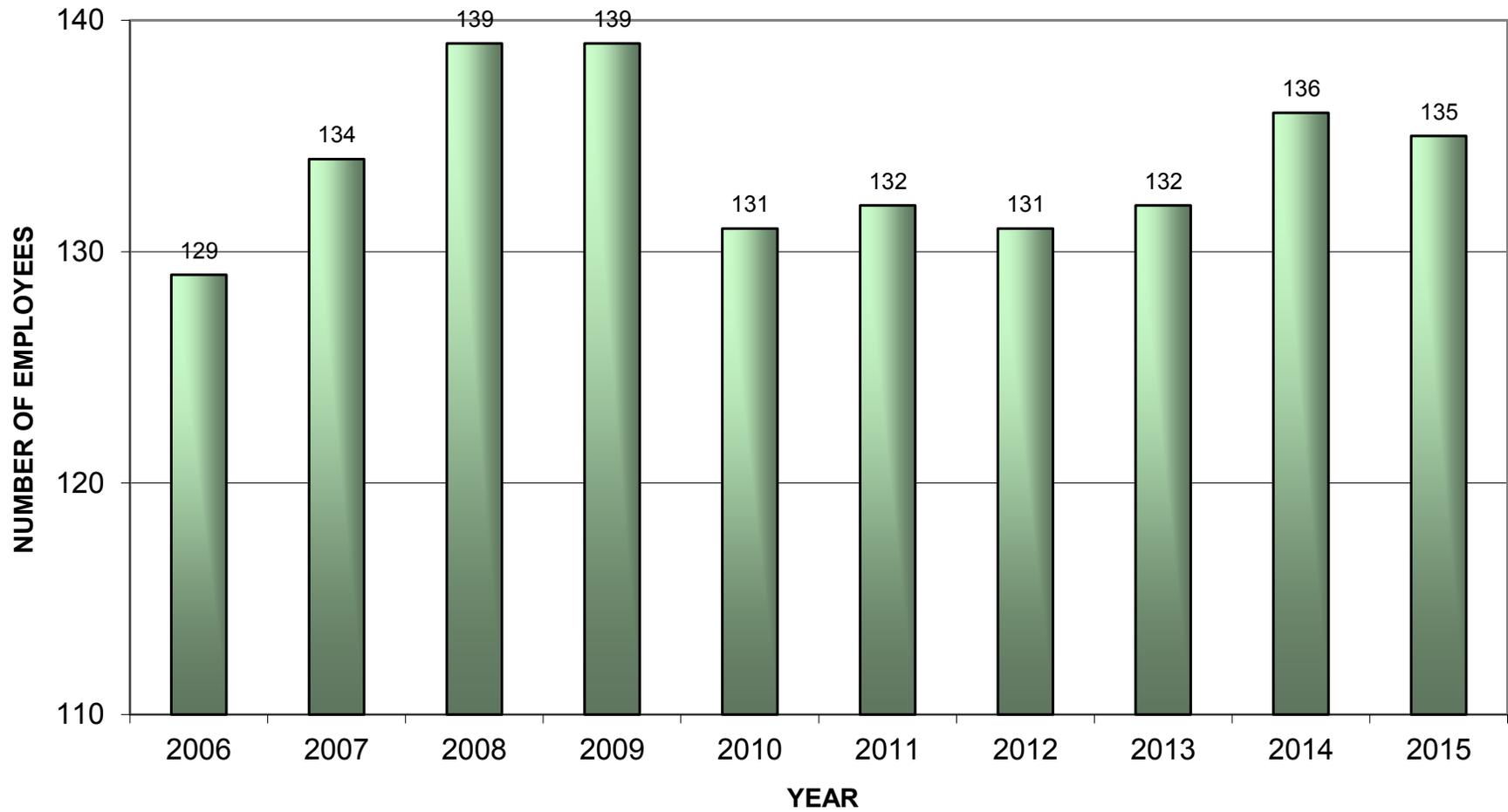
Debt Service Levies	Collection Year				
	2009	2010	2011	2012	2013
1999 GO/SA Issue	84,976				
2000 GO/SA Issue	53,379	230,000			
2001 GO/SA Issue	101,141	101,162	101,056		
2002 GO/SA Issue	125,395	200,000	200,000	150,000	
2003/4 GO/SA Issue	129,441	129,075	133,171	259,918	
2004 GO Capital Equip Certs	436,732				
2005 GO/SA Issue	5,814				
2006 GO/SA Issue	180,288			175,000	175,000
2007 GO/SA Issue	148,115			147,800	156,000
2007 GO Capital Equip Certs	107,940	546,483	543,900		
2008 1997B Refunding	189,300	190,500	185,400		
2008 GO/SA Issue	144,700	155,500	159,600	163,500	172,500
2008 GO Storm Water Impr	250,100	254,600	252,500	250,200	253,000
2011 2004 Refunding					244,234
2011 GO Capital Equip Certs				130,000	172,650
Total	<u>\$1,957,321</u>	<u>\$1,807,320</u>	<u>\$1,575,627</u>	<u>\$1,276,418</u>	<u>\$1,173,384</u>

Debt Service Levies	Collection Year				
	2014	2015	2016	2017	2018
2002 GO/SA Issue					
2003/4 GO/SA Issue					
2006 GO/SA Issue	175,000	175,000	175,000		
2007 GO/SA Issue	154,900	153,800	152,700	151,700	
2008 GO/SA Issue	175,300	183,000	190,400	196,800	202,700
2008 GO Storm Water Impr	249,600	246,000	247,400	247,800	242,600
2011 2004 Refunding	158,619				
2011 GO Capital Equip Certs	176,877	175,495	173,785		
2013 GO Capital Equip Certs	42,910	40,005	44,520	43,680	42,840
2013 GO/SA Issue	202,810	200,430	203,440	206,345	209,150
2014 GO Capital Equip Certs		182,875	181,860	183,750	180,285
2014 GO/SA Issue		28,315	29,610	29,400	28,750
Total	<u>\$1,336,016</u>	<u>\$1,384,920</u>	<u>\$1,398,715</u>	<u>\$1,059,475</u>	<u>\$906,325</u>

City of Owatonna, Minnesota Organization Chart



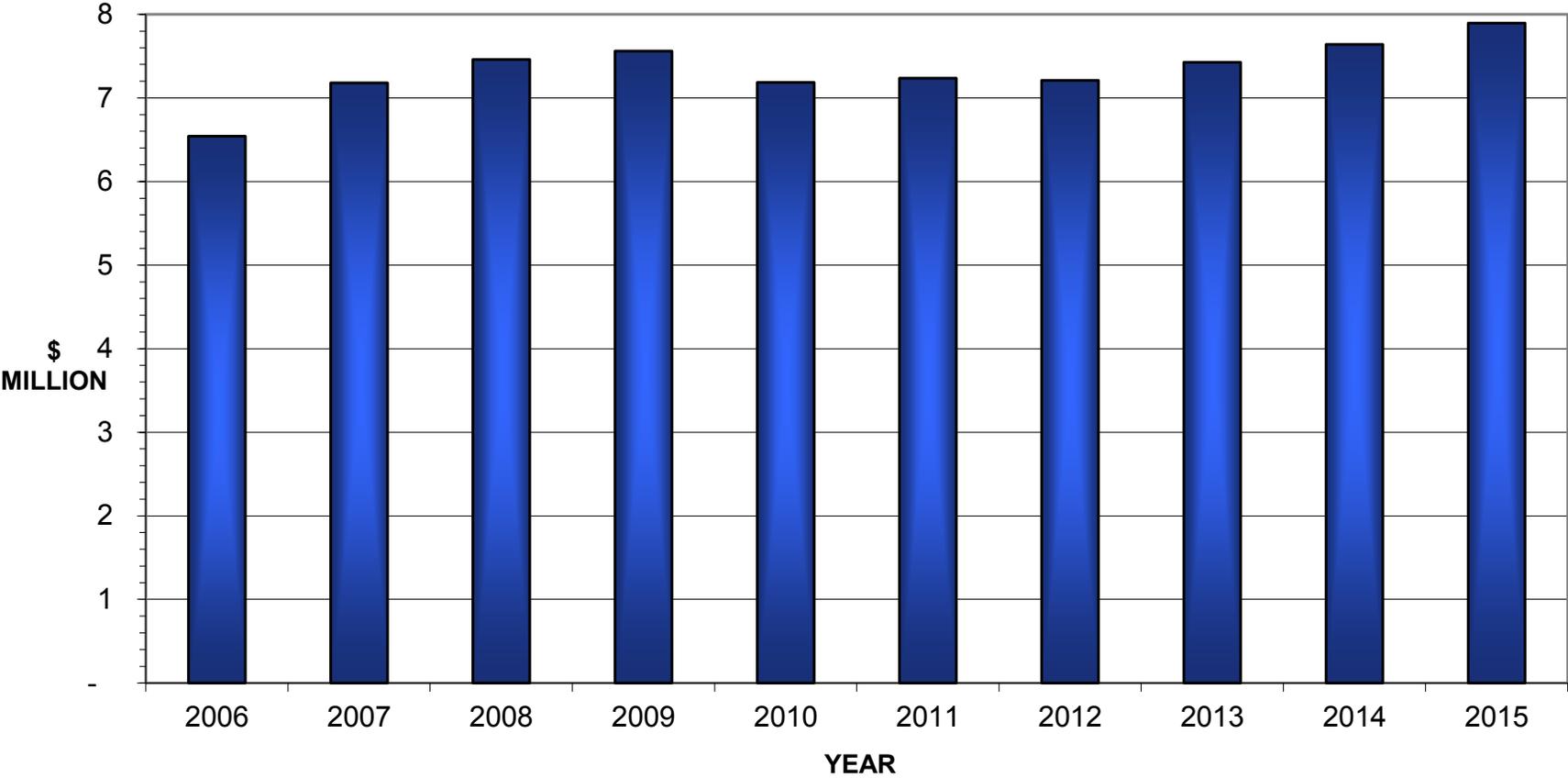
**CITY OF OWATONNA
FULL TIME PERSONNEL REQUESTS
FOR PERIOD 2006 THRU 2015**



CITY OF OWATONNA
 FULL TIME PERSONNEL REQUESTS
 FOR PERIOD 2006 THRU 2015

General Fund	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
City Administration	5.5	6.0	6.0	6.0	6.0	6.0	6.0	7.0	7.5	8.3
Police Department	34.0	36.0	38.0	38.0	36.0	38.0	38.0	38.0	41.0	40.0
Fire Department	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
Building Inspection	8.0	7.0	6.0	6.0	5.0	4.0	4.0	4.0	4.0	3.0
Planning & Zoning	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	4.0
Engineering Department	8.0	8.0	8.0	8.0	7.0	7.0	7.0	7.0	7.0	7.0
Street Department	17.0	18.5	18.5	18.5	17.5	17.5	16.5	17.0	17.0	17.0
Library	9.5	10.0	11.0	11.0	11.0	11.0	11.0	11.0	9.5	9.7
Park & Rec Admin	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	5.0	4.0
Park Maintenance	9.0	9.5	10.5	10.5	8.5	8.5	8.5	8.2	8.6	8.6
Tennis Center	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Senior Place	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Golf	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.8	1.4	1.4
Airport	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Government Buildings	7.0	7.0	9.0	9.0	8.0	8.0	8.0	7.0	8.0	8.0
Sub Total	119.0	123.0	128.0	128.0	120.0	121.0	120.0	121.0	125.0	124.0
Other Funds										
H R A	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Storm Water Fund							1.0	1.0	1.0	1.0
WWTP Operations	9.0	10.0	10.0	10.0	10.0	10.0	9.0	9.0	9.0	9.0
Total All Funds	129.0	134.0	139.0	139.0	131.0	132.0	131.0	132.0	136.0	135.0

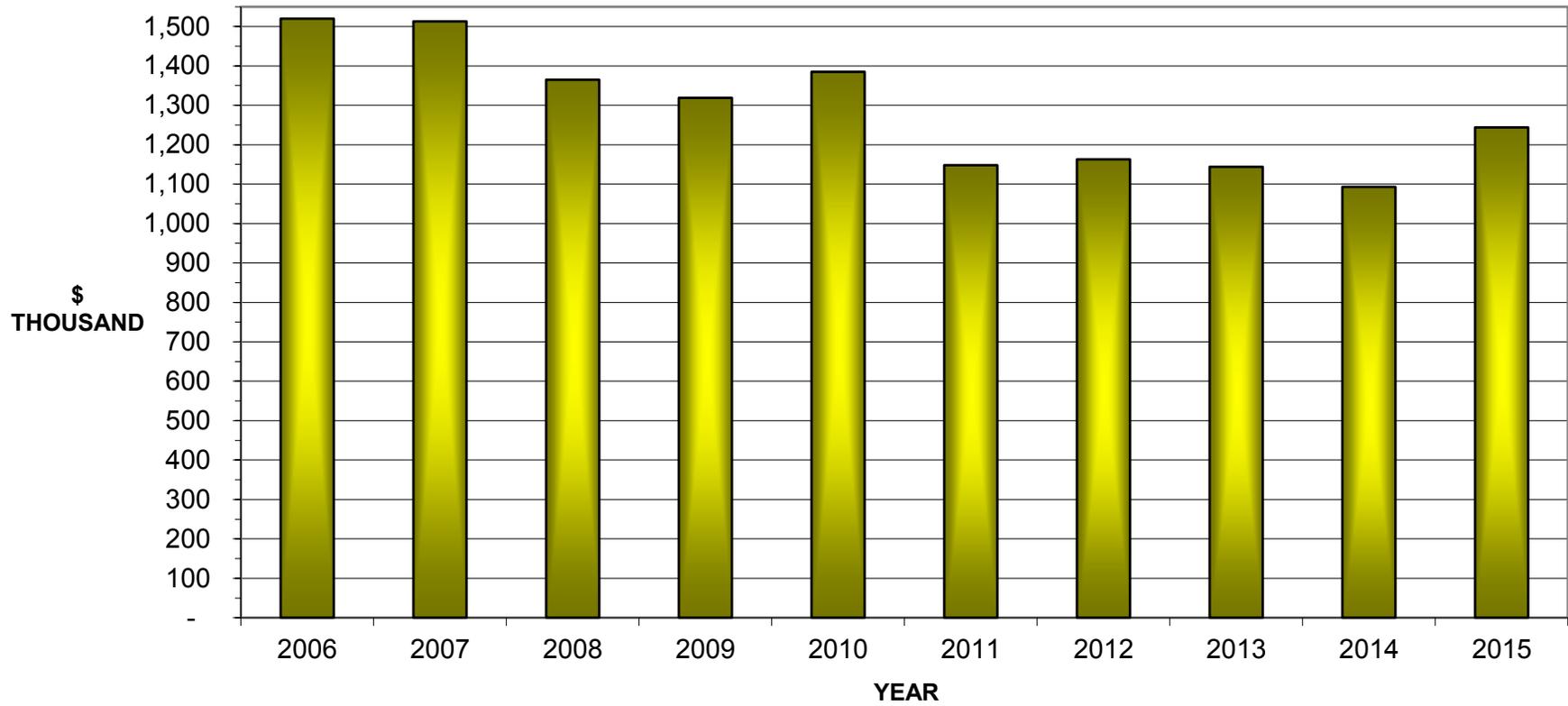
**CITY OF OWATONNA
FULL TIME PERSONNEL WAGES
FOR PERIOD 2006 THRU 2015**



CITY OF OWATONNA
FULL TIME PERSONNEL WAGES
FOR PERIOD 2006 THRU 2015

General Fund	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
City Administration	334,312	388,004	390,543	389,779	390,543	387,967	391,917	468,183	529,969	592,345
Police Department	1,825,845	2,084,980	2,153,657	2,186,045	2,055,886	2,166,477	2,191,374	2,248,020	2,344,162	2,399,973
Fire Department	503,441	521,801	541,271	544,186	545,329	545,330	550,785	563,248	570,292	580,488
Building Inspection	353,493	359,736	327,704	331,804	295,553	236,166	237,317	238,244	245,385	205,488
Planning & Zoning	103,341	107,798	111,639	112,532	112,532	112,532	99,290	104,333	96,623	160,822
Engineering Department	384,462	401,655	412,941	408,130	359,519	359,519	345,965	348,995	356,580	394,476
Street Department	804,154	891,207	917,955	928,963	885,268	885,830	849,213	867,101	902,254	932,801
Library	506,061	563,982	576,385	619,863	622,082	622,082	628,299	642,730	571,702	603,824
Park & Rec Admin	109,414	115,920	117,089	117,516	117,516	125,695	126,947	129,820	141,526	113,892
Park Maintenance	375,412	417,272	463,358	467,569	377,312	377,873	376,132	385,496	376,314	389,811
Recreation - Adult	37,584	38,618	39,679	39,888	39,888	39,888	40,285	41,196	43,617	46,972
Recreation - Youth	78,364	81,242	82,841	83,589	83,930	74,351	75,417	77,457	113,039	97,613
Tennis Center	31,536	33,182	33,138	34,097	34,892	37,126	38,404	40,201	40,923	38,922
Senior Place	57,631	59,216	60,844	61,146	61,146	61,146	61,757	63,154	38,218	47,607
Golf	69,555	78,568	81,066	81,788	81,788	81,788	85,107	101,372	95,360	98,231
Airport	60,201	61,988	63,616	63,925	63,925	63,925	64,564	67,484	68,326	70,383
Government Buildings	324,092	333,940	421,477	380,169	381,855	381,855	385,930	355,592	409,606	423,438
Sub Total	5,958,898	6,539,109	6,795,203	6,850,989	6,508,964	6,559,550	6,548,703	6,742,626	6,943,896	7,197,086
Other Funds										
H R A	81,043	83,756	86,009	86,384	86,384	86,384	79,268	82,102	88,061	90,870
Economic Development Fund	30,745	32,173	32,997	33,099	33,099	33,099	36,476	38,625	42,361	43,874
WWTF Fund	421,173	479,482	497,289	505,486	507,215	507,215	456,946	461,836	461,912	477,152
Storm Water Fund							81,499	93,296	95,589	67,429
Aquatic Center						6,920	7,174	7,524	8,312	8,907
Payroll Reserves	50,000	50,000	50,000	50,000	50,000	50,000	0	0	0	0
Total All Funds	6,541,859	7,184,520	7,461,498	7,525,958	7,185,662	7,243,168	7,210,066	7,426,009	7,640,131	7,885,318

**CITY OF OWATONNA
PART TIME PERSONNEL WAGES
FOR PERIOD 2006 THRU 2015**



CITY OF OWATONNA
PART TIME PERSONNEL WAGES
FOR PERIOD 2006 THRU 2015

General Fund	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Mayor & Council	61,200	61,200	61,200	61,200	61,200	61,200	61,200	61,200	61,200	67,800
City Administration	42,540	12,913	24,460	14,813	24,180	14,813	27,524	0	26,500	17,907
Police Department	200,574	166,550	66,000	54,000	169,795	35,000	62,394	63,806	64,606	93,980
Fire Department	76,500	82,700	87,416	71,652	71,652	71,652	71,652	71,652	76,078	76,078
Building Inspection	18,000	18,000	18,000	9,000						32,894
Planning & Zoning										
Engineering Department	9,497	9,750	9,750	4,750	4,750	4,750		5,000	5,000	14,000
Street Department	23,912	25,000	25,000	15,000	15,000		12,000	14,000	8,000	8,000
Library	161,375	143,935	150,632	90,121	103,554	90,122	91,275	92,343	154,188	170,608
Park & Rec Admin	40,373	46,782	24,613	28,987	28,987	25,987	26,234	26,799	13,419	17,591
Park Maintenance	254,405	270,252	197,992	193,151	204,941	204,941	179,221	203,207	178,227	183,193
Recreation - Adult	24,650	22,960	28,599	24,915	24,915	24,015	22,588	23,855	19,991	21,153
Recreation - Youth	199,162	214,514	214,093	195,853	138,079	122,514	120,286	121,639	71,988	121,806
Tennis Center	58,400	59,400	62,800	64,500	75,300	73,300	73,700	73,700	71,726	71,193
Senior Place	31,805	36,000	47,762	34,149	16,000	9,000	9,000	9,000	12,000	12,000
Golf	192,146	203,101	203,101	173,101	173,101	173,101	173,849	174,116	168,075	170,420
Airport	4,118	4,000	4,000						11,105	13,500
Government Buildings	103,945	118,976	122,032	110,308	118,308	118,308	116,876	95,723	45,229	47,990
Sub Total	1,502,602	1,496,033	1,347,450	1,145,500	1,229,762	1,028,703	1,047,799	1,036,040	987,332	1,140,113
Other Funds										
Aquatic Center					149,500	137,500	101,300	97,500	92,000	95,000
H R A										
Economic Development Fund										
WWTP Operations	17,000	17,000	17,500	17,500	17,500	17,500	17,500	17,500	14,000	9,000
Total All Funds	<u>1,519,602</u>	<u>1,513,033</u>	<u>1,364,950</u>	<u>1,163,000</u>	<u>1,396,762</u>	<u>1,183,703</u>	<u>1,166,599</u>	<u>1,151,040</u>	<u>1,093,332</u>	<u>1,244,113</u>

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

FULL TIME WAGES

DEPT	PROG	COST	POSITION	ANNUAL COSTS
051	EMPL	100.00%	CITY ADMINISTRATOR	147,997
051	EMPL	100.00%	ADMIN ASST-CITY CLERK	63,019
051	EMPL	100.00%	HR COORDINATOR 5/16/15 100%	97,395
051	EMPL	100.00%	FINANCE DIRECTOR	129,989
051	EMPL	100.00%	ACCOUNTANT	75,001
051	EMPL	100.00%	SR ACCOUNTANT	86,959
110	EMPL	100.00%	CHIEF OF POLICE	124,288
110	EMPL	100.00%	POLICE CAPTAIN	104,161
110	EMPL	100.00%	POLICE CAPTAIN	118,848
110	EMPL	100.00%	ADMIN ASST-POLICE	74,350
110	EMPL	100.00%	ADMIN ASST-POLICE INVESTIGATIONS	59,663
110	EMPL	100.00%	ADMIN ASST-PATROL	64,694
120	EMPL	100.00%	FIRE CHIEF	125,737
120	EMPL	100.00%	ADMIN ASST-FIRE DEPT	74,350
140	EMPL	100.00%	BUILDING OFFICIAL 4/2/15 100%	97,635
140	EMPL	100.00%	CHIEF BUILDING INSPECTOR	87,476
140	EMPL	100.00%	ADMIN ASST-BLDG INSP	78,182
150	EMPL	100.00%	COMMUNITY DEVEL DIRECTOR	107,238
150	EMPL	100.00%	COMMUNITY DEV SPECIALIST 4/9/15 100%	93,043
150	EMPL	100.00%	GIS TECHNICIAN	86,959
150	EMPL	100.00%	PLANNING TECH	63,577
4831	EMPL	100.00%	HOUSING COORD	93,630
211	EMPL	100.00%	DIRECTOR PUBLIC WORKS	118,790
211	EMPL	100.00%	ASST CITY ENGINEER	99,834
211	EMPL	100.00%	ASSOCIATE ENGINEER 11/4/15 97.5%	79,271
211	EMPL	100.00%	ASSOCIATE ENGINEER	78,949
211	EMPL	100.00%	ADMIN ASST-PUBLIC WORKS	63,577
212	EMPL	100.00%	STREET SUPT	100,667
420	EMPL	100.00%	DIRECTOR LIBRARY SERVICES	108,603
420	EMPL	100.00%	ASST LIBRARY DIRECTOR	98,250
420	EMPL	100.00%	LIBRARIAN	86,842
420	EMPL	100.00%	LIBRARIAN	93,630
420	EMPL	100.00%	LIBRARIAN	82,857
420	EMPL	100.00%	INFORMATION TECH COORDINATOR	105,341
420	EMPL	100.00%	INFO TECH SYSEM ADMIN 9/30/15 97.5%	90,257
420	EMPL	100.00%	IT SYSTEM ADMIN VACANT 95%	89,818
420	EMPL	100.00%	CIRCULATION ASST LIBRARY	63,977
420	EMPL	100.00%	CIRCULATION ASST LIBRARY	74,750
420	EMPL	100.00%	CIRCULATION ASST LIBRARY	63,977
420	EMPL	100.00%	ASST CHILDREN LIBRARIAN	59,663
510	EMPL	100.00%	ADMIN ASST-PARK & REC 5/31/15 97.5%	70,565
511	EMPL	100.00%	PARK DIRECTOR	101,778
510	EMPL	100.00%	PARK & REC DIRECTOR	112,327
510	EMPL	100.00%	ADMIN ASST-REC 1/14/15 97.5%	58,125
510	EMPL	100.00%	ASST RECREATION DIRECTOR	84,661
514	EMPL	100.00%	ASST RECREATION DIRECTOR	80,747
515	EMPL	100.00%	RECREATION SUPERVISOR 3/24/15 95%	60,648
590	EMPL	100.00%	FACILITIES & GROUNDS SUPERINTENDENT	81,446
380	EMPL	100.00%	AIRPORT MANAGER	95,843
902	EMPL	100.00%	WWTF SUPT	106,626
902	EMPL	100.00%	WWTF LAB MANAGER	65,044
902	EMPL	100.00%	WATER QUALITY SPECIALIST	73,064
SERGEANTS				
110	EMPL	100.00%	SERGEANT	102,610
110	EMPL	100.00%	SERGEANT	102,610
110	EMPL	100.00%	SERGEANT	102,610
110	EMPL	100.00%	SERGEANT	87,923
110	EMPL	100.00%	INVESTIGATION - SERGEANT	102,610
110	EMPL	100.00%	SERGEANT 6/8/15 97.5%	84,836
110	EMPL	100.00%	SERGEANT 6/9/15 97.5%	99,523
PATROL				
110	EMPL	100.00%	PATROL 2/26/15 88.0%	80,232
110	EMPL	100.00%	PATROL 6/29/15 100%	72,951
110	EMPL	100.00%	PATROL	78,395
110	EMPL	100.00%	INVESTIGATION - PATROL 6/2/15 92.5%	90,021
110	EMPL	100.00%	PATROL	89,168
110	EMPL	100.00%	PATROL 8/24/15 96%	73,585
110	EMPL	100.00%	INVESTIGATION - PATROL 12/1/15	73,001
110	EMPL	100.00%	PATROL	78,395
110	EMPL	100.00%	PATROL 9/8/15 96%	73,476
110	EMPL	100.00%	PATROL 11/5/15 96.0%	73,039
110	EMPL	100.00%	PATROL 12/7/15 92.0%	80,751
110	EMPL	100.00%	INVESTIGATION - PATROL 12/19/15 100%	80,270
110	EMPL	100.00%	PATROL 8/25/15 88%	64,479
110	EMPL	100.00%	PATROL 12/5/15 96.0%	83,593
110	EMPL	100.00%	INVESTIGATION - PATROL 7/11/15 100%	85,017
110	EMPL	100.00%	PATROL	89,168
110	EMPL	100.00%	INVESTIGATION - CORPORAL	96,927
110	EMPL	100.00%	PATROL 3/23/15 100%	88,403

2015 PERSONNEL REQUESTS

FULL TIME WAGES (CONTINUED)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
110	EMPL	100.00%	PATROL 10/20/15 88%	64,151
110	EMPL	100.00%	PATROL	74,481
110	EMPL	100.00%	PATROL 7/2/15 92.0%	67,266
110	EMPL	100.00%	PATROL 10/24/15 96.0%	83,921
110	EMPL	100.00%	PATROL 2/6/15 92.0%	67,245
110	EMPL	100.00%	PATROL	89,168
110	EMPL	100.00%	PATROL 7/8/15 92%	67,266
110	EMPL	100.00%	CSO	57,131
110	EMPL	100.00%	CSO	54,450
120	EMPL	100.00%	FIREFIGHTER	72,310
120	EMPL	100.00%	FIREFIGHTER-COMM	76,492
120	EMPL	100.00%	FIREFIGHTER	83,083
120	EMPL	100.00%	FIREFIGHTER-COMM	91,179
120	EMPL	100.00%	FIREFIGHTER-COMM VACANT 8/1/15 96%	71,957
120	EMPL	100.00%	FIREFIGHTER-COMM	76,492
120	EMPL	100.00%	FIREFIGHTER	65,115
120	EMPL	100.00%	FIREFIGHTER	68,396
211	EMPL	100.00%	ENGINEER TECH III	84,325
211	EMPL	100.00%	ENGINEER TECH III 1/2/15 100%	68,325
212	EMPL	100.00%	PAINTER CURRENTLY HEO 10/28/15 95%	74,164
212	EMPL	100.00%	LEAD HEAVY EQUIP OPERATOR II	81,590
212	EMPL	100.00%	ASST STREET SUPT	85,298
212	EMPL	100.00%	MECHANIC	76,575
212	EMPL	100.00%	MECHANIC	61,888
212	EMPL	100.00%	MECHANIC	76,575
212	EMPL	100.00%	PAINTER	62,930
212	EMPL	100.00%	HEAVY EQUIP OPERATOR-NIGHT	78,889
212	EMPL	100.00%	HEAVY EQUIP OPERATOR-NIGHT	68,850
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	76,902
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	76,902
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	76,902
212	EMPL	100.00%	LEAD HEAVY EQUIP OPERATOR II	81,590
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	76,902
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	76,902
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	76,902
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	62,215
511	EMPL	100.00%	PARK FOREMAN	83,134
511	EMPL	100.00%	PARK TECH I	76,416
511	EMPL	100.00%	HEAVY EQUIP OPERATOR	64,233
511	EMPL	100.00%	HEAVY EQUIP OPERATOR	75,006
511	EMPL	100.00%	PARK TECH I 6/20/15 97.5%	59,524
511	EMPL	100.00%	PARK TECH I	61,729
511	EMPL	100.00%	CUSTODIAN	54,607
511	EMPL	100.00%	CUSTODIAN	54,607
511	EMPL	100.00%	CUSTODIAN	50,693
590	EMPL	100.00%	MASTER CARPENTER	79,738
590	EMPL	100.00%	SENIOR FACILITIES TECH	68,965
590	EMPL	100.00%	SENIOR FACILITIES TECH	79,738
590	EMPL	100.00%	MASTER CARPENTER	79,738
590	EMPL	100.00%	FACILITIES TECH 9/10/15 95.0%	61,607
590	EMPL	100.00%	CUSTODIAN	54,607
590	EMPL	100.00%	CUSTODIAN	54,607
902	EMPL	100.00%	LEAD HEAVY EQUIP OPERATOR I	80,479
902	EMPL	100.00%	FIRST CLASS OPERATOR	85,105
902	EMPL	100.00%	PLANT OPERATOR D 1/28/15 97.5%	57,413
902	EMPL	100.00%	FIRST CLASS OPERATOR	81,613
902	EMPL	100.00%	PLANT OPERATOR C	76,740
902	EMPL	100.00%	PLANT OPERATOR C	65,967
902	EMPL	100.00%	PLANT OPER C	73,775
940	EMPL	100.00%	PAYROLL RESERVES	0
			FULL TIME TOTALS	<u>10,895,576</u>

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

PART TIME WAGES

DEPT	PROG	COST	POSITION	ANNUAL COSTS
10	100		MAYOR	10,886
10	100		COUNCIL PRESIDENT	11,081
10	100		COUNCIL VICE PRESIDENT	9,606
10	100		5 COUNCIL MEMBERS	41,625
PERMANENT PART TIME				
051	110	EMPL	OFFICE AIDE - PT (50.0% FTE)	29,422
110	230	EMPL	CSO - PT (70.0% FTE)	27,353
110	230	EMPL	CSO - PT (70.0% FTE)	27,353
110	230	EMPL	CSO - PT (70.0% FTE)	28,855
110	280	EMPL	CSO - PT (70.0% FTE)	28,353
140	380	EMPL	BUILDING INSP (70% FTE) 95.0%	38,079
380	490	EMPL	AIRPORT - PT (50% FTE)	16,080
420	MULTI	EMPL	PAGE - PT (30% FTE)	6,056
420	MULTI	EMPL	PAGE - PT (25% FTE)	5,047
420	MULTI	EMPL	PAGE - PT (25% FTE)	5,047
420	MULTI	EMPL	AA-LIBRARY - PT (60% FTE) 12/3/15 100%	33,353
420	MULTI	EMPL	DESK ASST - (25% FTE)	7,465
420	MULTI	EMPL	DESK ASST - (50% FTE) 2/20/15 92.5%	19,125
420	MULTI	EMPL	DESK ASST - PT (50% FTE) 1/2/15 95.0%	19,669
420	MULTI	EMPL	DESK ASST - PT (50% FTE)	20,728
420	MULTI	EMPL	DESK ASST - PT (70% FTE)	29,019
420	MULTI	EMPL	DESK ASST - PT (70% FTE)	29,019
510	500	EMPL	OFFICE AIDE - PT (56.25% FTE)	23,319
510	500	EMPL	OFFICE AIDE - PT (50% FTE)	29,422
513	530	EMPL	THERAPEUTIC - PT (87.5% FTE)	53,722
525	562	EMPL	CLUB HOUSE MANAGER - PT (87.5% FTE)	44,050
525	564	EMPL	GOLF MAINT II - PT (70.0% FTE) 6/16/15 95%	24,915
525	564	EMPL	GOLF MAINT II - PT (70.0% FTE)	26,566
511	500	EMPL	PARK MAINT II - PT (70% FTE) 4/12/15 97.5%	26,852
511	500	EMPL	PARK MAINT II - PT (70% FTE) 11/25/15 95%	25,575
511	500	EMPL	PARK MAINT II - PT (60% FTE) 4/15/14 95%	22,272
511	500	EMPL	PARK MAINT II - PT (60% FTE) 9/4/15 95%	22,031
590	580	EMPL	PRK BLDG MNT II - PT (87.5% FTE)	0
590	580	EMPL	PRK BLDG MNT II - PT (70.0% FTE) 95%	27,373
590	580	EMPL	PRK BLDG MNT I - PT (70.0% FTE) 8/13/15 97	20,435
590	580	EMPL	PRK BLDG MNT I - PT (70.0% FTE)	21,315
SEASONAL PART TIME				
51	120		ELECTION JUDGES	0
51	110		ADMINISTRATION	0
120	330		FIREFIGHTERS - VOLUNTEER	84,212
120	310		FIRE - WEED & NUISANCE	4,792
211			ENGINEERING PART TIME	15,156
212	MULTI		STREET DEPT PART TIME	9,191
420	MULTI		LIBRARY PART TIME	2,165
510	500		RECREATION INTERN & FILE CLERK	1,353
512	520		ADULT RECREATION PART TIME	18,136
513	530		YOUTH RECREATION PART TIME	67,087
514	546		TENNIS & FITNESS PART TIME	75,773
515	550		SENIOR CENTER PART TIME	13,070
525	562		BROOKTREE CLUBHOUSE PART TIME	75,141
525	564		BROOKTREE COURSE PART TIME	38,341
511	510		PARK MAINT PART TIME	110,731
590	580		GOVERNMENT BLDGS PART TIME	8,964
520	570		AQUATIC CENTER PART TIME	106,041
902	902		WWTP PART TIME	4,466
902	910		WWTP ASS'T OPERATOR	5,582
PART TIME TOTALS				1,451,268

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

MAYOR & COUNCIL (100 010 100)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
			MAYOR	10,886
			COUNCIL PRESIDENT	11,081
			COUNCIL VICE PRESIDENT	9,606
			5 COUNCIL MEMBERS	41,625
DEPARTMENT TOTALS				<u>73,198</u>

CITY ATTORNEY (100 060 150)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
060	150		INSURANCE	6,616
DEPARTMENT TOTALS				<u>6,616</u>

CITY ADMINISTRATION DEPARTMENT

DEPT	PROG	COST	POSITION	COSTS
051	EMPL	100.00%	CITY ADMINISTRATOR	147,997
051	EMPL	100.00%	HR COORDINATOR 5/16/15 100%	97,395
051	EMPL	100.00%	ADMIN ASST-CITY CLERK	63,019
051	110	90.00%	ADMIN ASST-CITY CLERK	56,717
051	120	10.00%	ADMIN ASST-CITY CLERK	6,302
051	EMPL	100.00%	FINANCE DIRECTOR	129,989
051	EMPL	100.00%	ACCOUNTANT	75,001
051	EMPL	100.00%	SR ACCOUNTANT	86,959
SUB TOTAL FULL TIME				600,360
TRANSFER FROM OTHER DEPARTMENT				
420	140	75.00%	INFORMATION TECH COORDINATOR	79,006
420	140	75.00%	INFO TECH SYSEM ADMIN 9/30/15 97.5%	67,693
051	140	75.00%	IT SYSTEM ADMIN VACANT 95%	67,364
TOTAL FULL TIME				814,422
051	110		OFFICE AIDE - PT (50.0% FTE)	29,422
TOTAL PARTTIME				
PARTTIME				0
ELECTION JUDGES				0
OVERTIME				1,156
DEPARTMENT TOTALS				<u>845,000</u>
PROGRAM TOTALS				<u>845,000</u>

ADMINISTRATION (100 051 110)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
051	110	100.00%	CITY ADMINISTRATOR	147,997
051	110	100.00%	HR COORDINATOR 5/16/15 100%	97,395
051	110	90.00%	ADMIN ASST-CITY CLERK	56,717
FULL TIME TOTALS				302,109
051	110		OFFICE AIDE - PT (50.0% FTE)	29,422
PART TIME TOTALS				
PARTTIME				0
OVERTIME				0
PROGRAM TOTALS				<u>331,531</u>

ELECTIONS (100 051 120)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
051	120	10.00%	ADMIN ASST-CITY CLERK	6,302
ELECTION JUDGES				0
OVERTIME				0
PROGRAM TOTALS				<u>6,302</u>

ADMINISTRATION (CONTINUED)

FINANCE (100 051 130)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
051	130	100.00%	FINANCE DIRECTOR	129,989
051	130	100.00%	ACCOUNTANT	75,001
051	130	100.00%	SR ACCOUNTANT	86,959
			FULL TIME TOTALS	291,949
			PARTTIME	0
			OVERTIME	1,156
			PROGRAM TOTALS	293,104

TECHNOLOGY COORDINATORS (100 051 140)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
420	140	75.00%	INFORMATION TECH COORDINATOR	79,006
420	140	75.00%	INFO TECH SYSEM ADMIN 9/30/15 97.5%	67,693
051	140	75.00%	IT SYSTEM ADMIN VACANT 95%	67,364
			FULL TIME TOTALS	214,063

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

POLICE DEPARTMENT

DEPT	PROG	COST	POSITION	ANNUAL COSTS
110	200	100.00%	CHIEF OF POLICE	124,288
110	200	100.00%	POLICE CAPTAIN	104,161
110	200	100.00%	POLICE CAPTAIN	118,848
110	200	100.00%	ADMIN ASST-POLICE	74,350
110	220	100.00%	ADMIN ASST-POLICE INVESTIGATIONS	59,663
110	210	100.00%	ADMIN ASST-PATROL	64,694
110	210	100.00%	SERGEANT	102,610
110	210	100.00%	SERGEANT	102,610
110	210	100.00%	SERGEANT	102,610
110	210	100.00%	SERGEANT	87,923
110	210	100.00%	INVESTIGATION - SERGEANT	102,610
110	210	100.00%	SERGEANT 6/8/15 97.5%	84,836
110	220	100.00%	SERGEANT 6/9/15 97.5%	99,523
110	210	100.00%	PATROL 2/26/15 88.0%	80,232
110	210	100.00%	PATROL 6/29/15 100%	72,951
110	210	100.00%	PATROL	78,395
110	220	100.00%	INVESTIGATION - PATROL 6/2/15 92.5%	90,021
110	210	100.00%	PATROL	89,168
110	210	100.00%	PATROL 8/24/15 96%	73,585
110	220	100.00%	INVESTIGATION - PATROL 12/1/15	73,001
110	210	100.00%	PATROL	78,395
110	210	100.00%	PATROL 9/8/15 96%	73,476
110	210	100.00%	PATROL 11/5/15 96.0%	73,039
110	210	100.00%	PATROL 12/7/15 92.0%	80,751
110	210	100.00%	INVESTIGATION - PATROL 12/19/15 100%	80,270
110	210	100.00%	PATROL 8/25/15 88%	64,479
110	210	100.00%	PATROL 12/5/15 96.0%	83,593
110	220	100.00%	INVESTIGATION - PATROL 7/11/15 100%	85,017
110	210	100.00%	PATROL	89,168
110	220	100.00%	INVESTIGATION - CORPORAL	96,927
110	210	100.00%	PATROL 3/23/15 100%	88,403
110	210	100.00%	PATROL 10/20/15 88%	64,151
110	210	100.00%	PATROL	74,481
110	210	100.00%	PATROL 7/2/15 92.0%	67,266
110	220	100.00%	PATROL 10/24/15 96.0%	83,921
110	210	100.00%	PATROL 2/6/15 92.0%	67,245
110	210	100.00%	PATROL	89,168
110	210	100.00%	PATROL 7/8/15 92%	67,266
110	230	100.00%	CSO	57,131
110	230	100.00%	CSO	54,450
			FULL TIME TOTALS	3,304,677
110	230	EMPL	CSO - PT (70.0% FTE)	27,353
110	230	EMPL	CSO - PT (70.0% FTE)	27,353
110	230	EMPL	CSO - PT (70.0% FTE)	28,855
110	280	EMPL	CSO - PT (70.0% FTE)	28,353
			PART TIME TOTALS	111,915
			OVERTIME	78,301
			SHIFT PAY	33,004
			UNIFORMS	14,725
			HOLIDAY	164,630
			DEPARTMENT TOTALS	3,707,253
			PROGRAM TOTALS	3,707,253

ADMINISTRATION (100 110 200)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
110	200	100.00%	CHIEF OF POLICE	124,288
110	200	100.00%	POLICE CAPTAIN	104,161
110	200	100.00%	POLICE CAPTAIN	118,848
110	200	100.00%	ADMIN ASST-POLICE	74,350
			FULL TIME TOTALS	421,646
			PARTTIME	0
			OVERTIME	0
			UNIFORMS	925
			PROGRAM TOTALS	422,571

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

POLICE DEPARTMENT (CONTINUED)

PATROL SERVICES (100 110 210)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
110	210	100.00%	ADMIN ASST-PATROL	64,694
110	210	100.00%	SERGEANT	102,610
110	210	100.00%	SERGEANT	102,610
110	210	100.00%	SERGEANT	102,610
110	210	100.00%	SERGEANT	87,923
110	210	100.00%	INVESTIGATION - SERGEANT	102,610
110	210	100.00%	SERGEANT 6/8/15 97.5%	84,836
110	210	100.00%	PATROL 2/26/15 88.0%	80,232
110	210	100.00%	PATROL 6/29/15 100%	72,951
110	210	100.00%	PATROL	78,395
110	210	100.00%	PATROL	89,168
110	210	100.00%	PATROL 8/24/15 96%	73,585
110	210	100.00%	PATROL	78,395
110	210	100.00%	PATROL 9/8/15 96%	73,476
110	210	100.00%	PATROL 11/5/15 96.0%	73,039
110	210	100.00%	PATROL 12/7/15 92.0%	80,751
110	210	100.00%	PATROL 8/25/15 88%	64,479
110	210	100.00%	PATROL 12/5/15 96.0%	83,593
110	210	100.00%	PATROL	89,168
110	210	100.00%	PATROL 3/23/15 100%	88,403
110	210	100.00%	PATROL 10/20/15 88%	64,151
110	210	100.00%	PATROL	74,481
110	210	100.00%	PATROL 7/2/15 92.0%	67,266
110	220	100.00%	PATROL 10/24/15 96.0%	83,921
110	210	100.00%	PATROL 2/6/15 92.0%	67,245
110	210	100.00%	PATROL	89,168
110	210	100.00%	PATROL 7/8/15 92%	67,266
FULL TIME TOTALS				2,187,027
OVERTIME				63,369
SHIFT PAY				33,004
UNIFORMS				10,150
HOLIDAY				129,318
PROGRAM TOTALS				<u>2,422,868</u>

CRIMINAL INVESTIGATIONS (100 110 220)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
110	220	100.00%	ADMIN ASST-POLICE INVESTIGATIONS	59,663
110	220	100.00%	SERGEANT 6/9/15 97.5%	99,523
110	220	100.00%	INVESTIGATION - PATROL 12/1/15	73,001
110	220	100.00%	INVESTIGATION - CORPORAL	96,927
110	210	100.00%	INVESTIGATION - PATROL 12/19/15 100%	80,270
110	220	100.00%	INVESTIGATION - PATROL 6/2/15 92.5%	90,021
110	220	100.00%	INVESTIGATION - PATROL 7/11/15 100%	85,017
FULL TIME TOTALS				584,422
PARTTIME				0
OVERTIME				14,348
UNIFORMS				650
HOLIDAY				30,130
PROGRAM TOTALS				<u>629,550</u>

SUPPORT SERVICES (100 110 230)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
110	230	EMPL	CSO - PT (70.0% FTE)	27,353
110	230	EMPL	CSO - PT (70.0% FTE)	27,353
110	230	EMPL	CSO - PT (70.0% FTE)	28,855
PART TIME TOTALS				83,561
OVERTIME				585
UNIFORMS				3,000
HOLIDAY				5,182
PROGRAM TOTALS				<u>92,329</u>

COMMUNITY POLICING (100 110 240)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
NO PERSONNEL COSTS				

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

FIRE DEPARTMENT

DEPT	PROG	COST	POSITION	ANNUAL COSTS
120	EMPL	100.00%	FIRE CHIEF	125,737
120	300	85.00%	FIRE CHIEF	106,877
120	330	15.00%	FIRE CHIEF	18,861
120	EMPL	100.00%	ADMIN ASST-FIRE DEPT	74,350
120	300	100.00%	ADMIN ASST-FIRE DEPT	74,350
120	EMPL	100.00%	FIREFIGHTER	72,310
120	330	100.00%	FIREFIGHTER	72,310
120	EMPL	100.00%	FIREFIGHTER-COMM	76,492
120	330	100.00%	FIREFIGHTER-COMM	76,492
120	EMPL	100.00%	FIREFIGHTER	83,083
120	330	100.00%	FIREFIGHTER	83,083
120	EMPL	100.00%	FIREFIGHTER-COMM	91,179
120	330	100.00%	FIREFIGHTER-COMM	91,179
120	EMPL	100.00%	FIREFIGHTER-COMM VACANT 8/1/15 96%	71,957
120	330	100.00%	FIREFIGHTER-COMM VACANT 8/1/15 96%	71,957
120	EMPL	100.00%	FIREFIGHTER-COMM	76,492
120	330	100.00%	FIREFIGHTER-COMM	76,492
120	EMPL	100.00%	FIREFIGHTER	65,115
120	330	100.00%	FIREFIGHTER	65,115
120	EMPL	100.00%	FIREFIGHTER	68,396
120	330	100.00%	FIREFIGHTER	68,396
			FULL TIME TOTALS	805,109
			PARTTIME	4,792
			FIREFIGHTERS	84,212
			OVERTIME	65,846
			FIRE RELIEF PENSION PLAN	150,000
			UNIFORMS	3,491
			HOLIDAY	32,540
			DEPARTMENT TOTALS	<u>1,145,990</u>
			PROGRAM TOTALS	<u>1,145,990</u>

ADMINISTRATION (100 100 300)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
120	300	85.00%	FIRE CHIEF	106,877
120	300	100.00%	ADMIN ASST-FIRE DEPT	74,350
			FULL TIME TOTALS	181,226
			OVERTIME	1,212
			UNIFORMS	442
			PROGRAM TOTALS	<u>182,880</u>

INSPECTION SERVICES (100 120 310)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
			PARTTIME	4,792
			PROGRAM TOTALS	<u>4,792</u>

EMERGENCY RESPONSE SERVICES 100 120 330)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
120	330	15.00%	FIRE CHIEF	18,861
120	330	100.00%	FIREFIGHTER	72,310
120	330	100.00%	FIREFIGHTER-COMM	76,492
120	330	100.00%	FIREFIGHTER	83,083
120	330	100.00%	FIREFIGHTER-COMM	91,179
120	330	100.00%	FIREFIGHTER-COMM VACANT 8/1/15 96%	71,957
120	330	100.00%	FIREFIGHTER-COMM	76,492
120	330	100.00%	FIREFIGHTER	65,115
120	330	100.00%	FIREFIGHTER	68,396
			FULL TIME TOTALS	623,883
		100.00%	FIRE FIGHTERS	84,212
			OVERTIME	64,634
		100.00%	FIRE RELIEF PENSION PLAN	150,000
			UNIFORMS	3,049
		100.00%	HOLIDAY	32,540
			PROGRAM TOTALS	<u>958,319</u>

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

COMMUNITY SERVICES

PLANNING & ZONING, BUILDING INSPECTION, H R A & E D A

DEPT	PROG	COST	POSITION	ANNUAL COSTS
150	EMPL	100.00%	COMMUNITY DEVEL DIRECTOR	107,238
150	390	30.00%	COMMUNITY DEVEL DIRECTOR	32,171
140	380	15.00%	COMMUNITY DEVEL DIRECTOR	16,086
380	490	5.00%	COMMUNITY DEVEL DIRECTOR	5,362
680	680	15.00%	COMMUNITY DEVEL DIRECTOR	16,086
690	695	35.00%	COMMUNITY DEVEL DIRECTOR	37,533
150	EMPL	100.00%	COMMUNITY DEV SPECIALIST 4/9/15 100%	93,043
150	390	75.00%	COMMUNITY DEV SPECIALIST 4/9/15 100%	69,782
680	680	10.00%	COMMUNITY DEV SPECIALIST 4/9/15 100%	9,304
690	695	15.00%	COMMUNITY DEV SPECIALIST 4/9/15 100%	13,956
150	EMPL	100.00%	GIS TECHNICIAN	86,959
150	EMPL	100.00%	PLANNING TECH	63,577
140	380	25.00%	PLANNING TECH	15,894
150	390	50.00%	PLANNING TECH	31,788
211	400	10.00%	PLANNING TECH	6,358
680	680	10.00%	PLANNING TECH	6,358
690	695	5.00%	PLANNING TECH	3,179
680	EMPL	100.00%	HOUSING COORD	93,630
680	680	50.00%	HOUSING COORD	46,815
680	682	50.00%	HOUSING COORD	46,815
140	EMPL	100.00%	BUILDING OFFICIAL 4/2/15 100%	97,635
140	380	100.00%	BUILDING OFFICIAL 4/2/15 100%	97,635
140	EMPL	100.00%	CHIEF BUILDING INSPECTOR	87,476
140	380	100.00%	CHIEF BUILDING INSPECTOR	87,476
140	EMPL	100.00%	ADMIN ASST-BLDG INSP	78,182
140	380	100.00%	ADMIN ASST-BLDG INSP	78,182
140	EMPL	100.00%	BUILDING INSP VACANT 95.0%	0
140	380	100.00%	BUILDING INSP VACANT 95.0%	0
			SUBTOTAL	707,740

TRANSFER TO OTHER DEPARTMENT

380	490	5.00%	COMMUNITY DEVEL DIRECTOR	(5,362)
211	400	10.00%	PLANNING TECH	(6,358)
			FULL TIME TOTALS	696,020

140	380	100.00%	PT/PT OFFICE AIDE	0
140	380	100.00%	BUILDING INSP (70% FTE) 95.0%	38,079
140	380	100.00%	OVERTIME	0
140	380	100.00%	UNIFORMS	400

DEPARTMENT TOTALS 734,499

PROGRAM TOTALS 734,499

BUILDING INSPECTION ADMINISTRATION (100 140 380)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
140	380	15.00%	COMMUNITY DEVEL DIRECTOR	16,086
140	380	100.00%	BUILDING OFFICIAL 4/2/15 100%	97,635
140	380	100.00%	CHIEF BUILDING INSPECTOR	87,476
140	380	100.00%	BUILDING INSP VACANT 95.0%	0
140	380	100.00%	ADMIN ASST-BLDG INSP	78,182
140	380	25.00%	PLANNING TECH	15,894
			FULL TIME TOTALS	295,273

140	380	100.00%	PT/PT OFFICE AIDE	0
140	380	100.00%	BUILDING INSP (70% FTE) 95.0%	38,079
140	380	100.00%	OVERTIME	0
140	380	100.00%	UNIFORMS	400

PROGRAM TOTALS 333,752

PLANNING & ZONING DEPT ADMINISTRATION (100 150 390)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
150	390	30.00%	COMMUNITY DEVEL DIRECTOR	32,171
150	390	75.00%	COMMUNITY DEV SPECIALIST 4/9/15 100%	69,782
150	390	50.00%	PLANNING TECH	31,788
			FULL TIME TOTALS	133,742
			PROGRAM TOTALS	133,742

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

COMMUNITY SERVICES (CONTINUED)

COMMUNITY DEVELOPMENT GIS (100 150 395)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
150	395	100.00%	GIS TECHNICIAN	86,959
			FULL TIME TOTALS	86,959
			PROGRAM TOTALS	86,959

H R A - USD HUD (282 680 682)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
680	682	50.00%	HOUSING COORD	46,815
			FULL TIME TOTALS	46,815
			DEPARTMENT TOTALS	46,815

H R A - ADMINISTRATION (280 680 680)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
TRANSFERS FROM OTHER DEPARTMENTS				
150	680	15.00%	COMMUNITY DEVEL DIRECTOR	16,086
150	680	10.00%	COMMUNITY DEV SPECIALIST 4/9/15 100%	9,304
680	680	50.00%	HOUSING COORD	46,815
680	680	10.00%	PLANNING TECH	6,358
			FULL TIME TOTALS	78,563
			DEPARTMENT TOTALS	78,563

E D A - ADMINISTRATION (290 690 695)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
TRANSFERS FROM OTHER DEPARTMENTS				
150	695	35.00%	COMMUNITY DEVEL DIRECTOR	37,533
150	695	15.00%	COMMUNITY DEV SPECIALIST 4/9/15 100%	13,956
690	695	5.00%	PLANNING TECH	3,179
			FULL TIME TOTALS	54,669
			DEPARTMENT TOTALS	54,669

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

ENGINEERING DEPARTMENT

DEPT	PROG	COST	POSITION	ANNUAL COSTS
211	EMPL	100.00%	DIRECTOR PUBLIC WORKS	118,790
211	400	50.00%	DIRECTOR PUBLIC WORKS	59,395
211	410	10.00%	DIRECTOR PUBLIC WORKS	11,879
212	420	20.00%	DIRECTOR PUBLIC WORKS	23,758
902	900	5.00%	DIRECTOR PUBLIC WORKS	5,939
902	906	5.00%	DIRECTOR PUBLIC WORKS	5,939
920	920	10.00%	DIRECTOR PUBLIC WORKS	11,879
211	EMPL	100.00%	ASST CITY ENGINEER	99,834
211	400	40.00%	ASST CITY ENGINEER	39,934
211	410	50.00%	ASST CITY ENGINEER	49,917
212	420	5.00%	ASST CITY ENGINEER	4,992
902	906	5.00%	ASST CITY ENGINEER	4,992
211	EMPL	100.00%	ASSOCIATE ENGINEER 11/4/15 97.5%	79,271
211	400	25.00%	ASSOCIATE ENGINEER 11/4/15 97.5%	19,818
211	410	75.00%	ASSOCIATE ENGINEER 11/4/15 97.5%	59,453
211	EMPL	100.00%	ASSOCIATE ENGINEER	78,949
211	400	25.00%	ASSOCIATE ENGINEER	19,737
211	410	75.00%	ASSOCIATE ENGINEER	59,212
211	EMPL	100.00%	ADMIN ASST-PUBLIC WORKS	63,577
211	400	45.00%	ADMIN ASST-PUBLIC WORKS	28,610
902	906	2.50%	ADMIN ASST-PUBLIC WORKS	1,589
902	900	2.50%	ADMIN ASST-PUBLIC WORKS	1,589
212	420	50.00%	ADMIN ASST-PUBLIC WORKS	31,788
211	EMPL	100.00%	ENGINEER TECH III	84,325
211	400	20.00%	ENGINEER TECH III	16,865
211	410	80.00%	ENGINEER TECH III	67,460
211	EMPL	100.00%	ENGINEER TECH III 1/2/15 100%	68,325
211	400	10.00%	ENGINEER TECH III 1/2/15 100%	6,833
211	410	90.00%	ENGINEER TECH III 1/2/15 100%	61,493
SUBTOTAL				593,071

TRANSFER FROM OTHER DEPARTMENTS

150	380	10.00%	PLANNING TECH	6,358
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TRANSFERS TO OTHER DEPARTMENTS

212	420	20.00%	DIRECTOR PUBLIC WORKS	(23,758)
902	900	5.00%	DIRECTOR PUBLIC WORKS	(5,939)
902	906	5.00%	DIRECTOR PUBLIC WORKS	(5,939)
920	920	10.00%	DIRECTOR PUBLIC WORKS	(11,879)
212	420	5.00%	ASST CITY ENGINEER	(4,992)
902	906	5.00%	ASST CITY ENGINEER	(4,992)
902	906	2.50%	ADMIN ASST-PUBLIC WORKS	(1,589)
902	900	2.50%	ADMIN ASST-PUBLIC WORKS	(1,589)
212	420	50.00%	ADMIN ASST-PUBLIC WORKS	(31,788)

FULL TIME TOTALS 506,962

100.00%	PARTTIME	15,156
100.00%	OVERTIME	3,467
100.00%	UNIFORMS	950

DEPARTMENT TOTALS 526,535

PROGRAM TOTALS 526,735

ENGINEERING DEPARTMENT - ADMINISTRATION (100 211 400)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
211	400	50.00%	DIRECTOR PUBLIC WORKS	59,395
211	400	40.00%	ASST CITY ENGINEER	39,934
211	400	25.00%	ASSOCIATE ENGINEER 11/4/15 97.5%	19,818
211	400	25.00%	ASSOCIATE ENGINEER	19,737
211	400	45.00%	ADMIN ASST-PUBLIC WORKS	28,610
211	400	20.00%	ENGINEER TECH III	16,865
211	400	10.00%	ENGINEER TECH III 1/2/15 100%	6,833
211	400	10.00%	PLANNING TECH	6,358
FULL TIME TOTALS				197,548
PARTTIME				0
OVERTIME				0
UNIFORMS				200
PROGRAM TOTALS				197,748

ENGINEERING DEPARTMENT (CONTINUED)

ENGINEERING DEPARTMENT - CONSTRUCTION PROGRAM (100 211 410)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
211	410	10.00%	DIRECTOR PUBLIC WORKS	11,879
211	410	50.00%	ASST CITY ENGINEER	49,917
211	410	75.00%	ASSOCIATE ENGINEER 11/4/15 97.5%	59,453
211	410	75.00%	ASSOCIATE ENGINEER	59,212
211	410	80.00%	ENGINEER TECH III	67,460
211	410	90.00%	ENGINEER TECH III 1/2/15 100%	61,493
211	410	100.00%	ENGINEER TECH I	0
			FULL TIME TOTALS	309,414
		100.00%	PARTTIME	15,156
		100.00%	OVERTIME	3,467
		100.00%	UNIFORMS	950
			PROGRAM TOTALS	328,987

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

STREET DEPARTMENT

DEPT	PROG	COST	POSITION	ANNUAL COSTS
212	EMPL	100.00%	STREET SUPT	100,667
212	420	50.00%	STREET SUPT	50,333
212	421	10.00%	STREET SUPT	10,067
212	422	5.00%	STREET SUPT	5,033
212	423	5.00%	STREET SUPT	5,033
212	424	20.00%	STREET SUPT	20,133
212	425	5.00%	STREET SUPT	5,033
212	426	5.00%	STREET SUPT	5,033
212	EMPL	100.00%	PAINTER CURRENTLY HEO 10/28/15 95%	74,164
212	420	20.00%	PAINTER CURRENTLY HEO 10/28/15 95%	14,833
212	421	15.00%	PAINTER CURRENTLY HEO 10/28/15 95%	11,125
212	422	50.00%	PAINTER CURRENTLY HEO 10/28/15 95%	37,082
212	426	15.00%	PAINTER CURRENTLY HEO 10/28/15 95%	11,125
212	EMPL	100.00%	LEAD HEAVY EQUIP OPERATOR II	81,590
212	400	30.00%	LEAD HEAVY EQUIP OPERATOR II	24,477
212	421	15.00%	LEAD HEAVY EQUIP OPERATOR II	12,239
212	423	55.00%	LEAD HEAVY EQUIP OPERATOR II	44,875
212	EMPL	100.00%	ASST STREET SUPT	85,298
212	420	20.00%	ASST STREET SUPT	17,060
212	421	20.00%	ASST STREET SUPT	17,060
212	424	5.00%	ASST STREET SUPT	4,265
212	425	5.00%	ASST STREET SUPT	4,265
212	426	50.00%	ASST STREET SUPT	42,649
212	EMPL	100.00%	MECHANIC	76,575
212	420	35.00%	MECHANIC	26,801
212	421	15.00%	MECHANIC	11,486
212	424	50.00%	MECHANIC	38,288
212	EMPL	100.00%	MECHANIC	61,888
212	420	35.00%	MECHANIC	21,661
212	421	15.00%	MECHANIC	9,283
212	424	50.00%	MECHANIC	30,944
212	EMPL	100.00%	MECHANIC	76,575
212	420	35.00%	MECHANIC	26,801
212	421	15.00%	MECHANIC	11,486
212	424	50.00%	MECHANIC	38,288
212	EMPL	100.00%	PAINTER	62,930
212	420	20.00%	PAINTER	12,586
212	421	15.00%	PAINTER	9,440
212	422	50.00%	PAINTER	31,465
212	426	15.00%	PAINTER	9,440
212	EMPL	100.00%	HEAVY EQUIP OPERATOR-NIGHT	78,889
212	420	10.00%	HEAVY EQUIP OPERATOR-NIGHT	7,889
212	421	20.00%	HEAVY EQUIP OPERATOR-NIGHT	15,778
212	422	10.00%	HEAVY EQUIP OPERATOR-NIGHT	7,889
212	423	5.00%	HEAVY EQUIP OPERATOR-NIGHT	3,944
212	424	10.00%	HEAVY EQUIP OPERATOR-NIGHT	7,889
212	425	45.00%	HEAVY EQUIP OPERATOR-NIGHT	35,500
212	EMPL	100.00%	HEAVY EQUIP OPERATOR-NIGHT	68,850
212	420	10.00%	HEAVY EQUIP OPERATOR-NIGHT	6,885
212	421	20.00%	HEAVY EQUIP OPERATOR-NIGHT	13,770
212	423	5.00%	HEAVY EQUIP OPERATOR-NIGHT	3,442
212	425	45.00%	HEAVY EQUIP OPERATOR-NIGHT	30,982
212	426	20.00%	HEAVY EQUIP OPERATOR-NIGHT	13,770
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	76,902
212	420	10.00%	HEAVY EQUIP OPERATOR	7,690
212	421	15.00%	HEAVY EQUIP OPERATOR	11,535
212	422	10.00%	HEAVY EQUIP OPERATOR	7,690
212	424	10.00%	HEAVY EQUIP OPERATOR	7,690
212	425	20.00%	HEAVY EQUIP OPERATOR	15,380
212	426	35.00%	HEAVY EQUIP OPERATOR	26,916
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	76,902
212	420	20.00%	HEAVY EQUIP OPERATOR	15,380
212	421	15.00%	HEAVY EQUIP OPERATOR	11,535
212	423	55.00%	HEAVY EQUIP OPERATOR	42,296
212	426	10.00%	HEAVY EQUIP OPERATOR	7,690
212	EMPL	100.00%	LEAD HEAVY EQUIP OPERATOR II	81,590
212	420	20.00%	LEAD HEAVY EQUIP OPERATOR II	16,318
212	421	20.00%	LEAD HEAVY EQUIP OPERATOR II	16,318
212	424	5.00%	LEAD HEAVY EQUIP OPERATOR II	4,080
212	425	5.00%	LEAD HEAVY EQUIP OPERATOR II	4,080
212	426	50.00%	LEAD HEAVY EQUIP OPERATOR II	40,795
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	76,902
212	420	45.00%	HEAVY EQUIP OPERATOR	34,606
212	421	15.00%	HEAVY EQUIP OPERATOR	11,535
212	423	40.00%	HEAVY EQUIP OPERATOR	30,761

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

STREET DEPARTMENT

DEPT	PROG	COST	POSITION	
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	76,902
212	420	10.00%	HEAVY EQUIP OPERATOR	7,690
212	421	15.00%	HEAVY EQUIP OPERATOR	11,535
212	423	10.00%	HEAVY EQUIP OPERATOR	7,690
212	424	5.00%	HEAVY EQUIP OPERATOR	3,845
212	425	20.00%	HEAVY EQUIP OPERATOR	15,380
212	426	40.00%	HEAVY EQUIP OPERATOR	30,761
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	76,902
212	420	10.00%	HEAVY EQUIP OPERATOR	7,690
212	421	15.00%	HEAVY EQUIP OPERATOR	11,535
212	425	15.00%	HEAVY EQUIP OPERATOR	11,535
212	426	60.00%	HEAVY EQUIP OPERATOR	46,141
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	62,215
212	420	10.00%	HEAVY EQUIP OPERATOR	6,222
212	421	15.00%	HEAVY EQUIP OPERATOR	9,332
212	422	5.00%	HEAVY EQUIP OPERATOR	3,111
212	423	5.00%	HEAVY EQUIP OPERATOR	3,111
212	425	15.00%	HEAVY EQUIP OPERATOR	9,332
212	426	50.00%	HEAVY EQUIP OPERATOR	31,108
			SUBTOTAL	1,295,742
TRANSFERS TO OTHER DEPARTMENTS				
511	510	25.00%	HEAVY EQUIP OPERATOR	0
			SUBTOTAL	1,295,742
TRANSFERS FROM OTHER DEPARTMENTS				
211	420	20.00%	DIRECTOR PUBLIC WORKS	23,758
211	420	5.00%	ASST CITY ENGINEER	4,992
211	420	50.00%	ADMIN ASST-PUBLIC WORKS	31,788
902	421	20.00%	LEAD HEAVY EQUIP OPERATOR I	16,096
			FULL TIME TOTALS	1,372,376
212	EMPL	100.00%	HEAVY EQUIPMENT OPERATOR-PT (87.5% F	0
			PERM PART TIME TOTALS	0
212		0.00%	PARTTIME	9,191
212	422	0.00%	PARTTIME	6,893
212	423	0.00%	PARTTIME	0
212	426	0.00%	PARTTIME	2,298
212		100.00%	OVERTIME	51,770
212	421	73.23%	OVERTIME	37,913
212	422	1.16%	OVERTIME	600
212	423	1.23%	OVERTIME	636
212	424	19.00%	OVERTIME	9,838
212	425	2.73%	OVERTIME	1,416
212	426	2.64%	OVERTIME	1,368
212	420	100.00%	ON CALL	6,120
212	420	100.00%	UNIFORMS	5,000
			DEPARTMENT TOTALS	1,444,457
			PROGRAM TOTALS	1,444,457

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

STREET DEPARTMENT (CONTINUED)

ADMINISTRATION (100 212 420)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
212	420	50.00%	STREET SUPT	50,333
212	420	20.00%	PAINTER CURRENTLY HEO 10/28/15 95%	14,833
212	400	30.00%	LEAD HEAVY EQUIP OPERATOR II	24,477
212	420	20.00%	ASST STREET SUPT	17,060
212	420	35.00%	MECHANIC	26,801
212	420	35.00%	MECHANIC	21,661
212	420	35.00%	MECHANIC	26,801
212	420	20.00%	PAINTER	12,586
212	420	10.00%	HEAVY EQUIP OPERATOR-NIGHT	7,889
212	420	10.00%	HEAVY EQUIP OPERATOR-NIGHT	6,885
212	420	10.00%	HEAVY EQUIP OPERATOR	7,690
212	420	20.00%	HEAVY EQUIP OPERATOR	15,380
212	420	20.00%	LEAD HEAVY EQUIP OPERATOR II	16,318
212	420	45.00%	HEAVY EQUIP OPERATOR	34,606
212	420	10.00%	HEAVY EQUIP OPERATOR	7,690
212	420	10.00%	HEAVY EQUIP OPERATOR	7,690
212	420	10.00%	HEAVY EQUIP OPERATOR	6,222
212	420	5.00%	HEAVY EQUIP OPERATOR	0
			FULL TIME SUBTOTAL	304,923
TRANSFERS FROM OTHER DEPARTMENTS				
211	420	20.00%	DIRECTOR PUBLIC WORKS	23,758
211	420	5.00%	ASST CITY ENGINEER	4,992
211	420	50.00%	ADMIN ASST-PUBLIC WORKS	31,788
			FULL TIME TOTAL	365,461
212	420	10.00%	HEAVY EQUIPMENT OPERATOR-PT (87.5% F	0
212	420	100.00%	ON CALL	6,120
212	420	100.00%	UNIFORMS	5,000
			PROGRAM TOTALS	376,580

ICE & SNOW REMOVAL (100 212 421)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
212	421	10.00%	STREET SUPT	10,067
212	421	15.00%	PAINTER CURRENTLY HEO 10/28/15 95%	11,125
212	421	15.00%	LEAD HEAVY EQUIP OPERATOR II	12,239
212	421	20.00%	ASST STREET SUPT	17,060
212	421	15.00%	MECHANIC	11,486
212	421	15.00%	MECHANIC	9,283
212	421	15.00%	MECHANIC	11,486
212	421	15.00%	PAINTER	9,440
212	421	20.00%	HEAVY EQUIP OPERATOR-NIGHT	15,778
212	421	20.00%	HEAVY EQUIP OPERATOR-NIGHT	13,770
212	421	15.00%	HEAVY EQUIP OPERATOR	11,535
212	421	15.00%	HEAVY EQUIP OPERATOR	11,535
212	421	20.00%	LEAD HEAVY EQUIP OPERATOR II	16,318
212	421	15.00%	HEAVY EQUIP OPERATOR	11,535
212	421	15.00%	HEAVY EQUIP OPERATOR	11,535
212	421	15.00%	HEAVY EQUIP OPERATOR	11,535
212	421	15.00%	HEAVY EQUIP OPERATOR	9,332
212	421	5.00%	HEAVY EQUIP OPERATOR	0
			SUBTOTAL	205,059
TRANSFERS FROM OTHER DEPARTMENTS				
902	421	20.00%	LEAD HEAVY EQUIP OPERATOR I	16,096
			FULL TIME TOTALS	221,155
212	421	15.00%	HEAVY EQUIPMENT OPERATOR-PT (87.5% F	0
212	421	73.23%	OVERTIME	37,913
			PROGRAM TOTALS	259,068

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

STREET DEPARTMENT (CONTINUED)

STREET SIGNS AND MARKINGS (100 212 422)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
212	422	5.00%	STREET SUPT	5,033
212	422	50.00%	PAINTER CURRENTLY HEO 10/28/15 95%	37,082
212	422	50.00%	PAINTER	31,465
212	422	10.00%	HEAVY EQUIP OPERATOR-NIGHT	7,889
212	422	10.00%	HEAVY EQUIP OPERATOR	7,690
212	422	5.00%	HEAVY EQUIP OPERATOR	3,111
212	422	5.00%	HEAVY EQUIP OPERATOR	0
			FULL TIME TOTALS	92,270
212	422	0.00%	PARTTIME	6,893
212	422	1.16%	OVERTIME	600
			PROGRAM TOTALS	99,764

FORESTRY (100 212 423)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
212	423	5.00%	STREET SUPT	5,033
212	423	55.00%	LEAD HEAVY EQUIP OPERATOR II	44,875
212	423	5.00%	HEAVY EQUIP OPERATOR-NIGHT	3,944
212	423	5.00%	HEAVY EQUIP OPERATOR-NIGHT	3,442
212	423	55.00%	HEAVY EQUIP OPERATOR	42,296
212	423	40.00%	HEAVY EQUIP OPERATOR	30,761
212	423	10.00%	HEAVY EQUIP OPERATOR	7,690
212	423	5.00%	HEAVY EQUIP OPERATOR	3,111
212	423	5.00%	HEAVY EQUIP OPERATOR	0
			FULL TIME TOTALS	141,153
212	423	1.23%	OVERTIME	636
			PROGRAM TOTALS	141,789

MECHANICAL REPAIRS/PURCHASING (100 212 424)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
212	424	20.00%	STREET SUPT	20,133
212	424	5.00%	ASST STREET SUPT	4,265
212	424	50.00%	MECHANIC	38,288
212	424	50.00%	MECHANIC	38,288
212	424	50.00%	MECHANIC	30,944
212	424	10.00%	HEAVY EQUIP OPERATOR-NIGHT	7,889
212	424	10.00%	HEAVY EQUIP OPERATOR	7,690
212	424	5.00%	LEAD HEAVY EQUIP OPERATOR II	4,080
212	424	5.00%	HEAVY EQUIP OPERATOR	3,845
			FULL TIME TOTALS	155,422
212	424	19.00%	OVERTIME	9,838
			PROGRAM TOTALS	165,260

STREET CLEANING (100 212 425)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
212	425	5.00%	STREET SUPT	5,033
212	425	5.00%	ASST STREET SUPT	4,265
212	425	45.00%	HEAVY EQUIP OPERATOR-NIGHT	35,500
212	425	45.00%	HEAVY EQUIP OPERATOR-NIGHT	30,982
212	425	20.00%	HEAVY EQUIP OPERATOR	15,380
212	425	5.00%	LEAD HEAVY EQUIP OPERATOR II	4,080
212	425	20.00%	HEAVY EQUIP OPERATOR	15,380
212	425	15.00%	HEAVY EQUIP OPERATOR	11,535
212	425	15.00%	HEAVY EQUIP OPERATOR	9,332
212	425	5.00%	HEAVY EQUIP OPERATOR	0
			FULL TIME TOTALS	131,488
212	425	2.73%	OVERTIME	1,416
			PROGRAM TOTALS	132,904

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

STREET DEPARTMENT (CONTINUED)

STREET MAINTENANCE REPAIR (100 212 426)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
212	426	5.00%	STREET SUPT	5,033
212	426	15.00%	PAINTER CURRENTLY HEO 10/28/15 95%	11,125
212	426	50.00%	ASST STREET SUPT	42,649
212	426	15.00%	PAINTER	9,440
212	426	20.00%	HEAVY EQUIP OPERATOR-NIGHT	13,770
212	426	35.00%	HEAVY EQUIP OPERATOR	26,916
212	426	10.00%	HEAVY EQUIP OPERATOR	7,690
212	426	50.00%	LEAD HEAVY EQUIP OPERATOR II	40,795
212	426	40.00%	HEAVY EQUIP OPERATOR	30,761
212	426	60.00%	HEAVY EQUIP OPERATOR	46,141
212	426	50.00%	HEAVY EQUIP OPERATOR	31,108
212	426	50.00%	HEAVY EQUIP OPERATOR	0
			FULL TIME TOTALS	265,427
212	426	50.00%	HEAVY EQUIPMENT OPERATOR-PT (87.5% F	0
212	426	0.00%	PARTTIME	2,298
212	426	2.64%	OVERTIME	1,368
			PROGRAM TOTALS	269,093

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

AIRPORT

DEPT	PROG	COST	POSITION	ANNUAL COSTS
380	EMPL	100.00%	AIRPORT MANAGER	95,843
380	490	96.00%	AIRPORT MANAGER	92,009
380	490	4.00%	AIRPORT MANAGER	3,834
SUBTOTAL				95,843
TRANSFERS FROM OTHER DEPARTMENTS				
380	490	5.00%	COMMUNITY DEVEL DIRECTOR	5,362
FULL TIME TOTALS				101,205
380	EMPL	0.00%	PARTTIME	0
380	490	EMPL	AIRPORT - PT (50% FTE)	16,080
DEPARTMENT TOTALS				117,285
PROGRAM TOTALS				117,285

ADMINISTRATION (100 380 490)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
380	490	96.00%	AIRPORT MANAGER	92,009
380	490	5.00%	COMMUNITY DEVEL DIRECTOR	5,362
FULL TIME TOTALS				97,371
PROGRAM TOTALS				97,371

ADMINISTRATION (100 380 491)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
380	490	4.00%	AIRPORT MANAGER	3,834
FULL TIME TOTALS				3,834
380	490	EMPL	AIRPORT - PT (50% FTE)	16,080
PROGRAM TOTALS				19,914

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

LIBRARY

DEPT	PROG	COST	POSITION	COSTS
420	EMPL	100.00%	DIRECTOR LIBRARY SERVICES	108,603
420	600	70.00%	DIRECTOR LIBRARY SERVICES	76,022
420	610	5.00%	DIRECTOR LIBRARY SERVICES	5,430
420	620	5.00%	DIRECTOR LIBRARY SERVICES	5,430
420	630	10.00%	DIRECTOR LIBRARY SERVICES	10,860
420	640	10.00%	DIRECTOR LIBRARY SERVICES	10,860
420	EMPL	100.00%	ASST LIBRARY DIRECTOR	98,250
420	600	55.00%	ASST LIBRARY DIRECTOR	54,038
420	610	10.00%	ASST LIBRARY DIRECTOR	9,825
420	620	10.00%	ASST LIBRARY DIRECTOR	9,825
420	630	12.50%	ASST LIBRARY DIRECTOR	12,281
420	640	12.50%	ASST LIBRARY DIRECTOR	12,281
420	EMPL	100.00%	LIBRARIAN	86,842
420	610	15.00%	LIBRARIAN	13,026
420	620	15.00%	LIBRARIAN	13,026
420	630	70.00%	LIBRARIAN	60,789
420	EMPL	100.00%	LIBRARIAN	93,630
420	610	15.00%	LIBRARIAN	14,044
420	620	15.00%	LIBRARIAN	14,044
420	630	70.00%	LIBRARIAN	65,541
420	EMPL	100.00%	LIBRARIAN	82,857
420	610	15.00%	LIBRARIAN	12,429
420	620	15.00%	LIBRARIAN	12,429
420	630	70.00%	LIBRARIAN	58,000
420	EMPL	100.00%	INFORMATION TECH COORDINATOR	105,341
420	630	25.00%	INFORMATION TECH COORDINATOR	26,335
051	140	75.00%	INFORMATION TECH COORDINATOR	79,006
420	EMPL	100.00%	INFO TECH SYSEM ADMIN 9/30/15 97.5%	90,257
420	630	25.00%	INFO TECH SYSEM ADMIN 9/30/15 97.5%	22,564
051	140	75.00%	INFO TECH SYSEM ADMIN 9/30/15 97.5%	67,693
420	EMPL	100.00%	IT SYSTEM ADMIN VACANT 95%	89,818
420	630	25.00%	IT SYSTEM ADMIN VACANT 95%	22,455
051	140	75.00%	IT SYSTEM ADMIN VACANT 95%	67,364
420	EMPL	100.00%	CIRCULATION ASST LIBRARY	63,977
420	610	62.50%	CIRCULATION ASST LIBRARY	39,986
420	620	12.50%	CIRCULATION ASST LIBRARY	7,997
420	630	25.00%	CIRCULATION ASST LIBRARY	15,994
420	EMPL	100.00%	CIRCULATION ASST LIBRARY	74,750
420	610	75.00%	CIRCULATION ASST LIBRARY	56,063
420	620	25.00%	CIRCULATION ASST LIBRARY	18,688
420	EMPL	100.00%	CIRCULATION ASST LIBRARY	63,977
420	610	80.00%	CIRCULATION ASST LIBRARY	51,182
420	620	15.00%	CIRCULATION ASST LIBRARY	9,597
420	630	5.00%	CIRCULATION ASST LIBRARY	3,199
420	EMPL	100.00%	ASST CHILDREN LIBRARIAN	59,663
420	610	50.00%	ASST CHILDREN LIBRARIAN	29,831
420	620	50.00%	ASST CHILDREN LIBRARIAN	29,831
			SUBTOTAL	1,017,966
TRANSFER TO OTHER DEPARTMENTS				
051	140	75.00%	INFORMATION TECH COORDINATOR	(79,006)
051	140	75.00%	INFO TECH SYSEM ADMIN 9/30/15 97.5%	(67,693)
051	140	75.00%	IT SYSTEM ADMIN VACANT 95%	(67,364)
			FULL TIME TOTALS	803,904
420	610	100.00%	PAGE - PT (30% FTE)	6,056
420	610	100.00%	PAGE - PT (25% FTE)	5,047
420	610	100.00%	PAGE - PT (25% FTE)	5,047
420	EMPL	100.00%	AA-LIBRARY - PT (60% FTE) 12/3/15 100%	33,353
420	600	62.50%	AA-LIBRARY - PT (60% FTE) 12/3/15 100%	20,845
420	610	18.75%	AA-LIBRARY - PT (60% FTE) 12/3/15 100%	6,254
420	620	18.75%	AA-LIBRARY - PT (60% FTE) 12/3/15 100%	6,254
420	610	100.00%	DESK ASST - (25% FTE)	7,465
420	610	100.00%	DESK ASST - (50% FTE) 2/20/15 92.5%	19,125
420	610	100.00%	DESK ASST - PT (50% FTE) 1/2/15 95.0%	19,669
420	610	100.00%	DESK ASST - PT (50% FTE)	20,728
420	610	100.00%	DESK ASST - PT (70% FTE)	29,019
420	610	100.00%	DESK ASST - PT (70% FTE)	29,019
			PERM PART TIME SUBTOTAL	174,526
PT TRANSFER FROM OTHER DEPARTMENTS				
590	EMPL	100.00%	PRK BLDG MNT I - PT (70.0% FTE)	21,315
420		100.00%	PARTTIME	2,165
420	620		PARTTIME	1,083
420	640		PARTTIME	1,083
			DEPARTMENT TOTALS	1,001,910
			PROGRAM TOTALS	1,001,910

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

LIBRARY (CONTINUED)

ADMINISTRATION (100 420 600)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
420	600	70.00%	DIRECTOR LIBRARY SERVICES	76,022
420	600	55.00%	ASST LIBRARY DIRECTOR	54,038
			FULL TIME TOTALS	130,060
420	600	62.50%	AA-LIBRARY - PT (60% FTE) 12/3/15 100%	20,845
420	600	0.00%	OVERTIME	0
			PROGRAM TOTALS	150,905

CIRCULATION SERVICES (100 420 610)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
420	610	5.00%	DIRECTOR LIBRARY SERVICES	5,430
420	610	10.00%	ASST LIBRARY DIRECTOR	9,825
420	610	15.00%	LIBRARIAN	13,026
420	610	15.00%	LIBRARIAN	14,044
420	610	15.00%	LIBRARIAN	12,429
420	610	62.50%	CIRCULATION ASST LIBRARY	39,986
420	610	75.00%	CIRCULATION ASST LIBRARY	56,063
420	610	80.00%	CIRCULATION ASST LIBRARY	51,182
420	610	50.00%	ASST CHILDREN LIBRARIAN	29,831
			FULL TIME TOTALS	231,816
420	610	100.00%	PAGE - PT (30% FTE)	6,056
420	610	100.00%	PAGE - PT (25% FTE)	5,047
420	610	100.00%	PAGE - PT (25% FTE)	5,047
420	610	18.75%	AA-LIBRARY - PT (60% FTE) 12/3/15 100%	6,254
420	610	100.00%	DESK ASST - (25% FTE)	7,465
420	610	100.00%	DESK ASST - (50% FTE) 2/20/15 92.5%	19,125
420	610	100.00%	DESK ASST - PT (50% FTE) 1/2/15 95.0%	19,669
420	610	100.00%	DESK ASST - PT (50% FTE)	20,728
420	610	100.00%	DESK ASST - PT (70% FTE)	29,019
420	610	100.00%	DESK ASST - PT (70% FTE)	29,019
420	610	0.00%	PARTTIME	0
			PROGRAM TOTALS	379,243

LIBRARY SITE USE (100 420 620)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
420	620	5.00%	DIRECTOR LIBRARY SERVICES	5,430
420	620	10.00%	ASST LIBRARY DIRECTOR	9,825
420	620	15.00%	LIBRARIAN	13,026
420	620	15.00%	LIBRARIAN	14,044
420	620	15.00%	LIBRARIAN	12,429
420	620	12.50%	CIRCULATION ASST LIBRARY	7,997
420	620	25.00%	CIRCULATION ASST LIBRARY	18,688
420	620	15.00%	CIRCULATION ASST LIBRARY	9,597
420	620	50.00%	ASST CHILDREN LIBRARIAN	29,831
			FULL TIME TOTALS	120,867
420	620	18.75%	AA-LIBRARY - PT (60% FTE) 12/3/15 100%	6,254
420	620	0.00%	PARTTIME	1,083

TRANSFER FROM OTHER DEPARTMENTS

590	EMPL	100.00%	PRK BLDG MNT I - PT (70.0% FTE)	21,315
			PART TIME TOTALS	28,651
			PROGRAM TOTALS	149,518

LIBRARY (CONTINUED)

LIBRARY INFORMATION SERVICES (100 420 630)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
420	630	10.00%	DIRECTOR LIBRARY SERVICES	10,860
420	630	12.50%	ASST LIBRARY DIRECTOR	12,281
420	630	70.00%	LIBRARIAN	60,789
420	630	70.00%	LIBRARIAN	65,541
420	630	70.00%	LIBRARIAN	58,000
420	630	25.00%	INFORMATION TECH COORDINATOR	26,335
420	630	25.00%	INFO TECH SYSEM ADMIN 9/30/15 97.5%	22,564
420	630	25.00%	IT SYSTEM ADMIN VACANT 95%	22,455
420	630	25.00%	CIRCULATION ASST LIBRARY	15,994
420	630	5.00%	CIRCULATION ASST LIBRARY	3,199
			FULL TIME TOTALS	298,019
420	630	0.00%	PARTTIME-COMPUTER TECH	0
420	630	0.00%	OVERTIME	0
			PROGRAM TOTALS	298,019

LIBRARY OFF-SITE USE (100 420 640)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
420	640	10.00%	DIRECTOR LIBRARY SERVICES	10,860
420	640	12.50%	ASST LIBRARY DIRECTOR	12,281
			FULL TIME TOTALS	23,142
420	640	0.00%	PARTTIME	1,083
			PROGRAM TOTALS	24,224

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

PARK & RECREATION ADMINISTRATION

DEPT	PROG	COST	POSITION	ANNUAL COSTS
510	EMPL	100.00%	PARK & REC DIRECTOR	112,327
510	500	100.00%	PARK & REC DIRECTOR	112,327
514	EMPL	100.00%	ASST RECREATION DIRECTOR	80,747
513	530	60.00%	ASST RECREATION DIRECTOR	48,448
512	520	40.00%	ASST RECREATION DIRECTOR	32,299
510	EMPL	100.00%	ADMIN ASST-PARK & REC 5/31/15 97.5%	70,565
510	500	25.00%	ADMIN ASST-PARK & REC 5/31/15 97.5%	17,641
511	510	10.00%	ADMIN ASST-PARK & REC 5/31/15 97.5%	7,056
512	520	20.00%	ADMIN ASST-PARK & REC 5/31/15 97.5%	14,113
513	530	40.00%	ADMIN ASST-PARK & REC 5/31/15 97.5%	28,226
590	580	5.00%	ADMIN ASST-PARK & REC 5/31/15 97.5%	3,528
510	EMPL	100.00%	ADMIN ASST-REC 1/14/15 97.5%	58,125
510	500	25.00%	ADMIN ASST-REC 1/14/15 97.5%	14,531
511	510	10.00%	ADMIN ASST-REC 1/14/15 97.5%	5,813
512	520	20.00%	ADMIN ASST-REC 1/14/15 97.5%	11,625
513	530	40.00%	ADMIN ASST-REC 1/14/15 97.5%	23,250
590	580	5.00%	ADMIN ASST-REC 1/14/15 97.5%	2,906
SUBTOTAL				321,765
TRANSFERS TO/FR OTHER DEPARTMENTS				
513	530	60.00%	ASST RECREATION DIRECTOR	(48,448)
512	520	40.00%	ASST RECREATION DIRECTOR	(32,299)
511	510	10.00%	ADMIN ASST-PARK & REC 5/31/15 97.5%	(7,056)
512	520	20.00%	ADMIN ASST-PARK & REC 5/31/15 97.5%	(14,113)
513	530	40.00%	ADMIN ASST-PARK & REC 5/31/15 97.5%	(28,226)
590	580	5.00%	ADMIN ASST-PARK & REC 5/31/15 97.5%	(3,528)
511	510	10.00%	ADMIN ASST-REC 1/14/15 97.5%	(5,813)
512	520	20.00%	ADMIN ASST-REC 1/14/15 97.5%	(11,625)
513	530	40.00%	ADMIN ASST-REC 1/14/15 97.5%	(23,250)
590	580	5.00%	ADMIN ASST-REC 1/14/15 97.5%	(2,906)
FULL TIME TOTALS				144,500
510	500	EMPL	OFFICE AIDE - PT (56.25% FTE)	23,319
510	500	50.00%	OFFICE AIDE - PT (56.25% FTE)	11,659
512	520	15.00%	OFFICE AIDE - PT (56.25% FTE)	3,498
513	530	35.00%	OFFICE AIDE - PT (56.25% FTE)	8,162
510	500	EMPL	OFFICE AIDE - PT (50% FTE)	29,422
510	500	35.00%	OFFICE AIDE - PT (50% FTE)	10,298
511	510	10.00%	OFFICE AIDE - PT (50% FTE)	2,942
512	520	10.00%	OFFICE AIDE - PT (50% FTE)	2,942
513	530	45.00%	OFFICE AIDE - PT (50% FTE)	13,240
510	500	100.00%	INTERN & FILE CLERK	1,353
PART TIME TOTALS				54,094
510	500	100.00%	OVERTIME	0
UNIFORMS				500
PT TRANSFERS TO OTHER DEPARTMENTS				
		-50.00%	OFFICE AIDE - PT (56.25% FTE)	(11,659)
		-65.00%	OFFICE AIDE - PT (50% FTE)	(19,124)
DEPARTMENT TOTALS				168,310
PROGRAM TOTALS				168,310

ADMINISTRATION (100 510 500)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
510	500	100.00%	PARK & REC DIRECTOR	112,327
510	500	25.00%	ADMIN ASST-PARK & REC 5/31/15 97.5%	17,641
510	500	25.00%	ADMIN ASST-REC 1/14/15 97.5%	14,531
510	500	50.00%	ADMIN ASST-THER REC/REC	0
FULL TIME TOTALS				144,500
510	500	50.00%	OFFICE AIDE - PT (56.25% FTE)	11,659
510	500	35.00%	OFFICE AIDE - PT (50% FTE)	10,298
510	500	100.00%	INTERN & FILE CLERK	1,353
510	500	100.00%	PARK POLICE	0
UNIFORMS				500
510	500	100.00%	OVERTIME	0
PROGRAM TOTALS				168,310

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

ADULT RECREATION

DEPT	PROG	COST	POSITION	ANNUAL COSTS
TRANSFERS FROM OTHER DEPARTMENTS				
512	520	40.00%	ASST RECREATION DIRECTOR	32,299
512	520	20.00%	ADMIN ASST-PARK & REC 5/31/15 97.5%	14,113
512	520	20.00%	ADMIN ASST-REC 1/14/15 97.5%	11,625
FULL TIME TOTALS				58,037
510	500	35.00%	OFFICE AIDE - PT (56.25% FTE)	3,498
510	500	10.00%	OFFICE AIDE - PT (50% FTE)	2,942
512	520	100.00%	PARTTIME	18,136
512	520	100.00%	UNIFORMS	280
512	520	100.00%	OVERTIME	116
DEPARTMENT TOTALS				83,008
PROGRAM TOTALS				83,008

ADULT RECREATION (100 512 520)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
512	520	40.00%	ASST RECREATION DIRECTOR	32,299
512	520	20.00%	ADMIN ASST-PARK & REC 5/31/15 97.5%	14,113
512	520	20.00%	ADMIN ASST-REC 1/14/15 97.5%	11,625
FULL TIME TOTAL				58,037
510	500	35.00%	OFFICE AIDE - PT (56.25% FTE)	3,498
510	500	10.00%	OFFICE AIDE - PT (50% FTE)	2,942
512	520	100.00%	PARTTIME	18,136
512	520	100.00%	UNIFORMS	280
512	520	100.00%	OVERTIME	116
PROGRAM TOTALS				83,008

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

YOUTH RECREATION

DEPT	PROG	COST	POSITION	ANNUAL COSTS
TRANSFERS FROM OTHER DEPARTMENTS				
513	530	60.00%	ASST RECREATION DIRECTOR	48,448
513	530	15.00%	ASST RECREATION DIRECTOR	12,699
513	530	15.00%	RECREATION SUPERVISOR 3/24/15 95%	9,097
513	530	50.00%	ADMIN ASST-THER REC/REC	0
513	530	40.00%	ADMIN ASST-PARK & REC 5/31/15 97.5%	28,226
513	530	40.00%	ADMIN ASST-REC 1/14/15 97.5%	23,250
FULL TIME TOTALS				121,721
513	530	35.00%	OFFICE AIDE - PT (56.25% FTE)	8,162
513	530	45.00%	OFFICE AIDE - PT (50% FTE)	13,240
513	530	EMPL	THERAPEUTIC - PT (87.5% FTE)	53,722
513	530	10.00%	CLUB HOUSE MANAGER - PT (87.5% FTE)	4,405
513	530	100.00%	OVERTIME	0
513	530	100.00%	UNIFORMS	300
513	530	100.00%	PARTTIME	67,087
DEPARTMENT TOTALS				<u>268,637</u>
PROGRAM TOTALS				<u>268,637</u>

YOUTH RECREATION (100 513 530)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
510	530	60.00%	ASST RECREATION DIRECTOR	48,448
513	530	15.00%	ASST RECREATION DIRECTOR	12,699
513	530	15.00%	RECREATION SUPERVISOR 3/24/15 95%	9,097
513	530	50.00%	ADMIN ASST-THER REC/REC	0
513	530	40.00%	ADMIN ASST-PARK & REC 5/31/15 97.5%	28,226
513	530	40.00%	ADMIN ASST-REC 1/14/15 97.5%	23,250
FULL TIME TOTALS				121,721
513	530	100.00%	OVERTIME	0
510	530	35.00%	OFFICE AIDE - PT (56.25% FTE)	8,162
510	530	45.00%	OFFICE AIDE - PT (50% FTE)	13,240
513	530	EMPL	THERAPEUTIC - PT (87.5% FTE)	53,722
513	530	10.00%	CLUB HOUSE MANAGER - PT (87.5% FTE)	4,405
513	530	100.00%	PARTTIME	67,087
513	530	100.00%	UNIFORMS	300
PROGRAM TOTALS				<u>268,637</u>

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

TENNIS/FITNESS CENTER

DEPT	PROG	COST	POSITION	ANNUAL COSTS
510	EMPL	100.00%	ASST RECREATION DIRECTOR	84,661
514	540	45.00%	ASST RECREATION DIRECTOR	38,098
513	530	15.00%	ASST RECREATION DIRECTOR	12,699
515	550	30.00%	ASST RECREATION DIRECTOR	25,398
630	570	10.00%	ASST RECREATION DIRECTOR	8,466
514	540	0.00%	ASST RECREATION DIRECTOR	0
SUB TOTALS				84,661

TRANSFERS TO/FROM OTHER DEPARTMENTS

514	540	20.00%	RECREATION SUPERVISOR 3/24/15 95%	12,130
513	530	-15.00%	ASST RECREATION DIRECTOR	(12,699)
515	550	-30.00%	ASST RECREATION DIRECTOR	(25,398)
630	570	-10.00%	ASST RECREATION DIRECTOR	(8,466)
FULL TIME TOTALS				50,227

514	540	10.00%	CLUB HOUSE MANAGER - PT (87.5% FTE)	4,405
514	540	100.00%	PARTTIME	0
514	542	100.00%	PARTTIME	0
514	544	100.00%	PARTTIME	0
514	546	100.00%	PARTTIME	75,773

DEPARTMENT TOTALS 130,405

PROGRAM TOTALS 130,405

ADMINISTRATION (100 514 540)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
514	540	45.00%	ASST RECREATION DIRECTOR	38,098
514	540	20.00%	RECREATION SUPERVISOR 3/24/15 95%	12,130
514	540	0.00%	ASST RECREATION DIRECTOR	0
FULL TIME TOTALS				50,227

514	540	10.00%	CLUB HOUSE MANAGER - PT (87.5% FTE)	4,405
514	540	100.00%	PARTTIME	0

PROGRAM TOTALS 54,632

TENNIS-PRO SHOP, INSTRUCTION, USER FEES (100 514 544)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
514	544	100.00%	PARTTIME	0
PROGRAM TOTALS				0

FITNESS, AQUATICS, CONCESSIONS (100 514 546)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
514	546	100.00%	PARTTIME	75,773
PROGRAM TOTALS				75,773

SENIOR PLACE

ADMINISTRATION (100 515 550)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
515	EMPL	100.00%	RECREATION SUPERVISOR 3/24/15 95%	60,648
515	550	60.00%	RECREATION SUPERVISOR 3/24/15 95%	36,389
514	540	20.00%	RECREATION SUPERVISOR 3/24/15 95%	12,130
513	530	15.00%	RECREATION SUPERVISOR 3/24/15 95%	9,097
630	570	5.00%	RECREATION SUPERVISOR 3/24/15 95%	3,032
				60,648

TRANSFER TO/FROM OTHER DEPARTMENTS

515	550	30.00%	ASST RECREATION DIRECTOR	25,398
514	540	20.00%	RECREATION SUPERVISOR 3/24/15 95%	(12,130)
513	530	15.00%	RECREATION SUPERVISOR 3/24/15 95%	(9,097)
630	570	5.00%	RECREATION SUPERVISOR 3/24/15 95%	(3,032)
FULL TIME TOTALS				61,787

515	550	100.00%	PARTTIME	13,070
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DEPARTMENT TOTALS 74,857

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

BROOKTREE GOLF COURSE

DEPT	PROG	COST	POSITION	ANNUAL COSTS
TRANSFERS FROM OTHER DEPARTMENTS				
511	510	40.00%	PARK DIRECTOR	40,711
511	510	60.00%	PARK TECH I	45,850
511	510	80.00%	PARK TECH I	49,383
			FULL TIME TOTALS	135,944
525	EMPL	100.00%	CLUB HOUSE MANAGER - PT (87.5% FTE)	44,050
525	562	80.00%	CLUB HOUSE MANAGER - PT (87.5% FTE)	35,240
513	530	10.00%	CLUB HOUSE MANAGER - PT (87.5% FTE)	4,405
514	540	10.00%	CLUB HOUSE MANAGER - PT (87.5% FTE)	4,405
525	564	EMPL	GOLF MAINT II - PT (70.0% FTE) 6/16/15 95%	24,915
525	564	EMPL	GOLF MAINT II - PT (70.0% FTE)	26,566
			PERM PT SUBTOTALS	95,531
PT TRANSFERS TO OTHER DEPARTMENTS				
513	530	10.00%	CLUB HOUSE MANAGER - PT (87.5% FTE)	(4,405)
514	540	10.00%	CLUB HOUSE MANAGER - PT (87.5% FTE)	(4,405)
525	562	100.00%	PARTTIME	75,141
525	564	100.00%	PARTTIME	38,341
525	564	100.00%	UNIFORMS	1,000
525	564	100.00%	OVERTIME	1,165
			DEPARTMENT TOTALS	338,313
			PROGRAM TOTALS	338,313

CLUBHOUSE ACTIVITIES (100 525 562)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
525	562	80.00%	CLUB HOUSE MANAGER - PT (87.5% FTE)	35,240
525	562	100.00%	PARTTIME	75,141
			PART TIME TOTALS	110,381
			PROGRAM TOTALS	110,381

DAILY MAINTENANCE (100 525 564)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
511	510	40.00%	PARK DIRECTOR	40,711
511	510	60.00%	PARK TECH I	45,850
511	510	80.00%	PARK TECH I	49,383
			FULL TIME TOTALS	135,944
525	564	100.00%	GOLF MAINT II - PT (70.0% FTE) 6/16/15 95%	24,915
525	564	100.00%	GOLF MAINT II - PT (70.0% FTE)	26,566
525	564	100.00%	PARTTIME	38,341
			PART TIME TOTALS	89,823
525	564	100.00%	UNIFORMS	1,000
525	564	100.00%	OVERTIME	1,165
			PROGRAM TOTALS	227,932

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

PARK MAINTENANCE

DEPT	PROG	COST	POSITION	ANNUAL COSTS
511	EMPL	100.00%	PARK DIRECTOR	101,778
511	510	40.00%	PARK DIRECTOR	40,711
525	564	40.00%	PARK DIRECTOR	40,711
590	580	20.00%	PARK DIRECTOR	20,356
511	EMPL	100.00%	PARK FOREMAN	83,134
511	EMPL	100.00%	PARK TECH I	76,416
511	510	40.00%	PARK TECH I	30,566
525	564	60.00%	PARK TECH I	45,850
511	EMPL	100.00%	HEAVY EQUIP OPERATOR	64,233
511	EMPL	100.00%	PARK TECH I 6/20/15 97.5%	59,524
511	EMPL	100.00%	HEAVY EQUIP OPERATOR	75,006
511	EMPL	100.00%	PARK TECH I	61,729
511	510	20.00%	PARK TECH I	12,346
525	564	80.00%	PARK TECH I	49,383
511	EMPL	100.00%	CUSTODIAN	54,607
511	EMPL	100.00%	CUSTODIAN	54,607
511	EMPL	100.00%	CUSTODIAN	50,693
SUBTOTAL				681,726
TRANSFERS FROM OTHER DEPARTMENTS				
511	510	10.00%	ADMIN ASST-PARK & REC 5/31/15 97.5%	7,056
511	510	10.00%	ADMIN ASST-REC 1/14/15 97.5%	5,813
511	510	25.00%	HEAVY EQUIP OPERATOR	0
TRANSFERS TO OTHER DEPARTMENTS				
590	580	40.00%	PARK DIRECTOR	(40,711)
590	580	20.00%	PARK DIRECTOR	(20,356)
525	564	60.00%	PARK TECH I	(45,850)
525	564	80.00%	PARK TECH I	(49,383)
FULL TIME TOTALS				538,295
511	EMPL	100.00%	PARK MAINT II - PT (70% FTE) 4/12/15 97.5%	26,852
511	EMPL	100.00%	PARK MAINT II - PT (70% FTE) 11/25/15 95%	25,575
511	EMPL	100.00%	PARK MAINT II - PT (60% FTE) 4/15/14 95%	22,272
511	EMPL	100.00%	PARK MAINT II - PT (60% FTE) 9/4/15 95%	22,031
				0
PERM PART TIME SUBTOTALS				96,729
511	510	10.00%	OFFICE AIDE - PT (50% FTE)	2,942
511	510	100.00%	PARTTIME	110,731
511	510	100.00%	OVERTIME	15,259
511	510	100.00%	ON CALL	5,925
511	510	100.00%	UNIFORMS	5,000
DEPARTMENT & PROGRAM TOTALS				774,881

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

BUILDING/GROUNDS MAINTENANCE

DEPT	PROG	COST	POSITION	ANNUAL COSTS
590	EMPL	100.00%	FACILITIES & GROUNDS SUPERINTENDENT	81,446
590	EMPL	100.00%	MASTER CARPENTER	79,738
590	EMPL	100.00%	SENIOR FACILITIES TECH	68,965
590	EMPL	100.00%	SENIOR FACILITIES TECH	79,738
590	EMPL	100.00%	MASTER CARPENTER	79,738
590	EMPL	100.00%	FACILITIES TECH 9/10/15 95.0%	61,607
590	EMPL	100.00%	CUSTODIAN	54,607
590	EMPL	100.00%	CUSTODIAN	54,607
			SUBTOTAL	560,446
TRANSFER FROM OTHER DEPARTMENTS				
511	510	20.00%	PARK DIRECTOR	20,356
510	580	5.00%	ADMIN ASST-PARK & REC 5/31/15 97.5%	3,528
590	580	5.00%	ADMIN ASST-REC 1/14/15 97.5%	2,906
			FULL TIME TOTALS	587,236
590	EMPL	100.00%	PRK BLDG MNT II - PT (87.5% FTE)	0
590	EMPL	100.00%	PRK BLDG MNT II - PT (70.0% FTE) 95%	27,373
590	EMPL	100.00%	PRK BLDG MNT I - PT (70.0% FTE) 8/13/15 97	20,435
590	EMPL	100.00%	PRK BLDG MNT I - PT (70.0% FTE)	21,315
			PERM PART TIME SUBTOTAL	69,123
TRANSFER TO OTHER DEPARTMENTS				
590	EMPL	100.00%	PRK BLDG MNT I - PT (70.0% FTE)	(21,315)
590		100.00%	PARTTIME	8,964
			PART TIME TOTALS	56,772
590		100.00%	OVERTIME	5,904
590		100.00%	ON CALL	6,575
590		100.00%	UNIFORMS	3,000
			DEPARTMENT & PROGRAM TOTALS	659,487

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

WASTE WATER - SEWER COLLECTION DEPARTMENT

DEPT	PROG	COST	POSITION	ANNUAL COSTS
902	EMPL	100.00%	WWTF SUPT	106,626
902	900	50.00%	WWTF SUPT	53,313
902	902	20.00%	WWTF SUPT	21,325
902	906	30.00%	WWTF SUPT	31,988
902	EMPL	100.00%	WWTF LAB MANAGER	65,044
902	EMPL	100.00%	LEAD HEAVY EQUIP OPERATOR I	80,479
902	906	80.00%	LEAD HEAVY EQUIP OPERATOR I	64,383
212	421	20.00%	LEAD HEAVY EQUIP OPERATOR I	16,096
902	EMPL	100.00%	FIRST CLASS OPERATOR	85,105
902	902	90.00%	FIRST CLASS OPERATOR	76,595
902	904	10.00%	FIRST CLASS OPERATOR	8,511
902	EMPL	100.00%	PLANT OPERATOR D 1/28/15 97.5%	57,413
902	EMPL	100.00%	FIRST CLASS OPERATOR	81,613
902	EMPL	100.00%	PLANT OPER C	73,775
902	EMPL	100.00%	PLANT OPERATOR C	76,740
902	902	95.00%	PLANT OPERATOR C	72,903
902	904	5.00%	PLANT OPERATOR C	3,837
902	EMPL	100.00%	PLANT OPERATOR C	65,967
902	906	100.00%	PLANT OPERATOR C	65,967
			SUBTOTAL	692,760

TRANSFERS TO AND FROM OTHER DEPARTMENTS

212	421	20.00%	LEAD HEAVY EQUIP OPERATOR I	(16,096)
920	920	0.00%	LEAD HEAVY EQUIP OPERATOR I	0
211	900	5.00%	DIRECTOR PUBLIC WORKS	5,939
211	906	5.00%	DIRECTOR PUBLIC WORKS	5,939
211	906	5.00%	ASST CITY ENGINEER	4,992
211	906	2.50%	ADMIN ASST-PUBLIC WORKS	1,589
211	900	2.50%	ADMIN ASST-PUBLIC WORKS	1,589
			FULL TIME TOTALS	696,714

902	902	100.00%	PARTTIME	4,466
902	906	100.00%	ASST OPERATOR	5,582
		100.00%	OVERTIME	25,918
902	902	80.00%	OVERTIME	20,735
902	906	20.00%	OVERTIME	5,184
		100.00%	UNIFORMS	2,150
902	902	80.00%	UNIFORMS	1,720
902	906	20.00%	UNIFORMS	430
902	900	100.00%	ON CALL	13,701

DEPARTMENT TOTALS 748,531

PROGRAM TOTALS 748,531

W W T F - ADMINISTRATION (602 902 900)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
211	900	5.00%	DIRECTOR PUBLIC WORKS	5,939
902	900	50.00%	WWTF SUPT	53,313
211	900	2.50%	ADMIN ASST-PUBLIC WORKS	1,589
			FULL TIME TOTALS	60,842
		0.00%	PARTTIME	0
		0.00%	OVERTIME	0
		0.00%	UNIFORMS	0
902	900	100.00%	ON CALL	13,701
			PROGRAM TOTALS	<u>74,543</u>

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

WASTE WATER - SEWER COLLECTION DEPARTMENT (CONTINUED)

W W T F - PLANT OPERATIONS (602 902 902)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
902	902	20.00%	WWTF SUPT	21,325
902	902	100.00%	WWTF LAB MANAGER	65,044
902	902	90.00%	FIRST CLASS OPERATOR	76,595
902	902	100.00%	PLANT OPERATOR D 1/28/15 97.5%	57,413
902	902	100.00%	FIRST CLASS OPERATOR	81,613
902	902	100.00%	PLANT OPER C	73,775
902	902	95.00%	PLANT OPERATOR C	72,903
			FULL TIME TOTALS	448,667
902	902	100.00%	PARTTIME	4,466
902	902	80.00%	OVERTIME	20,735
902	902	80.00%	UNIFORMS	1,720
			PROGRAM TOTALS	475,587

W W T F - LIFT STATIONS (602 902 904)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
902	904	10.00%	FIRST CLASS OPERATOR	8,511
902	904	5.00%	PLANT OPERATOR C	3,837
			FULL TIME TOTALS	12,347
			PARTTIME	0
			OVERTIME	0
			UNIFORMS	0
			PROGRAM TOTALS	12,347

W W T F - SEWER COLLECTION (602 902 906)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
902	906	30.00%	WWTF SUPT	31,988
211	906	5.00%	DIRECTOR PUBLIC WORKS	5,939
211	906	5.00%	ASST CITY ENGINEER	4,992
211	906	2.50%	ADMIN ASST-PUBLIC WORKS	1,589
902	906	80.00%	LEAD HEAVY EQUIP OPERATOR I	64,383
902	906	100.00%	PLANT OPERATOR C	65,967
			FULL TIME TOTALS	174,858
			PARTTIME	0
902	906	100.00%	ASST OPERATOR	5,582
902	906	20.00%	OVERTIME	5,184
902	906	20.00%	UNIFORMS	430
			PROGRAM TOTALS	186,054

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

STORM WATER UTILITY

W W T F - STORM WATER (620 920 920)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
902	EMPL	100%	WATER QUALITY SPECIALIST	73,064

TRANSFERS TO AND FROM OTHER DEPARTMENTS

920	920	10.00%	DIRECTOR PUBLIC WORKS	11,879
920	920	0.00%	ENGINEER TECH III 1/2/15 100%	0
920	920	0.00%	LEAD HEAVY EQUIP OPERATOR I	0
FULL TIME TOTALS				84,942
PARTTIME				0
OVERTIME				0
UNIFORMS				0
ON CALL				0
PROGRAM TOTALS				84,942

DEPARTMENT & PROGRAM TOTALS 84,942

OWATONNA AQUATIC CENTER

ADMINISTRATION (630 520 570)

DEPT	PROG	COST	POSITION	ANNUAL COSTS
630	570	10%	ASST RECREATION DIRECTOR	8,466
630	570	5%	RECREATION SUPERVISOR 3/24/15 95%	3,032
FULL TIME TOTALS				11,499
PARTTIME				106,041
DEPARTMENT TOTALS				117,539

CITY OF OWATONNA
2015 PERSONNEL REQUESTS

RECAP FROM ALL PROGRAM BUDGETS		<u>ANNUAL COSTS</u>
DEPARTMENT BUDGETS	FULL TIME PERSONNEL	<u>10,895,576</u>
FULL TIME (PAGES 2-3)	FULL TIME PERSONNEL	10,895,576
	OVERTIME	248,902
	PARTTIME	1,451,268
	FIRE RELIEF ASSOCIATION	150,000
	INSURANCE	6,616
	SHIFT PAY	33,004
	UNIFORMS	36,796
	ON CALL	32,320
	HOLIDAY	<u>197,171</u>
	TOTAL PERSONNEL COSTS	<u>13,051,653</u>
		13,388,797
	GENERAL FUND ONLY	11,920,595
	EDA & HRA	180,046
	ENTERPRISE FUNDS (WWTP, STORM & POC	951,012
	TOTAL	13,051,653

City of Owatonna, Minnesota

Capital Improvement Plan

2015 thru 2019

PROJECTS BY DEPARTMENT

Department	Project#	Priority	2015	2016	2017	2018	2019	Total
Administration								
Annual Computer Replacement	ADM-13-001	2	50,000	50,000	50,000	50,000	50,000	250,000
Server Replacements	ADM-13-002	2	10,000	20,000	20,000	20,000	20,000	90,000
Annual Copier Replacement	ADM-13-010	2	10,000	20,000	20,000	20,000	20,000	90,000
Networking Infrastructure Replacement	ADM-13-012	2	30,000	30,000	30,000	30,000		120,000
Backup Systems	ADM-13-013	1	30,000					30,000
Data Management and Archiving Software	ADM-15-001	2	25,600					25,600
Joint Fiber Project (City, County, OPU)	ADM-15-002	2		40,000				40,000
SAN Upgrade (Data Storage Device)	ADM-15-004	1	20,000	20,000	20,000	20,000	100,000	180,000
Administration Total			175,600	180,000	140,000	140,000	190,000	825,600
Airport								
T-Hangar Pavement Reconstruction	AP-14-002	3	511,941					511,941
Bituminous & Concrete runway rehab	AP-14-003	2		777,413				777,413
10-unit T-Hangar Site Prep and Building	AP-15-001	4				1,100,000		1,100,000
Main Hangar Bifold Door Replacement	AP-15-002	3		90,000				90,000
Wildlife Hazard Assessment	AP-15-003	3					50,000	50,000
Airport Fueling Cabinet Replacement	AP-15-004	2	100,000					100,000
Environmental Assessment- Land Acq	AP-16-001	3		150,000				150,000
Airport Maint Bldg Extension Design-Build	AP-16-002	3			385,000			385,000
Airport Perimeter Wildlife Fencing	AP-17-002	4					1,500,000	1,500,000
Loader with Blower Attachment	AP-17-003	2				350,000		350,000
1-Ton Utility Truck	AP-17-004	2			95,000			95,000
Riding Mower	AP-17-005	2			80,000			80,000
LED Edge Lighting - Runway 12/30 & Taxiway A	AP-17-006	4			600,000			600,000
Alternate Building Area	AP-18-002	3					1,000,000	1,000,000
City Sewer & Water Extensions	AP-18-003	3					500,000	500,000
Airport Total			611,941	1,017,413	1,160,000	1,450,000	3,050,000	7,289,354
Engineering								
SUV	ENG-14-001	2		30,000				30,000
Engineering Pickup	ENG-15-002	2	30,000	32,000	32,000			94,000
Survey Pickup	ENG-16-001	3		50,000				50,000
Engineering Total			30,000	112,000	32,000			174,000
Fire								
Flooring Replacement	F-13-003	4		14,000				14,000
Emergency Warning Sirens	F-13-008	2		17,000		18,000		35,000
9710 Light Rescue Command Vehicle	F-14-002	2		135,000				135,000
Thermal Imager Camera	F-14-009	3	13,000					13,000
HVAC Control System - Fire Dept	F-15-002	3		15,160				15,160
SCBA Air Compressor	F-16-001	2		35,000				35,000
2nd Fire Station	F-16-002	3		110,000				110,000
9708 F350 Utility Vehicle	F-18-001	3				45,000		45,000

Department	Project#	Priority	2015	2016	2017	2018	2019	Total
9709 Light Utility Vehicle	F-18-002	2				45,000		45,000
9703 Fire Engine Replacement	F-18-003	2				550,000		550,000
Fire Total			13,000	326,160		658,000		997,160

Government Buildings

Merrill Hall Windows	GB-13-001	4		12,000				12,000
Carpenter Shop Roof	GB-13-002	3		20,800				20,800
Power Plant Roof	GB-13-003	3		25,376				25,376
Administration Building Carpet	GB-13-004	4		20,000	20,000	20,000	20,000	80,000
City Hall Roof	GB-13-005	2			1,600,000			1,600,000
West Hills sidewalk additions/repairs	GB-13-006	2		20,000	20,000	20,000	20,000	80,000
Tuck Pointing West Hills Campus Buildings	GB-13-007	2		50,000	50,000	50,000	50,000	200,000
Henderson Hall	GB-13-008	3		14,100				14,100
Velve Hall Roof	GB-13-009	3			16,875			16,875
Seniorplace Kitchen Remodel	GB-13-010	4			13,300			13,300
Weight Room Flooring	GB-13-011	3		20,000				20,000
Tennis Center Netting	GB-13-012	3		10,000				10,000
Tennis Center Carpet and Paint	GB-13-013	3		10,000				10,000
Fitness/Track/3rd floor flooring	GB-13-014	3		20,000	20,000			40,000
Morehouse Chalet Roof	GB-13-016	3			5,870			5,870
Truck	GB-13-017	2				50,000	50,000	100,000
SeniorPlace Roof	GB-15-001	2		30,000				30,000
Government Buildings Total				252,276	1,746,045	140,000	140,000	2,278,321

Library

Replace furniture in Children's and Adult Services	LIB-13-003	2		30,000	50,000			80,000
Library Roof Repair (patch and repair)	LIB-13-004	2		38,000				38,000
Automatic Check Equip & Fix	LIB-13-005	2		23,000	12,000	12,000	12,000	59,000
Carpet Replacement	LIB-13-007	1	45,000					45,000
Library Window Replacement - Reading Room	LIB-13-008	3		92,400				92,400
Painting	LIB-13-012	3		30,000				30,000
East of Downtown Project for Public Space	LIB-14-001	3			90,000			90,000
Early Literacy Play Spot	LIB-16-001	4		41,000				41,000
Replace Library Window Blinds	LIB-16-002	3		7,000				7,000
Library Tuck Pointing	LIB-18-001	3		12,000	12,000	12,000		36,000
Library Total			45,000	273,400	164,000	24,000	12,000	518,400

Parks and Recreation

2000's Golf Cars	P&R-13-010	3	40,000		20,000			60,000
2000 Toro Multi-Pro Sprayer (golf)	P&R-13-013	2	40,000					40,000
Utility Trucksters (golf)	P&R-13-017	3		60,000				60,000
Central & Satellite Controllers - Irrigation	P&R-13-018	3		75,000				75,000
Parks and Recreation Security System	P&R-13-021	2		10,000				10,000
Tennis and Fitness Surveillance System	P&R-13-022	3		15,000				15,000
Tennis and Fitness Center Equipment	P&R-13-023	2	10,000	20,000	20,000	20,000	20,000	90,000
Pick-Up (golf)	P&R-13-025	2		40,000				40,000
Dart's Park Baseball Irrigation	P&R-13-026	3			80,000			80,000
Fairgrounds Backstops	P&R-13-027	3		25,000	25,000	25,000	25,000	100,000
Fairgrounds Lights	P&R-13-028	3		55,000	55,000	60,000	60,000	230,000
In Line Rink Re-Surfacing	P&R-13-029	3		80,000				80,000
Trucks	P&R-13-030	3		60,000	40,000	50,000	50,000	200,000
Mowers	P&R-13-031	2		75,000	40,000	80,000	80,000	275,000
Utility Trucksters	P&R-13-032	3		30,000	45,000		45,000	120,000
Tennis Court Resurfacing	P&R-13-033	2	55,000		325,000	25,000	40,000	445,000

Department	Project#	Priority	2015	2016	2017	2018	2019	Total
Play Equipment	P&R-13-034	2		75,000	75,000	80,000	80,000	310,000
Tractors	P&R-13-035	2		50,000	50,000		50,000	150,000
Fairgrounds irrigation	P&R-13-036	3			150,000			150,000
Trail Overlay	P&R-13-037	3		30,000	35,000	40,000	50,000	155,000
Morehouse Diamond Lights	P&R-13-038	4			25,000			25,000
Parking lot lights	P&R-13-039	3		30,000	30,000			60,000
Restroom updates	P&R-13-040	3		20,000	20,000	20,000	20,000	80,000
Jaycee Pavilion/Restroom	P&R-13-041	2	120,000					120,000
Ski Trail Groomer	P&R-13-042	4			15,000			15,000
Mosquito Sprayer	P&R-13-043	3		20,000	25,000			45,000
Herbicide Sprayer	P&R-13-044	3		35,000		35,000		70,000
Central Park Fountain	P&R-13-045	3		10,000				10,000
Dog Park	P&R-13-046	4			25,000			25,000
Chase Lake Fishing Pier	P&R-15-001	n/a		15,000				15,000
Pickleball Court Lights	P&R-19-001	4					30,000	30,000
Parks and Recreation Total			265,000	830,000	1,100,000	435,000	550,000	3,180,000

Police								
Marked Patrol Fleet	POL-13-002	2	60,000	90,000	60,000	60,000	60,000	330,000
Unmarked Patrol Fleet	POL-13-004	2	50,000		30,000	25,000		105,000
Police Total			110,000	90,000	90,000	85,000	60,000	435,000

Storm Water								
4th Ave. SE & 18th St. SE Storm Sewer	STM-15-001	2	250,000	1,300,000				1,550,000
Sunnydale Pond Dredging	STM-15-002	1	100,000					100,000
Mineral Springs Park Ravine Stabilization	STM-15-003	3	55,000					55,000
Kridl Pond Dredging	STM-15-004	3	250,000					250,000
NW Industrial Park Pond - 06a	STM-16-001	2		200,000				200,000
Hammond Park Ravine Stabilization	STM-16-002	3		45,000				45,000
Stormwater Vehicle	STM-16-003	2				30,000		30,000
Sunnydale Pond Storm Sewer Reconstruct	STM-17-002	3			50,000			50,000
Kaplan's Woods Ravine Stabilization	STM-17-003	4			30,000			30,000
Partridge Pond Construction	STM-18-001	3				35,000		35,000
Leo Rudolph Nature Reserve Pond	STM-18-002	2				400,000		400,000
Storm Water Total			655,000	1,545,000	80,000	465,000		2,745,000

Street Construction								
Bituminous Overlays	STR-14-001	3	150,000	200,000	300,000	300,000		950,000
Mineral Springs Parkway	STR-14-003	2	520,000					520,000
Lemond Road (Selby to I-35)	STR-14-009	2	850,000		900,000			1,750,000
2015 Street and Utility	STR-15-001	2	750,000					750,000
State Aid Streets- Bituminous Reconstruction	STR-15-002	2	750,000	250,000		225,000		1,225,000
Killworth Drive NW	STR-15-003	2	242,000					242,000
2015 Cedar, Oak, Hoffman Corridor	STR-15-007	2		50,000	400,000			450,000
2015 Sidewalks	STR-15-008	2	500,000					500,000
2016 Street and Utility	STR-16-001	2		1,500,000	1,500,000	1,500,000		4,500,000
2016 Sidewalks	STR-16-002	2		320,000				320,000
Park Drive NW - Concrete	STR-16-003	2					1,150,000	1,150,000
Park Drive NW - Bituminous 32nd to 39th	STR-16-004	n/a		235,000				235,000
Bridge Street Retaining Walls	STR-17-001	3			200,000			200,000
Cedar Avenue - Freemont to North Street	STR-17-002	n/a			400,000			400,000
Traffic Signal	STR-19-001	3					420,000	420,000
Austin Road SE	STR-19-002	3					920,000	920,000

Department	Project#	Priority	2015	2016	2017	2018	2019	Total
Street Construction Total			3,762,000	2,555,000	3,700,000	2,025,000	2,490,000	14,532,000
Street Maintenance								
Street Sweeper	ST-13-003	1	200,000		80,000		80,000	360,000
2 Ton Trucks with Plow and Wings	ST-14-001	1		165,000		170,000		335,000
Pickup Truck	ST-14-002	2		40,000	50,000		10,000	100,000
Front End Loader	ST-14-003	5		125,000				125,000
Snowblower	ST-14-007	1					100,000	100,000
Anti-Icing Equipment	ST-15-001	2	15,000					15,000
Leaf Vac	ST-15-002	2	40,000					40,000
Paint Striper	ST-15-005	4		15,000				15,000
Hoist Replacement	ST-15-006	1	75,000					75,000
1 Ton Truck with Plow	ST-15-007	2	55,000			65,000		120,000
Skid Steer Loader	ST-16-001	2		9,000	9,000	9,500	9,500	37,000
Asphalt Distributor	St-16-002	3		90,000				90,000
Hydraulic Arm Mower	ST-16-003	2		10,000		10,000		20,000
Tandem Axle Truck	ST-16-004	2		220,000	230,000	235,000		685,000
Water Truck	ST-17-001	4			80,000			80,000
Asphalt Roller	ST-17-002	3			50,000			50,000
Rubber Tire Backhoe	ST-18-001	2				125,000		125,000
Mechanic Shop Revisions	ST-18-002	2				200,000		200,000
Road Grader	ST-18-003	2			200,000			200,000
City Maintenance Facility	ST-25-001	2		430,000				430,000
Street Maintenance Total			385,000	1,104,000	699,000	814,500	199,500	3,202,000
Wastewater Treatment Plant								
Sanitary Sewer Replacement	WTP-13-001	2	250,000	300,000	300,000	350,000	350,000	1,550,000
Lift Station Pump Replacement	WTP-13-006	2	50,000	50,000	50,000	50,000	50,000	250,000
Equipment replacement	WTP-14-003	2	100,000	100,000	100,000	100,000	100,000	500,000
Security Upgrades	WTP-15-001	2	25,000					25,000
Bridge Street Lift Station upgrades	WTP-15-003	n/a	600,000					600,000
A Trunk line capacity analysis	WTP-15-004	n/a			30,000			30,000
Replace DAF with rotary thickner	WTP-15-005	2	100,000					100,000
Storage bunker cover	WTP-15-007	3	50,000					50,000
Utility/Shop Truck	WTP-16-002	3		50,000				50,000
Straight River Sanitary Lift Station	WTP-16-003	3		1,000,000				1,000,000
Recoat digester covers	WTP-16-004	2		50,000				50,000
Jetter/Vac Truck Replacement	WTP-17-001	1			300,000			300,000
Replace ceramic diffusers in aeration basin	WTP-17-002	2			150,000			150,000
Master Plan Update - WWTP	WTP-17-003	n/a			50,000			50,000
Clarifier drive and collection system	WTP-18-002	n/a				200,000		200,000
Plant Expansion	WTP-19-001	2				20,000,000		20,000,000
Wastewater Treatment Plant Total			1,175,000	1,550,000	980,000	20,700,000	500,000	24,905,000
GRAND TOTAL			7,227,541	9,835,249	9,891,045	26,936,500	7,191,500	61,081,835

City of Owatonna, Minnesota

Capital Improvement Plan

2015 thru 2019

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	2015	2016	2017	2018	2019	Total
Capital Projects Fund								
Annual Computer Replacement	ADM-13-001	2	50,000	50,000	50,000	50,000	50,000	250,000
Server Replacements	ADM-13-002	2	10,000	20,000	20,000	20,000	20,000	90,000
Annual Copier Replacement	ADM-13-010	2	10,000	20,000	20,000	20,000	20,000	90,000
Networking Infrastructure Replacement	ADM-13-012	2	30,000	30,000	30,000	30,000		120,000
Backup Systems	ADM-13-013	1	30,000					30,000
Data Management and Archiving Software	ADM-15-001	2	25,600					25,600
Joint Fiber Project (City, County, OPU)	ADM-15-002	2		40,000				40,000
SAN Upgrade (Data Storage Device)	ADM-15-004	1	20,000	20,000	20,000	20,000	100,000	180,000
T-Hangar Pavement Reconstruction	AP-14-002	3	44,400					44,400
Bituminous & Concrete runway rehab	AP-14-003	2		38,871				38,871
10-unit T-Hangar Site Prep and Building	AP-15-001	4				190,000		190,000
Main Hangar Bifold Door Replacement	AP-15-002	3		18,000				18,000
Wildlife Hazard Assessment	AP-15-003	3					5,000	5,000
Airport Fueling Cabinet Replacement	AP-15-004	2	40,000					40,000
Environmental Assessment- Land Acq	AP-16-001	3		7,500				7,500
Airport Maint Bldg Extension Design-Build	AP-16-002	3			115,500			115,500
Airport Perimeter Wildlife Fencing	AP-17-002	4					150,000	150,000
Loader with Blower Attachment	AP-17-003	2				35,000		35,000
1-Ton Utility Truck	AP-17-004	2			31,635			31,635
Riding Mower	AP-17-005	2			26,640			26,640
LED Edge Lighting - Runway 12/30 & Taxiway A	AP-17-006	4			30,000			30,000
Alternate Building Area	AP-18-002	3					100,000	100,000
City Sewer & Water Extensions	AP-18-003	3					50,000	50,000
SUV	ENG-14-001	2		30,000				30,000
Survey Pickup	ENG-16-001	3		50,000				50,000
Flooring Replacement	F-13-003	4		14,000				14,000
Emergency Warning Sirens	F-13-008	2		17,000		18,000		35,000
HVAC Control System - Fire Dept	F-15-002	3		15,160				15,160
SCBA Air Compressor	F-16-001	2		35,000				35,000
2nd Fire Station	F-16-002	3		110,000				110,000
9703 Fire Engine Replacement	F-18-003	2				550,000		550,000
Merrill Hall Windows	GB-13-001	4		12,000				12,000
Carpenter Shop Roof	GB-13-002	3		20,800				20,800
Power Plant Roof	GB-13-003	3		25,376				25,376
Administration Building Carpet	GB-13-004	4		20,000	20,000	20,000	20,000	80,000
City Hall Roof	GB-13-005	2			800,000			800,000
West Hills sidewalk additions/repairs	GB-13-006	2		20,000	20,000	20,000	20,000	80,000
Tuck Pointing West Hills Campus Buildings	GB-13-007	2		50,000	50,000	50,000	50,000	200,000
Henderson Hall	GB-13-008	3		14,100				14,100
Velve Hall Roof	GB-13-009	3			16,875			16,875
Seniorplace Kitchen Remodel	GB-13-010	4			13,300			13,300
Weight Room Flooring	GB-13-011	3		20,000				20,000
Tennis Center Netting	GB-13-012	3		10,000				10,000
Tennis Center Carpet and Paint	GB-13-013	3		10,000				10,000

Source	Project#	Priority	2015	2016	2017	2018	2019	Total
Fitness/Track/3rd floor flooring	GB-13-014	3		20,000	20,000			40,000
Morehouse Chalet Roof	GB-13-016	3			5,870			5,870
SeniorPlace Roof	GB-15-001	2		30,000				30,000
Replace furniture in Children's and Adult Services	LIB-13-003	2		30,000	50,000			80,000
Library Roof Repair (patch and repair)	LIB-13-004	2		38,000				38,000
Automatic Check Equip & Fix	LIB-13-005	2		23,000	12,000	12,000	12,000	59,000
Carpet Replacement	LIB-13-007	1	25,000					25,000
Library Window Replacement - Reading Room	LIB-13-008	3		92,400				92,400
Painting	LIB-13-012	3		30,000				30,000
East of Downtown Project for Public Space	LIB-14-001	3			90,000			90,000
Early Literacy Play Spot	LIB-16-001	4		41,000				41,000
Replace Library Window Blinds	LIB-16-002	3		7,000				7,000
Library Tuck Pointing	LIB-18-001	3		12,000	12,000	12,000		36,000
Parks and Recreation Security System	P&R-13-021	2		10,000				10,000
Tennis and Fitness Surveillance System	P&R-13-022	3		15,000				15,000
Tennis and Fitness Center Equipment	P&R-13-023	2	10,000	20,000	20,000	20,000	20,000	90,000
Dart's Park Baseball Irrigation	P&R-13-026	3			80,000			80,000
Fairgrounds Backstops	P&R-13-027	3		20,000	20,000	25,000	25,000	90,000
Fairgrounds Lights	P&R-13-028	3		50,000	50,000	60,000	60,000	220,000
In Line Rink Re-Surfacing	P&R-13-029	3		80,000				80,000
Trucks	P&R-13-030	3		60,000				60,000
Mowers	P&R-13-031	2		75,000	40,000			115,000
Utility Trucksters	P&R-13-032	3		30,000				30,000
Tennis Court Resurfacing	P&R-13-033	2	55,000		200,000	25,000	40,000	320,000
Play Equipment	P&R-13-034	2		50,000	50,000	80,000	80,000	260,000
Tractors	P&R-13-035	2		50,000				50,000
Fairgrounds irrigation	P&R-13-036	3			150,000			150,000
Trail Overlay	P&R-13-037	3		30,000	35,000	40,000	50,000	155,000
Morehouse Diamond Lights	P&R-13-038	4			20,000			20,000
Parking lot lights	P&R-13-039	3		30,000	30,000			60,000
Restroom updates	P&R-13-040	3		20,000	20,000	20,000	20,000	80,000
Ski Trail Groomer	P&R-13-042	4			15,000			15,000
Mosquito Sprayer	P&R-13-043	3		20,000				20,000
Herbicide Sprayer	P&R-13-044	3		35,000		35,000		70,000
Central Park Fountain	P&R-13-045	3		10,000				10,000
Dog Park	P&R-13-046	4			25,000			25,000
Chase Lake Fishing Pier	P&R-15-001	n/a		7,500				7,500
Pickleball Court Lights	P&R-19-001	4					30,000	30,000
Pickup Truck	ST-14-002	2		40,000				40,000
Paint Striper	ST-15-005	4		15,000				15,000
Asphalt Distributor	St-16-002	3		90,000				90,000
Hydraulic Arm Mower	ST-16-003	2		10,000		10,000		20,000
Water Truck	ST-17-001	4			80,000			80,000
Mechanic Shop Revisions	ST-18-002	2				200,000		200,000
2015 Cedar, Oak, Hoffman Corridor	STR-15-007	2		50,000	150,000			200,000
Capital Projects Fund Total			350,000	1,858,707	2,438,820	1,562,000	922,000	7,131,527

Debt to be repaid with assessments

Mineral Springs Parkway	STR-14-003	2	100,000					100,000
Lemond Road (Selby to I-35)	STR-14-009	2	170,000		180,000			350,000
2015 Street and Utility	STR-15-001	2	300,000					300,000
State Aid Streets- Bituminous Reconstruction	STR-15-002	2	50,000			45,000		95,000
Killworth Drive NW	STR-15-003	2	90,000					90,000
2015 Sidewalks	STR-15-008	2	50,000					50,000

Source	Project#	Priority	2015	2016	2017	2018	2019	Total
2016 Street and Utility	STR-16-001	2		500,000	500,000	500,000		1,500,000
2016 Sidewalks	STR-16-002	2		160,000				160,000
Park Drive NW - Concrete	STR-16-003	2					200,000	200,000
Bridge Street Retaining Walls	STR-17-001	3			50,000			50,000
Cedar Avenue - Freemont to North Street	STR-17-002	n/a			100,000			100,000
Austin Road SE	STR-19-002	3					200,000	200,000

Debt to be repaid with assessments Total

760,000 660,000 830,000 545,000 400,000 3,195,000

Debt to be repaid with levy

Engineering Pickup	ENG-15-002	2	30,000	32,000	32,000			94,000
City Hall Roof	GB-13-005	2			800,000			800,000
Marked Patrol Fleet	POL-13-002	2	60,000					60,000
Unmarked Patrol Fleet	POL-13-004	2	50,000					50,000
Street Sweeper	ST-13-003	1	200,000					200,000
2 Ton Trucks with Plow and Wings	ST-14-001	1		165,000		170,000		335,000
Front End Loader	ST-14-003	5		125,000				125,000
Hoist Replacement	ST-15-006	1	75,000					75,000
1 Ton Truck with Plow	ST-15-007	2	55,000					55,000
Skid Steer Loader	ST-16-001	2		9,000	9,000	9,500	9,500	37,000
Tandem Axle Truck	ST-16-004	2		220,000	230,000	235,000		685,000
Asphalt Roller	ST-17-002	3			50,000			50,000
Rubber Tire Backhoe	ST-18-001	2				125,000		125,000
Road Grader	ST-18-003	2			200,000			200,000
City Maintenance Facility	ST-25-001	2		430,000				430,000
4th Ave. SE & 18th St. SE Storm Sewer	STM-15-001	2		1,300,000				1,300,000
Mineral Springs Parkway	STR-14-003	2	420,000					420,000
2015 Street and Utility	STR-15-001	2	400,000					400,000
Killworth Drive NW	STR-15-003	2	152,000					152,000
2016 Street and Utility	STR-16-001	2		1,000,000	1,000,000	1,000,000		3,000,000

Debt to be repaid with levy Total

1,442,000 3,281,000 2,321,000 1,539,500 9,500 8,593,000

FAA

T-Hangar Pavement Reconstruction	AP-14-002	3	235,880					235,880
Bituminous & Concrete runway rehab	AP-14-003	2		150,000				150,000
10-unit T-Hangar Site Prep and Building	AP-15-001	4				810,000		810,000
Wildlife Hazard Assessment	AP-15-003	3					45,000	45,000
Airport Fueling Cabinet Replacement	AP-15-004	2	60,000					60,000
Environmental Assessment- Land Acq	AP-16-001	3		135,000				135,000
Airport Perimeter Wildlife Fencing	AP-17-002	4					1,350,000	1,350,000
Loader with Blower Attachment	AP-17-003	2				315,000		315,000
LED Edge Lighting - Runway 12/30 & Taxiway A	AP-17-006	4			150,000			150,000
Alternate Building Area	AP-18-002	3					150,000	150,000
City Sewer & Water Extensions	AP-18-003	3					450,000	450,000

FAA Total

295,880 285,000 150,000 1,125,000 1,995,000 3,850,880

FAA - other

T-Hangar Pavement Reconstruction	AP-14-002	3	112,045					112,045
Bituminous & Concrete runway rehab	AP-14-003	2		549,671				549,671
LED Edge Lighting - Runway 12/30 & Taxiway A	AP-17-006	4			390,000			390,000
Alternate Building Area	AP-18-002	3					750,000	750,000

Source	Project#	Priority	2015	2016	2017	2018	2019	Total
FAA - other Total			112,045	549,671	390,000		750,000	1,801,716
General Fund								
Bituminous Overlays	STR-14-001	3	150,000	200,000	300,000	300,000		950,000
2015 Sidewalks	STR-15-008	2	15,000					15,000
2016 Sidewalks	STR-16-002	2		160,000				160,000
General Fund Total			165,000	360,000	300,000	300,000		1,125,000
Imprelis Settlement								
2000's Golf Cars	P&R-13-010	3	40,000		20,000			60,000
2000 Toro Multi-Pro Sprayer (golf)	P&R-13-013	2	40,000					40,000
Utility Trucksters (golf)	P&R-13-017	3		60,000				60,000
Central & Satellite Controllers - Irrigation	P&R-13-018	3		75,000				75,000
Pick-Up (golf)	P&R-13-025	2		40,000				40,000
Imprelis Settlement Total			80,000	175,000	20,000			275,000
Other funding source								
Tennis Court Resurfacing	P&R-13-033	2			100,000			100,000
Jaycee Pavilion/Restroom	P&R-13-041	2	120,000					120,000
Anti-Icing Equipment	ST-15-001	2	15,000					15,000
Leaf Vac	ST-15-002	2	40,000					40,000
Other funding source Total			175,000		100,000			275,000
Other Grant Funds								
Thermal Imager Camera	F-14-009	3	13,000					13,000
Fairgrounds Backstops	P&R-13-027	3		5,000	5,000			10,000
Fairgrounds Lights	P&R-13-028	3		5,000	5,000			10,000
Tennis Court Resurfacing	P&R-13-033	2			25,000			25,000
Play Equipment	P&R-13-034	2		25,000	25,000			50,000
Morehouse Diamond Lights	P&R-13-038	4			5,000			5,000
Chase Lake Fishing Pier	P&R-15-001	n/a		7,500				7,500
Other Grant Funds Total			13,000	42,500	65,000			120,500
Residual funds from previous yr CIP								
Carpet Replacement	LIB-13-007	1	20,000					20,000
Residual funds from previous yr CIP Total			20,000					20,000
Sewer Fund								
2015 Street and Utility	STR-15-001	2	50,000					50,000
Sanitary Sewer Replacement	WTP-13-001	2	250,000	300,000	300,000	350,000	350,000	1,550,000
Lift Station Pump Replacement	WTP-13-006	2	50,000	50,000	50,000	50,000	50,000	250,000
Equipment replacement	WTP-14-003	2	100,000	100,000	100,000	100,000	100,000	500,000
Security Upgrades	WTP-15-001	2	25,000					25,000
Bridge Street Lift Station upgrades	WTP-15-003	n/a	600,000					600,000
A Trunk line capacity analysis	WTP-15-004	n/a			30,000			30,000
Replace DAF with rotary thickner	WTP-15-005	2	100,000					100,000

Source	Project#	Priority	2015	2016	2017	2018	2019	Total
Storage bunker cover	WTP-15-007	3	50,000					50,000
Utility/Shop Truck	WTP-16-002	3		50,000				50,000
Straight River Sanitary Lift Station	WTP-16-003	3		1,000,000				1,000,000
Recoat digester covers	WTP-16-004	2		50,000				50,000
Jetter/Vac Truck Replacement	WTP-17-001	1			300,000			300,000
Replace ceramic diffusers in aeration basin	WTP-17-002	2			150,000			150,000
Master Plan Update - WWTP	WTP-17-003	n/a			50,000			50,000
Clarifier drive and collection system	WTP-18-002	n/a				200,000		200,000
Plant Expansion	WTP-19-001	2				20,000,000		20,000,000
Sewer Fund Total			1,225,000	1,550,000	980,000	20,700,000	500,000	24,955,000

State Aid

T-Hangar Pavement Reconstruction	AP-14-002	3	119,616					119,616
Bituminous & Concrete runway rehab	AP-14-003	2		38,871				38,871
10-unit T-Hangar Site Prep and Building	AP-15-001	4				100,000		100,000
Main Hangar Bifold Door Replacement	AP-15-002	3		72,000				72,000
Environmental Assessment- Land Acq	AP-16-001	3		7,500				7,500
Airport Maint Bldg Extension Design-Build	AP-16-002	3			269,500			269,500
1-Ton Utility Truck	AP-17-004	2			63,365			63,365
Riding Mower	AP-17-005	2			53,360			53,360
LED Edge Lighting - Runway 12/30 & Taxiway A	AP-17-006	4			30,000			30,000
Lemond Road (Selby to I-35)	STR-14-009	2	680,000		720,000			1,400,000
State Aid Streets- Bituminous Reconstruction	STR-15-002	2	700,000	250,000		180,000		1,130,000
2015 Cedar, Oak, Hoffman Corridor	STR-15-007	2			250,000			250,000
2015 Sidewalks	STR-15-008	2	435,000					435,000
Park Drive NW - Concrete	STR-16-003	2					950,000	950,000
Park Drive NW - Bituminous 32nd to 39th	STR-16-004	n/a		235,000				235,000
Bridge Street Retaining Walls	STR-17-001	3			150,000			150,000
Cedar Avenue - Freemont to North Street	STR-17-002	n/a			300,000			300,000
Traffic Signal	STR-19-001	3					420,000	420,000
Austin Road SE	STR-19-002	3					720,000	720,000
State Aid Total			1,934,616	603,371	1,836,225	280,000	2,090,000	6,744,212

Storm Fund

4th Ave. SE & 18th St. SE Storm Sewer	STM-15-001	2	250,000					250,000
Sunnydale Pond Dredging	STM-15-002	1	100,000					100,000
Mineral Springs Park Ravine Stabilization	STM-15-003	3	55,000					55,000
Kricl Pond Dredging	STM-15-004	3	250,000					250,000
NW Industrial Park Pond - 06a	STM-16-001	2		200,000				200,000
Hammond Park Ravine Stabilization	STM-16-002	3		45,000				45,000
Stormwater Vehicle	STM-16-003	2				30,000		30,000
Sunnydale Pond Storm Sewer Reconstruct	STM-17-002	3			50,000			50,000
Kaplan's Woods Ravine Stabilization	STM-17-003	4			30,000			30,000
Partridge Pond Construction	STM-18-001	3				35,000		35,000
Leo Rudolph Nature Reserve Pond	STM-18-002	2				400,000		400,000
Storm Fund Total			655,000	245,000	80,000	465,000		1,445,000

Vehicle Replacement Fund

9710 Light Rescue Command Vehicle	F-14-002	2		135,000				135,000
9708 F350 Utility Vehicle	F-18-001	3				45,000		45,000
9709 Light Utility Vehicle	F-18-002	2				45,000		45,000

Source	Project#	Priority	2015	2016	2017	2018	2019	Total
Truck	GB-13-017	2				50,000	50,000	100,000
Trucks	P&R-13-030	3			40,000	50,000	50,000	140,000
Mowers	P&R-13-031	2				80,000	80,000	160,000
Utility Trucksters	P&R-13-032	3			45,000		45,000	90,000
Tractors	P&R-13-035	2			50,000		50,000	100,000
Mosquito Sprayer	P&R-13-043	3			25,000			25,000
Marked Patrol Fleet	POL-13-002	2		90,000	60,000	60,000	60,000	270,000
Unmarked Patrol Fleet	POL-13-004	2			30,000	25,000		55,000
Street Sweeper	ST-13-003	1			80,000		80,000	160,000
Pickup Truck	ST-14-002	2			50,000		10,000	60,000
Snowblower	ST-14-007	1					100,000	100,000
1 Ton Truck with Plow	ST-15-007	2				65,000		65,000
Vehicle Replacement Fund Total				225,000	380,000	420,000	525,000	1,550,000
GRAND TOTAL			7,227,541	9,835,249	9,891,045	26,936,500	7,191,500	61,081,835

**City of Owatonna
Summary Budget Comparison by Program**

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

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Tax Levies	7,736,935	7,674,362	7,887,101	7,833,881	3,629,880	7,821,249	8,187,598
Other Taxes	307,594	302,000	324,401	302,000	154,010	311,500	322,500
Licenses & Permits	76,065	79,700	76,215	81,300	66,881	76,300	75,575
Intergovernmental Revenue	3,191,624	3,175,046	3,254,581	3,175,046	1,967,940	3,957,837	4,074,745
Charges for Services	180	0	-9,523	0	100	0	0
Fines & Forfeits	0	200	2,500	0	500	0	500
Miscellaneous	25	0	0	0	0	0	0
Total Revenues	11,312,423	11,231,308	11,535,275	11,392,227	5,819,311	12,166,886	12,660,918
PT/Seasonal Wages	61,200	61,200	61,200	61,200	30,600	61,200	67,800
Benefits	5,435	4,440	4,808	4,917	2,415	5,326	5,398
PERSONAL SERVICES	-66,635	-65,640	-66,008	-66,117	-33,015	-66,526	-73,198
Supplies	4,429	6,700	181	700	52	700	700
SUPPLIES	-4,429	-6,700	-181	-700	-52	-700	-700
Professional Services	625	14,000	14,869	24,000	1,369	19,000	4,000
Communication	366	460	360	360	180	360	360
Vehicle, Travel & Training	4,312	5,000	8,991	5,000	5,129	6,000	7,000
Advertising & Promotion	18,358	19,000	14,239	18,000	6,701	15,000	15,000
Memberships & Subscriptions	62,129	65,000	63,106	65,000	48,877	65,000	70,000
Insurance	15,746	133,060	16,306	102,415	4,796	101,665	102,100
Other Services & Charges	15,268	65,167	13,678	60,167	12,450	199,627	134,574
OTHER SERVICES & CHARGES	-116,804	-301,687	-131,549	-274,942	-79,502	-406,652	-333,034
TRANSFERS OUT	0	0	2,644,186	0	292,000	484,000	0
Total Expenditures	-187,868	-374,027	-2,841,924	-341,759	-404,569	-957,878	-406,932
Net Revenue	11,124,555	10,857,281	8,693,351	11,050,468	5,414,742	11,209,008	12,253,986
Total for PROG 100: MAYOR & COUNCIL	11,124,555	10,857,281	8,693,351	11,050,468	5,414,742	11,209,008	12,253,986
Total for DEPT 010: MAYOR & COUNCIL	11,124,555	10,857,281	8,693,351	11,050,468	5,414,742	11,209,008	12,253,986

DEPT 051: ADMINISTRATIVE SERVICES
 PROG 110: ADMINISTRATIVE SERVICES

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	612	500	804	500	18,033	500	500
Interest on Investments	50,009	120,000	-140,584	80,000	17,767	75,000	75,000
Total Revenues	50,621	120,500	-139,780	80,500	35,800	75,500	75,500
FT Wages	188,056	144,152	225,792	210,687	111,449	220,528	228,845
PT/Seasonal Wages	0	500	0	0	2,419	0	17,907
Benefits	55,678	41,574	69,351	68,784	35,420	70,453	84,779
PERSONAL SERVICES	243,734	186,226	295,143	279,471	149,288	290,981	331,531
Supplies	1,594	1,500	2,064	2,000	446	1,900	2,000
Small Tools & Equipment	159	500	0	500	3	500	500
SUPPLIES	-1,753	-2,000	-2,064	-2,500	-449	-2,400	-2,500
Professional Services	15,190	105,000	30,310	31,000	3,226	26,000	26,000
Communication	1,604	1,800	1,964	1,950	1,089	1,950	1,950
Vehicle, Travel & Training	6,688	5,020	5,997	6,820	4,479	9,000	10,200
Advertising & Promotion	0	200	432	200	0	200	200
Memberships & Subscriptions	1,268	1,300	1,481	1,500	1,118	1,500	1,500
Insurance	5,992	9,180	6,809	7,245	2,498	4,995	6,300
Repairs	0	0	472	0	0	5,400	5,400
OTHER SERVICES & CHARGES	-30,742	-122,500	-47,465	-48,715	-12,410	-49,045	-51,550
Total Expenditures	-276,229	-310,726	-344,672	-330,686	-162,147	-342,426	-385,581
Net Revenue	-225,608	-190,226	-484,452	-250,186	-126,347	-266,926	-310,081
Total for PROG 110: ADMINISTRATIVE SERVICES	-225,608	-190,226	-484,452	-250,186	-126,347	-266,926	-310,081

CITY OF OWATONNA 2015 PROGRAM BUDGETS
General Government - Administrative Services
Administration 051-110

2014 Accomplishments

- Updated three-year strategic plan and reviewed growth opportunities and challenges for the next 20 years. Shared strategic plan with Steele County, School District and OPU.
- Organizations meet twice per year for collaboration and sharing.
- Collaborated with OPU utilizing equipment and staff resources. Collaborated with Steele County and the school district regarding a demographic study.
- Completed lean projects for administration and engineering.
- Worked with agencies to explore the need for a new community center
- Promoted and encourage competition in cable TV/telecommunications
- Completed ordinance codification process including improved search capabilities (OCR) for public use
- Implemented new performance review process
- Updated various city/county agreements.
- Completed negotiation process of cable TV franchise agreement.
- Retained city Aa2 bond rating.
- Continued lobbying efforts for Highway 14.
- Continued staff development and training. (completed first year clerk training)

2015 Goals

- Continue to explore partnership/collaborations with Steele County, School District and OPU
- Improve organizational effectiveness and efficiency through a continued use of LEAN principles and continuous improvement.
- Review employment policies, practices and compensation plans to enhance ability to attract and retain top talent.
- Expand lobbying efforts for completion of Highway 14.
- Continue to explore appropriate use of technology to improve effectiveness.
- Continue to pursue applicable state and federal resources to support needed flood mitigation efforts.

PROG 120: ELECTIONS

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	25,964	22,000	0	0	0	29,120	9,000
Total Revenues	25,964	22,000	0	0	0	29,120	9,000
FT Wages	5,764	4,747	1,067	4,980	12	5,059	5,211
PT/Seasonal Wages	27,290	26,524	0	0	0	26,500	0
OT/Holiday/Other	118	1,000	173	0	0	0	0
Benefits	2,525	1,166	614	1,050	2	1,061	1,091
PERSONAL SERVICES	35,697	33,437	1,854	6,030	14	32,620	6,302
Supplies	1,514	1,500	0	0	0	1,500	0
SUPPLIES	-1,514	-1,500	0	0	0	-1,500	0
Advertising & Promotion	203	500	0	0	0	0	0
Other Services & Charges	8,753	9,000	8,739	9,000	8,652	9,000	9,000
OTHER SERVICES & CHARGES	-8,956	-9,500	-8,739	-9,000	-8,652	-9,000	-9,000
Total Expenditures	-46,167	-44,437	-10,593	-15,030	-8,666	-43,120	-15,302
Net Revenue	-20,203	-22,437	-10,593	-15,030	-8,666	-14,000	-6,302
Total for PROG 120: ELECTIONS	-20,203	-22,437	-10,593	-15,030	-8,666	-14,000	-6,302

CITY OF OWATONNA 2015 PROGRAM BUDGETS
General Government - Administrative Services
Elections 051-120

2014 Accomplishments

Continue training of judges and staff.
Recruit additional replacement judges
Review and update polling sites

2015 Goals

Non-election year

PROG 130: FINANCE

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	7,064	6,000	7,039	5,000	2,364	6,500	6,500
Transfers	27,000	42,000	73,456	42,000	13,500	42,000	57,000
Total Revenues	34,064	48,000	80,495	47,000	15,864	48,500	63,500
FT Wages	186,182	180,331	185,891	188,197	97,943	201,102	207,155
PT/Seasonal Wages	0	500	25	0	459	0	0
OT/Holiday/Other	308	2,000	438	2,000	854	1,000	1,000
Benefits	78,327	78,912	77,230	80,163	38,715	81,973	84,950
PERSONAL SERVICES	264,817	261,743	263,584	270,360	137,971	284,075	293,105
Supplies	6,694	11,500	7,183	10,000	1,922	8,000	7,500
Small Tools & Equipment	0	800	1,118	800	60	750	750
SUPPLIES	-6,694	-12,300	-8,301	-10,800	-1,982	-8,750	-8,250
Professional Services	34,064	31,500	30,605	37,000	26,225	31,000	30,000
Communication	1,919	2,850	2,360	2,000	1,001	2,000	2,000
Vehicle, Travel & Training	3,540	3,700	3,304	3,900	1,286	3,900	3,900
Advertising & Promotion	0	0	172	0	0	0	0
Printing	363	0	2,048	500	0	1,000	1,500
Memberships & Subscriptions	893	900	645	1,200	319	1,000	1,000
Insurance	3,329	5,100	3,783	4,025	1,388	2,775	3,500
Repairs	30,668	30,000	31,106	33,000	28,416	32,500	32,500
Other Services & Charges	10,073	16,000	0	5,000	1,937	5,000	5,000
OTHER SERVICES & CHARGES	-84,849	-90,050	-74,023	-86,625	-60,572	-79,175	-79,400
Total Expenditures	-356,360	-364,093	-345,908	-367,785	-200,525	-372,000	-380,755
Net Revenue	-322,296	-316,093	-265,413	-320,785	-184,661	-323,500	-317,255
Total for PROG 130: FINANCE	-322,296	-316,093	-265,413	-320,785	-184,661	-323,500	-317,255

CITY OF OWATONNA 2015 PROGRAM BUDGETS
General Government - Administrative Services
Finance 051-130

2014 Accomplishments

- Received the City's 3rd Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting for the 2013 Comprehensive Annual Financial Report (CAFR)
- Updated the City's five year capital improvement plan.
- Completed a LEAN project which included acquisition of new office furniture to gain efficiencies in the finance department's work flows.
- Restructured the finance department staff by creating a position for Senior Accountant to provide for more cross-training amongst entire staff and better prepare for succession planning.
- Began implementation of the Employee Self Service Portal which enables employees to enter their time worked directly into the software, thereby eliminating the need for paper timesheets. This process is being phased in department by department.
- Adopted new policies for improved financial management.
- Issued bonds for the financing of the City's capital improvement projects and maintained the City's Aa2 bond rating.
- Continued with implementation of a central garage fund/vehicle replacement fund.

2015 Goals

- Continue to assist the other departments in more fully utilizing the new financial software.
- Continue review of policies and procedures ensuring adequate internal controls.
- Centralize city billing/invoice procedures.
- Serve as a resource for other departments.
- Begin the process of using a document management software which will assist the department in storing much less paper and also assist other departments in obtaining copy of finance related documents as needed.

PROG 140: TECHNOLOGY

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
FT Wages	55,364	62,687	43,578	64,319	48,606	103,280	151,134
PT/Seasonal Wages	0	0	18,480	0	0	0	0
Benefits	21,119	26,588	18,193	26,865	19,766	41,334	62,929
PERSONAL SERVICES	76,483	89,275	80,251	91,184	68,372	144,614	214,063
Small Tools & Equipment	2,283	2,000	1,800	2,000	298	2,000	2,000
SUPPLIES	-2,283	-2,000	-1,800	-2,000	-298	-2,000	-2,000
Professional Services	79	0	205	0	788	32,170	0
Communication	16,546	15,000	15,448	15,000	7,590	15,000	17,000
Vehicle, Travel & Training	6,345	9,040	6,230	9,040	2,093	9,800	11,050
Advertising & Promotion	919	0	77	0	0	0	0
Insurance	1,997	3,060	2,270	2,415	833	1,665	2,100
Repairs	54,902	55,000	54,098	55,000	51,906	52,500	60,000
Rents/Leases	2,562	2,565	0	0	0	0	0
Other Services & Charges	48,486	49,500	47,487	46,500	15,189	46,500	46,500
OTHER SERVICES & CHARGES	-131,836	-134,165	-125,815	-127,955	-78,399	-157,635	-136,650
Total Expenditures	-210,602	-225,440	-207,866	-221,139	-147,069	-304,249	-352,713
Net Revenue	-210,602	-225,440	-207,866	-221,139	-147,069	-304,249	-352,713
Total for PROG 140: TECHNOLOGY	-210,602	-225,440	-207,866	-221,139	-147,069	-304,249	-352,713
Total for DEPT 051: ADMINISTRATIVE SERVICES	-778,709	-754,196	-968,324	-807,140	-466,743	-908,675	-986,351

CITY OF OWATONNA 2015 PROGRAM BUDGETS
General Government - Administrative Services
Technology Coordinator 051-140

2014 Accomplishments

- Install new SAN
- Disaster Recover Planning
- Continue server replacement.
- Continue scheduled computer replacement.
- Finish installing wireless infrastructure equipment.
- Upgrade and replace Finance Department servers.
- Continue Implementing Sharepoint
- Review replacement option for Park and Rec copier
- Upgrade planning for Windows Server 2012 and Windows 8
- Assist in planning and installing new Park and Rec systems

2015 Goals

- Complete Disaster Recover Planning
- Migrate remaining servers to virtual environment
- Review life cycle plan for computer replacements (possible change to 5 years, from 4)
- Replace networking switches where needed
- Deploy Windows 8 to all computers

DEPT 060: CITY ATTORNEYS
 PROG 150: CITY ATTORNEYS

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Benefits	5,821	5,857	5,221	5,890	2,610	6,479	6,616
PERSONAL SERVICES	-5,821	-5,857	-5,221	-5,890	-2,610	-6,479	-6,616
Supplies	457	325	600	325	0	325	350
SUPPLIES	-457	-325	-600	-325	0	-325	-350
Professional Services	198,646	229,538	209,130	236,262	114,303	231,578	223,810
Communication	98	500	22	800	0	800	800
Vehicle, Travel & Training	266	400	350	400	0	400	400
Memberships & Subscriptions	1,898	2,800	2,362	2,800	1,417	2,800	2,800
OTHER SERVICES & CHARGES	-200,908	-233,238	-211,864	-240,262	-115,720	-235,578	-227,810
Total Expenditures	-207,186	-239,420	-217,685	-246,477	-118,330	-242,382	-234,776
Net Revenue	-207,186	-239,420	-217,685	-246,477	-118,330	-242,382	-234,776
Total for PROG 150: CITY ATTORNEYS	-207,186	-239,420	-217,685	-246,477	-118,330	-242,382	-234,776
Total for DEPT 060: CITY ATTORNEYS	-207,186	-239,420	-217,685	-246,477	-118,330	-242,382	-234,776

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DEPT 110: POLICE
 PROG 200: POLICE DEPARTMENT

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	20,225	7,300	21,755	7,300	0	20,500	20,150
Charges for Services	1,883	0	1,399	0	0	0	0
Miscellaneous	0	0	275	0	0	0	0
Total Revenues	22,108	7,300	23,429	7,300	0	20,500	20,150
FT Wages	297,049	294,357	310,321	303,738	151,999	307,952	316,658
OT/Holiday/Other	0	0	12,202	0	51	0	0
Benefits	107,554	110,217	109,482	112,186	49,834	114,950	105,913
PERSONAL SERVICES	-404,603	-404,574	-432,005	-415,924	-201,884	-422,902	-422,571
Supplies	27,151	27,000	21,177	27,000	11,109	25,600	0
Repair Supplies	305	500	2,444	500	803	500	0
Small Tools & Equipment	0	1,000	1,019	1,000	468	1,000	0
SUPPLIES	-27,456	-28,500	-24,640	-28,500	-12,380	-27,100	0
Professional Services	2,395	1,000	785	1,000	0	1,000	0
Communication	19,417	20,200	18,614	20,200	7,778	19,600	0
Transportation (VRF)	0	0	0	0	2,700	5,400	7,200
Vehicle, Travel & Training	3,322	5,000	3,536	5,000	4,426	5,000	0
Advertising & Promotion	0	0	127	0	0	0	0
Memberships & Subscriptions	4,108	5,700	6,551	5,700	3,121	5,700	0
Insurance	473	735	532	565	1,508	3,015	2,700
Repairs	0	500	219	500	67	500	0
Other Services & Charges	2,187	2,000	13	2,000	0	2,000	2,000
OTHER SERVICES & CHARGES	-31,902	-35,135	-30,377	-34,965	-19,600	-42,215	-11,900
Total Expenditures	-463,961	-468,209	-487,022	-479,389	-233,864	-492,217	-434,471
Net Revenue	-441,853	-460,909	-463,593	-472,089	-233,864	-471,717	-414,321
Total for PROG 200: POLICE DEPARTMENT	-441,853	-460,909	-463,593	-472,089	-233,864	-471,717	-414,321

CITY OF OWATONNA 2015 PROGRAM BUDGETS

**Public Safety - Police
Administration 110-200**

2014 Accomplishments

- Researched, tested and implemented in-car video system
- Transitioned work documents to digital formats
- Began discussions regarding a comparable worth study, and completed CSO evaluation
- Maintained the authorized levels for staffing with focus placed on succession planning
- Enhanced annual report and distribution
- Police Chief attended the Blandin Community Leadership Program
- Police Chief attended Northwestern University's 22-Week School of Police Staff and Command
- Hired a new executive administrative assistant to replace a prior employee with 33 years of knowledge
- Researched Wellness Program

2015 Goals

- Research digital imaging of documents with indexing, character recognition, and other search modes consistent with needed business processes
- Research possible social media platforms to enhance communications with the public

PROG 210: PATROL SERVICES

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	184,186	197,999	201,778	202,695	1,304	193,945	192,313
Charges for Services	4,877	0	9,895	4,000	1,877	4,000	3,000
Fines & Forfeits	190,043	201,000	154,897	198,750	95,037	162,550	158,400
Miscellaneous	3,000	0	10,655	0	0	0	0
Total Revenues	382,106	398,999	377,225	405,445	98,218	360,495	353,713
FT Wages	1,421,795	1,452,400	1,456,890	1,528,860	726,807	1,538,439	1,570,537
OT/Holiday/Other	184,340	166,235	188,977	166,235	71,372	166,235	187,685
Benefits	582,683	593,798	597,841	642,187	305,004	632,916	664,646
PERSONAL SERVICES	2,188,818	2,212,433	2,243,708	2,337,282	1,103,183	2,337,590	2,422,868
Supplies	113,986	81,100	115,732	81,100	72,664	81,100	1,000
Repair Supplies	26,793	24,000	34,310	24,000	9,783	24,000	0
Small Tools & Equipment	19,033	16,500	18,808	16,500	28,149	15,500	0
SUPPLIES	-159,812	-121,600	-168,850	-121,600	-110,596	-120,600	-1,000
Professional Services	5,425	5,000	2,910	5,000	3,320	5,000	1,000
Communication	14	0	0	0	0	0	0
Transportation (VRF)	0	0	0	0	22,610	45,200	61,000
Vehicle, Travel & Training	17,413	27,000	23,045	27,000	13,282	27,000	0
Memberships & Subscriptions	0	0	1,100	0	839	0	0
Insurance	6,619	10,290	7,448	7,910	21,105	42,210	37,800
Licenses & Inspections	124	0	260	0	338	0	0
Repairs	36,485	35,000	42,046	35,000	15,777	35,000	6,000
Other Services & Charges	2,310	4,000	2,359	4,000	101	4,000	0
OTHER SERVICES & CHARGES	-68,390	-81,290	-79,168	-78,910	-77,372	-158,410	-105,800
Total Expenditures	-2,417,020	-2,415,323	-2,491,726	-2,537,792	-1,291,151	-2,616,600	-2,529,668
Net Revenue	-2,034,914	-2,016,324	-2,114,501	-2,132,347	-1,192,933	-2,256,105	-2,175,955
Total for PROG 210: PATROL SERVICES	-2,034,914	-2,016,324	-2,114,501	-2,132,347	-1,192,933	-2,256,105	-2,175,955

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Public Safety - Police
Patrol Services 110-210

2014 Accomplishments

- Developed and Implemented our first Police Citizen's Academy
- Reduced overtime costs
- Revisited the interactions with the City of Owatonna Landlord Association (COLA)
- Implemented e-charging
- Purchased a new canine (Kash) and trained both Kash and Officer Fox for patrol duties
- Migrated from Ford Crown Victoria's to Ford Utility SUVs
- Hired four licensed police officers and six community service officers
- Improved Weapon Systems in Marked Fleet

2015 Goals

- Create a lateral developmental assignment to enhance a patrol officers investigative competencies
- Maintain or reduce overtime costs
- Research resource allocation methods such as: Data-Driven Approaches to Crime and Traffic Safety, Intelligence-Led Policing and/or Predictive Policing Modeling

PROG 220: CRIMINAL INVESTIGATION

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	171,613	157,500	176,200	157,500	66,345	175,740	173,240
Charges for Services	34,431	5,700	42,349	5,700	8,660	21,600	21,600
Total Revenues	206,044	163,200	218,549	163,200	75,005	197,340	194,840
FT Wages	405,168	405,846	411,171	415,422	216,134	425,987	424,507
OT/Holiday/Other	46,430	32,000	61,793	32,000	22,172	32,000	37,000
Benefits	152,228	150,955	154,621	153,091	77,273	165,632	168,042
PERSONAL SERVICES	-603,826	-588,801	-627,585	-600,513	-315,579	-623,619	-629,549
Supplies	3,422	4,000	3,523	4,000	1,640	4,000	0
Repair Supplies	853	2,000	4,368	2,000	264	2,000	0
Small Tools & Equipment	3,468	3,000	6,845	3,000	3,336	3,000	0
SUPPLIES	-7,743	-9,000	-14,736	-9,000	-5,240	-9,000	0
Professional Services	0	0	0	0	2,624	6,300	6,300
Communication	0	0	15	0	10	0	0
Transportation (VRF)	0	0	0	0	5,400	10,800	14,400
Vehicle, Travel & Training	2,664	5,500	4,097	5,500	747	5,500	0
Memberships & Subscriptions	0	0	100	0	0	0	0
Insurance	1,418	2,205	1,596	1,695	4,523	9,045	8,100
Repairs	14	1,000	214	1,000	252	1,000	0
Other Services & Charges	4,456	6,000	16,111	6,000	811	6,000	6,000
OTHER SERVICES & CHARGES	-8,552	-14,705	-22,133	-14,195	-14,367	-38,645	-34,800
Total Expenditures	-620,121	-612,506	-664,454	-623,708	-335,186	-671,264	-664,349
Net Revenue	-414,077	-449,306	-445,905	-460,508	-260,181	-473,924	-469,509
Total for PROG 220: CRIMINAL INVESTIGATION	-414,077	-449,306	-445,905	-460,508	-260,181	-473,924	-469,509

CITY OF OWATONNA 2015 PROGRAM BUDGETS

Public Safety

Criminal Investigation 110-220

2014 Accomplishments

- Maintained or increased the clearance rates of Part I crimes
- Continued with the succession planning and development of future staff
- Ensured transfer of legacy of knowledge as a result of vacancies
- Participated in the research, design and creation of drug court
- Improved Weapon Systems in Unmarked Fleet

2015 Goals

- Re-establish an investigative assignment on a 12-18 month rotational basis, emphasizing on general and local drug investigations
- Research alternative fuel vehicles
- Provide proper resources to drug court

PROG 230: SUPPORT SERVICES

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	0	0	5,418	0	0	0	0
Total Revenues	0	0	5,418	0	0	0	0
FT Wages	48,593	38,771	3,207	0	2,308	0	0
PT/Seasonal Wages	56,174	41,596	54,784	63,806	29,773	64,606	70,803
OT/Holiday/Other	3,516	500	2,800	3,100	1,154	3,100	4,800
Benefits	27,507	23,378	13,258	13,771	6,059	13,849	16,726
PERSONAL SERVICES	135,790	104,245	74,049	80,677	39,294	81,555	92,329
Supplies	3,939	4,300	2,890	4,300	2,383	4,300	112,100
Repair Supplies	1,043	1,300	20	1,300	1,492	1,300	34,900
Small Tools & Equipment	246	1,000	0	1,000	0	1,000	20,500
SUPPLIES	-5,228	-6,600	-2,910	-6,600	-3,875	-6,600	-167,500
Professional Services	0	0	328	0	0	0	5,000
Communication	0	0	0	0	0	0	19,600
Transportation (VRF)	0	0	0	0	2,320	4,600	6,100
Vehicle, Travel & Training	778	1,000	0	1,000	0	1,000	38,500
Memberships & Subscriptions	0	0	0	0	0	0	5,700
Insurance	473	735	532	565	1,508	3,015	2,700
Repairs	123	1,000	0	1,000	82	1,000	35,500
Other Services & Charges	0	0	0	0	0	0	400
OTHER SERVICES & CHARGES	-1,374	-2,735	-860	-2,565	-3,910	-9,615	-113,500
Total Expenditures	-142,392	-113,580	-77,819	-89,842	-47,079	-97,770	-373,329
Net Revenue	-142,392	-113,580	-72,401	-89,842	-47,079	-97,770	-373,329
Total for PROG 230: SUPPORT SERVICES	-142,392	-113,580	-72,401	-89,842	-47,079	-97,770	-373,329

CITY OF OWATONNA 2015 PROGRAM BUDGETS

**Public Safety - Police
Support Services 110-230**

2014 Accomplishments

- Created and implemented a Animal Shelter Facebook page
- Developed and fostered private partnerships

2015 Goals

- Focus on a business needs assessment / analysis of animal processes
- Research and design a potential collaboration with the Steele County Humane Society, and discuss contract language

PROG 240: COMMUNITY POLICING

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Miscellaneous	1,656	0	99	0	10	0	0
Total Revenues	1,656	0	99	0	10	0	0
Supplies	0	1,500	1,668	1,500	294	1,500	1,500
Small Tools & Equipment	0	1,000	0	1,000	70	4,500	4,500
SUPPLIES	0	-2,500	-1,668	-2,500	-364	-6,000	-6,000
Total Expenditures	0	-2,500	-1,668	-2,500	-364	-6,000	-6,000
Net Revenue	1,656	-2,500	-1,569	-2,500	-354	-6,000	-6,000
Total for PROG 240: COMMUNITY POLICING	1,656	-2,500	-1,569	-2,500	-354	-6,000	-6,000

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Public Safety - Police
Community Policing 110-240

2014 Accomplishments

- Citizen's Police Academy
- Command and/or supervisory staff attended Leadership Owatonna
- Expanded and enhanced public notifications

2015 Goals

- 2nd Annual Police Citizen's Academy

PROG 250: ANIMAL CONTROL

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Fines & Forfeits	2,043	3,600	3,624	1,500	1,518	0	3,000
Total Revenues	2,043	3,600	3,624	1,500	1,518	0	3,000
PT/Seasonal Wages	0	20,798	0	0	0	0	0
Benefits	0	3,706	0	0	0	0	0
PERSONAL SERVICES	0	-24,504	0	0	0	0	0
Supplies	7,656	3,500	10,352	3,500	4,904	6,700	1,500
Repair Supplies	0	0	306	0	0	0	0
SUPPLIES	-7,656	-3,500	-10,658	-3,500	-4,904	-6,700	-1,500
Professional Services	5,300	0	783	500	198	500	500
Other Services & Charges	335	400	360	400	140	400	0
OTHER SERVICES & CHARGES	-5,635	-400	-1,143	-900	-338	-900	-500
CAPITAL OUTLAY	28,622	28,000	0	0	0	0	0
Total Expenditures	-41,913	-56,404	-11,801	-4,400	-5,242	-7,600	-2,000
Net Revenue	-39,870	-52,804	-8,177	-2,900	-3,724	-7,600	1,000
Total for PROG 250: ANIMAL CONTROL	-39,870	-52,804	-8,177	-2,900	-3,724	-7,600	1,000

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Public Safety - Police
Animal Control 110-250

2014 Accomplishments

- Maintained a low cost service model

2015 Goals

- Maintain a low cost service model

PROG 260: LEC OPERATIONS/REC MANAGEMENT

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	38,878	55,500	35,353	57,804	8,239	50,000	50,000
Miscellaneous	12,346	12,346	12,346	15,698	0	15,698	12,346
Total Revenues	51,224	67,846	47,699	73,502	8,239	65,698	62,346
Insurance	473	735	532	565	1,508	3,015	2,700
Other Services & Charges	222,435	228,000	194,422	228,000	48,414	228,000	228,000
OTHER SERVICES & CHARGES	-222,908	-228,735	-194,954	-228,565	-49,922	-231,015	-230,700
CAPITAL OUTLAY	50,119	22,000	141,575	80,000	0	0	0
TRANSFERS OUT	0	0	0	0	80,000	80,000	0
Total Expenditures	-273,027	-250,735	-336,529	-308,565	-129,922	-311,015	-230,700
Net Revenue	-221,803	-182,889	-288,830	-235,063	-121,683	-245,317	-168,354
MANAGEMENT	-221,803	-182,889	-288,830	-235,063	-121,683	-245,317	-168,354

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Public Safety - Police
LEC Operations - 110-260

2014 Accomplishments

- An outside vendor completed a Facility Condition Assessment of the LEC's Electrical Systems
- Added keyless access system and other enhancements to existing and new detached garages

2015 Goals

- Demolish or remodel the storage facility at Morehouse Park
- Add storage capabilities to new garage facility
- Research secure gating for LEC

PROG 270: SCDIU GRANT

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	146,180	0	142,551	153,000	36,932	153,000	153,000
Total Revenues	146,180	0	142,551	153,000	36,932	153,000	153,000
Other Services & Charges	146,180	0	142,551	153,000	36,932	153,000	153,000
OTHER SERVICES & CHARGES	-146,180	0	-142,551	-153,000	-36,932	-153,000	-153,000
Total Expenditures	-146,180	0	-142,551	-153,000	-36,932	-153,000	-153,000

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Public Safety - Police
SCDIU Grant - 110-270

2014 Accomplishments

- Had a successful audit of operations
- Assigned new Commander and new Drug Agent

2015 Goals

- Business needs assessment and implementation of new processes, policies, and procedures

PROG 280: SCHOOL DISTRICT CSO SERVICE

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	0	0	11,397	0	28,644	135,189	170,310
Total Revenues	0	0	11,397	0	28,644	135,189	170,310
FT Wages	0	0	6,825	0	32,593	71,784	88,271
PT/Seasonal Wages	0	0	0	0	0	0	23,177
OT/Holiday/Other	0	0	273	0	358	0	0
Benefits	0	0	3,564	0	14,580	63,405	57,862
PERSONAL SERVICES	0	0	10,662	0	47,531	135,189	169,310
Professional Services	0	0	735	0	338	0	1,000
OTHER SERVICES & CHARGES	0	0	-735	0	-338	0	-1,000
Total Expenditures	0	0	-11,397	0	-47,869	-135,189	-170,310
Net Revenue	0	0	0	0	-19,225	0	0
Total for PROG 280: SCHOOL DISTRICT CSO SERVICE	0	0	0	0	-19,225	0	0

Total for DEPT 110: POLICE

-3,293,253	-3,278,312	-3,394,976	-3,395,249	-1,879,043	-3,558,433	-3,606,468
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CITY OF OWATONNA 2015 PROGRAM BUDGETS

Public Safety - Police

School District CSO Service - 110-280

2014 Accomplishments

- Provided general community service officer duties
- Improved site security
- Assisted with security at school events in an effort to reduce criminal activity
- Assisted school personnel with safety and security planning, processes, and policies and procedures

2015 Goals

- Maintain levels of service with potential of increased costs

DEPT 120: FIRE
 PROG 300: FIRE DEPARTMENT

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	235	0	15,065	0	0	0	2,000
Total Revenues	235	0	15,065	0	0	0	2,000
FT Wages	172,836	121,050	132,240	119,003	60,228	120,477	124,103
OT/Holiday/Other	3,197	6,470	331	6,470	708	4,470	1,000
Benefits	54,541	42,027	41,086	40,766	20,708	41,985	57,777
PERSONAL SERVICES	230,574	169,547	173,657	166,239	81,644	166,932	182,880
Supplies	5,884	6,002	5,010	6,449	1,294	6,149	6,199
Repair Supplies	3,234	4,600	5,239	6,600	2,974	6,300	6,300
Small Tools & Equipment	121	363	100	363	100	363	363
SUPPLIES	-9,239	-10,965	-10,349	-13,412	-4,368	-12,812	-12,862
Professional Services	648	902	664	902	0	902	3,122
Communication	1,026	1,330	1,125	1,630	832	1,630	2,247
Transportation (VRF)	0	0	0	0	1,050	2,100	3,300
Vehicle, Travel & Training	4,415	7,107	1,376	2,607	213	2,607	2,607
Advertising & Promotion	483	650	0	650	1,702	650	2,100
Memberships & Subscriptions	653	570	319	570	124	570	585
Insurance	1,605	1,440	1,874	1,995	810	1,620	1,650
Repairs	1,308	5,124	4,280	6,650	3,979	6,650	7,030
Other Services & Charges	1,526	996	1,771	1,500	893	1,500	1,700
OTHER SERVICES & CHARGES	-11,664	-18,119	-11,409	-16,504	-9,603	-18,229	-24,341
Total Expenditures	-251,477	-198,631	-195,415	-196,155	-95,615	-197,973	-220,083
Net Revenue	-251,242	-198,631	-180,350	-196,155	-95,615	-197,973	-218,083
Total for PROG 300: FIRE DEPARTMENT	-251,242	-198,631	-180,350	-196,155	-95,615	-197,973	-218,083

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Public Safety - Fire
Administration 120-300

2014 Accomplishments

- Implemented a performance based training and incident evaluation system.
- Developed a crosswalk system with incident objectives
- Changed incident response plan.
- Department staffing - We hired and trained 8 firefighters in 2014 (24%)
- Updated the CIP and Operating Budget to be used as a equipment replacement plan
- Implemented software to manage projects & priorities for time management

2015 Goals

- Succession plan for the Fire Department
- Continue with objectives to raise the ceiling on firefighter and officer training
- Identify ways to improve response times.
- Identify Grant Opportunities available within the fire service.
- Identify new ways to manage data

PROG 310: INSPECTION SERVICES

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Licenses & Permits	4,419	10,450	19,152	10,100	7,662	10,100	10,000
Charges for Services	29,594	12,250	23,970	12,250	11,202	18,250	20,250
Transfers	22,000	22,000	22,000	22,000	11,020	22,000	22,000
Total Revenues	56,013	44,700	65,122	44,350	29,884	50,350	52,250
FT Wages	156,135	176,111	0	0	0	0	0
PT/Seasonal Wages	0	0	0	0	0	4,426	4,426
O/T/Holiday/Other	11,956	19,900	0	0	0	0	0
Benefits	52,248	61,642	-1,330	0	0	574	366
PERSONAL SERVICES	220,339	257,653	-1,330	0	0	5,000	4,792
Supplies	1,574	2,008	667	1,836	318	1,836	2,400
Repair Supplies	393	569	0	0	0	0	0
Small Tools & Equipment	233	2,856	0	2,856	0	2,756	236
SUPPLIES	-2,200	-5,433	-667	-4,692	-318	-4,592	-2,636
Professional Services	530	8,922	7,517	8,922	2,245	8,922	8,922
Communication	1,086	2,231	959	2,715	227	2,715	2,020
Vehicle, Travel & Training	735	1,915	400	1,915	0	1,915	1,915
Memberships & Subscriptions	855	783	1,331	783	1,331	900	900
Insurance	2,675	3,925	3,123	3,325	1,350	2,700	2,750
Other Services & Charges	2,952	9,156	3,313	9,000	-1,298	4,000	4,000
OTHER SERVICES & CHARGES	-8,833	-26,932	-16,643	-26,660	-3,855	-21,152	-20,507
Total Expenditures	-231,372	-290,018	-15,980	-31,352	-4,173	-30,744	-27,935
Net Revenue	-175,359	-245,318	49,142	12,998	25,711	19,606	24,315
Total for PROG 310: INSPECTION SERVICES	-175,359	-245,318	49,142	12,998	25,711	19,606	24,315

CITY OF OWATONNA 2015 PROGRAM BUDGETS

Public Safety - Fire Inspection 120-310

2014 Accomplishments

- Adopted MN Fire Code and Minimum Housing Code changes.
- Full Time staff training 6 / 8 are now state certified as MN Fire Inspector I
- Implemented new inspection coordinator for Fire / Building Inspector Code Enforcement.
- Implemented the use of 4G tablet program for code enforcement.
- Identified Code Issues and solutions working with the Fire Marshals office, Building Inspections.
- Implemented part time Weed & Nuisance Inspector position.

2015 Goals

- Develop a broader base of knowledge among staff with different specific codes
- Provide Project Management Software and Training for Code Enforcement Program
- Fire Marshal / Building Inspector Position
- Improve Report Writing

PROG 320: PUBLIC EDUCATION SERVICES

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	0	1,000	0	0	0	0	0
Miscellaneous	407	0	709	0	5	0	0
Total Revenues	407	1,000	709	0	5	0	0
FT Wages	62,564	68,617	479	0	0	0	0
OT/Holiday/Other	4,355	5,171	0	0	0	0	0
Benefits	21,043	23,681	-284	0	0	0	0
PERSONAL SERVICES	-87,962	-97,469	-195	0	0	0	0
Supplies	1,993	2,674	1,419	2,171	22	2,071	2,485
Repair Supplies	1,195	1,338	1,303	1,045	0	1,300	1,300
Small Tools & Equipment	51	119	0	119	0	119	119
SUPPLIES	-3,239	-4,131	-2,722	-3,335	-22	-3,490	-3,904
Communication	1,147	814	1,065	814	374	1,200	1,200
Vehicle, Travel & Training	0	986	0	986	0	986	986
Insurance	1,070	1,570	1,249	1,330	540	1,080	1,100
Other Services & Charges	0	156	0	0	0	0	0
OTHER SERVICES & CHARGES	-2,217	-3,526	-2,314	-3,130	-914	-3,266	-3,286
Total Expenditures	-93,418	-105,126	-5,231	-6,465	-936	-6,756	-7,190
Net Revenue	-93,011	-104,126	-4,522	-6,465	-931	-6,756	-7,190
Total for PROG 320: PUBLIC EDUCATION SERVICES	-93,011	-104,126	-4,522	-6,465	-931	-6,756	-7,190

CITY OF OWATONNA 2015 PROGRAM BUDGETS

**Public Safety - Fire
Public Education 120-320**

2014 Accomplishments

- Continued to provide Fire Prevention Programs for kids. (Have a Safe Summer, Safety Camp).
- Continued to implement the Fire Safety Curriculum with the Schools for Public Education Programs.
- Participated in the Nite to Unite program and distributed Home Inspection Checklists.
- Fire Prevention Tips on Social Media Sites
- Updated Fire Department Website and Social Media Sites

2015 Goals

- Create online public education videos on website.
- Citizen Academy for the Fire Department
- Assign responsibilities for specific public education program areas.
- Grant funding to Implement a residential kitchen fire safety program.
- Replace firepup fundraising program.
- Establish written guidelines for Public Education program.

PROG 330: EMERGENCY RESPONSE SERVICES

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	109,732	100,000	153,721	100,000	1,000	150,000	150,000
Charges for Services	109,820	90,000	100,252	94,000	100,704	94,000	100,000
Miscellaneous	0	0	1,485	0	0	0	0
Total Revenues	219,552	190,000	255,458	194,000	101,704	244,000	250,000
FT Wages	108,408	120,374	426,486	444,245	222,585	449,815	456,385
PT/Seasonal Wages	63,111	71,652	59,174	71,652	28,806	71,652	71,652
OT/Holiday/Other	54,021	47,201	80,625	76,322	26,418	76,322	79,792
Benefits	169,073	169,447	342,090	298,025	90,660	341,819	350,489
PERSONAL SERVICES	394,613	408,674	908,375	890,244	368,469	939,608	958,318
Supplies	10,929	12,362	15,513	19,383	5,631	14,949	22,949
Repair Supplies	6,847	6,607	6,561	8,161	2,656	7,661	7,661
Small Tools & Equipment	39,812	30,329	37,402	30,329	4,797	30,969	30,969
SUPPLIES	-57,588	-49,298	-59,476	-57,873	-13,084	-53,579	-61,579
Professional Services	11,680	13,900	9,228	13,900	8,300	13,900	13,900
Communication	632	815	1,387	815	770	815	815
Transportation (VRF)	0	0	0	0	34,310	68,600	95,700
Vehicle, Travel & Training	8,385	7,200	6,694	7,200	5,962	9,200	9,200
Memberships & Subscriptions	772	928	625	1,728	25	1,000	1,000
Insurance	4,280	6,280	4,996	5,320	2,160	4,320	4,400
Licenses & Inspections	335	750	682	750	715	750	750
Repairs	8,889	9,227	9,169	9,227	4,738	9,227	9,227
Other Services & Charges	170	1,896	5,691	2,508	1,101	1,740	2,200
OTHER SERVICES & CHARGES	-35,143	-40,996	-38,472	-41,448	-58,081	-109,552	-137,192
CAPITAL OUTLAY	0	6,500	4,815	6,500	0	0	0
Total Expenditures	-487,344	-505,468	-1,011,138	-996,065	-439,634	-1,102,739	-1,157,089
Net Revenue	-267,792	-315,468	-755,680	-802,065	-337,930	-858,739	-907,089
SERVICES	-267,792	-315,468	-755,680	-802,065	-337,930	-858,739	-907,089

CITY OF OWATONNA 2015 PROGRAM BUDGETS

Public Safety - Fire

Emergency Response 120-330

2014 Accomplishments

- Improved overall performance of firefighters and department with new training system.
- Continue to implement performance based training program for firefighters on tactics and procedures.
- Truck Committee completed specifications, purchase and implementation of new Rescue Pumper.
- Improved response for cabalilites for rescue, compressed air foam system, and quick attack.
- Continued with implementation of the MN Fire Officer Certification Program within the department.

2015 Goals

- Full Time Career Development Plan for each employee (Certification & Skills)
- Performance Appraisal System update
- Promote opportunities for firefighters to propose new Initiatives
- Implement a duty shift program for paid on call firefighters.
- Evaluate eDispatches program vs Active 911 for paging firefighters.

PROG 340: SAFETY SERVICES

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
FT Wages	57,576	64,633	0	0	0	0	0
OT/Holiday/Other	3,778	4,050	0	0	0	0	0
Benefits	19,268	22,299	-469	0	0	0	0
PERSONAL SERVICES	-80,622	-90,982	469	0	0	0	0
Supplies	1,360	1,392	341	925	222	925	739
Repair Supplies	806	1,838	1,243	1,553	128	1,453	1,453
Small Tools & Equipment	5,403	5,954	6,013	5,954	2,879	6,954	6,954
SUPPLIES	-7,569	-9,184	-7,597	-8,432	-3,229	-9,332	-9,146
Professional Services	1,661	3,790	547	6,650	0	6,650	6,650
Communication	3,757	2,226	3,638	3,698	1,639	3,798	3,798
Vehicle, Travel & Training	0	57	0	57	0	57	57
Memberships & Subscriptions	156	464	163	464	149	464	464
Insurance	1,070	1,570	1,249	1,330	540	1,080	1,100
Other Services & Charges	0	156	0	0	0	0	0
OTHER SERVICES & CHARGES	-6,644	-8,263	-5,597	-12,199	-2,328	-12,049	-12,069
Total Expenditures	-94,835	-108,429	-12,725	-20,631	-5,557	-21,381	-21,215
Net Revenue	-94,835	-108,429	-12,725	-20,631	-5,557	-21,381	-21,215
Total for PROG 340: SAFETY SERVICES	-94,835	-108,429	-12,725	-20,631	-5,557	-21,381	-21,215

Total for DEPT 120: FIRE

-882,239 -971,972 -904,135 -1,012,318 -414,322 -1,065,243 -1,129,262

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Public Safety - Fire
Safety Services 120-340

2014 Accomplishments

- Completed OSHA inspection and compliance requirements for city.
- Provide policies, procedures and guidelines for city employees.
- Participated in Regional Safety Training Group with Medford and Faribault.
- Implemented online safety training program with the LMC.

2015 Goals

- Employee & Management Team for Site Safety Evaluations
- Job Safety Analysis for Job Descriptions
- Implement Engineering, Education and Enforcement Plan into safety program
- Outdoor Emergency Notification System voice siren at Brooktree.

DEPT 140: BUILDING INSPECTION
 PROG 380: BUILDING INSPECTION DEPARTMENT

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Licenses & Permits	197,333	201,000	249,454	201,000	108,268	221,000	221,000
Charges for Services	58,413	60,300	105,890	60,300	37,578	66,300	66,300
Total Revenues	255,746	261,300	355,344	261,300	145,846	287,300	287,300
FT Wages	215,335	237,317	211,435	238,244	105,464	245,385	205,488
PT/Seasonal Wages	0	0	2,775	0	0	0	32,894
OT/Holiday/Other	2,754	2,754	2,797	2,803	2,508	2,830	2,897
Benefits	105,057	113,251	88,630	92,595	42,018	108,296	92,472
PERSONAL SERVICES	323,146	353,322	305,637	333,642	149,990	356,511	333,751
Supplies	6,608	9,300	9,873	8,000	2,334	7,400	7,400
Repair Supplies	228	900	846	900	45	900	900
Small Tools & Equipment	309	2,150	488	2,100	2,879	5,550	2,800
SUPPLIES	-7,145	-12,350	-11,207	-11,000	-5,258	-13,850	-11,100
Professional Services	1,057	0	4,560	0	0	0	0
Communication	1,800	1,600	1,523	1,600	844	1,600	2,200
Transportation (VRF)	0	0	0	0	2,100	4,200	5,600
Vehicle, Travel & Training	2,897	6,320	1,416	2,200	706	2,200	2,200
Memberships & Subscriptions	1,309	3,200	1,155	2,500	185	1,800	1,800
Insurance	1,303	700	390	400	1,200	2,400	2,000
Licenses & Inspections	42	150	196	300	31	350	350
Repairs	300	900	268	900	88	4,200	4,200
OTHER SERVICES & CHARGES	-8,708	-12,870	-9,508	-7,900	-5,154	-16,750	-18,350
TRANSFERS OUT	0	0	28,500	0	0	0	0
Total Expenditures	-338,999	-378,542	-354,852	-352,542	-160,402	-387,111	-363,201
Net Revenue	-83,253	-117,242	492	-91,242	-14,556	-99,811	-75,901
DEPARTMENT	-83,253	-117,242	492	-91,242	-14,556	-99,811	-75,901
Total for DEPT 140: BUILDING INSPECTION	-83,253	-117,242	492	-91,242	-14,556	-99,811	-75,901

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Public Safety - Building Inspection
Building Inspection 140-380

2014 Accomplishments

Acquired code literature and prepared for the 2015 MN State Building Code adoption
Reviewed internal policies and updated
Designed new commercial plans routing process
Crosstrained staff in commercial plans review and permit tech duties

2015 Goals

Administration:

Hire new employee for open Building Inspector position
Complete on line customer survey form

Plan Review:

Continue to refine commercial plans routing process
Continue to improve commercial plan review using LEAN process techniques

Inspections:

Acquire new inspections software and in field connection to software.
Coordinate with the Fire Department staff to improve blighted buildings

Other:

Review construction handouts and update to new 2015 MN State Building Code rule changes

DEPT 211: ENGINEERING
 PROG 400: ENGINEERING DEPARTMENT

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Licenses & Permits	1,026	1,200	1,404	1,500	540	1,500	500
Transfers	350,000	350,000	350,000	350,000	175,010	350,000	350,000
Total Revenues	351,026	351,200	351,404	351,500	175,550	351,500	350,500
FT Wages	223,083	80,718	191,473	125,297	126,860	129,109	155,086
PT/Seasonal Wages	0	0	1,822	0	1,120	0	0
OT/Holiday/Other	19,351	2,558	6,217	0	8	0	0
Benefits	70,961	26,669	47,598	38,010	37,072	38,755	42,661
PERSONAL SERVICES	313,395	109,945	247,110	163,307	165,060	167,864	197,747
Supplies	1,544	1,700	2,899	1,700	786	2,000	2,000
Repair Supplies	2,229	0	0	0	0	1,500	1,500
Small Tools & Equipment	1,284	2,000	391	2,000	165	2,200	2,200
SUPPLIES	-5,057	-3,700	-3,290	-3,700	-951	-5,700	-5,700
Communication	352	1,200	774	1,200	344	710	710
Transportation (VRF)	0	0	0	0	1,270	2,500	3,300
Vehicle, Travel & Training	1,830	3,500	3,730	3,500	191	4,000	4,000
Advertising & Promotion	152	0	479	0	-54	100	100
Memberships & Subscriptions	1,597	1,200	558	1,200	1,330	1,500	1,500
Insurance	1,050	1,600	1,200	1,300	1,800	3,600	3,100
Licenses & Inspections	1,039	1,000	0	1,000	0	1,000	1,000
Repairs	1,654	1,000	742	1,000	0	1,000	1,000
Other Services & Charges	9,900	10,000	11,040	10,000	0	10,500	14,000
OTHER SERVICES & CHARGES	-17,574	-19,500	-18,523	-19,200	-4,881	-24,910	-28,710
Total Expenditures	-336,026	-133,145	-268,923	-186,207	-170,892	-198,474	-232,157
Net Revenue	15,000	218,055	82,481	165,293	4,658	153,026	118,345
Total for PROG 400: ENGINEERING DEPARTMENT	15,000	218,055	82,481	165,293	4,658	153,026	118,345

CITY OF OWATONNA 2015 PROGRAM BUDGETS

**Public Works - Engineering
Administration 211-400**

2014 Accomplishments

Began implementation of Pavement Management Program
Increased maintenance activities
Updated Street, Utility and Driveway Permit process
Updated record keeping procedures

- Update ordinances as needed.

2015 Goals

- Continue focus on maintenance activities
- Update subdivision design standard
- Continue record keeping procedures
- Update standards for construction, specifications, detail plates, etc.

PROG 410: CONSTRUCTION PROJECTS

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	327,989	204,000	468,650	200,500	1,365	251,000	301,500
Total Revenues	327,989	204,000	468,650	200,500	1,365	251,000	301,500
FT Wages	195,025	220,479	205,904	182,147	72,581	184,839	239,390
PT/Seasonal Wages	0	0	6,349	5,000	1,885	5,000	14,000
OT/Holiday/Other	0	2,492	3,527	3,000	605	3,000	3,000
Benefits	73,936	95,654	71,628	77,120	18,405	77,840	72,397
PERSONAL SERVICES	268,961	318,625	287,408	267,267	93,476	270,679	328,787
Supplies	6,995	8,000	8,657	8,000	3,843	8,000	8,500
Repair Supplies	2,296	1,500	2,634	1,500	1,866	2,000	2,750
Small Tools & Equipment	2,770	2,000	669	4,000	541	4,000	4,000
SUPPLIES	-12,061	-11,500	-11,960	-13,500	-6,250	-14,000	-15,250
Professional Services	118	5,100	205	2,600	10,005	2,700	2,700
Communication	1,780	2,850	1,591	2,850	805	2,250	2,250
Transportation (VRF)	0	0	0	0	5,640	11,250	15,000
Vehicle, Travel & Training	1,331	2,000	390	2,000	254	2,000	2,000
Advertising & Promotion	0	1,000	61	1,000	0	500	500
Licenses & Inspections	325	1,000	0	2,200	0	500	500
Repairs	254,156	184,500	136,150	186,500	1,948	200,500	315,500
OTHER SERVICES & CHARGES	-257,710	-196,450	-138,397	-197,150	-18,652	-219,700	-338,450
Total Expenditures	-538,732	-526,575	-437,765	-477,917	-118,378	-504,379	-682,487
Net Revenue	-210,743	-322,575	30,885	-277,417	-117,013	-253,379	-380,987
Total for PROG 410: CONSTRUCTION PROJECTS	-210,743	-322,575	30,885	-277,417	-117,013	-253,379	-380,987

CITY OF OWATONNA 2015 PROGRAM BUDGETS

Public Works - Engineering

Construction 211-410

2014 Accomplishments

- Design and prepare plans and specifications for petitioned projects.
- Increased variety of repair techniques for roadway construction
- Design work for Mineral Springs Parkway
- Design work for Lemond Road
- Design and construct storm sewer/flood mitigation projects.

2015 Goals

- Design and prepare plans and specifications for petitioned projects.
- Complete street condition survey
- Reconstruct Lemond Road - Selby Avenue to Kim Lane.(MSA)
- Reconstruct Mineral Springs Parkway from Cherry Street to Mineral Springs Road
- Support Wastewater Treatment Plant for Bridge Lift Station
- Expand street overlay program to include state aid streets (Lincoln Ave, Havana Road, and Ausin Road)

DEPT 212: STREET MAINTENANCE
 PROG 420: STREET MAINTENANCE

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	118,553	0	3,101	0	0	0	0
Charges for Services	2,725	0	6,866	0	969	1,250	400
Total Revenues	121,278	0	9,967	0	969	1,250	400
FT Wages	295,916	166,391	235,256	240,155	108,275	246,256	256,504
PT/Seasonal Wages	84	0	1,495	0	21,715	0	0
OT/Holiday/Other	17,521	3,377	11,560	2,157	23,684	5,645	5,060
Benefits	131,249	68,705	101,665	99,863	45,599	112,346	115,017
PERSONAL SERVICES	444,770	238,473	349,976	342,175	199,273	364,247	376,581
Supplies	29,999	13,800	22,248	23,300	-8,613	24,600	24,800
Repair Supplies	681	300	77	300	0	300	300
Small Tools & Equipment	8,580	2,000	2,798	2,000	3,002	1,900	2,500
SUPPLIES	-39,260	-16,100	-25,123	-25,600	5,611	-26,800	-27,600
Professional Services	952	3,200	1,788	3,200	0	3,200	3,200
Communication	4,503	5,150	4,296	5,150	1,779	4,750	4,750
Transportation (VRF)	0	0	0	0	2,510	5,000	6,700
Vehicle, Travel & Training	4,907	5,700	6,824	6,000	2,285	1,200	1,200
Advertising & Promotion	40	500	1,258	500	245	0	250
Memberships & Subscriptions	246	400	355	400	0	400	400
Insurance	2,649	3,795	3,131	3,350	2,745	5,490	5,100
Licenses & Inspections	2,444	600	95	2,000	1,923	2,000	2,000
Other Services & Charges	1,233	2,500	720	0	741	1,250	1,250
OTHER SERVICES & CHARGES	-16,974	-21,845	-18,467	-20,580	-12,228	-23,290	-24,850
Total Expenditures	-501,004	-276,418	-393,566	-388,355	-205,890	-414,337	-429,031
Net Revenue	-379,726	-276,418	-383,599	-388,355	-204,921	-413,087	-428,631
Total for PROG 420: STREET MAINTENANCE	-379,726	-276,418	-383,599	-388,355	-204,921	-413,087	-428,631

CITY OF OWATONNA 2015 PROGRAM BUDGETS

**Public Works - Street
Administration 212-420**

2014 Accomplishments

- Respond to questions and concerns in a timely manner-target response time of 24 hours to inform citizen of answer or proposed solution.
- Began update to Steele County Maintenance Agreement

2015 Goals

- Optimize city owned equipment
- Evaluate new technology for cost effective solutions
- Implement Fleet Management Program (Software)
- Finalize Steele County Maintenance Agreement
- Implement electronic time reporting and insure accurate cost coding

PROG 421: ICE & SNOW REMOVAL

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	26,172	33,000	47,178	33,500	22,178	66,000	52,000
Miscellaneous	2,420	1,000	8,465	1,000	0	0	0
Total Revenues	28,592	34,000	55,643	34,500	22,178	66,000	52,000
FT Wages	78,501	138,446	158,644	138,079	153,143	143,344	147,798
PT/Seasonal Wages	413	0	0	0	0	0	0
OT/Holiday/Other	10,562	35,627	16,835	35,101	36,765	32,920	32,303
Benefits	40,072	76,279	80,808	75,344	79,346	78,689	78,967
PERSONAL SERVICES	129,548	250,352	256,287	248,524	269,254	254,953	259,068
Supplies	43,805	87,200	125,870	87,200	96,307	77,600	96,700
Repair Supplies	23,017	39,000	46,377	39,000	25,791	37,100	37,000
Small Tools & Equipment	249	1,500	305	1,500	4	1,500	1,500
SUPPLIES	-67,071	-127,700	-172,552	-127,700	-122,102	-116,200	-135,200
Transportation (VRF)	0	0	0	0	41,020	82,000	109,300
Vehicle, Travel & Training	0	1,000	0	1,000	0	1,000	0
Memberships & Subscriptions	0	50	0	50	0	50	0
Insurance	3,532	5,060	4,174	4,440	3,660	7,320	6,800
Repairs	2,666	10,700	1,473	10,700	9,624	7,200	8,700
Rents/Leases	5,978	16,000	10,150	16,000	17,826	16,000	55,000
OTHER SERVICES & CHARGES	-12,176	-32,810	-15,797	-32,190	-72,130	-113,570	-179,800
Total Expenditures	-208,795	-410,862	-444,636	-408,414	-463,486	-484,723	-574,068
Net Revenue	-180,203	-376,862	-388,993	-373,914	-441,308	-418,723	-522,068
Total for PROG 421: ICE & SNOW REMOVAL	-180,203	-376,862	-388,993	-373,914	-441,308	-418,723	-522,068

CITY OF OWATONNA 2015 PROGRAM BUDGETS

Public Works - Street

Ice/Snow Removal 212-421

2014 Accomplishments

- Continue current level of snow removal and ice control with increased mileage of streets due to new annexations.
- Airport snow & ice control on runways because of Crosswind Runway installation more windrowing and hauling of snow.
- Create snow plow route map
- Evaluated operations, sold excess equipment, used proceeds to purchase new plow truck.

2015 Goals

- Continue current level of snow removal and ice control with increased mileage of streets due to new annexations.
- Continued optimization of equipment and personnel
- Optimize salt/sand usage
- Optimize snow plow routes

PROG 422: STREET SIGNS AND MARKINGS

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
FT Wages	57,500	70,380	39,348	61,341	12,565	63,188	63,960
PT/Seasonal Wages	2,827	6,000	2,538	6,000	888	6,000	6,000
OT/Holiday/Other	1,505	960	742	969	479	815	500
Benefits	22,922	33,138	15,373	23,105	4,773	29,407	29,303
PERSONAL SERVICES	84,754	110,478	58,001	91,415	18,705	99,410	99,763
Supplies	23,408	31,300	21,346	33,300	3,883	31,200	31,600
Repair Supplies	15,800	6,600	22,171	9,800	1,353	9,400	11,800
Small Tools & Equipment	0	800	550	5,800	19	800	800
SUPPLIES	-39,208	-38,700	-44,067	-48,900	-5,255	-41,400	-44,200
Transportation (VRF)	0	0	0	0	1,200	2,400	3,200
Vehicle, Travel & Training	998	800	711	800	0	800	800
Insurance	883	1,265	1,044	1,110	915	1,830	1,700
Utilities	71	150	72	150	31	150	150
Repairs	6,222	10,100	11,924	15,500	4,417	15,500	11,500
OTHER SERVICES & CHARGES	-8,174	-12,315	-13,751	-17,560	-6,563	-20,680	-17,350
Total Expenditures	-132,136	-161,493	-115,819	-157,875	-30,523	-161,490	-161,313
Net Revenue	-132,136	-161,493	-115,819	-157,875	-30,523	-161,490	-161,313
Total for PROG 422: STREET SIGNS AND MARKINGS	-132,136	-161,493	-115,819	-157,875	-30,523	-161,490	-161,313

CITY OF OWATONNA 2015 PROGRAM BUDGETS

Public Works - Street

Signs/Markings 212-422

2014 Accomplishments

Evaluated use of alternative paint products

- Continue to work with Steele County, making signs and painting of center lines and turn lanes.
- Install signage on all new construction streets, parking lots and alleys and replace old signs with mandated HIP signs.

2015 Goals

- Provide the same level of service in a growing community with limited resources and personnel.
- Continue to work with Steele County, making signs and painting of center lines and turn lanes.
- Expand sign inventory database
- Prepare retroreflectivity compliance plan
- Optimize timing of crosswalk painting, especially around schools

PROG 423: FORESTRY

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	3,450	0	14,331	0	9,978	0	0
Charges for Services	1,401	0	12,575	100	761	500	500
Miscellaneous	0	2,000	0	2,000	0	0	0
Total Revenues	4,851	2,000	26,906	2,100	10,739	500	500
FT Wages	98,724	90,290	110,376	86,114	43,212	88,268	91,206
P.T/Seasonal Wages	184	0	1,946	0	0	0	0
OT/Holiday/Other	67	1,240	1,277	1,108	216	733	560
Benefits	53,195	50,205	58,022	47,516	22,243	49,033	50,022
PERSONAL SERVICES	152,170	141,735	171,621	134,738	65,671	138,034	141,788
Supplies	13,028	18,250	28,207	18,250	19,359	16,600	17,300
Repair Supplies	8,147	5,500	5,292	5,500	104	6,200	6,500
Small Tools & Equipment	1,073	1,900	2,711	1,900	255	1,900	1,900
SUPPLIES	-22,248	-25,650	-36,210	-25,650	-19,718	-24,700	-25,700
Communication	0	50	0	50	0	0	0
Transportation (VRF)	0	0	0	0	5,020	10,000	13,300
Vehicle, Travel & Training	590	1,400	699	1,400	646	1,400	1,400
Memberships & Subscriptions	160	600	15	600	0	600	600
Insurance	883	1,265	1,044	1,110	915	1,830	1,700
Repairs	1,998	2,250	4,517	2,250	1,895	4,000	5,000
Rents/Leases	0	1,000	1,247	0	0	0	1,000
Other Services & Charges	2,618	1,500	4,491	0	0	3,750	4,000
OTHER SERVICES & CHARGES	-6,249	-8,065	-12,013	-5,410	-8,476	-21,580	-27,000
Total Expenditures	-180,667	-175,450	-219,844	-165,798	-93,865	-184,314	-194,488
Net Revenue	-175,816	-173,450	-192,938	-163,698	-83,126	-183,814	-193,988
Total for PROG 423: FORESTRY	-175,816	-173,450	-192,938	-163,698	-83,126	-183,814	-193,988

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Public Works - Street
Forestry 212-423

2014 Accomplishments

- Trim trees for longevity, appearance and site obstruction as needed.
- Remove hazardous trees; trim storm damaged trees as needed.
- Plant more Blvd. and Park trees per obtained grant.
- Continued use of brush mower to keep all park trails, creeks, drainage ditches and retention ponds free of trees and brush.

2015 Goals

- Trim trees for longevity, appearance and site obstruction as needed.
- Remove hazardous trees; trim storm damaged trees as needed.
- Develop action plan for Emerald Ash Borer

PROG 424: MECHANICAL REPAIRS/PURCHASING

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	10,472	0	7,032	0	5,966	0	0
Charges for Services	1,790	0	3,066	0	1,092	500	0
Miscellaneous	14,040	0	1,659	0	0	0	0
Total Revenues	26,302	0	11,757	0	7,058	500	0
FT Wages	89,173	135,024	105,975	102,255	60,293	103,567	107,809
OT/Holiday/Other	7,088	9,463	4,853	9,481	6,759	8,605	8,200
Benefits	37,081	60,448	43,729	47,260	26,648	47,497	49,251
PERSONAL SERVICES	133,342	204,935	154,557	158,996	93,700	159,669	165,260
Supplies	12,707	10,200	11,716	10,200	3,014	12,800	12,800
Repair Supplies	-2,945	15,000	-2,433	7,000	-10,746	6,700	-4,100
Small Tools & Equipment	1,098	2,900	321	2,900	538	2,800	2,400
SUPPLIES	-10,860	-28,100	-9,604	-20,100	7,194	-22,300	-11,100
Communication	0	50	0	50	0	0	0
Vehicle, Travel & Training	360	400	90	400	0	400	400
Insurance	1,766	2,530	2,087	2,220	1,830	3,660	3,400
Licenses & Inspections	0	600	25	600	25	600	600
Repairs	5,850	3,500	17,423	3,500	1,213	7,500	4,500
Rents/Leases	41,684	0	-3,333	0	130	0	1,000
Other Services & Charges	0	2,420	0	2,300	0	500	0
OTHER SERVICES & CHARGES	-49,660	-9,500	-16,292	-9,070	-3,198	-12,660	-9,900
Total Expenditures	-193,862	-242,535	-180,453	-188,166	-89,704	-194,629	-186,260
Net Revenue	-167,560	-242,535	-168,696	-188,166	-82,646	-194,129	-186,260
REPAIRS/PURCHASING	-167,560	-242,535	-168,696	-188,166	-82,646	-194,129	-186,260

CITY OF OWATONNA 2015 PROGRAM BUDGETS

Public Works - Street

Mechanical Repair/Purchase 212-424

2014 Accomplishments

- Maintain 200 fleet vehicles and equipment for WWTP, government buildings, engineering, administration, street, fire, police, building inspection and airport.
- Completed build of 2 marked and 2 unmarked squad cars
- Started using maintenance request forms in order to prioritize repairs and optimize service.
- Removed 9 obsolete vehicles from fleet

2015 Goals

- Maintain 200 fleet vehicles and equipment for WWTP, government buildings, engineering, administration, street, fire, police, building inspection and airport.
- Implement Fleet Management Program Software
- Remove obsolete vehicles from fleet

PROG 425: STREET CLEANING

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Transfers	10,000	10,000	15,000	15,000	7,500	15,000	15,000
Total Revenues	10,000	10,000	15,000	15,000	7,500	15,000	15,000
FT Wages	84,737	82,484	87,435	80,854	22,676	85,642	88,501
OT/Holiday/Other	852	4,100	534	2,883	227	2,763	1,450
Benefits	36,590	38,494	39,198	39,823	8,128	43,814	42,952
PERSONAL SERVICES	122,179	125,078	127,167	123,560	31,031	132,219	132,903
Supplies	20,961	15,300	15,572	15,300	6,378	14,600	15,000
Repair Supplies	32,700	28,500	16,969	28,500	10,650	20,500	21,500
Small Tools & Equipment	70	500	-9	500	0	500	500
SUPPLIES	-53,731	-44,300	-32,532	-44,300	-17,028	-35,600	-37,000
Transportation (VRF)	0	0	0	0	12,820	25,600	34,100
Vehicle, Travel & Training	0	100	15	100	90	100	100
Insurance	2,649	3,795	3,131	3,330	2,745	5,490	5,100
Repairs	607	3,500	9,446	3,500	0	4,000	4,000
OTHER SERVICES & CHARGES	-3,256	-7,395	-12,592	-6,930	-15,655	-35,190	-43,300
Total Expenditures	-179,166	-176,773	-172,291	-174,790	-63,714	-203,009	-213,203
Net Revenue	-169,166	-166,773	-157,291	-159,790	-56,214	-188,009	-198,203
Total for PROG 425: STREET CLEANING	-169,166	-166,773	-157,291	-159,790	-56,214	-188,009	-198,203

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Public Works - Street
Street Cleaning 212-425

2014 Accomplishments

- Provide the same level of service in a growing community with limited resources and personnel while sweeping 166 centerline miles of streets, 112 cul-de-sacs.
- Sweeping to comply with the city storm water pollution prevention plan.
- Purchase leaf vac to improve efficiency

2015 Goals

- Provide necessary street sweeping only. Optimize sweeping activities to only that which is necessary.
- Sweeping to comply with the city storm water pollution prevention plan.
- Optimize sweeping routes and improve record keeping
- replace regenerative air sweeper with standard mechanical sweeper to reduce costs to take advantage of purchase of leaf vac.

PROG 426: STREET MAINTENANCE REPAIR

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Licenses & Permits	300	4,800	3,420	4,800	5,200	500	0
Intergovernmental Revenue	26,172	33,000	47,178	33,500	0	33,500	34,500
Charges for Services	0	1,000	0	1,000	0	0	0
Miscellaneous	8,571	0	1,272	0	0	0	0
Total Revenues	35,043	38,800	51,870	39,300	5,200	34,000	34,500
FT Wages	139,128	166,199	116,140	158,303	46,492	171,988	177,023
PT/Seasonal Wages	7,392	6,000	6,576	8,000	1,352	2,000	2,000
OT/Holiday/Other	3,220	2,127	2,210	1,578	817	1,290	1,260
Benefits	74,782	88,426	59,654	86,169	21,084	93,008	88,810
PERSONAL SERVICES	224,522	262,752	184,580	254,050	69,745	268,286	269,093
Supplies	247,796	212,550	193,462	219,786	53,981	217,936	293,100
Repair Supplies	33,114	18,600	24,400	18,600	891	18,000	18,000
Small Tools & Equipment	1,607	4,000	962	4,000	467	4,000	5,000
SUPPLIES	-282,517	-235,150	-218,824	-242,386	-55,339	-239,936	-316,100
Transportation (VRF)	0	0	0	0	25,010	50,000	70,000
Vehicle, Travel & Training	150	200	200	200	0	200	200
Insurance	5,298	7,590	6,261	6,660	5,490	10,980	10,200
Repairs	3,779	3,300	8,132	3,300	3,075	3,200	3,200
Rents/Leases	29,480	22,000	16,905	17,000	0	17,000	17,000
Other Services & Charges	1,054	1,000	447	1,000	295	1,000	1,000
OTHER SERVICES & CHARGES	-39,761	-34,090	-31,945	-28,160	-33,870	-82,380	-101,600
Total Expenditures	-546,800	-531,992	-435,349	-524,596	-158,954	-590,602	-686,795
Net Revenue	-511,757	-493,192	-383,479	-485,296	-153,754	-556,602	-652,295
Total for PROG 426: STREET MAINTENANCE REPAIR	-511,757	-493,192	-383,479	-485,296	-153,754	-556,602	-652,295
Total for DEPT 212: STREET MAINTENANCE	-1,716,364	-1,890,723	-1,790,815	-1,917,094	-1,052,492	-2,115,854	-2,342,756
Total for DEPT 213: STREET-COUNTY MAINTENANCE	-14,115	0	-473	0	-13,181	0	0

CITY OF OWATONNA 2015 PROGRAM BUDGETS

Public Works - Street

Street Maintenance/Repair 212-426

2014 Accomplishments

- Crack sealing and sealcoating of approximately 11 miles of bituminous pavement
- Evaluated mowing activities and removed or reduced unnecessary mowing

2015 Goals

- Evaluate options for street patching
- Evaluate operations for crack sealing and seal coating.
- continued evaluation of lease vs. purchase equipment

DEPT 380: AIRPORT
 PROG 490: AIRPORT

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	1,777	1,700	1,753	1,775	1,568	1,775	1,775
Charges for Services	222,759	203,240	176,119	228,163	89,447	232,725	233,050
Miscellaneous	92,861	85,014	165,623	101,823	49,181	140,000	140,000
Total Revenues	317,397	289,954	343,495	331,761	140,196	374,500	374,825
FT Wages	63,201	62,094	62,453	64,938	31,539	65,768	67,748
PT/Seasonal Wages	0	0	2,812	0	0	0	0
OT/Holiday/Other	0	148	0	0	0	0	0
Benefits	27,959	27,846	25,772	28,070	13,487	28,602	29,624
PERSONAL SERVICES	91,160	90,088	91,037	93,028	45,026	94,370	97,372
Supplies	162,246	151,000	129,766	175,560	62,129	179,608	179,150
Small Tools & Equipment	2,192	850	1,248	1,600	0	2,050	1,150
Concession Supplies	0	1,500	1,037	125	180	0	0
SUPPLIES	-164,438	-153,350	-132,051	-177,285	-62,309	-181,658	-180,300
Professional Services	29,856	30,000	26,030	30,866	9,800	16,800	16,800
Communication	7,552	7,500	7,047	7,610	3,798	8,850	8,650
Vehicle, Travel & Training	1,167	1,265	1,292	2,590	1,175	3,340	2,840
Advertising & Promotion	2,865	1,500	2,235	5,500	355	5,500	4,000
Memberships & Subscriptions	705	0	425	425	444	425	425
Insurance	20,540	28,800	24,570	26,100	11,800	23,600	23,700
Licenses & Inspections	400	450	591	2,625	400	2,625	1,625
Utilities	32,979	37,975	38,445	36,881	19,127	36,881	38,150
Other Services & Charges	15,173	12,900	17,941	15,400	17,267	18,400	18,400
OTHER SERVICES & CHARGES	-111,237	-120,390	-118,576	-127,997	-64,166	-116,421	-114,590
Total Expenditures	-366,835	-363,828	-341,664	-398,310	-171,501	-392,449	-392,262
Net Revenue	-49,438	-73,874	1,831	-66,549	-31,305	-17,949	-17,437
Total for PROG 490: AIRPORT	-49,438	-73,874	1,831	-66,549	-31,305	-17,949	-17,437

CITY OF OWATONNA 2015 PROGRAM BUDGETS

Public Works - Airport Administration 380-490

2014 Accomplishments

- Provided high quality transportation infrastructure for corporate and general aviation users.
- Completed FAA required airport Master Plan and Airport Layout Plan (ALP) update.
- Developed airport Business Policy and Development Working Group.
- Updated airport Minimum Standards for Commercial Operators.
- Maintained safe and efficient facilities and services.
- Updated use of airport web-site and social media.
- Promoted airport through school tours, tenant events, informational meetings, and other special events.
- Developed options to work with existing business tenants.
- Developed baseline presentation and procedures for soliciting airport based businesses.

2015 Goals

- Increase revenues through use of facilities, services, and use of airport property.
- Provide positive economic impact on region.
- Implement Business Plan strategies.
- Maintain high level of customer service.
- Promote airport through continued school tours, youth aviation camp, tenant events, informational meetings, and other special events.
- Complete emergency training with agencies tasked within the airport emergency plan.
- Work with EDA and business leaders to promote business use of airport.
- Work with airport Business Development Group to identify and develop qualified leads for prospective airport based businesses.

PROG 491: AIRPORT BUILDING & MAINTENANCE

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	51,162	43,873	65,040	43,873	11,197	43,873	48,260
Total Revenues	51,162	43,873	65,040	43,873	11,197	43,873	48,260
FT Wages	3,447	2,470	5,188	2,526	2,118	2,558	2,635
PT/Seasonal Wages	0	0	763	0	3,147	11,105	13,500
Benefits	1,523	1,121	2,323	1,135	1,448	3,252	3,779
PERSONAL SERVICES	4,970	3,591	8,274	3,661	6,713	16,915	19,914
Supplies	16,705	22,250	21,091	23,450	15,523	23,450	21,725
Repair Supplies	17,395	9,592	18,126	11,510	11,613	13,100	13,100
Small Tools & Equipment	0	325	0	425	0	425	425
SUPPLIES	-34,100	-32,167	-39,217	-35,385	-27,136	-36,975	-35,250
Transportation (VRF)	0	0	0	0	6,130	12,250	16,300
Utilities	0	5,250	0	0	0	0	0
Repairs	10,086	11,525	26,000	14,762	10,964	15,275	15,475
OTHER SERVICES & CHARGES	-10,086	-16,775	-26,000	-14,762	-17,094	-27,525	-31,775
CAPITAL OUTLAY	0	0	16,300	0	0	0	0
Total Expenditures	-49,156	-52,533	-89,791	-53,808	-50,943	-81,415	-86,939
Net Revenue	2,006	-8,660	-24,751	-9,935	-39,746	-37,542	-38,679
MAINTENANCE	2,006	-8,660	-24,751	-9,935	-39,746	-37,542	-38,679
Total for DEPT 380: AIRPORT	-47,432	-82,534	-22,920	-76,484	-71,051	-55,491	-56,116

CITY OF OWATONNA 2015 PROGRAM BUDGETS

Public Works - Airport

Buildings/Maintenance 380-491

2014 Accomplishments

- Completed East Apron pavement re-construction project.
- Completed 100% of airport Preventive Maintenance Program.
- Completed re-painting of all runway, taxiway, and apron markings.
- Completed re-location of Civil Air Patrol (CAP) squadron facility.
- Increased State maintenance & operations funding by 10% by completing amendment to grant.
- Worked with MnDOT Aeronautics to install new electrical components to Runway 30 MALSR approach lighting system.

2015 Goals

- Complete T-Hangar area pavement re-habilitation phase of pavement maintenance program.
- Work with FAA to add instrument approach procedure to Runway 5/23.
- Replace main hangar bi-fold doors.
- Replace aircraft fueling cabinets and pumps.
- Clean and repair runway /taxiway sub-drain system.
- Maintain existing buildings, equipment, and navigational aids with limited resources and personnel through efficient preventive maintenance program.

DEPT 420: LIBRARY
 PROG 600: LIBRARY

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	19,701	18,800	19,078	18,800	9,345	18,800	18,800
Total Revenues	19,701	18,800	19,078	18,800	9,345	18,800	18,800
FT Wages	131,376	123,018	100,513	125,802	59,801	97,174	100,099
PT/Seasonal Wages	867	0	20,267	0	8,516	14,209	18,009
OT/Holiday/Other	5,084	0	0	0	0	0	0
Benefits	42,022	42,554	32,567	32,482	19,346	31,085	32,797
PERSONAL SERVICES	179,349	165,572	153,347	158,284	87,663	142,468	150,905
Supplies	193	300	318	300	93	300	300
Small Tools & Equipment	7	0	0	0	0	0	0
Library Materials	0	150	0	150	0	150	150
SUPPLIES	-200	-450	-318	-450	-93	-450	-450
Professional Services	79	0	0	160	212	320	350
Communication	2,170	1,800	1,962	3,300	351	2,815	2,815
Vehicle, Travel & Training	6,636	6,460	4,989	6,940	5,192	6,180	6,180
Advertising & Promotion	141	0	1,149	0	0	0	0
Memberships & Subscriptions	1,269	1,450	1,544	1,460	0	1,606	1,608
Insurance	1,030	1,570	1,175	1,250	380	760	820
Repairs	118	500	498	500	0	500	500
Rents/Leases	0	225	0	225	0	225	225
Other Services & Charges	3,778	3,777	3,890	3,890	2,107	4,193	4,635
OTHER SERVICES & CHARGES	-15,221	-15,782	-15,207	-17,725	-8,242	-16,599	-17,133
Total Expenditures	-194,770	-181,804	-168,872	-176,459	-95,998	-159,517	-168,488
Net Revenue	-175,069	-163,004	-149,794	-157,659	-86,653	-140,717	-149,688
Total for PROG 600: LIBRARY	-175,069	-163,004	-149,794	-157,659	-86,653	-140,717	-149,688

**CITY OF OWATONNA 2014 PROGRAM BUDGETS
Culture & Recreation - Library
Administration 420-600**

OBJECTIVE: Coordinate the library team with the goal of serving community needs.

2014 Accomplishments

Reduced staff provided service to public. Administrative assistant position remains reduced to half time.

Ensured staff has necessary tools to provide service to public. Used gift funds to augment project funding.

Provided community with shared greenspace. Collaborate.

Continued leadership in regional library system: Participated in regional board meetings, advisory meetings, and integrated library system operations meetings.

Recommended feasibility study with building consultant. Library Board supported the recommendation.

Participated in City leadership, safety and wellness committees.

Discussed local flooding with city engineer and library board.

Provided staff with training on audio-visual equipment, online databases, health resources, Microsoft Office software and violence in the workplace training.

Provided public with basic computer training.

Recommended updated technology roadmap.

2015 Goals

Hire and retain staff sufficient to provide service to public. Increase administrative assistant position to 24 hours/week. Add IT staff, 1/4 to be paid from library operating budget. Relocate City information technology employees to City Hall at West Hills complex.

Ensure staff has necessary tools to provide service to public: Replace outdated staff computers, install self-checkout stations.

With library board and staff, continue succession planning.

Provide community with shared greenspace. Collaborate.

Continue leadership in regional library system in appointed and elected positions.

Complete space needs study with building consultant.

Participate in City leadership, safety and wellness committees.

Provide staff with training on audio-visual equipment, online databases, health resources, workplace bullying, Microsoft Office software.

Provide public with basic computer and electronic device training.

Recommend updated Technology Roadmap.

Recommend updated City compensation plan.

PROG 610: CIRCULATION SERVICES PROGRAM

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	65,308	60,900	66,585	60,900	30,735	60,900	60,900
Charges for Services	3,333	0	0	0	0	0	0
Fines & Forfeits	14,431	17,000	11,757	17,000	6,217	15,000	13,000
Miscellaneous	285	1,200	415	300	0	300	100
Total Revenues	83,357	79,100	78,757	78,200	36,952	76,200	74,000
FT Wages	185,763	171,372	216,436	175,249	122,017	168,354	173,421
PT/Seasonal Wages	79,961	82,192	96,198	83,260	53,249	109,325	127,367
OT/Holiday/Other	1,615	518	281	527	474	533	546
Benefits	70,150	68,797	78,437	66,497	46,527	71,969	77,909
PERSONAL SERVICES	337,489	322,879	391,352	325,533	222,267	350,181	379,243
Supplies	957	1,125	834	1,125	0	1,125	1,125
Small Tools & Equipment	745	600	474	500	881	500	1,000
Library Materials	72,632	72,032	80,813	72,032	44,231	55,295	60,700
SUPPLIES	-74,334	-73,757	-82,121	-73,657	-45,112	-56,920	-62,825
Professional Services	0	0	0	125	0	250	250
Communication	3,223	3,500	2,833	3,500	1,375	3,675	3,600
Vehicle, Travel & Training	0	0	0	0	231	0	0
Insurance	3,296	5,024	3,760	4,000	1,216	2,432	2,624
Repairs	0	1,000	1	1,000	0	500	500
Other Services & Charges	15,130	15,233	15,562	15,686	8,429	16,900	18,666
OTHER SERVICES & CHARGES	-21,649	-24,757	-22,156	-24,311	-11,251	-23,757	-25,640
Total Expenditures	-433,472	-421,393	-495,629	-423,501	-278,630	-430,858	-467,708
Net Revenue	-350,115	-342,293	-416,872	-345,301	-241,678	-354,658	-393,708
PROGRAM	-350,115	-342,293	-416,872	-345,301	-241,678	-354,658	-393,708

CITY OF OWATONNA 2014 PROGRAM BUDGETS
Culture & Recreation - Library
Circulation Services 420-610

OBJECTIVE: Provide organized collections of materials for community use.

2014 Accomplishments

Book budget reduced to accommodate comparable worth evaluation.
Evaluated and updated collection. Arranged space for displaced collections.
Using gift funds, purchased/subscribed to Collection HQ.
Purchased current books, DVDs, spoken word recordings, magazines, and other materials in a timely manner.

Used social media to promote resources.
Train additional staff in inventory, bill-paying, and inter-library loan.
Served as community recycling center for donated print and video materials.
Dispersed donated materials.
Replaced shelvers.
Added additional content to shared eBook database.
Learned standardized cataloging. (RDA)

2015 Goals

Maintain sufficient hours for most effective service to the community.
Add one self-checkout station, using capital funds.
Continue to predict and assess patron needs for media; explore new formats; replace materials. Process slowed because of staff cuts.
Evaluate and update collection. Seek space for displaced collections.
Continue to purchase current books, DVDs, spoken word recordings, magazines, and other materials in a timely manner.

Used social media to promote resources.
Train additional staff in inventory, bill-paying, and inter-library loan.
Continue to serve as community recycling center for donated print and video materials. Disperse donated materials.
Employ sufficient shelving staff.

PROG 620: LIBRARY SITE USE

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	57,739	55,100	55,915	55,100	27,390	55,100	55,100
Charges for Services	9,876	9,300	9,604	9,000	6,601	9,000	9,000
Miscellaneous	68	2,700	45	0	0	0	9
Total Revenues	67,683	67,100	65,564	64,100	33,991	64,100	64,109
FT Wages	96,146	94,696	59,966	96,839	20,160	88,975	91,653
PT/Seasonal Wages	4,750	5,000	4,685	5,000	8,347	26,571	24,232
OT/Holiday/Other	1,615	518	281	527	474	533	546
Benefits	30,371	31,656	19,578	28,865	7,926	32,132	33,087
PERSONAL SERVICES	132,882	131,870	84,510	131,231	36,907	148,211	149,518
Supplies	3,977	4,760	5,132	4,760	1,495	4,760	4,760
Repair Supplies	7,541	3,000	5,806	3,000	3,334	3,000	5,000
Small Tools & Equipment	1,333	1,200	1,300	1,300	154	1,300	1,300
Library Materials	2,633	2,600	3,142	2,600	1,184	2,720	2,720
SUPPLIES	-15,484	-11,560	-15,380	-11,660	-6,167	-11,780	-13,780
Professional Services	1,568	1,000	1,179	1,000	239	1,000	1,000
Communication	2,117	2,000	2,373	2,160	1,707	2,000	2,120
Insurance	2,987	4,553	3,408	3,625	1,102	2,204	2,378
Repairs	4,278	500	5,300	6,500	5,092	7,500	7,500
Rents/Leases	911	3,600	659	3,600	338	3,600	1,600
Other Services & Charges	5,494	5,527	5,726	5,940	3,009	6,494	8,135
OTHER SERVICES & CHARGES	-17,355	-17,180	-18,645	-22,825	-11,487	-22,798	-22,733
CAPITAL OUTLAY	0	0	10,684	0	0	0	0
Total Expenditures	-165,721	-160,610	-129,219	-165,716	-54,561	-182,789	-186,031
Net Revenue	-98,038	-93,510	-63,655	-101,616	-20,570	-118,689	-121,922
Total for PROG 620: LIBRARY SITE USE	-98,038	-93,510	-63,655	-101,616	-20,570	-118,689	-121,922

**CITY OF OWATONNA 2014 PROGRAM BUDGETS
Culture & Recreation - Library
Site Use 420-620**

OBJECTIVE: Provide an attractive setting with a variety of materials, furniture and equipment for public use.

2014 Accomplishments

Recommended feasibility study with building consultant. Library Board supported the recommendation.

Using gift funds, purchase Steele County artists' works from Experience Art in Southeastern Libraries (EASEL) traveling art exhibit.

Maintained building, furnishings, and property to provide a clean, safe, and pleasant space for customers and staff. Completed renovations in Gainey Room, Teen Room, and Reading Room.

Seal coated parking lot.

With gift funds, provided three-month children's summer reading program. Collaborated with community organizations/volunteers.

Hosted community presentations for the public.

2015 Goals

Plan early literacy play spot.

Complete space needs study with building consultant.

Maintain building, furnishings, and property to provide a clean, safe, and pleasant space for customers and staff. Wash windows. Carpet Children's Services. Replace furniture in Children's Services.

East of Downtown project. With community, explore placemaking. Repair parking lot. Extend parking lot.

Provide three-month children's summer reading program. Collaborate with community organizations/volunteers.

Host community presentations for the public.
Plan signage.

Focus Children's Services programs on preschool literacy.

PROG 630: LIBRARY INFORMATION SERVICES

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	26,512	25,300	25,674	25,300	12,576	25,300	25,300
Total Revenues	26,512	25,300	25,674	25,300	12,576	25,300	25,300
FT Wages	206,937	222,765	180,684	228,020	75,741	200,168	221,108
PT/Seasonal Wages	0	0	1,200	0	0	0	0
OT/Holiday/Other	420	2,415	1,310	2,460	2,213	2,486	2,548
Benefits	66,229	75,585	56,661	76,493	24,222	65,294	74,363
PERSONAL SERVICES	273,586	300,765	239,855	306,973	102,176	267,948	298,019
Supplies	85	650	480	650	0	250	650
Small Tools & Equipment	8	375	0	250	0	250	250
Library Materials	9,346	9,250	8,824	9,250	3,969	9,537	11,500
SUPPLIES	-9,439	-10,275	-9,304	-10,150	-3,969	-10,037	-12,400
Professional Services	0	0	0	0	0	10,720	0
Advertising & Promotion	280	0	77	0	0	0	0
Insurance	1,339	2,041	1,528	1,625	494	988	1,066
Repairs	661	1,000	0	1,000	96	1,000	1,000
Rents/Leases	0	675	0	675	0	675	675
Other Services & Charges	15,110	15,108	15,562	15,561	8,429	16,775	18,450
OTHER SERVICES & CHARGES	-17,390	-18,824	-17,167	-18,861	-9,019	-30,158	-21,191
Total Expenditures	-300,415	-329,864	-266,326	-335,984	-115,164	-308,143	-331,610
Net Revenue	-273,903	-304,564	-240,652	-310,684	-102,588	-282,843	-306,310
SERVICES	-273,903	-304,564	-240,652	-310,684	-102,588	-282,843	-306,310

CITY OF OWATONNA 2014 PROGRAM BUDGETS

Culture & Recreation - Library

Information Services 420-630

OBJECTIVE: Provide community access to information. Provide Internet access, reference and referral services through inter-library loan; borrow materials from other collections and share Owatonna's collections.

2014 Accomplishments

Provided classes and one-on-one assistance with customers' personal electronic devices. (Best practice.)

2015 Goals

Increase staff interactions with community groups outside the library.

Prepare presentation about library resources and services and present to community organizations.

Provide classes and one-on-one assistance with customers' personal electronic devices. (Best practice.)

Remain nimble and flexible when meeting customers' information needs online, face-to-face in classes and on individual request.

Provide staff training to assist with customers' personal electronic devices. (Best practice.)

Advise City departments on website design and function and on social media.

Replace staff computers to ensure efficient access to information requested by customers.

Replace public computers per schedule.

Collaborate with community organizations to offer job club.

Remain responsive to community demands for assistance.

Provide technology training to the community.

Provide timely and accurate information and resources.
Continue proctoring program.

Hire third City information technology employee.

Relocate City information technology employees to City Hall at West Hills complex.

Cooperated with community organizations to provide services for job seekers, business and education.

Arranged for assisters to help customers with signing up for insurance per the federal Affordable Care Act.

Provided additional technology and hardware for public use. 8 iPads in Children's Services.

Provided technology training to the community.

Provided wellness and health information, resources and programs to community and City staff.

Provided technology information, resources, hardware, software and tools to community and City staff.
Provided proctor.

Provided digital technology information to teens. Photography workshops.

PROG 640: LIBRARY OFF-SITE USE

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	42,662	39,500	39,832	39,500	20,856	39,500	39,500
Total Revenues	42,662	39,500	39,832	39,500	20,856	39,500	39,500
FT Wages	16,069	16,447	15,756	16,820	6,247	17,031	17,543
PT/Seasonal Wages	593	4,083	0	4,083	1,135	4,083	1,000
Benefits	4,969	5,481	4,715	5,546	2,098	5,735	5,681
PERSONAL SERVICES	21,631	26,011	20,471	26,449	9,480	26,849	24,224
Other Supplies	19,132	19,132	26,998	19,132	5,198	19,132	19,132
SUPPLIES	-19,132	-19,132	-26,998	-19,132	-5,198	-19,132	-19,132
Vehicle, Travel & Training	0	0	21	472	0	472	472
Insurance	1,648	2,512	1,880	2,000	608	1,216	1,312
Licenses & Inspections	40	0	0	0	0	0	0
OTHER SERVICES & CHARGES	-1,688	-2,512	-1,901	-2,472	-608	-1,688	-1,784
Total Expenditures	-42,451	-47,655	-49,370	-48,053	-15,286	-47,669	-45,140
Net Revenue	211	-8,155	-9,538	-8,553	5,570	-8,169	-5,640
Total for PROG 640: LIBRARY OFF-SITE USE	211	-8,155	-9,538	-8,553	5,570	-8,169	-5,640
Total for DEPT 420: LIBRARY	-896,914	-911,526	-880,511	-923,813	-445,919	-905,076	-977,268

CITY OF OWATONNA 2014 PROGRAM BUDGETS

Culture & Recreation - Library

Off-site Use 420-640

OBJECTIVE: Provide library outreach and extension services.

2014 Accomplishments

With BP Friends and OPL Foundation, installed early literacy spot.

Consulted weekly with BPBL staff and leadership.

Collaborated with BPBL to schedule, implement library programming. Share marketing.

Enhanced offerings to children in Early Childhood Family Education programs in Ellendale, Litomysl and Medford.

Collaborated with Health Seniors to offer books to the homebound.

Provided offsite collections to greater Steele County.

2015 Goals

Consult weekly with BPBL staff and leadership.

Collaborate with BPBL to schedule, implement library programming. Share marketing.

Enhance offerings to children in Early Childhood Family Education programs in Ellendale, Litomysl and Medford.

Provide offsite collections to greater Steele County.

Enhance online library card application.

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

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	0	0	1,099	0	0	0	0
Miscellaneous	280	0	0	0	0	0	0
Total Revenues	280	0	1,099	0	0	0	0
FT Wages	145,576	126,947	151,558	129,820	67,626	141,526	113,892
PT/Seasonal Wages	25,536	26,234	30,237	26,799	34,587	13,419	17,591
OT/Holiday/Other	19,012	6,478	5,929	0	4,461	4,548	4,667
Benefits	59,287	57,403	45,853	42,639	20,694	44,934	32,161
PERSONAL SERVICES	249,411	217,062	233,577	199,258	127,368	204,427	168,311
Supplies	1,959	3,910	4,193	3,300	1,156	8,500	5,000
Small Tools & Equipment	413	1,000	0	1,000	0	1,000	1,000
SUPPLIES	-2,372	-4,910	-4,193	-4,300	-1,156	-9,500	-6,000
Professional Services	3,384	0	2,288	0	212	3,000	1,500
Communication	1,932	2,700	891	2,100	423	2,100	2,100
Vehicle, Travel & Training	2,844	5,820	1,712	4,320	525	5,820	5,820
Advertising & Promotion	3,410	2,500	5,067	2,500	695	3,500	3,500
Printing	361	2,600	169	2,600	0	2,000	500
Memberships & Subscriptions	1,542	2,050	2,574	2,050	2,205	2,000	2,500
Repairs	103	920	41	920	3,825	900	0
Rents/Leases	10,561	10,027	5,652	10,027	0	0	0
Other Services & Charges	0	400	313	1,000	0	1,000	3,825
OTHER SERVICES & CHARGES	-24,137	-27,017	-18,707	-25,517	-7,885	-20,320	-19,745
CAPITAL OUTLAY	0	0	59,746	0	0	0	0
Total Expenditures	-275,920	-248,989	-316,223	-229,075	-136,409	-234,247	-194,056
Net Revenue	-275,640	-248,989	-315,124	-229,075	-136,409	-234,247	-194,056
Total for PROG 500: PARK & REC ADMINISTRATION	-275,640	-248,989	-315,124	-229,075	-136,409	-234,247	-194,056
Total for DEPT 510: PARK & REC ADMINISTRATION	-275,640	-248,989	-315,124	-229,075	-136,409	-234,247	-194,056

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Culture & Recreation - Park and Recreation
Administration 510-500

2014 Accomplishments

- Analyze and reorganize department structure
- Obtained additional partnerships to assist in department operations
 - Community Education
 - Youth & Adult Sports Association
 - Chamber of Commerce and Tourism
 - Department of Corrections & Steele County Community Service
 - Big Brothers Big Sisters
 - MRPA, SMRPA, NRPA
- Obtained Grants
 - TDAP Grant for North Straight River Trail
 - Alliana Health Grant
- Implemented new software offerings
- Marketed department offerings to community
 - created a marketing checklist & follow-up procedure
 - spoke at many civic service groups
 - changed brochure to four times per year
 - updated website
 - photo contest
- Began to look at comprehensive plan, upgrading Survey Monkey
 - ability to sort data and obtain quality information
- Engaged Park & Recreation Board
 - involved in budget processes, programs
 - developed document for expectations and duties

2015 Goals

- Continue analyzing department structure.
- Continue seeking and applying for grants.
- Continue to improve software options.
- Continue seeking new partnerships to assist in operations.
- Continue branding and marketing department offerings.
- Start to look at comprehensive plan for the department.
- Engage & involve Park Board.
- Work with City Council on city's long range plan.

DEPT 511: PARK MAINTENANCE
 PROG 510: PARK MAINTENANCE

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Licenses & Permits	84	0	47	0	0	0	0
Intergovernmental Revenue	82,902	20,000	83,574	20,000	-1,925	30,000	30,000
Charges for Services	21,815	15,000	16,110	15,000	9,579	15,000	15,000
Miscellaneous	40,701	30,799	49,115	31,500	9,006	32,000	32,000
Total Revenues	145,502	65,799	148,846	66,500	16,660	77,000	77,000
FT Wages	372,700	376,132	352,842	385,496	199,292	376,314	389,811
PT/Seasonal Wages	195,290	179,221	175,705	203,207	62,685	178,227	183,193
OT/Holiday/Other	15,181	25,583	30,867	20,001	7,074	18,000	18,000
Benefits	186,645	194,497	162,395	193,531	88,072	176,778	183,878
PERSONAL SERVICES	769,816	775,433	721,809	802,235	357,123	749,319	774,882
Supplies	139,202	109,650	144,224	120,650	55,314	126,750	129,750
Repair Supplies	74,803	90,500	80,233	104,500	30,594	98,700	98,700
Small Tools & Equipment	10,439	14,600	5,912	19,000	5,188	17,100	17,100
SUPPLIES	-224,444	-214,750	-230,369	-244,150	-91,096	-242,550	-245,550
Professional Services	0	150	30,439	15,150	0	15,150	15,150
Communication	2,347	3,690	2,515	2,500	977	2,550	2,550
Transportation (VRF)	0	0	0	0	19,760	39,500	52,700
Vehicle, Travel & Training	5,613	6,012	5,465	6,012	4,578	6,012	6,012
Advertising & Promotion	0	0	142	300	550	300	300
Memberships & Subscriptions	128	215	15	215	0	225	225
Insurance	29,589	34,510	36,155	35,600	16,650	33,300	32,000
Licenses & Inspections	772	4,473	1,533	4,473	329	4,500	4,500
Repairs	2,455	6,700	6,128	8,300	4,082	8,300	8,300
Rents/Leases	10,676	2,740	9,736	10,000	1,756	11,000	12,000
Other Services & Charges	14,180	19,960	13,639	18,960	6,607	15,500	15,500
OTHER SERVICES & CHARGES	-65,760	-78,450	-105,767	-101,510	-55,289	-136,337	-149,237
CAPITAL OUTLAY	407	0	10,000	0	0	0	0
Total Expenditures	-1,060,427	-1,068,633	-1,067,945	-1,147,895	-503,508	-1,128,206	-1,169,669
Net Revenue	-914,925	-1,002,834	-919,099	-1,081,395	-486,848	-1,051,206	-1,092,669
Total for PROG 510: PARK MAINTENANCE	-914,925	-1,002,834	-919,099	-1,081,395	-486,848	-1,051,206	-1,092,669
Total for DEPT 511: PARK MAINTENANCE	-914,616	-1,002,834	-919,153	-1,081,395	-486,848	-1,051,206	-1,092,669

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Culture & Recreation - Park Maintenance
Park Maintenance 511-510

2014 Accomplishments	2015 Goals
Provide good customer service	Provide good customer service
Provide mosquito control - 2 full city, 2 larvicide applications and spot	Provide mosquito control - 2 full city, 2 larvicide applications and spot
Trail repairs and seal coat; park signs landscaping; erosion repairs; assist street department in snow removal	Trail repairs and seal coat; park signs landscaping; erosion repairs; assist street department in snow removal
Continue to install vandal proof restroom fixtures	Continue to install vandal proof restroom fixtures
Ice Skating and cross country ski trails	Ice Skating and cross country ski trails
Mechanical repairs and maintenance to all park and government building equipment and vehicles	Mechanical repairs and maintenance to all park and government building equipment and vehicles
Continue to work on North Straight River Trail	Continue to work on North Straight River Trail
Dog Park built at Chase Lake	Turf management, mowing, trimming, all parks, Library, public parking lots, and West Hills
Turf management, mowing, trimming, all parks, Library, public parking lots, and West Hills	Flood and storm repairs
Flood and storm repairs	Respond to vandalism within 24 hours
Respond to vandalism within 24 hours	Playground repairs and replacement, athletic field maintenance
Playground repairs and replacement, athletic field maintenance	Maintain and make repairs as necessary to all park buildings and grounds,
Maintain and make repairs as necessary to all park buildings and grounds,	Snow removal all public sidewalks and trails
Snow removal all public sidewalks and trails	Respond to special requests as approved
Respond to special requests as approved	Trail Overlays
Trail Overlays	Reconstruct Lincoln or Manthey tennis courts
Scoreboards at Darts, Willow Creek and Jaycee Parks	Work with Cabela's for an outdoor archery ranges at Lake Chase
Install new playground at Manthey Park	Dredge north pond
New fence on Diamond 3 at Fairgrounds (materials provided by Owatonna Softball Association)	Install permanent dugouts at fairgrounds (if funded by Owatonna Softball Assoc.)
	New pavilion & restrooms at Jaycee Park

DEPT 512: ADULT RECREATION
 PROG 520: ADULT RECREATION

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	0	0	0	0	0	0	4,600
Charges for Services	150	0	77,232	91,109	44,437	86,709	81,291
Miscellaneous	0	0	100	1,000	0	1,000	1,000
Total Revenues	150	0	77,332	92,109	44,437	87,709	86,891
FT Wages	39,538	40,285	41,513	41,196	18,090	43,617	46,972
PT/Seasonal Wages	6,873	7,348	17,489	23,855	7,768	19,991	21,153
OT/Holiday/Other	393	238	713	100	0	100	100
Benefits	13,446	12,339	10,382	17,907	5,167	13,098	14,783
PERSONAL SERVICES	60,250	60,210	70,097	83,058	31,025	76,806	83,008
Supplies	183	650	7,667	4,100	1,493	3,950	4,900
Small Tools & Equipment	0	250	0	250	0	200	150
SUPPLIES	-183	-900	-7,667	-4,350	-1,493	-4,150	-5,050
Professional Services	0	0	0	2,120	0	1,800	0
Communication	335	0	1,377	725	1,505	625	2,025
Vehicle, Travel & Training	984	1,500	564	1,600	199	1,600	1,600
Printing	0	0	169	85	0	80	80
Repairs	70	0	46	0	0	0	0
Refunds & Reimbursements	1,305	1,610	9,755	1,610	0	1,610	1,610
OTHER SERVICES & CHARGES	-2,694	-3,110	-11,911	-6,140	-1,704	-5,715	-5,315
Total Expenditures	-63,127	-64,220	-89,675	-93,548	-34,222	-86,671	-93,375
Net Revenue	-62,977	-64,220	-12,343	-1,439	10,215	1,038	-6,482
Total for PROG 520: ADULT RECREATION	-62,977	-64,220	-12,343	-1,439	10,215	1,038	-6,482
Total for DEPT 512: ADULT RECREATION	-6,969	3,590	-12,513	-1,439	10,215	1,038	-6,482

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Culture & Recreation - Adult Recreation
Adult Recreation 512-520

2014 Accomplishments

- * Improved efficiency on scheduling and uploading of standings with use of new software system.
- * Send out registrations, make-ups, recruitment and other correspondence thru emails to defer costs.
- * Continued to partner with Owatonna Softball Association and completed outfield fence replacement.
- * Added mandatory manager's meetings at the beginning of season for softball for better communication of procedures and rules.
- * Continue to strive to make adult program 100% self sufficient.
- * Pursue other avenues of gym space to grow or start new programs .
- * Continue to offer quality programs with high approval ratings of participants.
- * Partnerships: Steele County, Owatonna Adult Softball Assn., Knights of Columbus, Owatonna People's Press, KRFO, Community Service Groups, Grants, Area businesses.

2015 Goals

- * Continue to strive to make all adult programs 100% self sufficient.
- * Continue to explore to add new programs and/or revamp old programs.
- * Continue to explore how to register adult teams on-line with new software.
- * Continue to look into how new software and social media can be used to improve advertising/recruitment of potential participants.
- * Continue to partner with Owatonna Softball Association on dugout replacement and other improvements.

DEPT 513: YOUTH RECREATION
 PROG 530: YOUTH RECREATION

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	0	0	12,512	0	0	3,790	12,000
Charges for Services	0	0	179,337	185,058	109,514	152,483	144,483
Miscellaneous	17	0	5,604	6,050	2,614	4,600	4,600
Total Revenues	17	0	197,453	191,108	112,128	160,873	161,083
FT Wages	75,469	75,417	76,391	77,457	37,441	113,039	97,613
PT/Seasonal Wages	30,672	23,515	93,251	121,639	43,888	71,988	121,806
OT/Holiday/Other	2,080	775	1,657	1,250	420	1,250	0
Benefits	26,886	24,422	28,793	42,667	15,045	43,893	49,218
PERSONAL SERVICES	135,107	124,129	200,092	243,013	96,794	230,170	268,637
Supplies	1,832	600	15,242	10,980	4,169	9,950	9,950
Repair Supplies	0	0	0	600	0	0	0
Small Tools & Equipment	0	500	260	910	718	910	1,000
Concession Supplies	221	0	531	0	732	0	0
SUPPLIES	-2,053	-1,100	-16,033	-12,490	-5,619	-10,860	-10,950
Professional Services	14,001	6,000	18,511	20,020	8,200	15,600	13,100
Communication	3,655	2,000	5,795	3,500	2,257	3,450	3,950
Vehicle, Travel & Training	1,754	2,000	1,683	2,000	678	2,000	1,900
Advertising & Promotion	0	400	0	400	1,382	500	900
Printing	0	300	169	250	0	250	200
Memberships & Subscriptions	316	290	394	460	30	460	460
Licenses & Inspections	0	0	0	400	333	400	400
Repairs	322	200	211	200	0	200	200
Other Services & Charges	250	400	1,158	700	112	700	700
Refunds & Reimbursements	2,400	2,400	20,104	12,100	3,097	8,610	8,610
OTHER SERVICES & CHARGES	-22,698	-13,990	-48,025	-40,030	-16,089	-32,170	-30,420
Total Expenditures	-159,858	-139,219	-264,150	-295,533	-118,502	-273,200	-310,007
Net Revenue	-159,841	-139,219	-66,697	-104,425	-6,374	-112,327	-148,924
Total for PROG 530: YOUTH RECREATION	-159,841	-139,219	-66,697	-104,425	-6,374	-112,327	-148,924
Total for DEPT 513: YOUTH RECREATION	-99,037	-79,394	-66,406	-104,425	-6,374	-112,327	-148,924

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Culture & Recreation - Youth Recreation
Youth Recreation 513-530

2014 Accomplishments

- * Continued implementation of Max Solutions software for registrations in 2014.
- * Met the goal of youth recreation at 70% self sufficient.
- * Provided updates, mak ups, correspondences to participants/coaches thru our new software, resulting in cost savings of postage.
- * Partnered with the Owatonna Police Department on conducting background checks in-house, at a cost savings of \$5000+ on a yearly basis.
- * Partnered with the Mayo Clinic Health System on park passport program.
- * Updated school/city user agreement.
- * Partnered with Huskies Bullpen Club on scoreboard replacement at Dartt's Park, Willow Creek School and Jaycee Park.
- * Started the process of meeting with Owatonna Community Education on potential cooperative programs and/or less duplication of services to the public, if they currently exist.
- * Continue to work with Cabela's Campfire group and DNR on development of Chase Lake.
- * Added successful programs including; Boat & Water Safety, Munchkin Market, and Bark & Rec.
- * Continued to offer three movies in the park in the summer months.
- * Provided some new special events at the outdoor skating complex at Morhouse and continued the popular family bonfire nights.
- * TR coordinator was trained in software registrations, newsletter process and office procedures.
- * Teen Club members show a consistent increase in weekly attendance.
- * Expanded programming to include members with Mental health issues. Gradual integration of those with a multiple diagnosis is working well.

2015 Goals

- * Continue to improve efficiency and customer service with new software system.
- * Continue to survey the community to see if there are additional program needs that are not currently being met and look into conducting a department community assessment.
- * Strive to make youth recreation 71% self sufficient.
- * Continue to partner or establish partnerships with local organizations/clubs to provide better programs and more efficient where possible, similar to partnering with Fastpitch Association and Pickleball in 2013.
- * Expand on offerings of the Max Solutions software to the public (tee-times/court time reservations, debit card).
- * Continue to Partner with Mayo Clinic Health System on the Pass Port Program, as well as, other Health education.
- * Continue to work with Cabelas Campfire group and DNR on the development of Chase Lake and potential programs at that facility with public access and potential dock placement.
- * Move to add a youth advisory board in order to get a cross segment of the community in order to access existing programs meet community needs and new programs are added where needed.
- * Determine what office staff person is responsible for with current programs or potential new programs with the recent department restructuring.
- * Continue to visit with Owatonna Community Education on potential cooperative programs and/or less duplication of services to the public if they currently exist.
- * Establish a recreation/leisure advisory board and begin to meet quarterly.
- * Continue to explore funding resources and apply for grants in partnership with ADD.
- * Assess needs of members over 55 years in Night Club, and make possible program changes.
- * Continue efforts to increase visibility and promote Teen Club and LIFE programs.
- * Assess current TR partnerships with organizations in Owatonna, and pursue possibilities with out of town agencies also.
- * Improve the use of program evaluations in all youth and TR programs.

DEPT 514: TENNIS AND FITNESS CENTER
 PROG 540: TENNIS AND FITNESS CENTER

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	6,963	6,800	7,251	7,000	4,149	7,000	7,000
Miscellaneous	0	500	0	500	0	500	500
Total Revenues	6,963	7,300	7,251	7,500	4,149	7,500	7,500
FT Wages	35,266	38,404	32,809	40,201	18,700	40,923	38,922
PT/Seasonal Wages	258	0	174	0	0	3,026	3,193
Benefits	10,288	11,336	8,808	11,721	5,148	12,425	12,817
PERSONAL SERVICES	45,812	49,740	41,791	51,922	23,848	56,374	54,932
Supplies	5,627	4,300	6,408	5,000	1,366	5,000	5,500
Repair Supplies	3,180	0	2,474	0	0	0	0
SUPPLIES	-8,807	-4,300	-8,882	-5,000	-1,366	-5,000	-5,500
Professional Services	0	0	0	0	154	0	0
Communication	1,477	800	1,208	850	752	1,400	1,400
Vehicle, Travel & Training	1,260	1,300	266	1,300	193	1,150	1,150
Advertising & Promotion	90	0	180	0	0	0	0
Memberships & Subscriptions	453	200	214	215	205	225	225
Licenses & Inspections	0	0	523	0	523	0	525
Repairs	100	400	0	400	0	400	400
Other Services & Charges	2,900	3,600	2,959	4,400	1,477	3,600	3,150
OTHER SERVICES & CHARGES	-6,280	-6,300	-5,350	-7,165	-3,304	-6,775	-6,850
Total Expenditures	-60,899	-60,340	-56,023	-64,087	-28,518	-68,149	-67,282
Net Revenue	-53,936	-53,040	-48,772	-56,587	-24,369	-60,649	-59,782
Total for PROG 540: TENNIS AND FITNESS CENTER	-53,936	-53,040	-48,772	-56,587	-24,369	-60,649	-59,782

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Culture & Recreation - Tennis & Fitness
Tennis & Fitness Center 514-540

2014 Accomplishments

- Implemented new MaxSolutions software, including the Tennis Source Module.
- for daily use specials
- Keep the budget in the black
- Replacement of new cardio equipment
- Additional full-time Recreation Supervisor to assist with daily operations

2015 Goals

- Continue and expand additional marketing through increasing the exposure of the Center to area corporations/businesses and increasing memberships; getting involved in safety fairs, tapping into additional free advertisement; making personal appearances to inform potential patrons of the variety of activities offered.
- Continue and expand on becoming self sufficient.
- Become more knowledgeable in the new MaxSolutions software and Implement additional features to allow for more efficient operation of the facility.
- Become more knowledgeable in the new MaxSolutions software and Implement additional features to allow for more efficient operation of the facility
- Offer extended programs and hire a new personal trainer for the customers and facility.
- Improve on seasonal staff trainings, staff meetings, and orientations
- Improve upon and increase advertising avenues for memberships and rentals.
- Replace outdated and worn down cardio equipment
- Continue and expand on approaching 10 or more new companies/businesses to offer them a group membership to increase corporate memberships.

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

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	115,075	112,800	117,387	113,000	67,552	111,500	109,250
Miscellaneous	500	0	500	0	0	0	500
Total Revenues	115,575	112,800	117,887	113,000	67,552	111,500	109,750
PT/Seasonal Wages	1,030	0	0	0	0	0	0
Benefits	30	0	0	0	0	0	0
PERSONAL SERVICES	-1,060	0	0	0	0	0	0
Supplies	15,661	13,750	9,298	13,500	9,551	13,000	11,750
Repair Supplies	1,567	950	714	950	768	1,050	1,050
SUPPLIES	-17,228	-14,700	-10,012	-14,450	-10,319	-14,050	-12,800
Professional Services	76,484	70,700	81,019	72,200	50,048	73,000	74,645
Communication	1,335	1,200	1,597	1,350	928	1,800	1,700
Advertising & Promotion	320	1,300	1,310	1,300	700	1,300	1,300
Memberships & Subscriptions	996	0	1,284	0	321	200	500
Repairs	940	250	0	250	0	250	250
Other Services & Charges	0	440	0	440	0	440	440
Refunds & Reimbursements	0	4,150	0	0	0	0	0
OTHER SERVICES & CHARGES	-80,075	-78,040	-85,210	-75,540	-51,997	-76,990	-78,835
Total Expenditures	-98,363	-92,740	-95,222	-89,990	-62,316	-91,040	-91,635
Net Revenue	17,212	20,060	22,665	23,010	5,236	20,460	18,115
FEE	17,212	20,060	22,665	23,010	5,236	20,460	18,115

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Culture & Recreation - Tennis & Fitness
Tennis 514-544

2014 Accomplishments

- Tennis Association Revitalization
- Both the association and fitness center have begun working with Youth 1st
- Jr Team tennis
- USTA Jr tournaments
- Increase Jr participation from increase of adult memberships.

2015 Goals

- Continue to advertise to outside parties for rentals
- Facility improvement to better control customer traffic
 - Door in Pro shop leading to the courts
- Evaluate and potentially restructure adult league program layout
- Increase adult membership through programming.
 - Jr Team tennis
 - USTA Jr tournaments
- Re-evaluate the staff training process
- Look to develop and implement a few new programs for the community

PROG 546: FITNESS, AQUATICS, CONCESSIONS

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	104,583	117,600	120,091	117,300	62,093	115,850	111,150
Miscellaneous	0	0	239	0	0	0	0
Total Revenues	104,583	117,600	120,330	117,300	62,093	115,850	111,150
FT Wages	1,786	0	2,011	0	0	0	0
PT/Seasonal Wages	61,211	73,700	61,249	73,700	33,243	68,700	68,000
Benefits	8,419	7,621	7,584	7,738	4,922	7,551	7,473
PERSONAL SERVICES	71,416	81,321	70,844	81,438	38,165	76,251	75,473
Supplies	3,508	4,450	4,627	4,450	2,238	4,450	4,550
Repair Supplies	1,276	2,900	1,920	2,900	1,972	2,700	3,200
Small Tools & Equipment	4,646	6,100	6,675	6,100	94	6,000	6,500
Concession Supplies	2,876	4,200	2,550	3,200	1,241	3,000	2,500
SUPPLIES	-12,306	-17,650	-15,772	-16,650	-5,545	-16,150	-16,750
Professional Services	2,985	2,070	8,130	1,350	1,369	2,125	0
Communication	1,320	1,500	1,583	1,700	914	1,700	2,000
Advertising & Promotion	315	1,300	93	1,300	315	1,300	1,300
Memberships & Subscriptions	1,603	800	1,431	1,500	909	1,500	1,500
Insurance	4,870	6,300	5,960	6,300	1,450	2,900	3,400
Repairs	195	2,200	684	2,200	965	2,000	2,000
Rents/Leases	0	50	418	50	0	50	50
Other Services & Charges	0	440	0	440	0	440	440
OTHER SERVICES & CHARGES	-11,288	-14,660	-18,299	-14,840	-5,922	-12,015	-10,690
Total Expenditures	-95,010	-113,631	-104,915	-112,928	-49,632	-104,416	-102,913
Net Revenue	9,573	3,969	15,415	4,372	12,461	11,434	8,237
CONCESSIONS	9,573	3,969	15,415	4,372	12,461	11,434	8,237
Total for DEPT 514: TENNIS AND FITNESS CENTER	-27,151	-29,011	-10,692	-29,205	-6,672	-28,755	-33,430

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Culture & Recreation - Tennis & Fitness
Fitness Center/Aquatics 514-546

2014 Accomplishments

- Keep the budget in the black
- Expanded use of max solutions for facility scheduling
- Additional full-time Recreation Supervisor to assist with daily operations
- Successful offered/attended programs
- Expanded use of social media venues as advertisement and as an informational source.
- High number of returning staff to help with smooth operation and transition of season.
- Successful number of patrons and user groups visiting the facility

2015 Goals

- Continue to communicate with parents and increase participant satisfaction of swim lesson program.
- Look to offer new aquatics programs, possibly tie in with new personal trainer for water therapy/training.
- Continue to increase safety awareness among seasonal staff and instructors by increased training and communication meetings.
- Continue and expand additional marketing through increasing the exposure of the Center to area corporations/businesses and increasing memberships; getting involved in safety fairs, tapping into additional free advertisement; making personal appearances to inform potential patrons of the variety of activities offered.
- Continue and expand on becoming self sufficient.
- Become more knowledgeable in the new MaxSolutions software and implement additional features to allow for more efficient operation of the facility.

DEPT 515: SENIOR CENTER
 PROG 550: SENIOR CENTER

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	54,069	78,000	38,271	78,000	22,370	51,200	47,950
Miscellaneous	33,948	45,000	27,740	50,000	9,372	35,000	30,000
Total Revenues	88,017	123,000	66,011	128,000	31,742	86,200	77,950
FT Wages	62,346	61,757	58,639	63,154	11,992	38,218	47,607
PT/Seasonal Wages	8,001	9,000	5,797	9,000	1,857	12,000	12,000
OT/Holiday/Other	0	0	0	0	243	0	0
Benefits	26,000	26,547	25,533	26,817	3,279	20,757	15,250
PERSONAL SERVICES	96,347	97,304	89,969	98,971	17,371	70,975	74,857
Supplies	6,148	5,300	6,093	5,600	2,342	13,100	13,100
Repair Supplies	1,752	1,800	1,629	1,800	0	1,800	1,800
Concession Supplies	0	0	208	0	368	0	700
SUPPLIES	-7,900	-7,100	-7,930	-7,400	-2,710	-14,900	-15,600
Professional Services	1,050	0	8,891	0	1,428	17,200	16,200
Communication	4,391	3,841	3,987	3,841	1,527	4,350	4,050
Vehicle, Travel & Training	890	940	915	940	104	940	850
Advertising & Promotion	188	100	192	100	0	750	750
Printing	1,356	1,300	1,760	1,300	0	1,500	1,500
Memberships & Subscriptions	0	50	0	50	15	50	50
Insurance	2,390	3,800	2,663	2,800	1,206	2,400	2,400
Repairs	4,712	5,475	10,624	5,475	1,952	6,300	6,300
Rents/Leases	338	0	1,061	0	343	0	100
Other Services & Charges	1,892	2,100	1,935	2,100	552	2,100	2,100
Refunds & Reimbursements	17,538	25,372	11,993	18,000	0	0	0
OTHER SERVICES & CHARGES	-34,745	-42,978	-44,021	-34,606	-7,127	-35,590	-34,300
Total Expenditures	-138,992	-147,382	-141,920	-140,977	-27,208	-121,465	-124,757
Net Revenue	-50,975	-24,382	-75,909	-12,977	4,534	-35,265	-46,807
Total for PROG 550: SENIOR CENTER	-50,975	-24,382	-75,909	-12,977	4,534	-35,265	-46,807
Total for DEPT 515: SENIOR CENTER	-50,975	-24,382	-75,909	-12,977	4,534	-35,265	-46,807

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Culture & Recreation - Senior Center
Senior Center 515-550

2014 Accomplishments

- New additions to the 41 local business partnership program with discounts & incentives to SeniorPlace members
- New Programs: Yoga, Dee Teller Art Class, Pedal Pumpers Bicycle Club, Bucket List Group, Backyard Blast, Sunday NFL Pick'em
- Re-structured the membership form, facility rental form, newsletter, and reservation agreement.
- Continued to offer free educational speakers and seminars.
- Awarded grant money from the Allina Health Neighborhood Initiative for new programming.
- Implemented new ideas to each newsletter along with creating a new design for the SP newsletter

2015 Goals

- Expand the use of social media venues as advertisement and as an informational source
- Continue to seek out more programming, daily offerings, and build a strong day trip program.
- Continue and expand volunteer opportunities
- Continue and expand marketing of SeniorPlace by reaching out to the community, businesses, and leaders
- Continue to increase sponsorship program with the Partnership Program
- Maintain the budget
- Maintain/increase membership levels
- Create a dual membership between Fitness Center and SeniorPlace
- Develop and implement a marketing plan to change the brand/face of SeniorPlace

DEPT 525: BROOKTREE GOLF COURSE
 PROG 562: CLUBHOUSE ACTIVITIES

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	493,649	510,500	438,153	473,780	263,960	461,450	455,000
Miscellaneous	254	4,600	937	1,575	459	1,375	875
Total Revenues	493,903	515,100	439,090	475,355	264,419	462,825	455,875
FT Wages	5,930	6,176	11,348	6,331	580	0	0
PT/Seasonal Wages	87,708	97,815	84,730	96,967	24,169	92,045	93,386
OT/Holiday/Other	0	0	22	0	0	0	0
Benefits	15,016	14,461	13,953	14,439	3,443	11,411	16,995
PERSONAL SERVICES	108,654	118,452	110,053	117,737	28,192	103,456	110,381
Supplies	6,181	6,000	3,798	6,000	3,173	6,500	6,500
Small Tools & Equipment	76	300	0	300	0	300	300
Concession Supplies	65,538	40,000	62,466	54,000	17,361	54,000	54,000
SUPPLIES	-71,795	-46,300	-66,264	-60,300	-20,534	-60,800	-60,800
Professional Services	0	0	-44	0	-22	0	0
Communication	8,898	10,000	7,205	10,000	3,893	10,500	10,500
Vehicle, Travel & Training	406	0	533	0	0	1,000	1,000
Advertising & Promotion	4,170	1,500	6,706	1,500	3,816	2,000	4,000
Memberships & Subscriptions	4,317	4,800	3,505	3,300	2,221	3,300	3,300
Insurance	17,011	24,400	20,491	21,100	3,600	7,200	9,000
Licenses & Inspections	1,021	1,000	809	2,000	723	2,000	2,000
Repairs	5,071	5,165	5,935	5,165	1,634	5,500	5,500
Rents/Leases	5,693	3,600	9,161	3,600	950	5,500	5,500
Other Services & Charges	2,134	3,200	2,476	3,200	1,214	2,700	2,700
Refunds & Reimbursements	4,500	35,000	0	0	0	0	0
OTHER SERVICES & CHARGES	-53,221	-88,665	-56,777	-49,865	-18,029	-39,700	-43,500
Total Expenditures	-233,670	-253,417	-233,094	-227,902	-66,755	-203,956	-214,681
Net Revenue	260,233	261,683	205,996	247,453	197,664	258,869	241,194
Total for PROG 562: CLUBHOUSE ACTIVITIES	260,233	261,683	205,996	247,453	197,664	258,869	241,194

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Culture & Recreation - Brooktree Golf Course
Clubhouse 525-562

2014 Accomplishments

- Improve on customer service; phone etiquette, counter service, dining room follow up
- Increase promotional opportunities focusing on social networking, couponing.
- Promoting the Clubhouse as a facility for meetings and groups.
- Continue Junior Golf Programs.
- Increase Season Pass memberships.
- Maintain and plan Friday Fun Nights
- Evaluate menu and improve on basic menu items, increase prices.
- Increasing league play for both Men and Women.
- Restructure our season pass golf season and the age of our senior golfers

2015 Goals

- Increase season pass membership and green fee revenue
- Increase promotional opportunities focusing on social network, couponing
- Maintain and plan Friday Fun nights, explore fall golf leagues
- Improve on rangering and policing the golf course
- Work on improving Max Solutions together with finance department to track costs on clubhouse operations
- Improve clubhouse operations
- Increase participation of young adults
- Promote patio with special events
- Remarket the "new" Brooktree focusing on improvements
- Use Max Solutions capabilities to collect and gather customer data

PROG 564: DAILY MAINTENANCE

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	0	0	1,862,922	0	765	0	0
Miscellaneous	3,275	0	3,275	0	0	0	0
Total Revenues	3,275	0	1,866,197	0	765	0	0
FT Wages	106,687	78,931	93,187	95,041	21,575	95,360	98,231
PT/Seasonal Wages	83,595	76,033	62,630	77,149	26,281	76,030	77,034
OT/Holiday/Other	442	1,000	6,105	1,000	0	1,000	1,000
Benefits	49,511	44,106	38,277	48,129	12,168	50,166	51,668
PERSONAL SERVICES	240,235	200,070	200,199	221,319	60,024	222,556	227,933
Supplies	78,486	61,185	73,881	61,185	57,224	69,785	71,785
Repair Supplies	27,178	22,832	43,147	22,832	15,024	23,000	23,000
Small Tools & Equipment	802	4,025	4,312	4,025	1,134	4,025	4,025
SUPPLIES	-106,466	-88,042	-121,340	-88,042	-73,382	-96,810	-98,810
Professional Services	19,129	0	40,479	0	0	0	0
Communication	1,831	1,280	2,093	1,280	673	1,500	1,500
Vehicle, Travel & Training	238	0	302	0	652	1,000	1,000
Memberships & Subscriptions	480	350	365	350	140	500	500
Licenses & Inspections	660	250	610	1,000	10	1,000	1,000
Repairs	0	0	986	0	32	0	0
Rents/Leases	4,881	500	4,815	2,000	3,120	2,000	2,000
Other Services & Charges	753	1,700	1,025	1,700	357	1,100	1,100
OTHER SERVICES & CHARGES	-27,972	-4,080	-50,675	-6,330	-4,984	-7,100	-7,100
CAPITAL OUTLAY	0	0	14,108	0	0	0	0
Total Expenditures	-374,673	-292,192	-386,322	-315,691	-138,390	-326,466	-333,843
Net Revenue	-371,398	-292,192	1,479,875	-315,691	-137,625	-326,466	-333,843
Total for PROG 564: DAILY MAINTENANCE	-371,398	-292,192	1,479,875	-315,691	-137,625	-326,466	-333,843
Total for DEPT 525: BROOKTREE GOLF COURSE	-111,165	-30,509	1,685,871	-68,238	60,039	-67,597	-92,649

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Culture & Recreation - Brooktree Golf Course
Golf Course Maintenance 525-564

2014 Accomplishments

Working closely with the Brooktree Golf Association regarding operation & needs
 Successfully implementing DuPont/Imprelis plan renovating golf course
 Upper nine cart path
 renovating upper nine bunkers
 updating irrigation system
 finishing cart path project on lower nine
 clubhouse patio project
 Work closely with Wes Miller to take over day to day grounds maintenance.
 Establish Brooktree as first-class maintained golf course

2015 Goals

Continue to implement proposal for DuPont settlement to address the needs of
 Brooktree Golf Course
 Utilize the Park Board and BGA in making sound financial decisions concerning the
 needs of Brooktree
 Work with staff on taking over day to day grounds maintenance.
 Establish Brooktree as first-class maintained golf course
 Work with FEMA to secure funds for flood damages
 Implement replacement of number 10 bridge

DEPT 590: BUILDING/GROUNDS MAINTENANCE
 PROG 580: BUILDING/GROUNDS MAINTENANCE

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	50	0	-50	0	0	0	0
Miscellaneous	89,055	80,000	81,500	80,000	35,811	80,000	80,000
Total Revenues	89,105	80,000	81,450	80,000	35,811	80,000	80,000
FT Wages	350,685	385,930	386,157	355,592	204,997	409,606	423,438
PT/Seasonal Wages	89,116	116,876	70,506	95,723	25,130	45,229	47,990
OT/Holiday/Other	9,824	10,864	10,444	15,940	8,460	10,500	10,500
Benefits	153,901	186,871	156,750	164,192	84,536	171,307	177,560
PERSONAL SERVICES	603,526	700,541	623,857	631,447	323,123	636,642	659,488
Supplies	16,227	28,701	27,598	31,200	14,662	29,300	31,200
Repair Supplies	71,858	43,500	56,350	47,500	45,851	43,900	45,900
Small Tools & Equipment	12,448	15,450	10,006	15,950	4,051	15,150	15,150
SUPPLIES	-100,533	-87,651	-93,954	-94,650	-64,564	-88,350	-92,250
Professional Services	154	200	788	400	0	400	400
Communication	16,153	18,910	12,064	18,910	8,284	17,100	17,100
Transportation (VRF)	0	0	0	0	9,300	18,600	24,800
Vehicle, Travel & Training	719	2,988	241	2,988	720	2,488	2,488
Advertising & Promotion	0	200	1,234	200	0	200	200
Memberships & Subscriptions	0	50	0	50	0	50	50
Insurance	36,770	54,300	42,674	38,400	7,100	14,200	19,400
Licenses & Inspections	621	2,900	1,362	2,900	195	2,900	2,900
Repairs	35,154	25,000	22,079	27,000	7,817	27,000	27,000
Rents/Leases	702	1,300	485	1,300	537	1,300	1,300
Other Services & Charges	7,926	5,000	8,509	5,000	3,718	6,000	7,000
OTHER SERVICES & CHARGES	-98,199	-110,848	-89,436	-97,148	-37,671	-90,238	-102,638
Total Expenditures	-802,258	-899,040	-807,247	-823,245	-425,358	-815,230	-854,376
Net Revenue	-713,153	-819,040	-725,797	-743,245	-389,547	-735,230	-774,376
MAINTENANCE	-713,153	-819,040	-725,797	-743,245	-389,547	-735,230	-774,376
MAINTENANCE	-713,153	-819,040	-725,797	-743,245	-389,822	-735,230	-774,376
Total for FUND 100: GENERAL FUND	710,372	93,566	54,543	0	-187,576	-300,000	0

CITY OF OWATONNA 2015 PROGRAM BUDGETS
General Government - Government Buildings
Government Buildings 590-580

2014 Accomplishments

- Respond to vandalism repairs within 24 hours.
- Fulfill special requests as approved.
- Maintain 19 traffic signals. All LED lights.
- Airport maintenance and repairs; assist street department in snow removal.
- Flood repairs.
- Grounds Maintenance to West Hills Complex.
- Routine maintenance to all buildings which include energy efficiency projects for West Hills Complex in a cost effective manner.
- New HVAC controls - Library
- Continue with 1/2 cent sales tax projects. (Arts Center)
- Other sites work requests.
- Maintain all city owned buildings which includes a daily boiler run
- Boiler Replacement - Aderman Gym
- City Building Assessment, Roofs, Windows, HVAC
- Key Card Security Plan
- Restoration of Root Cellar - Interior
- Replaced Water Park heaters
- Added cameras at stoplight intersections
- New carpet installed at Brooktree Clubhouse
- New water service at Brooktree Clubhouse

2015 Goals

- Respond to vandalism repairs within 24 hours.
- Fulfill special requests as approved.
- Maintain 19 traffic signals. All LED lights.
- Airport maintenance and repairs; assist street department in snow removal.
- Grounds Maintenance to West Hills Complex.
- Routine maintenance to all buildings which include energy efficiency projects for West Hills Complex in a cost effective manner.
- Continue with 1/2 cent sales tax projects. (Arts Center)
- Other sites work requests.
- Maintain all city owned buildings which includes a daily boiler run
- Boiler Replacement - Aderman Gym
- Art Center Addition
- Key Card Security Plan
- Replace SeniorPlace roof
- Investigate City Hall roof replacement options and costs

DEPT 150: PLANNING & ZONING
 PROG 390: PLANNING & ZONING DEPARTMENT

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Licenses & Permits	410	500	1,015	500	320	500	500
Intergovernmental Revenue	17,078	0	0	0	0	0	0
Charges for Services	8,169	11,100	11,780	11,100	5,239	11,100	11,100
Transfers	10,000	10,000	0	0	0	0	0
Total Revenues	35,657	21,600	12,795	11,600	5,559	11,600	11,600
FT Wages	83,539	99,290	96,598	104,333	46,877	96,623	100,719
PT/Seasonal Wages	1,300	0	0	0	0	0	0
Benefits	24,176	30,683	33,111	34,742	15,813	31,710	33,023
PERSONAL SERVICES	109,015	129,973	129,709	139,075	62,690	128,333	133,742
Supplies	2,078	1,000	630	1,000	176	900	900
Small Tools & Equipment	0	500	586	500	0	500	500
SUPPLIES	-2,078	-1,500	-1,216	-1,500	-176	-1,400	-1,400
Professional Services	988	1,000	-106	1,000	0	1,000	1,000
Communication	1,317	600	1,664	1,500	774	1,500	1,500
Vehicle, Travel & Training	976	2,500	1,993	2,000	434	2,000	2,000
Advertising & Promotion	608	0	2,553	0	290	2,000	2,000
Memberships & Subscriptions	490	600	1,055	1,000	0	1,000	1,000
Insurance	90	200	80	100	1,200	2,400	1,900
Repairs	300	400	142	400	0	400	400
OTHER SERVICES & CHARGES	-4,769	-5,300	-7,381	-6,000	-2,698	-10,300	-9,800
Total Expenditures	-115,862	-136,773	-138,306	-146,575	-65,564	-140,033	-144,942
Net Revenue	-80,205	-115,173	-125,511	-134,975	-60,005	-128,433	-133,342
DEPARTMENT	-80,205	-115,173	-125,511	-134,975	-60,005	-128,433	-133,342

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Planning and Zoning
Planning and Zoning 150-390

2014 Accomplishments

- Continued Flood mitigation efforts
 - Demolished 4 houses in the floodplain
 - Closed out DNR Grant
 - Secured a State Infrastructure grant to help fund a regional pond on the MNDOT property in conjunction with the Daikin project
 - Completed FEMA Map Revision of Izaak Walton Creek Area
- Reviewed Zoning Ordinance with regards to 3 & 4 Season porches
Reviewed all Planning & Zoning fees for recommendation to City Council
Identified potential redevelopment areas for commercial and high density residential uses.

Distributed Customer Service Survey to all Zoning Customers

2015 Goals

- Continue to work on redevelopment of blighted properties.
- Work in coordination with all entities regarding improvements to the 26th Street Corridor & Hoffman Drive
- Continue to amend the outdated portions of the zoning / subdivision / sign ordinances.
- Work on corridor beautification efforts.
- Continue flood mitigation efforts.

PROG 395: GIS PROGRAMS

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Transfers	0	0	0	0	0	0	37,500
Total Revenues	0	0	0	0	0	0	37,500
FT Wages	0	0	0	0	0	0	60,103
Benefits	0	0	0	0	0	0	26,856
PERSONAL SERVICES	0	0	0	0	0	0	-86,959
Supplies	0	0	0	0	0	0	500
Repair Supplies	0	0	0	0	0	0	500
Small Tools & Equipment	0	0	0	0	0	0	3,500
SUPPLIES	0	0	0	0	0	0	-4,500
Professional Services	0	0	0	0	0	0	1,000
Communication	0	0	0	0	0	0	750
Vehicle, Travel & Training	0	0	0	0	0	0	3,500
Repairs	0	0	0	0	0	0	500
OTHER SERVICES & CHARGES	0	0	0	0	0	0	-5,750
Total Expenditures	0	0	0	0	0	0	-97,209
Net Revenue	0	0	0	0	0	0	-59,709
Total for PROG 395: GIS PROGRAMS	0	0	0	0	0	0	-59,709

Total for DEPT 150: PLANNING & ZONING

	-80,205	-115,173	-125,511	-134,975	-60,005	-128,433	-193,051
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CITY OF OWATONNA 2015 PROGRAM BUDGETS
Housing & Economic Development
GIS 150-395

2014 Accomplishments

- Update sanitary and storm sewer maps.
- Provide timely updates to 911 Center.

2015 Goals

- Complete sewer maps to within 60 days of current construction completion.
- Continue providing support for I/I program by mapping completed inspection areas.
- Support departments in their mapping needs by providing contour, topo and infrastructure information on maps.
- Update pavement management files as needed.
- Begin implementation of asset management program

FUND 280: OWATONNA HRA
DEPT 680: HRA PROG 680: HRA

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Tax Levies	120,800	120,000	120,503	120,000	60,000	120,000	130,000
Intergovernmental Revenue	70,835	53,300	64,100	57,000	23,608	57,000	57,000
Charges for Services	1,378	1,400	1,378	1,375	0	0	14,216
Interest on Investments	1,503	3,000	-3,580	3,000	1,982	2,000	2,000
Miscellaneous	15,825	8,640	15,194	19,440	9,270	19,200	19,200
Transfers	9,285	14,136	7,180	13,600	0	10,000	7,000
Total Revenues	219,626	200,476	204,775	214,415	94,860	208,200	229,416
FT Wages	45,785	48,389	50,980	50,525	26,687	56,090	57,937
Benefits	17,383	17,614	18,702	18,387	10,001	19,889	20,625
PERSONAL SERVICES	63,168	66,003	69,682	68,912	36,688	75,979	78,562
Supplies	586	1,500	253	1,500	536	1,000	1,000
SUPPLIES	-586	-1,500	-253	-1,500	-536	-1,000	-1,000
Professional Services	0	15,000	13,230	15,000	0	0	0
Communication	1,682	1,575	1,747	1,575	470	1,575	1,575
Vehicle, Travel & Training	1,681	3,000	1,581	3,000	636	2,000	2,000
Housing & Economic Devel	2,944	4,500	4,963	4,500	2,384	4,500	4,500
Advertising & Promotion	30	1,000	30	1,000	0	1,000	1,000
Memberships & Subscriptions	380	200	255	200	0	400	400
Insurance	1,415	1,400	1,950	2,100	2,500	5,000	3,600
Licenses & Inspections	0	4,000	0	4,000	0	0	0
Repairs	14,806	4,600	15,171	6,600	5,190	10,600	10,600
Other Services & Charges	134,928	138,667	47,635	151,667	40,636	90,667	100,667
OTHER SERVICES & CHARGES	-157,866	-173,942	-86,562	-189,642	-51,816	-115,742	-124,342
TRANSFERS OUT	37,000	37,000	37,000	37,000	7,500	15,000	15,000
Total Expenditures	-258,620	-278,445	-193,497	-297,054	-96,540	-207,721	-218,904
Net Revenue	-38,994	-77,969	11,278	-82,639	-1,680	479	10,512
Total for PROG 680: H.R.A.	-38,994	-77,969	11,278	-82,639	-1,680	479	10,512

PROG 681: BRIDGES PROGRAM

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	247,109	268,000	207,192	269,000	74,192	158,000	107,000
Total Revenues	247,109	268,000	207,192	269,000	74,192	158,000	107,000
Other Services & Charges	160,228	243,000	198,635	269,000	85,872	145,000	99,000
OTHER SERVICES & CHARGES	-160,228	-243,000	-198,635	-269,000	-85,872	-145,000	-99,000
Total Expenditures	-160,228	-243,000	-198,635	-269,000	-85,872	-145,000	-99,000
Net Revenue	86,881	25,000	8,557	0	-11,680	13,000	8,000
Total for PROG 681: BRIDGES PROGRAM	86,881	25,000	8,557	0	-11,680	13,000	8,000
Total for DEPT 680: HRA	47,887	-52,969	19,835	-82,639	-13,360	13,479	18,512
Total for FUND 280: OWATONNA HRA	47,887	-52,969	19,835	-82,639	-13,360	13,479	18,512

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Housing & Economic Development
HRA Administration 680-680

2014 Accomplishments

- Administered funding to provide affordable rental housing for households with mental illness.
- \$50,000 for local Bridges program through Steele County to assist 15 households.
- \$210,500 for regional Bridges program through MHFA serving 44 households.
- Promoted homeownership.
- Coordination with USDA Rural Development, SEMIN Housing Partnership – Autumn Hills, Emerging Markets, Habitat for Humanity, local lenders, and local homeownership service agencies
- Coordination of Quarterly Home Stretch Workshops with Three Rivers CAC.
- Leverage MCPP & MIMP mortgage programs low interest loans.
- Addressed community slum and blight conditions through commercial, housing and rental rehabilitation
- Leverage of funding through MN DEED's SCDP to rehabilitate commercial and rental property.
- Coordinate with Semcac, USDA Rural Development, and MHFA to promote housing rehabilitation activities.
- Conduct 129 Minimum Housing Quality Standard inspections for Housing Choice Voucher, Bridges and other local affordable housing programs.
- Coordinate with funding under the DNR Flood Plain Grant to purchase and demolition 215 Walnut Ave.
- Submitted MIF Application for Vision Processing Technologies of \$400,000 to provide building expansion and creation of 20 full-time jobs.
- Coordinated with developers making application for funding to address housing needs identified in the Housing Market Analysis and Demand Estimates.
- Ensure equal opportunity housing and affirmatively further fair housing.
- Coordinated with the City of Owatonna Landlord Association to present Fair housing Workshop in April
- Increase awareness of affordable housing issues through quarterly newsletters, local media, local and regional meetings.

2015 Goals

- Contribute to the upgrade and long term viability of community housing stock.
- Monitor and assess activities identified in the Housing Market Analysis and Demand Estimates.
- Utilize Minimum Housing Quality Standard Inspections under the Housing Choice Voucher, MHFA Bridges & County Bridges, SCDP Rehabilitation, and other local housing programs.
- Financially support the Rental Code Enforcement and local Minimum Housing Code.
- Increase supply of affordable housing & location of choice for low income households.
- Seek and provide rehabilitation funding to improve commercial buildings and rental housing conditions under the SCDP program.
- Support the development of rental housing identified in the Housing Market Analysis and Demand Estimate.
- Promote homeownership.
- Coordinate the MNHOC Home Stretch Workshops with Three Rivers quarterly in Owatonna.
- Coordinate with USDA Rural Development, SE MIN Housing Partnership, Three Rivers CAC, and local lenders to leverage resources and services such as the Section 8 Homeownership, Autumn Hills, MCPP, MIMP, CRV, Emerging Markets and other funding.
- Seek additional resources to provide rehabilitation to aging housing stock.
- Coordinate with Semcac, USDA Rural Development, SE MIN Housing Partnership and Three Rivers to make utilize funding within Owatonna.
- Make application to DEED for SCDP Funding for Rehabilitation funding.
- Ensure equal opportunity housing and affirmatively further fair housing.
- Quarterly Newsletters in Grow Owatonna
- Annual articles in OPU
- Annual participation in Project Community Connect
- Community Engagement.
- Coordinate with monthly Community Services Coordination Team Agencies and Project Community Connect.
- Participate Regionally with Continuum of Care, NARHO, and Housing Dialogues.
- Participate in the development of a Coordinated Assessment for local services assisting homeless households mandated by HUD.

FUND 282: OWATONNA HRA-HUD
 DEPT 680: HRA
 PROG 682: H R A U S D H U D

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	667,861	612,726	677,459	617,107	319,432	624,779	677,666
Interest on Investments	-345	0	-368	0	221	340	300
Total Revenues	667,516	612,726	677,091	617,107	319,653	625,119	677,966
FT Wages	29,436	30,879	28,062	31,577	14,126	31,971	32,933
Benefits	12,256	13,222	11,591	13,343	5,839	13,398	13,882
PERSONAL SERVICES	-41,692	-44,101	-39,653	-44,920	-19,965	-45,369	-46,815
Professional Services	18,847	27,636	19,264	27,100	8,467	20,100	18,948
Vehicle, Travel & Training	472	0	800	650	122	650	650
Other Services & Charges	594,087	547,092	622,566	554,705	280,291	559,000	619,368
OTHER SERVICES & CHARGES	-613,406	-574,728	-642,630	-582,455	-288,880	-579,750	-638,966
Total Expenditures	-655,098	-618,829	-682,283	-627,375	-308,845	-625,119	-685,781
Net Revenue	12,418	-6,103	-5,192	-10,268	10,808	0	-7,815
Total for PROG 682: H R A U S D H U D	12,418	-6,103	-5,192	-10,268	10,808	0	-7,815
Total for DEPT 680: HRA	12,418	-6,103	-5,192	-10,268	10,808	0	-7,815
Total for FUND 282: OWATONNA HRA-HUD	12,418	-6,103	-5,192	-10,268	10,808	0	-7,815

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Housing & Economic Development
HRA Section 8 680-682

2014 Accomplishments

- Administered funding to provide affordable rental housing for low income households in Steele County
 - \$679,958 for HUD Housing Choice Voucher Program serving 90 households monthly.
- Conducted 195 Minimum Housing Quality Standard inspections for the Housing Choice Voucher Program and Bridges Programs.
- Continue 4 Project-Based housing vouchers at Willow Run II.
- Coordinated self sufficiency program for 25 participating family working toward economic self sufficiency.
- Promoted homeownership through coordination with USDA Rural Development, SEMN Housing Partnership - Autumn Hills, Habitat for Humanity, local lenders, and local homeownership service agencies.
- Coordinated Housing Choice Voucher Homeownership for 6 household.

2015 Goals

- Contribute to the upgrade and long term viability of community housing stock.
 - Utilize Minimum Housing Quality Standards in the Section 8 Housing Choice Voucher program and Bridges Programs.
- Promote homeownership.
 - Coordinate with USDA Rural Development, Autumn Hills, Three Rivers, and local lenders to leverage resources that can be matched with the Section 8 Homeownership voucher.
 - Increase participation in the Section 8 Family Self Sufficiency program that assists households become economically self sufficient.
- Ensure equal opportunity housing and affirmatively further fair housing.
 - Market fair housing and equal opportunity housing in program brochures and during applicant/tenant briefing continue to provide fair housing documentation.

FUND 290: EDA ADMINISTRATION
DEPT 690: EDA
PROG 695: ECONOMIC DEVELOPMENT AUTHORITY

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Tax Levies	120,000	120,000	140,000	140,000	70,100	140,000	150,000
Other Taxes	215,041	200,000	218,445	210,000	78,401	210,000	210,000
Intergovernmental Revenue	0	0	300,000	0	0	0	0
Charges for Services	22,857	13,916	29,069	13,856	0	16,280	34,400
Interest on Investments	-70	0	-641	0	287	200	200
Miscellaneous	1,716	1,666	1,666	1,666	1,666	1,666	1,666
Total Revenues	359,544	335,582	688,539	365,522	150,454	368,146	396,266
FT Wages	30,448	36,476	34,540	38,625	17,931	42,361	43,874
PT/Seasonal Wages	700	0	0	0	0	0	0
Benefits	6,965	8,207	8,152	8,976	4,724	10,393	10,795
PERSONAL SERVICES	38,113	44,683	42,692	47,601	22,655	52,754	54,669
Supplies	9	400	0	400	28	400	400
Small Tools & Equipment	0	400	0	400	0	400	400
SUPPLIES	-9	-800	0	-800	-28	-800	-800
Professional Services	32,937	10,000	26,500	25,000	9,100	15,000	25,000
Communication	177	480	112	400	67	400	400
Vehicle, Travel & Training	522	830	662	830	341	830	1,000
Housing & Economic Devel	77,500	77,500	77,500	77,500	77,500	77,500	77,500
Advertising & Promotion	400	0	828	0	244	1,000	1,000
Memberships & Subscriptions	0	200	0	200	0	200	200
Repairs	300	250	142	250	0	250	250
Rents/Leases	3,432	4,100	3,432	4,000	3,432	3,432	3,744
Other Services & Charges	205,956	191,667	509,190	201,167	80,990	201,167	201,167
OTHER SERVICES & CHARGES	-321,224	-285,027	-618,366	-309,347	-171,674	-299,779	-310,261
TRANSFERS OUT	12,000	12,000	12,000	12,000	6,000	12,000	12,000
Total Expenditures	-371,346	-342,510	-673,058	-369,748	-200,357	-365,333	-377,730
Net Revenue	-11,802	-6,928	15,481	-4,226	-49,903	2,813	18,536
AUTHORITY	-11,802	-6,928	15,481	-4,226	-49,903	2,813	18,536
Total for DEPT 690: EDA	-11,802	-6,928	15,481	-4,226	-49,903	2,813	18,536
Total for FUND 290: EDA ADMINISTRATION	-11,802	-6,928	15,481	-4,226	-49,903	2,813	18,536

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Economic Development
EDA Administration 690-695

2014 Accomplishments

- Participated in the Vision Processing Technologies expansion project.
- Participated in the Daikin Applied, Inc. expansion project.
- Administered Small Cities Development Grant from DEED for downtown improvements.
- Participated in the redevelopment of the Pillsbury Campus.
- Negotiated new lodging tax agreement with Chamber of Commerce.

2015 Goals

- Work with the County and State on how to make improvements to I-35/26th Street interchange.
- Work with OPED in measuring success in economic development.
- Continue efforts to fill vacant commercial buildings.
- Continue efforts to recruit commercial businesses.
- Continue efforts to pursue grant money for public infrastructure improvements.

FUND 292: EDA LOANS
DEPT 690: EDA PROG 690: EDA LOANS

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Interest on Investments	5,080	6,400	-11,992	7,500	7,789	7,500	7,500
Total Revenues	5,080	6,400	-11,992	7,500	7,789	7,500	7,500
Total for PROG 690: EDA LOANS	5,080	6,400	-11,992	7,500	7,789	7,500	7,500

PROG 691: COMMERCIAL/RETAIL LOANS

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	106,705	0	77,897	0	0	0	0
Miscellaneous	8,680	5,590	5,924	4,039	2,157	3,326	2,176
Total Revenues	115,385	5,590	83,821	4,039	2,157	3,326	2,176
Total for PROG 691: COMMERCIAL/RETAIL LOANS	115,385	5,590	83,821	4,039	2,157	3,326	2,176

PROG 692: INDUSTRIAL LOANS

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Miscellaneous	0	1,631	6,257	2,022	1,553	2,976	2,951
Total Revenues	0	1,631	6,257	2,022	1,553	2,976	2,951
Total for PROG 692: INDUSTRIAL LOANS	0	1,631	6,257	2,022	1,553	2,976	2,951

PROG 694: EDA - REVOLVING LOANS - FED

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Miscellaneous	2,294	2,294	985	985	325	1,283	220
Total Revenues	2,294	2,294	985	985	325	1,283	220
Total for PROG 694: EDA - REVOLVING LOANS - FED	2,294	2,294	985	985	325	1,283	220
Total for FUND 292: EDA LOANS	122,759	15,915	79,071	14,546	11,824	15,085	12,847

FUND 294: EDA LAND

DEPT 690: EDA PROG 696: EDA LAND

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	710,096	37,768	37,768	37,768	0	37,768	37,768
Interest on Investments	6,285	7,000	-14,758	1,000	9,199	7,500	5,000
Miscellaneous	26,643	20,532	61,081	23,304	28,415	60,847	60,433
Total Revenues	743,024	65,300	84,091	62,072	37,614	106,115	103,201
Professional Services	103,473	15,000	0	15,000	0	15,000	15,000
Repairs	600,000	0	0	0	0	0	0
Other Services & Charges	11,270	10,000	13,506	10,000	15,586	15,000	16,000
OTHER SERVICES & CHARGES	-714,743	-25,000	-13,506	-25,000	-15,586	-30,000	-31,000
CAPITAL OUTLAY	136,847	0	0	0	0	0	0
Total Expenditures	-851,590	-25,000	-13,506	-25,000	-15,586	-30,000	-31,000
Total for DEPT 690: EDA	-108,566	40,300	70,585	37,072	22,028	76,115	72,201
Total for FUND 294: EDA LAND	-108,566	40,300	70,585	37,072	22,028	76,115	72,201

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FUND 602: WASTEWATER TREATMENT FUND
DEPT 902: WASTE WATER TREATMENT FACILITY
PROG 900: WASTEWATER TREATMENT FACILITY

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	2,020,682	1,995,000	2,463,362	1,995,000	1,388,061	3,130,000	3,098,000
Special Assessments	0	0	2,243	0	45	0	1,449
Interest on Investments	103,491	250,000	-174,862	250,000	118,647	175,000	150,000
Miscellaneous	-13,148	0	0	0	0	0	0
Other Financing Sources	421,690	0	10,791	0	0	0	0
Total Revenues	2,532,715	2,245,000	2,301,534	2,245,000	1,506,753	3,305,000	3,249,449
FT Wages	95,757	43,987	78,072	39,779	41,258	40,489	41,855
PT/Seasonal Wages	143	0	0	0	0	0	0
OT/Holiday/Other	13,130	2,333	21,712	1,876	14,072	13,396	13,444
Benefits	45,681	17,978	35,837	15,831	19,997	18,605	19,244
PERSONAL SERVICES	154,711	64,298	135,621	57,486	75,327	72,490	74,543
Supplies	0	200	0	200	0	200	200
Small Tools & Equipment	506	0	161	0	240	0	250
SUPPLIES	-506	-200	-161	-200	-240	-200	-450
Professional Services	14,650	5,000	8,636	25,000	0	35,000	35,000
Communication	1,850	550	1,062	550	348	2,025	2,025
Vehicle, Travel & Training	0	3,000	555	3,000	555	3,000	3,000
Advertising & Promotion	199	0	152	0	0	250	250
Memberships & Subscriptions	11,000	12,000	11,000	12,000	11,000	1,200	18,500
Repairs	0	100	0	100	0	250	250
Depreciation	939,360	980,000	947,274	940,000	473,610	940,000	950,000
OTHER SERVICES & CHARGES	-967,059	-1,000,650	-968,679	-980,650	-485,513	-981,725	-1,009,025
DEBT SERVICE	104,508	0	104,474	100,000	46,048	94,000	90,000
TRANSFERS OUT	584,956	350,000	350,000	350,000	175,010	350,000	370,500
Total Expenditures	-1,811,740	-1,415,148	-1,558,935	-1,488,336	-782,138	-1,498,415	-1,544,518
Net Revenue	720,975	829,852	742,599	756,664	724,615	1,806,585	1,704,931
FACILITY	720,975	829,852	742,599	756,664	724,615	1,806,585	1,704,931

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Waste Water Treatment Plant
Administration 902-900

2014 Accomplishments

- Improve chemical feed rates to reduce chemical cost.
- Complete MPCA Biosolids report.
- Complete MPCA Pretreatment report.
- Complete DMR reports according to NPDES permit requirements.
- Expanded I&I program

2015 Goals

- Improve chemical feed rates to reduce chemical cost.
- Complete MPCA Biosolids report.
- Complete MPCA Pretreatment report.
- Complete DMR reports according to NPDES permit requirements.
- Initiate improvements Bridge Street Lift Station
- Expand I&I Program

PROG 902: WWTF PLANT OPERATIONS

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Charges for Services	323	0	933	0	0	0	0
Total Revenues	323	0	933	0	0	0	0
FT Wages	243,937	292,128	261,004	298,730	120,164	296,320	306,281
PT/Seasonal Wages	215	4,000	260	4,000	0	4,000	4,000
OT/Holiday/Other	7,133	29,491	6,109	29,601	3,416	21,072	21,157
Benefits	108,447	146,001	106,778	147,689	47,780	139,619	144,149
PERSONAL SERVICES	359,732	471,620	374,151	480,020	171,360	461,011	475,587
Supplies	163,752	127,900	165,317	127,900	61,164	169,400	171,150
Repair Supplies	80,685	56,500	74,132	56,500	25,469	88,000	88,000
Small Tools & Equipment	1,686	7,000	6,417	7,000	162	7,250	7,250
Library Materials	9,815	10,000	13,839	10,000	130	10,000	10,000
SUPPLIES	-255,938	-201,400	-259,705	-201,400	-86,925	-274,650	-276,400
Professional Services	15,448	5,000	18,716	10,000	5,847	15,000	15,000
Communication	2,335	1,900	4,237	2,900	1,634	3,400	3,400
Vehicle, Travel & Training	3,880	2,000	4,939	2,000	2,667	4,000	4,000
Advertising & Promotion	0	0	0	0	0	150	150
Memberships & Subscriptions	95	300	272	300	79	300	300
Insurance	54,765	81,700	63,230	67,300	19,700	39,400	49,200
Licenses & Inspections	14,600	15,500	14,563	15,500	16,532	15,500	15,500
Repairs	91,638	16,900	28,362	18,700	13,526	106,200	43,200
Rents/Leases	0	1,500	0	1,500	0	1,500	1,500
Other Services & Charges	2,418	800	3,465	800	2,425	2,670	2,500
OTHER SERVICES & CHARGES	-185,179	-125,600	-137,784	-119,000	-62,410	-188,120	-134,750
Total Expenditures	-800,849	-798,620	-771,640	-800,420	-320,695	-923,781	-886,737
Net Revenue	-800,526	-798,620	-770,707	-800,420	-320,695	-923,781	-886,737
Total for PROG 902: WWTF PLANT OPERATIONS	-800,526	-798,620	-770,707	-800,420	-320,695	-923,781	-886,737

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Waste Water Treatment Plant
Plant Operations 902-902

2014 Accomplishments

- Roof replacement. Digester Complex - Garage - Chemical building
- Audited polymer feed system on filter presses.
- repair and/or replace equipment as necessary.
- maintain effluent quality to meet NPDES permit requirements
- Completed boiler upgrade

2015 Goals

- repair and/or replace equipment as necessary.
- maintain effluent quality to meet NPDES permit requirements
- Review plant security
- Complete Update to Facility Master Plan

PROG 904: WWTF - LIFT STATION

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
FT Wages	699	7,390	0	7,557	0	7,651	7,881
OT/Holiday/Other	437	293	0	299	0	302	309
Benefits	510	3,855	0	3,896	0	4,016	4,158
PERSONAL SERVICES	-1,646	-11,538	0	-11,752	0	-11,969	-12,348
Supplies	0	0	0	0	446	0	500
Repair Supplies	11,624	10,000	13,910	10,000	600	15,000	15,000
SUPPLIES	-11,624	-10,000	-13,910	-10,000	-1,046	-15,000	-15,500
Communication	941	5,500	0	5,500	347	5,500	5,500
Utilities	2,124	2,200	2,940	2,200	1,164	2,200	2,500
Repairs	3,070	8,200	9,935	8,200	3,476	10,750	10,750
OTHER SERVICES & CHARGES	-6,135	-15,900	-12,875	-15,900	-4,987	-18,450	-18,750
Total Expenditures	-19,405	-37,438	-26,785	-37,652	-6,033	-45,419	-46,598
Net Revenue	-19,405	-37,438	-26,785	-37,652	-6,033	-45,419	-46,598
Total for PROG 904: WWTF - LIFT STATION	-19,405	-37,438	-26,785	-37,652	-6,033	-45,419	-46,598

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Waste Water Treatment Plant
Lift Stations 902-904

2014 Accomplishments

- Rehab lift stations as needed
- Monitor and document run times
- Work with commercial contributors to reduce grease problems.

2015 Goals

- Complete rehabilitation of Bridge Street Lift Station
- Monitor and document run times
- Work with commercial contributors to reduce grease problems.

PROG 906: WWTF - COLLECTION PROGRAM

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
FT Wages	75,009	87,340	70,404	89,313	38,483	117,452	121,135
PT/Seasonal Wages	0	0	0	0	0	10,000	5,000
OT/Holiday/Other	1,394	8,609	1,370	8,659	995	7,816	7,899
Benefits	31,603	38,465	27,969	38,968	15,511	51,602	52,021
PERSONAL SERVICES	108,006	134,414	99,743	136,940	54,989	186,870	186,055
Supplies	26,186	30,900	36,033	30,900	7,229	37,100	62,100
Repair Supplies	19,221	3,700	9,332	3,700	421	21,000	21,000
Small Tools & Equipment	0	2,500	343	4,500	96	4,500	4,500
SUPPLIES	-45,407	-37,100	-45,708	-39,100	-7,746	-62,600	-87,600
Vehicle, Travel & Training	120	300	0	300	0	300	300
Advertising & Promotion	70	0	0	0	0	150	150
Repairs	260,334	6,500	26,314	6,500	152,093	508,000	508,000
Other Services & Charges	240	1,000	875	1,000	635	1,000	1,000
OTHER SERVICES & CHARGES	-260,764	-7,800	-27,189	-7,800	-152,728	-509,450	-509,450
CAPITAL OUTLAY	1,090	0	6,657	0	0	0	0
Total Expenditures	-415,267	-179,314	-179,297	-183,840	-215,463	-758,920	-783,105
Net Revenue	-415,267	-179,314	-179,297	-183,840	-215,463	-758,920	-783,105
Total for PROG 906: WWTF - COLLECTION PROGRAM	-415,267	-179,314	-179,297	-183,840	-215,463	-758,920	-783,105
FACILITY	-533,930	-242,177	-239,396	-314,194	179,866	78,465	-11,509
Total for FUND 602: WASTEWATER TREATMENT FUND	-533,930	-242,177	-239,396	-314,194	179,866	78,465	-11,509

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Waste Water Treatment Plant
Sewer Collection 902-906

2014 Accomplishments

- Contract cleaning of approximately 100,000 feet of sewer
- Televise areas with recurring problems and make repairs where possible.
- Expanded lining projects.
- Expanded manhole rehab projects
- Repaired and/or replaced manholes, catch basins and lines as needed.
- Reviewed options for asset management

2015 Goals

- Evaluate capacity of B trunk line
- Televise areas with recurring problems and make repairs where possible.
- Increase lining projects.
- Continue with manhole rehab projects
- Repaired and/or replaced manholes, catch basins and lines as needed.
- Implement asset management program

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

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Tax Levies	252,521	250,200	253,885	253,000	0	249,600	246,000
Intergovernmental Revenue	36,432	0	0	0	0	0	0
Charges for Services	534,488	330,000	344,831	375,000	197,500	405,000	350,000
Interest on Investments	2,397	4,000	-14,162	1,500	6,598	4,000	4,000
Transfers	50,000	50,000	50,000	50,000	0	0	0
Other Financing Sources	247,864	0	1,666,736	0	0	0	0
Total Revenues	1,123,702	634,200	2,301,290	679,500	204,098	658,600	600,000
FT Wages	57,613	81,499	43,940	93,296	22,512	95,589	67,429
Benefits	27,091	30,754	19,649	32,867	6,552	33,372	17,512
PERSONAL SERVICES	-84,704	-112,253	-63,589	-126,163	-29,064	-128,961	-84,941
Supplies	2,174	13,000	782	13,000	6,620	17,500	19,500
SUPPLIES	-2,174	-13,000	-782	-13,000	-6,620	-17,500	-19,500
Professional Services	7,949	61,500	10,130	61,500	126	109,500	114,000
Communication	0	700	23	700	0	700	700
Vehicle, Travel & Training	3,359	5,400	1,289	5,800	957	4,400	3,650
Advertising & Promotion	665	2,500	353	2,500	0	2,500	2,500
Printing	62	1,500	0	1,500	0	1,500	1,500
Memberships & Subscriptions	2,015	2,000	965	2,000	0	2,000	2,000
Insurance	-285	0	720	900	600	1,200	1,300
Repairs	2,592	23,000	70,557	23,000	11	43,600	32,500
Other Services & Charges	11,768	9,000	4,852	9,000	793	0	0
Depreciation	126,233	101,500	167,901	112,000	81,930	127,000	170,000
OTHER SERVICES & CHARGES	-154,358	-207,100	-256,790	-218,900	-84,417	-292,400	-328,150
CAPITAL OUTLAY	1,260	0	0	0	0	0	0
DEBT SERVICE	125,346	127,080	136,216	120,000	58,071	115,000	102,000
TRANSFERS OUT	69,414	20,000	15,000	15,000	7,500	15,000	32,000
Total Expenditures	-437,256	-479,433	-472,377	-493,063	-185,672	-568,861	-566,591
Net Revenue	686,446	154,767	1,828,913	186,437	18,426	89,739	33,409
Total for PROG 920: STORM WATER UTILITY	686,446	154,767	1,828,913	186,437	18,426	89,739	33,409
Total for DEPT 920: STORM WATER UTILITY	686,446	154,767	1,828,913	186,437	18,426	89,739	33,409
Total for FUND 620: STORM WATER UTILITY	686,446	154,767	1,828,913	186,437	18,426	89,739	33,409

CITY OF OWATONNA 2015 PROGRAM BUDGETS

Storm Water

Storm Water 920-920

2014 Accomplishments

- Continue to hold educational workshops with local contractors, landscapers and real estate agents.
- Annual training for municipal workers for better housekeeping practices.
- Implement standard operating procedures to eliminate stormwater pollution by Municipal workers.
- Constructed the Pond SRS-P04a in the industrial park
- Revised Storm Water Capital Improvement Plan
- To increase public participation and involvement in Storm Water Programming.
- Audit and corrected billings for Stormwater Utility Fee
- renewed MS4 permit and worked on ordinance updates

2015 Goals

- Update stormwater utility fee ordinance to provide greater definition of exemptions.
- Update outlet elevations and NWL for all existing stormwater ponds to conform to MPCA mandate.
- Update all storm sewer maps and meta data into GIS mapping layers.
- Quantify total square footage of all impervious surface in City limits.
- Continue strong education program for residents.
- Continue stabilization of publicly owned ravines
- Simplify erosion and sediment control practices and procedures
- Address more localized flooding issues
- Begin dredging of stormwater ponds in problem areas

FUND 630: AQUATIC CENTER
DEPT 520: AQUATIC CENTER
PROG 570: AQUATIC CENTER

Account Number	2012 Actual	2012 Budget	2013 Actual	2013 Budget	06/30/14 YTD	2014 Budget	2015 Budget
Intergovernmental Revenue	0	0	288	0	0	0	0
Charges for Services	190,187	210,750	163,044	207,250	59,030	200,250	200,500
Interest on Investments	0	0	-56	0	139	700	0
Miscellaneous	8,003	0	76,438	500	600	500	500
Total Revenues	198,190	210,750	239,714	207,750	59,769	201,450	201,000
FT Wages	7,815	7,174	16,703	7,524	3,799	8,312	8,907
PT/Seasonal Wages	88,400	97,500	84,451	94,500	11,425	92,000	95,000
OT/Holiday/Other	125	0	0	0	0	0	0
Benefits	12,019	12,835	13,316	12,751	2,730	13,069	13,631
PERSONAL SERVICES	108,359	117,509	114,470	114,775	17,954	113,381	117,538
Supplies	21,897	17,800	19,646	16,650	6,018	16,850	17,300
Repair Supplies	13,474	6,000	12,871	9,000	4,653	12,000	12,500
Concession Supplies	24,792	19,250	23,685	22,000	2,846	22,000	23,000
SUPPLIES	-60,163	-43,050	-56,202	-47,650	-13,517	-50,850	-52,800
Professional Services	225	200	536	200	563	200	200
Communication	1,916	1,150	1,610	2,050	612	2,250	2,250
Vehicle, Travel & Training	587	500	144	750	165	750	750
Advertising & Promotion	5,393	7,000	7,115	7,000	1,150	7,000	7,000
Insurance	11,640	16,600	13,780	14,700	5,350	10,700	11,100
Licenses & Inspections	624	650	624	650	624	650	650
Repairs	2,278	2,700	0	2,700	3,173	2,750	2,750
Other Services & Charges	410	3,300	359	700	29	700	700
Depreciation	73,883	70,369	73,883	74,000	38,580	74,000	77,000
OTHER SERVICES & CHARGES	-96,956	-102,469	-98,051	-102,750	-50,246	-99,000	-102,400
Total Expenditures	-265,478	-263,028	-268,723	-265,175	-81,717	-263,231	-272,738
Net Revenue	-67,288	-52,278	-29,009	-57,425	-21,948	-61,781	-71,738
Total for PROG 570: AQUATIC CENTER	-67,288	-52,278	-29,009	-57,425	-21,948	-61,781	-71,738
Total for DEPT 520: AQUATIC CENTER	-67,288	-52,278	-29,009	-57,425	-21,948	-61,781	-71,738
Total for FUND 630: AQUATIC CENTER	-67,288	-52,278	-29,009	-57,425	-21,948	-61,781	-71,738

CITY OF OWATONNA 2015 PROGRAM BUDGETS
Aquatic Center
Aquatic Center 630-520

2014 Accomplishments

- Successful number of patrons and user groups visiting the facility
- Successful offered/attended programs
- High number of returning staff to help with smooth operation and transition of season
- Implemented additional marketing avenues to target other user groups
- Expanded use of social media venues as advertisement and as an informational source
- The new heater system was inserted before the season began
- Expanded the use of Max Solutions for facility scheduling
- Additional full-time Recreation Supervisor employed to assist with daily operations

2015 Goals

- Re-evaluate and re-structure our training procedures for higher efficiency
- Implement a lifeguard and WSI recruitment plan
- Re-evaluate offered programs and fees; create new offerings on a yearly basis
- Increase group and birthday party rentals.
- Explore additional modes of advertising to reach other user groups.
- Reformat the beginning of season staff orientation training to include additional training variables